

# Instructions for the Conduct of Examinations

Paper based on demand tests

2017-18

**Functional Skills Level 1 & 2**

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Any changes to the 2016/17 Paper-based on-demand ICE document are highlighted in yellow

# 1.0 Introduction

This document should be read in conjunction with the current version of the *JCQ Instructions for Conducting Examinations* (ICE). This is a supplementary guidance for centres undertaking paper-based and/or onscreen models of the Functional Skills qualifications at Levels 1 and 2. Where there are differences between this document and the *JCQ Instructions for Conducting Examinations* (ICE), the instructions in this document should prevail. This document contains requirements that are in addition to the criterion included in the JCQ ICE document and focuses on all types of centres that includes schools, colleges, training providers, etc

Information relating to registrations, entries and certification for these programmes is available in the Pearson Information Manual which can be accessed on our website. For queries about access arrangements please email [uk.special.requirements@pearson.com](mailto:uk.special.requirements@pearson.com)

The Head, Principal or the Chief Officer of a centre, approved by Pearson, is defined for the purposes of this document as the Head of Centre. The Head of Centre is responsible for the proper conduct of the external examinations by observance of these instructions. If a situation arises which is not covered by these instructions, please email your enquiry to [fsassessment@pearson.com](mailto:fsassessment@pearson.com)

Each centre must have a designated manager responsible for system security, the quality of provision and resources within the centre. The Head of centre and examination officers must familiarise themselves with the entire contents of this document.

All centres running Functional Skills at Levels 1 and 2 must first be approved by Pearson.

## 1.1 Other information

Various Pearson contact information can be found on our website:

[qualifications.pearson.com/en/home.html](http://qualifications.pearson.com/en/home.html)

For guidelines on dealing with instances of suspected malpractice in examinations and access arrangements, refer to: [www.jcq.org.uk](http://www.jcq.org.uk)

Pearson reserves the right to conduct audits to ensure examinations are administered appropriately. Audits for Paper based tests are unannounced.

# 2.0 Roles and responsibilities

## 2.1 Examinations Officer

The Examinations Officer is responsible for:

- the safe and secure storage of all assessments prior to administration
- allocating invigilators
- managing the security arrangements following receipt and completion of the functional skills tests

## 2.2 Head of Centre/Test Manager

The head of centre is responsible for making sure all examinations/assessments are conducted to instructions and the qualification specifications issued by Pearson.

## 2.3 Quality Nominee

The Quality Nominee must ensure that suitably qualified and experienced adults carry out invigilation. The Quality Nominee must ensure that appropriate arrangements are in place to enable all Invigilators to carry out adequate checks on the identity of all candidates.

## 2.4 Invigilator

The Invigilator is the person in the examination room responsible for the conduct of a particular examination session in the presence of the candidates.

- The invigilator must not be a teacher who has prepared the candidates for the subject of the examination.
- In exceptional circumstances a teacher who has prepared the candidates for the subject of the examination can be the sole invigilator during an examination in that subject if an alternative invigilator is not practicably possible e.g. a remote candidate sitting the test in the work place.

## 3.0 General instructions

### 3.1 Invigilation arrangements

The Head of Centre must ensure that suitably qualified and experienced adults carry out invigilation. Whilst the Head of Centre has discretion to decide who is suitably qualified and experienced, any relative of a candidate in the examination room is specifically not eligible to serve as the sole invigilator.

The invigilator is the person in the examination room responsible for the conduct of a particular examination session in the presence of the candidates. Invigilators must give their whole attention to the proper conduct of the examination. Invigilators are not to perform any additional task, e.g. marking, in the examination room.

A sufficient number of invigilators must be appointed to ensure that the examination is conducted in accordance with the following requirements:

- at least one invigilator must be present for every 30 candidates or part thereof. Invigilators may be changed, provided that the number present in the examination room does not fall below the number prescribed
- when one invigilator is present, he/she must be able to summon assistance easily, without leaving the examination room and without disturbing the candidates
- arrangements must be such that an Invigilator can observe every candidate in the examination room at all times.

