

Maths and English regular webinar updates

Basics of assessment

February 2021

Welcome to this month's update!

We are running these live sessions three times each month:

- second **Thursday** (morning)
- third **Wednesday** (afternoon)
- last **Tuesday** (morning).
- If you're signed up for one of these slots, you'll get a reminder ahead of each session.
- Recorded version (and slides) will be available afterwards from our **Maths and English Resource Hub**.
- Don't forget to sign up for our **email alerts** too!

If you are experiencing issues with the sound but can see the slides, try exiting the webinar and then re-joining – this **usually** solves the problem.

Maths and English resource hub

Welcome to the maths and English resource hub, here you will find information about digital teaching and learning support resources, brochures, videos, delivery guides and admin support.

Deliver Functional Skills (4748) in 10 easy steps

New to working with us?

Digital resources for learners and tutors

e-Functional Skills Reloaded

SmartScreen

Journey 2 English

Complete maths and English offer

Functional Skills exam change notification forms

CPD training

Maths and English practice-sharing networks

Materials from recent practice-sharing networks

Sign up for our monthly maths and English webinar updates

Webinar series from October 2020 – Slides and recordings

Previous webinar updates – 2019-20

Answering your questions

Thank you for all of your questions...

- We're continuing to collate and add to them.
- We have redesigned the document with a contents table to help you find the answers to your questions
- You'll find the Webinar Q&A document on [Functional Skills \(4748\) qual documents page](#).
- If anything else occurs to you in the meantime, get in touch via pre-employment@cityandguilds.com.





ICYMI...

We run a 'new to working with us' introductory webinar at the beginning of every month.

Practice-sharing

new

A chance

New to working with us?

New 'keep in touch' sessions for centres in Northern Ireland and

New to Functional Skills, new to working with City & Guilds, new to our bite-sized maths and English qualifications, or to our ESOL qualifications?

Each month we run a short introductory webinar where we go through the fundamentals if you're delivering any of our maths, English or ESOL qualifications in **England**: where to find key documents, how assessments can be accessed/booked, the teaching/learning resources we offer, our practice-sharing networks, details of our regular series of update webinars, etc.

Sign up via the [Resource Hub](#).

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Practice-sharing networks

A chance to talk and share.

New 'keep in touch' sessions for centres in Northern Ireland and Wales

Sign up via the [Resource Hub](#).





ICYMI...

We run a 'new to working with us' introductory webinar at the beginning of every month.

Practice-sharing networks

A chance to talk and share.

New 'Connect and Share' sessions for centres in Northern Ireland and Wales

Make sure you're signed up for email alerts!

Functional Skills exams - recapping the current state of play

Test at Home

- Interim solution now available for
 - Level 1 & 2 FS English (Reading and Writing)
 - Level 1 & 2 FS Mathematics
- Approval process applies
 - see [Remote Testing](#) pages for details.

NB: Test at Home **not** possible for FS ICT or entry level FS.

Test centres

- Exams accommodated/invigilated by City & Guilds
 - additional £25 fee applies, per exam.
- Includes paper and on-screen delivery
 - and FS ICT.
- Three venues currently in use
 - London
 - Birmingham
 - Bristol
- For details, see [Functional Skills Covid-19 pages](#).

Sample on-screen tests - update

We now have a solution that enables on-screen tests to be accessed via qualification webpages

- Involves using **SurpassViewer** application – see instructions alongside
- Tests available for the following:
 - Functional Skills (including navigation tests for FS Mathematics)
 - ESOL SfL (L1-2 Reading)
 - Principles of Mathematics/English

OpenAssess remains unavailable for now

- Still possible to open user portal and see test results, but not to take or mark tests.
- We **are** working on a resolution.

Sample
on-screen
tests
available, via
webpages

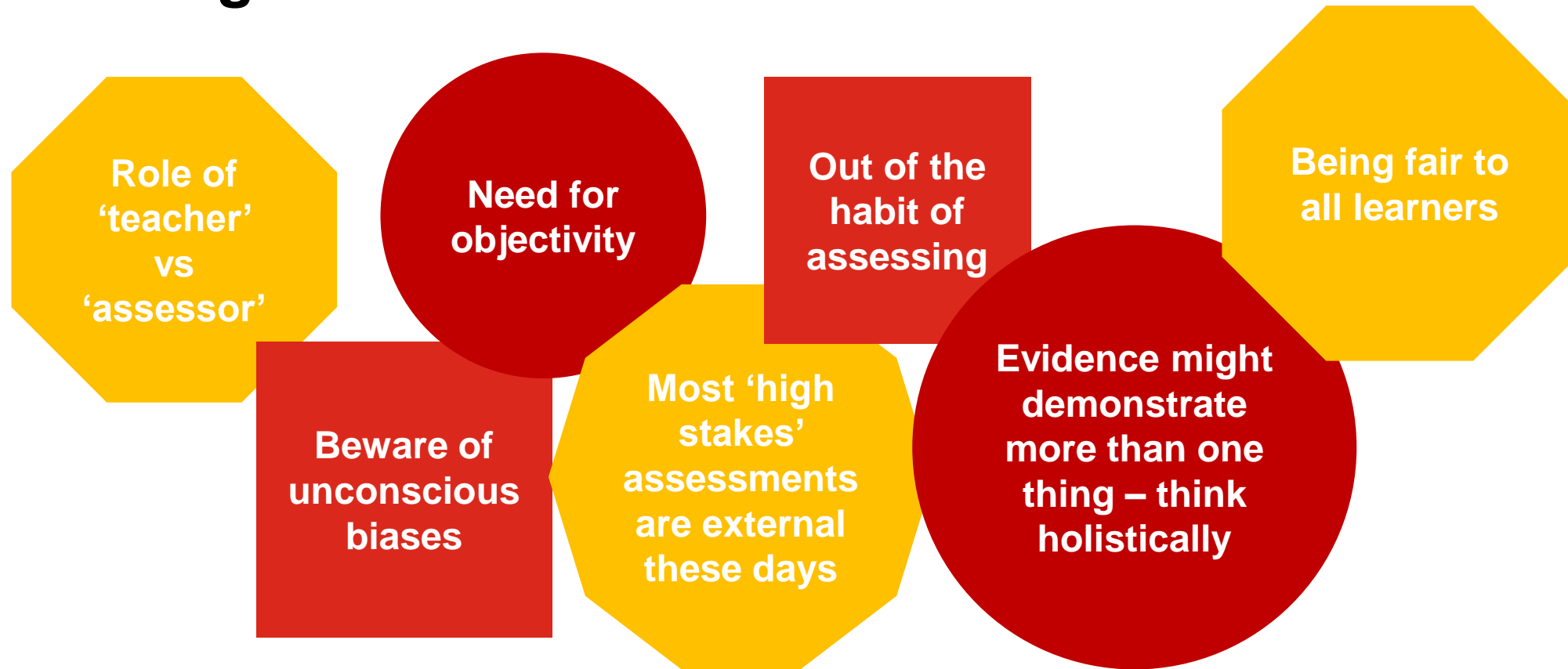
Paper (PDF)
sample
tests still
available as
normal

