

Maths and English monthly webinar updates

Functional Skills Go Live

Autumn 2019

#CGMathsEnglish



Meet the team



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the social media conversation

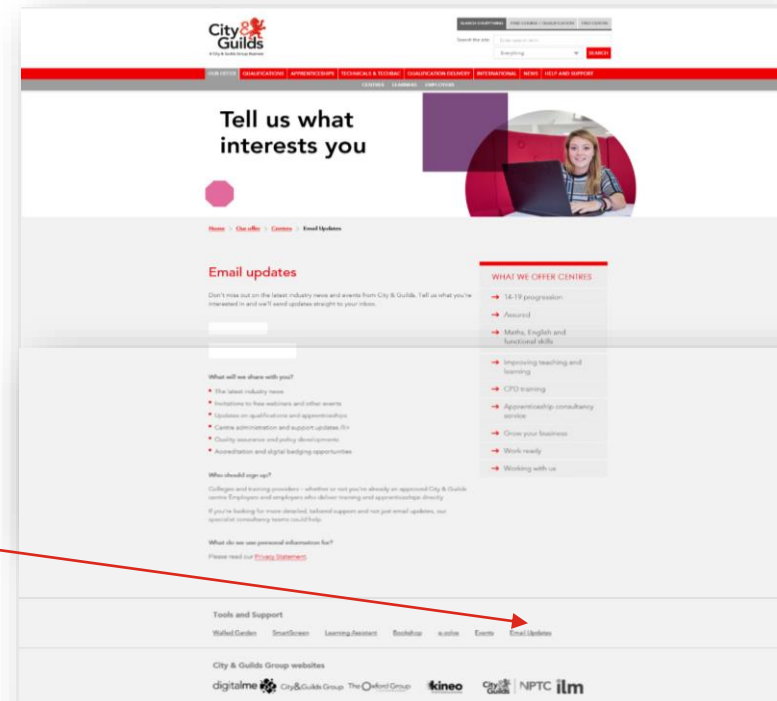


New to our webinars?

If this is your first webinar, you can find the link to the recordings of **all** previous webinars on our **Functional Skills Updates** page.

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Sign up for our email alerts!




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**Regional Network
Meetings are now
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For the full calendar of Regional Network Meetings, go to our [Functional Skills Updates](#) page



Changes to administration of assessments

What's changing	Reformed (4748)
<p>Assessment administration and conditions</p> <p>How we ensure assessment material is kept confidential at all times</p>	<p>New Instructions for Conduct of Examinations for Functional Skills.</p> <p>New rigour around administration and invigilation to protect the security of live assessment material</p> <p>New guidance for invigilation of live assessments at Level 1 and Level 2.</p> <ul style="list-style-type: none"> • more detailed instructions on storing, handling and transporting assessment materials; • restrictions on who can act as an invigilator; • arrangements to prevent a candidate sitting the same question paper more than once; • a requirement to return unused question papers • requirements to notify City & Guilds of any changes to the date or location of exams; • a non-calculator section of the mathematics exams; • late entries will not be permitted.



Management of live assessment materials for **Entry Level**

The reforms brought with them an increased focus on the exposure of live assessment materials at all levels.

- Candidates should not take the same assessment or exam paper should they need to resit
- In the early days of this qualification while the assessment banks are being built up and the awarding processes are carried out, this may mean that a candidate has to wait to re-sit their assessment if there is not a new paper available for them. Over time when the bank is operating as normal this should not be an issue

Who can see live materials?

- Live assessments must be printed from the City & Guilds website, centres must do this no more than one week before the assessment is due to take place.
- Centres must restrict access to live assessment materials to only those responsible for administering or assessing Entry Level Functional Skills, such as assessors, internal quality assurers, exams officers and other staff responsible for administering the assessment. Other members of staff must not have access to live assessment materials.
- Centre records of rotation of titles by candidate must be kept. These will be inspected for compliance with these instructions as part of City & Guilds external quality assurance processes.
- Centres will need to demonstrate how they are meet all of the requirements listed above as part of qualification approval and any external quality assurance activity.

