Appendix

CHECKLIST	✓
Personal Writing - Choose at least one from:	
Poetry	
Short Story	
Blog	
Book Review	
Film Review	
Formal Writing - Choose at least two from:	
Letters	
C.V. and Application Form	
Memorandum	
Meeting Notice, Agenda & Minutes	
Special Report	
Group Task - Choose one from:	
Group Meeting	
Group Discussion	
Interview	
Oral Presentation with Visual Aids or Vlog	
Literary Comprehension	
Vocational Comprehension	
Skills Demonstration - Internet Navigation	
Skills Demonstration - Email	
ICT Essay	

Individual Candidate Communications Marking Sheet		Level 5 Communications Collection of Work 50%	
Candidate:		Candidate No:	
Centre:		Roll No:	

Assessment Criteria	Maximum Mark	Learner Mark
Writing Skills • Structured Report o report well structured, detailed, balanced, uses impersonal language, good interpretation of terms of reference o research is comprehensive, relevant, variety of sources acknowledged and critiqued through reference and bibliography o key issues discussed and explained with clarity, objectivity, evidence of original thinking and supported with visual aids o findings presented clearly and in own words, recommendations/ conclusions show evidence of critical thinking and in depth analysis o fluent writing, well expressed, extensive vocabulary, freedom from minor errors in spelling, grammar and punctuation • Other Documents (Minimum of three) o correct layout used, accurate, concise, well expressed and presented, with legible handwriting o demanding situations requiring awareness of suitable tone dealt with effectively o action/follow up requested if appropriate o excellent spelling, punctuation and paragraphing o evidence of careful drafting and re-drafting	15 15	
Communications Technology Essay • Summary of aspects of communications technology, with understanding of impact on both private and public life • Knowledge of current issues and developments in Communications and Information Technology • Understanding of relevant Health & Safety & Communications legislation	10	
Reading Task 1 Vocational Text (5) Reading Task 2 Literary Text (5) • Main ideas of each document have been identified and reinterpreted in own words (not exceeding 300 words) • Clear overview of topic outlined in summary form • Clear understanding of material displayed	5 5	
Total Marks	50	

Individual Candidate Communications Marking Sheet		Level 5 Communications Skills Demonstration 50%	
Candidate:		Candidate No:	
Centre:		Roll No:	

Assessment Criteria	Maximum Mark	Learner Mark
Listening and Speaking Skills: Oral Presentation • Evidence of thorough preparation and rehearsal • Clear structure with beginning, middle, end and linking • Interest sustained, very good rapport with the audience, presentation tailored to environment and suitable visual supports used • Good voice control, with variety of tone, clarity of diction and pace, body language, gesture, stance all excellent • Ability to interpret and respond appropriately to questions asked	15	
Listening and Speaking Skills: Interview • Effective communication, appropriate to situation • Careful listening skills evident, clarification sought if needed • Dialogue elaborated and expanded on, situation dealt with appropriately • Relevant questions asked • Clear and effective speech evident	15	
Listening and Speaking Skills: Group work-Discussion and Negotiation • Active and effective participation and communication • Group moved to a decision/conclusion • Discussion is at all times relevant to the aim/task/goal • Excellent group skills – listening, turn taking, including others • Body language used and interpreted well	10	
ICT Practical Skills Demonstration • All tasks completed correctly, understanding of process clearly demonstrated in each of the tasks • Each task planned and executed efficiently	10	
Total Marks	50	

NOTES