Functional skills awarding organisation overview 2010/11

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Contents

Introduction

The *Functional skills qualifications awarding organisation* overview 2010/11 contains details of awarding organisations offering functional skills qualifications in 2010/11 (correct as of 10 September 2010).

You can use this document to familiarise yourself with the administration requirements of each awarding organisation and help you decide on the most appropriate specifications for your learners.

Centres should contact awarding organisations for further information if they are interested in any of their qualifications. Awarding organisations can offer guidance and support on delivering and assessing their specifications.

Details of accredited functional skills qualifications can be found on the *National database of accredited qualifications* (NDAQ) website at www.accreditedqualifications.org.uk. NDAQ is scheduled to be replaced by Ofqual's *Register of regulated qualifications* towards the end of October 2010 at http://register.ofqual.gov.uk.

Centres should use NDAQ to review the full range of functional skills qualifications available, especially as additional qualifications may be accredited and appear on NDAQ in the future. There can be a delay between qualifications being accredited and qualifications appearing on NDAQ.

Summary for 2010/11

Awarding organisation	Skills and levels offered in 2010/11	Assessment		
		Entries	**Assessment opportunities**	**Results**
AQA	**English** Level 1, 2 **ICT** Level 1, 2 **Mathematics** Level 1, 2	**Entry deadlines** **1.** 4 October 2010* 2. 21 October 2010 3. 21 January 2011* 4. 21 March 2011 *English and mathematics only. ICT only available January 2011 and June 2011.	**Assessment windows** **1.** November 2010* 2. January 2011 3. March 2011* 4. June 2011 *English and mathematics only. ICT only available January 2011 and June 2011. There are multiple assessment opportunities each series for ICT. On-screen tests for English available as alternative to paper-based version from June 2011	**Result release dates** **1.** 13 January 2011* 2. 10 March 2011 3. 14 April 2011* 4. 18 August 2011 *English and mathematics only. ICT only available January 2011 and June 2011.
Ascentis	**English** Entry 1 and 3 Level 2 **ICT** Entry 1, 2, 3 Level 1, 2 **Mathematics** Entry 1, Level 1	**Entry level** On demand assessments **Level 1 and 2 entry deadlines** 1. 29 October 2010 2. 7 January 2011 3. 11 March 2011 4. 20 May 2011	**Entry level** On demand assessments **Level 1 and 2 assessment windows** 1. 15 November to 26 December 2010 2. 24 January to 4 February 2011 3. 28 March to 8 April 2011 4. 6 June to 17 June 2011	**Entry level result release dates** Four weeks from receipt of candidate evidence. **Level 1 and 2 result release dates** 1. 31 January 2011 2. 4 April 2011 3. 6 June 2011 4. 8 August 2011
City & Guilds	**English** Entry 1, 2, 3 Level 1, 2 **ICT** Entry 1, 2, 3 Level 1, 2 **Mathematics** Entry 1 Levels 1, 2	**Entry level entry deadlines** On demand assessments (same day entries) **Level 1 and 2 entry deadlines** Last registration 10 working days before the date of assessment	**Entry level** On demand assessments **Levels 1 and 2 assessment options** Monthly paper-based tests for English (reading and writing), ICT and mathematics On demand assessments available for all English components (on-screen assessments for reading and writing)	**Internal assessments results** Results available after External Verifier visit (or after internal verification if centre has direct claims status) **On-screen assessments results** Available within 20 working days **Paper-based assessments results** Available within 32 working days

Awarding organisation	Skills and levels offered in 2010/11	Assessment		
		Entries	**Assessment opportunities**	**Results**
EAL	**English** Level 1, 2 **ICT** Level 1, 2 **Mathematics** Level 1, 2	**Onscreen tests** Learners must be registered and a test scheduled 24 hours in advance **Paper-based tests** Learners must be registered and a test scheduled 30 days in advance	**On-screen tests** available in regular assessment windows, with no more than two weeks downtime between windows (English reading and writing, mathematics) **Paper-based tests** available in one-day windows every six weeks (English reading, writing, mathematics and ICT) See assessment calendars on EAL website for dates EAL hope to offer fully on demand on-screen assessments from April 2011	**Result release dates** Three weeks from the end of the assessment window
Edexcel	**English** Entry 1, 2, 3 Level 1, 2 **ICT** Entry 1, 2, 3 Level 1, 2 **Mathematics** Entry 1, 2, 3 Level 1, 2	**Entry level** On demand assessments **Level 1 and 2 entry deadlines** 1. 22 October 2010 2. 10 December 2010 3. 21 January 2010* 4. 25 February 2011 5. 15 April 2011* 6. 20 May 2011 7. 24 June 2011* * English and mathematics only. Not ICT Key dates for each assessment window are at www.edexcel.com/fs	**Entry level** On demand assessments **Level 1 and 2 test weeks** 1. 15–19 November 2010 2. 10–14 January 2011 3. 14–18 February 2010* 4. 21–25 March 2011 5. 9–13 May 2011* 6. 13–17 June 2011 7. 8–22 July 2011* * English and mathematics only. Not ICT On demand, on-screen assessments for levels 1 and 2 may be available from April 2011	**Level 1 and 2 results release dates** 1. 24 December 2010 2. 21 February 2011 3. 28 March 2011* 4. 29 April 2011 5. 20 June 2011* 6. 25 July 2011 7. 25 August 2011* * English and mathematics only. Not ICT

Awarding organisation	Skills and levels offered in 2010/11	Assessment		
		Entries	Assessment opportunities	Results
EDI	**English** Entry 1, 2, 3 Level 1, 2 **ICT** Entry 2, 3 Level 1, 2 **Mathematics** Level 1, 2	**On-screen assessments** Candidates need to be registered 24 hours before date of assessment. **Paper-based assessments** Candidates need to be registered at least 12 days before date of assessment	**On demand** assessments available for all skills and levels All assessments available as on-screen and paper-based assessments, except ICT level 1 and 2 assessments (on-screen only)	**Results release date** Within three to six weeks of the assessment
IMI Awards	**English** Level 1, 2 **ICT** Level 1, 2 **Mathematics** Level 1, 2	**Onscreen tests** Learners must be registered and a test scheduled 48 hours in advance **Paper-based tests** Learners must be registered and a test scheduled 30 days in advance	**On-screen tests** available in regular assessment windows, with no more than two weeks downtime between windows (English reading and writing, mathematics) **Paper-based tests** available in one-day windows every six weeks (English reading, writing, mathematics and ICT) See assessment calendars on IMI Awards website for dates IMI Awards hope to offer fully on demand on-screen assessments from April 2011	**Result release dates** Three weeks from the end of the assessment window
NOCN	**English** Entry 1, 2, 3 Level 1, 2 **ICT** Entry 1, 2, 3 Level 1, 2 **Mathematics** Entry 1, 2, 3 Level 1, 2	**Entry level** On demand (provided learners are registered) **Level 1 and 2** Learners may be registered and booked onto assessments up to 15 working days before the assessments take place	**Entry level** On demand assessments **Level 1 and 2** A form of on demand assessment (centres can schedule assessments but marking takes place within monthly marking windows)	**Entry level results release dates** Results available once assessments are externally verified **Level 1 and 2 results release dates** Available 20 days from cut-off date for the marking period

