

Functional Skills 4748 Mathematics Entry Level Assessments

Assessor Instructions

Entry 1, 2 and 3 Mathematics

Updated 09 December 2020

Assessors must be given access to this document at least 4 weeks prior to scheduling any assessments.

About this document

This document provides instructions for centres offering City & Guilds Functional Skills 4748 Mathematics at Entry level. All centre staff conducting assessment must read and be familiar with these instructions at least 4 weeks before any assessment takes place.

All assessment of Functional Skills 4748 Mathematics at Entry level must be conducted in accordance with these instructions. Compliance will be checked through City & Guilds external quality assurance process. Any questions about this document or the assessment should be raised with your City & Guilds EQA before any assessment takes place.

Before each assessment takes place, the assessor must check to ensure they have the most up to date version of this document.

Assessment summary

There is a single assessment at each of Entry 1, Entry 2 and Entry 3. Each assessment consists of **two sections**: the calculator permitted paper and the non-calculator paper.

The assessments are set by City & Guilds and marked and internally quality assured by the centre. The assessments are subject to City & Guilds external quality assurance processes as detailed in the Qualification Handbook, the City & Guilds Centre Manual and Our Quality Assurance Requirements.

Assessment Titles

Assessors must ensure they refer to the most up to date version of this document before conducting assessments. The list of available assessment titles is given below. This will be regularly updated as new assessment titles are added and this document must be checked to ensure that centres are using the most up-to-date set of titles.

Sample assessments

E1 Travel
E1 Craft Shop
E1 Party Planning
E1 At the Bakery
E2 Holidays
E2 Garden Centre
E2 Working in a Charity Shop
E2 At the Vets
E3 Furniture Shop
E3 At the Airport
E3 On the Farm
E3 Community Events

Live assessments

E1 Food and Drink
E1 Garage Services
E1 Saving and Budgeting
E1 Games
E1 Photography
E1 Ferry Crossing
E2 Letters and Parcels
E2 Music Festival
E2 Information Technology
E2 Sport
E2 Beauty
E2 Vehicle Maintenance
E3 Home Improvements
E3 Floristry
E3 Job Search
E3 Hairdressing and Barbering
E3 New Kitchen
E3 Walking Holiday

Assessments should be downloaded from the City & Guilds website. Live assessments will be password-protected and passwords available on the Walled Garden.

Calculator / non-calculator sections

Each assessment title comprises a non-calculator section and a calculator-permitted section. Each section that comprises a title **must** only be taken with the corresponding section that forms that title.

Please see page 8 for instructions on how the available assessment titles should be used when candidates are retaking the assessment.

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.

Time available

The time allowed to complete each section is shown in the table below.

Section	Time available (up to)
Non-calculator	25 minutes
Calculator	65 minutes

Candidates may not need the full allocation of time, but at this level there will be occasions where candidates require additional support (eg to support literacy needs, respond orally to questions or to have questions read out). Candidates should work through each assessment at their own pace, demonstrating their achievement without having added time pressure.

Administering the assessment

- Assessors must read this document in conjunction with the following sections from the Functional Skills Entry Level Mathematics (Entry Levels 1 – 3) Qualification Handbook:
 - Functional skills Subject Content for Entry 1-3 Mathematics – Section 5 Assessment
 - Assessment Specifications for Entry 1-3 Mathematics – Section 5 Assessment
- Assessments are summative and must be taken when the candidate is considered by their tutor to have the skills and knowledge necessary to pass.
- Candidates must be supervised **at all times** during the assessment.
- Candidates must not have access to mobile phones or any other unauthorised materials during the assessment.
- Candidates **must not** see either section in advance of sitting it.
- Candidates **must not** take their work away at any point.
- Assessments must be completed in no more than **two** sessions. Sessions **must** be consecutive (with no teaching or preparation between), but need not be the same day. The sections can be completed in either order. Candidates must **not** take part of one section (eg the non-calculator or calculator section) in one session and complete that section at another session. Candidates must **not** take any work away between assessment sessions and assessment materials must be collected in and stored securely between sessions.
- If the assessment is taking place in one session candidates **must not** return to the non-calculator paper once they have access to a calculator.
- All assessments materials issued by City & Guilds remain live at all times. Centres must **not** use any live assessments for practice or teaching and learning purposes.
- The assessor should instruct the candidate(s) to write their answers on the Candidate Paper provided by the centre and to show all their workings **clearly** as they may get some marks for their workings even if their answers are incorrect.
- The assessor may read the instructions and the questions to the candidate. The assessor may explain any of the **words** in the question but **not** the numbers, operators/symbols or source material. This means that

