

# **Pearson Edexcel Level 1 Award in Reading and Understanding (QCF) Sample Assessment Materials (SAMs)**

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## **Introduction**

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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 Understanding**

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

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



## **Reading and Understanding – Sample assessment test and mark scheme**

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

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



# Pearson Edexcel

## Award in Reading and Understanding (QCF) Level 1

Sample Assessment Material  
**Time: 30 minutes**

Paper Reference  
XXX/XX

Resources: Dictionary/Bi-lingual dictionary	Total marks: 15
Centre Name:	
Centre Number:	<input type="text"/>
Candidate's Name:	
Registration Number:	<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 15 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 [✓].

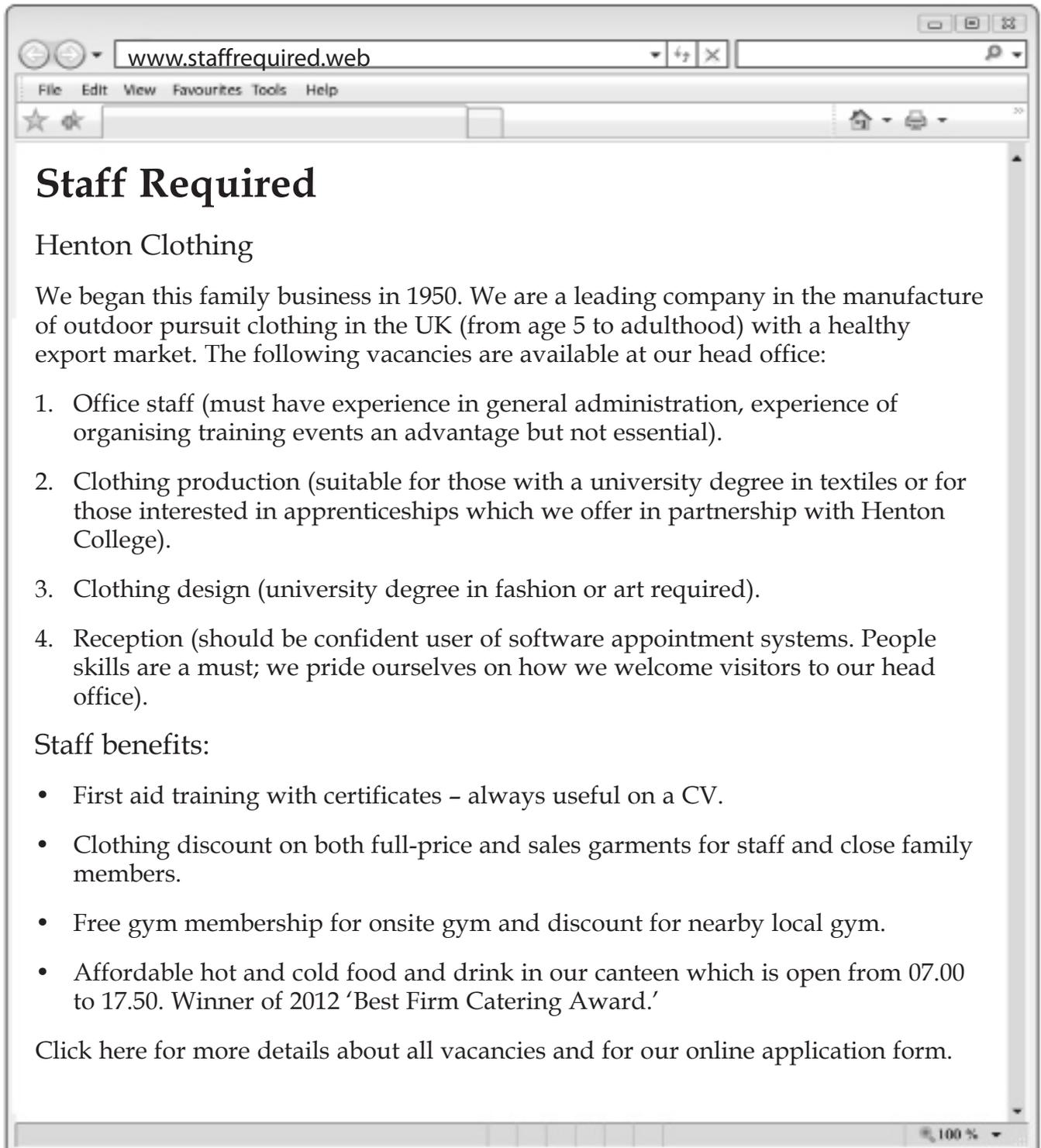
### Advice

- 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: Henton Clothing Website Recruitment Advert

Questions 1 to 3 are based on this text.



