Essential Skills Wales
Essential Communication Skills (ECommS)
Level 3 Controlled Task
Assessor Pack

Tourism in Wales

Sample

Candidate name:
Candidate number:
Date registered for ECommS:
Unique Learner Number (ULN) *(if applicable)*:
Centre name *or* number:
Supervisor name:
Assessor name:
Internal Quality Assurer name:

Instructions

The candidate has up to **8 hours in total** to complete this controlled task, although that time can be split over a number of sessions. Details of when each session started and ended **must** be recorded on the candidate pack and a summary recorded below:

Date controlled task **started**:
Date controlled task **completed** *(no more than eight weeks later)*:
Total time spent:

Produced jointly by the four Essential Skills awarding bodies:
Agored Cymru
City & Guilds
Pearson
WJEC

Assessment requirements

The following is a summary of the Essential Skills Wales (ESW) Controlled Task Conditions. These requirements should be read in conjunction with the relevant **Controlled Task Candidate Pack**. General assessment guidelines applicable to all ESW assessments can be found in the **Essential Skills Wales Suite *Qualification Handbook***.

Controlled task assessment

Controlled tasks are **summative assessments** measuring subject-specific skills. Candidates will need to show they can utilise these skills in a holistic manner, relevant to real-life circumstances. The assessment outcome is **pass/fail**.

Controlled tasks must be:

- internally assessed, by appropriately qualified staff, using the Marking Schemes provided. Please see section 2.2 of the ***Qualification Handbook*** for details of staff qualification.
- internally quality assured, by appropriately qualified staff
- externally quality assured/moderated by City & Guilds
- compliant with **Controlled Task Conditions**.

Controlled Task Conditions

This controlled task must be completed under the conditions set out below. 'Controlled' relates to all aspects of how the task is administered and assessed. Candidates should only attempt this controlled task when they have been registered for this qualification and have developed the necessary skills at the required level. Learning development input should be completed before the candidate attempts this controlled task. This controlled task must normally be completed before the confirmatory test is attempted.

Working Period

The candidate must complete this controlled task within an 8 week 'working period'. The working period commences on the date the candidate starts working on the task. The working period may be extended only in specific extenuating circumstances or if the academic term does not extend to 8 weeks. Please see section 4.3 of the ***Qualification Handbook*** for further information.

Working Time

The candidate has up to **8 hours in total** to complete this controlled task. This task 'working time' allowance will formally start at the point when a task is first provided to the candidate. The task working time may be extended only in specific extenuating circumstances. Please see section 4.3 of the ***Qualification Handbook*** for further information.

Supervised Conditions

This controlled task must be completed under the following supervised conditions:

- This task is an 'open book' assessment. Candidates may have access to routine resources that might be available in a 'real life' situation, for example: PCs/laptops, tablets, dictionaries, calculators, reference books, relevant class notes and source material approved by their tutor/assessor so long as they are not designed *specifically* to assist with this assessment and do not

compromise independent achievement of the standard. Mobile phones or other transmitting/receiving devices are not permitted. The candidate can access the Internet using supervised facilities.

- The environment within which tasks are completed must be supervised. This supervision must be **continuous** and ensure no interruption and/or undue influence is possible whilst candidates are working on the task. Suitable locations might include a classroom, a library or a workplace as long as an appropriate environment and supervision is maintained. For the avoidance of doubt, this environment does not require formal ‘examination’ conditions.
- The supervisor must be a reliable, responsible person who is accountable for ensuring adequate supervision and control of the environment is maintained. The supervisor must be present throughout the working time and be able to confirm that each candidate produced all work independently. The supervisor can be the candidate’s tutor and/or assessor or another suitable person.
- This controlled task may be completed in one session or split over several sessions, as long as no learning or preparation is provided in between. If not completed in one sitting, the candidate’s papers and all materials produced by the candidate must be collected in and stored securely until the next working time session begins. On no account may candidates take any of their work away with them between sessions, for example to work on a task at home.
- The working period and working time taken to complete this controlled task must be monitored and recorded as indicated on the front page of the ***Candidate Pack***. The candidate, supervisor, assessor and centre details must be completed and the declarations must be signed and dated before completed tasks are submitted for assessment.