Awarding organisation	Skills and levels offered in 2010/11	Assessment		
		Entries	**Assessment opportunities**	**Results**
OCR	**English** Entry 1, 2, 3 Level 1, 2 **ICT** Entry 1, 2, 3 Level 1, 2 **Mathematics** Entry 1, 2, 3 Level 1, 2	**Entry level** On demand assessments **Level 1 and 2** Monthly assessment opportunities The entry windows for all assessment opportunities are published on the OCR website at www.ocr.org.uk	**Entry level** On demand assessments **Level 1 and 2** Monthly assessment opportunities OCR intend to move to a fully on demand model early 2011.	**Results release dates** 25 days after the assessment
Skillsfirst	**English** Level 1, 2 **ICT** Level 1, 2 **Mathematics** Level 1, 2	**Onscreen tests** Learners must be registered and a test scheduled 48 hours in advance **Paper-based tests** Learners must be registered and a test scheduled 30 days in advance	**On-screen tests** available in regular assessment windows, with no more than two weeks downtime between windows (English reading and writing, mathematics). **Paper-based tests** available in one-day windows every six weeks (English reading, writing, mathematics and ICT) See assessment calendars on Skillsfirst website for dates Skillsfirst hope to offer fully on demand on-screen assessments from April 2011	**Result release dates** Three weeks from the end of the assessment window.
WJEC	**English** Entry 1, 2, 3 Level 1, 2 **ICT** Entry 1, 2, 3, Level 1, 2 **Mathematics** Entry 1, 2, 3 Level 1, 2	**Entry deadlines** 1. 4 October 2010 (for November series) 2. 21 March 2011 (for May series)	**Two assessment series** 1. November 2010 2. May 2011	**Results release dates** 1. 13 January 2011 2. 18 August 2011

AQA

Skills and levels offered in 2010/11

English Levels 1 and 2

ICT Levels 1 and 2

Mathematics Levels 1 and 2

Fees for 2010/11

English

Component 1 £4.45

Component 2 £5.30

Component 3 £4.25

ICT

Unit 1 £14.00

Mathematics

Unit 1 £14.00

Centre registration

Centres that do not already offer AQA qualifications need to register to become an AQA centre. If your centre has a National Centre Number and you offer general qualifications from another JCQ awarding organisation, you should contact the centre registration department to request an application pack. If you are becoming an exam centre for the first time, you should contact AQA for further guidance.

Methods for registrations and/or entries

AQA do not operate a registration system. Centres only need to enter candidates for the units they wish them to take.

English will require a cash-in code as it comprises three components which candidates may enter for in different series.

ICT, although it is a single unit, may require a cash-in code. This decision is still under review.

Mathematics will not require a cash-in code.

Centres can use electronic data interchange (EDI), AQA online or a hard copy entry form.

Access arrangements policy

JCQ regulations

Entry deadlines for assessment opportunities 2010/11

1. 4 October 2010 (Not ICT)

2. 21 October 2010

3. 21 January 2011 (Not ICT)

4. 21 March 2011

Assessment opportunities 2010/11

1. November 2010 (Not ICT)

2. January 2011

3. March 2011(Not ICT)

4. June 2011

ICT is available January and June 2011 only. There are multiple assessment opportunities in each series for ICT.

Results release dates 2010/11

1. 13 January 2011 (Not ICT)

2. 10 March 2011

3. 14 April 2011 (Not ICT)

4. 18 August 2011

Electronic data interchange and e-AQA (from September 2010)

Policy for results enquiries

JCQ regulations

Re-sits policy and fees

English, ICT and mathematics – unlimited re-sit opportunities.

ICT and mathematics re-sit fees as per unit.

English components (reading, writing, and Speaking and Listening) can be taken separately. Re-sit fees as per component.

English

Reading

Externally set and externally assessed.

Multiple choice and short response questions on non literary and media texts.

Level 1: 45 minutes (out of 18)
Level 2: one hour (out of 32)

On-screen test available as an alternative to the paper-based version from June 2011.

Writing

Externally set and externally assessed.

Two writing tasks.

Level 1 – 45 minutes (out of 20)
Level 2 – 1 hour (out of 30)

Speaking, listening and communication

Controlled assessment. Teachers can set their own tasks that will engage students and make cross curricular links.

Externally monitored via routine advisory visit and moderated if required. There is also a routine moderation visit as a minimum every three years.

Speaking and listening task(s):
Level 1: Discussion
Level 2: Discussion and presentation

Speaking, listening and communication tasks can also be assessed for GCSE English and GCSE English language.

ICT

One unit – externally set and externally assessed.

Assesses the process skills and the outcome of their application in different contexts at each chosen level. Elements of functional ICT can be taught with another qualification in the same session.

Level 1 Asssessment comprises one two-hour unit (out of 80), which contains practical activities and an email and web browser simulation. Candidates must have access to a computer and a printer.

Level 2 Assessment comprises one two-hour unit (out of 80), which contains practical activities and an email and web browser simulation. Candidates must have access to a computer and a printer.

Assessment:

- Includes no more than 20 per cent fixed response assessment in which a candidate is confined to either a single response or a limited number of correct responses.

- The rest of the assessment will comprise open response assessment which will not

- direct the route or method by which a candidate may respond.

- Candidates use a computer to complete activities and a 'candidate booklet' to guide them through the activities.

- Most activities require use of familiar software and one activity will use a simulated internet and email.

- The simulation will be specially installed on students' computers.

Mathematics

One unit – externally set and externally assessed.

Both levels 1 and 2 are 90 minutes long, marked out of 60, calculator allowed.

All paper-based.

Single paper with 3–5 questions, all of which are compulsory. Each question is:

- subdivided into parts with marks allocated to each

- based on one context drawn from everyday life, workplace or educational settings.

Pre-release material is issued four working weeks before the date of the examination. This allows teachers to work with their students to:

- familiarise themselves with the contexts

- clarify any specialised vocabulary and consider the possible mathematics in the situation presented

- make sure students can access the context

- help them think functionally.

Further information and support

English

0161 958 3848

www.aqa.org.uk/functional-english

ICT

0161 953 7563

www.aqa.org.uk/functional-ict

Mathematics

0161 957 3852

www.aqa.org.uk/functional-maths

Information can be found on www.aqa.org.uk/qual/gcse/functional_skills.

