Essential Skills Wales in Application of Number **Example** Entry 3 controlled task

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Room refit

Assessment pack

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1 Assessment guidelines

1.1 Checklist and overview

General assessment guidelines applicable to all City & Guilds Entry level ESW assessments can be found in the City & Guilds ESW qualification handbook. The following is a checklist of the basic guidelines as well as information particular to ESW Application of Number.

Overview of this assessment

The candidate is investigating buying a new wardrobe and where to position it in a bedroom.

The assessment tasks are focused on the three skill areas at Entry 3:

- Understand numerical data (NE3.1)
- Carrying out calculations (NE3.2)
- Interpret results and present findings (NE3.3)

The evidence and skills requirements for ESW are explained in more detail in the DCELLS document 'Essential Skills Wales'. This can be downloaded from **http://bit.ly/dcells-esw**.

The assessment at Entry level is summative and should only be attempted once the candidate is deemed to have the skills and knowledge necessary to achieve – known as 'when ready'. Assessors/tutors must **not** teach to the actual assessment tasks and the assessment must be presented to candidates 'unseen', although it is expected that by the time of assessment candidates will have had plenty of practice in developing and using these skills in a range of contexts appropriate to the level, and should be familiar with the processes involved the type of activity contained in this assessment.

Administration of the assessment

- The assessment must be completed under supervised conditions. This need not involve a formal 'examination' environment, although the assessor/tutor or another designated supervisor must be present throughout to ensure all work is produced independently by the candidate.
- The assessment may either be completed in one session or split over two **consecutive** sessions, with no learning or preparation given in between. If not completed in one sitting, the candidate's paper and all materials produced by the candidate must be collected in and stored securely until the next session begins. On no account may candidates take any of their work away with them between sessions.
- Candidates may be assisted with any aspects of each task that are not being assessed. For example, the assessor/tutor may give help explain or paraphrase the instructions, if asked, but may not assist the candidate in carrying out any of the mathematical processes being tested. The assessor/tutor must not intervene or volunteer information unless asked for help. Candidates may use dictionaries (including a bilingual dictionary) without asking.
- Where candidates are unsuccessful in this assessment, they will need further practice in the relevant skill(s) before attempting another assessment at a later date. A different assessment (either another title from the City & Guilds pre-approved bank or a centre-devised assessment that has been approved by City & Guilds) must be used when re-attempting.
- Candidates that have attempted this assessment must **not** under any circumstances take any other 'Room refit' assessment.

2 Assessment recording

2.1 Assessment record sheet

Candidate's name:

City & Guilds enrolment number:

Date(s) and time(s) assessment used:

Mark scheme	Evidence requirements	Tick if achieved
Assessor signature to confirm candidate has checked understanding of activity.	NE3.1.1	❑
Assessor signature to confirm candidate has checked understanding of how to tackle task. Evidence can include candidate notes showing this.	NE3.1.2	❑
1. 1 m or 100cm	NE3.1.3	❑
2. a) 3	NE3.1.3	❑
b) C423, D634, E376	NE3.2.1	❑
c) (£)50	NE3.1.3	❑
3. a) (£)25	NE3.2.1	❑
4. a) Order form completed with suitable choice of		
wardrobe, *eg C or D*	NE3.2.1	❑
desk	NE3.2.1	❑
b) cost for their choice	NE3.3.1	❑
c) suitable check shown	NE3.2.1	❑
d) first suitable reason given, *eg price and size allow colour*	NE3.3.1	❑
second suitable reason given	NE3.3.1	❑
5. a) follow through from their choice	NE3.2.1	❑
b) suitable check	NE3.2.1	❑
6. a) 145cm	NE3.1.1	❑
7. Plan of bedroom *(does not need to be drawn to scale)*, including		
window and door in similar position to original	NE3.3.1	❑
rectangle for bed in suitable place	NE3.3.1	❑
rectangle for wardrobe in suitable place	NE3.3.1	❑
rectangle for desk in suitable place	NE3.3.1	❑
8. Candidate description of how results		
a) make sense	NE3.2.1	❑
b) meet purpose of task *candidate notes or tutor comment.*	NE3.3.2	❑
At least 17 ticks out of 22 required for success	**enter total:**	❑

Please complete the following page.

Please tick as applicable

- ❑ The candidate has met all of the evidence requirements indicated above and has successfully completed this assessment.

- ❑ The candidate was unsuccessful on this occasion.

The declarations on the final page of the candidate's paper must also be completed, even if the candidate was unsuccessful.

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