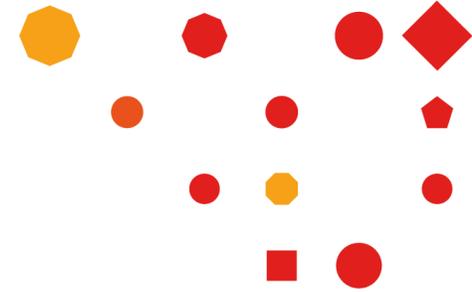


# Maths and English monthly webinar updates

Managing Maths and English  
exams and assessments  
during the Covid-19 situation

March 2020



# Welcome!

## This is part of our regular series of monthly updates

- Each one will last half an hour.
- There'll be a specific topic/theme each month.
- It **won't** be just about Functional Skills reform.
- You'll only need to sign up once
  - once you have done you'll get an email reminder a few days ahead of each live session
  - recordings of each session will be available from our **Maths and English resource hub**.
- Don't forget to sign up for our **email alerts** too!

### Maths and English resource hub

Welcome to Functional Skills 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**

Digital resources for learners and tutors

- e-Functional Skills Reloaded
- SmartScreen
- Complete maths and English offer
- Network event materials
- Qualification support material
- Exam changes and invigilation
- CPD training

View the 4748 qualification page

**QUICK LINKS**

- Functional Skills
- 4748 - Qualification page
- Functional Skills updates
- Why Maths?

**Fast Track**

Already delivering Functional Skills 3748? You can apply for Fast Track approval for Functional Skills 4748.

**FIND OUT HOW >**

**Maths and English webinar series**

Our webinar series covers a broad range of topics across the whole maths and English landscape including Functional Skills.

Register to join the webinar series today

## Tell us what interests you

Home > Our offer > Centres > Email Updates

Email updates

WHAT WE OFFER  
CENTRES



# In case you missed it...

**Centre Analytics now available for paper FS exams**

**More sample FS assessments available**

**Regional networks – watch this space**

# This months topic: Assessment conduct and arrangements for Maths and English assessments during the Covid-19 outbreak

- Essentials Skills Qualifications (Wales) 3868
- Essential Skills Qualifications (Northern Ireland) 4800
- Core Maths (3849)
- Legacy Functional Skills (3748)
- Process for changes to dates and times for Functional Skills exams (3748 & 4748)
- Delivery of onscreen Functional Skills exams by employers
- Question paper return for booked and completed exams
- Remote assessment of the Speaking and Listening components of Functional Skills and ESOL (4692)



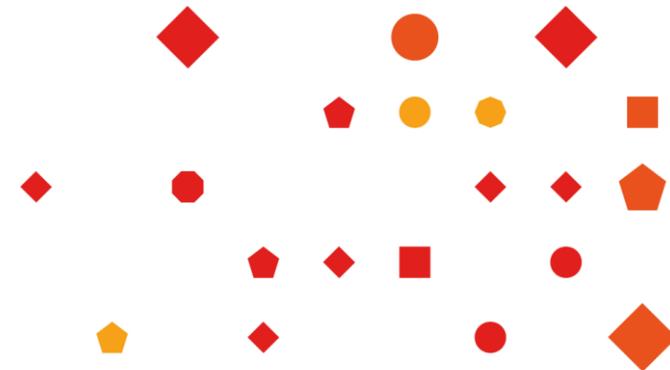
# Essential Skills Wales (3868 )

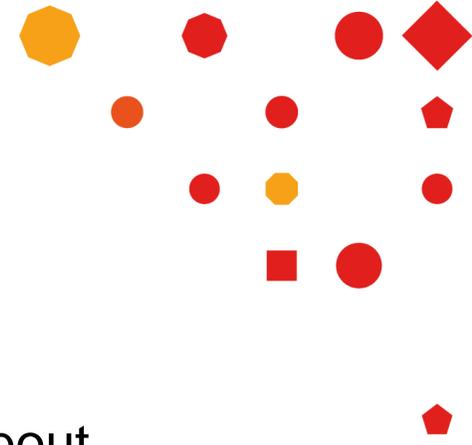


City & Guilds, as part of the Asset Management Group, are communicating with Qualification Wales to confirm any flexibilities that can be extended to assessments in the Essential Skills suite of qualifications.

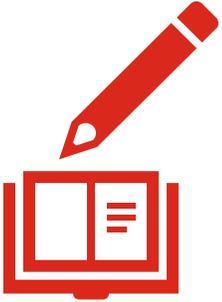
Once we have received confirmation of the plans we will issue a further update.