The image shows a screenshot of a web browser window. The address bar contains the URL 'www.staffrequired.web'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favourites', 'Tools', and 'Help'. The main content area displays the following text:

# Staff Required

## Henton Clothing

We began this family business in 1950. We are a leading company in the manufacture of outdoor pursuit clothing in the UK (from age 5 to adulthood) with a healthy export market. The following vacancies are available at our head office:

1. Office staff (must have experience in general administration, experience of organising training events an advantage but not essential).
2. Clothing production (suitable for those with a university degree in textiles or for those interested in apprenticeships which we offer in partnership with Henton College).
3. Clothing design (university degree in fashion or art required).
4. Reception (should be confident user of software appointment systems. People skills are a must; we pride ourselves on how we welcome visitors to our head office).

Staff benefits:

- First aid training with certificates – always useful on a CV.
- Clothing discount on both full-price and sales garments for staff and close family members.
- Free gym membership for onsite gym and discount for nearby local gym.
- Affordable hot and cold food and drink in our canteen which is open from 07.00 to 17.50. Winner of 2012 'Best Firm Catering Award.'

Click here for more details about all vacancies and for our online application form.

The browser's status bar at the bottom right shows '100%' zoom level.

**1 Put a tick  in the correct box.**

According to this text, which **one** of the following statements is true?

<b>A</b>	The business, Henton Clothing, first opened in 1905.	<input type="checkbox"/>
<b>B</b>	Henton Clothing provides clothing for aged 18 and over.	<input type="checkbox"/>
<b>C</b>	The office at Henton Clothing needs updated software systems.	<input type="checkbox"/>
<b>D</b>	Clothing production is one of the jobs in the apprenticeship scheme.	<input type="checkbox"/>

**(Total for Question 1 = 1 mark)**

**2 Put a tick  in the correct box.**

The text states that 'experience in organising training events an advantage but not essential.' Another way of writing 'not essential' is:

<b>A</b>	not vital	<input type="checkbox"/>
<b>B</b>	not important	<input type="checkbox"/>
<b>C</b>	not needed	<input type="checkbox"/>
<b>D</b>	not wanted	<input type="checkbox"/>

**(Total for Question 2 = 1 mark)**

**3 Put a tick  in the correct box.**

Within the text 'outdoor pursuit' could best be replaced with:

<b>A</b>	outdoor search	<input type="checkbox"/>
<b>B</b>	outdoor detection	<input type="checkbox"/>
<b>C</b>	outdoor chase	<input type="checkbox"/>
<b>D</b>	outdoor activity	<input type="checkbox"/>

**(Total for Question 3 = 1 mark)**

## Text 2: What Do Employers Look For When Recruiting?

Questions 4 – 6 are based on this text.

### What do employees need to bring to the workplace?

Written by Temitope Richards

Obviously, when any organisation recruits, it wants people with the appropriate qualifications. Do employers always want those with some experience? Manager Eile Sagari says, 'We don't. It all depends on the job. Someone fresh from school, college or university only needs to be keen and we will provide training.'

In fact, a recent survey shows that 30% of managers believe enthusiasm is the key; it

is important that the employee is keen to learn. Many managers are not convinced that enthusiasm is enough. Director Karl Nicam argues: 'Vocational qualifications are an excellent preparation for the world at work. Of the many people who have worked for our organisation, 75% of those with vocational qualifications find the move into the world of work much easier.'

But everyone agrees that the ability to work in teams is most important of all!

4 Put a tick  in the correct box.

This text is **most** likely to form part of a:

A	trade magazine	
B	formal report	
C	TV magazine	
D	formal letter	

(Total for Question 4 = 1 mark)

5 Put a tick  in the correct box.

The descriptive words in the text are mainly:

A	amusing	
B	negative	
C	positive	
D	instructive	

(Total for Question 5 = 1 mark)

6 Put a tick  in the correct box.

The word *don't* has punctuation in it to show that:

A	there is a letter missing	
B	this is possessive	
C	it is part of speech	
D	this is a negative word	

(Total for Question 6 = 1 mark)

### **Text 3: Workplace Health and Safety**

Questions 7 - 10 are based on this text.

## **Health and safety in the workplace: an introduction**

Please read this leaflet carefully.

### **Electrical appliances**

- Make sure that where possible items are unplugged from the sockets and/or switched off when not in use.
- Do not allow wires to trail over the floor as this can cause people to trip.

### **Moving items**

- Do not lift or move heavy items on your own.
- Use lifts not stairs when moving heavy items.
- To avoid spillage, seal food and drink in containers.

### **Fire alarm**

- Leave the building calmly and promptly. Do not run.
- Report to the fire marshal.
- Only return to the building when told to do so.

Treat all fire alarms seriously.

7 According to the text state why wires should be cleared from the floor.

Write your answer on the lines below.

.....

.....

**(Total for Question 7 = 1 mark)**

8 Put a tick  in the correct box.

Another word which could be used instead of 'promptly' is:

<b>A</b>	slowly	
<b>B</b>	repeatedly	
<b>C</b>	immediately	
<b>D</b>	occasionally	

**(Total for Question 8 = 1 mark)**

9 Put a tick  in the correct box.

Employees are told 'Do not run.'

