

Pearson Edexcel Level 1 Award in Reading and Obtaining Information (QCF)

Sample Assessment Materials (SAMs)

First teaching January 2014

Pearson Education Limited is one of the UK's largest awarding organisations, offering academic and vocational qualifications and testing to schools, colleges, employers and other places of learning, both in the UK and internationally. Qualifications offered include GCSE, AS and A Level, NVQ and our BTEC suite of vocational qualifications, ranging from Entry Level to BTEC Higher National Diplomas. Pearson Education Limited administers BTEC qualifications.

Through initiatives such as onscreen marking and administration, Pearson is leading the way in using technology to modernise educational assessment, and to support teachers and learners.

References to third-party material made in this document are made in good faith. We do not endorse, approve or accept responsibility for the content of materials, which may be subject to change, or any opinions expressed therein. (Material may include textbooks, journals, magazines and other publications and websites.)

ISBN 978144695065

All the material in this publication is copyright
© Pearson Education Limited 2013

Contents

Introduction	1
Reading and Obtaining Information (QCF) – Sample assessment test and mark scheme	3

Introduction

Sample assessment materials (SAMs) provide learners and centres with specimen questions and mark schemes. These are used as the benchmark to develop the external assessment learners will take.

Reading and Obtaining Information

The SAM for this unit has been provided for the following qualification:

- Pearson Edexcel Level 1 Award in Reading and Obtaining Information (QCF).

Reading and Obtaining Information – Sample assessment test and mark scheme

This sample assessment test and mark scheme is for the following qualification:

- Pearson Edexcel Level 1 Award in Reading and Obtaining Information (QCF).

Pearson Edexcel

Award in Reading and Obtaining Information (QCF) Level 1

Sample Assessment Material
Time: 40 minutes

Paper Reference
XXX/XX

Resources: None	Total marks: 21
Center Name:	
Centre Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Candidate's Name:	
Registration Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Instructions

- Use **black** ink or ball-point pen.
- **Fill in the boxes** at the top of this page with your name, center number and candidate number.
- Answer **all** questions.
- Answer the questions in the spaces provided
– *there may be more space than you need.*

Information

- The total mark for this paper is 21 marks.
- The marks for **each** question are shown in brackets
– *use this as a guide as to how much time to spend on each question.*
- Some questions must be answered with **one** tick in a box (✓).
If you change your mind about an answer, put a line through the box (✗) and then mark your new answer with a tick.

Advice

- Read each question carefully before you start to answer it.
- Keep an eye on the time.
- Try to answer every question.
- Check your answers if you have time at the end.

Turn over ►

Text 1: New Office Opportunities

**Opening next week, the new 'IT GROUP' office.
Reliable, hardworking and enthusiastic staff needed.**

Full time	Part time
<p>Help Desk Supervisor As a Supervisor you must have excellent IT skills and be able to work as part of a team. There is an opportunity to progress to Manager.</p> <p>Receptionist We need a friendly person with a smart appearance to greet visitors and answer the telephone.</p>	<p>IT Advisors Advisors help customers who contact the office by telephone. You must have good IT skills. Training will be given.</p> <p>Accounts Assistant You must be good at maths and able to work independently.</p> <p>Hours for part-time posts are 20 hours a week between the hours of 8am and 12 noon Monday – Saturday</p>

For more details and an application form visit our website www.itgroupnew.com

Text 1: Questions 1 – 6 are based on this text.

1 Put a tick in the correct box.

The main purpose of this text is to:

A	describe what it is like to work in an IT office	
B	instruct IT employees	
C	advertise jobs in an IT office	
D	persuade people to work in an IT office	

(Total for Question 1 = 1 mark)

2 Put a tick in the correct box.

According to the text a Help Desk Supervisor **must** be good at working:

A	on their own	
B	without help	
C	with other people	
D	full time	

(Total for Question 2 = 1 mark)

3 Put a tick in the correct box.

Which of these statements is correct?

