

Entry 2 Speaking, Listening and Communicating Assessment Record Sheet

| | |
|-------------------------|-------------|
| Learner name | Candidate D |
| Enrolment number | DVT 1234 |

Assessment Performance Summary Sheet

| Overall performance across Activities 1 and 2 | | |
|--|---------------------------------------|-------------------------------------|
| <p>Learners need to be meeting each specified criterion on most occasions within each task.</p> <p>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 2 the learner must generally demonstrate the requirements for the level:</p> <ul style="list-style-type: none"> • consistently, • effectively, and • to an appropriate degree for Entry 2. • <p>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.</p> | | |
| Please indicate (tick) as applicable: | Candidate has achieved: | <input type="checkbox"/> |
| | Candidate has not achieved: | <input checked="" type="checkbox"/> |
| Declarations | | |
| Assessor name Ann Assessor | Signature A Assessor | Date 05-09-2019 |
| Internal Quality Assurer (if sampled) Ivy Quality Assurer | Signature I Quality Assurer | Date 08-09-2019 |
| External Quality Assurer (if sampled) | Signature | Date |



IQA Comments

Activity 1 – observed by IQA

This was an accurate account but there is no need to provide a verbatim account of the activity. We don't need to know what you said; we just need direct quotes from the candidate to show his performance against the criteria. I agree that this candidate has not achieved. Activity 1. He gave one-word answers to SCS1 and SCS3 and did not make any requests, SCS2.

Please look at using more open questions.

Activity 2

You have used quotes to reflect the candidate's performance but this performance is insufficient for Entry 2. I don't feel he met SCS5 or SCS6.

NOT ACHIEVED.

Entry 2 Speaking, Listening and Communicating Evidence Sheet

Activity 1 – Exchange of information

Candidate's Name Candidate D

Date of activity 02-09-2019

Start time 10:00 Finish time 10:05

Straightforward topic Enquiring about an evening class

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.

| Confirm that the candidate: | Overall comments and quotes to show how candidate met the criteria: | |
|--|---|---|
| SCS1. Identified and extracted the main information and detail from short explanations | <input checked="" type="checkbox"/> | <p>Good morning , can I help you?</p> <p>D: Hello.</p> <p>Can I help you? Would you like to join a class?</p> |
| SCS2. Made requests/asked clear questions appropriately | <input checked="" type="checkbox"/> | <p>D: Yes</p> <p>What type of class would you like?</p> <p>D: Art SCS3</p> |
| SCS3. Responded appropriately to straightforward questions | <input checked="" type="checkbox"/> | <p>We have classes for all abilities. We have pottery, painting and still life drawing... (The receptionist gives more detail about the classes)..</p> <p>D: OK.</p> <p>Which one would you like?</p> <p>D: Painting. (SCS3)</p> <p>Are you a beginner?</p> <p>D: Yes. (SCS3)</p> |

| | | |
|--------------------------------------|---------------------------------|---|
| | | <p>Let me look. Yes we have a beginner painting class on Monday evening . and one on Wednesday. Which day would be suitable for you?</p> <p>D: Monday (SCS1)</p> <p>Is there anything else you need to know?</p> <p>D: No.</p> <p>Would you like to know much the class costs?</p> <p>D: Yes.</p> <p>£30 for 6 weeks but you can have a trial class free to see if you like it.</p> <p>D: Thank you.</p> <p>Would you like to go along on Monday? I can let the tutor know.</p> <p>D: Yes please. (SCS3)</p> <p>Can I have your name please and your phone number?</p> <p>D: Candidate D, xxxxxxxx. (SCS3)</p> <p>Thank you. I will let Mrs Brown know and we look forward to seeing you on Monday.</p> <p>D: Thank you. Goodbye.</p> |
| Candidate | Signature Candidate G | Date 05-09-2019 |
| Assessor name Ann Assessor | Signature A Assessor | Date 02-09-2019 |

IQA Comment

Instead of “What type of class would you like?”, the assessor could ask more open questions, eg “Tell me a little bit about things you enjoy doing”.

As this is a role play, rather than a real situation, some candidates may need more support to express themselves.

Entry 2 Speaking, Listening and Communicating Evidence Sheet

Activity 2 - Group Discussion

Candidate's Name Candidate D

Date of activity 03-09-2019

Start time 10:00 Finish time 10:09

Straightforward topic Using social media - what do you use and why?

Group size 3 + the assessor

Details of group Entry 2 learners

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.

| Confirm that the candidate: | Overall comments and quotes to show how candidate met the criteria: | |
|--|---|---|
| SCS4. Followed the gist of discussions | <input checked="" type="checkbox"/> | D followed the gist of the discussion and nodded agreement but made little contribution. (SCS4) |
| SCS5. Clearly expressed straightforward information and communicated feelings and opinions | <input checked="" type="checkbox"/> | He answered Y's question about had he tried any of those. 'Yes, Snapchat' (SCS4) Y asked what he liked about Snapchat. 'It's good ' (SCS5) |
| SCS6. Made appropriate contributions | <input checked="" type="checkbox"/> | Responded to C. 'Don't know' (SCS6) |
| Candidate | Signature Candidate G | |
| Assessor name Ann Assessor | Signature A Assessor | |
| | Date 06-09-2019 | |
| | Date 05-09-2019 | |