**Entry 3 Speaking, Listening and Communicating**

**Assessment Record Sheet**

|  |  |
| --- | --- |
| **Candidate’s name** |  |
| **Enrolment number** |  |

**Assessment Performance Summary Sheet**

|  |  |  |
| --- | --- | --- |
| **Overall performance across Activities 1 and 2** | | |
| Learners need to be meeting each specified criterion on **most** occasions within **each** task.  The following descriptors must be considered when coming to a decision about if the candidate has met the requirements for a Pass.  To achieve a pass for the assessment at Entry 3 the learner must generally demonstrate the requirements for the level:   * consistently, * effectively, and * to an appropriate degree for Entry 3.   Overall performance across the range of requirements for the level is secure; any insufficient demonstration of any individual subject content statement is balanced by appropriate demonstration of the same content statement elsewhere. | | |
| **Please indicate (tick) as applicable:** | Candidate has achieved: | |
| Candidatehas not achieved: | |
| **Declarations** | | |
| **Assessor name** | **Signature** | **Date** |
| **Internal Quality Assurer** (if sampled) | **Signature** | **Date** |
| **External Quality Assurer** (if sampled) | **Signature** | **Date** |

Entry 3 Speaking, Listening and Communicating Evidence Sheet

Activity 1 - Extracting information and formal group discussion

|  |  |  |
| --- | --- | --- |
| Candidate’s Name |  |  |
| Date of activity |  |  |
| Start time |  | Finish time |
| Straightforward topic |  |  |
| Group size |  | Details of group |

A tick in the box indicates that the assessor has confirmed that the candidate has adequately demonstrated the criterion. The assessor should write down examples that the candidate has used to demonstrate the skill.

|  |  |  |  |
| --- | --- | --- | --- |
| **Confirm that the candidate:** | **Tick box** | **Overall comments and quotes to show**  **how candidate met the criteria:** | |
| SCS1 Identified and extracted relevant information and detail in straightforward explanations | □ |  | |
| SCS2 Made requests and asked concise questions using appropriate language | □ |
| SCS3 Communicated information and opinions clearly | □ |
| SCS4 Responded appropriately to questions | □ |
| SCS5 Followed and understood the main points | □ |
| SCS6 Made relevant contributions | □ |
| SCS7 Listened to and responded appropriately to other points of view, respecting the conventions of turn-taking | □ |
| **Candidate name** | | **Signature** | **Date** |
| **Assessor name** | | **Signature** | **Date** |

**Entry 3 Speaking, Listening and Communicating Evidence Sheet**

Activity 2 - Informal group discussion

|  |  |  |
| --- | --- | --- |
| Candidate’s Name |  |  |
| Date of activity |  |  |
| Start time |  | Finish time |
| Straightforward topic |  |  |
| Group size |  | Details of group |

A tick in the box indicates that the assessor has confirmed that the candidate has adequately demonstrated the criterion. The assessor should write down examples that the candidate has used to demonstrate the skill.

|  |  |  |  |
| --- | --- | --- | --- |
| **Confirm that the candidate:** | **Tick box** | **Overall comments and quotes to show**  **how candidate met the criteria:** | |
| SCS2 Made requests and asked concise questions using appropriate language | □ |  | |
| SCS3 Communicated information and opinions clearly | □ |
| SCS4 Responded appropriately to questions | □ |
| SCS5 Followed and understood the main points | □ |
| SCS6 Made relevant contributions | □ |
| SCS7 Listened to and responded appropriately to other points of view, respecting the conventions of turn-taking | □ |
| **Candidate name** | | **Signature** | **Date** |
| **Assessor name** | | **Signature** | **Date** |