The word 'run' is:

<b>A</b>	an adjective	
<b>B</b>	a verb	
<b>C</b>	an adverb	
<b>D</b>	a noun	

**(Total for Question 9 = 1 mark)**

10 Put a tick  in the correct box.

Employees are told to make sure that 'items are unplugged.'

The word 'are' is used instead of 'is' because there:

<b>A</b>	is more than one item	<input type="checkbox"/>
<b>B</b>	are many sockets	<input type="checkbox"/>
<b>C</b>	is only one item	<input type="checkbox"/>
<b>D</b>	is only one socket	<input type="checkbox"/>

(Total for Question 10 = 1 mark)

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## Text 4: Staff Training Courses

Questions 11 – 15 are based on this text.

### Staff courses this month

1. IT Monday – Tuesday evenings 6-8 (good for continuing professional development).	2. Customer services Every Wednesday 1-4 (need approval from line manager).
3. First aid Every Saturday 9-1 for beginners and intermediate (certificate on completion).	4. Becoming a manager 5 days Need at least 3 years in the company (good for going on to manage small teams. Line manager approval needed).

11 Put a tick  in the correct box.

According to this text, which **one** of the following statements is true?

<b>A</b>	The 'IT' course takes place on a Saturday.	
<b>B</b>	The line manager must give permission for the 'First aid' course.	
<b>C</b>	The 'Customer services' course is on Wednesdays.	
<b>D</b>	'Becoming a manager' awards a certificate at the end of the course.	

(Total for Question 11 = 1 mark)

12 Put a tick  in the correct box.

In the IT course, 'Tuesday' begins with a capital letter because it:

<b>A</b>	begins a sentence	
<b>B</b>	is an error	
<b>C</b>	is a proper noun	
<b>D</b>	is the title	

(Total for Question 12 = 1 mark)

13 Put a tick  in the correct box.

The word 'manager' is:

<b>A</b>	a verb	
<b>B</b>	an adjective	
<b>C</b>	an adverb	
<b>D</b>	a noun	

(Total for Question 13 = 1 mark)

14 Put a tick  in the correct box.

The text states 'line manager approval needed'

Another word for 'approval' is:

<b>A</b>	praise	<input type="checkbox"/>
<b>B</b>	permission	<input type="checkbox"/>
<b>C</b>	proposal	<input type="checkbox"/>
<b>D</b>	promotion	<input type="checkbox"/>

(Total for Question 14 = 1 mark)

15 Why are brackets used in this text?

Write your answer on the lines below.

.....

.....

(Total for Question 15= 1 mark)

**TOTAL FOR PAPER: 15 MARKS**

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## 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 Reading and Understanding

Text	Question Number	LO and AC Reference	Answers	Marks	Assessor Comments	Candidate Mark
1	1	LO3 AC.3.1	D: Clothing production is one of the jobs in the apprenticeship scheme	1		
	2	LO2 AC2.2	A: not vital	1		
2	3	LO2, AC2.1	D: outdoor activities	1		
	4	LO2 AC2.1	A: trade magazine	1		
	5	LO2 AC2.2	C: positive	1		
3	6	LO1 AC1.1	A: there is a letter missing	1		
	7	LO3 AC3.1	May cause people to trip	1		
	8	LO2 AC2.2	C: immediately	1		
4	9	LO1 AC1.2	B: a verb	1		
	10	LO1.AC1.2	A: is more than one item	1		
	11	LO3 AC3.1	C: The 'Customer services' course is on Wednesdays	1		
4	12	LO1 AC1.1	C: is a proper noun	1		
	13	LO1 AC1.2	D: a noun	1		
	14	LO2 AC2.1	B: permission	1		
	15	LO1 AC1.1	Accept any of the following: extra/additional/more/important information. Maximum of 1 mark	1		

Total for paper: 15

Pass mark: 10

## Learning Outcome and Unit Achievement Record

Center Name:

Centre Number:

Candidate's Name:

Registration Number:

Assessor Name:

Signature:

Date Test Taken:

Question number	LO 1	LO2	LO3	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
<b>Candidate mark total</b>				
<b>Total marks required to pass LO</b>	4	4	2	10
<b>Pass Y/N?</b>				

The candidate must achieve the pass mark for each LO achieved plus minimum total of 10 out of 15 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	6		
2	6		
3	3		
Pass mark: minimum for each learning outcome met and a minimum total of 15 marks. Delete pass or fail as appropriate.		<b>PASS – FAIL</b>	<b>PASS – FAIL</b>

## SAM Mark Scheme Coverage of Learning Outcomes

Question number	LO 1	LO2	LO3	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
<b>Total marks available</b>	6	6	3	15
<b>Pass Mark</b>	4	4	2	10

The candidate must achieve the pass mark for each LO achieved plus a minimum total of 10 out of 15 marks to achieve the unit.

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