

# Functional Skills English

## Entry 3 Reading

### Sample Assessment



[www.cityandguilds.com](http://www.cityandguilds.com)  
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Version 2.0

## Candidate's paper

### Passports

Length of assessment: 40 minutes

Candidate's name:

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City & Guilds enrolment number:

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Date of registration:

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Date assessment started:

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Date assessment completed:

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### Candidate's declaration:

I confirm that this assessment is my own work

Candidate's signature \_\_\_\_\_ Date \_\_\_\_\_

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## **Candidate's instructions**

You have **40 minutes** to complete this assessment.

- Read the text and answer the questions carefully
- The maximum marks for each question are shown
- Answer **all** questions
- You **may** use a dictionary

### **You need the following:**

- a pen with black or blue ink.

Read the webpage.



# HM Passport Office

Home

Lost or stolen

Renewals

New  
passports

Contact us

## Getting a passport

You will need a passport if you travel abroad. It can take up to six weeks for your passport application to be processed. Travel agents and airlines may ask for your passport number when you book.

## To apply for a passport

You need to:

- get a passport form
- complete the form
- send the form to the Passport Office.

You can get a form from:

- The Post Office
- Online at [www.gov.uk/passport](http://www.gov.uk/passport)
- By calling this number 0900 123 123.

## Completing the form

It is important that forms are filled in properly. If it is not, it will be returned. This will cost you time and money. You need to:

- write in **black ink**
- write in CAPITAL LETTERS
- fill in all the boxes on the form
- sign and date the form.

## What next?

You will need to:

- post the form to the Passport Office
- include two pieces of proof of your identity and two photographs of yourself
- You will need to pay for your passport. You must send the payment with the form.

You can also complete an application form online.  
To find out how to do this visit [www.gov.uk/passport](http://www.gov.uk/passport)

## Answer the questions about the webpage.

1. Which section of the webpage says how long it takes to get a passport? **1 mark**

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2. Give **two** ways you can get a passport application form. **2 marks**

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3. List **three** instructions for filling in a passport application form. **3 marks**

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4. Why might a travel agent refuse to book a holiday for a customer? **1 mark**

.....

5. Where can you apply for a passport online? **1 mark**

.....

**Read the leaflet.**



# Information Service

## Check & Send

**The Post Office has a Check & Send service for passport forms.**

Passport forms that go through the Check & Send service are usually processed more quickly than those sent by standard post. However, if you are applying for your first adult passport, you should always allow up to six weeks.

## Save yourself time and money

Forms that are not filled in properly can be sent back to you. You might have to pay an extra fee if your form is sent back and it will take longer for you to get your passport. You might even have to change your travel plans if your passport does not arrive in time.

We will:

- check that your form is filled in correctly
- make sure you have included everything you need
- post your form for you
- track the progress of your form.



The service is only available at the Post Office. There are reduced rates for the over 65s and students.

**To find out more call in to your local post office or visit our website  
[www.postoffice.co.uk](http://www.postoffice.co.uk)**

**Answer the questions about the leaflet.**

**6.** Name **one** consequence of **not** completing the application form correctly. **1 mark**

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**7.** Give **three** benefits of using the Check & Send service. **3 marks**

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**8.** How can you find out more information about Check & Send online? **1 mark**

.....

**9.** Where do you need to go to use the Check & Send service? **1 mark**

.....

**10.** Which **two** groups of people can get a discount for the Check & Send service? **2 marks**

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**End of assessment**