Each invigilator in the examination room must have the following documents available:

- Pearson Edexcel Functional Skills Instructions for Conducting Examinations, Paper based on-demand tests (this document)
- JCQ Instructions for Conducting Examinations

The most up to date *Warning to Candidates* and *Mobile Phone* poster issued by the Joint Council for General Qualifications must be displayed **outside** the examination room.

Centres must keep signed records of the seating plan and invigilation arrangements for each examination session for six months. Pearson may ask for access to this information at any time during that six month period for the purpose of enquiries about results, appeals and investigations.

A seating plan must show clearly how the candidates have been seated during the test and provide an accurate record to demonstrate how the exam room is set up. A seating plan is required for every test even if there is just one candidate present. This is to ensure the test is being conducted under exam conditions, invigilation is not intrusive and the candidate has an appropriate space to complete the test.

Display materials (e.g. diagrams, wall charts) that might assist candidates to answer test questions must be removed, unless the rubric expressly states that candidates are allowed to use reference materials in the examination. Particular care must be taken with those examinations that are held in laboratories or libraries.

Possession of unauthorised items is an infringement of the regulations and could result in disqualification from the examination. Centres are advised that unauthorised materials and mobile phones in particular whether or not switched on or within reach, must not be in candidates' possession.

An invigilator must not:

- re-phrase a question for a candidate
- explain any subject-specific or technical terms to a candidate
- give any indication of the time elapsed or remaining where a question paper consists of distinct sections.

## 3.2 Identification of candidates

Centres must check the identity of their candidates at enrolment and record the items of identification seen. Invigilators must carry out an ID check for each individual candidate on the day of a test and record the evidence of candidate ID. For onscreen tests, the invigilator must check the identity of each candidate to ensure that the correct ID and password are issued.

It is the centre's responsibility to check candidate identity and confirm that the correct candidates have taken the correct tests. For candidates who attend regularly and are known to the invigilator it is not necessary to carry out a photographic identity check at the time of the assessment. If the centre has any concerns, photographic documentary evidence must be requested to confirm the candidate identity.

Candidates who are not known to the assessment centre authorities must be required to present photographic documentary evidence that they are the same persons who were entered for the examination each time they attend an examination session and before an

examination is taken. Appropriate photographic evidence would be a valid passport (of any nationality) or a photo card driving licence.

### 3.3 People present

Only candidates taking the test(s) and persons authorised by the Head of Centre in connection with examinations are allowed in the examination room.

Pearson reserves the right to visit centres during the period of the examinations to inspect the arrangements made for the security of confidential examination material and for the conduct of the examinations.

### 3.4 Before the examination session

An examination is deemed to be in progress from the time the candidates enter the room until all candidates have completed the examination and left the room.

#### 3.4.1 Arranging the examination room

- The seating arrangements must prevent candidates from overlooking (intentionally or otherwise) the work of others. The minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres.
- Check that a wall clock is clearly visible to all candidates.
- Display a board showing the centre code and the examination start and finish times.
- Make sure that the room is quiet and well lit. The room should also be well ventilated and at a reasonable temperature with sunlight glare blocked out.
- Follow any subject-specific invigilation instructions.
- Ensure candidates are seated ten minutes before the start of the test.
- Ensure candidates have been given the correct paper as each candidate may be assigned a different test paper

#### 3.4.2 Before the examination

- Place a notice on the door of the room that says 'Quiet please - examination in progress. No admittance'.
- Check the front of the question paper so you know what materials candidates can use in the examination.
- Check that candidates have not brought into the examination any material they are not allowed such as revision notes, mobile phones or electronic dictionaries.
- Read out the Warning to Candidates.
- Open the packet of question papers in the examination room.
- Remind the candidates that they must fill in the details on the front of the answer booklet.
- Tell candidates to read the instructions on the front of the question paper.
- Tell candidates when they may begin and how much time they have to complete the examination.

