

2020 - 2021 Adaptations Functional Skills (3748 and 4748)

For the period of:
September 2020– Summer 2021





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Version history

Version	Amendment type	Section/Qualification
2.0 (April 2021)	Contents added Introduction reviewed Additional adaptations permitted	Introduction Adaptations
1.2 (February 2021)	Contact details updated Details of Test centres and Remote Invigilation	Further advice and guidance Adaptations
1.1 (October 2020)	Hyperlinks corrected and details added of where documents can be found on the City & Guilds website. Statement around telephone charges	Throughout 5. Further advice and information
1.0 (October 2020)	Document created and published	All



1. Introduction

Given that the ongoing pandemic, and restrictions, continue to disrupt teaching, learning and assessment we have created a series of communications and guidance documents to provide support for you and your learners over the coming months.

The issuing of results for qualifications within this window will be regulated by the newly developed Vocational Contingency Regulatory Framework (VCRF). The VCRF will allow for assessments to be taken using agreed adaptations, or where necessary for alternative assessment arrangements.

Ofqual's guidance on the [awarding of functional skills in 2021](#) makes clear that there are three ways learners will be able to access a result:

1. *Assessments can continue to take place in a training provider, college, school, employer premises or alternative location, where it is safe for them to do so in line with public health guidance.*
2. *Assessments can be taken remotely or online.*
3. *Where neither of these options is possible, and learners need a result to progress, then the grade can be awarded through alternative arrangements.*

This document sets out the adaptations that can be used to support the delivery of assessment for options 1 and 2 above.

Centres should continue to monitor our dedicated Functional Skills Covid-19 page for updates and further guidance such as:

- Our guidance on Alternative Assessment arrangements 2021, Information for centres on the determination of Teacher Assessed Grades.
- Information on our City & Guilds testing venues
- Updates on Functional Skills within Apprenticeships

Scope

This document covers the adaptations for reformed and legacy Functional Skills Entry 1 – Level 2 for all subjects (English, maths and ICT). A list can be found in the Appendix of this document.



2. Extension to Legacy Functional Skills Certification End Dates

We have extended the certification end dates of our legacy English and Mathematics Functional Skills (3748) qualifications. The new last certification date is **31 July 2021**. The extension will allow sufficient time for continuing learners only to complete outstanding assessments given the ongoing disruptions from the Covid-19 pandemic. We will not be re-opening these qualifications for new registrations.

Revised dates for final assessments, exams and quality assurance activity are shown in the table below:

Deadline	Action
11 May 2021	Last date a paper-based exam can be booked
28 May 2021	Last date an e-volve test can be booked Last exam date
4 June 2021	All completed scripts must be received by City & Guilds for marking
18 June 2021	Final assessment date for Entry Level and Speaking, Listening & Communication
30 June 2021	All Internal Quality and External Quality Assurance activity to be completed All claims for an exemption for Functional Skills English must be submitted
2 July 2021	All exam results issued
16 July 2021	All claims for Entry Level Functional Skills must be submitted by this date. All claims for Level 1 & 2 Functional Skills English certification must be submitted
31 July 2021	All certificates issued



3. Adaptations

Where possible centres should attempt to deliver assessments where it is safe for them to do so in line with public health guidance. Centres should refer to the DfE guidance which outlines how to run assessments in line with Public Health England (PHE) guidance. This can be found [here](#).

Where this is not possible, centres can use the adaptations set out in this document. Centres **must** notify City & Guilds before delivering any adapted assessments using the **Centre Intention Form** which can be found on the City & Guilds Covid-19 2020/21 Adaptation webpage, or by clicking [here](#).

City & Guilds will continue to make all exams available on-demand, both paper-based and on-screen, to the usual timescales.

3.1. Instructions for Conducting Examinations (ICE)

Reformed (4748)

City & Guilds has reviewed and updated our Functional Skills Instructions for Conducting Examinations guidance (ICE) in light of the challenges that Covid-19 has created, this can be found on our 4748-qualification page under *Documents > Centre Documents > Functional Skills 4748 Instructions for Conducting Examinations*.

Or by clicking [here](#).

This includes:

- additional flexibility for exam dates,
- exam dates can now be moved for individual learners,
- centres not needing to inform City & Guilds of exam locations before exams take place,
- additional guidance about distributing papers and quarantining them before and after use,
- scripts can be collected after learners leave the room,
- scripts can be despatched up to three calendar days after the exam,
- guidance on using readers and scribes for e-evolve tests.

