# 2023/24 candidate record form

## Functional Skills English Level 1

## Component 3 - Speaking, Listening and Communication (8720S)

This form should be sent to the verifier/moderator. A copy should be kept at the centre under secure conditions and provided upon request to the visiting adviser.

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| **Centre number** |  | **Centre name** |
| Click to enter text. |  | Click here to enter text. |
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|  |  |  |
| --- | --- | --- |
| **Candidate number** |  | **Candidate’s full name** |
| Click to enter text. |  | Click here to enter text. |
|  |  |  |

**Teacher declaration**

I confirm the candidate’s work was conducted under the conditions laid out by the specification.

|  |  |  |
| --- | --- | --- |
| Teacher signature. |  Date | Click here to enter a date. |
|  |  |

**To be completed by the teacher**

Levels must be awarded in accordance with the instructions and criteria in the specification.

**Presentation**

|  |
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| Title of presentation and assessment commentsClick here to enter text. |

**Please indicate if each of the following criteria have been met in the presentation**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| 3.1 Identify relevant information and lines of argument in explanations or presentations |[ ] [ ]
| 3.3 Respond effectively to detailed questions |[ ] [ ]
| 3.5 Express opinions and arguments and support them with evidence |[ ] [ ]
| 3.7 Use appropriate phrases, registers and adapt contributions to take account of audience, purpose and medium |[ ] [ ]

|  |  |  |
| --- | --- | --- |
| **Candidate number** |  | **Candidate’s full name** |
| Click to enter text. |  | Click here to enter text. |
|  |  |  |

**Discussion**

|  |
| --- |
| Please provide details of discussions contributing to the assessment belowClick here to enter text. |

**Please indicate if each of the following criteria have been met in the discussions**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| 3.2 Make requests and ask relevant questions to obtain specific information in different contexts  |[ ] [ ]
| 3.3 Respond effectively to detailed questions |[ ] [ ]
| 3.4 Communicate information, ideas and opinions clearly and accurately on a range of topics |[ ] [ ]
| 3.5 Express opinions and arguments and support them with evidence |[ ] [ ]
| 3.6 Follow and understand discussions and make contributions relevant to the situation and the subject |[ ] [ ]
| 3.7 Use appropriate phrases, registers and adapt contributions to take account of audience, purpose and medium |[ ] [ ]
| 3.8 Respect the turn-taking rights of others during discussions, using appropriate language for interjection |[ ] [ ]

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| Assessment commentsClick here to enter text. |

To pass the Speaking and Listening and Communicating component for Level 1, learners generally demonstrate the requirements for the level:

* consistently,
* effectively, and
* to an appropriate degree for that level.

All criteria 3.1 to 3.8 must be ticked for the student to pass.

Overall performance across the range of requirements for the level is secure; any insufficient demonstration of any individual content statement is balanced by appropriate demonstration of that same content statement elsewhere.

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| Please select/tick this box if the candidatehas achieved a ‘pass’ at Level 1 |[ ]