- Make provision for candidates to securely store their personal belongings outside the room if possible or out of reach.

Before candidates are permitted to start work the invigilator must:

- ensure that candidates are seated in accordance with the prescribed seating arrangements
- inform the candidates that they are now subject to the regulations of the examination and read out the relevant notices and warnings
- warn candidates that any unauthorised material must be handed in (this should also include any food or drinks, which may only be allowed at the express discretion of the Head of Centre)
- check that candidates have all the necessary material to enable them to complete the examination, including a check that they have been issued with the correct question paper
- remind candidates that they are forbidden to communicate in any way with, seek assistance from, or give assistance to, another candidates whilst they are in the examination room.

### 3.4.3 During the examination

- The invigilator must not offer any advice or comment on the work of the candidate(s).
- Candidates may only take pens into the examination room and any pencil cases must be transparent.
- Mobile telephones and other electronic equipment are not permitted.
- Be aware that candidates who arrive after the start of the examination should be allowed the full time for the examination, depending on your centre's organisational arrangements and provided that adequate supervision arrangements are in place
- Once the test has started candidates may not ask questions about the test.
- Invigilators must not talk to or distract candidates during the test.
- Be vigilant and supervise the candidates at all times to prevent cheating.
- No requests for help from candidates in relation to the test can be dealt with during the test.
- If you discover cheating, take away any unauthorised material and allow the candidate to continue. This should be reported as malpractice on the invigilation report which must be submitted to Pearson at [pqsmalpractice@pearson.com](mailto:pqsmalpractice@pearson.com)
- Make sure that a responsible adult is available to accompany any candidates who need to leave the room temporarily. They must remain with the candidates at all times and ensure that they cannot access restricted material. The candidates remaining in the exam room must continue to be invigilated.
- Candidates must be reminded verbally when there are only ten minutes of the test remaining.
- Ensure that candidates who have finished their work and have been allowed to leave the examination room early hand in their work before they leave the examination room. Those candidates must not be allowed back into the room.

- Tell candidates to stop writing at the end of the examination.

### 3.4.4 After the examination

- Collect all scripts and question papers before candidates leave the examination room, ensuring that all details on the front page of the scripts have been completed.
- Arrange scripts in the order candidates appear on the attendance register.
- Sign the invigilation report and record any late arrivals, disturbances or malpractice. (Report can be centre's own.)

## 3.5 Supervision of candidates

Invigilators must supervise the candidates throughout the whole time the examination is in progress and give complete attention to this duty at all times.

## 3.6 Candidates with special requirements

In some circumstances, candidates with particular requirements may be given additional time to complete the examination. In other circumstances, candidates may be entitled to a supervised rest break, where the examination should be split into two or more parts for each session either side of the break.

Please refer to the JCQ Regulations and Guidance at [www.jcq.org.uk](http://www.jcq.org.uk) relating to candidates who are eligible for adjustments in examinations for further information. For information on how to apply for special consideration for candidates with particular requirements, please refer to the Pearson website

<http://qualifications.pearson.com/en/support/support-topics/exams/special-requirements.html>

## 3.7 Misconduct

This type of examination relies heavily on the integrity of the candidates. In those cases where misconduct occurs, or is thought to have occurred, this will be investigated and candidates may have their result withheld.

It is the centre's responsibility to inform Pearson's Business Improvement and Regulation department of any breach of regulations by emailing [pqsmalpractice@pearson.com](mailto:pqsmalpractice@pearson.com).

Centres should provide as much information as possible, including full details of the incident, names and roles of individuals involved, signed statements, etc. Following receipt of your email, further guidance will be provided by Pearson's Investigations Team.

## 3.8 Irregular conduct

The invigilator should remove and retain any unauthorised material discovered in the possession of a candidate in the examination and make a note of the circumstances.

