

SAMPLE ASSESSMENT TASKS

Certificate I in Spoken and Written English

Module H – Comprehending written instructions and completing a short form

Accredited course module code: SWEINS108A

Learning outcome 2

Complete a short form

Preparation

Photocopy the form or upload on to a computer network.

Assessment procedure

- 1 Ask the learners to complete the form with personal information.
- 2 Tell the learners they may copy information from ID documents, use dictionaries and sign their name in L1.

Assessment conditions

- The learner must complete the form correctly.
- The learner must spell names and address correctly and write upper and lower case letters, as required.
- The learner must sign their names in the correct space. Signature may be in their first language.
- The learner must write numerical information in appropriate spaces and use graphic indicators.
- The learner may copy from personal ID eg: a concession card and use dictionaries.
- The teacher must not read the words on the form aloud.
- When assessing, adhere to the assessment criteria, conditions of assessment and methods of assessment as detailed in Section C of the course document.
- All documents related to this CSWE assessment task must be kept secure. Do not return the forms.

Form

APPLICATION FORM

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Please complete personal details. Tick appropriate boxes. Use block letters.

SURNAME: _____

GIVEN NAMES: _____

SEX: ☐ Male ☐ Female

ADDRESS: _____

POSTCODE: _____

TELEPHONE: _____

DATE OF BIRTH: _____

SIGNATURE: _____

DATE: _____