**Learner Observation and Assessment Record (LOAR)**

**Functional Skills English Entry Level 3 (603/5052/0): Speaking, Listening and Communicating**

|  |  |
| --- | --- |
| **Learner name:** | **Learner number:** |
| **Centre name:** | **Centre number:** |
| **Reasonable adjustments or special considerations applied:** | |

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| --- |
| **Pass descriptor at Entry Level 3 and confirmation of achievement overall** |
| To pass the Speaking, Listening and Communicating assessment, learners must **generally** meet the requirements for this level:   * **consistently** * **effectively** * **to an appropriate degree for Entry Level 3.**   **Please tick to confirm that the learner has achieved a pass**  **Please tick to confirm that the task brief and learner research is attached** |

|  |  |  |
| --- | --- | --- |
| **Assessor signature** | | |
| Assessor name | Signature | Date |
| **Learner signature** | | |
| Learner name | Signature | Date |
| **Assessor’s feedback to learner:** | | |
|  | | |
| **Internal and external quality assurance details (if sampled)** | | |
| Internal quality assurer (IQA) name | Signature | Date |
| External quality assurer (EQA) name | Signature | Date |

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| **IQA / EQA comments (if relevant):** |

**Assessment of activities for Speaking, Listening and Communicating: Entry Level 3**

Overall performance across the range of requirements for the level must be **secure**; any insufficient demonstration of an individual subject content statement (SCS) is balanced by appropriate demonstration of that same content statement elsewhere.

**Task 1 – question and answer session (5 to 10 minutes)**

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| --- | --- | --- |
| **Learner name:** | | |
| **Date of activity:** | | |
| **Duration of activity:** | **Topic:** | |
| **Subject content statements** | | **Tick (✓) if achieved** |
| **EL3.1.1** Identify and extract relevant information and detail in straightforward explanations | |  |
| **Assessor comments** (give examples to show how the learner demonstrated the skill): | | |
| **EL3.1.2** Make requests and ask concise questions using appropriate language in different contexts | |  |
| **Assessor comments** (give examples to show how the learner demonstrated the skill): | | |
| **EL3.1.3** Communicate information and opinions clearly on a range of topics | |  |
| **Assessor comments** (give examples to show how the learner demonstrated the skill): | | |
| **EL3.1.4** Respond appropriately to questions on a range of straightforward topics | |  |
| **Assessor comments** (give examples to show how the learner demonstrated the skill): | |  |
| **EL3.1.5** Follow and understand the main points of discussions | |  |
| **Assessor comments** (give examples to show how the learner demonstrated the skill): | | |
| **EL3.1.6** Make relevant contributions to group discussions about straightforward topics | |  |
| **Assessor comments** (give examples to show how the learner demonstrated the skill): | | |

**Task 2 – group discussion (8 to 15 minutes)**

|  |  |  |
| --- | --- | --- |
| **Learner name:** | | |
| **Date of activity:** | | |
| **Duration of activity:** | **Topic:** | |
| **Number in group:** | **Details of group:** | |
| **Subject content statements** | | **Tick (✓) if achieved** |
| **EL3.1.2** Make requests and ask concise questions using appropriate language in different contexts | |  |
| **Assessor comments** (give examples to show how the learner demonstrated the skill): | | |
| **EL3.1.3** Communicate information and opinions clearly on a range of topics | |  |
| **Assessor comments** (give examples to show how the learner demonstrated the skill): | | |
| **EL3.1.4** Respond appropriately to questions on a range of straightforward topics | |  |
| **Assessor comments** (give examples to show how the learner demonstrated the skill): | | |
| **EL3.1.5** Follow and understand the main points of discussions | |  |
| **Assessor comments** (give examples to show how the learner demonstrated the skill): | | |
| **EL3.1.6** Make relevant contributions to group discussions about straightforward topics | |  |
| **Assessor comments** (give examples to show how the learner demonstrated the skill): | | |
| **EL3.1.7** Listen toand respond appropriately to other points of view, respecting conventions of turn-taking | |  |
| **Assessor comments** (give examples to show how the learner demonstrated the skill): | | |

**Notes for assessors on task 2**

* Note that the topic is specific and focuses on understanding and responding appropriately. Topic choices should encourage learners to bring new information to the discussion, as well as being able to draw on their own experiences.
* Learner examples provided may be short / clipped quotes and / or paraphrased comments
* Assessor comments are concise, and one example is given for each SCS (the text in brackets).
* Mapping learner performance to relevant statements on the LOAR in this manner is helpful for the purposes of internal and external quality assurance, and quality control.