Admin
Level 1 and Level 2
Functional Skills

Step 1: Approval	Ensure you have been approved to deliver Functional Skills (onscreen and/or paper–based). Contact us if you are unsure.
Step 2: Your team	Ensure a Functional Skills Team is in place. Refer to Quality Assurance (QA) Handbook for more information.
Step 3: Access to Edexcel Online	Ensure you and your Functional Skills team has appropriate access to Edexcel Online: Administrators, Tutors, Assessors and Internal Verifiers (IVs) and that contact details are correct (especially Lead Internal Verifier (LIV) and Exams Officer (EO). Contact us for help if needed.
	Check the main Exams Officer/Administrator has the following access; 'Basic Access', 'Entries & Registrations ','BTEC/NVQ Achievement Reporting', 'BTEC Bulk Grade Reporting', 'Receive Onscreen Results Alerts' and 'Results Plus' if using this service (only available for L1/2). Ensure the Lead Internal Verifier (LIV) has 'OSCA2 – VQ Centre Super User', 'OSCA2' and 'ResultsPlus' (if you wish to use this service).
Step 4: Exams Officers (EO) updates	Sign up for Exams Officers updates if you don't already receive them.
Step 5: Registering learners	Enrol candidates on the relevant programmes using the most appropriate method for the cohort. Use the BTEC tab on Edexcel Online.

	Running paper–based versus onscreen: See also the Functional Skills Onscreen Testing checklist for more information. Please also note our Remote Invigilation (RI) Service is now live. Further information about RI, and a separate checklist can be found on our dedicated web page.
Step 6: Assessment type and Pearson Onscreen Platform (POP) set up	To run the Pearson Onscreen Platform (POP), you will need to complete the onscreen testing declaration form and install the software. Inform your Customer Service specialist and they will provide the correct forms and guidance. Once we have received the forms, we will set you up with an account for the administration dashboard via an activation email. You will need to complete a demo test before you can gain access to book tests. You will also need to confirm to your Customer Service Specialist, that the demo test ran successfully.
	View separate POP guidance.
	To take advantage of our Remote Invigilation service, you will need to complete an Intention to Offer form.
Step 7: Booking assessments	Once the learner is registered and ready to sit the test you will be able to make a booking. You will need to give a minimum of 2 hours' notice for onscreen or ICT and 14 days' notice for paper based on demand. See Functional Skills Onscreen Testing checklist for more details. Please note for English L1/2, the Speaking, Listening & Communication component is internally contextualised and assessed by the tutor/assessor. See the Quality Assurance Handbook for more guidance.
	View separate videos and guidance.
Step 8: Instructions for Conducting Controlled Assessments (ICCA)	**English Speaking, Listening and Communication component:** Ensure you are familiar with and compliant with the Instructions for the Conduct of Controlled Assessment (ICCA) document for Functional Skills.

Step 9: Conducting an onscreen test	Create Invigilator profiles on POP admin dashboard.
	Once you have booked the test it will appear on the admin dashboard within 96 hours of the test time and date. Please download and activate the test via the same platform. After this is done you will be able to assign to an invigilator. From the invigilator dashboard you will need to create the room(s) and assign the learner(s) to the room(s).
	View separate guidance in video guides.
	If using Remote Invigilation (RI) refer to the Provider Support page for information on conducting RI assessments.
Step 10: Conducting an ICT test	You will be able to access the test up to 24 hours before the time of the booking for ICT. This is done on Edexcel Online via the FS ICT portal and uploaded via the same portal.
	View separate guidance in video guides.
Step 11: Conducting a paper based on demand test	Run the test on the date and time the test is booked for paper based on demand in conjunction with the Instructions for Conducting Exams (ICE). If the learner is unable to sit the test on the date and time it is booked, you will have from receipt of the papers until 5 calendar days after for the learner to complete.
	View separate ICE document.
Step 12: Marking and receiving results	Once we have the learner's completed test, we will mark and issue results. See more information here

Step 13: Making a claim and inputting results	We will automatically certificate successful learners for Mathematics and ICT. For English we will print certificates once all three units are completed (you will need to claim Speaking, Listening & Communication).
	Claiming Speaking, Listening & Communication (SCL) achievement.
Step 14: Eligibility and certification	We will process the claim over the weekend and provided there is no hold on the learner, issue a result & certificate the following Monday. Please note, for English L1/2, certification is only possible if the Lead Internal Verifier has accessed and completed the OSCA standardisation exercise. See Quality Assurance checklist for more details.

Contact us