

NCFE Functional Skills Qualification in English at Entry Level 3 - Speaking, Listening and Communication

Sample assessment 1 - Mark Scheme

The following pages contain the Mark Scheme. Since the information contains details about the assessment tasks, it should be kept securely until the date of assessment.

Assessors should read this document prior to assessment to see assessment requirements.

Candidates must not have access to the following information.

As well as the instructions in this document, centres must adhere to the NCFE Regulations for Conduct of Controlled Assessments (Functional Skills) when carrying out controlled assessments, available from the NCFE website or on request from the Centre Support team.

NCFE Functional Skills Qualification in English at Entry Level 3 - Speaking, Listening and Communication

Mark Scheme and guidance

Guidance for Assessors

The following Mark Scheme gives you:

- ◆ examples and criteria for the types of response expected from a candidate
- ◆ how individual marks are to be awarded
- ◆ the total mark for each task or related tasks

Notes for Assessors:

- ◆ All candidates should be fairly marked - Assessors must mark the first candidate to the same standard and criteria as they mark the last
- ◆ All candidates should have the best possible opportunity to attempt all the tasks. This includes support in understanding the requirements of the tasks
- ◆ All tasks and instructions should be read out to the candidate
- ◆ Assessors should record each candidate's responses and actions. These should be recorded in writing where appropriate and should be supported with visual/audio recordings where possible
- ◆ Mark Schemes should be applied positively - candidates must be rewarded for what they have shown they can do rather than penalised for things they have not done
- ◆ Assessors should always award full marks if deserved, ie if the answer matches the Mark Scheme. Assessors should also be prepared to award zero marks if the candidate's response is not worthy of credit according to the Mark Scheme
- ◆ When Assessors are in doubt regarding the application of the Mark Scheme to a candidate's response, they should contact NCFE in the first instance
- ◆ Half marks must not be used – where partial achievement of a question can be made, fewer marks should be awarded
- ◆ The marks awarded for each individual candidate should be clearly and legibly recorded on the Mark Scheme and in the grid provided on the front sheet
- ◆ Ticks, crosses and marks can be indicated throughout the Mark Scheme, in addition to marks being recorded on the final page.

Level of support for candidates – Guidance for Assessors

Please note the following terms and the related interpretations should be applied throughout the assessment.

Assessors should provide support and encouragement throughout the assessment, but must not prompt candidates in such a way that will remove opportunity for the candidate to complete the assessment with a high level of independence.

Acceptable prompts include:

- ◆ reminding the candidate of the instructions
- ◆ repeating instructions to focus the candidate
- ◆ 'open' reminders eg 'Is there anything else you want to ask/say?'

Unacceptable prompts include:

- ◆ telling the candidate what to say
- ◆ repeatedly asking the candidate to try again until they meet the requirement.

Examples

Independently - refers to a candidate completing a task without assistance.

'What are you going to talk about with the person next to you?'

Candidate confirms the information they are going to find out:
'I will ask them about meal times.'

Candidate responds with proficiency, showing that they understand the requirements of the task/s.

Or

With prompting - refers to a candidate being supported in their completion of the task, through verbal prompts/open questions.

'What are you going to talk about with the person next to you?'

Candidate is unsure in response and cannot confirm topics. Assessor prompts candidate:
'Remember the scenario about meal times. Now, can you remember what you are going to talk about?'

Candidate is able to respond appropriately, with accurate information.

Allocation of marks across the skills standards

Respond appropriately to others and make some extended contributions in familiar formal and informal discussions and exchanges	T1	T2	T3	Total marks
Follow the main points of discussions	1	1	1	3
Use techniques to clarify and confirm understanding	1	1	1	3
Give own point of view	2	2	2	6
Respond appropriately to others' point of view	2	2	2	6
Use appropriate language in formal discussions/exchanges	2	2	2	6
Make relevant contributions, allowing for and responding to others' input	2	2	2	6

