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September 2016 Version 1.3

Sample Assessment for Functional Skills English Reading Level 1

Emergency Evacuation

Mark Scheme

Note:

These materials relate to the Functional Skills English assessments that will be in use from September 2015

3748-010

Functional Skills English Level 1

Reading

Sample Assessment 6

Marking Scheme

Emergency Evacuation

Reading	Maximum marks	Coverage and Range	Fixed/Open response
1 What four phrases have been used to summarise the information in each section? • Fire Safety • Discovering a fire / what you must do • Use of fire alarm • Evacuation Procedure (1 mark for each-maximum 4 marks)	4 marks	1.2.1	Fixed
2 List four layout features of the notice which make it easier to read. Any four from: • Heading / title • Subheadings • Bold • Capital letters • Bullet points / list • Paragraphs / sections • Different fonts (1 mark for each-maximum 4 marks) (accept similar wording)	4 marks	1.2.1	Open
3 What is the first action you should take after you have activated a fire alarm? One of: • Find a safe place to dial • Call 777 / call the Security Staff (accept similar wording)	1 mark	1.2.4	Open
4 Apart from preventing the spread of fire and smoke, what other functions does a fire door have? One of: • provides people with protected routes to safety • prevents the spread of (poisonous) gas • reduces the risk of explosion (accept similar wording)	1 mark	1.2.2	Open
5 Who has responsibility for calling the Fire Service? d) Security Staff	1 mark	1.2.2	Fixed
6 Who will let you know it is safe to re-enter the building? • the Fire Warden • the Fire Service Officer in Charge (1 mark for each-maximum 2 marks)	2 marks	1.2.4	Fixed

7 Fire is one reason the fire alarm is sounded. What are four of the others? Any four from: • Fire drill • Chemical spill • Hoax call • Gas leak • Fire alarm testing • Prank (1 mark for each-maximum 4 marks) (accept similar wording)	4 marks	1.2.2	Open
8 What are three things the notice says visitors should be informed about? Any three from: • Emergency exits • Fire assembly points • Fire alarm buttons • Fire extinguishers • Planned fire test (1 mark for each-maximum 3 marks) (accept similar wording)	3 marks	1.2.3	Open
9 What are four of the main topics covered in the email? Any four from: • Fire Wardens needed • Review of Emergency Evacuation Procedure • The Role of Fire Wardens • Daily duties • Weekly duties • Emergency Evacuation Duties (1 mark for each-maximum 4 marks)	4 marks	1.2.1	Open
10 According to the email, what details would a Personal Emergency Evacuation Plan include? Give three examples. Any three from: • employee's work location • specific assistance required • special equipment • escape route (1 mark for each-maximum 3 marks) (accept similar wording)	3 marks	1.2.2	Open

11 What two things should a Fire Warden check during a fire alarm test? • alarm buttons • emergency lighting (1 mark for each-maximum 2 marks)	2 marks	1.2.4	Fixed
12 What four things should a Fire Warden look for when checking doors? • They are unlocked • No combustible materials obstructing fire doors • (That all) fire resisting doors are closed • (That all) fire resisting doors are functioning properly (1 mark for each-maximum 4 marks)	4 marks	1.2.2	Fixed
13 Who would you speak to if you wanted to find out what it is like being a Fire Warden? • Des Clarke	1 mark	1.2.3	Fixed
14 What does a Fire Warden do during an evacuation? Give four examples. Any four from: • Wear a high visibility jacket • Ensure the building is evacuated • Check names • Liaise with the Chief Fire Warden • Help employees with a PEEP / help visitors with a PEEP (1 mark for each-maximum 4 marks) (accept similar wording)	4 marks	1.2.3	Open
15 Who should you contact if you would like to become a Fire Warden? • Nina Atwal • dstokes@shalmar.co.uk	2 marks	1.2.3	Fixed
Total marks available for Reading assessment	**40**		**60% Open 40% Fixed**
Candidate marks			
***Indicative pass mark**	***30 marks out of 40**		

Sample assessments are not subject to a mark scheme finalisation process, where around 200 completed scripts are required for review to draw out additional answers. Please award additional marks as appropriate to any other justifiable answers.

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