There is also 24-hour support through our free online question and answer service, Ask AQA, (www.aqa.org.uk/askaqa). You can use this to find or ask questions about functional skills.

General enquiries

Telephone 0161 953 3561

Email functionalskills@aqa.org.uk

Enhanced Results Analysis – free online tool that provides an instant breakdown of exam results www.aqa.org.uk/era.

Ascentis

Skills and levels offered in 2010/11

English Entry 1, Entry 3, Level 2

ICT Entry 1, 2 and 3, Levels 1 and 2

Mathematics Entry 1, Level 1

Fees for 2010/11

Entry level

£10 per learner (minimum charge £100)

Level 1 and 2

£12 per learner

Centre registration

Centres should ring Ascentis who will provide them with the Centre Recognition Process form and a separate Qualification Approval form. Completed forms can be returned by email/post/fax.

Methods for registrations and/or entries

Registrations can be made via 'Rhombus' the remote access registration portal. Contact Ascentis for details.

Cash-in codes not applicable to Ascentis.

Access arrangements policy

Centres complete an application form which is available in the private section of the Ascentis website. Contact the Accreditation Unit:

accreditation@ascentis.co.uk

Entry deadlines for assessment opportunities 2010/11

Entry level On demand

Levels 1 and 2 Four assessment windows:

1. 29 October 2010
2. 7 January 2011
3. 11 March 2011
4. 20 May 2011

Assessment opportunities 2010/11

Entry level On demand

Levels 1 and 2

Available within four assessment windows:

1. 15 November to 26 November 2010
2. 24 January to 4 February 2011
3. 28 March to 8 April 2011
4. 6 June to 17 June 2011

Results release dates

Entry level Four weeks on receipt of the candidate evidence

Levels 1 and 2

1. 31 January 2011
2. 4 April 2011
3. 6 June 2011
4. 8 August

Policy for results enquiries

Usual Ascentis policy which includes options of a clerical check of results, post review of marking and post review of moderation.

Re-sits policy and fees

Re-sits are permitted

£7 per learner for Levels 1 and 2 only

For English, only the failed component(s) needs be retaken. The results from other components are carried forward.

English

Entry level Bank of assessments available. Internally marked in centres, standardised and externally verified by Ascentis.

Speaking and listening component internally assessed in centre, externally verified.

Each component assessed separately. Tasks within each assessment paper usually linked by a theme.

Levels 1 and 2 Available within assessment windows. Each assessment window 'opens' for a period of two weeks. Externally marked by Ascentis.

Speaking and listening component internally assessed in centre, externally verified by Ascentis.

Each component assessed separately. Tasks within each assessment paper usually linked by a theme.

ICT

Entry level Bank of assessments available. Internally marked in centres, standardised and externally verified by Ascentis.

Entry 1 and Entry 2 Assessment is tutor mediated-questions based around a linked theme.

Entry 3 Two assessment papers to be completed - these may be completed at one time or on two separate occasions. One paper requires the use of internet and email.

Levels 1 and 2 Available within assessment windows. Each assessment window 'opens' for a period of two weeks. Externally marked.

Two assessment papers to be completed - these may be completed at one time or on two separate occasions. One paper requires the use of internet and email.

Mathematics

Entry level Bank of assessments available. Internally marked in centres, standardised and externally verified by Ascentis.

Entry 1 and Entry 2 Assessment is tutor mediated-questions based around a single theme.

Entry 3 Candidates work through a paper-based assessment paper with questions based around a linked theme.

Levels 1 and 2 Available within assessment windows. Each assessment window 'opens' for a period of two weeks. Externally marked.

Levels 1 and 2 Paper-based assessment paper with three to four tasks, each around a different theme.

Further information and support

www.ascentis.co.uk

General enquiries
Telephone 01524 845046

Email accreditation@ascentis.co.uk for anything to do with registration of learners, moderations, centre approval, document requests.

City & Guilds

Skills and levels offered in 2010/11

English Entry 1, 2 and 3, Levels 1 and 2

ICT Entry 1, 2 and 3, Levels 1 and 2

Mathematics Entry 1,, Levels 1 and 2

Fees for 2010/11

This information can be found on *Walled Garden* and includes access to all the functional skills materials available on *SmartScreen* (www.smartscreen.co.uk)

Centre registration

For details of how to register to become a centre visit www.cityandguilds.com/functionalskills

Centres who are either an active key skills centre or a functional skills pilot centre with City & Guilds will gain automatic approval.

Centres that are an adult numeracy / literacy centre, an ICT skills for life centre or an ESOL skills for life centre will need to complete an application for fast track approval (FTAP) form.

Centres who are not one of the above will need to complete Qualification Approval (QAP) form which can be found on the website.

Methods for registrations and/or entries

Entries are made using the City & Guilds online registration system *Walled Garden*. www.walledgarden.com. If the candidate is not already registered this will be created at the same time as the entry is made.

For English, centres will need to complete certification modules in order to claim a certificate. The details of these modules are on the Walled Garden.

Access arrangements policy

Procedurally in line with normal City & Guilds policy. Permitted adjustments in line with the Inclusion Statement within the regulatory criteria for each functional skill. Refer to City & Guilds Functional Skills online FAQS for further information.

Entry deadlines for assessment opportunities 2010/11

Same day entries for on demand assessments.

For level 1 and 2 fixed dates assessments. Last registration is 10 working days before the date of the assessment.

Assessment opportunities 2010/11

Entry level - on demand paper assessments.

Levels 1 and 2 - 11 monthly paper-based tests from October 2010 for English (not speaking, listening and communication which is on demand at all levels), mathematics and ICT. Details available from website www.cityandguilds.com/functionalskills.

Results release dates

Entry level and level 1 speaking, listening and communication - the results are known by the centre and may submitted for certification after an External Verifier visit, or after assessments have been internally verified if the centre has direct claims status.

Onscreen English within 20 working days on the Walled Garden system.

Levels 1 and 2 - results will be available on the Walled Garden within 32 working days of a paper-based assessment.

Results slips and certificates will be issued to centres within 42 working days.

Policy for results enquiries

Usual City & Guilds policy. Contact centre support 0844 543 0000 or centresupport@cityandguilds.com. Normal procedures apply for appealing against results.

Re-sits policy and fees

Re-sits are permitted.

For entry level and speaking, listening and communication level 1 and 2 - re-sits do not require any further registration.

For level 1 and 2 mathematics, English (reading writing) and ICT, re-sits are entered via the Walled Garden system.

For English, only the component that was failed needs to be retaken.

English

Paper-based assessments at all levels. On demand, onscreen assessments for reading and writing at levels 1 and 2 from September 2010

Candidates can sit each component together or separately.Candidates can sit the components at different levels.