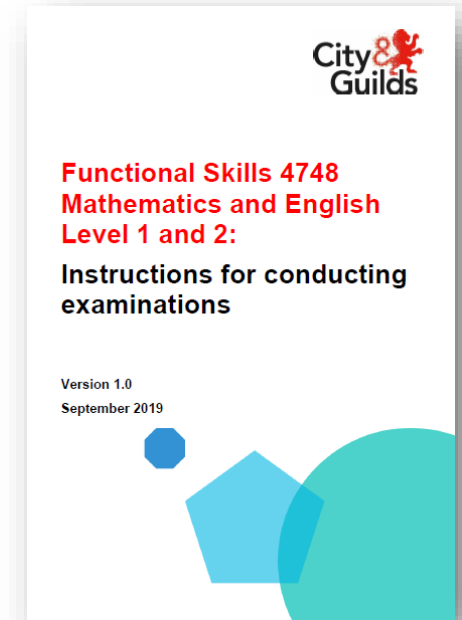


Instructions for Conducting Exams at **Level 1 & 2**

At Level 1 & 2 there is a new document (ICE) which contains all the relevant information around the conduct of Reading, Writing and Mathematics Exams at Level 1 & 2

- The new regulations mean that no one who teaches or prepares a candidate for the Functional Skills qualification can invigilate an exam in the subject that they teach
- This has, understandably raised some challenges for some centres whose delivery model sees an assessor teaching both the vocational element of the course as well as preparing the candidate for their Functional Skills exam
- In recognition of the different roles that organisations might have, there is a section in the ICE document which gives additional guidance on choosing an invigilator
- The ICE is one document with all the relevant information about conducting Level 1 & 2 Reading, Writing and Maths FS exams:

[Exception form](#)





Exam change notification

**Exam booking
time or date
must not be
changed
unless
exceptional
circumstances**

**Exams will
need to be
rebooked if not
held within the
maximum
period for
moving**

**Online form for
exceptional
circumstances
e.g. location
change,
invigilator or
candidate
unavailable**

The ICE document has been updated so it is important that centres are looking at the most recent version of the guidance

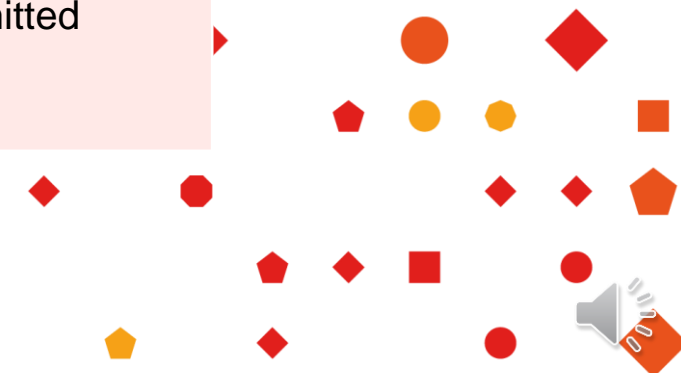


Functional Skills Mathematics

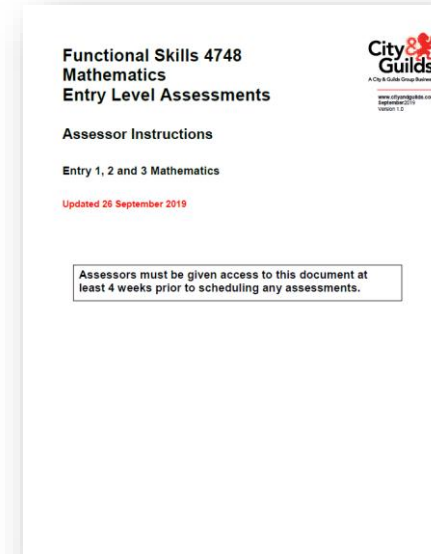
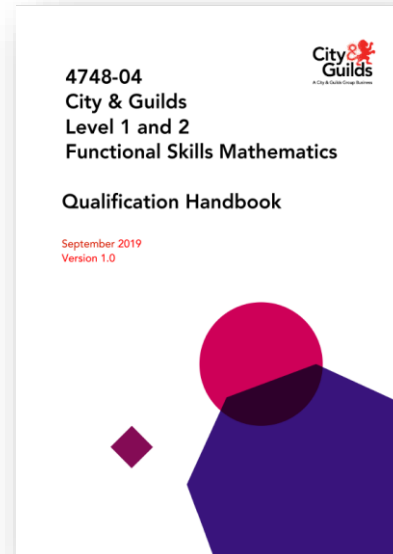
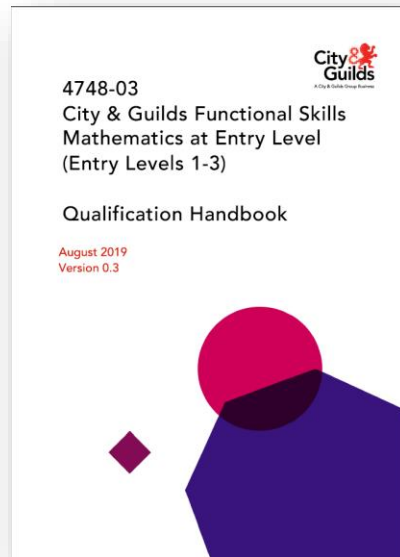


