

Functional Skills Qualification in English at Level 1

SAMPLE ASSESSMENT MATERIALS

OCR Functional Skills Qualification in English at Level 1

The scheme code for these qualifications is:

OCR Functional Skills Qualification in English at Level 1

09498

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Sample Assessment Materials

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

FUNCTIONAL SKILLS ASSESSMENT

LEVEL 1 FUNCTIONAL SKILLS ENGLISH

READING TASK

SAMPLE ASSESSMENT MATERIALS

TIME: 50 MINUTES

YOU NEED

- This task and the resource document booklet
- An answer booklet.
- A pen with black ink **OR** access to a computer and printer to print out your responses which should be firmly attached to your answer booklet.

You may use a dictionary and spell/grammar check facility but you must not ask anyone to help you.

INSTRUCTIONS

- Do NOT open this task booklet until you are told to do so by the supervisor
 - Make sure your personal details are entered correctly in the answer booklet.
-

YOU HAVE 50 MINUTES TO READ THE RESOURCE DOCUMENT BOOKLET AND COMPLETE THE READING TASKS

- Read the Resource Booklet and the questions inside this booklet carefully before starting the task
 - Write your answers in the answer booklet provided or attach your print outs to your answer booklet before handing them in
 - If you use extra paper, make sure that it has your name and candidate number on it and is securely attached to your answer booklet
 - When you have finished, hand your answer booklet to the supervisor.
-

This document consists of 2 printed pages

READING TASK (25 marks)

Scenario

You are a volunteer at a local charity, *CareCo*. You have been asked to help organise a winter outing for residents of a local care home, as described in Document 1. To prepare for this, and to make the best choice for the residents, you must read the information from Document 1 and Document 2.

You have **50 minutes** to read the documents and answer the questions below. You should spend about **10 minutes** reading the documents.

Answer **all** the questions.

You do **not** need to write in sentences.

- 1 Give **two** reasons why it is important for this outing to take place. (2 marks)
- 2 How much can *CareCo* spend on the meal for each person attending? (1 mark)
- 3 a) As well as cost, what **two** other things do you need to consider when deciding on a venue for the outing? (2 marks)
b) Give reasons for your answer. (2 marks)
- 4 a) What are the **two** most important things which everyone agrees the chosen venue must provide? (2 marks)
b) Explain **why** these are so important. (2 marks)
- 5 What does Jo say you could do if you need to find out anything else about the outing? (2 marks)
- 6 a) Which venue would be best for the outing? (1 mark)
b) Explain the reasons for your choice. (2 marks)
- 7 What does Jo Wilkinson want you to do when you have made your choice for the outing? (2 marks)
- 8 What layout features are used in Document 2? Explain whether these help the reader or not. (4 marks)
- 9 In Document 1, how does Jo Wilkinson encourage you to help organise the winter outing? (3 marks)

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

FUNCTIONAL SKILLS ASSESSMENT

LEVEL 1 FUNCTIONAL SKILLS ENGLISH

WRITING TASKS

SAMPLE ASSESSMENT MATERIALS

TIME: 50 MINUTES

YOU NEED

- These tasks and the resource document booklet
- An answer booklet.
- A pen with black ink **OR** access to a computer and printer to print out your responses which should be firmly attached to your answer booklet.

You may use a spell/grammar check facility. You may use a dictionary but you must not ask anyone to help you

INSTRUCTIONS

- Do NOT open this task booklet until you are told to do so by the supervisor
 - Make sure your personal details are entered correctly in the answer booklet.
-

YOU HAVE 50 MINUTES TO COMPLETE THE WRITING TASKS

- Read the Resource Document Booklet and the information inside this question paper carefully before starting the tasks
 - Write your answers in the answer booklet provided
 - If you use extra paper, make sure that it has your name and candidate number on it and is securely attached to your answer booklet
 - When you have finished, hand your answer booklet to the supervisor.
-

WRITING TASKS (25 marks)

Scenario

You are a volunteer at a local charity, *CareCo*. You have been asked to help organise a winter outing for residents of a local care home, as described in Document 1. To prepare for this, and to make the best choice for the residents, you must read the information from Document 1 and Document 2.