A	the office will be open Monday – Friday	
B	the Accounts Assistant will work with others	
C	IT advisors will need to work full time	
D	the receptionist should be well dressed	

(Total for Question 3 = 1 mark)

4 Put a tick in the correct box.

The word 'smart' in the text is a word that:

A	describes	
B	instructs	
C	persuades	
D	explains	

(Total for Question 4 = 1 mark)

5 Put a tick in the correct box.

The words giving the job titles are in:

A	bold	
B	colour	
C	capitals	
D	italics	

(Total for Question 5 = 1 mark)

6 Put a tick in the correct box.

How can applicants get more details?

A	visit the IT office	
B	from the IT office website	
C	telephone the IT office	
D	text the IT office	

(Total for Question 6 = 1 mark)

QUESTIONS 7 TO 11 BEGIN ON THE NEXT PAGE

Text 2: Interview Invitation

IT GROUP
49 City Road
Reading
RG5 1KD
26th June 2013

Ms Helen Jones
6 Ripple Road
Chiswick
London
CH9 2LP

Dear Ms Jones

Thank you for you applying for the post of part time Accounts Assistant with the IT GROUP.

We would like you to attend for an interview day at our Reading office at **10am on Thursday 24th July**. The day will be conducted by Jamal Statton from our Human Resources department and Carol Singh who is the manager of the IT office.

The Interview Day will consist of a 1 hour test of your IT skills. After the test you will be taken on a tour of the office and have the opportunity to meet some of our employees. We will then have lunch. After lunch there will be a formal interview. The interview will last for 30 minutes.

Please make sure that you bring your qualifications and your passport with you to the interview.

If you are unable to attend on the 24th July please contact Steven Nash, in the administration office.

I enclose a timetable of trains from London and travel directions from Reading Station.

I look forward to meeting you.

Yours sincerely

Mike Ross

Text 2: Questions 7 – 11 are based on this text

7 Put a tick in the correct box.

This letter:

A	persuades Helen to attend for the interview day	
B	explains what will happen on the interview day	
C	reviews what happened on the interview day	
D	instructs Helen what to do on the interview day	

(Total for Question 7 = 1 mark)

8 When was the letter written?

Write your answer in the space

(Total for Question 8 = 1 mark)

9 Put a tick in the correct box.

The language used in the letter is:

A	slang	
B	formal	
C	entertaining	
D	negative	

(Total for Question 9 = 1 mark)

10 Give **one** activity which will take place on the interview day.

Write your answer in the space.

.....
(Total for Question 10 = 1 mark)

11 From the letter content, what would you suggest Helen Jones practises before the interview day?

Write your answer in the space.

.....
(Total for Question 11 = 1 mark)

QUESTIONS 12 TO 13 BEGIN ON THE NEXT PAGE

Text 3: Train Timetable

London (Paddington Station) to Reading Monday to Friday

Paddington	Depart	07.45	08.00	08.25	09.05	09.25	10.00
Ealing Town		08.00	08.15 Change here for Henley.	08.40 Change here for Windsor.	09.20	09.40	10.15
Hayes	Arrive	08.10	08.25	08.50	09.30	09.50	10.25
Slough	Arrive	08.30 Change here for Oxford.	08.45	09.10	09.50	10.10 Change here for Windsor.	10.45
Reading	Arrive	08.45	09.00	09.25	10.05	10.25	11.00

Directions from Reading Station to the IT GROUP.

By Bus: The bus stop is situated opposite Reading Station. Buses run every 10 minutes. Take a number 2B or 53 bus. Get off the bus at the first bus stop in City Road. IT GROUP is on the opposite side of the road facing the bus stop. Your journey should take about 15 minutes.

By Taxi: You can hire a taxi from the taxi rank just beside Reading Station. A taxi journey should take about 5 minutes.

