**Entry 1 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 1 the learner must generally demonstrate the requirements for the level:   * consistently, * effectively, and * to an appropriate degree for Entry 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** |



**Entry 1 Speaking, Listening and Communicating Evidence Sheet**

Activity 1 – Activity involving instructions

|  |  |  |
| --- | --- | --- |
| Candidate’s Name |  |  |
| Date of activity |  |  |
| Start time |  | Finish time |

A tick in the box indicates that the assessor has confirmed that the candidate has adequately demonstrated the criterion.

The assessor should write down some examples that the candidate has used to demonstrate the skills.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Summary of the activity including any prompting:** | | | | |
| **Confirm that the candidate:** | **Tick box** | **Overall comments and quotes to show how candidate met the criteria:** | | |
| SCS1 Stated the names of the letters of the alphabet (for three words) | □ |  | | |
| SCS2 Identified and extracted the main information from short statements and explanations | □ |
| SCS3 Followed single step instructions | □ |
| SCS4 Made request using appropriate terms and register | □ |
| **Candidate name** | | **Signature** | **Date** |
| **Assessor name** | | **Signature** | **Date** |



**Entry 1 Speaking, Listening and Communicating Evidence Sheet**

Activity 2 – One-to-one discussion

|  |  |  |
| --- | --- | --- |
| Candidate’s Name |  |  |
| Date of activity |  |  |
| Start time |  | Finish time |

A tick in the box indicates that the assessor has confirmed that the candidate has adequately demonstrated the

criterion. The assessor should write down some examples that the candidate has used to demonstrate the skills.

|  |  |  |  |
| --- | --- | --- | --- |
| **Summary of the discussion including any prompting:** | | | |
| **Confirm that the candidate:** | **Tick box** | **Overall comments and quotes to show how candidate met the criteria:** | |
| SCS2 Identified and extracted the main information from short statements and explanations | □ |  | |
| SCS4 Asked straightforward questions using appropriate terms and register | □ |
| SCS5 Responded to questions about specific information | □ |
| SCS6 Made clear statements about basic information and communicate feelings and opinions on straightforward topics | □ |
| SCS7 Understood and participated in simple discussions or exchanges with another person about a straightforward topic | □ |
| **Candidate name** | **Signature** | | **Date** |
| **Assessor name** | **Signature** | | **Date** |