We expect this to be imminent.





# Essential Skills Northern Ireland (4800)

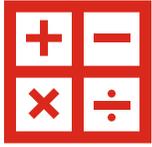


City & Guilds are currently in discussions with the regulator CCEA about any flexibilities and advice for the Essential Skills suite.

We hope to update on the position shortly.



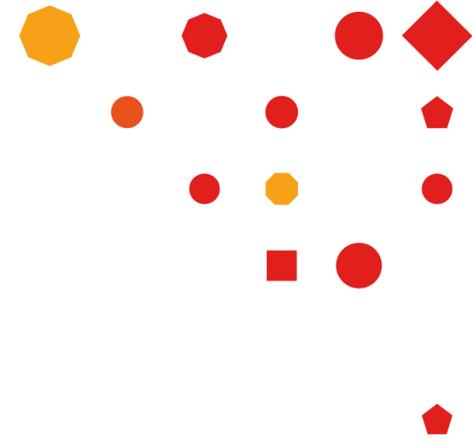
# Certificate in Using and Applying Mathematics (3849)



The summer exam sessions on 13<sup>th</sup> and 20<sup>th</sup> May 2020 have been cancelled.

We will follow the processes that are prescribed for us by the Department of Education and Ofqual to define the details around assessment of the learners who were due to take these exams and a further update will be issued once this position is clear.

# Legacy Functional Skills 3748



# Changes to current timeframes



As things stand the last certification date is still 31 August 2020.

We are currently discussing with Ofqual the certification end date for all Entry Level, Level 1 and Level 2 Mathematics and English Functional Skills qualifications. We hope to be able to update on this immediately once a decision is reached, together with revised assessment end dates.

# Changes to date and time of Functional Skills exams (Both 3748 and 4748)

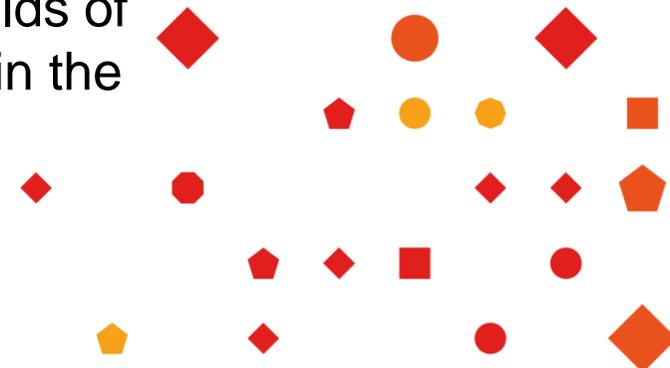
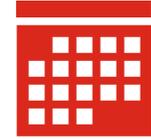
# Updated requirements for changing the date of a Functional Skills Level 1 or 2 exams

## Paper Based:

- Currently the flexibility is 5 days either side of the original date
- **Now** you may move the assessment to a new date **10 working days** either side
- During this period it will **not** be necessary to inform City & Guilds of the change within the 10 day window

## Onscreen:

- The assessment can be moved to a new date **10 working days** either side of the original date
- This is unchanged and is the current flexibility
- During this period it will **not** be necessary to inform City & Guilds of the change of day or time within the 10 day window

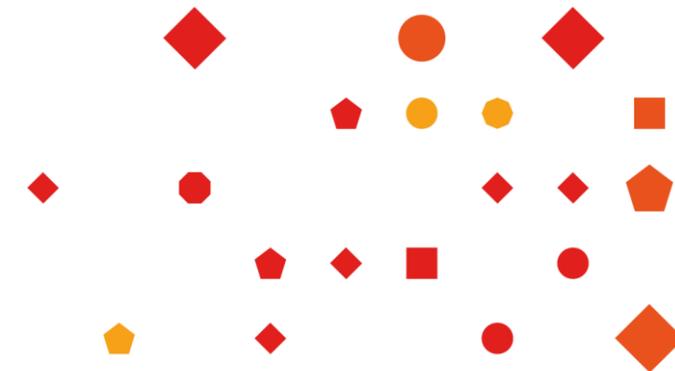


# Invigilation of Functional Skills exams by employers

# Delivery and invigilation of onscreen 4748 exams by employers

It is possible for employers to administer and invigilate onscreen 4748 exams **subject to** the following requirements:

- Any invigilators **must** be briefed on the requirements of the **Functional Skills (4748) Instructions for Conducting Exams** document
- The City & Guilds requirements for downloading software and test/examination materials are met
- All technical requirements are met – some of these will need to be in place ahead of the test/examination
- The guidance for these bullets can be found on the dedicated pages here:  
<https://www.cityandguilds.com/what-we-offer/centres/working-with-us/e-volve/e-volve-familiarisation>





# Delivery and invigilation of 4748 Functional Skills exams



- Currently we cannot support the delivery of paper-based exams by employers unless they are already the approved assessment centre.
- Learners are not permitted to take an external examination paper home
- A candidate cannot complete an examination without a centre approved invigilator present

# Quality Assurance





# Quality Assurance activities



Following UK government advice we have taken the decision to suspend until further notice all quality assurance visits to our centres and providers, this includes EQA visits and examination audits.

