Instructions for the Conduct of Examinations

2017-18

Functional Skills Level 1 & 2
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Any changes to the 2016/17 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

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

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

For guidelines on dealing with instances of suspected malpractice in examinations and access arrangements, refer to: www.jcq.org.uk

Pearson reserves the right to conduct audits to ensure examinations are administered appropriately. Audits for Paper based tests are unannounced but for Onscreen tests, centres will be given advance notification of a potential audit.

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 for paper-based and onscreen assessment

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 (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, unless requested specifically for the FS ICT task.

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.

#### 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 material 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 candidate 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 pgsmalpractice@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](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. 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

4.0 Instructions for paper-based assessment

All general instructions apply. For more details, please refer to Section 3 of this document.

4.1 Specific instructions

- These tests are offered within a 5 day window. The timetable is published on the Pearson website. Centres with large entries may stagger these tests during the window. Centres can arrange the tests to suit the needs of their candidates.
- It is permissible to timetable a number of different groups of candidates back-to-back on the same day, or spread over the 5 day window.
- 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 attendance register supplied with the question papers must be retained until the publication of results date.
- It is the responsibility of the centre to inform candidates of the dates and times for their test.
- Pearson will set one test paper for each Level during the test week.
- 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.
• Teaching for the specific subject of the test being taken is prohibited and must be suspended during the test window for candidates taking the test. For candidates who are not taking the test, teaching can still take place.

• 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 until the end of the 5 day window.

• Candidates may only sit the test once in each 5 day window.

• Test papers will be made available to use as practice papers on the day results are published.

4.2 Receipt of question papers

When your centre receives question papers from Pearson you should:

• Check the contents of each envelope by reading through the 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.

4.3 Storage

Centres running Functional Skills paper-based 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:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strong safe or security cabinet or metal cabinet with locking bar</td>
<td>Bolted to wall or floor</td>
</tr>
<tr>
<td>2 or 3 key holders only</td>
<td></td>
</tr>
<tr>
<td>Secure room in a fixed building, i.e. not a Portakabin or similar</td>
<td>Preferably on an upper floor with no windows.</td>
</tr>
<tr>
<td>Walls, ceiling and floor of strong, solid construction</td>
<td></td>
</tr>
<tr>
<td>Solid door</td>
<td>A hollow door would require extra metal reinforcement.</td>
</tr>
<tr>
<td>Strong, secure hinges</td>
<td></td>
</tr>
<tr>
<td>Security lock, e.g. 5 lever mortise lock</td>
<td></td>
</tr>
<tr>
<td>2 or 3 key holders only</td>
<td></td>
</tr>
</tbody>
</table>

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](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

4.3.1 Complete 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. There is no need to wait for the end of the 5 day window.

• If it is not possible to return completed scripts 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 5 day window.

4.3.2 Unused question papers

• Any unused question papers including text booklets should not be returned but must be collected in, accounted for, and securely destroyed by the end of the 5 day test window. Spare copies of papers must not be issued to anyone, including teaching staff, during the test window.

4.4 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 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.

4.5 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 the start of the assessment window.

4.5.1 Transporting question papers to other approved sites

• No earlier than the first day of the assessment window, 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 the first day of the assessment window, 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.

4.5.2 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 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.

4.6 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 the first day of the assessment window, 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 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.

**5.0 English Speaking and Listening units: E101 & E201**

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

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:


**6.0 Series-Based English units: E102 & E103, E202 & E203**

All general and series-based instructions apply. For more details, please refer to the *General Instructions* (p4) and *Instructions for Paper Based assessments* (p10) sections of this document.

**6.1 Time allowed**

The exam durations are as follows:

- Reading Level 1 (E102): 45 minutes
- Writing Level 1 (E103): 45 minutes
- Reading Level 2 (E202): 60 minutes
- Writing Level 2 (E203): 60 minutes

**6.2 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.
7.0 Series-based Maths units: FSM01 & FSM02

All general and series-based instructions apply. For more details, please refer to the General Instructions (p4) and Instructions for Paper Based assessments (p10) sections of this document.

7.1 Time allowed

- FS Mathematics Level 1 (FSM01): 1 hour and 30 minutes
- FS Mathematics Level 2 (FSM02): 1 hour and 30 minutes

7.2 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.

8.0 Series-based ICT units: FST01 & FST02

All general and series-based instructions apply. For more details, please refer to the General Instructions (p4) and Instructions for Paper Based assessments (p10) sections of this document.

8.1 Examination security

Due to the nature of these examinations, it is necessary to release confidential material in the form of secure data files to centre staff prior to the examination window. It is therefore essential that centre staff read this document carefully before releasing ANY material to candidates, to ensure that the integrity of the examination is not inadvertently breached.

8.2 Secure data files

The secure test data files will be released 5-6 weeks prior to the test. They will be available from the ICT Functional Skills pages on our website. You need your Edexcel
Online password to access these files. Further support for Edexcel Online can be found here.

The secure data files will only be accessible on the Edexcel website to registered Edexcel Online users at authorised centres. If you are not registered for Edexcel Online, details on registering can be found our website.

Candidates must not have access to the data files until the start of their examination session.

Unless advised differently, the secure data files will be a combination of *.rtf, *.txt, *.jpg and Microsoft Excel files. If your centre’s ICT system does not support Microsoft Office please contact the call centre on 0844 576 0028 for CSV versions of the Microsoft files.

Secure data files are released to centres prior to the examination window to enable centres to load them onto the secure workspace and for no other purpose. Staff who see these files must not use this knowledge to advantage their candidates in terms of teaching up to the actual question paper.

There is no pre-release scenario for this question paper.

