

ESOL Skills for Life
RQF Level: Entry 1

Assessor Booklet - Speaking and Listening
Sample Version

INSTRUCTIONS FOR CENTRES:

- This assessment takes approximately 15 minutes to complete
- Each task can be taken separately
- Tasks 2 and 3 need to be audio recorded

Guidelines to Assessor:

- ✓ The script delivery should be appropriate to the Candidate level – at Entry 1 the Assessor should speak slowly and clearly in short sentences emphasising key words.
- ✓ If a Candidate requires reasonable adjustments, please refer to the specific guidelines provided by Gatehouse Awards.
- ✓ To enable the Candidate to perform to the maximum of their ability, the Assessor should maintain a friendly and relaxed approach at all times.
- ✓ If the Candidate asks any questions at the beginning of any of the tasks, answer them as fully and clearly as possible

Task 1

- ✓ A maximum of 12 Candidates can take Task 1 at the same time, provided that they cannot see each other's scripts
- ✓ The Assessor is only responsible for introducing the task. Once the recording is started, further instructions to Candidates, as well as any required pauses, are included in the recording
- ✓ Ensure that the distance between the Candidates is at least 1.25 metres, and that the Candidates do not talk to each other or look at each other's answers during this task

Task 2 & 3

- ✓ The Assessor should not echo or rephrase Candidates' answers.
- ✓ The Assessor should not correct Candidates' mistakes
- ✓ The Assessor should not provide vocabulary to the Candidate
- ✓ The Assessor should keep their own input to a minimum, instead they should give Candidates the opportunity to speak and finish their sentences.
- ✓ The Assessor should not give any indication of a Candidate's performance, for example 'fine', 'good' or 'that's great'. 'Thank you' is the preferred response.

Task 2

- ✓ The role play has been designed in such a way that the Assessor should be able to follow the script throughout the task. If, however, a Candidate provides a response that falls outside the predicted scenario, the Assessor should use their own initiative to bring the conversation back to the intended scenario, using language appropriate to the level.
- ✓ It is important to ensure that the same number of turns specified by the script are elicited from the Candidate as part of this task.

Task 3

- ✓ There should be 2 Candidates and the Assessor participating in this task
- ✓ The Assessor should ensure that the Candidates adhere to the guideline times by firstly monitoring this using a silent clock or stopwatch. If the Candidates significantly fall short or exceed the stated time, the Assessor should prompt them gently to either continue or politely end the task at an appropriate moment.
- ✓ The Assessor should engage both Candidates in the discussion and move it forward where necessary, ensuring that the Candidates do not substantially deviate from the topic
- ✓ If there is a pronounced difference between the Candidates' levels of ability, the Assessor must participate in the discussion fully to ensure that neither Candidate is disadvantaged. If this is the case, the guide time can be exceeded

Task 1 – Listening *[Guide time: approx. 5 minutes]*

You will hear two short messages two times, and answer three questions about each message. Circle the correct answer a, b or c in your Candidate Booklet.

If you have any questions about this task, you can ask me now. *[Allow time to answer any questions the Candidates may have]*

Now read the questions *[start the recording]*.

[The recording allows 30 seconds to read questions 1-3 before hearing the recording, and then a further 20 seconds of reading time before the recording plays again.]

[For reference, the content of Task 1 in the Candidate Booklet is reproduced below]

Part A

1. What is this message about?
 - a) Mrs Jones' son.
 - b) School homework.
 - c) The doctor's surgery.
2. Tommy has:
 - a) a stomach ache.
 - b) a headache.
 - c) a temperature.
3. Where is the office?
 - a) Next to the library.
 - b) Behind the reception.
 - c) Opposite the classroom.

Part B

[The recording allows 30 seconds to read questions 4-6 before hearing the recording, and then a further 20 seconds of reading time before the recording plays again.]

4. What is the message about?
 - a) A school trip.
 - b) Tommy's homework.
 - c) Parents' evening.
5. What will Tommy learn about next week?
 - a) History.
 - b) Maths.
 - c) English.
6. What does Tommy need on Tuesday?
 - a) A book.
 - b) Some sandwiches.
 - c) Some money.

Before you start reading the Assessor script for Tasks 2 and 3, activate the digital audio recording equipment and record the information in the box.

If the tasks are recorded separately, the information should be read out at the beginning of each recording.

Follow the script below shown in **bold**, instructions to the Assessor are shown in *[italics and brackets]*.

Hello, my name is *[insert your name]*. What is your name?

***[Insert Candidate's name]*, this is your Entry Level 1 assessment in Speaking and Listening.**

Today's date is *[insert date]*, and we are at *[insert Centre name]*.

Are you ready to start?

Task 2 – Role Play *[Guide time: approx. 3 minutes]*

In this task, you will take part in a role play with me.

[Hand over the attached Task Sheet to Candidate] You want to register with a local doctor's surgery. You can ask me to repeat anything I say. I will start.

