

SAMPLE ASSESSMENT TASKS

Course in Preliminary Spoken and Written English

Module H – Giving basic personal information

Accredited course module code: SWEPRN008A

Learning outcome 2

Complete a simplified form

Preparation

Photocopy the form.

Assessment procedure

Ask the learner to complete the form with their personal information.

Assessment conditions

- The learner may copy from personal ID eg: a concession card.
- The learner must write four pieces of personal information correctly and completely in appropriate spaces.
- The learner must write personally relevant numerical information correctly and completely in appropriate spaces.
- The learner must sign their names in the correct space. Signature may be in first language.
- The learners can also complete forms on the computer.
- The teacher must not read the words on the form aloud.
- When assessing, you should adhere to the assessment criteria, conditions of assessment and methods of assessment as detailed in Section C of the course document.

Form

STUDENT APPLICATION FORM

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Please complete personal details.

SURNAME: _____

GIVEN NAMES: _____

ADDRESS: _____

TELEPHONE: _____

SIGNATURE: _____

DATE: _____