

## English Language Assessment Support Material

<b>Unit standard</b>	30999				
<b>Title</b>	Read and understand moderately complex English language written texts				
<b>Level</b>	4	<b>Credits</b>	10	<b>Version</b>	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 understanding of English language written texts, 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 read and understand moderately complex English language written texts.

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:

- Read and understand moderately complex English language written texts.

## 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.
- Learners may use a bilingual and/or English dictionary.
- Learner's responses may be oral, or written, as relevant and appropriate.

## Resource Requirements

- Two moderately complex English language written texts
- Questions to assess reading comprehension

## 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.
- This assessment resource contains one text. However, to achieve this standard, learners must complete a total of two texts.
- Learner responses may contain some minor textual or linguistic inaccuracies, but errors must not impede meaning or interfere with fluency. This standard assesses reading skills, not spoken or written skills.
- A range of assessment tasks must be used for assessment against this unit standard and may include short answer questions, multiple-choice, true/false/not given, sorting, matching, gap-fill, open-ended questions requiring explanation and interpretation.
- For this unit standard, texts:
  - must be at least 2000 words in total over two texts. These texts need not be of equal length;
  - must be authentic, according to the text type used;
  - may have complementary illustrations or diagrams;
  - must be related to contexts that are relevant to the learner;
  - must not have been seen by the learner prior to the assessment;
  - may be abridged versions designed for language learners;
  - must use the conventions of the text-type and be authentic in sequence, layout, vocabulary, structure, tense, register;
  - must be guided by the first 2500 words of the *New General Service List*  
<https://www.newgeneralservicelist.com/>.
- 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

<b>Unit standard:</b>	30999
<b>Standard title:</b>	Read and understand moderately complex English language written texts
<b>Credits:</b>	10
<b>Resource title:</b>	<b>Guide to good renting – for tenants</b>
<b>Assessor guidance:</b>	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 example and questions in this assessment activity provide models of possible approaches.

## Model Assessment

### Assessor instructions for students

#### *Introduction*

This assessment activity requires you to read two moderately complex English language written texts and answer questions about main ideas and supporting details, and questions that require you to make connections between different parts of the text. You will also be required to identify the purpose of the writer.

This activity will take place in class time.

#### **Task**

This task contains one text. To achieve the standard, you will need to read two texts.

Your teacher will provide you with a text.

You will need to read the text and then answer the questions.

You will need to show that you can:

- Identify the purpose or viewpoint of the writer (PC 1.1).
- Identify, analyse and evaluate main ideas and supporting details that are relevant to the purpose or viewpoint of the writer. You need to get at least three main ideas, and six supporting details correct (PC 1.2).
- Make connections within and across sections of the text. These connections may be causal, sequential, comparative, additive, and exemplification through lexical and grammatical cohesive devices (PC 1.3).

## Guide to good renting – for tenants

### Section 1: \_\_\_\_\_

It is important for tenants to understand their rights and responsibilities when renting. This guide provides you with information and advice to rent a house. When you enter a tenancy agreement you are entering into a contractual arrangement. This gives both landlords and tenants some important rights and also responsibilities.

#### 1a) In general, landlords are responsible for:

- Signing a tenancy agreement and giving their tenants a copy.
- Sending any bond to Tenancy Services within 23 working days of the bond being received from the tenant and giving the tenant a receipt for any payments made.
- Collecting the rent and keeping accurate rent and bond records.
- Keeping copies of all documents relating to the tenancy as a record, and to help clear up any issues that may arise.
- Keeping the home safe and in a good state of repair.
- Ensuring the rental property meets all legal requirements (such as building, health, and safety requirements).
- Providing everything promised as part of the tenancy agreement (such as any chattels or improvements).
- Handling and paying for repairs when something provided with the rental breaks from normal wear and tear (such as heating in the living room, locks, extractor fans for ventilation, cooking facilities, washing facilities and smoke alarms).

