

**Candidate:**

**Final Score:**

**Date/ Time:**

**Question**

1. Short briefing paper on Freedom of Information Act

	<b>Poor/ unacceptable = 1</b>  <b>(Weak response, limited coverage of issue)</b>	<b>Below Requirements = 2</b>  <b>(Adequate response, but lacking breadth / flair)</b>	<b>Meets Requirements = 3</b>  <b>(Good response, issues covered as expected)</b>	<b>Exceeds requirements = 4</b>  <b>(Very good response, full breadth covered)</b>	<b>Outstanding = 5</b>  <b>(Excellent Response)</b>
<b>Facilitating Change</b>  <b>Ability to summarise and analyse complex data and reports.</b>  <b>Does it contain the right information?</b>					<b>Score:</b>
<b>Working with People</b>  <b>Effective written communication skills.</b>  <b>Is it written in an accessible and professional way?</b>					<b>Score:</b>

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2. Letter to Mr. Brown.

	<b>Poor/ unacceptable = 1</b>  <b>(Weak response, limited coverage of issue)</b>	<b>Below Requirements = 2</b>  <b>(Adequate response, but lacking breadth / flair)</b>	<b>Meets Requirements = 3</b>  <b>(Good response, issues covered as expected)</b>	<b>Exceeds requirements = 4</b>  <b>(Very good response, full breadth covered)</b>	<b>Outstanding = 5</b>  <b>(Excellent Response)</b>
<b>Achieving Results</b>  <b>Uses effective communication when dealing with customers.</b>  <b>Demonstrates responsiveness and reliability when dealing with customers.</b>  <b>Does it contain the right information?</b>	<b>Score:</b>				
<b>Working with People</b>  <b>Effective written communication skills.</b>  <b>Is it written in an accessible and professional way?</b>	<b>Score:</b>				

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