Functional Skills English Entry 3: Writing Assessment Record Sheet

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Please complete the following information (use a separate sheet for each learner).

Centre name:	**Learner Name:**
Centre number:	**Learner Number:**

Learners must take both tasks at entry level 3. If the tasks are contextualised, these must also be attached to this record sheet along with the learners completed work.

Task 1:	
Date(s) Taken:	
	Task 1: **/12**
Task 2:	
Date(s) Taken:	
	Task 2: **/8**
The pass percentage is 75%. To pass the writing component at entry level 3 the learner must score at least 15 marks out of the available 20 across the two tasks.	**Total Mark for Writing Component:** **/20**

Please attach another page if you wish to make additional comments.

Please tick box if the learner has achieved Entry level 2	☐
Centre summative comment (attach another page if you wish to make additional comments)	

Assessor Name (printed):
Assessor Signature: Date: