



Additional Exams Guidance

Functional Skills English and Mathematics

2025 to 2026

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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

Our Remote Invigilation service, an innovative approach to onscreen assessment, is now live. Learners can take their assessments from home or work without the need for an invigilator to be physically present in the room.

This service offers greater flexibility in terms of location and reduces travel time for both the learner and the assessor. It provides both a short- and long-term solution for the invigilation of onscreen assessments. The service is available for our reformed Functional Skills onscreen English and Maths tests, as well as our onscreen End Point Assessment tests.

More information on how to sign up and deliver this service can be found on the [Remote Invigilation webpage](#)

3. General Instructions

- Centres can arrange 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 at centres approximately 3 days ahead of the test date.
- If a candidate is unable to attend on the booked test date, the centre can plan for the test to be completed between the receipt of the test materials and up to 5 calendar days after the planned test date without rebooking.
- Where a test is taken on a different date within the permitted period, all test materials must be stored securely at all times, following the instructions provided in the storage section.
- If a candidate is 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 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 schedule 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 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 than the one 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, along 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 test papers. Attendance registers are scanned upon 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 by 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 for use as practice papers once a test version is retired from use.

4. Paperbased Testing

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

Maths paper codes will follow this format: PMATICXX, PMATINXX, 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. 24, 25, 26 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. 24, 25, 26 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 test booklets, should not be returned 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. English Speaking and Listening Units

The normal procedures for oral examinations apply. Please refer to the [JCQ Instructions for conducting examinations](#) document for guidance.

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; however, they may bring notes. These notes must be checked to ensure 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.

6. 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.

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** or your **Vocational Quality Assurance Manager** via [The Pearson Support Portal](#).

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

8. Appendix 1: JCQ Warning to Candidates Poster

Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

9. Appendix 2: JCQ Mobile Phones Poster



AQA

City & Guilds

CCEA

NCFE

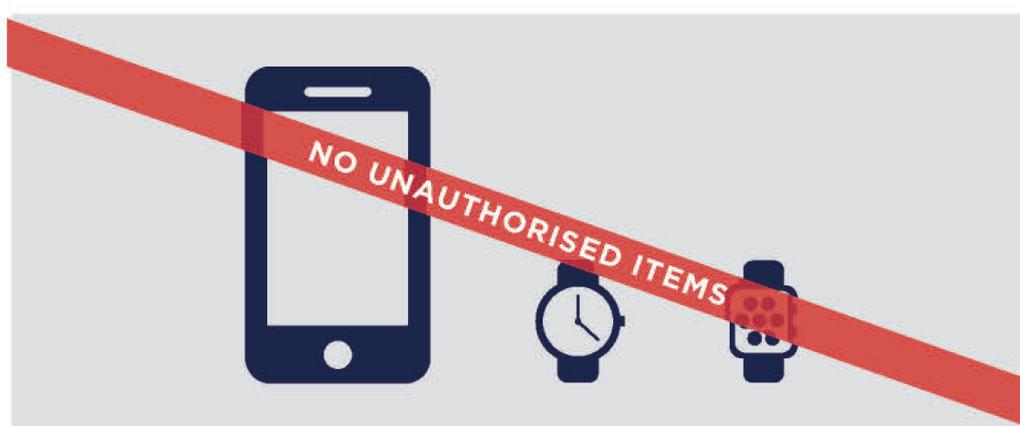
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL SOURCES OF INFORMATION



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

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

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10. Appendix 3: Checklist for invigilators

– Paperbased tests

No.	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 current JCQ Instructions for conducting Functional Skills assessments (English and Mathematics)• a copy of the Pearson Additional Exams Guidance document• 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.

No.

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.

No.

C – Before the examination

- 1 Check that there are sufficient invigilators for the number of candidates taking the test.
- 2 Check the front of the question paper for the exact requirements for authorised materials, particularly calculators or dictionaries (see F below).
- 3 Brief candidates about the regulations for taking the test; read out instructions and warnings to candidates.
- 4 Warn candidates that they must give you any unauthorised materials. This includes potential technological or web-enabled sources of information such as:
 - 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.

No.

C – Before the examination

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.

No. D – During the examination

1 Accurately complete the attendance register.

2 Deal with any late arriving candidates according to the information in the JCQ Instructions for conducting examinations (Section 21).

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 23 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 19 of the JCQ Instructions for conducting Functional Skills assessments document and any separate instructions issued by your centre.

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

No. 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.
-

No. E – After the examination

-
- 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.
-

No. 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.
-

No. G – Access Arrangements

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

11. Appendix 4: Checklist for invigilators

– Onscreen tests

No.	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 current JCQ Instructions for conducting Functional Skills assessments (English and Mathematics)• a copy of the Pearson Additional Exams guidance document• 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.

No.**B – identifying candidates**

- 1 Check the identity of each candidate.

- 2 Check the correct ID and password are issued to each candidate sitting the onscreen 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.

No.**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 onscreen test.

- 7 Tell the candidates about any erratum notices.

- 8 Make sure that candidates are familiar with the instructions, procedures and regulations for the onscreen 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.

No. C – Before the examination

- 11 Check that all candidates have logged on successfully or have been logged on by the centre.
- 12 Ensure that technical support for malfunctions in the:
 - equipment
 - software
 - on-screen test itself

is available throughout the onscreen test.

No. D – During the examination

- 1 Accurately complete the attendance register where supplied in hard copy paper format or alternatively the online register.
- 2 Deal with any late arriving candidates according to the information in the JCQ Instructions for conducting examinations (Section 21).
- 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.
- 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 19 of the JCQ Instructions for conducting Functional Skills assessments 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.

No. 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.

No. E – After the examination

- 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.

No. F – Use of calculators and dictionaries

- 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.
- 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.

No. G – Access Arrangements

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