#### 1b) For their part, tenants are responsible for:

- Signing a tenancy agreement
- Paying the bond
- Paying rent in full and on time
- Keeping the rental home clean and tidy
- Being a good neighbour
- Contacting the landlord as soon as possible whenever anything needs to be serviced or repaired
- Allowing the landlord or their agent to enter the home to carry out repairs, or to show the place to other possible tenants when you are moving out.

### Section 2: \_\_\_\_\_

There are several important things to keep in mind when you are looking for places you might want to rent as your home. Below are some of the most important, but you can also find useful hints and tips on the Tenancy Services website.

#### 2a) Tenancies

Firstly, it is vital to understand the different types of tenancies that are available. ***Periodic tenancies*** last until either the tenant or landlord gives the required notice. ***Fixed term tenancies*** last until the date specified in your tenancy agreement – at which time you can either extend the agreement, enter into a new tenancy agreement, or else either your landlord or you can give the required written notice that you no longer wish to continue the tenancy. If neither party gives the required written notice, the tenancy will automatically become periodic at the end of the term. Please visit the Tenancy Services website for more information on giving the required notice.

### **2b) Affordability**

You also need to think about how much rent you can afford to pay – 35% of your take-home pay is the most that many people can afford, but this depends on what your other outgoings are, for example if you have children. If you're having trouble paying rent or other expenses you might be able to get financial help. There are several types of financial help available through Work and Income, Senior Services and StudyLink and for people on low incomes. Go to the Ministry of Social Development's website to find out more.

### **2c) Area**

Another important decision is about which area you would like to live in. The wider the area you're prepared to consider, the better the chance of finding the right home for you. Go to the Tenancy Services website to find out about the market rents in your area and for more advice about choosing the right home.

### **2d) Documentation**

Once you find a possible home, it is important to bring all necessary documentation to the first meeting with your landlord or agent. Landlords and agents will want to confirm your identity, credit history and possibly rental references to be confident of your ability to meet your rent commitments. If you're renting through a letting agent find out what the fee will be. Usually, it is one week's rent plus GST.

## **Section 3: Completing the paperwork**

It is crucial to complete the paperwork correctly and keep records about the tenancy.

### **3a) The agreement**

Make sure you have a written tenancy agreement and read it carefully to understand your respective rights and responsibilities. Many landlords use the agreement provided by Tenancy Services. Tenants should complete and sign the form after the landlord has completed their statements. It's up to the landlord and tenant to decide if everyone living in the home signs the tenancy agreement. If everyone signs, they are usually all responsible. Therefore, if one tenant doesn't pay their share of the rent or damages the property, the landlord can claim the money owed from any or all of the tenants, regardless of which tenant didn't pay their rent or caused the damage. Don't let yourself be rushed into signing a legally binding document.

### **3b) Inspection**

A good property inspection report can be very useful if you have problems later on. If damage existed at the start of a tenancy, a tenant can't be blamed for it when they move out. A report completed by both landlord and tenant at the start will make it easier to identify damage that occurred during the tenancy. Many landlords use the property inspection report that comes with the Tenancy Services' tenancy agreement.

### **3c) \_\_\_\_\_**

Come to an agreement with the landlord regarding details like the bond and the inventory of things that are already in house. Ensure that you know which items are provided as part of the tenancy, e.g. a fridge or clothes dryer. As an extra safeguard, make sure that you both take photos. This will make things easier if there is a dispute at the end of the tenancy. Once you're happy with the inventory, both the landlord and the tenant should sign it and keep a copy. The bond is money that a landlord can ask a tenant to pay as security for their rent, care of the home and other costs relating to the rental. Typically, the amount of a bond is four weeks' rent. Landlords that require a bond must lodge it with Tenancy Services within 23 working days of receiving it. At the end of the tenancy, the bond money will be refunded to the tenant, once the landlord is satisfied the rent has been paid in full and there are no damage claims or other outstanding costs. A landlord can use the bond to pay for wilful or accidental damage to the property or chattels, but not for repairs resulting from normal wear and tear.