Entry level

Reading and writing externally set, internally marked.

Speaking listening and communication external guidance, internally marked.

Level 1 and 2

Externally set, externally marked.

Speaking listening and communication external guidance, internally marked.

More information can be found at www.cityandguilds.com/functionalskills

ICT

Paper-based assessments at all levels. On demand, onscreen assessments for ICT level 1 and 2 assessments from spring 2011

Entry level

Externally set, internally marked.

Entry level assessments are internally marked and can be done over more than one session. More information about arrangements can be found in the handbook.

Level 1 and 2

Externally set, externally marked.

More information can be found at www.cityandguilds.com/functionalskills

Mathematics

Paper-based assessments at all levels. On demand, onscreen assessments for mathematics level 1 and 2 assessments from Autumn 2011

Entry level

Externally set, internally marked.

Entry level assessments are internally marked and can be done over more than one session. More information about arrangements can be found in the handbook.

Level 1 and 2

Externally set, externally marked.

More information can be found at www.cityandguilds.com/functionalskills

Other information

Entry level assessments are marked internally, this goes through City & Guilds verification processes. GOLA assessments are submitted online. Paper assessments at level 1 and 2 come with instructions on where to send them. All documents must be returned including source documents and unused papers.

Further information and support

www.cityandguilds.com/functionalskills

General enquiries

Telephone 0844 543 0000

Email centresupport@cityandguilds.com or functionalskills@cityandguilds.com

EAL

Skills and levels offered in 2010/11

English Levels 1 and 2

ICT Levels 1 and 2

Mathematics Levels 1 and 2

Fees for 2010/11

£12.50 per learner per qualification

Centre registration

Contact EAL Customer Services for information and an introductory visit or application form.

Methods for registrations and/or entries

Registration via EAL Online Services or a printed registration form.

Access arrangements policy

A range of access arrangements are available for functional skills assessments. Exemptions and certificate indications may apply for some learners and some access arrangements for external assessments will require an application to EAL.

Entry deadlines for assessment opportunities 2010/11

Learners must be registered and a test scheduled at 24 hours in advance for online tests, 30 days in advance for paper-based tests.

Assessment opportunities 2010/11

Onscreen assessments for mathematics and English reading and writing will initially be available on-demand through regular assessment windows, with no more than two weeks of downtime between windows.

EAL hope to offer fully on demand onscreen assessments from April 2011

Paper-based assessments for English reading and writing, mathematics and ICT will be available in one-day windows every six weeks.

Both onscreen and paper-based exams will be available from October 2010. For dates, please refer to the assessment calendars on the EAL website.

Results release dates

Three weeks from the end of the assessment window.

Policy for results enquiries

Normal EAL procedures.

Re-sits policy and fees

A re-sit may be scheduled as soon as the exam result is known and for the next available window.

Unlimited re-sits permitted; £10 per learner per test

English

Reading and writing

Externally set and externally marked.

There is a choice of paper-based or onscreen assessment for the reading and writing components.

Speaking, listening and communication

Externally set, internally marked and externally moderated.

Centre-devised assessments must be approved by EAL, example assessments will be provided.

Assessments consist of scenario-based tasks. Dictionaries are permitted for English writing assessments.

Assessor support for English speaking, listening and communication will be in the form of a training DVD.

Level 1
English reading: 45 minutes
English writing: 45 minutes
English speaking, listening and communication: Three 10 minute discussions plus breaks

Level 2
English reading: 1 hour
English writing: 1 hour
English speaking, listening and communication: Two 10 minute discussions and a short pre-prepared presentation plus breaks

ICT
Externally set and externally marked.

Assessment takes the form of a paper-based assessment with tasks carried out using a computer, with data files provided by EAL.

At each level, the test will consist of:

- An initial session (A) with internet access, followed by a short break from the screen

- A longer session (B) with no internet access.

Printing can be carried out after the examination.

Section A: 30 minutes
Section B: 90 minutes

Mathematics
There is a choice of on-screen and paper-based assessments.

Externally set and externally marked.

90 minutes

Further information and support
General enquiries
Telephone 0870 240 6889

Email customercare@eal.org.uk with 'QCF' in the subject line.

Edexcel

Skills and levels offered in 2010/11

English Entry 1, 2 and 3, Level 1 and 2

ICT Entry 1, 2 and 3, Level 1 and 2

Mathematics Entry 1, 2 and 3, Level 1 and 2

Fees for 2010/11

English

Entry level £10

Levels 1 and 2 £12

(reading £5, writing £5 and Speaking, listening and communication £2)

ICT

Entry Level £10

Level 1 and 2 £12

Mathematics

Entry Level £10

Level 1 and 2 £12

Centre registration

Centres who do not already offer other Edexcel academic qualifications need to register to become an Edexcel centre by completing an Academic Centre Approval form, available from www.edexcel.com/iwantto/Pages/centre-approval-academic.aspx

Methods for registrations and/or entries

Any centres wanting to offer functional skills should fill in an *Intention to Offer* form and send it to Edexcel by post or fax.

Entry level qualifications are registration-based. Level 1 and 2 qualifications are entry-based.

There are separate entry codes for each English component and award (cash-in) codes for the whole qualification.

Cash-in codes are not required for ICT or mathematics.

Access arrangements policy

Detailed arrangements for functional skills available from JCQ. Process for making requests is the same as GCSE. Information can be found on the website under Access Arrangements at www.edexcel.com/i-am-a/exams-officer.

Entry deadlines for assessment opportunities 2010/11

Entry level On demand

Level 1 and 2

1. 22 October 2010
2. 10 December 2010
3. 21 January 2010 (Not ICT)
4. 25 February 2011
5. 15 April 2011 (Not ICT)
6. 20 May 2011
7. 24 June 2011 (Not ICT)

On demand, on-screen functional skills tests for levels 1 and 2 may be available from April 2011.

Assessment opportunities 2010/11

Entry level On demand

English and mathematics level 1 and 2

1. 15–19 November 2010
2. 10–14 January 2011
3. 14–18 February 2010 (Not ICT)
4. 21–25 March 2011
5. 9–13 May 2011 (Not ICT)

6. 13–17 June 2011

7. 8–22 July 2011(Not ICT)

On demand, on-screen functional skills tests for levels 1 and 2 may be available from April 2011.

Further details and assessment dates are available on the key dates section of the website www.edexcel.com/fs.

Results release dates

Level 1 and 2 results generally issued 5-6 weeks after the tests are sat.

1. 24 December 2010

2. 21 February 2011

3. 28 March 2011 (Not ICT)

4. 29 April 2011

5. 20 June 2011 (Not ICT)

6. 25 July 2011

7. 25 August 2011 (Not ICT)

Further details are available on the key dates section of the website www.edexcel.com/fs.