Go Live with maths – the final position

4748-03 – all Entry levels	4748-04 – Level 1 and Level 2
<p>One test, two sections (each section has a set time) Two sections of assessment can be completed in separate sessions. One section calculator not permitted One section calculator permitted</p>	<p>One test, two sections (each section has a set time) Both sections must be taken together One section calculator not permitted One section calculator permitted</p>
<p>Time allowance</p> <ul style="list-style-type: none">• 1 hour 30 min overall• 25 min for non-calculator section• 65 min for calculator permitted section	<ul style="list-style-type: none">• Time allowance<ul style="list-style-type: none">• 1hr 45 min.• 25 min for non-calculator section• 80 min for calculator permitted section



Key Documents



Guidance for Delivery for Level 1 & 2 Functional Skills Mathematics has been uploaded to the documents tab on the 4748 qualification page

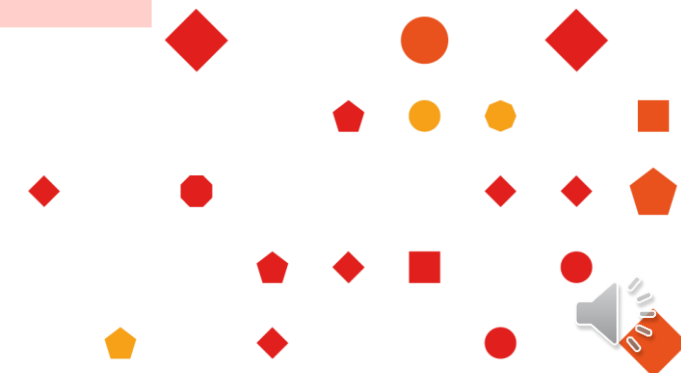


Functional Skills English



English Go Live

What has changed	4748-01 – all Entry levels 4748-02 – Level 1 and Level 2
English	<p>Entry level – spelling tests</p> <p>Writing all levels – no dictionaries or spell/grammar checkers</p> <p>L1/L2 an additional task in the SLC component</p> <p>All components – Reading, Writing, Speaking, listening & Communicating (SLC) must be achieved at the SAME level.</p>



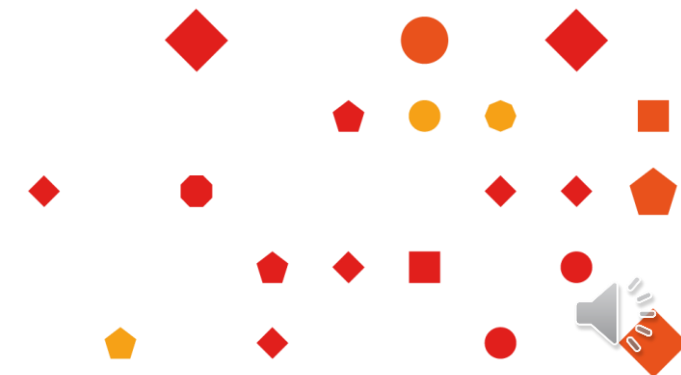
Timings

Reading: timings				
Entry 1	Entry 2	Entry 3	Level 1	Level 2
30 min	40 min	45 min	1 hr	1 hr

Spelling - Timings				
Entry 1	Entry 2	Entry 3	Level 1	Level 2
15 min	15 min	15 min	N/A	N/A

Writing – Timings				
Entry 1	Entry 2	Entry 3	Level 1	Level 2
25 min	30 min	40 min	1 hr 20 min	1 hr 20 min

Speaking, Listening and Communicating - Timings				
Entry 1	Entry 2	Entry 3	Level 1	Level 2
20 min	20 min	20 min	30 min	30 min



Speaking, Listening and Communicating – Entry level

There is one internal assessment to complete at each Entry Level. The assessment is designed to meet 100% coverage of the subject content

Candidates will need to take part in two activities.

