

NZQA Assessment Support Material

Unit standard		31012			
Title	Participate in basic everyday spoken interactions (EL Foundation)				
Level	1	Credits	10	Version	1

Note

The following guidelines are supplied to enable assessors to carry out valid and consistent assessment using this internal assessment resource.

Assessors must manage authenticity for any assessment from a public source, because candidates may have access to the assessment schedule or candidate exemplar material. Use of this assessment resource without modification may mean that candidates' work is not authentic. The assessor will need to change the context or aspect of the topic to be investigated.

See Generic Resources and Guidelines at <https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/assessment-of-standards/generic-resources/>.

Assessor guidelines

Assessors need to be very familiar with the outcome being assessed by the unit standard. The outcomes, performance criteria and guidance notes contain information, definitions, and requirements that are crucial when interpreting the standard and assessing learners against it.

AWARD OF CREDIT



This unit standard can be awarded with an Achieved grade only.

CONDITIONS OF ASSESSMENT



This assessment will take place over a timeframe set by the assessor.

- All assessment activities must be conducted in English, which must not be the candidate's first language. Task instructions may be given in the candidate's preferred language.
- Assessment must be conducted in a highly supportive and familiar environment, in which the assessor speaks slowly and clearly, and affective barriers are minimised.
- Candidates may request assistance to understand the requirements of the assessment tasks.
- Two candidates may be assessed simultaneously, but each candidate must fulfil the requirements of the unit standard independently.
- For the purposes of moderation, the assessment must be face-to-face and recorded audio-visually. There must be an audio and visual recording of both participants. Recorded work must not be edited. Guidelines for digital visual submissions can be found in *Preparing digital visual submissions for moderation*, accessed at: <http://www.nzqa.govt.nz>.

Context/setting

It is recommended that:

- the outcomes are assessed in authentic or simulated situations, relevant to the context of the candidate, as part of an integrated unit of work;
- assessment be conducted in conjunction with assessment against other English Language unit standards at this level.

Notes for assessors

- The Common European Framework of Reference for Languages (CEFR) describes language proficiency at six levels. This unit standard is informed by CEFR level A1. Teachers and assessors are encouraged to refer to these descriptors to gain a clearer understanding of the competencies required by these standards. A structured overview of all CEFR related scales can be found at <http://www.coe.int/en/web/portfolio/overview-of-cefr-related-scales>.
- Candidates may use the Student Checklist to guide preparation and to ensure they meet all the performance criteria.
- This assessment resource contains one task (transaction). However, to achieve this standard, candidates must complete two additional tasks (interactions) – one conversation and one interview.
- Refer to your organisation's policies before offering a resubmission or further assessment opportunity.

Assessment task

The candidate will participate in a transaction, requesting leave from class.

Marking Checklist

Unit standard 31012: *Participate in basic everyday spoken interactions (EL Foundation)*

Transaction number: ____ (Note, to achieve this standard another transaction is required)

Candidate's name: _____ Date: _____

Performance Criteria		Criteria met?
1.1	Candidate uses appropriate greeting and leave taking.	Yes / No
1.1	Candidate uses common courtesies, e.g. using <i>please</i> for requests, polite turn taking etc.	Yes / No
1.1	Candidate uses appropriate eye contact and body language.	Yes / No
1.2.	Candidate uses learnt language patterns that fit the purpose, e.g. requests/enquiries, responses.	Yes / No
1.2	Utterances are audible.	Yes / No
1.2	Utterances can be understood with some effort.	Yes / No
	Candidate has at least three turns.	Yes / No
	All criteria are met	Yes / No

Assessor: _____ Date: _____

Assessment Schedule

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An assessment schedule has been provided for one assessment task only. An assessment schedule will need to be developed for the remaining assessment tasks (spoken interactions), required to achieve this unit standard.

Performance Criteria	Evidence for achievement	Judgements for achievement
<p>Outcome 1 Participate in basic everyday spoken interactions (EL Foundation).</p> <p>Range: minimum of three spoken interactions, each in a different context and for a different purpose; each assessed on a separate occasion; minimum of three turns per interaction.</p>	<p>Refer to evidence for 1.1-1.2 below.</p>	<p>A transaction of at least three turns is completed.</p> <p><i>Evidence of two further spoken interactions on separate occasions are required.</i></p>
<p>1.1 Conventions of basic spoken everyday interactions are used in a manner appropriate to context and participants.</p> <p>Range conventions include – greeting, leave taking, eye contact, body language, common courtesies.</p>	<p>Conventions included in transaction:</p> <ul style="list-style-type: none"> • greeting, e.g. <i>Hi</i> • common courtesies, e.g. <i>Excuse me, please</i> • eye contact • positive body language • leave taking, e.g. <i>Thank you. Bye.</i> 	<p>All appropriate conventions are used.</p>

<p>1.2 Basic interactions are carried out using learnt language patterns to achieve the purpose. They may contain pauses, hesitations, repetition, rephrasing, errors and inconsistencies, but are audible and can be understood with some effort.</p> <p>Range basic interactions include – transactions, conversations, interviews; conversations include – asking and responding to simple questions on familiar and personal topics.</p>	<p>Learnt language patterns for this transaction interaction refer to words and phrases relating to everyday topics, which may include:</p> <ul style="list-style-type: none"> • greeting, e.g. <i>Hi/Excuse me</i> • request, e.g. <i>Can I please have leave tomorrow?</i> • response to enquiry, e.g. <i>I have to go to the doctor</i> (in response to the question <i>Why do you need leave?</i>) • leave taking, e.g. <i>Thank you. Bye.</i> 	<p>Learnt language patterns are generally correct.</p> <p>Learnt language patterns used, fit the purpose</p> <p>Utterances are audible and comprehensible with some effort.</p> <p><i>Evidence of two further spoken interactions (conversations, interviews) on separate occasions are required.</i></p>
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Final grade will be decided using professional judgement based on a holistic examination of the evidence provided against the criteria in the unit standard.