

English Language Assessment Support Material

Unit standard	31036				
Title	Complete a basic form with personal information in English language				
Level	1	Credits	5	Version	2

Assessor Guidelines

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

Note:

These 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 students may have access to the assessment schedule or student exemplar material.

Use of this assessment resource without modification may mean that students' work is not authentic. While this resource exemplifies how to assess writing personal information in a basic form in English language, other assessment activities and approaches could be taken to make the context relevant to students in their environment and ensure that submitted evidence is authentic.

See [Gathering evidence of learner achievement](#)

Assessors should use innovative, valid and fair ways of recognising achievement, without overburdening themselves or the learner with too much assessment.

Context/Setting

This activity requires students to complete a basic form with personal information in English language.

This unit standard is at Foundation level.

It is recommended that:

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

Award of Grades

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

For Achieved, learners must:

- Complete a basic form with personal information in English language.

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 learner's first language. Task instructions may be given in the learner's preferred language.
- Assessment must be conducted in a highly supportive environment, where assessors assist the learner to understand the requirements of the task and reduce affective barriers
- Learners may use a bilingual and/or an English dictionary.
- Learners' writing competence must be assessed after they have been given the opportunity to independently edit and proofread their work. Writing may contain inaccuracies, but these must not impede meaning. The assessor must be satisfied that the learner can independently demonstrate competence against the unit standard.
- The form must include information given in words, phrases, and numbers.

Resource Requirements

- Form
- Pen
- Dictionary

Additional Information

- The Common European Framework of Reference for Languages (CEFR) describes language proficiency at six levels. This unit standard is at a level informed by the CEFR. Teachers and assessors are encouraged to refer to the descriptors in the *Supporting Document* to gain a clearer understanding of the competencies required by these standards.
- Learners may use the student checklist to guide their writing and to ensure they meet all the performance criteria.
- Between drafts, teachers can provide general guidance to learners that their writing may need further work, but should not identify or correct errors.
- For moderation purposes, learner drafts must be included in the submission.
- The assessment schedule is for assessors only and not to be shared with learners during the assessment process.
- Refer to your organisation's policies before offering a resubmission or further assessment opportunity.

Assessment Activity

Unit standard: 31036

Standard title: Complete a basic form with personal information in English language

Credits: 5

Resource title: **Library membership form**

Assessor guidance: Use of this assessment resource without modification may mean that students' work is not authentic. The assessor will need to set a different context or topic and develop fresh and relevant texts that reflect the interests and circumstances of their students. The text examples and questions in this assessment activity provide models of possible approaches.

Model Assessment

Assessor instructions for students

Introduction

This assessment activity requires you to complete a basic form with personal information in English language.

This activity will take place in class time.

Task

Fill in the form. You must fill in all parts.

You can use the checklist on the next page to check that you have done everything correctly.

Student Checklist

In this assessment task, you will need to show you can do the following:	PC
Fill in the correct information on the form.	1.1
Write words, numbers and phrases.	1.2
Spell your name and address correctly.	1.3
Write information in the correct places.	1.4
Write capital letters, abbreviations and signature in the correct places.	1.5

Library Membership Form

Personal details:

First name: _____

Middle name: _____

Family name (use block letters): _____

Date of Birth (dd/mm/yyyy): _____

Where do you live?

Street address: _____

Suburb: _____

City: _____ Postcode: _____

How can we contact you?

Phone number: _____

Email: _____

Tell us about yourself!

What books do you like to read?

Do you want help to use the library?

Yes

No

Signature: _____ Date: _____

Assessment Schedule

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Assessment Criteria

Performance Criteria	Evidence for Achievement	Judgements for Achievement
Outcome 1 Complete a basic form with personal information in English language. Range: <ul style="list-style-type: none"> one form of at least six items. forms may include but are not limited to membership, class survey, hotel registration, leave form. 	Refer to the evidence for 1.1–1.5 below.	A basic form is completed with personal information.
1.1 Requirements of the form are met by providing correct and relevant information.	Correct information is written in the spaces provided on the form, e.g. <i>first name, middle name, address, etc.</i>	Information is correct and relevant.
1.2 Requirements of the form are met by conveying content in words, phrases and numbers.	Name, address, responses to questions, e.g. 01/03/2001; Postcode: 3812. Do you want help to use the library? Answer – Yes/No.	The form is completed with words, phrases and numbers as appropriate. Inaccuracies do not obscure meaning.
1.3 Correct spelling is used for personal information.	<ul style="list-style-type: none"> First, middle and last name are spelt correctly. Address is spelt correctly. 	Name and address are spelt correctly.

1.4 Information is placed accurately	Correctly placed responses, e.g. First Name: <i>Sarah</i>	Responses are written on the correct lines.
1.5 Instructions are followed to complete the form. Range: <ul style="list-style-type: none">• may include but are not limited to letter case, block letters, abbreviations, signature.	Appropriate case is used, e.g. <ul style="list-style-type: none">• <i>Dunedin</i>• <i>Liza</i>• <i>BROWN</i> Signature is included. Abbreviations may be used, e.g. <i>St.</i> , <i>Cres.</i>	Conventions are followed.

Final grades will be decided using professional judgement based on a holistic examination of the evidence provided against the criteria in the unit standard.