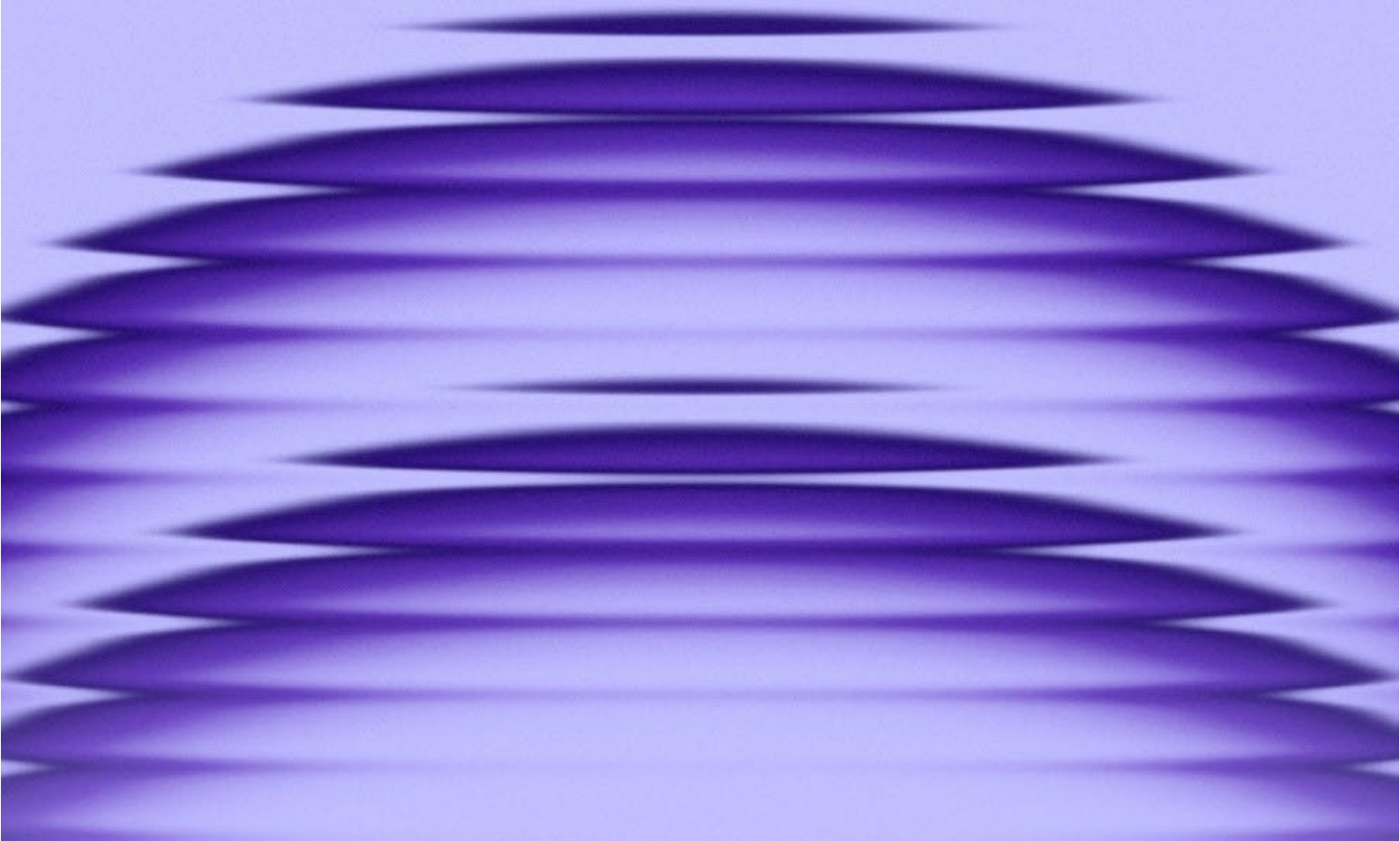
Additional Exams Guidance

Functional Skills English and Mathematics

2026 to 2027



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Changes to this version

Appendices, which were in previous versions of this document, have been removed. These appendices were:

- JCQ Warning to candidates poster
- JCQ Mobile Phone poster
- Paper based checklist
- Onscreen checklist

All of these documents are available in the JCQ Instructions for conducting Functional Skills assessments (English and Maths) guidance which can be accessed on the JCQ website.

