

Guidance on using the Assessment Record Sheet
FS English Speaking, Listening & Communication Level 2

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

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 evidence that the learner has fulfilled each criterion at least once and how to apply the 'majority of the ticks in the Achieved column' requirement as stated on p.13 of the Sample Assessment Materials.

The four criteria are included in the 'discussion activity' part to show that the learner can achieve the 'presentation' criteria in the discussion, although in the presentation, the learner must meet at least one standard assigned to the presentation in order to achieve Level 2

At Level 2, each Assessment Record Sheet should show six ticks against the criteria, as shown on the Sample Assessment Record Sheet.

Each criterion must be met at least once, whether in discussion, presentation or both, and the majority of ticks must be placed in the 'achieved' columns for the learner to be awarded a pass at Level 2.

Functional Skills English Level 2: **Sample**
Speaking, Listening and Communication Assessment Record Sheet

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

Learner name: Nisha	Learner number: xxxxx	Centre number: xxxxxxx
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Level 2: make a range of contributions to discussions in a range of contexts, including those that are unfamiliar, and make effective presentations

Activity: Discussion	Date:
Please use the space below to note the context of the activity, how it was organised and any learner preparation/support.	
Discussion about the issue of identity cards	
Activity: Presentation	Date:
Please use the space below to note the context of the activity, how it was organised and any learner preparation/support.	
Current trends in web design	

The grids should be applied on a 'best fit' basis. To achieve a Level 2 overall a learner should have met each of the Level 2 standards at least once.

Discussion activity			
Just Below Level 2	✓	Achieved Level 2	✓
consider complex information with some understanding and gives relevant, sometimes cogent responses in appropriate language		consider complex information and give relevant, cogent response in appropriate language	✓
makes occasionally significant contributions to discussions, taking a range of roles and helping to move discussion forward some of the time		makes significant contributions to discussions, taking a range of roles and helping to move discussion forward	✓
presents information and ideas clearly and persuasively to others some of the time	✓	presents information and ideas clearly and persuasively to others	
adapts contributions to suit audience, purpose and situation some of the time		adapts contributions to suit audience, purpose and situation	✓
Presentation activity			
Just Below Level 2	✓	Achieved Level 2	✓
presents information and ideas clearly and persuasively to others some of the time		presents information and ideas clearly and persuasively to others	✓
adapts contributions to suit audience, purpose and situation some of the time		adapts contributions to suit audience, purpose and situation	✓

Please tick the box if the learner has achieved Level 2:	✓
Centre summative comment: <i>Nisha makes relevant, cogent responses throughout the discussion using appropriate language at all times. Her contributions help to move the discussion forward. She is a persuasive speaker in both the discussion and presentation and she is able to adapt according to context responding to her audience appropriately.</i>	
Assessor signature: <i>Mr S Verifier</i>	Date:

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

**Functional Skills English Level 2:
Speaking, Listening and Communication Assessment Record Sheet**

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

Learner name:	Learner number:	Centre number:
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Level 2: make a range of contributions to discussions in a range of contexts, including those that are unfamiliar, and make effective presentations

Activity: Discussion	Date:
Please use the space below to note the context of the activity, how it was organised and any learner preparation/support.	
Activity: Presentation	Date:
Please use the space below to note the context of the activity, how it was organised and any learner preparation/support.	

The grids should be applied on a 'best fit' basis. To achieve a Level 2 overall a learner should have met each of the Level 2 standards at least once.

Discussion activity			
Just Below Level 2	✓	Achieved Level 2	✓
consider complex information with some understanding and gives relevant, sometimes cogent responses in appropriate language		consider complex information and give relevant, cogent response in appropriate language	
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Presentation activity			
Just Below Level 2	✓	Achieved Level 2	✓
presents information and ideas clearly and persuasively to others some of the time		presents information and ideas clearly and persuasively to others	
adapts contributions to suit audience, purpose and situation some of the time		adapts contributions to suit audience, purpose and situation	

Please tick the box if the learner has achieved Level 2:	
Centre summative comment:	
Assessor signature:	Date:

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