Assessment principles

What are we trying to measure, and how?

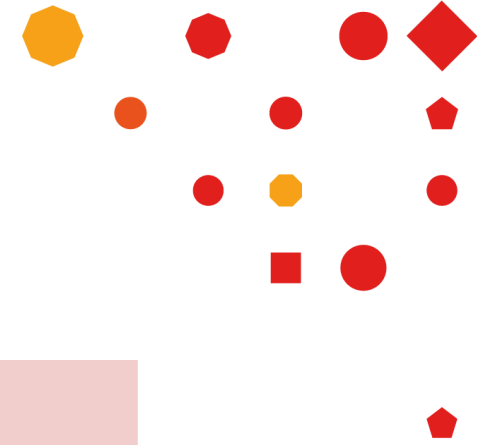
How will we ensure consistency, and fairness?

Some thoughts...



Standardisation

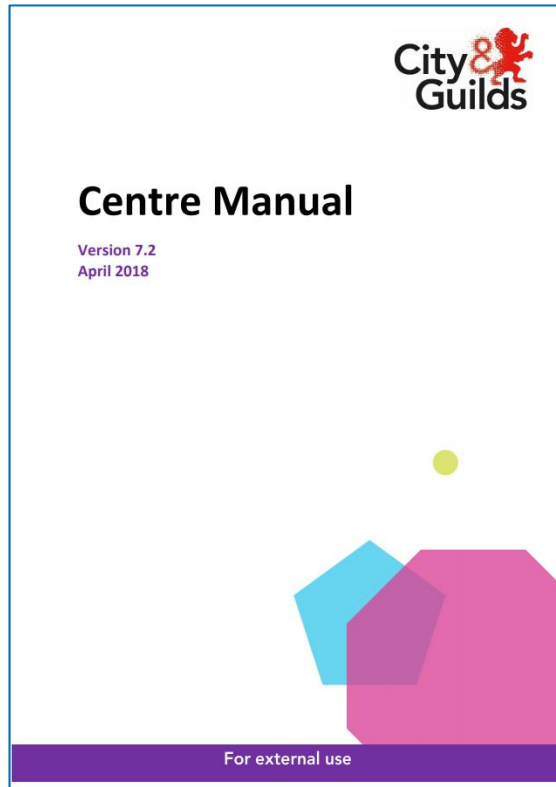




Portfolio building, some tips...

Think holistically	Evidence will often meet more than one purpose/unit <i>For example, a piece of free writing might demonstrate both coherent structure and appropriate use of SPaG (as well as indicating the candidate has read and understood a piece of stimulus material).</i>
Check range requirements	Most of these units' criteria need to be met on at least two occasions <i>make sure candidates have opportunity to do this.</i>
Clear referencing is essential	Assessment decisions must be transparent and auditable <i>location of evidence for each criterion/occasion needs to be clear (and easily understandable).</i>
Authentication and sign-off	Candidate and assessor both need to sign-off unit once complete <i>can be a 'virtual' signature.</i>

Further reading...



These documents can be found in our [Centre document library](#)

Our Collective Impact – Your Support?

- City & Guilds published its first social impact report last year, and are keen to continue to understand the difference made through qualifications – on learners, organisations and wider society.
- **We are particularly seeking Learning Providers to share their experiences of resulting learner resilience & progression.**
- If you would be willing to share your experiences & insights, please email foundation@cityandguilds.com



→ Secure & sustained employment → Strengthened organisations → Skilled & productive society

Questions and answers

You can also email:
pre-employment@cityandguilds.com

Thank you

For more information about all aspects of our Maths and English offer, please visit cityandguilds.com/mathsandenglish.

For specific queries relating to **Pre-Employment**, please use: pre-employment@cityandguilds.com

Use **#CGMathsEnglish** to join the social media conversation:

- follow our Industry Manager [@MathsEnglish_CG](https://twitter.com/MathsEnglish_CG)
- follow our Technical Advisors
 - [@PaulSceeny_CG](https://twitter.com/PaulSceeny_CG)
 - [@KatherineC_CG](https://twitter.com/KatherineC_CG)

