

Circular S/IF/40/17

June 2017

To: The Principals of Post-primary Schools and Directors of Further and Higher Education

For circulation to: All Heads of Department and Examinations Officer

Essential Skills Communication (Revised)

Speaking and Listening

Centres are reminded that it is a mandatory requirement to submit the following completed documentation along with the evidence:

Tutor Observation Form
Overall Record of Outcomes

The Tutor Observation Form should contain actual examples on how the candidate met the skill standard.

These forms are available on our microsite.

In addition, each candidate's evidence for Speaking and Listening must be annotated by the teacher/tutor.

Reading and Writing

Please note that from October 2017

Examination papers will refer to

'language or presentational devices' previously referenced 'writing techniques'. This is to provide consistency across the various awarding organisations.

If you have any queries regarding the content of this circular please contact:

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