

**LEVEL 1 FUNCTIONAL SKILLS QUALIFICATION IN ENGLISH:  
SPEAKING, LISTENING AND COMMUNICATING**

**RECORD OF LEARNER ACHIEVEMENT**

Learner name: <i>Anne Candidate</i>	
Date of birth: <i>04/12/60</i>	Candidate number: <i>1111111</i>
Work location: <i>Maynut College, Frackling, FR2 4GH</i>	

Assessor name: <i>Ann Assessor</i>
Assessment task: <i>Mobile Phones</i>
Additional assessment requirements: <i>None</i>
Additional comments / incidents: <i>Fire Alarm went off but this was just after the assessment finished so it had no impact on candidate performance.</i>

<p><b>Result</b> (please indicate a <b>pass</b> if the learner has demonstrated a secure overall performance for each SOS i.e. there is a tick on each row of the assessment sheet overleaf. Please indicate a <b>fail</b> if there is a cross on any row of the assessment sheet overleaf)</p>	<p>Pass <i>Y</i></p>	<p>Fail</p>
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*I declare that the record presented for this assessment is entirely my own work.*

Learner signature: <i>A Candidate</i>	Date: <i>21/08/18</i>
Assessor signature: <i>Ann Assessor</i>	Date: <i>21/08/18</i>
Internal Quality Assurer signature: <i>N/A</i> <i>(if sampled)</i>	Date:

***This form must be completed and retained by the centre in a secure place for a minimum of 3 years. It must be made available to FutureQuals or your external quality assurer/moderator upon request.***

# LEVEL 1 FUNCTIONAL SKILLS QUALIFICATION IN ENGLISH: SPEAKING, LISTENING AND COMMUNICATING

## ASSESSMENT SHEET

Level 1 overall performance across the range of requirements for the level must be secure; any insufficient demonstration of any individual content statement must be balanced by appropriate demonstration of that same content statement elsewhere.

SOS ref	You must observe the learner doing each of the following consistently across the sub-tasks.	Insert a tick (✓) if yes  Insert a cross (X) if not.
1	identify relevant information and lines of argument in explanations or presentations?	✓
2	make requests and ask relevant questions to obtain specific information in different contexts?	✓
3	respond effectively to detailed questions?	✓
4	communicate information, ideas and opinions clearly and accurately on a range of topics?	✓
5	express opinions and arguments and support them with evidence?	✓
6	follow and understand discussions and make contributions relevant to the situation and the subject?	✓
7	use appropriate phrases, registers and adapt contributions to take account of audience, purpose and medium?	✓
8	respect the turn-taking rights of others during discussions, using appropriate language for interjection?	✓

### Sub-Task 1 – Assessor evidence/comments:

*Excellent contribution to this discussion. Showed high level speaking and listening skills. Supportive of shyer members of group. Good eye contact throughout. Asked and responded well to questions.*

### Sub-Task 2 – Assessor evidence/ comments:

*Again, an excellent contribution to the discussion. Showed high level speaking and listening skills. Kept bringing discussion back to main focus. Again, supportive of shyer members of group. Example of friend's daughter and how having phone gave her confidence to be away from her mum was v interesting. Good eye contact throughout.*

*Met the requirements fully.*

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**LEVEL 1 FUNCTIONAL SKILLS QUALIFICATION IN ENGLISH:  
SPEAKING, LISTENING AND COMMUNICATING**

**RECORD OF LEARNER ACHIEVEMENT**

Learner name: <i>Andy Learner</i>	
Date of birth: <i>09/02/84</i>	Candidate number: <i>33333333</i>
Work location: <i>Maynut College, Frackling, FR2 4GH</i>	

Assessor name: <i>Ann Assessor</i>
Assessment task: <i>Mobile Phones</i>
Additional assessment requirements: <i>None</i>
Additional comments / incidents: <i>None</i>