**8.3 Time allowed**

- FS ICT Level 1 (FST01): 2 hours inclusive of printing and collating
- FS ICT Level 2 (FST02): 2 hours inclusive of printing and collating

No extra time can be allowed for slow machines or networks which run slowly.

It is the responsibility of the centre to ensure that appropriate hardware and software are available to candidates.

If unforeseen technical difficulties occur, the centre may use its discretion on extending the time limit for candidates.

**8.4 The form of the tests**

The test is paper-based but candidates will complete the set tasks on a computer and submit printouts of their final evidence for external marking.

Candidates must answer all questions in the test.

Candidates’ work will take the form of a printout. Each printout must bear the candidate’s name, candidate number and centre number. This information must be entered before printing. Handwritten details alone are not acceptable. Any printout not clearly identified as instructed will not be marked.

All printouts must be collected together in the correct order. Printouts must be punched in the top left corner, printed side up, starting with the first task.

A cover sheet is supplied by Pearson with the question paper. This is an A3 sheet folded once. Printouts should be secured, face up, to the inside left page of the cover sheet (page number 2) using a treasury tag. Hole punches and treasury tags must be available for this purpose.

There is no limit to the number of times candidates may print, although only final versions should be submitted. Printouts must not be submitted in plastic wallets. Other forms of output, e.g. computer files, must not be submitted.
8.5 Administration of the tests

The normal procedures relating to practical tests apply and every effort must be made to maintain the confidentiality of the question paper.

During the tests, candidates must have access to the internet for Section A but not for Section B. It is the Invigilator’s responsibility to ensure that access to the internet is limited to the time candidates are working on Section A during the first 15 minutes of the test.

8.6 Before the tests

- A PC must be made available to each candidate on a 1:1 basis. Centres must ensure students have access to software that will enable them to meet the requirements of the Functional Skills standards.

- Centres must set up a separate user area (on computers or servers used by candidates) for each candidate sitting the test. These user areas must not be accessible to candidates at any time other than during the test time/session itself.

- Candidates must have access to the internet for the first 15 minutes of the test. Therefore, each candidate user area must provide access to the internet. Centres must make a decision regarding the management of this access. They may use Invigilators to make sure that candidates do not access the internet after the first 15 minutes or they may employ other options such as software solutions to manage this.

- Candidates are required to have offline access to e-mail software. They will not be required to send emails, but must have access to suitable software which allows them to create an email, copy to more than one recipient and add attachment(s).

- Candidates may be required to use security features such as password protection or read only; in addition, they may be required to ZIP files and folders. Therefore, any candidate test user profile must include these capabilities.

- Centres must ensure that data files are in a format accessible to each candidate. The files should be downloaded, tested for compatibility with the software to be used by candidates and then copied into candidates' secure test user areas. If necessary, the secure data files must be converted.

- It is not acceptable to store secure data files in a shared area or in a central location where anyone can access them.

- Candidates must not be given access to data files prior to, or at any time outside, the official time allocated to the test.

- Each user area must be allocated sufficient storage space to allow candidates to save their work.

- Candidates must not be able to save files produced during the test in a central location where anyone can access them.

- Candidates must have sufficient workspace to allow them unrestricted access to the computer and to carry out non-computer activities such as checking and collating their printouts.

- The workstations should be arranged to prevent candidates viewing each other’s work.
Candidates may bring a dictionary, pencil and ruler with them into the examination session. Candidates must not take other materials into the room.

8.7 During the tests

At least one Invigilator should be conversant with the software and system to be used by candidates to deal with technical difficulties that may arise. This may be the Functional Skills ICT tutor. However, they should not be the sole Invigilator unless there are exceptional circumstances preventing the availability of an alternative – for example, where a remote candidate is sitting the test in the work place.

On such occasions, the reason must be documented and retained by the centre with the seating plan and other invigilation records. This will not be acceptable for large centres using an exam hall. The Functional Skills ICT tutor may be on call should they be needed in the room.

Candidates may not bring portable storage media (e.g. memory sticks, CDs, etc) into the examination session.

Candidates must only have access to the files required for the examination.

Candidates must not have access to pre-prepared templates or other files during the test. However, they may use software-specific wizards.

Candidates are not allowed to refer to textbooks or centre-prepared manuals during the test, but may use software-specific help facilities, or manufacturer’s computer manuals, providing these do not require internet access. Software manuals are defined as the books talking through the functionality of the software only, provided by the software manufacturer.

Candidates may move from their workstation to collect their printouts from the printer.

Communication between candidates is not allowed at any time during the test.

8.8 Instructions for labelling

Candidates **must** enter their details (header or footer) **on all tasks before printing** as specified in the test paper. Handwritten details are not acceptable.

Please note: It is **not** acceptable to pre-print each page with the candidate details and then overprint the appropriate task.

8.9 Printing

It is recommended that the ratio of candidates to printers is no more than 10:1.

Printers should be in the same room as the candidates. If this is not possible, another responsible person must be assigned to deliver printouts to the candidates. The candidates may not collect printouts from another room, nor must the Invigilator become involved in the collection of printouts from another room.

It is the responsibility of the centre to ensure correct ownership of each printout.

There is no requirement to print in colour. No extra credit is given to work printed in colour. However, adequate differentiation is needed on monochrome printouts, e.g. sectors of a pie chart should be distinguishable.
• If printouts are on continuous stationery, the pages must be separated and sprocket holes removed.

• In the event of a printer breakdown, the centre may use its discretion on extending the time allowed. It is the Invigilator’s responsibility to ensure that these regulations are adhered to.

• During the examination, any printouts not required for submission must be collected and held securely by the Examinations Officer until the end of the 5 day window. At that point, they may be recycled or destroyed.

### 8.10 After the test

• Centres must ensure that the candidate work is saved and secure from unauthorised access.

