

ESOL Skills for Life  
RQF Level: Entry 2

Assessor Booklet - Speaking and Listening  
Sample Version

INSTRUCTIONS FOR CENTRES:

- This assessment takes approximately 20 minutes to complete.
- Each task can be undertaken 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 2 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. 8 minutes]*

You will hear two short recordings two times, and answer five questions about each recording. Answer the questions 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 1-5 before hearing the recording, and then a further 30 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. Circle the correct statement:

- a) Jill and Robert are going to visit somebody.
- b) Jill is going to visit Robert.
- c) Robert is going to visit Jill.

2-5 Complete the table with the missing information.

		Bus		Train
Ticket price	Q2.	£ ____	Q4.	£ ____
Journey time	Q3.	____ minutes	Q5.	____ minutes

**Part B**

*[The recording allows 30 seconds to read questions 6-10 before hearing the recording, and then a further 30 seconds of reading time before the recording plays again.]*

6. Jill calls to:

- a) give directions to the bus station.
- b) explain where the Post Office is.
- c) give directions to her house.

7. What will Robert see on his way?

- a) A bridge.
- b) A bank.
- c) A school.

8. Robert needs to turn right after:

- a) the Post Office.
- b) the bridge.
- c) the bus stop.

Q9. How long is the walk?

\_\_\_\_\_ minutes.

Q10. What should Robert bring with him?

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 2 assessment in Speaking and Listening.**

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

**Are you ready to start?**

**Task 2 – Role Play** *[Guide time: approx. 4 minutes]*

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

*[Hand over the attached Task Sheet to the Candidate]* You are in a shop. You want to buy a gift for your friend. I am the shop assistant. 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 Candidate may have]*

- ⇒ **Good afternoon, can I help you with anything?**
- ⇒ *[Candidate responds]*
- ⇒ *[Acknowledge the Candidate's response]* **OK, can you tell me something more about your friend?**
- ⇒ *[Candidate responds]*
- ⇒ *[Acknowledge the Candidate's response]*
- ⇒ **And how much money do you want to spend?**
- ⇒ *[Candidate responds]*
- ⇒ **OK, how about a new scarf? Or maybe a watch?**
- ⇒ *[Candidate responds]*
- ⇒ *[Acknowledge the Candidate's response. At this point, the Candidate should ask a question. If the Candidate fails to ask a question, prompt them to do so]*
- ⇒ *[Answer the Candidate's question]*
- ⇒ *[Elicit a final turn from the Candidate, for example, 'Would you like to buy a card to go with it?' / 'Would you like to pay by cash or card?' / 'Would you like a bag?']*
- ⇒ **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 parties. We will all tell each other what we like and don't like about parties, and one of the parties we went to.

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: 'I really enjoy going to parties, how about you?'*
- *Ensure that each Candidate talks about their likes and dislikes and/or feelings.*
- *Ensure that each Candidate asks at least one question.*

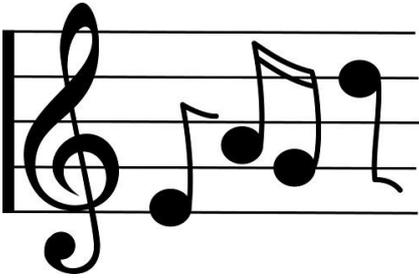
#### Verbal Prompts:

*[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' favourite party.*
- *The last party the Candidates went to.*
- *If the Candidates like party food.*
- *What parties are like in the Candidates' countries.*
- *How parties in the Candidates' countries is different (from each other and the UK)]*

ASSESSOR COPY

Visual Prompts:



Music



Food



Guests



Decorations



Games



Dancing



Drinks

## TASK SHEET – CANDIDATE A

### Task 2

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

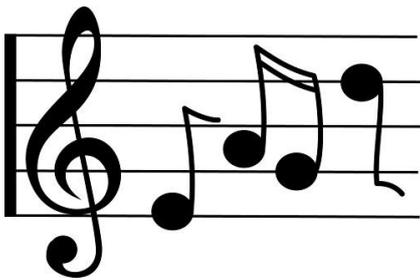
- Say you want to buy a gift for your friend.
- Answer all the questions.
- Ask a question.
- The Assessor will start.

### 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.



Music



Food



Guests



Decorations



Games



Dancing



Drinks

## TASK SHEET – CANDIDATE B

### Task 2

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

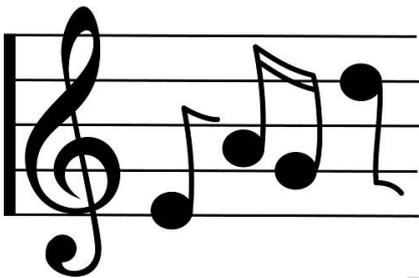
- Say you want to buy a gift for your friend.
- Answer all the questions.
- Ask a question.
- The Assessor will start.

### 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



Music



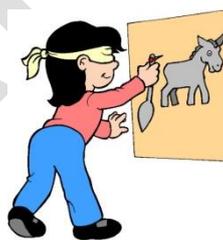
Food



Guests



Decorations



Games



Dancing



Drinks