External quality assurance activity will be moved to remote activities where our centres/providers remain open.

# Booked tests and Question Paper returns

# Returning papers – Legacy Functional Skills 3748



If paper-based Functional Skills examinations have already been taken and it is not possible to return the completed question papers, these must be stored securely and City & Guilds must be notified by emailing [openbookings@cityandguilds.com](mailto:openbookings@cityandguilds.com)

If Functional Skills tests have been booked, question papers received, but examinations can no longer be taken, the following procedures must be followed.

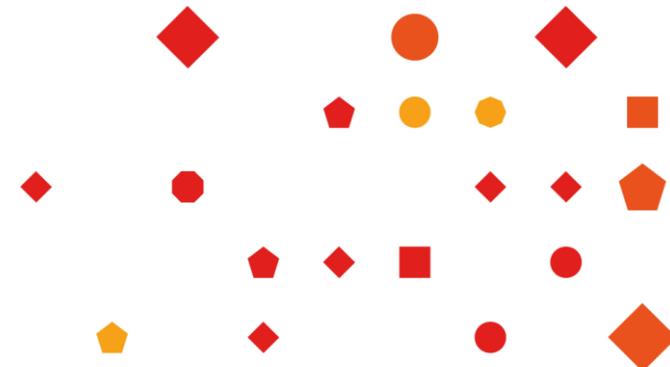
Email [openbookings@cityandguilds.com](mailto:openbookings@cityandguilds.com) and

1. attach scanned and **password-protected** Invigilation Certificate(s). These must not be signed or ticked as present.
2. provide confirmation that you have securely destroyed the question papers.

**Provide the password in a separate email.**

We will cancel the bookings and provide a credit.

Centres should securely destroy the question papers.





# Returning papers – Reformed Functional Skills 4748

If paper-based Functional Skills examinations have already been taken and it is not possible to return the completed question papers, these must be stored securely and City & Guilds must be notified by emailing [openbookings@cityandguilds.com](mailto:openbookings@cityandguilds.com)

If Functional Skills tests have been booked, question papers received, but examinations can no longer be taken, the following procedures must be followed.

Email [openbookings@cityandguilds.com](mailto:openbookings@cityandguilds.com) and provide scanned and **password-protected** Invigilation Certificate/s. Do not sign and do not tick present.



**Provide the password in a separate email.**

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**

# Remote Assessments for Functional Skills

**Speaking, Listening &  
Communication (3748)**

**Speaking, Listening and  
Communicating (4749)**

# Functional Skills – SLC



- All speaking and listening assessments must be take place with the Assessor **or** another responsible member of staff observing
- A variety of tools are available to support remote SLC, e.g. Skype, Teams or Google Hangouts, Zoom. If these are used, assessments should be recorded. If you wish to use a different platform or method please contact us on [fsreform@cityandguilds.com](mailto:fsreform@cityandguilds.com) so that we can understand your requirements.
- If the Assessor cannot observe the assessment as it is taking place in person there must be an appropriate video recording on which assessment decisions can be based.
- We are currently updating the handbook to provide detail around this remote assessment process
- These arrangements apply with immediate effect and until further notice



# Remote Assessment



For the SLC assessment, the assessor does not have to be in the same room as the candidate or other participants. In all cases the centre must:

- meet all requirements of the assessment;
- be able to verify the candidate's identity;
- have video or audio evidence of each assessment;
- keep records on which assessments were completed remotely;
- inform their EQA. Our EQAs may be required to join these remote activities to observe live assessment and assessment marking take place

The assessor must be confident about the identity of every candidate that completes an assessment. If the assessor suspects that a candidate has taken an assessment in the name of another candidate, this must be reported to City & Guilds immediately as potential malpractice.