### **3d) Records**

Keep records. Landlords and tenants are required to keep copies of all documentation relating to the rental home during the tenancy and for 12 months after the tenancy ends, and landlords must keep rent and bond records for 7 years after the tax year to which they relate. Written records are important if you have a dispute.

## **Section 4: If things go wrong**

There are legal processes available to help resolve tenancy problems that arise between landlords and tenants, but the first thing to do is talk with each other about the problem and try to sort it out yourselves.

Before talking:

- Make sure you're clear about your concerns. Sometimes writing down the problem will help you explain it well to the other person.
- Be ready to suggest a solution. Describe the problem carefully and give a reasonable amount of time for it to be put right.

### **4a) Write a letter – 'notice to remedy'**

Tenants and landlords can both issue a 'notice to remedy' if they feel that the other party has not fulfilled their responsibilities as outlined in the tenancy agreement. This gives the other person 14 days to fix the

problem. Please remember that when you send the other person a notice in writing you need to allow extra time for delivery. Examples and further information are available on the Tenancy Services website.

#### **4b) Retaliatory notice**

If a landlord gives notice to end a tenancy because their tenant has told the landlord or Tenancy Services about a problem or exercised their rights, this will likely be retaliatory notice. The Residential Tenancies Act 1986 (the Act) prohibits a landlord from giving this type of notice and a tenant can apply to the Tenancy Tribunal to have it overturned and to seek exemplary damages of up to \$4,000. The Tribunal will determine whether or not the notice is lawful. If it is determined to be unlawful, the notice will be overturned. The tenant must make the application to the Tenancy Tribunal within 28 working days of receiving the notice from their landlord.

#### **4c) \_\_\_\_\_**

If there are disagreements between a landlord and a tenant, you can approach the Tenancy Tribunal for a hearing. However, before you do this, you should try to solve the problem through other means. The first step should be to try the Fast Track Resolution online, and if this doesn't work, request mediation through Tenancy Services. Mediation is a process where landlords and tenants have the opportunity to resolve differences by talking together with a mediator. The mediator's job is to help identify the issues and reach a workable solution. Mediators know a lot about tenancy issues but they don't take sides and they don't decide anything for you. The process is confidential. If a solution to a dispute can't be agreed through mediation, tenants and landlords can ask the Tenancy Tribunal for a hearing. The Tribunal is part of the Ministry of Justice and an adjudicator listens to each person, hears any witnesses, looks at any evidence the landlord or tenant brings and then makes a decision. This decision is binding, both sides receive a copy and both sides have to comply.

1627 words

Source: [Your guide to good renting - For tenants and landlords](#)

## **Section A: Purpose or viewpoint of the writer is identified (PC 1.1)**

1. Looking at the whole text, what is the purpose of the writer?

The purpose of the writer is to

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Justify your answer:

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## **Section B: Main ideas and supporting details relevant to the purpose or viewpoint of the writer are identified, analysed and evaluated (PC 1.2)**

***Questions 1–6 are about Section 1.***

1. Section 1 does not have a heading. What would be an appropriate heading for this section?

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2. In your opinion, which of the landlord's responsibilities is most important for the tenant to know? Choose one. You must base your answer on the information in Section 1 but use your own words.

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3. Explain why you think this is the most important:

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4. In your opinion, which of the tenant's responsibilities is most important for a tenant to know? Choose one. You must base your answer on the information in Section 1 but use your own words.

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5. Explain why you think this is the most important:

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6. In your opinion, how effective is Section 1 (including main ideas and supporting details) in achieving the writer's purpose? You will not be marked on your opinion, but on how well you justify it and show that you have evaluated the information in the paragraph.