Summary of question type

0 / 30 marks for closed questions = 0%

30 / 30 marks for open questions = 100 %

Task ref no	1	2	3
Closed question			
Open question	*	*	*

Summary of coverage and range for the sample assessment paper

Skills standards	Coverage and range	Task reference	Marks awarded
R1. Respond appropriately to others and make some extended contributions in familiar formal and informal discussions and exchanges	a. Follow the main points of discussions	1,2,3	1/1/1
	b. Use techniques to clarify and confirm understanding	1,2,3	1/1/1
	c.1 Give own point of view	1,2,3	2/2/2
	c.2 Respond appropriately to others' point of view	1,2,3	2/2/2
	d. Use appropriate language in formal discussions/exchanges	1,2,3	2/2/2
	e. Make relevant contributions, allowing for and responding to others' input	1,2,3	2/2/2

Candidate name _____

Date _____ Time _____

Assessor name _____

Signature _____

Mark Scheme Task 1

Assessors should be prepared to award zero marks if the candidate's response is not worthy of credit according to the Mark Scheme.

Skill standard assessed	Speaking, Listening and Communication Activity: Taking part in a discussion The candidate:	Marks available	Marks
Respond appropriately to others and make some extended contributions to familiar formal and informal discussions and exchanges	a. follow main points of discussions 1 mark	1	
	b. use techniques to clarify and confirm understanding demonstrating techniques 1 mark eg nodding head, other non-verbal signs, asking questions, repeating information, other verbal responses	1	
	c1. give own point of view ♦ independently 2 marks ♦ with encouragement from Chairperson/Tutor/peer 1 mark	2	
	c2. respond appropriately to others' point of view ♦ independently 2 marks ♦ with encouragement from Chairperson/Tutor/peer 1 mark	2	
	d. use appropriate language in discussions/exchanges ♦ consistently 2 marks ♦ occasionally 1 mark	2	
	e. make relevant contributions allowing for and responding to others' input ♦ consistently 2 marks ♦ occasionally 1 mark	2	
Possible total:		10	

Mark Scheme Task 2

Skill standard assessed	Speaking, Listening and Communication Activity: Taking part in a discussion The candidate:	Marks available	Marks
Respond appropriately to others and make some extended contributions to familiar formal and informal discussions and exchanges	a. follow main points of discussions 1 mark	1	
	b. use techniques to clarify and confirm understanding demonstrating techniques 1 mark eg nodding head, other non-verbal signs, asking questions, repeating information, other verbal responses	1	
	c1. give own point of view ♦ independently 2 marks ♦ with encouragement from Chairperson/Tutor/peer 1 mark	2	
	c2. respond appropriately to others' point of view ♦ independently 2 marks ♦ with encouragement from Chairperson/Tutor/peer 1 mark	2	
	d. use appropriate language in discussions/exchanges ♦ consistently 2 marks ♦ occasionally 1 mark	2	
	e. make relevant contributions allowing for and responding to others' input ♦ consistently 2 marks ♦ occasionally 1 mark	2	
Possible total:		10	

Mark Scheme Task 3

Skill standard assessed	Speaking, Listening and Communication Activity: Taking part in a discussion The candidate:	Marks available	Marks
Respond appropriately to others and make some extended contributions to familiar formal and informal discussions and exchanges	a. follow main points of discussions 1 mark	1	
	b. use techniques to clarify and confirm understanding demonstrating techniques 1 mark eg nodding head, other non-verbal signs, asking questions, repeating information, other verbal responses	1	
	c1. give own point of view ♦ independently 2 marks ♦ with encouragement from Chairperson/Tutor/peer 1 mark	2	
	c2. respond appropriately to others' point of view ♦ with a positive approach to feedback 2 marks ♦ with minimal response 1 mark	2	
	d. use appropriate language in discussions/exchanges ♦ consistently 2 marks ♦ occasionally 1 mark	2	
	e. make relevant contributions allowing for and responding to others' input ♦ consistently 2 marks ♦ occasionally 1 mark	2	
Possible total:		10	

Total marks awarded:

Pass mark: 23/30

This **must** include a **minimum** of 7 marks for each task, plus an additional 2 across any of the tasks.

Candidate achieved: Y / N