Policy for results enquiries

Follows JCQ regulations. Centres have approximately up until a month after results day to make an enquiry about results, and two weeks after that to request access to scripts. Full details on how to do this can be found in the Edexcel Information Manual on the website.

Re-sits policy and fees

For Entry level learners may re-sit as many times as necessary. Certification is claimed once learners have passed all qualifying components for an award.

For Level 1 and 2, re-sits permitted. Fee same as the fee from the pervious series.

This will be done by re-entering a candidate for the appropriate component.

English

Entry level

Externally set, controlled assessment. Internally marked and externally verified.

Single paper test internally assessed through controlled assessment.

Reading test – 45 minutes

Writing task – 45 Minutes

Speaking, listening and communication – 30 minutes maximum

Levels 1 and 2

Externally assessed with the exception of speaking, listening and communication which is internally marked and externally verified.

Reading test: 45 minutes

Writing task: 45 minutes

Speaking, listening and communication: 30 minutes maximum

Dictionaries permitted.

On-screen assessments English are currently in development for Level 1 and 2. They are planned for first teaching September 2011.

ICT

Entry level

Externally set, controlled assessment. Internally marked and externally verified

Single paper test sat on computer (up to 2 hours)

Levels 1 and 2
Single paper test sat on computer externally set and marked (2 hours)

Mathematics

Entry level
Single paper test, externally set, controlled assessment. Internally marked and externally verified.

Entry 1 and 2 – 1 hour
Entry 3 – 1½ hours

Levels 1 and 2
Single paper test, externally set and marked.

Duration 1 hour 30 minutes

Calculators are permitted.

On-screen assessments for mathematics are currently in development for Level 1 and 2. They are planned for first teaching September 2011.

Other information
Level 1 and 2 papers are sent via Parcel Force secure service. As per Edexcel's GCSE delivery service.

Further information and support
Exams officers have a specific section dedicated to them on the website. This can be accessed through the website www.edexcel.com/i-am-a/exams-officer

On this website exams officer can find key dates, including exam dates, the information manual, the instructions for the conduct of examinations (ICE) booklet, download basedata, find information and forms relating to access arrangements and special considerations, along with post results support and guidance.

For English only, candidates may transfer components from other awarding organisations in exceptional circumstances. Transfer form on the website at the following page: www.edexcel.com/iwantto/Pages/fs-transfers.aspx

Exams officers can telephone 0844 576 0028 for further guidance, if required.

EDI

Skills and levels offered in 2010/11

English Entry 1, 2, 3, Levels 1 and 2

ICT Entry 2 and 3, Levels 1 and 2

Mathematics Level 1, level 2

Fees for 2010/11

£14.50 each

Centre registration

Centres should download the Centre Approval Application (CAUK) form from the website and submit the completed form by email, fax or post.

Methods for registrations and/or entries

Centres should register with EDI by using the same system as all other awards and qualifications.

Entries are received online through Campus, EDI's web-based administration system.

EDI's functional skills do not require cash-in codes.

Access arrangements policy

Centres should refer to EDI's Guidance Notes for Centres on Reasonable Adjustments for Candidates with Particular Assessment Requirements. This can be downloaded from EDI's website www.ediplc.com or obtained by contacting Centre Support on 08700 818 008 or emailing centresupport@ediplc.com.

Entry deadlines for assessment opportunities 2010/11

If taking on-screen, candidates need to be registered 24 hours before date of assessment.

If taking paper-based, candidates need to be registered at least 12 days before date of assessment.

Assessment opportunities 2010/11

On demand.

Results release dates

Results are released via Campus, EDI's web-based administration system, within three to six weeks of assessment.

Policy for results enquiries

EDI offer:

- a re-mark service/clerical checking with another examiner for clerical accuracy and reliability of the original examiner

- re-moderation for the speaking, listening and communication task.

- group clerical check and re-marks.

Re-sits policy and fees

Re-sits should be scheduled as new orders. There are no free resits.

English

Entry level Assessments are available in three formats:

1. On-screen – specified and marked by EDI
2. Paper-based – specified by EDI and marked internally by centres using the mark scheme EDI

has written

3. Contextualised paper-based - must be approved by EDI before they are used

Levels 1 and 2 assessments are available to be taken on-screen or paper-based. In both cases, assessments are externally set and marked by EDI.

Reading (paper-based or on-screen)

Entry 1 – 40 minutes, two tasks to complete

Entry 2 – 40 minutes, two tasks to complete

Entry 3 – 50 minutes, two tasks to complete

Level 1 – 60 minutes, three tasks to complete

Level 2 – 75 minutes, four tasks to complete

Writing (paper-based or on-screen)

Entry 1 – 40 minutes, one task to complete

Entry 2 – 40 minutes, two tasks to complete

Entry 3 – 50 minutes, two tasks to complete

Level 1 – 60 minutes, two tasks to complete

Level 2 – 75 minutes, two tasks to complete

Speaking, listening and communication

All assessments are internally assessed and marked using the EDI mark scheme. Centres can contextualise EDI's sample assessments or devise their own. All assessments must be approved by EDI before they are used.

Entry 1 Scripted conversation between learner and assessor lasting between 5 and 10 minutes.

Entry 2 Scripted conversation between learner and assessor lasting between 5 and 10 minutes.

Entry 3 Learner will participate in two discussions: formal and informal. The

assessment will be between 5 and 15 minutes in total.

Level 1 Learner will participate in two discussions: formal and informal. The assessment will be no more than 30 minutes in total. Learner must have the opportunity to prepare for the formal discussion.

Level 2 Learner will participate in two discussions and an unfamiliar formal presentation. The assessment will be no more than 30 minutes in total. Learner must have the opportunity to prepare for the formal discussion and presentation.

ICT

Entry level Assessments are available in three formats:

1. On-screen – specified and marked by EDI

2. Paper-based – specified by EDI and marked internally by centres using the mark scheme EDI has written

3. Contextualised paper-based - must be approved by EDI before they are used

Levels 1 and 2 Assessments are available to be taken on-screen only. They are externally set and marked by EDI.

Entry 1 – 60 minutes, two tasks to complete

Entry 2 – 60 minutes, two tasks to complete

Entry 3 – 60 minutes, two to three tasks to complete

Level 1 – 120 minutes, three tasks to complete

Level 2 – 120 minutes, three tasks to complete

Mathematics

All assessments are available to be taken on-screen or paper-based. Each assessment consists of one paper and is made up of three tasks: number, geometry and statistics. They are externally set and marked by EDI.