Assistance and Access Arrangements

Assessors may provide candidates with the opportunity to clarify task requirements during the working period, however, this must not extend to any form of formative feedback. For example, recommending that a candidate should review their calculations would be inappropriate, whereas recommending the candidate re-read a particular section of the task requirements would be acceptable. Please see section 4.6 of the ***Qualification Handbook*** for further information on access arrangements.

Second and Subsequent Attempts

A specific controlled task can be attempted only once. However, a candidate may undertake a different controlled task, (either another title from the City & Guilds pre-approved bank or a centre devised assessment that has been approved by City & Guilds) at another time if they do not pass. Wherever the candidate is unsuccessful, they **must** undergo further development in the relevant skill(s) before re-attempting at a later date.

The time allowed for a partial resit is as follows:

	Part 1 Reading, Discussion and Writing	**Part 2** Writing	**Part 3** Presentation
Level 3	4 hours 30 mins	2 hours 30 mins	1 hour

Collaboration

This controlled task requires the candidate to work individually.

Assessment Activity		Assessment Criteria	Maximum Mark	Achieved Mark	Assessor Comment	IQA
Level 3 Reading	**Part 1 (C3.2)** Read, understand and synthesise information from different documents about the same subject.	**As part of the reading activity, the candidate has:** read and understood specialist and/or complex vocabulary (1 mark – some understanding shown 2 marks – full understanding shown)	**2**			
		used a variety of strategies to identify the main points (1 mark), ideas (1 mark), lines of argument (1 mark) and reasoning (1 mark) from the text and image/s including by inference (1 mark)	**5**			
		recognised, including where they are implicit, the writer's purpose (1 mark) and intentions (1 mark)	**2**			
		read critically to compare and evaluate accounts (1mark) and recognise opinion and possible bias (1 mark)	**2**			
		explored and understood complex information (1 mark) and lines of reasoning in documents (1 mark)	**2**			
		synthesised information from documents in the group discussion (1 mark – some evidence of synthesis 2 marks – clear evidence of synthesis)	**2**			
		synthesised information from documents in the written document (1 mark – limited evidence of synthesis 2 marks – some evidence of synthesis 3 marks – clear evidence of synthesis)	**3**			
Total marks available for this section:			**18**			

Candidate must achieve at least 11 marks for a pass.				

Assessment Activity		Assessment Criteria	Maximum Marks	Achieved Mark	Assessor Comments	IQA
Level 3 Speaking and Listening	**Part 1 (C3.1A)** Take part in a formal discussion in a group of 3 – 6 people. The discussion must last between 15 – 25 minutes depending on the size of the group. Duration: _____ Size of group: _____	**The candidate has produced preparation notes prior to the discussion, clearly showing points to be raised during the discussion to:** provide information	**1**			
		express opinions and/or feelings	**1**			
		During the discussion, the candidate has: clearly communicated complex information that is relevant to the purpose of the discussion (1 mark) used varied and/or specialist vocabulary and expressions to suit topics, purposes and situations (1 mark)	**2**			
		summarised and synthesised complex information to suit purpose (1 mark) responded appropriately to enquiries and/or constructively to feedback, including criticism (1 mark)	**2**			
		understood and followed detailed explanations	**1**			
		asked questions to increase their understanding of the topic	**1**			
		developed points and ideas with a sensitive awareness of others' feelings/beliefs/opinions	**1**			
		used appropriate language and non-verbal communication	**1**			
		used strategies to show listening and to clarify and confirm understanding	**1**			
		helped to move the discussion forward and worked towards agreement where appropriate	**1**			
		Total marks available for this section: **Candidate must achieve at least 8 marks for a pass.**	**12**			