You have **50 minutes** to read the documents and do the tasks below.
You should spend about **10 minutes** reading the documents.

Do **both** writing tasks.

For **both** tasks, remember to write in sentences, using accurate spelling, punctuation and grammar. Allow time to check your work.

Writing Task A (14 marks)

Write a formal report for Jo Wilkinson at *CareCo*, recommending where to go for the outing.

In your report you should:

- provide a suitable title
- explain what you have been asked to do and where you have got your information from (Introduction)
- consider briefly the advantages and disadvantages of each of the places you have considered (Findings)
- state which places are suitable and meet the requirements of the group (Conclusion)
- state which **one** you think should be used with reasons (Recommendations).

You should spend approximately **25 minutes** writing this report.

Writing Task B (11 marks)

Write a letter to your chosen venue, as requested by Jo Wilkinson. In your letter, you should:

- use *CareCo*'s address
- make a provisional booking
- inform them of *CareCo*'s requirements and the needs of the group

You should spend no more than **15 minutes** writing this document.



OXFORD CAMBRIDGE AND RSA EXAMINATIONS

FUNCTIONAL SKILLS ASSESSMENT

LEVEL 1 FUNCTIONAL SKILLS ENGLISH

09498RB

RESOURCE DOCUMENT BOOKLET FOR READING & WRITING

SAMPLE ASSESSMENT MATERIALS

The documents in this booklet are for Level 1 Reading and Level 1 Writing.

You will need the documents in this booklet to help you answer both the Reading and Writing tasks.

Spend about **10 minutes** reading the documents carefully.

Then turn to the Task Booklet.

CARECo
(CARE FOR THE COMMUNITY)
24 BROAD STREET
PURTON
SURREY
PU3 3QA



10 November 2009

Dear Volunteer

As you may be aware, every year in winter time CareCo arranges and pays for an outing and meal for the residents of Somerville Care Home. For many of the residents at Somerville this is the only time they all go out together. I would be very grateful if you would help us to choose a suitable place for this year's meal.

To help you, I have enclosed some adverts from the local paper with possible places to go. You will need to think about the following points.

- CareCo can pay a maximum of £15 per person for the outing and traditional meal. We will pay for any transport costs separately.
- There are 21 residents at Somerville aged between 69 and 93, and 6 staff. 3 of the residents will need carers to assist them. With 2 more carers from CareCo, this makes a total of 32 people.
- 2 residents are wheelchair users and another has a guide dog.
- Saturday 5th December or Monday 14th December are the only dates when transport is available.
- The outing must take place between midday and 4.00 in the afternoon, when CareCo carers are free to help.

Remember that for residents this outing is often the highlight of their year. It is an opportunity for them to mix with other people and to share memories of past times. It is also one of CareCo's longest-running and most popular activities. It is therefore most important, to the residents and to us, that we offer them a traditional experience, in a friendly and lively environment

If you need any more information to help you, please either ring Elena Markova at Somerville Care Home on 0214 147566 or email me at jw@ccare.co.uk.

I would like you to write a formal report explaining which you think would be the best place to go to and why. Please also write to your chosen venue, to make a provisional booking and to let them know of CareCo's requirements. Many thanks for all your help.

Yours faithfully



Jo Wilkinson
Manager

Advertisement feature

Where to go for a warming winter meal this year

Westshire Hotel

Fantastic value! Great offers this winter!

Why not book your office party, or any party, with us NOW? Our comfortable dining room can take up to 33 people.

Traditional Lunch ONLY £12.95 – with all the trimmings! Try the tombola and get a free present!

23 Westshires Road, Purton, OCS 1KP

Ziggy's

Restaurant and Bar.

Enjoy a very different dinner in Purton's only vegetarian restaurant for only £10.95 per head.

Free wine!
Resident violinist!

Unfortunately, due to Health and Safety Regulations and the layout of our building, no dogs are allowed.

15 High Street, Purton, OC2 8GC

Taj Mahal

Enjoy your office party in luxurious surroundings. Delicious, but definitely not traditional, 3-course dinner, free gifts and authentic Indian music – all for £17.95 per head (evenings only).

Book early to avoid disappointment!