• Centres should safeguard this work in case it is required to be reprinted.

• All candidate work should be copied to a storage medium and kept secure by the Examinations Officer.

• Final printouts should be collated, parcelled up and stored securely until the final test session has been held and then sent to the designated examiner.

• If more than one session is held, any common user areas accessible to candidates must be cleared of all work saved during the test immediately after each session.

• Candidates’ user areas should be removed at the end of the test.

• It is essential that all question papers are submitted by the final date of the window in order for Pearson to maintain the security of these qualifications. Pearson will not accept any papers submitted after this date or once the question paper has been released, as we cannot guarantee the integrity of the test.

### 8.11 Contingency planning

It is strongly recommended that:

• technical help is available during the test to deal with ‘computer crashes’, printer problems and other possible complications. 

• a number of ‘spare’ computers are available during the test so as to allow candidates to move to another machine if necessary.

• alternative printing facilities are available for use if necessary.

• up-to-date virus prevention measures are in place.

### 8.12 Cover sheet

At the end of each test, candidates are required to collate their printouts in task number order and put them inside the cover sheet provided. When more than one printout is required for a particular task they should be placed in the order in which they are requested in the question paper.

The printouts and the cover sheet will need to be hole punched to allow the treasury tag to be inserted.
Page 2 of the cover sheet will have instructions to guide candidates through this process. An example is provided below.

8.13 Example of cover sheet

8.14 Frequently asked questions for ICT Levels 1 & 2

Q1. When will the data files for the Functional Skills ICT test be released?

Q2. How do we set up a secure user area for data storage during the test?
A2. The Network administrator will need to create separate user accounts for each candidate on the network. They should then assign the same password for all of these user accounts making it easy for the Invigilator or technical expert to log-in to each computer before the examination starts (or before the candidates enter the room). Please note however that centres which run more than one session during the test window will need to create a different password for each session.

The Invigilator and technical expert will know the password for these accounts (for security reasons). Under no circumstances should the candidate log-in or log-out of the computer systems during the examination.
The network administrator should assign the user accounts to a particular group, e.g. Exams. The network administrator will be able to configure the group so that access to the internet or internet browsing software is permitted at certain times (depending on when the examinations are scheduled to begin). Configuring certain user accounts or groups will not have an impact on all other users on the school/college network. Therefore any other users, be it staff or candidates, will still have normal access to the internet and all other privileges.

The network administrator will need a little notice to be able to set this up before the exam begins. They will want to know the number of candidates taking the assessment, the start and end times of the examination so that they can permit access to these accounts (usually 30 minutes before and 30 minutes after), as well as roughly when the internet (or internet browsing software) will be disabled during the examination. You have to allow a little flexibility just in case there are technical problems during the examination or the examination starts a little late.

The Invigilator will need to check that no candidates are using the internet after the required period of time.

Q3. How do we set up offline access to email software?

A3. Please see options below:

- if a centre has an email package locally installed on their computers or network, such as staff or student email systems (using an intranet/extranet) – this would be acceptable
- if the centre does not have any locally installed email software, they are able to download free email software tools, such as Pegasus – this would be acceptable
- if the centre has Windows XP or Windows Vista – there are already email clients installed, such as Outlook Express or Message Center. This would be acceptable. Windows 7 does not have a free email client. If the centre does use Windows XP or Windows Vista – their network manager should be able install this software on to their computer systems
- if the centre uses web-based email, it is possible for network managers to configure their network to permit access to web-based email websites only throughout the examination. This works very much in the same way as Firewalls permit access to certain websites to certain groups of users
- if the centre decides to use the email option in a word processing package, this is also acceptable.

Q4. Can candidates use privacy screens between workstations?

A4. Yes, each workstation must be isolated by a minimum space of 1.25 metres measured from the nearest outer edge of the screen to the next, unless monitors are positioned back to back or separated by dividers or protected by privacy screens.

Q5. How do we switch off internet access after the first 15mins of test?

A5. Most account managing software allows you to apply certain protocols to users or groups of users. This might involve instructing the network administrator to remove access to the web for the selected users at a certain time.

The process can be simplified by making all users part of a group and removing the access to the group. If required, the users can be given temporary logins to simplify further
(e.g. FSUser1, FSUser2,...). These are all standard tasks in most user management software.

Alternatively, if you are running RM Tutor or equivalent in the classroom, then the control can be given to the teacher in the room. The last resort would be to leave web access on and instruct students to not use it. Effective monitoring of this may need an increase in the number of Invigilators.

Q6. When will the Student Book for Functional Skills ICT be released?
A6. Unfortunately the Student Book for Functional Skills ICT is no longer scheduled for production.

We have however uploaded additional supportive material on our website that will be useful:

www.edexcel.com/quals/func-skills/teach-support-material/schools-tsm/Pages/ict.aspx

9.0 Onscreen, on-demand English and Maths units: ENR01 & ENR02, ENW01 & ENW02, MAT01 & MAT02

All general instructions apply. For more details, please refer to the General Instructions (p4) and Instructions for Paper Based assessments (p10) sections of this document.

9.1 Specific instructions

9.1.1 Invigilation

Invigilators must be familiar with the onscreen testing software.

It is essential that an IT technician is available at the start of the test. They do not need to be in the room thereafter but they must be in the vicinity of the test room and must be contactable by phone or pager to deal with any technical difficulties that may arise.

Either an IT technician or dedicated administrator must be familiar with the software ‘User Guide’. They must understand the procedures for logging on, uploading candidate tests and exiting the tests as necessary. Either an IT technician or dedicated administrator must set up the testing room. This involves switching on the PCs and opening up the software before candidates enter the room.

It is a condition of accreditation to offer onscreen tests that suitable technical support is provided.

