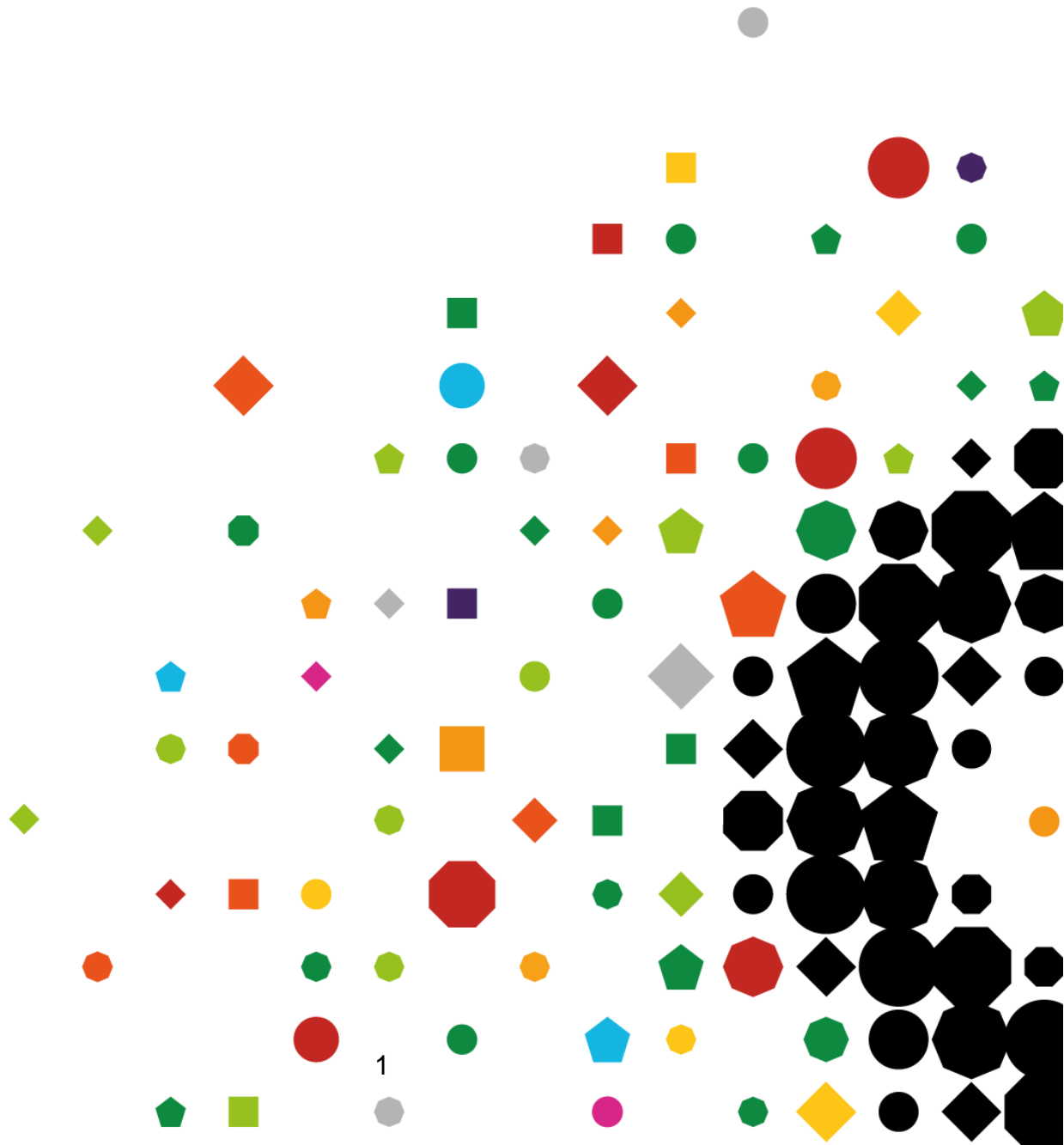


Functional Skills

Covid-19 – interim information



Functional Skills (3748 legacy) & (4748 reformed) – Covid-19

1. Updated 30/4 – 3748 Legacy Functional Skills – Extension to Certification End Dates

The current Ofqual consultation on proposals for awarding of vocational and technical qualifications for summer 2020 outlines proposed arrangements for Functional Skills. One element of these is the extension of the regulation end date for **legacy** Functional Skills qualifications. This will be extended to 31 December 2020 and will allow learners currently working towards these qualifications an opportunity to complete their qualification.