Walk: Allow at least 35 minutes to walk from Reading Station to the IT GROUP.

Text 3: Questions 12 – 13 are based on this text.

12 According to the train timetable give **one** station that you can change at for Windsor?

Write your answer in the space.

.....
(Total for Question 12 = 1 mark)

13 Put a tick in the correct box.

Which train should Helen catch from Paddington to arrive at the IT GROUP in time for her 10am interview?

A	08.00	
B	09.05	
C	09.25	
D	10.00	

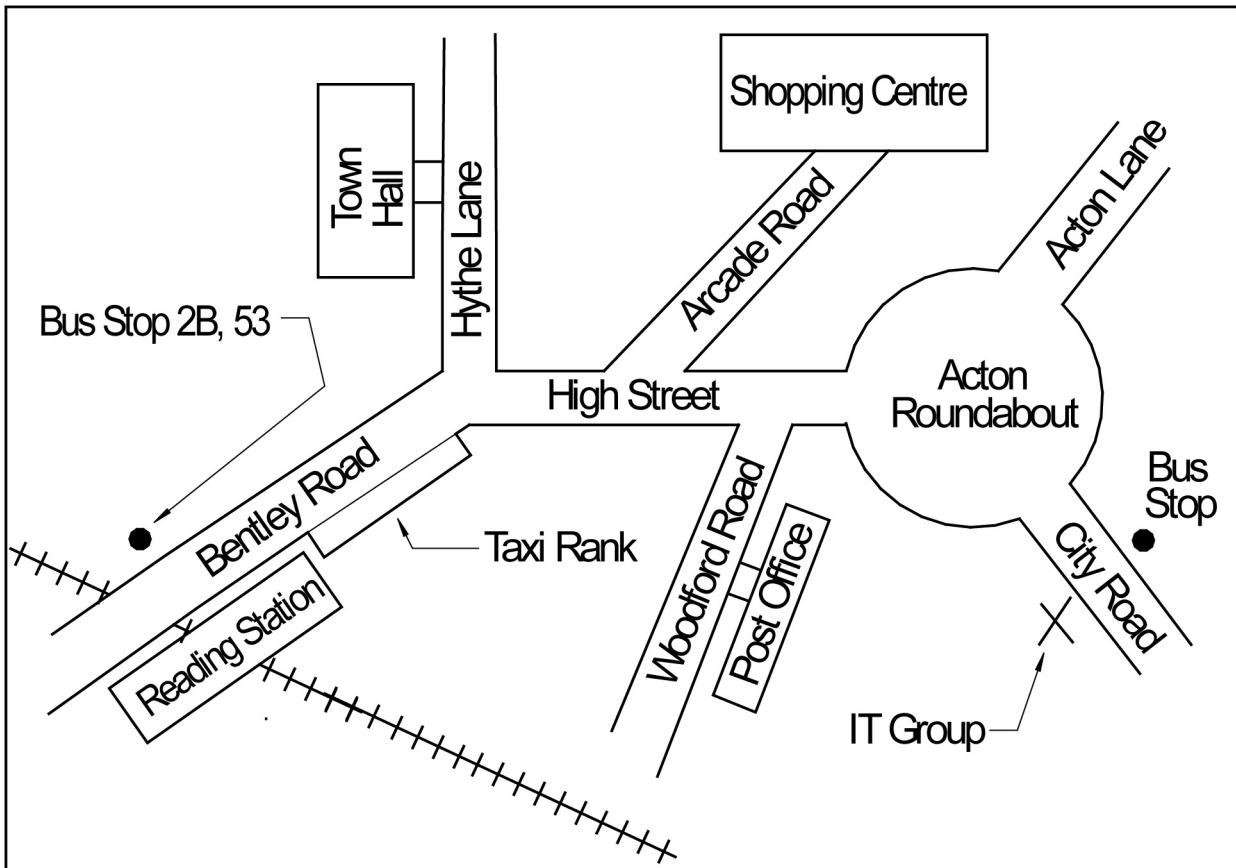
(Total for Question 13 = 1 mark)

Text 4: Travelling to our IT Group office

The IT office is easy to get to by taxi, bus or by walking from Reading Station.