Assessment Activity		Assessment Criteria	Maximum Mark	Achieved Mark	Assessor Comment	IQA
Level 3 Writing	**Part 1 (C3.3)** Write documents of different types communicating different complex information, using language and formats that are appropriate both to purpose and audience.	**As part of the writing of the first document, the candidate has:** provided evidence of planning	**1**			
		produced a draft and revised where necessary	**1**			
		selected and used formats, styles and techniques of writing that are appropriate to the communicating purpose and complexity of the subject matter to the audience	**1**			
		organised material coherently to suit the length, complexity and purpose of the document	**1**			
		used an appropriate style and tone to suit the audience, the degree of formality required (1 mark) and the nature of the subject (1 mark)	**2**			
		presented information and/or ideas (1 mark) in a logical or persuasive sequence (1 mark)	**2**			
		made meaning clear	**1**			
		used correct spelling in the final document (1 mark – two or three errors 2 marks – correct for level or one error)	**2**			
		used correct punctuation in the final document (1 mark – two or three errors 2 marks – correct for level or one error)	**2**			
		used correct grammar in the final document (1 mark – two or three errors 2 marks – correct for level or one error)	**2**			
Total marks available for this section: Candidate must achieve at least 10 marks for a pass.			**15**			

Assessment Activity		Assessment Criteria	Maximum Mark	Achieved Mark	Assessor Comment	IQA
Level 3 Writing	Part 2 (C3.3) Write documents of different types communicating different complex information, using language and formats that are appropriate both to purpose and audience.	**As part of the writing of the second document, the candidate has:** provided evidence of planning	1			
		produced ~~a~~ draft and revised where necessary	1			
		selected and used formats, styles and techniques of writing that are appropriate to the communicating purpose and the complexity of the subject matter to the audience	1			
		organised material coherently to suit the length, complexity and purpose of the document	1			
		used an appropriate style and tone to suit the audience, the degree of formality required (1 mark) and the nature of the subject (1 mark)	2			
		presented information and/or ideas (1 mark) in a logical or persuasive sequence (1 mark)	2			
		made meaning clear	1			
		used correct spelling in the final document (1 mark – two or three errors 2 marks – correct for level or one error)	2			
		used correct punctuation in the final document (1 mark – two or three errors 2 marks – correct for level or one error)	2			
		used correct grammar in the final document (1 mark – two or three errors 2 marks – correct for level or one error)	2			
Total marks available for this section: **Candidate must achieve at least 10 marks for a pass.**			15			

Assessment Activity		Assessment Criteria	Maximum Mark	Achieved Mark	Assessor Comment	IQA
Level 3 Speaking and Listening	**Part 3 (C3.1B)** Give a talk/ presentation of at least 8 minutes to an audience of at least 3 people.	**During the talk/presentation the candidate has:** prepared for a talk/presentation to communicate complex information that was relevant to the purpose	**1**			
		used a variety of techniques including non-verbal communication to engage the audience	**1**			
		used a relevant image or other support materials (1 mark) to effectively support the main points of the talk/presentation (1 mark)	**2**			
		used appropriate(1 mark), varied and/or specialist vocabulary and expressions (1 mark) to suit topic, purpose and situation	**2**			
		spoken clearly (1 mark) and adapted their language and style of presentation to suit the complexity, purpose and formality of the situation and needs of the audience (1 mark)	**2**			
		kept to the subject (1 mark) and structured the talk/presentation in a logical sequence to help the audience follow a line of thought or series of events (1 mark)	**2**			
		confirmed that listeners understood the meaning, providing further detail and development to clarify or confirm understanding	**1**			
		Total marks available for this section: **Candidate must achieve at least 8 marks for a pass.**	**11**			

Marks achieved:			
C3.2 /18	**C3.1A** /12	**C3.1B** /11	**C3.3** /30

For partial resits only

Marks achieved:			
C3.2 (Part 1) /18	**C3.1A (Part 1)** /12	**C3.1B (Part 3)** /11	**C3.3 (Part 1) OR (Part 2)** /15

Please tick as applicable:

☐ The candidate has met the minimum requirements indicated above and has successfully completed the task.

☐ The candidate was unsuccessful on this occasion.

Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature: *(if sampled)*:	Date:

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

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