It is the duty of the Head of Centre to ensure that all cases of irregularity and suspected or actual misconduct in connection with the examination are reported to Pearson within 48 hours. The Head of Centre is empowered to expel a candidate from the examination room but such action should only be taken when it is considered essential or when the continued presence of a candidate would cause disruption to other candidates.

Any infringement of the regulations must be reported and may lead to disqualification of the candidate. The decision on disqualification rests solely with Pearson.

## 3.9 Emergencies

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert:

- Stop the candidates from writing.
- Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Ensure candidates leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident by emailing your centre details and the candidates details to [examsofficers@pearson.com](mailto:examsofficers@pearson.com)

## 3.10 Specific instructions

- These tests are offered on-demand at any time of the year. Centres with large entries may stagger these tests and make entries when candidates are ready to take the test. Centres can arrange the tests to suit the needs of their candidates.
- Named entries must be made for a specific date and time for each individual learner.
- Test bookings can be made up to 14 calendar days before the planned test date.
- If a learner is unable to attend on the planned test date the centre can make arrangements for the test to be completed up to 5 calendar days after the planned test date without re-booking. Where a test is being taken on a different date within the 5 day period allowed, all test materials must be stored securely following the instruction provided in section 3.12 of this ICE document.
- If the learner will be unable to attend within that 5 day period they should be marked as absent on the attendance register and a new test booking must be made. Where it is not possible to take a test on a different date within the 5 day period the test materials must be destroyed securely following the instructions provided in section 3.12.2.
- Any changes to test bookings must be fully documented within the centre for audit purposes. Pearson may ask to view this evidence as part of any centre visit.
- It is permissible to timetable a number of different groups of candidates back-to-back on the same day. Centres will need to ensure that candidates taking a test in different sessions do not discuss the test content with any candidate yet to take a test on the same day.

- Candidates must sign a declaration on the front cover of the question paper when they sit the test, confirming they understand that they are not allowed to discuss the contents of the test with anyone.
- Pearson will provide one attendance register for the entire cohort. Where more than one test session is held, centres must keep an accurate record of candidates present at each session, together with details of the invigilation arrangements, as detailed on page 4 of this document and in Section 6.3 of the JCQ Instructions for Conducting Examinations. **The top copy of the attendance register supplied with the question papers must be returned to Pearson with the completed question papers. The bottom copy must be retained in the centre for two months.**
- It is the responsibility of the centre to inform candidates of the dates and times for their test.
- It is permissible for candidates sitting Level 1 and Level 2 tests to do so in the same room.
- Test sittings must be arranged to minimise the possibility of candidates colluding.
- Test papers will become available to use as practice papers once a test version is retired from use.

### 3.11 Receipt of question papers

When your centre receives question papers from Pearson you should:

- Check the contents of each envelope by reading through the envelope window. Contact Pearson centre support if you believe specific question papers are missing.
- Store all question papers securely in line with the instructions in section 4.3 of this ICE document. Restrict the number of key holders to two or three.
- Note: For English Reading Level 2 the examination material contains a question paper and a text booklet (as an insert).
- Never photocopy examination papers under any circumstances unless express permission is obtained from Pearson.
- No information relating to the content of these tests should be published, unless authorised by Pearson.
- Question papers should not be opened until the time of the assessment and must only be opened in front of the candidates.

### 3.12 Storage

Centres running Functional Skills paper-based on-demand tests must have secure storage facilities as outlined below. Centre approval may be withdrawn if the secure storage is found to be unacceptable. It is the responsibility of the Examinations Officer or Quality Nominee to ensure that the test materials are locked away in a place of high security and to set out the appropriate terms of authorisation for members of staff.

Only the Examinations Officer should have access to the live materials prior to the scheduled assessment time.