The nearest car parking spaces are to be found at the Shopping Centre. If travelling to our office by bus, taxi or car please note there will be delays at Acton Roundabout due to long term road works.

We are situated on the fourth floor in a modern office block in City Road.



Text 4: Questions 14 – 16 are based on this text.

14 Put a tick in the correct box.

According to the map the Taxi Rank is situated on:

A	Hyde Lane	
B	Acton Lane	
C	Woodford Road	
D	Bentley Road	

(Total for Question 14 = 1 mark)

15 Put a tick in the correct box.

In the text there is the phrase 'please note there will be delays at Acton Roundabout due to long term road works.'

Is this language:

A	persuasive	
B	informative	
C	repetitive	
D	descriptive	

(Total for Question 15 = 1 mark)

16 Put a tick in the correct box.

According to the map the IT GROUP is situated opposite a:

A	railway station	
B	bus stop	
C	taxi rank	
D	shopping centre	

(Total for Question 16 = 1 mark)

Text 5: Interview Tips

Top Tips for Job Interviews

Interviews are normally held in an office with a member of Human Resources and the person you will be working for.

Get prepared for your job interview. Follow these top tips.

- Be organised. Make sure that you read the job advert again and remember the name of the person you are going to see.
- Be on time, have a map of the area and make sure of your travel times.
- Make eye contact with the interviewer.
- Be positive, focus on your qualifications and your skills.
- Remember to speak clearly and answer questions honestly.
- Ask the interviewer questions to show you are interested in the job.
- Stay calm and remember to smile.
- Don't let your mobile phone lose you the job!



The day after your interview make a telephone call to the person who interviewed you to say thank you for the interview and confirm your interest in the job.

Image © Getty

Text 5: Questions 17 – 21 are based on this text.

17 Put a tick in the correct box.

The purpose of this text is to:

A	persuade	
B	inform	
C	entertain	
D	describe	

(Total for Question 17 = 1 mark)

18 Put a tick in the correct box.

The text suggests that if you follow these tips you will:

A	be nervous at your interview	
B	speak loudly at your interview	
C	be late for your interview	
D	be better prepared for your interview	

(Total for Question 18 = 1 mark)

19 What feature does the 'Interview tips' writer use to make it easy for the reader to follow the tips?

Write your answer in the space.

.....
(Total for Question 19 = 1 mark)

20 Put a tick in the correct box.

Study the image in the 'Interview Tips' document.
What information does it give you?
Mobile phones should be turned:

A	on	
B	off	
C	up	
D	down	

(Total for Question 20 = 1 mark)

21 Put a tick in the correct box.

Why is 'Top Tips for Job Interviews' in bold text?
Because it:

A	is a long phrase	
B	was put in accidentally	
C	is in a different font	
D	is a title	

(Total for Question 21 = 1 mark)

TOTAL MARKS FOR PAPER = 21 MARKS

BLANK PAGE

BLANK PAGE

General Marking Guidance

- All candidates must receive the same treatment. Assessors must mark the first candidate in exactly the same way as they mark the last.
- Mark schemes should be applied positively. Candidates must be rewarded for what they have shown they can do rather than penalised for omissions.
- Assessors should mark according to the mark scheme.
- All marks on the mark scheme should be used appropriately.
- All marks on the mark scheme are designed to be awarded. Assessors should always award full marks if deserved, i.e. if the answer matches the mark scheme. Assessors should also be prepared to award zero marks if a candidate's response is not worthy of credit according to the mark scheme.
- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification may be limited.
- When assessors are in doubt about applying the mark scheme to a candidate's response, the centre's internal verifier must be consulted.
- Crossed-out work should be marked UNLESS the candidate has replaced it with an alternative response.

