

Centre Guidance for time allowance changes to Functional Skills English Reading and Writing assessments taking place from 5 September 2016

The time allowance for our paper-based and on-screen Functional Skills English Reading and Writing assessments at levels 1 and 2 will be extended from Monday 5 September.

From 5 September both the Level 1 and Level 2 Reading papers will be **1 hour 10 minutes** (up from 1 hour) and the Level 1 and Level 2 Writing papers **1 hour 20 minutes** (up from 1 hour and 1 hour 5 minutes respectively).

We ask that you familiarise yourself with this guidance and share with your teams as it contains important information about booking and scheduling assessments during the transitional period.

Please note the following guidance relates to Functional Skills English Reading and Writing assessments at levels 1 and 2 only.

If you have any further questions regarding the launch of the revised format assessments please contact centresupport@cityandguilds.com

	Functional Skills English Reading and Writing assessments (3748-310, 311, 313, 314) Paper-delivered		Functional Skills English Reading and Writing assessments (3748-110, 111, 113, 114) Onscreen (e-volve)	
Scheduled assessment date/time	Assessments booked for 4 September 2016 or earlier	Assessments booked for 5 September 2016 or later	Assessments booked for 14:45 on 4 September 2016 or earlier.	Assessments booked for 20:00 on 4 September 2016 or later.
Assessment version delivered	Current papers will be delivered with current time allowance.	Papers with the new extended time allowance will be delivered.	Current e-volve assessments will be allocated with current time allowance.	The updated e-volve assessments with the new time allowance will be allocated.
Key dates/times	<p>The last order date for the current paper-delivered assessments is Sunday 21 August 2016 (<i>at least 14 calendar days' notice is required</i>).</p> <p>Usually, the last date on which the current paper-delivered assessment can be taken is Friday 9 September 2016 (<i>assessments may take place up to five working days after the scheduled exam date/time</i>).</p> <p>Given that the time allowance extension takes place Monday 5 September, if learners are taking the assessment on or after this date, then centres can give these candidates the</p>	<p>If you have an existing order for a Functional Skills English Reading or Writing assessment on or after Monday 5 September 2016, you will be sent the updated papers with the new time allowance.</p> <p>Please note that the earliest date these papers will be dispatched is Tuesday 23 August 2016.</p> <p>The earliest date on which the updated paper-delivered assessment can be taken is Friday 26 August 2016 (<i>assessments may take place up to five working days before the scheduled date/time and Monday 29 is the August Bank Holiday</i>)</p>	<p>The last point at which the current onscreen assessment can be scheduled is 14.45 on Sunday 4 September 2016 to allow the candidate to complete the assessment before 16:00. (<i>It is normally possible to schedule as little as 30 minutes before an assessment is taken, however during the assessment switch over the e-volve system will not be available</i>).</p> <p>Between 16:00 and 20:00 work will take place to update the e-volve system with the updated assessments.</p> <p>Please do not attempt to book or take Functional Skills English Reading or Writing assessments during this time.</p>	<p>The earliest point an updated onscreen assessment can be taken is 20:00 on Sunday 4 September 2016.</p> <p>Between 16:00 and 20:00 work will take place to update the e-volve system with the updated assessments.</p> <p>Please do not attempt to book or take Functional Skills English Reading or Writing assessments during this time.</p>

	additional time allowance.		assessments during this time. The last possible date on which the current onscreen assessment could potentially be taken is Tuesday 4 October 2016 (<i>e-volve tests may normally be opened and taken up to 30 days after the scheduled date/time</i>).
Flexibility pre and post scheduled assessment date	Paper-based assessments may be taken up to five working days pre and post the scheduled assessment date/time.	May be taken up to 10 days pre and 30 days post the scheduled assessment date/time.	Updated onscreen assessments with the new time allowance will not be available for use until 20:00 on Sunday 4 September 2016 . As standard, the updated onscreen assessments may be taken up to 30-days post the scheduled assessment date/time.
Administration and usage	Normal 'Named on Demand' parameters apply for storage, usage and return. See Qualification Handbook for details.	Normal e-volve scheduling parameters apply for unlocking, usage and upload (<i>although the updated assessments with new time allowance cannot be unlocked/used until 20:00 Sunday 4 September</i>). See Qualification Handbook for details.	

Guidance on scheduling resits during the transitional period

The above guidance also applies to any resit bookings. If a learner is due to sit an assessment booked for 4 September or earlier they will receive the current assessment with the shorter time allowance. If the learner fails this assessment and a resit is booked, if this resit is booked for 5 September or later, they will get the new assessment with the extended time allowance. Centres are encouraged to be mindful of this when preparing and scheduling learners for resit assessments during this transitional period.

Returning your paper-delivered assessments – a reminder of requirements

Completed Functional Skills question/answer booklets and stationery should be returned to City & Guilds **within one working day** of the assessment taking place. Papers may **only** be returned for candidates whose names are pre-printed on the Invigilation Certificate (IC) and which correspond to the original booking. They should be returned in the City & Guilds return envelope provided.

Please do not combine papers from one or more different bookings in the same City & Guilds return envelope. Please do not return papers from candidates whose names were not pre-printed on the IC (ie booked to sit the assessment). The pre-printed list of candidates must not be amended or added to - and under no circumstances may any un-entered learners sit the assessment. If candidates turn up to do the assessment who were not booked on for that sitting, and whose names do not appear on the IC, then another booking must be made for them.

Please ensure that your exams team, Functional Skills tutors and invigilators are fully briefed on the booking and administration requirements for City & Guilds paper-delivered Functional Skills assessments set out in the Functional Skills handbook documents.

If you have any questions relating to the roll out of the new Functional Skills assessments please contact centresupport@cityandguilds.com.