The Examinations Officer should:

- ensure that envelopes and boxes containing confidential materials are signed for
- keep a log, ideally at reception, recording the delivery of confidential materials showing each awarding body's deliveries and the number of boxes received
- keep a record of when and who accesses question papers while in safe storage
- keep question papers safe and secure prior to the assessment dates
- make question papers available to assessors and candidates at the appropriate time
- ensure that the question papers are locked away in a place of high security after they have been received
- be able to demonstrate that the appropriate security systems are in place to prevent unauthorised access to the test/examination materials
- make appropriate arrangements to ensure that confidential materials are delivered only to those authorised, i.e. to the Quality Nominee
- maintain the confidentiality of candidate responses and candidate details.

Centres are not allowed to store any live question papers on their computers. All question papers are considered 'live' until Pearson release them as practice papers. Test materials must be stored in a safe or a cabinet in a securely locked room conforming to the secure storage requirements below:

Requirement	Notes
<ul style="list-style-type: none"> <li>• Strong safe or security cabinet or metal cabinet with locking bar</li> <li>• 2 or 3 key holders only</li> </ul>	Bolted to wall or floor
<ul style="list-style-type: none"> <li>• Secure room in a fixed building, i.e. not a Portakabin or similar</li> <li>• Walls, ceiling and floor of strong, solid construction</li> </ul>	Preferably on an upper floor with no windows.
<ul style="list-style-type: none"> <li>• Solid door</li> <li>• Strong, secure hinges</li> <li>• Security lock, e.g. 5 lever mortise lock</li> <li>• 2 or 3 key holders only</li> </ul>	A hollow door would require extra metal reinforcement.

Please see section 1.3 of the *JCQ ICE* document for a full list of requirements and the Conditions for storing confidential exam material at: <http://www.jcq.org.uk/exams-office/ice--instructions-for-conducting-examinations>

If the security of the assessment materials has been put at risk by fire, theft, loss, damage, unauthorised disclosure or any other circumstances, the Quality Standards Team must be informed immediately at [vocationalqualitystandards@pearson.com](mailto:vocationalqualitystandards@pearson.com)

### 3.12.1 Completed question papers

- Question papers that have been completed must be returned to Pearson to be marked.
- For English Reading Level 2 the text booklet does **not** need to be returned to Pearson but must be collected in, accounted for, **and securely destroyed**.
- For English Reading Level 2 ensure that candidates do **not** write any responses to questions in the text booklet. Only answers given in the question paper booklet will be marked.
- Completed question papers should be sent to the examiner or Pearson processing centre for marking using the label provided.
- If it is not possible to return completed question papers immediately, completed tests must be held in the secure storage area in the return envelope provided by Pearson and returned for marking by the end of the week in which the examination was taken.

### 3.12.2 Unused question papers

- Any unused question papers including text booklets should **not** be returned but must be collected in, **accounted for, and securely destroyed immediately**. Spare copies of papers must not be issued to anyone, including teaching staff. **Centres must keep a record of the date and time any unused materials are destroyed**.

## 3.13 Security of content

Question paper queries relating to the content of the assessment materials must not be emailed as the content is **secure** and emailing any part of it is considered a **breach of security**. If you have a query about the content of a question paper, please email [fsassessment@pearson.com](mailto:fsassessment@pearson.com) or call Customer Services stating your name and contact details, and ask for one of the team to contact you directly via phone to discuss your queries.

## 3.14 Transporting assessment materials to offsite examination venues

Pearson will despatch question papers only to a Pearson approved centre meeting the requirements for secure storage through which the original entries were made.

Centres with multiple sites or examination venues are allowed to split packets of examination materials for transportation to alternative locations.

If a centre wishes to conduct an examination at a location other than their approved centre address to which the papers have been sent, the following requirements must be met. Question paper packs cannot be opened any earlier than four days in advance of the assessment date.