Invigilators must not allow a candidate to login under the name of another candidate. If the incorrect candidate has been entered, staff can add a late entry to the test session, or the candidate will have to be scheduled in for another time. Any candidate entered under an incorrect name will have their results voided. This will be construed as malpractice.

For onscreen tests, teaching can take place up to the day of the test.
9.2 Preparation for the test

9.2.1 Safe custody of test materials
Testing software must be securely managed at all times so that no unauthorised person has access. The centre must be able to demonstrate that appropriate security systems and processes are in place to prevent unauthorised access to tests on the computer system.

These must include:

- only administrators having access to passwords which give access to the onscreen tests
- computers being set up so as to prevent access to any software not allowed by the test regulations whilst the test is in progress
- only candidates who have been entered to take tests are permitted to do so.

Centres must have the available expertise to administer and access tests using secure uploading and downloading. They should also have the appropriate level of expertise to deal with any issues or technical difficulties that may arise during a test.

Centres must maintain the confidentiality of the test.
Assessment content should be protected from unauthorised access at all times, i.e. before, during and after the examination session.

You must tell Pearson immediately if the security of the test material is put at risk or has been breached (for example, by fire, theft, damage or through malpractice).

9.2.2 Start times for tests
When more than one candidate is taking a test in the same room, the tests should be scheduled with the same start time to cause the least disruption to candidates.

Tests can be unlocked and taken up to 4 hours before the time scheduled and up to 4 hours afterwards. Centres should inform each candidate of the starting time of the session when their test is to be held.

9.2.3 Resources for tests
Candidates must not have access to any materials, including books and unauthorised software, whilst they are sitting the test. Candidates are allowed dictionaries in English tests.

The Invigilator may have rough paper and pens available to help candidates plan their answers. Candidates must request this at the start of the test.

Invigilators must collect all rough paper at the end of the test and ensure that all materials are shredded or securely destroyed.

For Functional Skills Maths, we strongly advise candidates to use the onscreen calculator facility. This avoids the possibility of transcription errors and ensures all workings are shown, to fully access the marks available. However, candidates may use their own calculators if they wish to do so.

Candidates should be warned that the possession of any unauthorised material will be considered as an infringement of regulations in the same way as the possession of any
other unauthorised items. If unauthorised items are present in a test area (whether they intend to use them or not), this may constitute as malpractice. As a result, they could be subject to sanctions and penalties in accordance with relevant JCQ Malpractice Guidelines.

### 9.3 Duration of tests

- English Reading Level 1 (ENR01) – 45 minutes
- English Reading Level 2 (ENR02) – 60 minutes
- English Writing Level 1 (ENW01) – 45 minutes
- English Writing Level 2 (ENW02) – 60 minutes
- Maths Level 1 (MAT01) – 1 hour 30 minutes
- Maths Level 2 (MAT02) – 1 hour 30 minutes

### 9.4 Accommodation

#### 9.4.1 General environment / layout

To ensure an appropriate assessment environment, centres should ensure that:

- the accommodation is suitable for use as a testing room
- the area is quiet and free from external disturbances
- due attention has been paid to such matters as heating, lighting and ventilation.

The workspace provided for the candidate should enable them to access the equipment.

The arrangement of the workstations and the position of the Invigilator’s desk should facilitate detection of any unauthorised activity by candidates, for example communication with others or use of unauthorised material.

We advise that workstations should be isolated by at least a space of four feet / 1.25m measured from the nearest outer edge of one screen to the next or separated by a partition - see diagrams for examples of appropriate layout.
The way in which your IT technician has installed the system will determine how many candidates are able to sit a test at one time. Spare PCs should always be available.

The testing room must be set up with all PCs logged on and the software open before candidates enter the room.

Test time will be determined by the individual candidate’s clock on their PC, however a reliable clock must be visible to each candidate in the test room.

Any other test may be held in the test room at the same time, provided that no disturbance is caused thereby. The centre should ensure that candidates are not interrupted whilst taking a test.

**9.4.2 Workstations**

Each workstation must be tested on completion of installation. Once the system has been installed, Pearson will provide a DEMO test to ensure that the software has been correctly installed.

**9.5 Hardware and software**

There should be adequate back-up provision in case of equipment failure. Provision can include:

- spare workstations (of the required specification)
- spares of easily replaced items (e.g. mouse, screen).

Hardware should be maintained to minimise the likelihood of failure during an assessment. Up-to-date virus protection measures should be in place.

**9.6 Starting the test**

In addition to the general instructions, the Invigilator must:

- ensure that candidates start the examination in accordance with the specific instructions provided for electronic testing
- draw the candidates’ attention to the instructions on the screen at the beginning of the test and ask them to check that they have been provided with the correct test for the correct subject and level
- inform candidates that they must not use the Quit button without first asking an Invigilator
- instruct candidates to enter the required information on their screen when prompted to do so at the start of their test
- instruct candidates in regard to the instruction screens that will appear prior to the start of the test
- instruct the candidates that any scrap paper or pens they use must be returned to the Invigilator at the end of a test and must not be taken out of the test room.
9.7 During the test

9.7.1 Technical problems

- **Power failure.** In the event of power failure the onscreen test should be abandoned and a further set of onscreen examinations scheduled when the fault has been rectified and the system tested.

- **Technical failure.** If during the test there are difficulties with individual PCs or the whole centre system then, if the failure cannot be rectified within 30 minutes, the onscreen test should be abandoned and a further set of onscreen tests scheduled when the fault has been rectified and the system tested.

- **Set up.** If the system is not up and running successfully at the scheduled start time, the test should be delayed by no more than 15 minutes for the problem to be resolved. After this time, the onscreen test should be rescheduled when the fault has been rectified and the system tested.