Entry 1

- Activity 1 – Making an appointment
- Activity 2 – One-to-One Discussion

Entry 2

- Activity 1 – Exchange of Information
- Activity 2 – Group Discussion

Entry 3

- Activity 1 – Extracting Information
- Activity 2 - Informal Group Discussion





Speaking, Listening and Communicating – Levels 1-2

There is one internally marked assessment at each level.

Level 1

The candidate will need to take part in three activities as part of a group:

- A formal discussion on an unfamiliar topic.
- A short talk (explanation or presentation) on a familiar topic followed by an informal discussion with peers.
- An informal discussion following another candidate's short talk (explanation or presentation).

Level 2

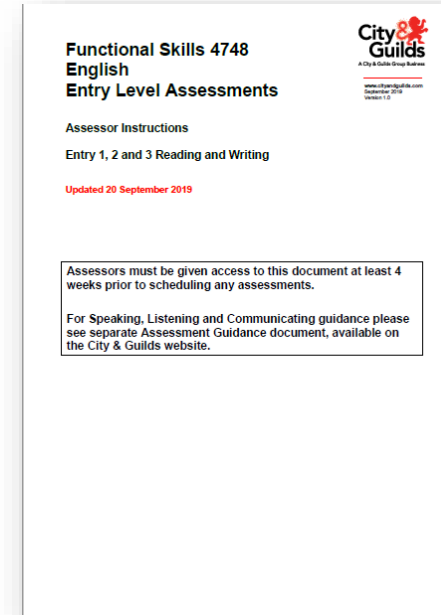
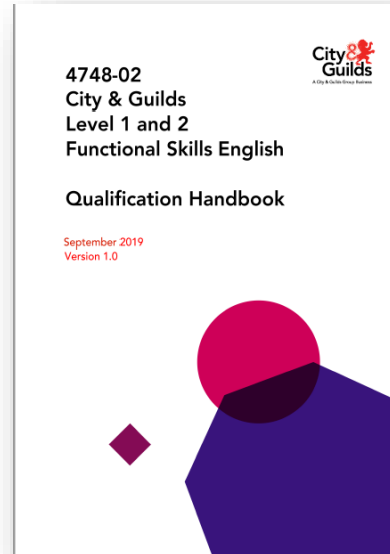
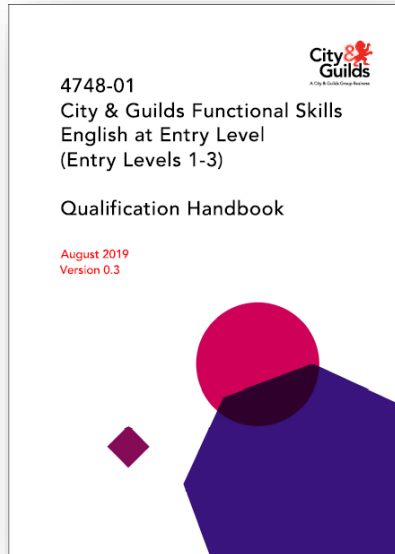
The candidate will need take part in three activities as part of a group:

- A formal discussion on an unfamiliar topic.
- A presentation/extended explanation on a familiar topic followed by a discussion with peers.
- A discussion following another candidate's presentation/extended explanation.

The Speaking, Listening and Communicating assessment is designed to meet 100% coverage of the subject content



Key Documents



Guidance for Delivery for Level 1 & 2 Functional Skills Reading are currently on the website and the Writing version will follow shortly



Questions and answers



Thank you

For more information about the Functional Skills reform programme, please visit

cityandguilds.com/mathsandenglish

Then follow links to [Functional Skills updates](#).

Any questions should be sent to:

centresupport@cityandguilds.com

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