

## **General Marking Guidance**

This paper assesses the skills and knowledge required to meet the Functional Skills Qualification standards at Entry Level 1 for Reading.

At this level the learner can:

- Read and understand: short, simple texts that inform, describe and narrate.

The learner will:

- Read correctly words designated for Entry Level 1
- Read simple sentences containing one clause
- Understand a short piece of text on a simple subject

## **Adaptations by a Centre**

NOCN will set all assessments for the Reading Component.

NOCN will permit a Centre to adapt questions or tasks in assessments for the Reading Component at Entry Level for the purpose of making those assessments more accessible to learners.

When NOCN permits a Centre to adapt questions or tasks, such adaptations must relate only to the context presented by that question or task. NOCN will not permit a Centre to amend the following:

- (a) the knowledge, skills or understanding that a Learner is required to demonstrate in the question or task,
- (b) the level of demand of the question or task, or
- (c) any specified conditions under which the assessment must be completed, including in particular the time within which the assessment must be completed (unless any such amendment is part of a Reasonable Adjustment or for the purposes of Special Considerations).

Centres may adapt the NOCN Reading Component based on the standards, but the assessment must be submitted to NOCN for approval at least **15 working days before** the planned use with learners. All adapted assessments **must** use the NOCN produced mark scheme.

If adapting the assessment, care should be taken to ensure that the assessment follows the original paper. A copy of the assessment should be available at the External Quality Assurance visit.

## **Delivering and marking the assessments**

At all Entry Levels for Reading, tutors/assessors are allowed to read the **instructions for the task and the questions ONLY**. The learners should attempt to answer the questions but tutors/assessors may record the learners' answers on the paper. If the learner completes the written questions independently, the tutor/assessor should not penalise spelling, punctuation or grammar errors.

Tutors/assessors must complete the Assessment Mark Sheet for each learner.

Assessments can take place in the classroom, although learners should not be disadvantaged by the environment.

**The Reading assessment at Entry 1 must be completed in no more than 45 minutes.**

Each of the English component assessments of Reading, Writing and Speaking, Listening and Communicating may take place on separate days and the component assessments themselves may be split into individual tasks if this will support learner achievement. However, the total duration of each component assessment must not exceed the total permitted duration of the assessment.

To successfully pass the Reading assessment, the learner must achieve an overall pass.

If the learner does not pass the assessment, a different assessment may be taken after two weeks, but some teaching and learning must take place in this period of time to ensure that the learner has the opportunity to improve their skills.

Centres must retain records of failed assessments as well as those which are passes.

When the assessments have been marked by the Functional Skills tutor/assessor, a sample of **10%** of the completed assessment records must be moderated by the Internal Quality Assurer.

The Functional Skills tutor/assessor **must** complete, sign and date the Assessment Mark Sheet.

## Assessment Guidance

Functional Skills English Criteria for Entry Level 1 Reading

Functional Skills Standards	Scope of study	Met by Task
Read and understand: short, simple texts that inform, describe and narrate.	8. Read correctly words designated for Entry Level 1 (see Appendix)	1, 2, 3
	9. Read simple sentences containing one clause	1, 2, 3
	10. Understand a short piece of text on a simple subject	1, 2, 3

## Assessment Mark Sheet

Learner Name		Start time of Assessment			
Run Number		End time of Assessment			
Centre Name		Date of Assessment			
Question	Accepted Responses	Mark for Question	Assessor Mark	IQA Mark	Coverage and range
<b>Task 1</b>					
1. How old do you need to be to start learning to drive a car?	17 years old	<b>1 mark</b>			SOS8 SOS9 SOS10
2. What type of licence do you need to get?	Provisional licence	<b>1 mark</b>			SOS8 SOS9 SOS10
3. What does <b>Document One</b> say you need to find?	Accept <b>either</b> of these answers: <ul style="list-style-type: none"> <li>A good driving school</li> <li>A good instructor</li> </ul>	<b>1 mark</b>			SOS8 SOS9 SOS10
4. What <b>two</b> tests do you need to pass?	<ul style="list-style-type: none"> <li>theory test</li> <li>driving test</li> </ul>	<b>1 mark each</b> <b>(2 marks max)</b>			SOS8 SOS9 SOS10
<b>Task 2</b>					
5. How long does the driving test last for?	40 minutes	<b>1 mark</b>			SOS8 SOS9 SOS10
6. What <b>two</b> things does <b>Document Two</b> say you need to be able to show?	You can drive the car: <ul style="list-style-type: none"> <li>well</li> <li>safely</li> </ul>	<b>1 mark each</b> <b>(2 marks max)</b>			SOS8 SOS9 SOS10
7. How will you know where to drive on your exam?	The examiner will tell you	<b>1 mark</b>			SOS8 SOS9 SOS10
8. Where will you be told if you have passed or failed?	(When you are back) at the test centre	<b>1 mark</b>			SOS8 SOS9 SOS10
<b>Task 3</b>					
9. How did the writer feel before they got the result of their test?	Sad	<b>1 mark</b>			SOS8 SOS9 SOS10
10. What did the writer expect the examiner to say?	That they had failed	<b>1 mark</b>			SOS8 SOS9 SOS10

11. What did the examiner tell the writer?	'You will be pleased to know you have passed' Accept similar wording	<b>1 mark</b>			<b>SOS8</b> <b>SOS9</b> <b>SOS10</b>
12. What did the writer give their instructor?	A hug	<b>1 mark</b>			<b>SOS8</b> <b>SOS9</b> <b>SOS10</b>
<b>Total Marks</b>		<b>14 Marks</b>			
<b>Overall Result</b>		<b>Marks</b>		<b>IQA Mark</b>	
Task 1					
Task 2					
Task 3					
Overall Result for Paper (Pass/Fail – pass mark 9/14)					

Assessor Name \_\_\_\_\_

Assessor Signature \_\_\_\_\_

Date \_\_\_\_\_

Internal Quality Assurer Name (if sampled) \_\_\_\_\_

IQA Signature \_\_\_\_\_

Date \_\_\_\_\_

External Quality Assurer Name (if sampled) \_\_\_\_\_

EQA Signature \_\_\_\_\_

Date \_\_\_\_\_