Where tests are compiled of a large quantity of images or video footage, a recommendation will be issued regarding the maximum amount of candidates permitted to sit the test in the same session at a centre. The restriction will reduce the amount of traffic on the centre’s network. If more than the recommended amounts of candidates sit the test, a successful testing session may not be achieved.

9.8 At the end of the test

9.8.1 Finishing the test

- The test will automatically close down when the allocated time has been used.

- The test can only be exited by the exam administrator. Candidates should not individually quit the test.

- Centres must keep all evidence of attendance sheets that are produced at the end of the tests for every candidate present. **These are to be used as proof of attendance and should be stored in centres for all candidates for two months after the tests.** These may be requested at any time during this period by Pearson.

9.8.2 Leaving the test room

Candidates who have completed the test may leave the room at the discretion of the Invigilator, subject to ensuring that no disturbance is caused to other candidates and that the Invigilator turns off the screens to ensure others cannot see them. Those candidates must not be allowed back into the room.
10.0 On-demand ICT units: ICT01 & ICT02

All general instructions apply. For more details, please refer to the General Instructions (p4) and Instructions for Paper Based assessments (p10) sections of this document.

10.1 Specific instructions

Due to the nature of these tests, it is necessary to release confidential material to centre staff 24 hours prior to sitting the test. It is therefore essential that centre staff read this document carefully before releasing any material to candidates, to ensure that the integrity of the test is not inadvertently breached.

During the test, candidates must only have access to the files required for the test.

10.2 Before the test

The normal procedures relating to practical tests will apply and every effort must be made to ensure the confidentiality of the data files and test paper (see JCQ Instructions for Conducting Examinations).

The centre must be able to demonstrate that appropriate security systems and procedures are in place to prevent unauthorised access to data files and question paper.

These must include:

- only administrators having access to passwords, which give access to the on-demand tests
- computers to be set up so as to prevent access to any software not allowed by the test regulations whilst the test is in progress
- only candidates who have been entered to take tests are permitted to do so.

Centres must have the available expertise to administer and access tests. They should also be able to deal with any issues or technical difficulties that may arise during a test.

During the test, candidates must have access to the internet for Section A but not for Section B. It is the Invigilator’s responsibility to ensure that access to the internet is limited to the time candidates are working on Section A during the first 15 minutes of the test.

Centres must make a decision regarding the management of this access. They may use Invigilators to make sure that candidates do not access the internet after the first 15 minutes or they may employ other options such as software solutions to manage this.

Candidates are required to have offline access to email software. They will not be required to send email, but must have access to suitable software which allows them to create an email, copy to more than one recipient and add attachment(s).

Assessment content should be protected from unauthorised access until immediately before the assessment and also after the assessment. Centres must maintain the confidentiality of the test.

Centres have up to 24 hours to download data files and question papers prior to candidates sitting the test. Candidates should only sit the test at the time scheduled. The test papers and data files will not be available to download prior to 24 hours of the scheduled test.
The test paper and data files are accessible through the secure site via Edexcel Online. In order to access the materials through the secure site, centres will need to be given additional user privileges on Edexcel Online by an authorised member of staff in your centre. Once access has been granted, the test papers and data files can be downloaded from our secure site: pqs.pearson.com/fsict


You must tell Pearson immediately if the security of the test material is put at risk or has been breached (for example, by fire, theft, damage or through malpractice).

10.3 Starting the test

When more than one candidate is taking a test in the same room, the tests should be scheduled with the same start time to cause the least disruption to candidates.

Where more than one candidate is taking the test at the same time, the candidates may be assigned different versions of the question paper. Centres must ensure that candidates sit the correct test at the correct level.

A ‘Click to view candidates’ option has been added against each question paper on the secure site. This provides a list of all the candidates assigned to that particular version of a question paper. Candidates in the same booking can be allocated different versions of question papers. **If candidates are given the incorrect question paper, we may not be able to issue a result for the test or award the candidate the qualification.**

There is an additional option on the secure site which provides centres with information on the question paper assigned to a candidate. This can be accessed by downloading the ‘Candidate entry slip’ found under the ‘Order details’ menu. The ‘Candidate entry slip’ shows which question paper a candidate should be assigned.

A statement should be read by the Invigilator reminding candidates to check the following before uploading their work (unless an Examinations Officer is responsible for doing so):

- that all completed work is saved in their test folder, with their name and candidate number
- that ‘shortcuts’ to files are not included in their test folder
- we will not accept work if it is sent later, so ensure that all files are saved.

10.4 Resources for the test

The test is computer based. Candidates will complete set tasks on a computer and save their evidence in a test folder labelled with their name and date of birth, for uploading onto the secure site for external marking.

Please ensure that candidates label the test folder with their name and date of birth. Any document which is not clearly labelled will not be marked.

It is the responsibility of the Head of Centre to ensure that all candidates have access to resources that will enable them to complete the test and meet the requirements of the Functional Skills Standards.
The Head of Centre must set up a test folder (on computers or servers used by candidates) for each candidate sitting the test. These test folders must not be accessible to candidates at any time other than during the test time/session itself. It is the responsibility of the centre to ensure that the data files are accessible prior to the test.

The Head of Centre must ensure that the data files are in a format accessible to each candidate before the test. The files should be tested for compatibility with the software to be used by candidates and then copied into their test folders.

The question paper contained within the data files must not be saved in a candidate’s test folder. It is the responsibility of the centre to ensure that the question paper and data files are extracted from the zipped folder which is downloaded from the secure site and that the correct version of a question paper is printed and distributed to the correct candidates sitting the test. Only the data files should be saved in a test folder, not the question paper.