### 3.14.1 Transporting question papers to other approved sites

- No earlier than four days in advance of the assessment date, centres with multiple sites may split and reseal packs of papers:
  - Only open the packs of question papers if absolutely necessary
  - Open the packs in a secure environment – ie a private room or office with restricted access

- Only appropriate centre administrative staff may have access to the question papers whilst they are being re-packaged
- Once the question papers are appropriately re-packaged for each assessment site, they must be re-sealed and stored according to the secure storage requirements
- The newly sealed envelopes may not be opened until the time of the scheduled assessment.
- No earlier than four days in advance of the assessment date, the rearranged packages may be despatched by registered post, or other secure courier, to a Pearson approved centre site for collection by the invigilator
- They must be signed for at this site and stored securely according to the secure storage requirements
- Centres must keep a transport log which records the following information:
  - Names of all people handling the papers
  - Times when papers were removed from secure storage at each location
  - Means of transport and security measures taken
  - Time of arrival at each location
  - Secure storage arrangements at each approved location.
  - Tracking number log when approval to use a delivery postal method has been granted.

### 3.14.2 Transporting question papers to non-approved centres

- No earlier than 24 hours before the scheduled assessment date and time, assessment materials may be collected by hand and signed for by the invigilator for transportation to the assessment venue, which will not necessarily be an approved centre. In exceptional circumstances, and when this is not possible, centres will need to contact [fsassessment@pearson.com](mailto:fsassessment@pearson.com) to get approval to use a recorded delivery postal method.
- It is the responsibility of the invigilator to ensure that materials in their possession are kept securely until the time of the examination. They must be kept in a lockable container. They must not be left – for example – in an unattended vehicle

## 3.15 Conditions for splitting packets for use in multiple rooms within a centre

Centres with multiple exam rooms within one approved site are allowed to split packets of examination materials to facilitate the setting up of these rooms. You must only open the packs of question papers if absolutely necessary

- No earlier than one working day in advance of the assessment date, centres with multiple exam rooms may split and reseal packs of papers:
  - Only appropriate centre administrative staff may have access to the question papers whilst they are being re-packaged.
  - Open the packs in a secure environment – ie a private room or office with restricted access.
  - Once the question papers are appropriately re-packaged for each assessment room, they must be re-sealed and stored according to the secure storage requirements.
  - The newly sealed envelopes may not be opened until the time of the scheduled assessment.

- a log should be kept (there is no specific template but a spreadsheet would be suitable) which records the following:
  - names of all people handling the papers
  - times when papers were removed from secure storage
  - number of split packets created
  - times when papers were returned to the secure storage

For exceptional circumstances regarding storing assessments materials please contact the FS Assessment team at [fsassessment@pearson.com](mailto:fsassessment@pearson.com) for further guidance. It is advised that this is done prior to a Standards Verification visit taking place in order to avoid a potential block.

## 4.0 English Speaking and Listening units: CFS01 & CFS02

The normal procedures relating to oral examinations apply (see JCQ Instructions for Conducting Examinations 1 September 2017 – 31 August 2018).

There is no set time limit for this assessment but we suggest approximately 30 minutes per candidate at each level. The assessment can be distributed over more than one session at the centre's discretion.

Candidates are not required to bring any materials into the assessment room. They can, however, bring notes with them. These must be checked to ensure that they do not include prepared responses.

Centres must refer to the Quality Assurance Handbook for Functional Skills Levels 1 and 2 Speaking, Listening & Communication for guidance on the Speaking, Listening and Communication unit. You will find this available on our website using the link below:

[qualifications.pearson.com/en/qualifications/edexcel-functional-skills/English.coursematerials.html - filterQuery=Pearson-UK:Category%2FForms-and-administration](https://qualifications.pearson.com/en/qualifications/edexcel-functional-skills/English.coursematerials.html?filterQuery=Pearson-UK:Category%2FForms-and-administration)

## 5.0 English units: RFS01, RFS02, WFS01, WFS02

### 5.1 Time allowed

The exam durations are as follows:

- Reading Level 1 (RFS01): 45 minutes
- Writing Level 1 (WFS01): 45 minutes
- Reading Level 2 (RFS02): 60 minutes
- Writing Level 2 (WFS02): 60 minutes

## 5.2 The form of the papers

- Candidates may use a dictionary
- Candidates must answer all questions in the question paper
- Candidates should use black ink – not pencil
- The answers must be written in the spaces provided on the question paper
- Additional answer sheets can be used, if needed

## 6.0 Maths units: MFS01, MFS02

### 6.1 Time allowed

The exam durations are as follows:

- FS Mathematics Level 1 (MFS01): 1 hour and 30 minutes
- FS Mathematics Level 2 (MFS02): 1 hour and 30 minutes

### 6.2 The form of the papers

Candidates will need to take the following items into the examination room:

- pen
- calculator
- hb pencil
- eraser
- ruler graduated in centimetres and millimetres
- protractor
- compass
- Candidates must answer all questions in the question paper
- Candidates should use black ink –not pencil (except for diagrams)
- The answers must be written in the spaces provided on the examination paper
- Additional answer sheets can be used, if needed.

## 7.0 Pearson contact list

You should contact the following individuals/teams for queries:

### Functional Skills Assessment team

[fsassessment@pearson.com](mailto:fsassessment@pearson.com) - for issues with the content of test paper questions, mark schemes, general assessment queries, emergencies or incidents during assessments.

**Please note: The content of the tests is secure and emailing any part of it is considered a breach of security. If you have a query about the content of a test or the allocation of marks for a particular question/task, email us stating your name and contact details, asking for one of the team to contact you directly via phone.**

### Approvals team

[UKVQapproval@pearson.com](mailto:UKVQapproval@pearson.com) - for gaining approval and approval queries.

### Business Improvement and Regulation team

[PQSmalpractice@pearson.com](mailto:PQSmalpractice@pearson.com) - for reporting cases of suspected malpractice or a breach of test paper security.

### Exams Officers Support team

[examsofficers@pearson.com](mailto:examsofficers@pearson.com) - for registration and certification issues, amendments to names and reprinting of certificates.

### Special Requirements team

[uk.special.requirements@pearson.com](mailto:uk.special.requirements@pearson.com) – for issues relating to access arrangements and all special consideration requests.

### Quality Standards team

[vocationalqualitystandards@pearson.com](mailto:vocationalqualitystandards@pearson.com) - for special requirements, quality issues and appeals against qualification and certification blocks.

### Curriculum Development Managers

Each centre has a Curriculum Development Manager who can provide general qualification advice and guidance across all qualifications. Your Curriculum Development Manager details can be obtained from your regional office: [www.edexcel.com/contactus](http://www.edexcel.com/contactus)

## Appendix 1: JCQ Warning to Candidates Poster

### Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

## Appendix 2: JCQ Mobile Phones Poster

AQA

City & Guilds

CCEA

OCR

Pearson

WJEC



**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES  
NO POTENTIAL  
TECHNOLOGICAL/WEB ENABLED  
SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile  
phone, is a serious offence and could result in**

**DISQUALIFICATION**

**from your examination and your overall qualification**

## Appendix 3: Checklist for invigilators (Paper-based on-demand tests)

A – Arranging the examination room	
1	Check that any charts, diagrams, etc. have been cleared from the walls.
2	Check that desks are 1.25m apart and each candidate has a separate desk of sufficient size to accommodate the question paper
3	Check that you have the following on display in the exam room: <ul style="list-style-type: none"> <li>• a clock that all candidates can see clearly</li> <li>• a board or display showing the: <ul style="list-style-type: none"> <li>• centre number</li> <li>• subject title</li> <li>• paper number</li> </ul> </li> <li>• actual starting and finishing time of the examination(s).</li> </ul>
4	Check that you have the following on display outside the exam room: <ul style="list-style-type: none"> <li>• JCQ warning to candidates poster</li> <li>• JCQ mobile phones poster</li> </ul>
5	Check that you have for the main examination hall or room: <ul style="list-style-type: none"> <li>• a copy of the current JCQ Instructions for conducting examinations</li> <li>• a copy of the Pearson Instructions for conducting examinations</li> <li>• any subject-specific instructions and/or stationery lists issued by Pearson</li> </ul> a seating plan of the examination.
6	Check that heating, lighting, ventilation and the level of extraneous noise is acceptable
7	Check that emergency exits and fire routes are unobstructed
B – identifying candidates	
1	Make sure you know the identity of every candidate in the examination room.
2	Check the identification documents provided by candidates not known to the centre. You must ensure that they are the same people who were entered or registered for the examination or assessment.