Section 1 is     very effective    / effective / somewhat effective / not very effective (circle one)

This is because

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**Questions 7–10 are about Section 2.**

7. Which statement best represents the main idea of Section 2?

- a) There are two different types of tenancies.
- b) There are many things to consider when looking for a rental.
- c) You should decide on how much rent you can pay before you decide on a house.
- d) You need to read the contract carefully before signing.

8. Which type of tenancy do you think is best? Explain why.

a) I think the best type of tenancy is

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b) This is because

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9. What can you do to make sure you are able to pay for your rental?

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10. In your opinion, how effective is Section 2 (including main ideas and supporting details) in achieving the writer's purpose? You will not be marked on your opinion, but on how well you justify it and show that you have evaluated the information in the paragraph.

Section 2 is     very effective / effective / somewhat effective / not very effective (circle one)

This is because

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**Questions 11–14 are about Section 3c.**

11. Which statement best represents the main idea of Section 3c?

- a) There are many different documents that need to be completed prior to you starting your tenancy.
- b) It is your responsibility to document everything that is in the house, and to take photos in case you need proof later.
- c) If you are a good tenant and do not damage anything in the house, you will get your bond money back.
- d) It is important to agree with the landlord about the bond and the items already in the house before you move in.

12. Identify two details which support the main idea in Section 3c and paraphrase these below. Do not copy directly from the text.

a) \_\_\_\_\_

\_\_\_\_\_

b) \_\_\_\_\_

\_\_\_\_\_

13. How does each detail support the main idea? This could include giving examples, explaining, giving more detailed information, giving contrasting information. Please justify your answer.

a) The first detail supports the main idea by

\_\_\_\_\_

\_\_\_\_\_

b) The second detail supports the main idea by

\_\_\_\_\_

\_\_\_\_\_

14. In your opinion, how effective is Section 3c (including main ideas and supporting details) in achieving the writer's purpose? You will not be marked on your opinion, but on how well you justify it and show that you have evaluated the information in the paragraph.

Section 3c is     very effective / effective / somewhat effective / not very effective (circle one)

This is because

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Questions 15–19 are about Section 4c**

15. What is the main idea of Section 4c? Your answer should be no more than one sentence.

16. In your own words, describe what a mediator does:

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17. In your own words, describe what the Tenancy Tribunal does:

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18. Is it better to contact a mediator or the Tenancy Tribunal? Why?

It is better to contact \_\_\_\_\_

This is because \_\_\_\_\_

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19. In your opinion, how effective is Section 4c (including main ideas and supporting details) in achieving the writer's purpose? You will not be marked on your opinion, but on how well you justify it and show that you have evaluated the information in the paragraph.

Paragraph 4c is very effective / effective / somewhat effective / not very effective (circle one)

This is because

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### **Section C: Connections within and across sections of the text are made (PC 1.3)**

*This section relates to the whole text.*

1. A rental agreement is a contractual arrangement. What does this mean?

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2. What happens at the end of fixed term tenancy if the landlord and the tenant have not made any decision about extending the agreement?

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3. What can you do if the rental you want is not affordable for you?

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4. What do you need to bring to your first meeting with the landlord or agent?

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5. What can happen if you rent together with another person and they damage the property?

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6. What can you do to make sure the landlord doesn't falsely accuse you of damaging his property at the end of the tenancy?

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7. If you receive a retaliatory notice, what can you do?

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8. Name one thing that both landlord and tenant are responsible for:

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9. What are three important things to consider when looking for a rental?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

10. List three examples of when a tenant could issue a 'notice of remedy' to the landlord.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

11. How can a good property inspection report assist you in getting your bond returned?

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12. If talking with the landlord and writing a notice of remedy do not work, what three steps can you take to make the situation better? Please list them in the correct order.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Assessment Schedule

<b>Unit standard</b>	30999				
<b>Title</b>	Read and understand moderately complex English language written texts				
<b>Level</b>	4	<b>Credits</b>	10	<b>Version</b>	2

An assessment schedule has been provided for one text only. An assessment schedule will need to be developed for the remaining text required for this unit standard.

