

Essential Skills Wales

Essential Communication Skills (ECommS)

Level 1 Controlled Task

Assessor Pack

Careers Fair

Sample
Version 2.0

Candidate name:
Candidate number:
Date registered for ECommS:
Unique Learner Number (ULN) <i>(if applicable)</i> :
Centre name <i>or</i> number:
Supervisor name:
Assessor name:
Internal Quality Assurer name:

Instructions

The candidate has up to **4 hours in total** to complete this controlled task, although that time can be split over a number of sessions. Details of when each session started and ended **must** be recorded on the candidate pack and a summary recorded below:

Date controlled task started :
Date controlled task completed <i>(no more than eight weeks later)</i> :
Total time spent:

Assessment requirements

The following is a summary of the Essential Skills Wales (ESW) Controlled Task Conditions. These requirements should be read in conjunction with the relevant **Controlled Task Candidate Pack**. General assessment guidelines applicable to all ESW assessments can be found in the **Essential Skills Wales Suite *Qualification Handbook***.

Controlled task assessment

Controlled tasks are **summative assessments** measuring subject-specific skills. Candidates will need to show they can utilise these skills in a holistic manner, relevant to real-life circumstances. The assessment outcome is **pass/fail**.

Controlled tasks must be:

- internally assessed, by appropriately qualified staff, using the Marking Schemes provided. Please see section 2.2 of the ***Qualification Handbook*** for details of staff qualification
- internally quality assured, by appropriately qualified staff
- externally quality assured/moderated by City & Guilds
- compliant with **Controlled Task Conditions**.

Controlled task conditions

This controlled task must be completed under the conditions set out below. 'Controlled' relates to all aspects of how the task is administered and assessed. Candidates should only attempt this controlled task when they have been registered for this qualification and have developed the necessary skills at the required level. Learning development input should be completed before the candidate attempts this controlled task. This controlled task must normally be completed before the confirmatory test is attempted.

Working period

The candidate must complete this controlled task within an 8 week 'working period'. The working period commences on the date the candidate starts working on the task. The working period may be extended only in specific extenuating circumstances. Please see section 4.3 of the ***Qualification Handbook*** for further information.

Working time

The candidate has up to **4 hours in total** to complete this controlled task. This task 'working time' allowance will formally start at the point when a task is first provided to the candidate. The task working time may be extended only in specific extenuating circumstances. Please see section 4.3 of the ***Qualification Handbook*** for further information.

Supervised conditions

This controlled task must be completed under the following supervised conditions:

- This task is an 'open book' assessment. Candidates may have access to routine resources that might be available in a 'real life' situation, for example: PCs/laptops, tablets, dictionaries, calculators, reference books, relevant class notes and source material approved by their tutor/assessor so long as they

are not designed *specifically* to assist with this assessment and do not compromise independent achievement of the standard. Mobile phones or other transmitting/receiving devices are not permitted. The candidate can access the Internet using supervised facilities.

- The environment within which tasks are completed must be supervised. This supervision must be **continuous** and ensure no interruption and/or undue influence is possible whilst candidates are working on the task. Suitable locations might include a classroom, a library or a workplace as long as an appropriate environment and supervision is maintained. For the avoidance of doubt, this environment does not require formal 'examination' conditions.
- The supervisor must be a reliable, responsible person who is accountable for ensuring adequate supervision and control of the environment is maintained. The supervisor must be present throughout the working time and be able to confirm that each candidate produced all work independently. The supervisor can be the candidate's tutor and/or assessor or another suitable person.
- This controlled task may be completed in one session or split over several sessions, as long as no learning or preparation is provided in between. If not completed in one sitting, the candidate's papers and all materials produced by the candidate must be collected in and stored securely until the next working time session begins. On no account may candidates take any of their work away with them between sessions, for example to work on a task at home.
- The working period and working time taken to complete this controlled task must be monitored and recorded as indicated on the front page of the **Candidate Pack**. The candidate, supervisor, assessor and centre details must be completed and the declarations must be signed and dated before completed tasks are submitted for assessment.

Assistance and access arrangements

Assessors may provide candidates with the opportunity to clarify task requirements during the working period, however, this must not extend to any form of formative feedback. For example, recommending that a candidate should review their calculations would be inappropriate, whereas recommending the candidate re-read a particular section of the task requirements would be acceptable. Please see section 4.6 of the **Qualification Handbook** for further information on access arrangements.

Second and subsequent attempts

A specific controlled task can be attempted only once. However, a candidate may undertake a different controlled task, (either another title from the City & Guilds pre-approved bank or a centre devised assessment that has been approved by City & Guilds) at another time if they do not pass. Wherever the candidate is unsuccessful, they **must** undergo further development in the relevant skill(s) before re-attempting at a later date.

Collaboration

This controlled task requires the candidate to work individually.

