# 2024/25 candidate record form

## Functional Skills English Level 2Component 3 - Speaking, Listening and Communication (8725S)

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. |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **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 |
| 3.9 Identify relevant information from extended explanations or presentations |[ ] [ ]
| 3.11 Respond effectively to detailed or extended questions and feedback |[ ] [ ]
| 3.14 Express opinions and arguments and support them with relevant and persuasive evidence |[ ] [ ]
| 3.15 Use language that is effective, accurate and appropriate to context and situation |[ ] [ ]

|  |  |  |
| --- | --- | --- |
| **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 |
| 3.10 Follow narratives and lines of argument  |[ ] [ ]
| 3.11 Respond effectively to detailed or extended questions and feedback |[ ] [ ]
| 3.12 Makes requests and as detailed and pertinent questions to obtain specific information in a range of contexts. |[ ] [ ]
| 3.13 Communicate information, ideas and opinions clearly and accurately on a range of topics  |[ ] [ ]
| 3.14 Express opinions and arguments and support them with relevant and persuasive evidence |[ ] [ ]
| 3.15 Use language that is effective, accurate and appropriate to context and situation |[ ] [ ]
| 3.16 Makes relevant and constructive contributions to move discussion forward |[ ] [ ]
| 3.17 Adapt contributions to discussions to suit audience, purpose and medium  |[ ] [ ]
| 3.18 Interject and redirect discussion using appropriate language and register |[ ] [ ]

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| Assessment commentsClick here to enter text. |

To pass the Speaking and Listening and Communicating component for Level 2, learners generally demonstrate the requirements for the level:

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

All criteria 3.9 to 3.18 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 2 |[ ]