If you have any questions about this task you can ask me now. *[Allow time to answer any questions the Candidates may have]*

- ⇒ **Good morning, Brook Lane Surgery. How can I help you?**
- ⇒ *[Candidate responds]*
- ⇒ *[Acknowledge the Candidate's response]* **What is your name?**
- ⇒ *[Candidate responds]*
- ⇒ *[Acknowledge the Candidate's response]* **Can you spell your surname for me please?**
- ⇒ *[Candidate responds]*
- ⇒ *[Acknowledge the Candidate's response]* **What is your date of birth?**
- ⇒ *[Candidate responds]*
- ⇒ *[Acknowledge the Candidate's response]* **Can I take your address please?**
- ⇒ *[Candidate responds]*
- ⇒ *[Acknowledge the Candidate's response]* **Do you prefer a man or a woman doctor?**
- ⇒ *[Candidate responds]*
- ⇒ **OK, I have registered you with Dr Green. Can I help with anything else?**
- ⇒ *[The Candidate needs to ask at least one question. If they do not you should prompt them to do so.]*
- ⇒ *[Answer the Candidate's question]*
- ⇒ **Thank you** *[collect the Task Sheet from Candidate].*

End of Task 2.

Task 3 – Discussion (*Guide time: approx. 8 minutes*)

[Look at Candidate A] Can you tell us your name?

[Look at Candidate B] And what is your name, please?

In this task, we are all going to talk together about food.

Here are some ideas for things we can talk about. *[Hand out the attached Task Sheets to both Candidates]*

Remember to tell us what you think, but also ask the other Candidate some questions.

If you have any questions about this task you can ask me now. *[Allow time to answer any questions the Candidates may have]*

You have one minute to think about this topic before we start.

- *Allow the Candidates up to 1 minute to think about the task.*
- *When the Candidates appear to be ready, prompt them by saying: ‘Are you ready?’*
- *Start the discussion by commenting on one of the pictures.*
- *Engage the Candidates in the discussion.*
- *Ensure that each Candidate talks about their likes and dislikes and/or feelings.*
- *Ensure that each Candidate asks at least one question.*

Verbal Prompts:

[If the Candidates’ interaction becomes halted, you should prompt them by suggesting further talking points within the main topic that have not been discussed, for example:

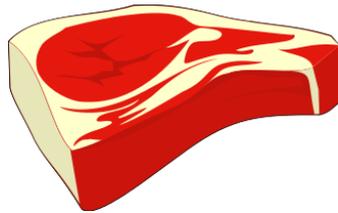
- *The Candidates’ usual meal times.*
- *Who the Candidates usually eat with.*
- *The Candidates’ favourite foods.*
- *What the food is like in the Candidates’ countries.*
- *How the food in the Candidates’ countries is different (from each other and/or the UK)*
- *Whether the Candidates like eating in restaurants or at home.*
- *If the Candidates cook at home and whether they enjoy it.*

ASSESSOR COPY

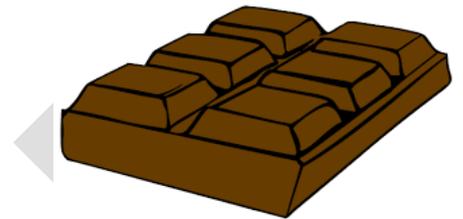
Visual Prompts:



Breakfast



Meat



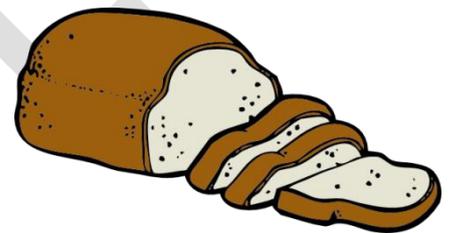
Chocolate



Lunch



Fruit and Vegetables



Bread



Supper

TASK SHEET – CANDIDATE A

Task 2

You are going to take part in a role play with the Assessor.

- You want to register with your local doctor’s surgery.
- You can ask him / her to repeat any information or question.
- You need to ask one question about the doctor’s surgery.
- The Assessor will start.

Task 3

In this task, you will take part in a discussion on a topic given by the Assessor.

Remember to:

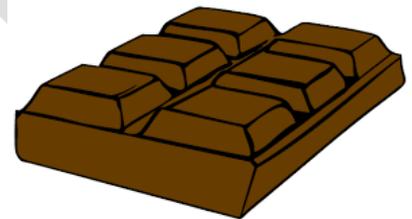
- speak about the topic.
- listen to other people.
- ask some questions.



Breakfast



Meat



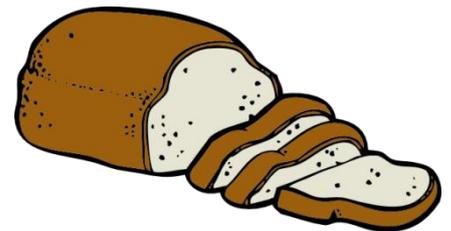
Chocolate



Lunch



Fruit and Vegetables



Bread



Supper

TASK SHEET – CANDIDATE B**Task 2**

You are going to take part in a role play with the Assessor.

- You want to register with your local doctor's surgery.
- You can ask him / her to repeat any information or question.
- You need to ask one question about the doctor's surgery.
- The Assessor will start.

Task 3

In this task, you will take part in a discussion on a topic given by the Assessor.

Remember to:

- speak about the topic
- listen to other people
- ask some questions



Breakfast



Meat



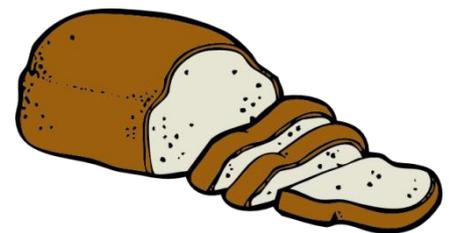
Chocolate



Lunch



Fruit and Vegetables



Bread



Supper