

2024/25 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.

Centre number

Centre name

Candidate number

Candidate's full name

Teacher declaration

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

Teacher signature.

Date

To be completed by the teacher

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

Presentation

Title of presentation and assessment comments

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	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Respond effectively to detailed questions	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Express opinions and arguments and support them with evidence	<input type="checkbox"/>	<input type="checkbox"/>
3.7 Use appropriate phrases, registers and adapt contributions to take account of audience, purpose and medium	<input type="checkbox"/>	<input type="checkbox"/>

Candidate number

Candidate's full name

Discussion

Please provide details of discussions contributing to the assessment below

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	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Respond effectively to detailed questions	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Communicate information, ideas and opinions clearly and accurately on a range of topics	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Express opinions and arguments and support them with evidence	<input type="checkbox"/>	<input type="checkbox"/>
3.6 Follow and understand discussions and make contributions relevant to the situation and the subject	<input type="checkbox"/>	<input type="checkbox"/>
3.7 Use appropriate phrases, registers and adapt contributions to take account of audience, purpose and medium	<input type="checkbox"/>	<input type="checkbox"/>
3.8 Respect the turn-taking rights of others during discussions, using appropriate language for interjection	<input type="checkbox"/>	<input type="checkbox"/>

Assessment comments

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.

Please select/tick this box if the candidate has achieved a 'pass' at Level 1

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