

ESOL Skills for Life
RQF Level: Entry 3
Candidate Booklet - Writing
SAMPLE VERSION

The following details must be completed:

Candidate Name:

Candidate Date of Birth:

DD / MM / YYYY

Candidate Signature:

Centre Name:

Assessor Name:

Task 1:

DD / MM / YYYY

Assessment Date:

Task 2:

DD / MM / YYYY

Task 3:

DD / MM / YYYY

INSTRUCTIONS FOR CANDIDATES:

- Do **NOT** turn over the page to start the assessment until instructed to do so
- This assessment is made up of **3 TASKS**.
- Answer all of the questions
- You must complete this examination paper in black or blue **PEN**
- Dictionaries are **NOT** permitted in any part of this assessment

Writing Guide Time – 50 minutes

Task 1

You read the poster at your local community centre, and notice that it has 6 mistakes with spelling, vocabulary and grammar. You need to:

- a) circle all the errors in the text, **AND**
- b) correct all the errors in the table below.

An example has been done.



	CORRECTION
Example:	<i>want</i>
Error 1	
Error 2	
Error 3	
Error 4	
Error 5	
Error 6	

(6 marks)

Task 2

You are interested in signing up for a class advertised in Task 1. You have been asked to complete a short form.

EXPRESSION OF INTEREST FORM

1. Full name.....

2. Date of birth

3. Native language.....

4. Are you currently attending an English language course? If yes, provide details:

.....
.....
.....

5 .How long have you been learning English? Tick ✓ one option.

- less than 12 months
- 1 -2 years
- more than 2 years

6. What is the best way and time to contact you about the class?

.....

7. Tell us how you use English in everyday life. Write a short paragraph.

.....
.....
.....
.....
.....

(8 marks)

Assessment Decision Record

Candidate Name:	
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Task 1 Allocate 1 mark for each mistake identified **AND** corrected.

Q1	Q2	Q3	Q4	Q5	Q6
/1	/1	/1	/1	/1	/1
Total marks:				/6	

Task 2 Questions 1-6: Allocate 1 mark for each section answered fully and correctly.

Question 7: Allocate 2 marks for a full response which is consistently accurate in terms of spelling and grammar, and 1 mark for a response that is either incomplete or contains a significant number of mistakes that do not affect the content.

Q1	Q2	Q3	Q4	Q5	Q6	Q7
/1	/1	/1	/1	/1	/1	/2
Total marks:				/8		

Task 3 Planning: Award 1 mark for some evidence of planning present, and 2 marks for a full plan.

Draft: Award 1 mark for some evidence of the draft present, and 2 marks for a full draft with further evidence of changes and corrections in the final writing.

Planning stage marks:	/2	First draft stage marks:	/2		
Final Writing Stage marks:			4	2	0
Task Achievement					
Structure					
Vocabulary Range and Control					
Grammatical Range and Control					
Total marks:			/20		

Assessor comments on and examples of Candidate performance:

The Candidate needs to score a minimum of 21 marks across all 3 tasks, **AND** no fewer than 2 marks in each category of the Final Writing Stage in Task 3.

Total assessment marks:	/34				
Final outcome:	PASS / REFER				
Assessor Signature:				DD / MM / YYYY	
Internal Moderator Signature: (if sampled)				DD / MM / YYYY	
External Moderator Signature: (if sampled)				DD / MM / YYYY	