

Guidance to assessors

Choice of tasks

Learners must complete two tasks. They may complete any two of the six tasks provided. Each task contains two texts. All questions must be completed.

Adaptation

Six tasks are provided to enable centres to choose tasks appropriate for their learners. There are three themes with two tasks relating to each theme. Learners must complete **two** tasks – these do **not** have to be those related by theme. Centres must **not** change the tasks, this includes the texts and questions.

Interpretation

A medium level of control for task taking means that assessors may use methods to assist learners with their reading skills. This may include the use of artefacts or prop cards to supplement the set reading texts. Assessors must not interpret the words for learners. Assessors may read/explain the rubric but not the texts or questions.

Timing

Learners must complete **two** tasks in 45 minutes – this need not be taken in one sitting, and time may be split up at the centre's discretion.

Marking

Marks should be awarded for each task according to the appropriate mark scheme. The total number of marks that can be awarded across the two tasks is 20. The pass percentage for the reading component is 75 per cent. In order to achieve 75 per cent learners must achieve at least 15 marks out of the available 20 across the two completed tasks.

Record Sheet

Learners' completed tasks should be attached to the *Reading Assessment Record Sheet* where the marks will be recorded.

Specific requirements

Before learners undertake the controlled assessment tasks for the entry level 2 reading assessment, it is advisable that tutors help them to become familiar with the words and phrases listed below (and any other words and phrases tutors consider relevant and necessary). Tutors should ensure that learners understand the implications that these words and phrases might have on how they respond.

Read Text X and answer questions x to x	Put a tick in the correct box	Write your answer on the line below
Look up the word xxx in your dictionary	Write down what it means	According to text x
Complaint form	Switch on	Display board
Suitable	Surface	Vacancy
Pancake	Faulty / faults	Accounts
Recipe	Responsible	Post
A pinch of salt	Toasties	Reception duties
Non stick	Menu	Banners
Mixture	Mixing bowl	Passport
Camcorder	Accompany	Peaceful
Staff Manager	Health and Safety Officer	Administration Assistant
Reciept	Remember	Containers
Adaptable	Ingredients	Security
Essential	Euros	Check in
Cabin luggage	Security	Applicant

Use of a dictionary is permitted.

Tutors may read/explain the rubric but not the texts or questions.