1. Introduction

This document should be read in conjunction with the current version of the JCQ Instructions for conducting Functional Skills assessments (English and Mathematics). This document holds requirements that are in addition to the criterion included in the JCQ Instructions 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, which includes schools, colleges, training providers, etc.

Where there are differences between this document and the JCQ Instructions for Conducting Functional Skills assessments, the instructions in this document should prevail.

Information relating to registrations, entries and certification for these programmes is available in the Pearson UK 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 those ending in '@yahoo.com,' '@hotmail.com,' or '@gmail.com', are not acceptable. Emergency contact details must also be provided; these may include a mobile phone number or personal email address.

For guidelines on access arrangements, please refer to the Access Arrangements webpage.

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 taking place. These documents may be found on the JCQ website.

2. Remote Invigilation

The Remote Invigilation service is available for all Functional Skills onscreen English and Maths tests, providing flexibility on the location of the test for most candidates.

Please note that this service may not be appropriate for all candidates as they must be alone in the room for the duration of the test and cannot, for example, leave the room for a rest break.

More information on how to sign up and deliver this service can be found on the Remote Invigilation webpage.

3. General Instructions

Test Scheduling and Bookings

Centres may arrange test sessions to meet the needs of their candidates. Where large numbers of candidates are involved, tests may be staggered and entries made when candidates are ready to sit the assessment.

When making test bookings, centres must ensure that:

- Named entries (test bookings) must be made for a specific date and time for each 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 at centres approximately 3 days ahead of the test date.

Candidate Absence and the Permitted Period for Assessment

If a candidate is unable to attend on their booked test date, the test may be completed without rebooking during the 'permitted period'. This period begins when the test materials are received and ends up to five calendar days after the planned test date.

Where a test is taken on a different date during the permitted period:

- All test materials must be stored securely at all times in accordance with the secure storage requirements set out in the JCQ Instructions for Conducting Functional Skills Assessments (English and Mathematics).

- Any changes to the scheduled test date must be fully documented and retained for audit purposes. Pearson may request this evidence during a centre visit.

If a candidate is unable to attend within the permitted period:

- The candidate must be marked as absent on the attendance register.
- A new test booking must be made.

Where a test cannot be taken within the permitted period, all test materials must be securely destroyed.

Candidate Confidentiality and Multiple Test Sessions

Centres may schedule different groups of candidates in back to back sessions on the same day. However, centres must ensure that candidates who have completed a test do not discuss its content with candidates who have not yet taken it.

Candidates must sign the declaration on the front cover of the question paper when sitting the test. By signing this declaration, candidates confirm that they understand they must not discuss the content of the assessment with anyone.

Test Versions and Candidate Allocation

Centres may receive different test versions for different candidates. It is essential that each candidate is issued with the correct version shown on the attendance register. If a candidate is given a different version from the one assigned, Pearson may be unable to mark the completed test paper.

The correct test version is provided by Pearson in the following locations:

- The front cover of the test paper.
- The attendance register shows each test version assigned on a given test date.
- The candidate desk card showing candidate details and the allocated test version.

Centres must not add candidate details to the bottom of the attendance register.

Candidates without a valid entry must not be allowed to take a test.

Attendance Records and Administration

Where more than one test session is held, centres must maintain accurate records of:

- Candidates present at each session.
- The invigilation arrangements used for each session.

The attendance register supplied with the question papers must be completed accurately:

- The top copy must be returned to Pearson with the completed test papers.
- Attendance registers are scanned on receipt by Pearson, and absence records are processed immediately to enable re-sits to be booked.
  - Incorrect attendance registers may delay this process.
- The bottom copy must be retained by the centre for two months.