72 High Street, Purton, OC2 3JG

The Hawthorn Hotel

From 16th of December we will be offering traditional winter warming meals for parties of any size, small or large, we will meet your needs!

In the coldest season, you can enjoy your lunchtime meal while listening to carol singers from the local primary school

Outstanding value – 3 courses for £15.95!

124 – 126 Middle Road, Purton, OC4 6PR

TM's Restaurant

Purton's trendiest eating house!

A bargain £16.95 per head for a 3-course dinner. Price includes free entry to Karaoke competition* with fantastic prizes!

* only available at weekends in December
Please note: unfortunately, TM's is located on the 2nd floor of Farrell House and there is no lift.

56 Askrin Street, Purton, OC3 5RR

The Brunt Hotel & Spa

Purton's largest and best known hotel – serving the people of Purton for over 100 years.

Seasonal value - enjoy a traditional dinner, followed by a traditional, old-fashioned sing-along, for only £14.95*.

Open all day, Monday to Saturday inclusive. Our spacious dining room can seat up to 50 people

*Discounts available for parties of more than 20.

Brunt House, Dale Road, OC6 9PS

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**OCR FUNCTIONAL SKILLS
QUALIFICATION IN ENGLISH AT LEVEL 1**

Specimen Mark Scheme

The maximum mark for the Reading paper is [25].

The maximum mark for the Writing paper is [25].

Functional Skills English L1 SAMs Mark Scheme – Reading Task (25 marks)

Reading

Q	M/S Ref	Accepted Response	Type of Response	Marks
1	1R2	a) the only time all residents go out together b) mix with other people c) share their memories d) highlight of the residents' year e) long running activity for <i>CareCo</i> f) most popular activity for <i>CareCo</i>	Closed	1 1 1 1 1 1 (Max 2)
2	1R1	(Maximum of) £15 per person.	Closed	1
3	1R2	a) wheelchair access b) guide dog c) dates (when transport is available) d) time of day e) availability of live music f) traditional experience	Closed	1 1 1 1 1 1 (Max 2)
	1R3	Reasons include requirements of <i>CareCo</i> , needs and wishes of the residents, what is on offer from venues.	Open	(Max 2) 4
4	1R1	Identify what is agreed as being important: a) traditional experience b) friendly atmosphere c) lively surroundings	Closed	1 1 1 (Max 2)
	1R4	Explain why d) only time they are all together e) helps them to reminisce f) opportunity to mix	Open	1 1 1 (Max 2)
5	1R4	a) phone Elena Markova/phone 0214 147566 b) email Jo Wilkinson/email jw@ccare.coz .	Closed	1 1 (Max 2)
6	1R2	Candidate has explained that Westshire or Brunt is the most suitable venue	Closed	1
	1R3	Explains that it fulfils all the requirements eg less than £15 per head, accessible, traditional meal, big enough etc. One valid reason explained More than one valid reason explained	Open	 1 2
7	1R1	a) write a report for Jo Wilkinson b) write to the chosen venue	Closed	1 1 (Max 2)

8	1R4	<p>Candidate is aware of layout features used in Doc 2 (eg use of colour, bold titles/type, different fonts, seasonal images), and commented on their effectiveness (attractiveness, setting scene, ease/difficulty of reading etc)</p> <p><i>One correct feature identified but no comment</i> <i>Two or more features identified but no comment</i> <i>One feature with a comment on its effectiveness</i> <i>More than one feature with detailed commentary</i></p>	Open	<p>1 2 3 4</p>
9	1R3	<p>Candidate aware of how Jo uses language and persuasion within Doc 1 for a purpose, eg:</p> <ul style="list-style-type: none"> • Use of personal letter/made to feel important • Request not instruction • All necessary information provided • Offer of support • Use of persuasive language (v.hard to say 'no') <p><i>Only one aspect considered, limited explanation</i> <i>More than one aspect, but limited explanation</i> <i>More than one aspect and detailed explanation</i></p>	Open	<p>1 2 3</p>
		Total available for reading		25

Note to markers: Where a candidate does not meet the minimum required for the award of 1 mark, 0 marks should be awarded. This applies to all mark scheme references.