Assessors must **NOT**

- read any number given in figures whether in the question stem, source material or question options for multiple choice
- read any operators (eg +, ÷, =) anywhere on the papers
- read any fractions given in figures
- explain any source material

Assessors **MAY**

- read words in the paper
- read the units on the answer prompt lines

See **Annex 1** for examples.

- Assessors must **not** answer any questions about how to tackle specific problems.

- Assessors may prompt the candidate to provide more detailed answers but must not give clues.
- Candidates may give their answers that are not numerical orally, eg the answer to: *Explain why you think your answer is correct.* These responses must be transcribed accurately by the assessor. This means that

Assessors must **NOT** transcribe any response

- where the answer is a number.
- to a question that specifically asks the candidate to *write a number in words.*

Assessors **MAY**

- write down the candidate's explanations, reasons and descriptions.

See **annex 1** for examples.

- Marks should always be awarded for correct answers whether numbers are written as words or figures, unless otherwise stated by the question paper or mark scheme.
- Assessors must not penalise incorrect spelling.
- At the end of the assessment, all assessment materials must be collected before the candidates leave the room.

Access arrangements

Support to candidates described by this document is available to all learners. Additionally, access arrangements can be given to individual candidates. Assessors should refer to the Qualification Handbook for more information.

Resources required for assessments

- a pen, pencil and eraser
- a calculator (for Calculator paper **only**)
- a 30cm ruler with millimetres

Where a question includes pictures of coins or notes, assessors may provide real coins or notes as long as exactly the same combination is provided as given by the question. Where a question has a picture of a clock a real clock may be used as long as the time is set exactly as in the question.

Supervision

All assessments require continuous supervision by the Assessor or another responsible and suitably qualified adult and should take place under the candidate's normal working conditions (as opposed to a formal examination setting).

Where both papers are completed in one session:

- Candidates should complete the non-calculator section first.
- The assessor should collect in the non-calculator paper, then hand out the calculator paper.

- Centres can choose one of two following methods to ensure candidates do not have access to calculators during the non-calculator paper:
 - candidates can place their calculators on the floor under their desk; or
 - the assessor can hand out calculators when collecting the non-calculator paper.
- At the end of the assessment, the calculator paper must be collected before the candidates leave the room.

Storing assessment materials

All entry level assessment materials remain live at all times and **must** be kept secure. Centres must meet the following requirements:

- Live assessments are 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 Mathematics, 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.
- Assessors **must** keep live assessment materials secure and confidential at all times whilst in their possession.
- Candidates **must not** be allowed to retain any live assessment materials. They may be shown their work as part of feedback from their assessor, but must not keep or copy this. It is not acceptable for assessors to share a candidate's work with other candidates.
- The Mark scheme/Assessment Record must be kept securely in the centre for three years. The Candidate Paper must be kept securely in the centre until the next External Quality Assurance (EQA) activity and the certificate has been received, after which point it can be securely destroyed. Some centres may find it useful to keep the Candidate Paper together with the Mark Schemes/Assessor Record for the full three years for audit purposes.
- City & Guilds **must** be informed immediately if the security of any live assessment materials is put at risk.