At the end of each test session, all question papers must be collected in, accounted for and securely destroyed by the responsible officer. If the question paper is found in the tests folder, this will be reported as a form of malpractice.

It is not acceptable to store any content of the zipped files in a shared area or in a central location where anyone can access them. Candidates must not be given access to any assessment materials prior to, or at any time outside, the official time allocated for the test.

Candidates’ work will be in the form of completed documents. Each document must have the candidate’s name, candidate number and centre number inserted into the footer.

Candidates must not have access to any materials including books and unauthorised software whilst they are sitting the test.

Candidates should be warned that the possession of any unauthorised material will be considered as an infringement of regulations in the same way as the possession of any other unauthorised items. If unauthorised items are present in a test (whether they intend to use it or not), this may constitute Malpractice. As a result, they could be subject to sanctions and penalties in accordance with relevant JCQ Malpractice Guidelines.

10.5 Duration of tests

- ICT Level 1 (ICT01) – 2 hours
- ICT Level 2 (ICT02) – 2 hours

No extra time can be allowed for slow machines or networks which run slowly. It is the responsibility of the centre to ensure that appropriate hardware and software is available to candidates.

If unforeseen technical difficulties occur, the centre may use its discretion on extending the time limit for candidates.

10.6 During the test

At least one Invigilator should be conversant with the software and system to be used by candidates to deal with technical difficulties that may arise. This may be the Functional Skills ICT tutor. For further information, refer to the ‘Invigilation arrangements’ section under ‘General instructions for paper-based and onscreen assessment’ in this document.

Candidates may not bring portable storage media (e.g. memory sticks, CDs, etc) in to the test.
Candidates must **not** have access to pre-prepared templates or other files during the test.

Candidates are **not** allowed to refer to textbooks or centre-prepared manuals during the test, but may use software-specific help facilities, or manufacturer’s computer manuals (providing these do not require internet access). Software manuals are defined as books talking through the functionality of the software only, provided by the software manufacturer.

Display materials (e.g. maps, diagrams, wall charts) must be removed or covered in accordance with the *JCQ Instructions for Conducting Examinations*.

Communication between candidates is **not** allowed at any time during the test.

**10.7 At the end of the test**

**10.7.1 Finishing the test**

Centres must ensure that all candidate work is saved and secure from unauthorised access.

After the test, all candidate work saved in their test folder needs to be zipped and uploaded onto the secure site. This **must** be uploaded **on the day of the test**.

It is the responsibility of the centre to ensure that all candidate evidence is uploaded against the correct candidate. Failure to do this will result in a delay to results. Please note that the bookings might be grouped within an order containing different candidates. If a candidate is absent, ensure that the absence is marked against the correct candidate.

Upon uploading the test files, the centre must ensure that work uploaded can be accessed, e.g. the folder is not a shortcut. If the folder is a shortcut, this will delay the issuing of results.

Centres should safeguard this work for **two months** in case it is required to be re-submitted. After the test, all candidate work should be copied to a storage medium and kept secure by the Examinations Officer.

Centres must ensure that data files are not used as practical material once the candidate has sat the exam. Papers are live for over twelve months and sharing them will jeopardise the integrity of the qualification. For past paper material, please go to: [http://qualifications.pearson.com/en/qualifications/edexcel-functional-skills/ict.coursematerials.html#filterQuery=Pearson-UK:Category%2FExam-materials](http://qualifications.pearson.com/en/qualifications/edexcel-functional-skills/ict.coursematerials.html#filterQuery=Pearson-UK:Category%2FExam-materials)

Centres must keep all evidence of attendance sheets that are produced at the end of the tests for every candidate present. **These are to be used as proof of attendance and should be stored in centres for all candidates for two months after the tests.** These may be requested at any time during this period by Pearson.

At the end of the test, the Head of Centre **must** ensure that all question papers are collected in, accounted for and destroyed.

**10.7.2 Leaving the test room**

Candidates who have completed the test may leave the room at the discretion of the Invigilator, subject to ensuring that no disturbance is caused to other candidates. Those candidates must not be allowed back into the room.

Candidates’ user areas should be deleted/removed at the end of the test.
10.8 Contingency planning

It is strongly recommended that:

- technical help is available during the test to deal with ‘computer crashes’, printer problems and other possible complications
- a number of ‘spare’ computers are available during the test so as to allow candidates to move to another machine if necessary
- up-to-date virus prevention measures are in place.

10.9 Frequently asked questions for Level 1 & 2 On-Demand ICT

Q1. How can I access and download the tests?
A1. The question papers and data files can be accessed through the secure site via Edexcel Online. In order to access the materials through the secure site, centres will need to be given additional user privileges on Edexcel Online by an authorised member of staff in your centre. Once access has been granted, the question papers and data files can be downloaded from our secure site https://pqs.pearson.com/fsict.

Q2. When will the question paper/data files be available?
A2. The question paper and data files will be available to download from Edexcel Online 24 hours prior to the scheduled time for candidate’s sitting the test.

Q3. What do I do when I have downloaded the files?
A3. Centres must ensure that candidates sit the test at the correct level. It is the centres responsibility to ensure that the data files are saved in a test folder, separate to the question paper. The question paper must not be saved in the candidate’s test folder. The Head of Centre must ensure that the question paper is printed and distributed to all candidates sitting the test.

Q4. How do I set up a test folder?
A4. The Head of Centre must set up a test folder (on computers or servers used by candidates) for each candidate sitting the test. These test folders must not be accessible to candidates at any time other than during the test time/session itself.

Q5. What do I do when the candidate has finished the test?
A5. Centres must ensure that all candidates work is saved and is kept secure from unauthorised access. After the test, the candidates’ work saved in their test folder needs to be zipped and uploaded onto the secure site by navigating to pqs.pearson.com/fsict. Centres should safeguard this work for two months in case it is required to be re-submitted. After the test the candidates’ work should be copied to a storage medium and kept secure by the Examinations Officer.