<b>Result</b> (please indicate a <b>pass</b> if the learner has demonstrated a secure overall performance for each SOS i.e. there is a tick on each row of the assessment sheet overleaf. Please indicate a <b>fail</b> if there is a cross on any row of the assessment sheet overleaf)	Pass	Fail
	<i>Y</i>	

Learner signature: <i>A Learner</i>	Date: <i>21/08/18</i>
Assessor signature: <i>Ann Assessor</i>	Date: <i>21/08/18</i>
Internal Verifier/Assessor signature: <i>N/A</i> <i>(if sampled)</i>	Date:

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1	identify relevant information and lines of argument in explanations or presentations?	✓
2	make requests and ask relevant questions to obtain specific information in different contexts?	✓
3	respond effectively to detailed questions?	✓
4	communicate information, ideas and opinions clearly and accurately on a range of topics?	✓
5	express opinions and arguments and support them with evidence?	✓
6	follow and understand discussions and make contributions relevant to the situation and the subject?	✓
7	use appropriate phrases, registers and adapt contributions to take account of audience, purpose and medium?	✓
8	respect the turn-taking rights of others during discussions, using appropriate language for interjection?	✓

### Sub-Task 1 – Assessor evidence/comments:

*A bit slow to get going then contributed to the discussions effectively. Responded well to questions but only asked one. Got a little muddled about what Leanne was saying but did understand in the end.  
Just about demonstrated competence across the SOS.*

### Sub-Task 2 – Assessor evidence/ comments:

*Got a little agitated at the beginning of ST2 but soon calmed down. Asked a range of relevant questions and responded when questions were asked back. Any weaknesses in individual content statements in ST1 were balanced by appropriate demonstration of them here (eg in ST2) and by other strengths,  
Overall met the requirements and deserved a pass.*

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**LEVEL 1 FUNCTIONAL SKILLS QUALIFICATION IN ENGLISH:  
SPEAKING, LISTENING AND COMMUNICATING**

**RECORD OF LEARNER ACHIEVEMENT**

Learner name: <i>Annie Apprentice</i>	
Date of birth: <i>09/02/94</i>	Candidate no: <i>2222222</i>
Work location: <i>Maynut College, Frackling, FR2 4GH</i>	

Assessor name: <i>Ann Assessor</i>
Assessment task: <i>Mobile Phones</i>
Additional assessment requirements: <i>None</i>
Additional comments / incidents: <i>None</i>

<p><b>Result</b> (please indicate a <b>pass</b> if the learner has demonstrated a secure overall performance for each SOS i.e. there is a tick on each row of the assessment sheet overleaf. Please indicate a <b>fail</b> if there is a cross on any row of the assessment sheet overleaf)</p>	Pass	Fail <i>Y</i>
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*I declare that the record presented for this assessment is entirely my own work.*

Learner signature: <i>A Apprentice</i>	Date: <i>21/08/18</i>
Assessor signature: <i>Ann Assessor</i>	Date: <i>21/08/18</i>
Internal Quality Assurer signature: <i>N/A</i> <i>(if sampled)</i>	Date:

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1	identify relevant information and lines of argument in explanations or presentations?	X
2	make requests and ask relevant questions to obtain specific information in different contexts?	X
3	respond effectively to detailed questions?	X
4	communicate information, ideas and opinions clearly and accurately on a range of topics?	✓
5	express opinions and arguments and support them with evidence?	✓
6	follow and understand discussions and make contributions relevant to the situation and the subject?	X
7	use appropriate phrases, registers and adapt contributions to take account of audience, purpose and medium?	X
8	respect the turn-taking rights of others during discussions, using appropriate language for interjection?	X

### Sub-Task 1 – Assessor evidence/comments:

*Contributed reasonably well to this discussion, though tended to look around the room rather than at other members of group.*

### Sub-Task 2 – Assessor evidence/ comments:

*Didn't really get involved in ST2. - even when asked a question by Andi he ignored the question and was more interested in continuing to talk about own mobile phone. At one stage interrupted discussion with rant about how annoying kids are.*

*Did not meet the standards required.*

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