**Level 1 Speaking, Listening and Communicating**

**Assessment Record Sheet**

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

**Assessment Performance Summary Sheet**

|  |  |  |
| --- | --- | --- |
| **Overall performance across Activities 1, 2 and 3** | | |
| 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 Level 1 the learner must generally demonstrate the requirements for the level:   * consistently, * effectively, and * to an appropriate degree for Level 1.   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** |

**Level 1 Speaking, Listening and Communicating**

**Assessment Record Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Learner name** |  | | |
| **Date of activity** |  | **Enrolment number** |  |
| **Start time** |  | **Finish time** |  |
| **Topic** |  | **Details of group** |  |

**Evidence sheet for Activity 1**

**Formal discussion on unfamiliar topic**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Content Statement** | | **🗸** | **Evidence of achievement** | |
| **SCS2.** Made requests/asked relevant questions to obtain specific information in different contexts | |  |  | |
| **SCS4.** Communicated information, ideas and opinions | |  |
| **SCS5.** Expressed opinions and arguments and supported them with evidence | |  |
| **SCS6.** Followed and understood discussions and made contributions relevant to the situation and subject | |  |
| **SCS7.** Used appropriate phrases, registers and adapted contributions to take account of audience, purpose and medium | |  |
| **SCS8.** Respected the turn-taking rights of others during discussions, using appropriate language for interjection | |  |
| **Declarations** | | | | |
| **Learner name** | **Signature** | | **Date** | |
| **Assessor name** | **Signature** | | **Date** | |

**Level 1 Speaking, Listening and Communicating**

**Assessment Record Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Learner name** |  | | |
| **Date of activity** |  | **Enrolment number** |  |
| **Start time** |  | **Finish time** |  |
| **Topic** |  | **Details of group** |  |

**Evidence sheet for Activity 2**

**Short talk (explanation or presentation) on familiar topic**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Content Statement** | | **🗸** | | **Evidence of achievement** | |
| **SCS3.** Responded effectively to detailed questions | |  | |  | |
| **SCS4.** Communicated information, ideas and opinions | |  | |
| **SCS5.** Expressed opinions and arguments and supported them with evidence | |  | |
| **SCS7.** Used appropriate phrases, registers and adapted contributions to take account of audience, purpose and medium | |  | |
| **Declarations** | | | | | |
| **Learner name** | | **Signature** | | **Date** | |
| **Assessor name** | | **Signature** | | **Date** | |

**Level 1 Speaking, Listening and Communicating**

**Assessment Record Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Learner name** |  | | |
| **Date of activity** |  | **Enrolment number** |  |
| **Start time** |  | **Finish time** |  |
| **Topic** |  | **Details of group** |  |

**Evidence sheet for Activity 3**

**Informal discussion in response to another person’s short talk, explanation or presentation, or a recorded presentation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Content Statement** | **🗸** | | **Evidence of achievement** | | |
| **SCS1.**Identified relevant information and lines of argument in explanations or presentations |  | |  | | |
| **SCS2.** Made requests/asked relevant questions to obtain specific information in different contexts |  | |
| **SCS4.** Communicated information, ideas and opinions |  | |
| **SCS6.** Followed and understood discussions and made contributions relevant to the situation and subject |  | |
| **SCS8.** Respected the turn-taking rights of others during discussions, using appropriate language for interjection |  | |
| **Declarations** | | | | | |
| **Learner name** | | | **Signature** | | **Date** |
| **Assessor name** | | | **Signature** | | **Date** |