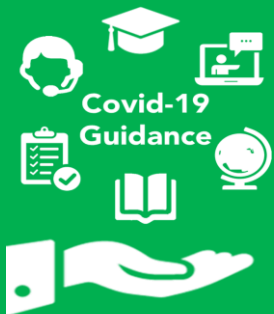


# 2020 - 2021 Adaptations Functional Skills (Legacy and Reform) 3748/4748

For the period of:  
September 2020– Summer 2021





## Version history

Version	Amendment type	Section/Qualification
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

The Covid-19 pandemic caused significant disruption to the summer 2020 assessment series.

City & Guilds, working in consultation with Ofqual, FAB and other Functional Skills awarding bodies, adopted centre estimated grades to ensure that affected learners (those due to achieve between 20<sup>th</sup> March 2020 and 31<sup>st</sup> July 2020) received a valid and reliable result for assessments they were unable to sit.

As we move into the 2020/21 academic year, we recognise that the ongoing nature of this pandemic will likely cause further disruptions for learners and centres and that the observation of government guidance will prove additional challenges for the administration of assessments.

For the academic year 2020/21, centres should plan to, and wherever possible, deliver all assessments in line with the requirements set out in City & Guilds handbooks and assessment materials.

**This guide provides details of what mitigation can be introduced when this is not possible due to restrictions impacting standard delivery introduced by the COVID-19 pandemic.**

This guidance document sets out the Functional Skills specific adaptations available and has been designed to complement the ***City & Guilds Qualification assessment adaptation guidance*** document which can be found on City & Guilds Covid-19 webpages.

### 1.1. Scope

The information in this document applies to City & Guilds approved centres in the UK who offer both the Legacy (3748) and Reformed (4748) Ofqual-regulated Functional Skills qualifications in English, maths and ICT at all levels (Entry Level 1 to Level 2).

## 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 and examinations 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	<b>All</b> 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 return to delivering assessments in line with normal assessment conditions ensuring this is done in a safe and Covid secure way. However, where this is not possible, centres can use the below adaptations.

Please note that centres **must** notify City & Guilds before delivering any adapted assessments. The **Centre Intention form** can be found [here](#) (on the City & Guilds Covid-19 2020/21 Adaptation webpage) to inform City & Guilds they are having to adapt assessments.

#### 3.1. Instructions for Conducting Examinations (ICE)

We have reviewed and updated our Functional Skills Instructions for Conducting Examinations guidance (ICE) in light of the challenges that Covid has created, this can be found [here](#) (on the 4748 qualification page under Documents > Centre Documents > Functional Skills 4748 Instructions for Conducting Examinations.)

This includes:

- additional flexibility for exam dates,
- exam dates can now be moved for individual learners,
- City & Guilds do not need to be informed 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 sent up to three calendar days after the exam,
- guidance on using readers and scribes for e-volve tests.

#### 3.2. Level 1 and 2 maths and English (Reading & Writing)

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

City & Guilds is working through a solution to offer Remote Invigilation to support the delivery of on-screen tests. Further information will be published shortly.

#### 3.3. Speaking, Listening and Communicating/ Communication (SLC)

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 in order 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)

Before delivering any remote SLC assessments, for either Legacy or Reformed Functional Skills Qualifications centres must notify their External Quality Assurer (EQA) and ensure they have completed the Centre Intention form.

### 3.4. Entry Level

Entry level, assessment must take place in the usual way with no adaptation, whilst observing social distancing guidance. Learners cannot have unsupervised and unrestricted access to these assessments.

## 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

We 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.



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Related documents, Ofqual guidance and updates can be found on our website [here](#)



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