

## Guidance to assessors

### Adaptation

These tasks are designed so that they can be adapted to meet local needs. Therefore centres are permitted to adapt the context of the assessment. This means that centres may change names, locations and types of events but **not** the purpose or audience of a task. Therefore, for example for Task 1 the context may be changed for an alternative lost item such as phone, laptop, coat and an alternative place such as on a train, in college, in town. For Task 2 the context may be changed for another item to buy or a different purpose for meeting a friend. Learners must complete **both** writing tasks. For further details on adaptation, refer to the Quality Assurance Handbook available on [www.edexcel.com/elfs](http://www.edexcel.com/elfs).

### Interpretation

A medium level of control for task taking means that assessors may respond to questions to explain difficult words and phrases to learners by paraphrasing and redefining. Assessors must not give learners solutions to task questions. For further details on adaptation, refer to the Quality Assurance Handbook available on [www.edexcel.com/elfs](http://www.edexcel.com/elfs).

### Timing

Learners must complete **two** tasks in 45 minutes – this need not be taken in one sitting and time may be divided at the centre's discretion. For further details refer to the Instructions for Conducting the Examinations (ICE) document available on [www.edexcel.com/elfs](http://www.edexcel.com/elfs).

### 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 12. The pass percentage for the writing component is 75 per cent. In order to achieve 75 per cent learners must achieve at least 9 marks out of the available 12 across the two completed tasks.

### Record Sheet

Completed *Assessment Record and Authentication Sheet* with the recorded marks must be attached to the learners' completed tasks. Where the context of the task has been adapted by the centre the updated task must also be attached to the *Writing Assessment Record Sheet* with learners' work.

### Specific requirements

Before learners undertake the controlled assessment tasks for the entry level 1 writing assessment, it is advisable that tutors help them to become familiar with the words and phrases listed on the next page (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. (*Turn over*)

Fill in the form.	Write your details on the lines below.	Write 2 or 3 sentences.
capital letters	full stops	Where you need to.
Write your email here.	station	item
shopping	lunch	plans

Use of a dictionary is permitted.