Centres **must** be able to demonstrate and account for the secure movement and secure storage of live assessment materials at all times. Live assessment materials **must** be stored securely and centres **must** keep records of who has access to live assessment materials. Live assessment materials should be stored in the centre's secure storage facility for exam materials. Where this is not possible, live assessment materials **must** be stored in a strong safe or security cabinet or metal cabinet with locking bar.

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.

Vocabulary needed for the assessments

Annex 1 provides examples of questions from the sample assessments indicating words that may/may not be read out to candidates/answered orally.

Annex 2 lists general vocabulary that candidates will need to be familiarised with and understand in order to complete the assessment. Centres should ensure that these are shared and discussed with candidates before the assessment is attempted but clarification of these words can also be given by the assessor during the assessment, as required.

Annex 3 lists words used in each assessment version that will need to be understood by the candidate in taking the assessment. Centres should ensure that these are shared and discussed with candidates before the assessment is attempted but clarification of these words can also be given by the assessor during the assessment, as required.

Mark schemes

The assessor must mark the Candidate Paper using the mark scheme provided.

Before any assessment version is attempted, all assessors for Functional Skills Mathematics at that level must review and discuss the mark scheme to ensure that all are interpreting this consistently. Any queries about interpretation of a mark scheme must be raised and resolved with the centre's EQA before any assessment takes place.

Accurate and consistent interpretation of mark schemes will be checked as part of City & Guilds' external quality assurance process. Inaccurate or inconsistent interpretation or application of the mark scheme may result in assessments being re-marked and candidate's result being changed.

Pass marks

The pass mark for the assessment will be indicated clearly on the mark scheme for that assessment. Pass marks are set by City & Guilds. The pass marks may differ between assessment versions. This is to ensure that each version makes equal demands on candidates and is to take account for any minor variation between the demand of each version.

Re-sitting the assessments

Centres must keep a record, which can be made available for inspection, showing each assessment title attempted by each candidate.

If a candidate fails the assessment, they may re-sit the assessment but the centre **must** select a different title from the live assessment bank.

City & Guilds will regularly add to and rotate the number of assessment titles available. Centres must ensure that all candidates are sufficiently prepared and ready to take an assessment before they do so. For this reason, in most circumstances, we would not expect the number of resits required by an individual candidate in a given period to exceed the number of different assessment titles available during that period. In exceptional circumstances, we accept that it may be necessary for a candidate to take an additional resit when they have already taken all available titles. In this event, then the candidate can retake a previously attempted title and the centre should select the title first attempted by the candidate. As we add to and rotate the bank of available titles, the need for any candidate to retake a previously-sat title may become less likely depending on the order in which they were taken. We will therefore, keep this instruction under review and notify centres of any changes to it. Usage of the bank of assessments by centres will be checked by the EQA during External Quality Assurance activities and this may be followed up where it is found that centres may be entering candidates for assessment before they are ready.

At any time, any newly available title should be prioritised above a candidate retaking a previously attempted assessment.

When re-sitting assessment, candidates **must** re-sit **both** the calculator and the non-calculator section using a different assessment title. Centres **cannot** 'bank' a candidate's score for either section (calculator / non-calculator) and:

- add this to their score for the other section from another assessment title, or
- allow the candidate to retake the corresponding section of the same title and add the two scores together.