Legacy (3748)

The following flexibilities are permitted for paper-based exams:

- Exam dates can be moved for individual candidates on the attendance register, instead of the whole cohort.
- Any location can be used for an exam, providing it meets the requirements of the qualification handbook. This includes employer premises or the candidate's home. However, City & Guilds cannot send question papers directly to these addresses.
- If a location is only being used as an exam site, City & Guilds do not need to be informed of the address before exams take place at that site. The centre must keep records of all exam sites and this information must be provided to City & Guilds on request.
- Scripts can be collected after candidates leave the room.
- Scripts can be despatched up to three calendar days after the exam, as a safety precaution. This is at the discretion of the centre, permission from City & Guilds is not required. All scripts **must** be stored securely until they are despatched.



The following flexibilities are permitted for e-volve exams:

- The e-volve screen can be duplicated on another screen, to meet social distancing requirements when using a reader or scribe.

3.2. Remote Invigilation

City & Guilds has made available a 'Test at home' Remote Invigilation solution for the on-screen Level 1 and Level 2 English and maths exams. This includes both 3748 and 4748 on-screen exams. Further guidance can be found through the below link:

[Remote Testing | Covid-19 \(cityandguilds.com\)](https://www.cityandguilds.com/covid-19/functional-skills)

Remote invigilation cannot be used for paper-based exams or any ICT exams. These exams must follow standard City & Guilds guidance.

3.3. Test Centres – accessing an exam at a Pilot Centre

City & Guilds has launched a Functional Skills Exams Invigilation Service to allow learners to take exams at a dedicated Covid-19 secure site, allowing 3748 and 4748 level 1 and 2 maths, reading, writing and ICT exams to be administered safely and securely in line with public health guidance.

The safety of candidates and City & Guilds staff takes absolute priority. Every precaution is being taken to ensure that exams are administered based on existing regulations. More information can be found on the Functional Skills Covid-19 webpage:

<https://www.cityandguilds.com/covid-19/functional-skills>

3.4. Speaking, Listening and Communicating/Communication (SLC) (All Levels)

For reformed Functional Skills (4748), remote assessment of Speaking, Listening and Communicating is already permitted and guidance for each level can be sourced on the 4748 Qualification page or via these links.

- **Level 1**
(Found on the 4748 qualification webpage under Documents > Assessment materials > Level 1 > Speaking Listening and Communicating Assessment Materials > Speaking Listening Communicating L1 Guidance)
- **Level 2**
(Found on the 4748 qualification webpage under Documents > Assessment materials > Level 2 > Speaking Listening and Communicating Assessment Materials > Speaking Listening Communicating L2 Guidance)

For the legacy qualifications (3748) where remote assessment was not previously permitted, this can now be offered as an adaptation. This adaptation means the SLC assessor does not have to be in the same location as the candidate to carry out the assessment.

Further guidance on this can be found [here](#). (Found on the 3748 Legacy qualification webpage under Documents > Additional Documents > 3748 – Remote Assessment of SLC Guidance)

To be delivered ideally the candidate will have access to a suitable technology.

Suitable technology includes:

- video conferencing through computers (Zoom, Teams etc)
- Conferencing through computers (i.e., no camera)



- video conferencing through the phones (Facetime, WhatsApp etc.)
- phone calls

City & Guilds will permit the use of a basic phone/land line which should be available to most candidates. Centres need to be able to authenticate the candidate and find a way to record the details of the assessment for audit purposes.

Before delivering any remote SLC assessments, for either Legacy or Reformed Functional Skills Qualifications centres must notify their External Quality Assurer (EQA).

3.5. Entry Level Reading, Writing, Maths and ICT

Entry level assessments can be taken remotely. There is no relaxation to the supervised conditions these assessments must be taken under, candidates must be supervised at all times during the assessment.

Guidance to support the delivery of remote assessments can be found in our 2020-21 Qualification assessment adaption guidance which can be found [here](#).

If assessments are being carried out remotely, there may be a variety of ways in which responses can be captured, e.g. electronically (typed), screenshot, photograph of written responses sent back to the assessor before the end of the assessment session.

4. External Quality Assurance

At present, all External Quality Assurance activity will be conducted remotely. Where centres are assessing Speaking, Listening & Communicating activities remotely, they must advise their External Quality Assurer (EQA) in advance. City & Guilds EQAs will aim to attend a sample of Speaking and Listening assessments that are conducted remotely to carry out their quality assurance checks.



5. Further advice and information

City & Guilds recognise that centres will be faced with unprecedented challenges this year and want to understand the impact this has on learners being able to access Functional Skills assessments. Therefore, please provide regular feedback to us around the effectiveness of these adaptations.

For all queries relating to this guidance and arrangements, contact the Customer Support Team at City & Guilds. Who are available Monday to Friday 8am to 6pm excluding UK public holidays.



f.s.quality@cityandguilds.com

or

centresupport@cityandguilds.com

0192 4930 800

For specific queries, including those in relation to quality assurance, please contact your allocated quality team via email or on 0300 303 53 52.

Related documents, Ofqual guidance and updates can be found on our website here

<https://www.cityandguilds.com/covid-19>





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