

A young man with dark, curly hair and a young woman with long blonde hair are looking at a document together. They are both wearing blue shirts. The background is a bright window with white blinds. The text is overlaid on a white rectangular box in the lower-left corner of the image.

Additional Exams Guidance

Functional Skills English, Mathematics, and
ICT Level 1 and 2

2023-2024

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Introduction

This document should be read in conjunction with the current version of the [JCQ Instructions for Conducting Examinations \(ICE\)](#). This document holds requirements that are in addition to the criterion included in the [JCQ ICE document](#).

It is intended for centres undertaking paper based and/or onscreen models of the Pearson Edexcel Functional Skills qualifications at Levels 1 and 2 and focuses on all centre types that includes schools, colleges, training providers, etc.

Where there are differences between this document and the JCQ Instructions for Conducting Examinations (ICE), the instructions in this document should prevail.

Information relating to registrations, entries and certification for these programmes is available in the Pearson Information Manual which can be accessed on our website.

The Head, Principal or 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 contact us via the [Pearson Support Portal](#).

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 Officer 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.

All centres must have an official email address. Personal email addresses such as 'yahoo', 'hotmail' and 'gmail' are not acceptable. Emergency contact details must also be provided. These may be a mobile telephone number or personal email.

Various Pearson contact information can be found on our [website](#).

For guidelines on access arrangements, please refer to [website](#).

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.

Centres must ensure that the JCQ Information for candidates' documents (onscreen tests, social media and written examinations) are distributed to all candidates whether electronically or in hard copy format prior to examinations

Remote Invigilation

This service offers greater flexibility in terms of location and reducing travel times for both the learner and the assessor, as well as providing both a short and long-term solution for invigilation of onscreen assessments. This service is available for our reformed Functional Skills onscreen English and Maths tests as well as our onscreen EPA tests.

More information on how to sign up and deliver this service can be found [here](#).

General Instructions

Specific instructions

- Centres can arrange the test sessions to suit the needs of their candidates
- Centres with large numbers of candidates may stagger the tests and make entries when candidates are ready to take the test
- Named entries (test bookings) must be made for a specific date and time for each individual candidate
- Test bookings can be made up to 14 calendar days before the planned test date
- Test bookings cannot be amended within 14 calendar days of the planned test date
- Late entries within 14 calendar days of the planned test date are not permitted
- Test materials are dispatched to arrive in centres approximately 3 days ahead of the test date
- If a candidate is unable to attend on the test date booked the centre can plan for the test to be completed between receipt of the test materials and up to 5 calendar days after the planned test date without re-booking
- Where a test is being taken on a different date within that permitted period, all test materials must be stored securely at all times following the instructions provided in the [storage section](#).
- If a candidate will be unable to attend within the permitted time period, the centre should mark the candidate as absent on the attendance register and a new test booking must be made

Where it is not possible to take a test on a different date within the permitted period the test materials must be destroyed securely.

- In cases where a test is taken on a different date within the permitted time period all changes must be fully documented within the centre for audit purposes. Pearson may ask to view this evidence as part of any centre visit
- It is permissible to timetable a number of different groups of candidates back-to-back on the same day. Centres must ensure that candidates taking tests in different sessions do not discuss the test content with any candidate yet to take a test

Candidates must sign a declaration on the front cover of the question paper when they sit the test, confirming they understand that they are not allowed to discuss the contents of the test with anyone.

- Pearson will provide an attendance register for each test version assigned on a given test date
- Pearson will also provide place cards with the candidate details and test version printed on them
- You may receive different test versions for different candidates. You must ensure that candidates are given the correct test version as detailed on the attendance register you receive with the scripts. If a candidate is given a different test version to the one they have been assigned on the attendance register we may not be able to mark the completed test paper. The test version is printed in three places:
 - on the attendance register
 - on the front of the test paper
 - on the learner desk cards
- Centres must not add candidate details to the bottom of the attendance register.

Candidates who do not have an entry must not be allowed to take a test.