C – Before the examination	
1	Check that there are sufficient invigilators for the number of candidates taking the test
2	Check the front of the question paper for the exact requirements for authorised materials, particularly calculators or dictionaries (see F below).
3	Brief candidates about the regulations for taking the test; read out instructions and warnings to candidates
4	Warn candidates that they must give you any unauthorised materials. This includes potential technological or web-enabled sources of information such as: <ul style="list-style-type: none"> <li>• iPods</li> <li>• iWatches</li> <li>• mobile phones</li> <li>• MP3 or MP4 players</li> <li>• wrist watches which have a data storage device.</li> </ul>
5	Tell the candidates to: <ul style="list-style-type: none"> <li>• fill in the details on the front of the answer booklet and any supplementary sheets, e.g.: <ul style="list-style-type: none"> <li>• candidate name (as it appears in the attendance register)</li> <li>• registration number</li> <li>• centre number.</li> </ul> </li> <li>• read the instructions on the front of the question paper.</li> </ul>
6	Tell the candidates about any erratum notices.
7	Remind candidates: <ul style="list-style-type: none"> <li>• to write in black ink</li> <li>• not to use highlighters or gel pens in their answers.</li> </ul>
8	Remind candidates to write in the designated sections of the answer booklet.
9	Tell candidates when they may begin and how much time they have.

D – During the examination	
1	Accurately complete the attendance register.
2	Deal with any late arriving candidates according to the information in the JCQ ICE (Section 14).
3	Supervise the candidates at all times to prevent cheating and distractions.
4	Do not give any information to candidates about: <ul style="list-style-type: none"> <li>• suspected mistakes in the question paper unless Pearson has issued an erratum notice or given permission</li> </ul> any question on the paper or the requirements for answering particular questions
5	If a candidate wishes to leave the examination room follow the instructions found in Section 16 of the JCQ ICE document. Make sure that an appropriate member of staff is available to accompany any candidates who need to leave the room temporarily.
6	Make sure that a question paper is not removed from the examination room during the examination.
7	In an emergency, follow the procedures in section 3.9 of this ICE document and any separate instructions issued by your centre.
8	Tell candidates to stop writing at the end of the examination.
E – After the examination	
1	Check and sign the attendance register.
2	Tell candidates to check that they have: <ul style="list-style-type: none"> <li>• written all the necessary information on their question papers including supplementary sheets</li> <li>• crossed out rough work or unwanted answers</li> <li>• fastened any supplementary sheets, as instructed on the question paper or answer booklet</li> </ul>
3	Collect all scripts and all unused stationery before candidates leave the examination room.

4	Arrange scripts in the order candidates appear on the attendance register.
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5	Make sure that scripts are kept in a secure place before you send them the examiner or to Pearson.
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#### F – Use of calculators and dictionaries

1	Calculators - Candidates are allowed to use calculators, unless the question paper says otherwise.
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2	Dictionaries - Candidates are allowed to use dictionaries in any functional skills examinations, unless the question paper says otherwise.
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3	Bilingual dictionaries - Candidates are allowed to use bilingual dictionaries.
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#### G – Access Arrangements

1	Check in advance with the exams officer which candidates, if any, have been granted access arrangements.
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