Entry 1, 2 and 3 – 60 minutes
Levels 1 and 2 – 90 minutes

Other information

All scripts should be packaged separately and sent to EDI using a secure and traceable method. Centres must store scripts securely and return scripts within 48 hours of the assessment taking place.

Further information and support

www.ediplc.com
EDI Centre Support
Telephone 08700 818 008
Email enquiries@ediplc.com

IMI Awards

Skills and levels offered in 2010/11

English Levels 1 and 2

ICT Levels 1 and 2

Mathematics Levels 1 and 2

Fees for 2010/11

£12.50 per learner per skill

Centre registration

Contact IMI Awards for information and an introductory visit or application form.

Methods for registrations and/or entries

Registering of learners can be carried out via the IMI Awards website or a printed registration form.

Access arrangements policy

A range of access arrangements are available for Functional Skills assessments. Exemptions and certificate indications may apply for some learners and some access arrangements for external assessments will require an application to IMI Awards.

Entry deadlines for assessment opportunities 2010/11

Learners must be registered and a test scheduled at 48 hours in advance for online tests, 30 days in advance for paper-based tests.

Assessment opportunities 2010/11

Onscreen assessments for mathematics and English reading and writing will initially be available on-demand through regular assessment windows, with no more than two weeks of downtime between windows.

IMI Awards hope to offer fully on demand onscreen assessments from April 2011

Paper-based assessments for English reading, English writing, mathematics and ICT will be available in one-day windows every six weeks.

For dates, please refer to the assessment calendars on the IMI Awards website.

Results release dates

Three weeks from the end of the assessment window.

Policy for results enquiries

As per IMI Awards enquiries, complaints and appeals policy.

Re-sits policy and fees

A re-sit may be scheduled as soon as the exam result is known and for the next available window.

Unlimited re-sits permitted; £10 per learner per test.

English

Reading and writing

Externally set and externally marked.

A choice of paper-based or onscreen assessments are available for the reading and writing components.

Speaking, listening and communication

Externally set, internally marked and externally moderated.

Assessor support will be provided for speaking, listening and communication will be in the form of a training and standardisation DVD.

Level 1
Reading: 45 minutes
Writing: 45 minutes
Speaking, Listening and Communication: 3 x 10 minute discussions plus breaks

Level 2
Reading: 1 hour
Writing: 1 hour
Speaking, Listening and Communication: 2 x 10 minute discussions and a short pre-prepared presentation plus breaks

Assessments consist of scenario-based tasks.

Example assessments will be provided; Centre-devised assessments must be approved by IMI Awards.

Dictionaries are permitted for writing assessments.

ICT
Externally set and externally marked.

Assessment takes the form of tasks to be completed using a computer.

ICT is a paper-based assessment with tasks carried out using a computer, using with data files provided by IMI Awards.

At each level, the test will consist of:

An initial session with internet access, followed by a short break from the screen

A longer session with no internet access.

Printing can be carried out after the examination

Levels 1 and 2
Initial session: 30 minutes
Off-line session: 90 minutes

Mathematics
Externally set and externally marked.

There is an option for paper-based and onscreen assessments.

Levels 1 and 2
90 minutes

Further information and support
Centre guidance, support materials and sample assessment materials are available to download from the IMI Awards website.

General enquiries
Telephone 01992 519038
Email fssupport@imiawards.org.uk

NOCN

Skills and levels offered in 2010/11

English Entry 1, 2 and 3, Levels1 and 2

ICT Entry 1, 2 and 3, Levels 1 and 2

Mathematics Entry 1, 2 and 3, Levels 1 and 2

Fees for 2010/11

£10 per learner per skill.

If the learners have been registered on the wrong level / skill, free transfers are available by sending an email to the centre's regional OCN.

Centre registration

Centres must go through the centre approval process in order to offer NOCN qualifications. In the initial stages centres must contact the regional OCN office who will be able to provide support and assistance with the process.

OCN regional office details can be found at http://www.nocn.org.uk/about-us/ocn-locations

Methods for registrations and/or entries

Registration for Entry level follows normal NOCN procedures. Centres will access the live assessments through a secure login to the NOCN website and should contact functionalskills@nocn.org.uk for more information.

For Levels 1 and 2 a combined registration and booking form should be used to :

- register learners

- order question papers

- book the required assessment time and date.

It must be submitted to the centre's regional OCN a minimum of 15 working days before the planned assessment date.

There are no cash in codes used for any NOCN functional skills assessments.

Access arrangements policy

See NOCN Reasonable adjustments and special considerations policy.

Entry deadlines for assessment opportunities 2010/11

At Entry level, learners must register at the beginning of their programme using normal NOCN guidelines on registrations.

At Levels 1 and 2, learners may be registered and booked onto assessments up to 15 working days before the assessments take place.

Assessment opportunities 2010/11

Entry level on demand.

Levels 1 and 2 use form of on demand – centres tell NOCN when they want to do assessments and papers are marked in marking windows. Marking windows will be monthly from September 2010. Dates are on NOCN website. Centres may have up to eight assessment dates per academic year. Larger centres may request more dates from NOCN.

Results release dates

Entry level results available once assessments are externally verified.

At levels 1 and 2, results are available 20 working days from cut off date for each marking period.

Policy for results enquiries

See NOCN procedures for dealing with enquiries about results for NOCN qualifications.

Contact NOCN functionalskills@nocn.org.uk.

Re-sits policy and fees

Learners should be reregistered using the registration and booking form clearly indicating that these are re-sits.

Entry level re-sits are free but Levels 1 and 2 re-sits are £10 per skill.

English

Entry level internally marked and externally moderated.

Papers cover one broad theme related to everyday life, education or work.

Controlled assessment using task based assessments. Assessments may be taken on different days and papers may be split up as long as duration of paper is not exceeded.

Reading – 45 minutes

Writing – 1 hour

Speaking, listening and communication – 15 minutes with 30 minutes preparation time

Levels 1 and 2 externally set and marked (except for Speaking, Listening and Communication which is internally marked and externally verified.).

Papers cover one broad theme related to everyday life, education or work.

Assessments may take place on different days.

Reading – 1 hour
Writing – 1 hour
Speaking, listening and communication – 30 minutes with 30 minutes prep time

May use dictionaries and word processors

See sample assessments at www.nocn.org.uk in Learning Provider/Functional Skills section

ICT

Entry level internally marked and externally moderated.

Papers cover one broad theme related to everyday life, education or work.

Entry 1 and 2 – 1 hour
Entry 3 – 1½ hours

Centres download papers, mark schemes and data files from secure part of NOCN website. Assessments may be split up as long as they do not exceed the length of the paper.

Levels 1 and 2 externally set and marked.

Papers cover one broad theme related to everyday life, education or work.

Data files need to be downloaded from NOCN secure website prior to assessment. Centre must save these files to a secure location and they need to prepare a document to tell learners where to find the files. This information is

emailed to the learner as an attachment just prior to the assessment taking place.