Functional Skills English L1 SAMs Mark Scheme – Writing Tasks (25 marks)

Writing – Task A (14 Marks)

M/S Ref	Indicative Response	Marks	Total marks
1W1	<p>Candidate has written clearly with an appropriate level of detail, including structure, and response is suitable for purpose and audience</p> <ul style="list-style-type: none"> • Some attempt at organising relevant material but lacks detail and coherence • Reasonable clarity but lacking in either detail or coherence • Writing is clear and detailed throughout and suitably structured. 	<p>1 2 3</p>	3
1W6	<p>Candidate has used spelling accurately</p> <ul style="list-style-type: none"> • Spelling of everyday words is usually accurate. Words occurring in the source documents and question paper are mostly spelt correctly • Virtually all spelling of everyday words, and words from the source documents, and question paper is correct t+hroughout. Any errors stand out as untypical or ‘one-off’ slips and do not affect meaning. 	<p>1 2</p>	2
1W5	<p>Candidate has used punctuation accurately</p> <ul style="list-style-type: none"> • Capital letters (at the beginning of sentences and for proper nouns), full stops and question marks are used correctly with only minor lapses. • Capital letters, full stops and question marks are used accurately throughout. Any errors stand out as untypical or ‘one-off’ slips and do not affect meaning. 	<p>1 2</p>	2
1W4	<p>Candidate has used grammar accurately</p> <ul style="list-style-type: none"> • Overall accurate, but with some errors in subject/verb agreement and/or some inconsistency of tense • Mostly grammatically accurate with accurate subject/verb agreement, accurate and consistent use of tense. Any errors stand out as untypical or ‘one-off’ slips and do not affect meaning. 	<p>1 2</p>	2
1W3	<p>Used an appropriate formal report format</p> <ul style="list-style-type: none"> • Included at least a heading • Included at least a heading and one sub-heading. 	<p>1 2</p>	2
1W2	<p>Candidate has presented information in a logical sequence</p> <ul style="list-style-type: none"> • Some attempt at sequencing relevant information, although not consistent, and omits some important information that limits its fitness for purpose • Meets the purpose of the report (ie to inform Jo Wilkinson of the views of the residents, venues considered and suggested venue for the winter outing). The report may not always be easy to follow and may not fully meet needs of audience • Material flows logically. It is suitable for both purpose and audience. 	<p>1 2 3</p>	3
	Total available for Writing Task A	14	14

Writing – Task B (11 Marks)

M/S Ref	Indicative Response	Marks	Total marks
1W1	<p>Candidate has written clearly with an appropriate level of detail, including structure, and response is suitable for purpose and audience</p> <ul style="list-style-type: none"> • Some attempt at organising relevant material • Writing is clear and detailed throughout. Structure is used appropriately. 	<p>1</p> <p>2</p>	2
1W6	<p>Candidate has used spelling accurately</p> <ul style="list-style-type: none"> • Spelling of everyday words is usually accurate. Words occurring in the source documents and question paper are mostly spelt correctly • Virtually all spelling of everyday words, and words from the source documents, and question paper is correct throughout. Any errors stand out as untypical or 'one-off' slips and do not affect meaning. 	<p>1</p> <p>2</p>	2
1W5	<p>Candidate has used punctuation accurately</p> <ul style="list-style-type: none"> • Capital letters (at the beginning of sentences and for proper nouns), full stops and question marks are used correctly with only minor lapses. • Capital letters, full stops and question marks are used accurately throughout. Any errors stand out as untypical or 'one-off' slips and do not affect meaning. 	<p>1</p> <p>2</p>	2
1W4	<p>Candidate has used grammar accurately</p> <ul style="list-style-type: none"> • Mostly grammatically accurate with accurate subject/verb agreement, accurate and consistent use of tense. Any errors stand out as untypical or 'one-off' slips and do not affect meaning. 	<p>1</p>	1
1W3	<p>Candidate has used an appropriate formal letter format</p> <ul style="list-style-type: none"> • Included at least appropriate sender's address • Included sender's and recipient's addresses, date and suitable salutation & close 	<p>1</p> <p>2</p>	2
1W2	<p>Candidate has presented information in a logical sequence</p> <ul style="list-style-type: none"> • Some attempt at sequencing relevant information, although not consistent. Some attempt at meeting the purpose of the letter (ie to make a provisional booking and clarify details). Letter may not always be easy to follow and does not fully meet needs of audience • Material flows logically. It is suitable for purpose and audience. 	<p>1</p> <p>2</p>	2
	Total available for writing task B	11	11

Note to markers: Where a candidate does not meet the minimum required for the award of 1 mark, 0 marks should be awarded. This applies to all mark scheme references. Maximum marks for M/S reference are shown in bold.

