

Functional Skills Test Inspections Process

Please send any queries to vqtestinspections@pearson.com

The test inspection criteria is based on your day-to-day running of tests and is business as usual for you.

Paper-based tests

Onscreen on-demand tests

Complete the Functional Skills paper-based test notification form - timetables can be found on our Pearson website.

Your entries tell us that you're taking tests - you don't need to fill out the notification form.

Test inspection visits will be unannounced. You will not be contacted to confirm the date and time of the test.

If you're chosen to be inspected, we'll be in touch.

If our inspector can't gain access, we'll follow this up with you.

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If you are inspected:

- * The inspector will present identification
- * You must allow the inspector access
- * You must provide the information they require
- * The inspector will complete a visit report
- * You will receive the report within 5 working days of the visit

Please ensure that test manager and invigilators are aware of this process and understand that they may receive an inspection visit.