Level 1 and 2 – Paper A (uses email and internet) between 20 and 45 minutes, then learners must close down internet and email before completing Paper B. Learners who access email or internet in Paper B will be disqualified. Paper B is between 100 and 75 minutes.

Mathematics

Entry level internally marked and externally moderated.

Papers cover one broad theme related to everyday life, education or work.

Entry 1 and 2 – 1 hour
Entry 3 - 1½ hours

Papers at Entry level may be split up as long as they do not exceed the length of the paper.

Levels 1 and 2 externally set and marked

Papers cover one broad theme related to everyday life, education or work.

Levels 1 and 2 – 1½ hours.

Further information and support

All centres will have a contact within their regional OCN. A Centre Handbook for Functional Skills will be available by September 2010. The NOCN website has a section on Functional Skills.

http://www.nocn.org.uk/learning-providers/functional-skills

OCR

Skills and levels offered in 2010/11

English Entry 1, 2 and 3, Levels 1 and 2

ICT Entry 1, 2 and 3, Levels 1 and 2

Mathematics Entry 1, 2 and 3, Levels 1 and 2

Fees for 2010/11

English

Entry level £2.90 per component

Level 1 £3.80 per component

Level 2 £3.80 per component

ICT / Mathematics

Entry level £8.70

Levels 1 and 2 £11.40

Centre registration

Centres should download the Centre Approval form from

www.ocr.org.uk/administration/centre_app/vocational.html and send to OCR via email or post.

Methods for registrations and/or entries

Centres requesting approval for functional skills on or after the 1 September 2010 will need to complete an approval form. This form is available via the Centre approval (Vocational) page

www.ocr.org.uk/administration/centre_app/vocational.html.

Entry level New e-claims process for entering learners for Entry level.

Level 1 and Level 2 entries made via OCR Interchange - named and unnamed route - or via Electronic Data Interchange (EDI) - named route only.

Access arrangements policy

JCQ Regulations - JCQ form.

Further details are available on the website www.ocr.org.uk/administration/special_req/vocational.html

Entry deadlines for assessment opportunities 2010/11

The entry windows for all assessment opportunities are published on the OCR website www.ocr.org.uk.

Assessment opportunities 2010/11

Entry level will be on demand. Assessments will be available to download from OCR Interchange.

Level 1 and Level 2 will be available through monthly assessment opportunities from September. OCR intend to move to a fully on demand model early 2011.

Results release dates

Results will be issued 25 days after the assessment. Results will be available for centres to view on Interchange. Results will be available on EDI for centres that have made entries via this route

Policy for results enquiries

Details of our post-results services (ie results enquiries, appeals) are available on our website www.ocr.org.uk/administration/post_results/vocational.html

Re-sits policy and fees

Any candidate may be entered again. This is not classed as 're-sit'.

English

Entry level

Speaking, listening and communication

Set by OCR. Conducted under controlled conditions Centre assessed. Externally moderated by OCR.

1 simple one-to-one discussion about familiar topics.

1 simple group discussion/exchange about familiar topics.

Reading

Set by OCR. Centre assessed. Externally moderated by OCR.

The assessment is a combination of open and closed response questions, set in a generic and realistic context. There are two tasks to complete for this component.

Writing

Set by OCR. Centre assessed. Externally moderated by OCR.

The assessment is a combination of open and closed response questions, set in a generic and realistic context. There are two tasks to complete for this component.

Level 1

Speaking, listening and communication

Set by OCR. Conducted under controlled conditions. Centre assessed. Externally moderated by OCR.

One formal/informal discussion about unfamiliar subjects.

One formal/informal exchange about unfamiliar subjects.

Reading

One test paper and one resource booklet. Conducted under controlled conditions.

The assessment is a combination of open and closed response questions, set in a generic and realistic context. There is one task to complete for this component.

Writing

One test paper and one resource booklet. Conducted under controlled conditions.

The assessment is a combination of open and closed response questions, set in a generic and realistic context. There are two tasks to complete for this component.

Between 40 and 45 per cent of the marks are allocated specifically for spelling, punctuation and grammar.

Level 2

Speaking, listening and communication

Centre set and assessed. Conducted under controlled conditions. Externally moderated by OCR.

One formal discussion about unfamiliar subjects.

One presentation about unfamiliar subjects.

The subject for the discussion and presentation can be similar, if appropriate.

Reading

1 test paper and one resource booklet. Conducted under controlled conditions.

The assessment is a combination of open and closed response questions, set in a generic and realistic context. There is one task to complete for this component.

Writing

1 test paper and one resource booklet. Conducted under controlled conditions.

The assessment is a combination of open and closed response questions, set in a generic and realistic context. There are two tasks to complete for this component

Between 40 and 45 per cent of the marks are allocated specifically for spelling, punctuation and grammar

On-screen assessments are not currently available for English but they are in development.

ICT

On-screen assessments are available for ICT, although print-outs are sent for marking.

Entry level

Scenario-based task. Set by OCR. Centre assessed. Externally moderated by OCR.

Levels 1 and 2

One question paper (Part A & Part B) completed under controlled examination conditions. The question paper consists of tasks which are a combination of short answer questions and tasks which must be completed using a PC.

80 per cent of the assessment is open response questions, set in a generic and realistic context.

Part A requires candidates to search for information on the internet and Part B requires candidates to use the information they found from the internet to complete the tasks.

Data files are provided as pre-release approximately three weeks before the assessment.

Mathematics

Entry level

Scenario-based task completed in the centre.

Levels 1 and 2

Three tasks set and marked by OCR at each level completed under examination conditions

On-screen assessments are not currently available for mathematics but they are in development.

Other information

Scripts will be sent using OCR stationery to a dedicated examiner via carrier service.

Further information and support

More information and the OCR Admin Guide: Functional Skills can be found on the OCR website www.ocr.org.uk/

General enquiries

For enquiries relating to any of OCR's vocational qualifications, please contact the OCR Customer Contact Centre on:
Telephone 024 7685 1509
Fax 024 7685 1633
Email vocational.qualifications@ocr.org.uk

Skillsfirst

Skills and levels offered in 2010/11

English Levels 1 and 2

ICT Levels 1 and,2

Mathematics Levels 1 and 2

Fees for 2010/11

£12.50 per learner per skill

Centre registration

Contact Skillsfirst Customer Services for information customerservices@skillsfirst.co.uk.

Methods for registrations and/or entries

Registering of learners can be carried out via Skillsfirst online service.

Access arrangements policy

A range of access arrangements are available for Functional Skills assessments. Exemptions and certificate indications may apply for some learners and some access arrangements for external assessments will require an application to EAL.