Annex 1

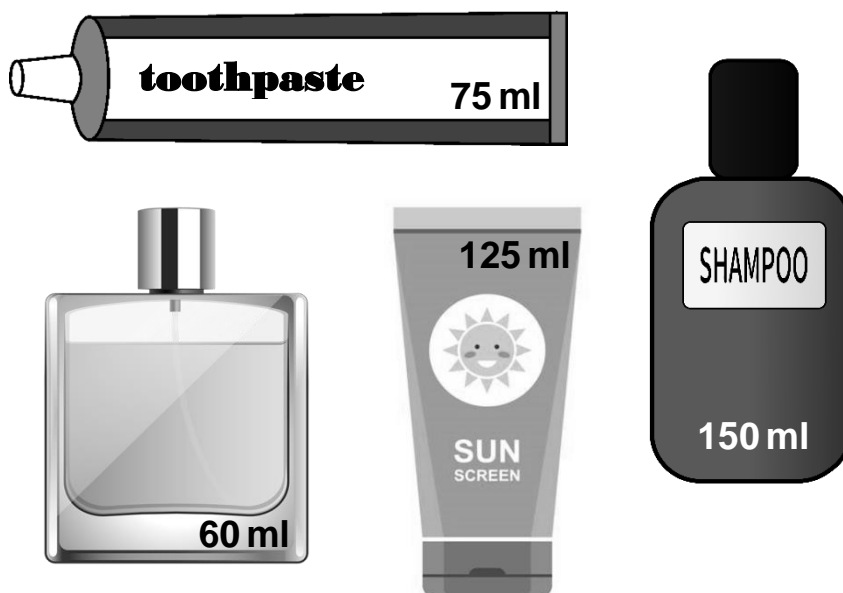
Examples

Q1. What is **£244.75** rounded to the nearest pound?

The assessor can read all of the words but cannot read any number given in figures so must point to £244.75 and say 'that amount'

ie Assessor says, 'What is that amount [points to £244.75] rounded to the nearest pound?'

Q2. A passenger wants to take these things on a plane.



Tick all of the things that are **less than 100 ml**.

The assessor can read all of the words but cannot read any number given in figures so must point to the source material and point to 100ml and say 'that amount'

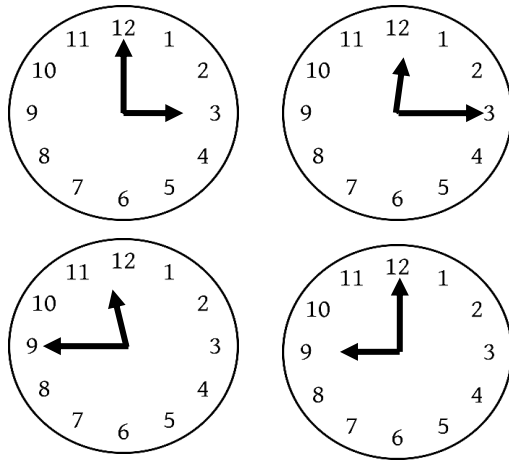
ie Assessor says 'A passenger wants to take these things on a plane. [points to source material] Tick all of the things that are less than that amount [points to 100ml].'

Q3. How many hours are in one day?

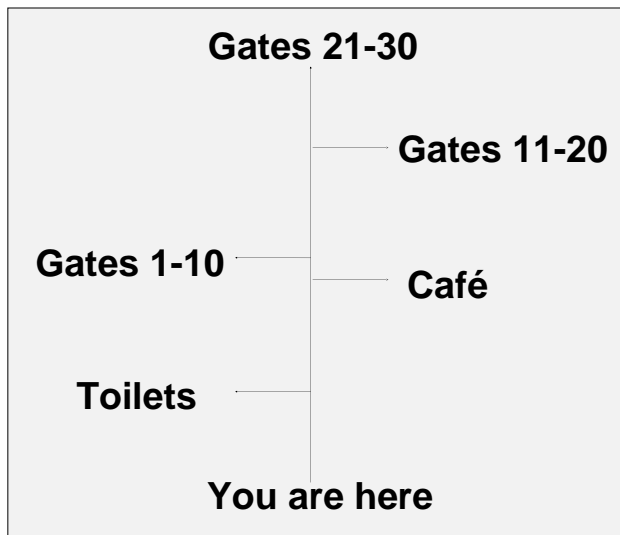
The assessor may read the whole question including 'one' because the number is in words not figures.

Q4. A flight leaves from Gate 5 at quarter to twelve.

a. Tick the clock that shows **quarter to twelve**.



This sign shows the Gates at the airport.



b. Put a cross (X) on the sign to show where **Gate 5** is.