Assessment Activity		Assessment Criteria	Maximum Mark	Achieved Mark	Assessor Comment	IQA
Level 1 Reading	(C1.2) Read, understand and obtain information independently to meet purpose(s) from a document.	As part of the reading activity, the candidate has: Source 1: obtained the main idea(s) and information from the source (1 mark per instance, to a maximum of 2 marks) Source 2: obtained the main idea(s) and information from the source (1 mark per instance, to a maximum of 2 marks)	4			
		Source 1: used the obtained information effectively in the group discussion (1-2 marks – limited evidence 3-5 marks – some evidence 6-7 marks – clear and detailed evidence)	7			
		Source 2: used the obtained information effectively in the written document (1-2 marks – limited evidence 3-5 marks – some evidence 6-7 marks – clear and detailed evidence)	7			
		Total marks available for this section: Candidate must achieve at least 11 marks for a pass.		18		

Assessment Activity		Assessment Criteria	Maximum Mark	Achieved Mark	Assessor Comment	IQA
Level 1 Speaking and Listening	<p>(C1.1) Take part in a formal discussion in a group of 3 – 6 people. The discussion must last between 10 – 20 minutes depending on the size of the group.</p> <p>Duration: _____</p> <p>Size of group: _____</p>	The candidate has produced preparation notes prior to the discussion, clearly showing points to be raised during the discussion to:				
		provide information	1			
		express opinions/feelings	1			
		ask questions	1			
		During the discussion, the candidate has:				
		made clear contributions (1 mark) and relevant contributions (1 mark)	2			
		respected the turn-taking rights of others	1			
		used appropriate phrases or gestures in order to join in the discussion	1			
		identified relevant detail/information (1 mark per instance, to a maximum of 2 marks)	2			
		paid close attention and responded constructively to what others had to say	1			
		clarified and confirmed understanding	1			
		judged when to speak and how much to say	1			
		clearly expressed statements of fact/opinion/questions/explanations/descriptions (1 mark per type, to a maximum of 3 marks)	3			
		used strategies to support speech	1			
		presented information and ideas in a logical sequence	1			
responded to questions	1					
conveyed feelings/opinions in a way that was balanced and assertive without being aggressive (1 mark per instance, to a maximum of 2 marks)	2					
used language appropriate to listeners and context	1					
Total marks available for this section:			21			
Candidate must achieve at least 14 marks for a pass.						

Assessment Activity		Assessment Criteria	Maximum Mark	Achieved Mark	Assessor Comment	IQA
Level 1 Writing	(C1.3) Write two short documents to communicate information to familiar audiences using language that is appropriate to purpose and audience.	As part of the writing of the first document, the candidate has: put together a plan of what was going to be written (1 mark) shown clearly the main points obtained from the source document (1 mark)	2			
		provided evidence of a draft, which they have checked, to identify and correct any mistakes	1			
		made sure that in the final document the: meaning was clear (1 mark) language used was suitable for the purpose (1 mark) and the audience (1 mark)	3			
		the final document was written with accurate spelling (1 mark – two or three errors 2 marks – correct for level or one error)	2			
		the final document was written with accurate punctuation (1 mark – two or three errors 2 marks – correct for level or one error)	2			
		the final document was written with sentences formed correctly and accurate grammar (1 mark – two or three errors 2 marks – correct for level or one error)	2			
		the final document: was written with appropriate paragraphing (1 mark) was of appropriate length and layout (1 mark) used an appropriate amount of detail for purpose (1 mark)	3			
		Total marks available for this section: Candidate must achieve at least 10 marks for a pass.			15	

Assessment Activity		Assessment Criteria	Maximum Mark	Achieved Mark	Assessor Comment	IQA
Level 1 Writing	(C1.3) Write two short documents to communicate information to familiar audiences using language that is appropriate to purpose and audience.	As part of the writing of the second document, the candidate has: put together a plan of what was going to be written (1 mark) shown clearly the main points obtained from the source document (1 mark)	2			
		provided evidence of a draft, which they have checked, to identify and correct any mistakes	1			
		made sure that in the final document the: meaning was clear (1 mark) language used was suitable for the purpose (1 mark) and the audience (1 mark)	3			
		the final document was written with accurate spelling (1 mark – two or three errors 2 marks – correct for level or one error)	2			
		the final document was written with accurate punctuation (1 mark – two or three errors 2 marks – correct for level or one error)	2			
		the final document was written with sentences formed correctly and accurate grammar (1 mark – two or three errors 2 marks – correct for level or one error)	2			
		the final document: was written with appropriate paragraphing (1 mark) was of appropriate length and layout (1 mark) used an appropriate amount of detail for purpose (1 mark)	3			
		Total marks available for this section: Candidate must achieve at least 10 marks for a pass.			15	

Marks achieved:		
C1.2	C1.1	C1.3
/18	/21	/30

Please tick as applicable:

- The candidate has met the minimum requirements indicated above and has successfully completed the task.
- The candidate was unsuccessful on this occasion.

Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature: <i>(if sampled)</i> :	Date:

The declarations on the final page of the candidate's pack must also be completed, even if the candidate was unsuccessful.

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