

## Centre Guidance for the introduction of revised Functional Skills Mathematics assessments at Level 2.

**Our revised Functional Skills Mathematics assessments at Level 2 will go live on Monday 31 October 2016.**

Please familiarise yourself with the following guidance and share it with your teams as it contains important information about booking and scheduling assessments during the transitional period and some changes to our usual service level agreements.

	Functional Skills Mathematics assessments (3748-320) <b>Paper-delivered</b>		Functional Skills Mathematics assessments (3748-120) <b>On-screen (e-volve)</b>	
<b>Scheduled assessment date and time</b>	Assessments booked for <b>30 October 2016 or earlier</b> .	Assessments booked for <b>31 October 2016 or later</b> .	Assessments booked for <b>13:45 on 30 October 2016 or earlier</b> .	Assessments booked for <b>20:00 on 31 October 2016 or later</b> .
<b>Assessment version delivered</b>	Current papers will be delivered.	Revised papers will be delivered, but please note they will only be despatched from 25 October – see below.	Current e-volve assessments will be allocated.	Revised e-volve assessments will be allocated.
<b>Key dates and times</b>	<p>The <b>last order date</b> for the current paper-delivered assessment is <b>Sunday 17 October 2016</b> (at least 14 calendar days' notice is required).</p> <p>The <b>last date</b> on which a current paper-delivered assessment can be taken is <b>Friday 4 November 2016</b> (assessments may take place up to five working days after the scheduled exam date/time)</p>	<p>If you have an existing order for a Functional Skills Mathematics Level 2 assessment on or after <b>Monday 31 October 2016</b>, you will be sent the revised papers.</p> <p>Please note that the earliest date the revised papers will be dispatched is <b>Tuesday 25 October 2016</b>.</p> <p>The <b>earliest date</b> on which the revised paper-delivered assessment can be taken is <b>Monday 31 October 2016</b>.</p> <p><b>During the transitional period revised paper based assessments cannot be taken 5 days prior to the scheduled date/time.</b></p>	<p>The <b>last point</b> at which the current on-screen assessment can be scheduled is <b>13.45 on Sunday 30 October 2016</b> to allow the candidate to complete the assessment before 16:00. (It is normally possible to schedule as little as 30 minutes before an assessment is taken, however during the assessment switch over the e-volve system will not be available).</p> <p><b>Between 16:00 and 20:00 work will take place to update the e-volve system with the revised assessments.</b></p> <p><b>Please do not attempt to book or take Functional Skills Mathematics</b></p>	<p>The <b>earliest point</b> a revised on-screen assessment can be taken is <b>20:00 on Sunday 30 October 2016</b>.</p> <p><b>Between 16:00 and 20:00 work will take place to update the e-volve system with the revised assessments.</b></p> <p><b>Please do not attempt to book or take Functional Skills Mathematics L2 assessments during this time.</b></p>

		<p>Please also note that if you have placed an order for <b>any other on demand examinations</b> at the same time as your order for Functional Skills Maths Level 2 assessments, these <b>will be despatched separately</b>.</p>	<p><b>L2 assessments during this time.</b></p> <p>The <b>last possible date</b> on which the current on-screen assessment could potentially be taken is <b>Tuesday 29 November 2016</b> (<i>e-volve tests may normally be opened and taken up to 30 days after the scheduled date/time</i>).</p>	
<b>Flexibility pre and post scheduled assessment date</b>	<p>May be taken up to five working days pre and post the scheduled assessment date/time.</p>	<p>Revised paper-delivered assessments <b>will not be available</b> for use until <b>Monday 31 October 2016</b>.</p> <p>As standard, the paper-based assessments may still be taken 5 days post the scheduled assessment date/time.</p>	<p>May be taken up to 10 days pre and 30 days post the scheduled assessment date/time.</p>	<p>Revised on-screen assessments <b>will not be available</b> for use until <b>20:00 on Sunday 30 October 2016</b>.</p> <p>As standard, the on-screen assessments may be taken up to 30-days post the scheduled assessment date/time.</p>
<b>Administration and usage</b>	<p>Normal 'Named on Demand' parameters apply for storage, usage and return. See Qualification Handbook for details.</p>		<p>Normal e-volve scheduling parameters apply for unlocking, usage and upload (<i>although the revised assessments <b>cannot</b> be unlocked/used until 20:00 Sunday 30 October</i>). See Qualification Handbook for details.</p>	

### Guidance on scheduling resits during the transitional period

If a learner is due to sit an assessment booked for 30 October or earlier they will receive the current assessment. If the learner fails this assessment and a resit is booked, if this resit is **booked for 31 October or later**, the **revised assessment** will be allocated. Centres are encouraged to be mindful of this when preparing and scheduling learners for resit assessments during this transitional period.

### Returning your paper-delivered assessments – a reminder of requirements

Completed Functional Skills question/answer booklets and stationery should be returned to City & Guilds **within one working day** of the assessment taking place. Papers may **only** be returned for candidates whose names are pre-printed on the Invigilation Certificate (IC) and which correspond to the original booking. They should be returned in the City & Guilds return envelope provided.

Please do not combine papers from one or more different bookings in the same City & Guilds return envelope. Please do not return papers from candidates whose names were not pre-printed on the IC (ie booked to sit the assessment). The pre-printed list of candidates must not be amended or added to - and under no circumstances may any un-entered learners sit the assessment. If candidates turn up to do the assessment who were not booked on for that sitting, and whose names do not appear on the IC, then another booking must be made for them.

Please ensure that your exams team, Functional Skills tutors and invigilators are fully briefed on the booking and administration requirements for City & Guilds paper-delivered Functional Skills assessments set out in the Functional Skills handbook.

### **Will there be any implications to result turnaround times?**

While we roll out new versions of Functional Skills assessments, for both paper and on-screen formats, ALL candidate results will be held (ie NO Functional Skills Mathematics results at Level 2 will be issued for the new versions released) while we conduct an analysis to ensure that the grade boundaries are set correctly. This is an important quality step which is necessary to ensure the assessment is robust and reliable.

As a result of this quality process, there may be an impact on our ability to issue results within our standard 20 working-day turnaround. Whilst we assure you we will do everything we can to issue results promptly and within 20 working-days, please be aware that results may take up to an additional 5-7 working-days during the transitional period.

Additional revised versions will be released up to March 2017, which will also be subject to this important quality step. During this time, centres may experience an irregular pattern in the notification and issue of results for Maths L2 assessments, depending on which versions candidates take and whether these are subject to the awarding process.

The issue of results for Maths L1 and English Reading and Writing Functional Skills assessments at L1 and L2 may also be affected during this period, as new versions are released.

### **What guidance materials are available?**

One revised Maths Level 2 sample assessment is already available to support you and your learners prepare for the new look assessments and we plan to add another sample, together with worked examples, in the next few weeks. We will update you on a firm date for these as soon as we can.

The handbook for the administration and delivery of all of our Functional Skills assessments has recently been updated and is available from the website along with the 'Guidance for Delivery' documents and Functional Skills Maths Subject Specifications and Tutor/Assessor guide.

All of the above can be found on the 3748 qualification page on the website, [3748 Functional Skills Document Tab](#). Please note that we are updating the information and layout of these pages, categorising content by subject and level, and you will see some changes in the coming weeks.

**Please familiarise yourself with these guidance materials and the new samples as they reflect the new format maths tests that will go live on 31 October.**