

One Assessment Record Sheet should be used for the assessment of a learner across both the activities - the formal discussion and the informal discussion.

For each assessed task, the assessor will place a tick against the coverage and range, either in the 'just below' or 'achieved' column. Please, refer to the Sample Assessment Record Sheet on the next page for the correct allocation of ticks for each activity.

The grid has been adjusted slightly to show clearly how to record each discussion in a single Assessment Record Sheet and how to apply the 'majority of the ticks in the Achieved column' requirement as stated on p.5 of the Sample Assessment Materials.

At Level 1, each Assessment Record Sheet should show nine ticks against the criteria, as shown on the Sample Assessment Record Sheet.

Each criterion must be met at least once, whether in formal discussion, informal discussion or both, and the majority of ticks must be placed in the 'achieved' columns for the learner to be awarded a pass at Level 1.

Speaking, Listening and Communication Assessment Record Sheet

Please complete the following information (a separate sheet for each learner).

Learner name: Karol	Learner number: xxxxx	Centre number: xxxxxx
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Activity: Formal	Date: 14/11/2010	Activity: Informal	Date: 14/11/2010
Please use the space below to note the context of the activity, how it was organised and any learner support.		Please use the space below to note the context of the activity, how it was organised and any learner support.	
Discussing which project to finance		Importance of recycling	

Level 1: Take full part in formal and informal discussions and exchanges that include unfamiliar subjects.

The grid should be applied on a 'best fit' basis. To achieve a Level 1 overall a learner should have met each of the Level 1 standards at least once.

Just Below Level 1	Discussion		Achieved Level 1	Discussion	
	Informal ✓	Formal ✓		Informal ✓	Formal ✓
Makes some relevant contributions to discussion	✓		Makes relevant and extended contributions to discussions		✓
Sometimes allows for and responds to others' input		✓	Allows for and responds to others' input	✓	
Some use made of preparation to the formal discussion of ideas and opinions	n/a		Preparation supports contribution to the formal discussion of ideas and opinions	n/a	✓
Makes some different kinds of contributions to discussions	✓		Makes different kinds of contributions to discussions		✓
Some information/points of view presented clearly, with some use of appropriate language		✓	Presents information/points of view clearly and in appropriate language	✓	

Please tick the box if the learner has achieved Level 1:	✓
Centre summative comment: <i>In the informal discussion, Karol introduced his ideas appropriately but there were some hesitations. Although some of his contributions appear to lose focus, he picks up the points of others and makes relevant responses.</i> <i>In the formal discussion, Karol responds relevantly throughout with only some hesitations and occasional use of repetition.</i> Assessor signature: Ms C Assessor Date:	

Please attach another page if you wish to make additional comments.

Speaking, Listening and Communication Assessment Record Sheet

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Learner name:	Learner number:	Centre number:
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Activity: Formal	Date:	Activity: Informal	Date:
Please use the space below to note the context of the activity, how it was organised and any learner support.		Please use the space below to note the context of the activity, how it was organised and any learner support.	

Level 1: Take full part in formal and informal discussions and exchanges that include unfamiliar subjects.

The grid should be applied on a 'best fit' basis. To achieve a Level 1 overall a learner should have met each of the Level 1 standards at least once.

Just Below Level 1	✓	Achieved Level 1	✓
Makes some relevant contributions to discussion		Makes relevant and extended contributions to discussions	
Sometimes allows for and responds to others' input		Allows for and responds to others' input	
Some use made of preparation to the formal discussion of ideas and opinions		Preparation supports contribution to the formal discussion of ideas and opinions	
Makes some different kinds of contributions to discussions		Makes different kinds of contributions to discussions	
Some information/points of view presented clearly, with some use of appropriate language		Presents information/points of view clearly and in appropriate language	

Please tick the box if the learner has achieved Level 1:	<input type="checkbox"/>
Centre summative comment:	
Assessor signature:	Date:

Please attach another page if you wish to make additional comments.