

GUIDANCE FOR ASSESSORS - ESOL FOR WORK (E3 WRITING)

The test paper is designed to test a candidate's ability to meet criteria for ESOL FOR WORK based on the standards set out for E3 Writing set out in the ESOL Core Curriculum. It is essential that assessors read **both the paper, the mark scheme and the guidelines** thoroughly and they are familiar with the standard described in the curriculum before administering the test and marking a candidate's work.

Administration of the Test

- 1 Before the assessor/invigilator distributes papers, candidates should be properly advised of the test conditions and time limits.
 - Time allowed is 30 minutes plus 5 minutes reading time
 - Candidates should be advised to use the reading time wisely so they understand the requirements of the paper before starting to write
 - Candidates should understand that they should choose between Section A and Section B and they should not attempt both tasks.
 - Candidates should be advised that they should complete the test in silence
 - Desks should be spaced so candidates cannot overlook one another
 - Candidates should know, in advance of the test that the use of a (English only) dictionary is allowed; spare dictionaries should be available in the test centre

Marking of the test

- 1 On collection of the test papers, the assessor/invigilator must sign and date the test paper on the front page, ensure that the personal details entered on the front of the test paper are correct and also record on the front sheet any special circumstances or information that may be helpful to the external verifier
- 2 The total number of marks, which can be awarded for this test paper is 12
 - Marks should be awarded according to the mark scheme.
 - The pass mark for this paper is 8 (66%)
 - If a candidate obtains 7 marks only, assessors should review the candidate's response to check if there is adequate, justifiable and demonstrable evidence to award an additional mark.
 - If a candidate obtains 8 marks only, assessors should review the candidate's response to ensure that marking has not erred towards leniency.
- 3 Assessors should always use their **professional judgment and expertise** when applying the mark scheme. They should consider that errors in their judgment could lead an employer to make a recruitment decision based on a belief that an applicant possesses abilities essential for safety and competence in a work role. Assessors should therefore be able to justify their decisions in relation to the standards set out in the curriculum. They should therefore, if in doubt
 - In the first instance refer closely to the guidance and amplification given under the relevant curriculum elements in the ESOL Core Curriculum
 - If still in doubt consult an external verifier
- 4 Formative assessment should be offered to those learners who do not pass the test. This does not necessitate showing any candidate a test paper. Assessors should ensure that they are aware of which questions the candidate did not pass, and the criteria covered by those questions. The candidate can then be given information on which skills need more work before another test can be taken.

**** MARKER NOTE: If the candidate has failed to achieve the standard for E3 Writing it is permissible to re-mark the paper against the E2 standard using the 'level drop down' mark scheme provided. The candidate may then, if at the level, achieve an E2 pass.**