We will therefore extend our legacy English and Mathematics Functional Skills (3748) qualifications in line with this. We will produce guidance outlining our plans for the extension, along with revised dates for last assessment and quality assurance activities, once arrangements are confirmed.

Functional Skills (3748 legacy) & (4748 reformed) – Covid-19

2. Bookings cancelled for paper-based examinations, and question paper returns

Changes to booked examination dates

Functional Skills (3748 legacy) & (4748 reformed) – Covid-19 Legacy 3748 Functional Skills

- We will cancel the bookings and provide a credit.
- Centres should securely destroy any unused question papers.
- If centres have taken examinations on or before 14 April you will need to return the completed examination scripts in the usual way.

Reformed 4748 Functional Skills

- We will cancel the bookings and provide a credit.
- Centres must return all question papers to the following address:

| |
|---|
| City & Guilds c/o Storetec Services Ltd Sidings Business Park Freightliner Road Hull |
|---|

| |
|---|
| North Humberside HU3 4XA United Kingdom |
|---|

3. Delivery and invigilation of e-volve on screen examinations by employers

- E-volve on screen examinations can be administered and invigilated by employers
- The following requirements would need to be met by employers:
 - invigilators should be briefed on the requirements of the [Functional Skills \(4748\) Instructions for Conducting Examinations](#).
 - ensure that City & Guilds requirements are met for downloading software and test/examination materials.
 - ensure that all technical requirements have been met. Some technical requirements will need to be met in advance of the test/examination.
- Guidance on requirements for downloading the necessary software on to computers that the learner will take the test on, together and the process for administering tests, can be found on [our dedicated page](#).

Currently we are not able to support the delivery of paper examinations by employers where they are not the approved assessment centre.

We will continue to review how we can help our centres/providers to deliver our examinations in the difficult circumstance that we all find ourselves in and will update on this.

4. Taking Functional Skills examinations at home

- Learners are not permitted to take an external examination paper home.
- Learners cannot complete an examination without a centre approved invigilator present

5. Suspension of Quality Assurance activities

In line with UK government advice we have taken the decision to suspend until further notice all quality assurance visits to our centres and providers, including EQA visits and examination audits. External quality assurance activity will be moved to remote where our centres/providers remain open.

6. Assessment of Speaking, Listening and Communicating - Remote Delivery

- We are allowing assessment of Speaking, Listening and Communication/Communicating to be conducted remotely
- Our EQAs may be required to join these remote activities to observe live assessment and assessment marking take place.

[View the guidance for 3748 & 4748](#)

7. Arrangements which specifically apply to 4748 Reformed Functional Skills

Exceptions process for invigilation of examinations by subject tutors

- We are aware that many employers are not allowing external people to enter their premises to invigilate examinations. In these circumstances our normal exceptions process applies, and an adjustment can be granted by prior arrangement. Any exception on these grounds must be agreed by City & Guilds in advance of the examination date.

To apply for this adjustment please complete the [City & Guilds 4748 Invigilation Exemption request](#).

8. Results Release 4748

During this difficult time, and as we work through any additional flexibilities and changes to assessment arrangements, we may see a lull in some Functional Skills testing activity, particularly for a small number of 4748 paper-based exams. This could lead to a delay in releasing some 4748 paper-based exam results. If this should occur, we will contact centres directly to talk through any revised timelines.