The assessor cannot read any number given in figures so may **not** read '5' or the numbers on the graphics (and must not explain where the hands point to on the clocks) but may read the numbers in words because the number is in words not figures.

ie Assessor says 'A flight leaves from this Gate number [points to 5] at quarter to twelve. Tick the clock that shows quarter to twelve. This sign shows the Gates at the airport. Put a cross on the sign to show where that gate [points to 5] is.'

Q5. A supervisor says there are 31 passengers waiting at the check-in desks.

At Desk A there are 12 passengers

At Desk B there are 19 passengers

- a. Round the number of passengers at each desk to the **nearest ten** and use them to check if the supervisor is right.

Think about your answer.

- b. Write down why you think the supervisor is correct.

The assessor cannot read any number given in figures so may not read the numbers of passengers (ie 31, 12, 19) , but may read the number in words (ie to the nearest ten).

ie Assessor says 'A supervisor says there that many [points to 31] passengers waiting at the check-in desks. At Desk A there are that many [points to 12] , at Desk B there are that many [points 19] passengers.

Round the number of passengers at each desk to the nearest ten and use them to check if the supervisor is right.'

The assessor can read out the next part of the question as it is all in words.

ie 'Think about your answer. Tell me why you think the supervisor is correct.'

The candidate may answer this orally as it is an explanation rather than a figure.

Assessor writes exactly what the candidate says.

Annex 2

General terms/phrases

To help assessors prepare, there follows lists of general terms/phrases found in many of the assessments and lists with terms/phrases included in particular assessment titles.

Entry 1	Entry 2	Entry 3
total marks choose compare describe explain tick sentence includes price amount expensive altogether answer correct woman because Put units on your answer Show your working out	As Entry 1, plus special offer calendar temperature check maximum minimum measurement diagram survey Show/include the remainder in your answer Give a reason	As Entry 1 and 2, plus items estimate compare difference popular complete clockwise frequency voucher approximation manager

Annex 3

Vocabulary for individual assessments

Candidates need to understand the following terms/phrases found in the assessment they will sit.

Entry 1

Entry 1 Sample - Travel

Vocabulary

train fare	shoe shop	airport	toilets
bus ticket	post office	level	lift
bus station	zone	flight arrivals	buttons
timetable	blue	check in	garage

Entry 1 Sample - Craft Shop

Vocabulary

craft shop	watch	owner
jug	model animals	empty
delivery	owl	yesterday
wooden	horse	gift box
duck	picture	keep a record
height	display	mug
gift tag	paint	bowl
wrapping paper	plate	
sign		

Entry 1 Sample - Party Planning

party bags	mains	chef	Leisure centre
birthday cake	dessert	waiter	
party planner	vegetarian	place settings	

Entry 1 Sample - At the Bakery

bakery	assistant	candles	cherry
cheapest	cupcake	biscuit	loaves
customer	display	cutter (for biscuits)	

Entry 1 Live Assessment - Food and Drink

Vocabulary

waitress	drink(s)	eggs	crisps
food	tin(s)	packet(s)	popcorn
loaf	tomatoes	farm	sausages
beans	assistant	shelf/shelves	note/notice
bill	shop	scoop	supervisor
clock	empty	biscuits	customer
sauce	label	orange	chocolates
bottle(s)	ice cream	cola	carton

Entry 1 Live Assessment - Garage Services

Vocabulary

stock list	voucher	payments	hire
polish	showroom	garage	minibus
shampoo	display	MOT test	petrol
buckets	windscreen wipers	repair	services
sponges	lorries	oil change	mechanic
buttons (as in buttons to press)			

Entry 1 Live Assessment - Saving and Budgeting

Vocabulary

savings account

Entry 1 Live Assessment - Games

Vocabulary

matching	board	instructions	dominoes	dice
counter	travel	Scrabble	tiles	

Entry 1 Live Assessment - Photography

Vocabulary

Photo kiosk

Entry 1 Live Assessment – Ferry Crossing

Vocabulary

travel voucher check-in lane deck lounge

Entry 2

Entry 2 Sample - Holidays

Vocabulary

flight delay liquids different sign
airport pastes suitcase supervisor
passenger weather forecast gate