**FUNCTIONAL SKILLS ENGLISH
LEVEL 1 SPEAKING, LISTENING & COMMUNICATION ASSESSMENT
CONTRIBUTING TO A DISCUSSION/EXCHANGE**

ASSESSOR'S OBSERVATION RECORD

Centre name		Candidate name		No. in discussion group	
Centre no.		Candidate no.		Subject of discussion	
Subject*: Familiar or Unfamiliar		Discussion or exchange*		*Circle as appropriate	

FS ref	GOOD PASS The candidate has:	PASS The candidate has:	NEAR MISS The candidate has:	FAIL The candidate has:
1.S.1	<ul style="list-style-type: none"> made <u>a range of</u> relevant and extended contributions <u>played a full part in discussion</u> responded appropriately to others 	<ul style="list-style-type: none"> made relevant and extended contributions responded appropriately to others 	<ul style="list-style-type: none"> made <u>some</u> relevant and extended contributions responded appropriately to others <u>most of the time</u> 	<ul style="list-style-type: none"> made <u>some</u> contributions, <u>although not always relevant or clear</u>
1.S.2	<ul style="list-style-type: none"> <u>fully/well</u> prepared to contribute to discussion of ideas and opinion 	<ul style="list-style-type: none"> appropriately prepared to contribute to formal discussion of ideas and opinions 	<ul style="list-style-type: none"> prepared to contribute to discussion of ideas and opinion 	<ul style="list-style-type: none"> <u>not fully</u> prepared to contribute to discussion of ideas and opinions
1.S.3	<ul style="list-style-type: none"> been flexible <u>but purposeful</u> in discussion made a range of different types of contribution 	<ul style="list-style-type: none"> made different kinds of contributions 	<ul style="list-style-type: none"> made <u>some</u> different types of contribution 	<ul style="list-style-type: none"> made <u>a limited type</u> of contribution
1.S.4	<ul style="list-style-type: none"> presented <u>a variety of</u> information and points of view clearly used appropriate language 	<ul style="list-style-type: none"> presented information and points of view clearly used appropriate language 	<ul style="list-style-type: none"> <u>on the whole</u> presented information and points of view clearly used appropriate language 	<ul style="list-style-type: none"> <u>at times made contributions that lack clarity and/or</u> used language that <u>was not always appropriate</u>

RESULT	✓	Evidence/comment:			
GOOD PASS	<input type="checkbox"/>				
PASS	<input type="checkbox"/>				
NEAR MISS	<input type="checkbox"/>				
FAIL	<input type="checkbox"/>				
Assessor's name		Signature		Date	

OCR Functional Skills English ASSESSMENT GRID

READING AND WRITING LEVEL 1

Reading

FS Ref.	Descriptor – Candidate has:	M/S Ref	Marks
1.2.1	Identified main points and ideas and how they are presented in a variety of texts	1R1	5
1.2.2	Understood texts in detail	1R2	5
1.2.3	Used information from texts for a purpose	1R3	7
1.2.4	Identified suitable responses	1R4	8
		Total	25

Writing

FS Ref.	Descriptor – Candidate has:	M/S Ref	Marks
1.3.1	Written clearly and coherently, including an appropriate level of detail	1W1	5
1.3.5	Used spelling accurately – everyday words	1W6	4
1.3.5	Used punctuation accurately – full stops, capital letters and question marks	1W5	4
1.3.4	Used grammar accurately – consistent use of tense and sentence structure, subject/verb agreement	1W4	4
1.3.3	Used a format (eg letters, short reports, memos, articles, essays etc) structure and language suitable for purpose and audience	1W3	3
1.3.2	Presented information in a logical sequence	1W2	5
		Total	25