

Photocopying in the Library

This task set contains:

Teacher instructions
Interlocutor instructions
Conditions of assessment
Learner card

Marking and feedback to learners:

When marking the learners' responses please adhere strictly to any answer key provided in the task set.

Learning Context

Insert information about how the students were prepared for the task; e.g., vocabulary instruction, discussions on the topic, grammatical preparation, practice similar skills or activities in other contexts.

Assessor instructions for administering the task

1. Welcome the learner and check that they are comfortable. Explain that you are assessing the learning outcome: Give complex instructions in a spoken exchange.
2. Ensure that the learner is familiar with all the steps involved and has time to prepare for the task by following the assessor script below.
3. Ensure that the learner is familiar with the assessment criteria (below) as you follow the assessor script.
4. Learners are assessed individually, although they may give their instructions to more than one person.
5. Record the conversation for reliable assessment.
6. Mark using the Assessment Criteria below.
7. Collect the learner card after use, for reuse or record of achievement.
8. Note that the practical outcome may not necessarily be achieved; i.e., adding credit to a student card and photocopying in the college library. The giving of instructions and the spoken interaction are the foci of this assessment.

Assessor script:

You are in the library with your friend. They need to photocopy a document. You're going to tell your friend how to load credit onto a student card and how to photocopy a document. Here are the instructions for the task. [Show the LEARNER CARD to the learner.] You have 5 minutes to read the instructions. You can ask me if there's anything you're not sure about. You can make notes on the card if you like. You can look at the card during the assessment task but you need to return it to me at the end. [Hand the LEARNER CARD to the learner. During the 5 minutes' preparation time, answer learner's questions about the task.] It's nearly time to begin. When you are giving the instructions, you need to do these things [show student the assessment criteria and answer any questions]. It's time to begin.

Conditions for assessment

1. Assessment may be conducted individually, face-to-face or in distance mode (telephone, video call, Skype).
2. Learner may refer to the learner card during assessment.
3. The exchange is largely monologic.
4. The exchange is on a familiar and relevant topic.
5. The exchange contains numerical specifications.
6. Learners may stop and restart the task. Learners may make 2 attempts.

Assessment criteria and marking guide

See assessment criteria and learner feedback table below.

Note: Some errors may occur but these must not interfere with the intended meaning.

Name of learner _____ Date _____

The learner:	Assessor notes
2.1 gives at least 8 instructions that are readily understood.	
2.2 states purpose clearly before commencing the steps.	
2.3 gives instructions in the correct sequence.	
2.4 responds to requests for clarification.	
2.5 uses conditional sentences.	
2.6 uses imperative clauses including negatives.	
2.7 uses markers of time, manner and space.	
2.8 pronounces key words and utterances with sufficient sound clarity, stress and intonation to be intelligible to the interlocutor, or respond to requests for clarification.	
2.9 uses pausing to divide information.	

LEARNER CARD

Explain to someone how to load credit on to a student card and photocopy in your college library.

1. State the purpose of the instructions before you start.
2. You must give a set of at least 8 instructions and in correct order.
3. Use imperative clauses.
4. Include some negative commands, e.g. Don't..., never...
5. Use conditional clause(s) e.g. *If you....*
6. Use markers of time and place, e.g. *after you...., when you...., on the menu, on the pin pad, in the tray.*
7. Give time for the listener to respond.
8. Clarify and answer questions if required.
9. Speak clearly.

Outcome of task	Date:
Name and signature of assessor	
Name and signature of learner	