- 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.
- The top copy of the attendance register supplied with the question papers must be completed accurately and returned to Pearson with the completed question papers. Attendance registers are scanned on receipt at Pearson with absence records stored immediately to enable re-sits to be booked. If the attendance register is not correct, this process will be delayed. The bottom copy must be retained in the centre for two months
- It is the responsibility of the centre to inform candidates of the date and time of their test
- It is permissible for candidates sitting Level 1 and Level 2 tests to do so in the same room
- Test papers will become available to use as practice papers once a test version is retired from use

Test paper version codes

Each test version has a specific code to help you identify the correct test allocated to each learner.

Maths paper codes will follow this format:

PMAT1Cxx PMAT1Nxx PMAT2Cxx PMAT2Nxx

'P' denotes this is a paper-based test; 'MAT' denotes this is a Maths test; '1' or '2' denotes the level of the test

'N' denotes this is the non-calculator paper; 'C' denotes this is the calculator paper

'xx' will be the version number of the test - eg. 01, 02, 03 etc.

English paper codes will follow this format:

PENR1Sxx PENR2Sxx PENW1Sxx PENW2Sxx

'P' denotes this is a paper-based test; '1' or '2' denotes the level of the test

'ENR' denotes this is an English reading test

'ENW' denotes this is an English writing test

'xx' will be the version number of the test - eg. 01, 02, 03 etc.

- Note: For English Reading Level 2 the examination material contains a question paper and a text booklet (as an insert). Both items must be stored securely
- Return all completed test papers to Pearson for marking.

Unused question papers

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

English Speaking and Listening units

The normal procedures relating to oral examinations apply (see *JCQ ICE*).

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

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

Centres must refer to the [Centre Guide to Quality Assurance](#) for Functional Skills Levels 1 and 2 Speaking, Listening & Communication for guidance on the Speaking, Listening and Communication unit.

English Units

Duration of the tests

- Reading Level 1: (PENR1) 60 minutes
- Reading Level 2: (PENR2) 75 minutes
- Writing Level 1: (PENW1) 60 minutes
- Writing Level 2: (PENW2) 60 minutes.

The form of the papers:

- Candidates may use a dictionary for the English reading papers only
- 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

Maths Units

Duration of the tests

- Mathematics Level 1: (PMAT1) 1 hour and 55 minutes (Non calculator 25 minutes; Calculator 90 minutes)
- Mathematics Level 2: (PMAT2) 1 hour and 55 minutes (Non calculator 25 minutes; Calculator 90 minutes)

The form of the papers

- Candidates must answer all questions in the question papers
- 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
- The non-calculator and calculator sections are supplied as two separate question paper/answer booklets and must be administered correctly in line with the guidance in section 4.2.

Items required

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

- pen
- calculator

- hb pencil
- eraser
- ruler graduated in centimetres and millimetres
- protractor
- pair of compasses

ONSCREEN

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.

Duration of tests

- English Reading Level 1 – (OENR1) 60 minutes
- English Reading Level 2 – (OENR2) 75 minutes
- English Writing Level 1 – (OENW1) 60 minutes
- English Writing Level 2 – (OENW2) 60 minutes
- Maths Level 1 – (OMAT1) 1 hour 55 minutes
- Maths Level 2 – (OMAT2) 1 hour 55 minutes

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.

Finishing the test

- 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.

Pearson contact list

For any assessment-based queries please [contact us via the online portal](#) - 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.

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 via the [contact us online portal](#)

If you have a question, please contact
FS Assessment or your Vocational Quality Assurance Manager via
[The Pearson Contact Portal](#).

In addition, you will find further information on our
[Quality Assurance webpages](#).