Candidate Record and Mark Scheme for Unit: Reading and Obtaining Information

Question Number	LO and AC Reference	Answers	Marks	Assessor Comments	Candidate
1	LO1/AC1.2	c – advertise jobs in an IT office	1		
2	LO1/AC1.2	c – with other people	1		
3	LO1/AC1.3	d – the receptionist should be well dressed	1		
4	LO1/AC1.1	a – describes	1		
5	LO2/AC2.1	a – bold	1		
6	LO2/AC2.2	b – from the IT office website	1		
7	LO1/AC1.3	b – explains what will happen on the interview day	1		
8	LO1/AC1.2	26 th June 2013	1		
9	LO2/AC2.2	Accept correct different date formats B – formal	1		
10	LO4/AC4.1	Any one from: IT test, tour of the office, meet employees, lunch, interview. Award maximum of 1 mark.	1		
11	LO1/AC1.3	Her IT skills or her interview skills. Accept any other valid response that can be drawn from the text. Award maximum of 1 mark.	1		
12	LO4/AC4.1	Ealing Town 1 mark or Slough 1 mark. Award maximum of 1 mark.	1		
13	LO4/AC4.1	a – 08.00	1		
14	LO3/AC3.1	d – Bentley Road	1		
15	LO1/AC1.1	b – informative	1		
16	LO3/AC3.1	b – opposite a bus stop	1		
17	LO2/AC2.2	b – inform	1		
18	LO1/AC1.1	d – be ready for your interview	1		
19	LO2/AC2.1	bullet points.	1		
20	LO3/AC3.1	b – mobile phones should be turned off	1		
21	LO2/AC2.1	d – it is a title	1		

Total marks available: 21

Pass mark 14

Learning Outcome and Unit Achievement Record

Centre Name:

Centre Number:

Candidate's Name:

Registration Number:

Assessor Name:

Signature:

Date Test Taken:

Question number	LO 1	LO2	LO3	LO4	Total
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
Candidate marks total					
Total marks required to pass LO	6	4	2	2	14
Pass Y/N?					

The candidate must achieve the pass mark for each LO achieved plus a minimum total of 14 out of 21 marks to achieve the unit.

DECLARATION

I confirm that the assessment was conducted properly and fairly and that the marks awarded are an accurate reflection of the performance of the candidate.

Assessor Signature

If this candidate has had any assistance during this test please state the nature of the assistance and who provided it

If there any special circumstances that may have had a negative effect on the candidate's performance in this test please give details.

If internally verified:

Internal Verifier's Name:

Signature:

Date:

LEARNING OUTCOME	MARKS AVAILABLE	ASSESSOR MARKS	IV MARKS
1	9		
2	6		
3	3		
4	3		
Pass mark: minimum for each learning outcome met and a minimum total of 14 marks. Delete pass or fail as appropriate.		PASS – FAIL	PASS – FAIL

SAM Mark Scheme Coverage of Learning Outcomes

Question number	LO 1	LO2	LO3	LO4	Total
1	1				1
2	1				1
3	1				1
4	1				1
5		1			1
6		1			1
7	1				1
8	1				1
9		1			1
10				1	1
11	1				1
12				1	1
13				1	1
14			1		1
15	1				1
16			1		1
17		1			1
18	1				1
19		1			1
20			1		1
21		1			1
Total marks available	9	6	3	3	21
Pass Mark	6	4	2	2	14

The candidate must achieve the pass mark for each LO achieved plus a minimum total of 14 out of 21 marks to achieve the unit.

ISBN 9781446905065 November 2013

For more information on Pearson qualifications please
visit our website: www.edexcel.com

Pearson Education Limited. Registered in England and Wales No. 872828
Registered Office: Edinburgh Gate, Harlow, Essex CM20 2JE. VAT Reg No GB 278 537121