Q6. What do I do with the question paper once the candidate has finished the test?
A6. At the end of each test session, all question papers must be collected in, accounted for and destroyed by the responsible officer.
Q7. How do I mark a candidate absent?
A7. A candidate can be marked as absent through the site pgs.pearson.com/fsict. Enter the order number and click on the red flag beside the candidate’s name. Then click submit. This will mark the candidate absent.

Q8. How do I set up offline access to email software?
A8. Please see options below:

- if a centre has an email package locally installed on their computers or network, such as staff or student email systems (using an intranet/extranet) – this would be acceptable.
- if the centre does not have any locally installed email software, they are able to download free email software tools, such as Pegasus – this would be acceptable.
- if the centre has Windows XP or Windows Vista – there are already email clients installed, such as Outlook Express or Message Center. This would be acceptable. Windows 7 does not have a free email client. If the centre does use Windows XP or Windows Vista – their network manager should be able install this software on to their computer systems. If the centre uses web-based email, it is possible for network managers to configure their network to permit access to web-based email websites only throughout the examination. This works very much in the same way as Firewalls permit access to certain websites to certain groups of users.

Q9. How do I switch off internet access after the first 15mins of the test?
A9. Most account managing software allows you to apply certain protocols to users or groups of users. This might involve instructing the network administrator to remove access to the web for the selected users at a certain time. The process can be simplified by making all users part of a group and removing the access to the group. If required the users can be given temporary logins to simplify further (e.g. FSUser1, FSUser2....). These are all standard tasks in most user management software.

Alternatively, if you are running RM Tutor or equivalent in the classroom then the control can be given to the teacher in the room. The last resort would be to leave web access on and instruct students to not use it. Effective monitoring of this may need an increase in the number of Invigilators.

Q10. Where can I find a step by step guide to administer the test?
11.0 Pearson contact list

You should contact the following individuals/teams for queries:

**Functional Skills Assessment team**

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 - for gaining approval and approval queries.

**Business Improvement and Regulation team**

PQSmalpractice@pearson.com - for reporting cases of suspected malpractice or a breach of test paper security.

**Exams Officers Support team**

examsofficers@pearson.com - for registration and certification issues, amendments to names and reprinting of certificates.

**Special Requirements team**

uk.special.requirements@pearson.com – for issues relating to access arrangements and all special consideration requests.

**Quality Standards team**

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
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

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 tests)

### A – Arranging the examination room

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>1</strong></td>
<td>Check that any charts, diagrams, etc. have been cleared from the walls.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Check that desks are 1.25m apart and each candidate has a separate desk of sufficient size to accommodate the question paper.</td>
</tr>
</tbody>
</table>
| **3** | Check that you have the following on display in the exam room:  
  - a clock that all candidates can see clearly  
  - a board or display showing the:  
    - centre number  
    - subject title  
    - paper number  
    - actual starting and finishing time of the examination(s). |
| **4** | Check that you have the following on display outside the exam room:  
  - JCQ warning to candidates poster  
  - JCQ mobile phones poster |
| **5** | Check that you have for the main examination hall or room:  
  - a copy of the current JCQ Instructions for conducting examinations  
  - a copy of the Pearson Instructions for conducting examinations  
  - any subject-specific instructions and/or stationery lists issued by Pearson  
  - 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

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<tr>
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<tbody>
<tr>
<td><strong>1</strong></td>
<td>Make sure you know the identity of every candidate in the examination room.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>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.</td>
</tr>
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# C – Before the examination

<table>
<thead>
<tr>
<th></th>
<th>Instructions</th>
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<tbody>
<tr>
<td>1</td>
<td>Check that there are sufficient invigilators for the number of candidates taking the test</td>
</tr>
</tbody>
</table>
| 2 | Check the front of the question paper for the exact requirements for authorised materials, particularly calculators or dictionaries (see F below).  
   **FOR FS ICT ONLY** - check that the data files are accessible to candidates |
| 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:  
   - iPods  
   - iWatches  
   - mobile phones  
   - MP3 or MP4 players  
   - wrist watches which have a data storage device. |
| 5 | Tell the candidates to:  
   - fill in the details on the front of the answer booklet and any supplementary sheets, e.g.:  
     - candidate name (as it appears in the attendance register)  
     - registration number  
     - centre number.  
     - read the instructions on the front of the question paper. |
| 6 | Tell the candidates about any erratum notices.                                                    |
| 7 | Remind candidates:  
   - to write in black ink  
   - not to use highlighters or gel pens in their answers. |
| 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:
   - suspected mistakes in the question paper unless Pearson has issued an erratum notice or given permission
   - 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:
   - written all the necessary information on their question papers including supplementary sheets
   - crossed out rough work or unwanted answers
   - fastened any supplementary sheets, as instructed on the question paper or answer booklet
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.

5. Make sure that scripts are kept in a secure place before you send them the examiner or to Pearson.

### F – Use of calculators and dictionaries

1. Calculators - Candidates are allowed to use calculators, unless the question paper says otherwise.

2. Dictionaries - Candidates are allowed to use dictionaries in any functional skills examinations, unless the question paper says otherwise.