Appendix 1: JCQ Warning to Candidates Poster

Warning to Candidates

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

Appendix 2: JCQ Mobile Phones Poster



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

NO IPODS, MOBILE PHONES MP3/4 PLAYERS
SMARTWATCHES

NO POTENTIAL TECHNOLOGICAL/WEB ENABLED
SOURCES OF INFORMATION

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

from your examination and your overall qualification

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

A – Arranging the examination room	
1	Check that any charts, diagrams, etc. have been cleared from the walls.
2	Check that desks are 1.25m apart and each candidate has a separate desk of sufficient size to accommodate the question paper.
3	Check that you have the following on display in the exam room: <ul style="list-style-type: none"> • a clock that all candidates can see clearly • a board or display showing the: <ul style="list-style-type: none"> • centre number • subject title • paper number • actual start and finish time of the examination(s)
4	Check that you have the following on display outside the exam room: <ul style="list-style-type: none"> • JCQ warning to candidate's poster • JCQ mobile phones poster
5	Check that you have for the main examination hall or room: <ul style="list-style-type: none"> • 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

- 1 Make sure you know the identity of every candidate in the examination room.
- 2 Check the identification documents provided by candidates not known to the centre. You must ensure that they are the same people who were entered or registered for the examination or assessment.

C – Before the examination

- 1 Check that there are sufficient invigilators for the number of candidates taking the test.
- 2 Check the front of the question paper for the exact requirements for authorised materials, particularly calculators or dictionaries (see F below).
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

	<ul style="list-style-type: none"> • read the instructions on the front of the question paper
6	Tell the candidates about any erratum notices.
7	Remind candidates: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 to 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 all functional skills examinations except English writing tests

3 Bilingual dictionaries - Candidates are allowed to use bilingual dictionaries in all functional skills examinations except English writing tests

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	
1	Check that any charts, diagrams, etc. have been cleared from the walls.
2	Check that desks are 1.25m apart and each candidate has a separate desk of sufficient size.
3	Check that you have the following on display in the exam room: <ul style="list-style-type: none"> • a clock that all candidates can see clearly • a board or display showing the: <ul style="list-style-type: none"> • centre number • start and finish time of the on-screen test.
4	Check that you have the following on display outside the exam room: <ul style="list-style-type: none"> • JCQ warning to candidate's poster • JCQ mobile phones poster.
5	Check that you have: <ul style="list-style-type: none"> • 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 sufficient workstations are available, including at least one replacement computer (and printers where required).
7	Where candidates are required to print their responses, ensure that stocks of toner, ink and paper are sufficient to meet the demand.
8	Check that heating, lighting, ventilation and the level of extraneous noise is acceptable.
9	Check that emergency exits and fire routes are unobstructed.

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 at the start of the on-screen test.

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.
10	Check that candidates know how to request technical assistance.
11	Check that all candidates have logged on successfully or have been logged on by the centre.
12	<p>Ensure that technical support for malfunctions in the:</p> <ul style="list-style-type: none"> • equipment • software • on-screen test itself <p>is available throughout the on-screen test.</p>
D – During the examination	
1	Accurately complete the attendance register where supplied in hard copy paper format or alternatively the on-line 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, including any planned or unplanned breaks, to prevent cheating and distractions.
4	Do not give any information to candidates about a specific question or the requirements for answering particular questions.
5	Make sure that you are aware of the requirements for supervising candidates.

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| 6 | Make sure that an appropriate member of staff is available to accompany any candidates who need to leave the room temporarily. |
| 7 | In an emergency, follow the procedures in section 3.9 of this ICE document and any separate instructions issued by your centre. |
| 8 | Record and report any complaints from candidates relating to system delays or any other IT irregularities. |
| 9 | Record and report all emergencies and/or technical failures. |

E – After the examination

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

F – Use of calculators and dictionaries

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|---|---|
| 1 | Calculators - Candidates are allowed to use calculators, unless the onscreen test says otherwise. We recommend that candidates use the onscreen calculator provided within the test software. |
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|---|--|
| 2 | Dictionaries - Candidates are allowed to use dictionaries in any functional skills examinations except English writing tests. |
| 3 | Bilingual dictionaries - Candidates are allowed to use bilingual dictionaries in all functional skills examinations except English writing tests |

G – Access Arrangements

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