Entry 2 Sample - Garden Centre

Vocabulary

trainee dried herbs file the invoices wooden post
flower pot seed tray shelf work shift
mint plant/sage plant/rosemary plant/rose plant greenhouse
altogether a flower planter compost bonus payment

Entry 2 Sample - Working in a Charity Shop

Vocabulary

donate interview change
recycling route Correct change
volunteer website till
temperature items vase

Entry 2 Sample – At the Vets

Vocabulary

vets treatment/treated (at the vets) (vet's) fees healthy
tablet (medicine) and worming tablets (animal) cage bone treats (for dogs) syringe (for medicir
puppy/puppies receptionist rabbit

Entry 2 Live Assessment - Letters and Parcels

Vocabulary

hottest	key ring	amounts	post office
stickers	trainee	envelope	Leeds
supervisor	gift(s)	deliver	voucher
postman	scales	mirror	information
parcel(s)	water	customer	letter(s)
friend	debit card	note	torch
record	stamp(s)	notepad	post room
phone case	pen	notebook	purse

Entry 2 Live Assessment - Music Festival

Vocabulary

weather	forecast	cool box	star rating
boot (as in boot of a car)		sunscreen	

Entry 2 Live Assessment - Information Technology

Vocabulary

indicator board	digital	journey planner	ticket type
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Entry 2 Live Assessment - Sport

Vocabulary

supporters	caterer	dartboard	cabinet	tournament
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Entry 2 Live Assessment - Beauty

Vocabulary

Beauty therapist	manicure	pedicure	facial
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Entry 2 Live Assessment – Vehicle Maintenance

Vocabulary

breakdown cover	brake fluid	pressure washer	mobile mechanic
air pressure	syringe	service and MOT	fuel gauge

Entry 3

Entry 3 Sample - Furniture shop

Vocabulary

medicine	customer	wardrobe	manager
delivery driver	voucher	model	café
delivering/delivered	cash	collect	sandwich
furniture	sofa	supervisor	

Entry 3 Sample - At the Airport

Vocabulary

airport	departures	holiday maker	on board
waist	ticket	hand luggage	(to buy in) advance
a luggage company		due to land	delayed
duty free	biscuit box	satisfaction/satisfied	currently food order

Entry 3 Sample - On the Farm

Vocabulary

measuring instruments	dairy cows	field
cattle feed	yogurt	tractor and trailer
supplier	farm dairy	harvest time
new born lamb	carton	

Entry 3 Sample - Community Events

Vocabulary

Fun Race	Quiz	Cricket Match	sugar
Marathon	Talent Show	Summer Ball	charity
Street Party	Spring Fair	organiser	

Entry 3 Live Assessment - Home Improvements

Vocabulary

trainee	plank(s) of wood	assistant	manager
sticker(s)	online	rug	fence post/panel
order(s)	curtain pole	paste	label
store (ie keep)	collection	store (ie shop)	information
screw(s)	bracket(s)	items	wall/floor/border tile
wallpaper (rolls)	cushions	shelf/shelves	display
mirror	tile cleaner	grout	paint
storage	forecast	voucher	

Entry 3 Live Assessment - Floristry

Vocabulary

plant food	flower cooler	foam blocks	labour charge
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Entry 3 Live Assessment - Job Search

Vocabulary

advertisements	advert	employed	induction
applicants	deductions	National Minimum Wage	interview

Entry 3 Live Assessment - Hairdressing and Barbering

Vocabulary

hair services	cut and blow dry	foil	plan	hair straightened	rinse
restyle	appointment	highlighting	basin	hair straighteners	

Entry 3 Live Assessment – New Kitchen

Vocabulary

budget	mixer taps	food mixer
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Entry 3 Live Assessment – Walking Holiday

Vocabulary

backpack	new style	quality	hostel	sponsor
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