# Video or audio evidence ...

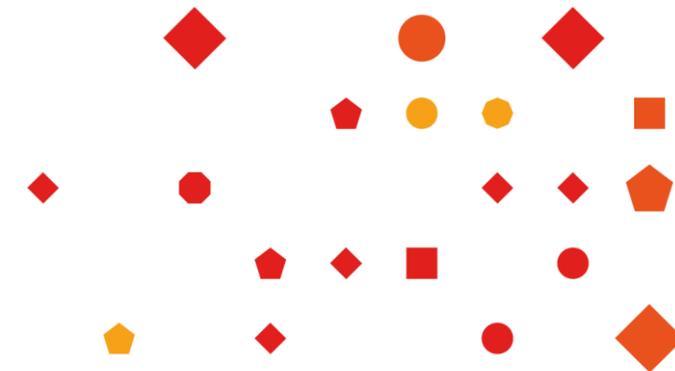
Where video or audio evidence is used, centres **must**:

- test all video or audio recording equipment before the assessment begins
- instruct candidates to clearly state their full name and candidate enrolment number at the beginning of each recording
- securely store all recordings, **as soon as practically possible**, on the centre's computer system, **not** on the individual assessor's personal drive
- provide good quality recording with clear audio and video
- ensure the voices of the candidate(s) and the assessor are clearly audible throughout the assessment
- use a quiet location for recording;
- store all recordings until after the next EQA activity
- do not edit recordings.



**All filenames of the recordings must be labelled with:**

- centre name and number;
- candidate enrolment number(s)
- level and assessment activity



# Important information to be included in the recording by the assessor

The assessor must include this information in the recording:

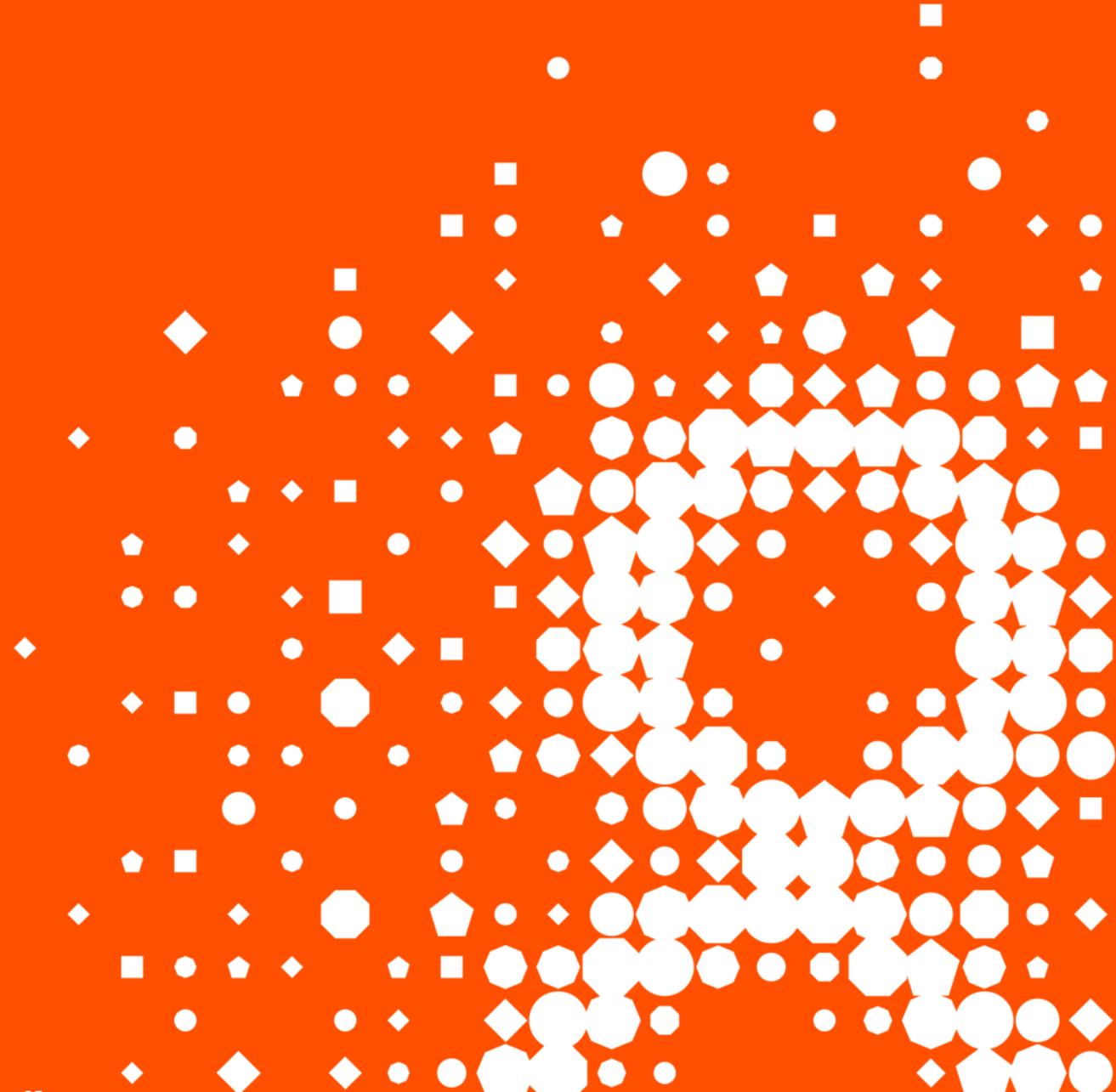
- centre name
- centre number
- name of the assessor
- date of activity
- type of assessment taking place, eg Level 1 group discussion
- name and candidate number(s) of the candidate(s) being assessed and the names of any participants not being assessed
- location of participants, eg workplace or home – not specific details
- the time the assessment begins and the time the assessment ends

