

Sample Assessment for Functional Skills English Reading Level 1

Emergency Evacuation

Question Paper

Note:

These materials relate to the Functional Skills English assessments that will be in use from September 2015

3748-010
Level 1 Functional Skills English
Reading
Sample Assessment 6

Candidate Name (First, Middle, Last)

Candidate enrolment number

DOB (DDMMYYYY)

Candidate signature and declaration*

Assessment date (DDMMYYYY)

Centre number

General information

- The duration of this paper is **1 hour, 10 minutes**.
- Answer **all 15** questions.
- The maximum marks for each question are shown.
- The maximum number of marks is **40**.

General instructions

- Read each question carefully.
- You do not need to write in complete sentences.
- You will not be assessed on spelling, punctuation and grammar.
- Dictionaries **are** allowed.

***I declare that I have no prior knowledge of the questions in this assessment and that I will not divulge to any person information about the questions.**

Scenario

Last week there was a fire incident at your place of work. As a result, your employer has carried out a review of procedures for an emergency evacuation.

You read the following documents:

- a notice about emergency procedures **(Document 1)**
- an email about an opportunity to help with fire safety **(Document 2)**.

Read the documents in the source booklet and answer the questions.



Questions 1-8 are about **Document 1**.

- 1 What **four** phrases have been used to summarise the information in each section? **4 marks**

.....

.....

.....

.....

- 2 List **four** layout features of the notice which make it easier to read. **4 marks**

.....

.....

.....

.....

- 3 What is the first action you should take after you have activated a fire alarm? **1 mark**

.....



4 Apart from preventing the spread of fire and smoke, what other functions does a fire door have? **1 mark**

.....

5 Who has responsibility for calling the Fire Service? **1 mark**

TICK ONE

a) Fire Service Officer.

b) Fire Warden.

c) Duty Manager.

d) Security Staff.

6 Who will let you know it is safe to re-enter the building? **2 marks**

.....

.....



7 Fire is one reason the fire alarm is sounded. What are **four** of the others?

4 marks

.....

.....

.....

.....

8 What are **three** things the notice says visitors should be informed about?

3 marks

.....

.....

.....



Questions 9-15 are about **Document 2**.

9 What are **four** of the main topics covered in the email? **4 marks**

.....

.....

.....

.....

10 According to the email, what details would a Personal Emergency Evacuation Plan include? Give **three** examples. **3 marks**

.....

.....

.....

11 What **two** things should a Fire Warden check during a fire alarm test? **2 marks**

.....

.....

12 What **four** things should a Fire Warden look for when checking doors?



4 marks

.....

.....

.....

.....

13 Who would you speak to if you wanted to find out what it is like being a Fire Warden?

1 mark

.....

14 What does a Fire Warden do during an evacuation? Give **four** examples.

4 marks

.....

.....

.....

.....

15 Who should you contact if you would like to become a Fire Warden?

2 marks

.....

.....



This page is intentionally blank



Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)844 543 0000
F +44 (0)20 7294 2413
www.cityandguilds.com

City & Guilds is a registered charity
established to promote education and
training