Entry deadlines for assessment opportunities 2010/11

Learners must be registered and a test scheduled at 24 hours in advance for online tests, 30 days in advance for paper-based tests.

Assessment opportunities 2010/11

Onscreen assessments for mathematics and English reading and writing will initially be available on-demand through regular assessment windows, with no more than two weeks of downtime between windows.

Skillsfirst hope to offer fully on demand onscreen assessments from April 2011

Paper-based assessments for English reading, English writing, mathematics and ICT will be available in one-day windows every six weeks.

Both onscreen and paper-based exams will be available from October 2010. For dates, please refer to the assessment calendars on the Skillsfirst website.

Results release dates

Three weeks from the end of the assessment window.

Policy for results enquiries

Please refer to Skillsfirst website.

Re-sits policy and fees

A re-sit may be scheduled as soon as the exam result is known and for the next available window.

Unlimited re-sits permitted; £10 per learner per test.

English

Reading and writing

Externally set and externally marked.
There is an option for paper-based and onscreen assessments.

Speaking, listening and communication

Externally set, internally marked and externally moderated.

Example assessments will be provided; Centre-devised assessments must be approved by Skillsfirst.

Assessor support will be provided for English speaking, listening and communication will be in the form of a training and standardisation DVD.

Assessments consist of scenario-based tasks. A choice of paper-based or onscreen assessments are available for the reading and writing components.

Level 1
Reading: 45 minutes
Writing: 45 minutes
Speaking, Listening and Communication: 3 x 10 minute discussions plus breaks

Level 2
Reading: 1 hour
Writing: 1 hour
Speaking, Listening and Communication: 2 x 10 minute discussions and a short pre-prepared presentation plus breaks

Dictionaries are permitted for writing assessments.

ICT
Externally set and externally marked. Assessment takes the form of tasks to be completed using a computer.

ICT is a paper-based assessment with tasks carried out using a computer, using with data files provided by Skillsfirst. At each level, the test will consist of:

An initial session with internet access, followed by a short break from the screen

A longer session with no internet access.

Printing can be carried out after the examination

Levels 1 and 2
Initial session: 30 minutes
Off-line session: 90 minutes

Mathematics
Externally set and externally marked.

There is an option for paper-based and onscreen assessments.

Levels 1 and 2: 90 minutes

Further information and support
Qualification Manuals and learner and tutor support materials are available to download from the Skillsfirst website.

General enquiries
Telephone 0121 270 5100
Email customerservices@skillsfirst.co.uk

WJEC

Skills and levels offered in 2010/11

English Entry 1, 2 and 3, Levels 1 and 2

ICT Entry 1, 2 and 3, Levels 1 and 2

Mathematics Entry 1, 2 and 3, Levels 1 and 2

Fees for 2010/11

English: £3.25 per component

ICT/Mathematics
£9.75 per qualification

Centre registration

In order to offer WJEC examinations you must be a registered centre.

Please call WJEC on 029 20 265 035 to obtain a registration form.

Your completed registration form can be returned to the Centre Registration department.

Methods for registrations and/or entries

Entries can be made by: electronic data interchange; secure website; on disk (using approved package); use of downloaded entry form.

The entry for each qualification is made using a six digit subject entry code which is made up of a four digit subject code and a two digit option code. Cash-in codes are required for English only and should be made at the level of the lowest component. Cash-in codes should only be used when candidates are entering the final component in an exam series.

Access arrangements policy

JCQ form. Contact Chris Quinn

chris.quinn@wjec.co.uk or 029 2026 5128

Entry deadlines for assessment opportunities 2010/11

1. 4 October 2010 (for November 2010 series)

2. 21 March 2011 (for May 2011 series)

Assessment opportunities 2010/11

1. November 2010

2. May 2011

Results release dates

1. 13 January 2011 (November 2010 series)

2. 18 August 2011 (May 2011 series)

All results are issued electronically in the first instance.

Policy for results enquiries

Return of scripts, marking reviews, clerical re-check and appeals all available.

Re-sits policy and fees

In the form of a new entry in the next assessment window.

English

Entry level Externally set and moderated, internally marked controlled assessment.

Componentised controlled assessment, comprising reading, writing, and speaking, listening and communication, to be administered and assessed over a four-week window.

For Entry level assessments, the internally marked scripts should be sent to the assigned moderator.

Levels 1 and 2 externally set and marked assessments (with the exception of speaking, listening and communication which is internally marked and externally moderated).

Componentised assessment, comprising reading, writing, and speaking, listening and communication. Reading and writing are two one-hour papers whilst there is a maximum of one hour for the completion of the speaking, listening and communication tasks (Level 1 – two discussions; Level 2 – one discussion, one presentation).

For Levels 1 and 2 where assessments are externally marked, examiner details and Parcelforce labels are dispatched to centres making entries.

ICT

ICT are computer based assessments - candidates save their work electronically.

Entry level xternally set and moderated, internally marked controlled assessment.

Controlled assessment to be administered and assessed over a four-week window. The assessment consists of computer-based tasks based in a real-life context. Candidates save their work electronically. Candidates have a maximum of two hours to complete the tasks.

For Entry level assessments, the internally marked scripts should be sent to the assigned moderator.

Levels 1 and 2 externally set and marked assessments.

The assessment is a 3 hour computer-based examination which consists of two sections – Section A and Section B. During Section A (one hour) candidates will be allowed to access the Internet. During Section B (two hours) candidates will not be allowed to access the Internet. Candidates save their work electronically.

For Levels 1 and 2 where assessments are externally marked, examiner details and Parcelforce labels are dispatched to centres making entries.

Mathematics

Entry level externally set and moderated, internally marked controlled assessment.

Teacher mediated controlled assessment to be administered and assessed over a four-week window. Candidates have a maximum of one hour to complete the tasks.

For Entry level assessments, the internally marked scripts should be sent to the assigned moderator.

Levels 1 and 2 externally set and marked assessments.

Written examination paper, 90 minutes, containing questions of varying length set in real-life contexts. Calculators are allowed.

For Levels 1 and 2 where assessments are externally marked, examiner details and parcelforce labels are despatched to centres making entries.

Further information and support

Information can be found in WJEC's Functional Skills Administration Booklet:

www.wjec.co.uk/uploads/publications/11104.doc

For further enquiries please contact:

English
Kirsten Wilcock, Subject Officer
029 2026 5074
kirsten.wilcock@wjec.co.uk

Fleur Andrews, Administrative Support Officer
029 2026 5070
fleur.andrews@wjec.co.uk

ICT/Mathematics
Betsan Jones, Subject officer
029 2026 5318
betsan.jones@wjec.co.uk

Rhian Williams, Administrative Support Officer
029 2026 5199
rhian.williams@wjec.co.uk