

Functional Skills Mathematics Entry 1 assessments



www.cityandguilds.com
October 2017
Version 2.0

Assessment guidance

Tutors should be given access to this document at least 4 weeks prior to scheduling any assessments

Assessors should check the chosen candidate paper 24 hours prior to the assessment to check whether any additional information or equipment is required.

Administering the assessments

General assessment guidelines common to all three functional skills areas are included in the qualification handbook. The following is a checklist of the basic guidelines as well as information particular to Functional Skills Mathematics.

- All assessments must be taken under supervised conditions. This means that the candidate must be supervised at all times during the assessment. Candidates are not allowed access to any other resources except for those specified in each assessment title.
- Assessments are summative and must be taken when the candidate is deemed to have the skills and knowledge necessary to achieve (known as 'when ready').
- For Functional Skills Mathematics, assessments may be completed over no more than **two** sessions.
- Candidates **must not** take their work away in between assessment sessions.
- Assessment sessions must be consecutive, but not necessarily on the same day. No learning or preparation may be given between assessment sessions.
- The tasks **must** be completed in order as information may follow through from one task to subsequent tasks.
- The assessor, or other person administering the assessment, should introduce the activity to the candidate(s) and check that they have all the equipment they may require. The assessor should instruct the candidate(s) to write their answers on the candidate paper.
- The assessor, or other person administering the assessment, may read the instructions to the candidate(s) and answer any questions about what the task is, but not about how to tackle the problem.
- Any answers can be given orally but must be recorded by the assessor. This **must** be clearly indicated.
- Assessors may prompt the candidate to provide more detailed answers but must not give a clue.
- If calculators are used for checks, the assessor must make notes to evidence this.
- Marks should always be awarded for numbers written in words or figures unless otherwise stated.
- Assessors should not penalise for incorrect spelling.
- Assessors should refer to the Functional Skills qualifications handbook for guidance on 'Access arrangements and reasonable adjustments' which is available for download [here](#).

Preparation:

- make sure you read these notes before planning the assessment and collect/prepare materials listed for each assessment
- if you need to make any additional adjustments, please discuss this with your External Quality Assurer first
- assessors should ensure candidates understand all the vocabulary in each assessment including the specific terms/phrases listed below each assessment title
- assessors should instruct candidates to provide units in their answers where questions are asking for this
- assessors should ensure candidates understand the following general terms/phrases which appear in most of the assessments:
 - candidate declaration
 - total marks
 - choose
 - compare
 - describe
 - includes
 - amount.

Time guidance:

- candidates have 1 hour to complete the assessment.

Resources required for each assessment:

- candidate paper
- paper, pens and pencils
- a 30cm ruler with millimetres
- candidates may use a dictionary
- calculators are permitted although not required to complete the tasks.

Materials needed for each assessment

Glossary

Live assessments

Cinema

- You may use real money for Task 1 but this is not essential to complete the task.
- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - cinema listings
 - drinks menu
 - snacks menu.

Ice skating

- You may use real money for Task 1 but this is not essential to complete the task.
- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - ice skating rink
 - (skating) course
 - hire
 - a pair of
 - exercises (warm up)
 - direction
 - diagram
 - café.

Online shopping – photos

- You may use real money for Task 2 but this is not essential to complete the task.
- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - gift voucher
 - photo printing website
 - internet
 - order
 - photo frame
 - an app
 - poster.

Making chocolates

- You may use real money for Task 1 but this is not essential to complete the task.
- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - fair
 - gift box.

Visit to the study centre

- You may use real money for Task 2 but this is not essential to complete the task.
- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - study centre
 - activity
 - trip
 - hall
 - path
 - snacks.

Sample assessments

Simply snack

- You may use real money for Task 1 and 2 but this is not essential to complete the task.
- You may use real paper bags, plates and glasses but these are not essential to complete the tasks.
- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - Simply Snack (name of coffee shop)
 - leaflet
 - panini
 - grill
 - dial
 - take away/eat in
 - dishwasher

Using a lift

- You may use real money for Task 1 and 2 but this is not essential to complete the task.
- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - shopping centre
 - empty
 - notice
 - floor
 - charity
 - coin slot
 - car park (ticket)
 - button
 - zone
 - parking
 - change machine

Shopping

- You may use real presents (CDs, DVDs and books) but this is not essential to complete the task.
- You may use real money for Task 1 and 2 but this is not essential to complete the task.
- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - sale leaflet
 - shelf
 - charity box

Takeaway meal

- You may use real money for Task 1 but this is not essential to complete task.
- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - takeaway (meal)
 - order number
 - oven dial.

Assessor guidance notes for marking

- The assessor should mark the candidate papers according to the marking scheme provided.
- Once the assessor has marked the candidate papers, the centre must use the City & Guilds internal assessment processes before the candidates can be awarded a certificate.

Key for skills standards and coverage

Skill standard	Marks
Process skills	
Representing Understand simple mathematical information in familiar contexts and situations	30-40%
Analysing 1 Use mathematics to obtain answers to simple given practical problems that are clear and routine 2 Generate results that make sense for a specified task	30-40%
Interpreting Provide solutions to simple given practical problems in familiar contexts and situations	30-40%
	26 marks
Coverage and range (At least 5/6 are covered on each paper)	
A Understand and use numbers with one significant figure in practical contexts	
B Describe the properties of size and measure, including length, width, height and weight, and make simple comparisons	
C Describe position	
D Recognise and select coins and notes	
E Recognise and name common 2D and 3D shapes	
F Sort and classify objects practically using a single criterion	

This page is intentionally blank

**Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
www.cityandguilds.com**

**City & Guilds is a registered charity
established to promote education and
training**