Centres are responsible for informing candidates of the date and time of their test.

Candidates sitting Level 1 and Level 2 tests may be accommodated in the same room.

Retired Test Papers

Once a test version has been retired from live use, the test papers will become available for use as practice materials.

4. Paperbased Testing

Test paper version codes

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

Maths paper codes

Maths paper codes will follow this format: PMAT1CXX, PMAT1NXX, PMAT2CXX, PMAT2NXX

Section of paper code	Explanation
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. 32, 33, 34 etc.

English paper codes

English paper codes will follow this format: PENR1SXX, PENR2SXX, PENW1SXX, PENW2SXX

Section of paper code	Explanation
P	denotes this is a paper-based test
ENR	denotes this is an English Reading test
ENW	denotes this is an English Writing test
'1' or **'2'**	denotes the level of the test
SXX	will be the version number of the test - eg. 32, 33, 34 etc.

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

Format of the Papers

- Candidates must answer all questions in the question papers.
- Candidates should use black ink **not** pencil, except for diagrams.
- Answers must be written in the spaces provided in the examination paper.
- Additional answer sheets may be used, if needed.
- The non-calculator and calculator sections are supplied as two separate question paper/answer booklets. These **must** be administered correctly in accordance with the guidance in Section 13 of the JCQ Instructions for conducting Functional Skills assessments (English and Mathematics)

Items Required

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

- Pen
- Calculator
- HB pencil
- Eraser
- Ruler graduated in centimetres and millimetres
- Protractor
- Pair of compasses.

Return all completed test papers to Pearson for marking.

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 Format 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.
- Answers must be written in the spaces provided in the question paper.
- Additional answer sheets may be used, if needed.

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 to Pearson but **must** be collected, accounted for, and securely destroyed immediately. Spare copies of papers **must not** be issued to anyone, including teaching staff. Centres must keep a record of the date and time any unused materials are destroyed.

5. Onscreen Testing

Duration of Tests

- **Maths Level 1 (OMAT1):** 1 hour 55 minutes
- **Maths Level 2 (OMAT2):** 1 hour 55 minutes
- **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

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 minimize disruption. Tests can be unlocked and taken up to 4 hours before or up to 4 hours after the scheduled time. Centres should inform each candidate of the start time of the session when their test will be held.

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 test 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 test. These may be requested at any time during this period by Pearson.

6. English Speaking, Listening & Communicating Component

Speaking, Listening and Communicating (SLC) is an internally assessed component of the Functional Skills English qualification. Centres set and assess the tasks internally, with assessment decisions subject to internal verification and Pearson Standards Verification.

Centres **must** refer to the current Centre Guide to Quality Assurance for Functional Skills Levels 1 and 2 Speaking, Listening and Communicating. This sets out the requirements for the effective delivery, assessment and quality assurance of this internally assessed component, including task delivery, learner preparation, group sizes, assessment conditions, recording, internal verification and Standards Verification.

When conducting SLC assessments, centres **must** ensure that:

- learners are registered for the qualification before any assessment activity takes place
- learners are assessed when the Assessor considers that they are ready to meet the assessment criteria, as there is no fixed assessment window
- assessments take place under controlled conditions in a suitably quiet and undisturbed location. The learners can be assessed in their normal environment.
- learners remain in the direct sight of the Assessor throughout the assessment
- the Assessor does not participate in the assessment, although they may also act as the Invigilator
- any brief notes used by learners are checked by the Assessor and do not contain prepared responses
- learners complete both required activities at the relevant level, either in one session or across more than one session
- the activity timings and group size requirements in the Centre Guide to Quality Assurance are followed
- an Assessment Record Sheet is completed for every learner and retained securely for Standards Verification
- a selection of live assessments involving current registered learners are video recorded. Audio only recordings are not accepted unless an exemption has been approved.

7. 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.

Quality Assurance

If you have a questions, please contact **FS Assessment** via The Pearson Support Portal.

In addition, you will find further information on our Quality Assurance webpages.