3. Bilingual dictionaries - Candidates are allowed to use bilingual dictionaries.

### G – Access Arrangements

1. Check in advance with the exams officer which candidates, if any, have been granted access arrangements.
### Appendix 4: Checklist for invigilators (on-screen tests)

**A – Arranging the examination room**

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<tr>
<td>2</td>
<td>Check that desks are 1.25m apart and each candidate has a separate desk of sufficient size</td>
</tr>
<tr>
<td>3</td>
<td>Check that you have the following on display in the exam room:</td>
</tr>
<tr>
<td></td>
<td>• a clock that all candidates can see clearly</td>
</tr>
<tr>
<td></td>
<td>• a board or display showing the:</td>
</tr>
<tr>
<td></td>
<td>• centre number</td>
</tr>
<tr>
<td></td>
<td>• starting and finishing time of the on-screen test.</td>
</tr>
<tr>
<td>4</td>
<td>Check that you have the following on display outside the exam room:</td>
</tr>
<tr>
<td></td>
<td>• JCQ warning to candidates poster</td>
</tr>
<tr>
<td></td>
<td>• JCQ mobile phones poster</td>
</tr>
<tr>
<td>5</td>
<td>Check that you have:</td>
</tr>
<tr>
<td></td>
<td>• a copy of the current JCQ Instructions for conducting examinations</td>
</tr>
<tr>
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<td>• a copy of the Pearson Instructions for conducting examinations</td>
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<td></td>
<td>• any subject-specific instructions and/or stationery lists issued by Pearson</td>
</tr>
<tr>
<td></td>
<td>• a seating plan of the examination.</td>
</tr>
<tr>
<td>6</td>
<td>Check that sufficient work stations are available, including at least one replacement computer (and printers where required).</td>
</tr>
<tr>
<td>7</td>
<td>Where candidates are required to print their responses, ensure that stocks of toner, ink and paper are sufficient to meet the demands of the on-screen test.</td>
</tr>
<tr>
<td>8</td>
<td>Check that heating, lighting, ventilation and the level of extraneous noise is acceptable</td>
</tr>
<tr>
<td>9</td>
<td>Check that emergency exits and fire routes are unobstructed</td>
</tr>
</tbody>
</table>
### B – identifying candidates

1. Check the identity of each candidate.

2. Check the correct ID and password are issued to each candidate sitting the on-screen test.
   - Oversee the input of the ID and the password for each candidate.
   - Check that the name on the test screen matches the name of the candidate.

### C – Before the examination

1. Check that there are sufficient invigilators for the number of candidates taking the test

2. Ensure that candidates are seated comfortably, in their designated place with access to any assistive technology (if required) where approved by Pearson.

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:
   - iPods
   - iWatches
   - mobile phones
   - MP3 or MP4 players
   - wrist watches which have a data storage device.

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

6. Tell the candidates to read the instructions on the front of the question paper.

7. Tell the candidates about any erratum notices.

8. Make sure that candidates are familiar with the instructions, procedures and regulations for the on-screen test, particularly on how to navigate and respond on-screen.

9. Remind candidates when they may begin and how the test will end.
<table>
<thead>
<tr>
<th></th>
<th>Check that candidates know how to request technical assistance.</th>
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<tbody>
<tr>
<td>11</td>
<td>Check that all candidates have logged on successfully, or have been logged on by the centre.</td>
</tr>
</tbody>
</table>
| 12 | Ensure that technical support for malfunctions in the:  
|    | - equipment  
|    | - software  
|    | - on-screen test itself. is available throughout the on-screen test. |

**D – During the examination**

<table>
<thead>
<tr>
<th></th>
<th>Accurately complete the attendance register where supplied in hard copy paper format or alternatively the on-line register.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Deal with any late arriving candidates according to the information in the JCQ ICE (Section 14).</td>
</tr>
<tr>
<td>3</td>
<td>Supervise the candidates at all times, including any planned or unplanned breaks, to prevent cheating and distractions.</td>
</tr>
<tr>
<td>4</td>
<td>Do not give any information to candidates about a specific question or the requirements for answering particular questions.</td>
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<tr>
<td>5</td>
<td>Make sure that you are aware of the requirements for supervising candidates.</td>
</tr>
<tr>
<td>6</td>
<td>Make sure that an appropriate member of staff is available to accompany any candidates who need to leave the room temporarily.</td>
</tr>
<tr>
<td>7</td>
<td>In an emergency, follow the procedures in section 3.9 of this ICE document and any separate instructions issued by your centre.</td>
</tr>
<tr>
<td>8</td>
<td>Record and report any complaints from candidates relating to system delays or any other IT irregularities.</td>
</tr>
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<td>9</td>
<td>Record and report all emergencies and/or technical failures.</td>
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### E – After the examination

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<td>1</td>
<td>Check and sign the attendance register (where supplied in hard copy paper format).</td>
</tr>
<tr>
<td>2</td>
<td>Supervise the conclusion of the test, ensuring that candidates’ responses are saved and secure from unauthorised access.</td>
</tr>
<tr>
<td>3</td>
<td>Ensure that the software is closed as necessary.</td>
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<tr>
<td>4</td>
<td>Check that any necessary back-ups have been made and stored securely.</td>
</tr>
<tr>
<td>5</td>
<td>Collect copies of candidates’ work, additional print-outs and question papers before candidates leave the examination room.</td>
</tr>
<tr>
<td>6</td>
<td>Remove candidates’ user areas at the end of the examination window or after each session if feasible.</td>
</tr>
<tr>
<td>7</td>
<td>If candidates are required to print work off outside the time allowed for the test, ensure that candidates are supervised at all times.</td>
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### F – Use of calculators and dictionaries

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<td>1</td>
<td>Calculators - Candidates are allowed to use calculators, unless the on-screen test says otherwise. We recommend that candidates use the onscreen calculator provided within the test software.</td>
</tr>
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<td>2</td>
<td>Dictionaries - Candidates are allowed to use dictionaries in any functional skills examinations, unless the on-screen test says otherwise.</td>
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<td>Bilingual dictionaries - Candidates are allowed to use bilingual dictionaries.</td>
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