### Task 1: Guide to good renting - for tenants (practical text)

## Assessment Criteria

Performance Criteria	Evidence for Achievement	Judgements for Achievement
<b>Outcome 1</b>  Read and understand moderately complex English language written texts.  Range: <ul style="list-style-type: none"><li>• two texts for different purposes, assessed on separate occasions;</li><li>• one text must be for a practical purpose, the other text must be a transactional text;</li><li>• text for a practical purpose may include report, social and news media, formal letter relating to community interests, procedural text;</li><li>• transactional text may include review, discussion, persuasive text, informational text.</li></ul>		A moderately complex text is read and understood.
1.1 Purpose or viewpoint of the writer is identified.	Section A, Question 1.	The purpose of the writer is stated.

	<p>Answer similar in meaning to:</p> <p><i>Provide information and advice to people who are renting/looking to rent (to ensure they know their rights and responsibilities).</i></p> <p>Or a different answer that has been justified convincingly.</p>	<p>If purpose is substantially different from model answer, it is convincingly justified.</p>
<p>1.2 Main ideas and supporting details relevant to the purpose or viewpoint of the writer are identified, analysed and evaluated.</p> <p>Range:</p> <ul style="list-style-type: none"> <li>three main ideas and six supporting details.</li> </ul>	<p>Section B</p> <ol style="list-style-type: none"> <li>1. Answer similar in meaning to: <i>The responsibilities of tenants and landlords.</i></li> <li>2. Any bullet point from Section 1a paraphrased, e.g. <i>Paying for repairs when things wear out.</i></li> <li>3. Any response that provides evidence of analysis, e.g. <i>Because I think this is the area where tenants are most likely to be taken advantage of by being made to pay for things they should not need to pay for.</i></li> <li>4. Any bullet point from Section 1b paraphrased, e.g. <i>Keeping the rental home clean and tidy.</i></li> <li>5. Any response that provides evidence of analysis, e.g. <i>The other points, like paying your rent on time, would be well known, but tenants may not think about the fact that even though they live in the house it is still the landlord's property and so they can be penalised if seems like it is not looked after well, e.g. by being dirty or messy.</i></li> <li>6. Learner can select any option but must provide an evaluation. Example of evaluation: <i>Very effective. It is crucial for tenants to understand who is responsible for what, and this is set out very clearly in this section.</i></li> <li>7. <i>b – There are many things to consider when looking for a rental.</i></li> </ol>	<p>Three main ideas are identified:</p> <ul style="list-style-type: none"> <li>• Three of questions 1; 7; 11; 15 are correct.</li> </ul> <p>Six supporting details are identified:</p> <ul style="list-style-type: none"> <li>• Six of questions 2; 4; 8a; 9; 12a; 12b; 16; 17 are correct.</li> </ul> <p>Analysis is provided:</p> <ul style="list-style-type: none"> <li>• Four of questions 3; 5; 8b; 13a; 13b; 18 are correct</li> </ul> <p>Evaluation is provided:</p> <ul style="list-style-type: none"> <li>• Three of questions 6; 10; 14; 19 are correct.</li> </ul>

8. Learner can select either *periodic tenancy* or *fixed term tenancy*, but answer must provide evidence of analysis, e.g.

- Periodic tenancy.*
- This means that you are not locked into a long contract, but have the flexibility of leaving earlier if you find a better rental or need to move for other reasons.*

9. Model answer: *Calculate how big a portion the rent would be of your total income, and find out if you can get any financial assistance.*

10. Learner can select any option but must provide an evaluation. Example of evaluation: *Effective. It has useful information but I think the different types of tenancies could have been compared in more detail in terms of advantages and disadvantages of each.*

11. *d – It is important to agree with the landlord about the bond and the items already in the house before you move in.*