The activity and recording should be continuous

Make note of any unexpected breaks in the recording



# Remote Assessments for ESOL (4692) Speaking and listening



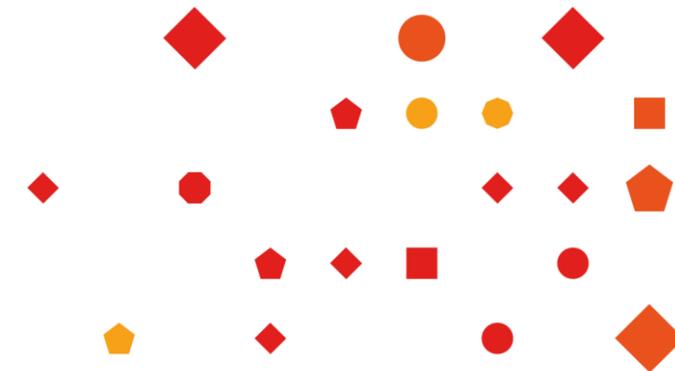
# ESOL – speaking and listening



We are extending the acceptance of remote assessment of Speaking & Listening to the ESOL 4692 suite.

All speaking and listening assessments must be take place with the Assessor **or** another responsible member of staff observing and in all cases the centre **must**

- meet all requirements of the assessment;
- be able to verify the candidate's identity;
- have video or audio evidence of each assessment;
- keep records on which assessments were completed remotely;
- inform their EQA who may join these remote activities to observe live assessment and assessment marking taking place



# Video or audio evidence ...

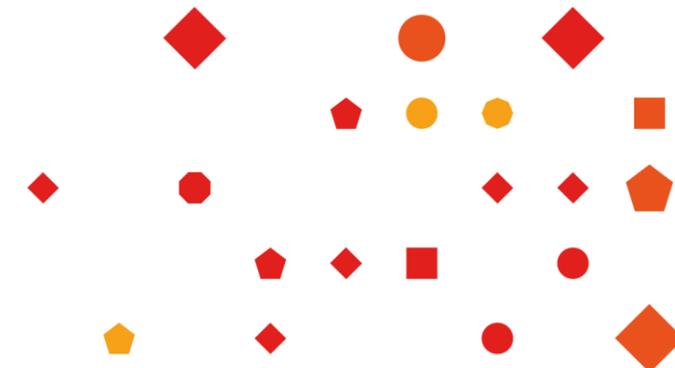
The guidelines about video or audio evidence outlined earlier apply to ESOL recordings as well.

In each recording the assessors must include:

- centre name
- centre number
- name of the assessor and Interlocutor
- date of activity
- type of assessment taking place, eg Level 1 group discussion
- name and candidate number(s) of the candidate(s) being assessed and the names of any participants not being assessed
- location of participants, eg workplace or home – not specific details
- the time the assessment begins and the time the assessment ends

**All filenames of the recordings must be labelled with:**

- centre name and number;
- candidate enrolment number(s)
- level and assessment activity



# Supporting remote online teaching and learning

# Supporting remote online teaching and learning

We would like to start facilitating a separate series of open sessions for all practitioners to share ideas and good practice on teaching and learning remotely and to support each other through these challenging times.

Watch out for...

- Live and recorded teach meets
- How to sessions
- What else can we do to help? Let us have other ideas.



# Thank you

If you have any questions around the information here please visit

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

Or email: [centresupport@cityandguilds.com](mailto:centresupport@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).