12. a) Model answer: *You need to make sure you have agreed on the bond and that the rules about the bond are followed.*  
 b) Model answer: *You need to make sure what items will be in the house as part of the accommodation and have proof of this.*

13. a) Model answer: *explaining the importance of the bond agreement.*  
 b) *adding more details about how you agree on what items are included.*

14. Learner can select any option but must provide an evaluation. Example of evaluation: *Somewhat effective. It has some useful information but it could be written more clearly and provide more information on what items are usually included with the rental.*

	<p>15. Model answer: <i>What to do if there are serious disagreements between the tenant and the landlord.</i></p> <p>16. Model answer: <i>They listen to both sides and try to help you come to an agreement without taking sides.</i></p> <p>17. Model answer: <i>This is more like a court case where you both have to present your evidence and then the adjudicator decides what should happen.</i></p> <p>18. Learner can select either <i>a mediator</i> or the <i>Tenancy Tribunal</i>, but answer must provide evidence of analysis, e.g. <i>Mediator. Most conflicts can be resolved without a formal hearing. A formal hearing will also take a lot of time.</i></p> <p>19. Learner can select any option but must provide an evaluation. Example of evaluation: <i>Very effective. It is very important to know how to address any major problems and to know that you have the right to be heard. The section explains this clearly.</i></p>	
<p>PC 1.3 Connections within and across sections of the text are made.</p> <p>Range:</p> <ul style="list-style-type: none"> <li>connections may be causal, sequential, comparative, additive, and exemplification through lexical and grammatical cohesive devices.</li> </ul>	<p>Section C</p> <p>Questions 1–7: Connections are made within sections.</p> <p>Answers similar to:</p> <ol style="list-style-type: none"> <li><i>It means tenants and landlords both have rights and responsibilities.</i></li> <li><i>It automatically becomes periodic.</i></li> <li><i>Look for financial help through Ministry of Social Development.</i></li> <li><i>ID, credit history and, if possible, rental references.</i></li> <li><i>You may have to pay.</i></li> <li><i>Take photos of damages before you move in.</i></li> </ol>	<p>Questions are answered in a manner that demonstrates connections within sections of the text, and between different sections of the text.</p> <p>Five out of seven answers are correct for Questions 1–7.</p> <p>These questions require understanding of the following connections:</p> <ul style="list-style-type: none"> <li>Explanation – reference (Questions 1, 6)</li> <li>Causal – connective; reference; ellipsis (Questions 2, 5, 6, 7)</li> </ul>

	<p>7. <i>Apply to the Tenancy Tribunal and receive compensation.</i></p> <p>Questions 8–12: Connections are made across sections of the text.</p> <p>Answers similar to:</p> <ol style="list-style-type: none"> <li>8. <i>Sign the tenancy agreement.</i></li> <li>9. <i>The type of tenancy; your budget; which area you want to live in.</i></li> <li>10. <i>If your home is not safe; if repairs are not made; if improvements are not made as agreed; if the landlord did not lodge the bond; if the house does not meet legal requirements (any three).</i></li> <li>11. <i>The landlord has to return the bond unless you owe rent or have broken something. A property inspection report can prove what condition things were in before you moved in.</i></li> <li>12. a – <i>Fast Track Resolution</i> b – <i>Mediation</i> c – <i>Tenancy Tribunal hearing</i></li> </ol>	<ul style="list-style-type: none"> <li>• Exemplification – repetition of key word; class/subclass (Questions 3, 4)</li> </ul> <p>Three out of five answers are correct for Questions 8–12.</p> <p>These questions require understanding of the following connections:</p> <ul style="list-style-type: none"> <li>• Comparative – layout (Question 8)</li> <li>• Additive – discourse markers, (Questions 8, 9)</li> <li>• Exemplification – lexical repetition (Question 10)</li> <li>• Sequential – time phrases (Questions 11 and 12).</li> </ul>
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**Final grades will be decided using professional judgement based on a holistic examination of the evidence provided against the criteria in the unit standard.**