



Pearson

# Guidance for centres on completing Functional Skills Speaking and Listening L1 and L2 assessments remotely

Throughout the 2020/21 academic year, Functional Skills Level 1 and 2 Speaking and Listening assessments can be carried out remotely if the centre decides this is appropriate. Pearson will support centres who wish to assess Level 1 and 2 Speaking and Listening through the use of technology.

## Remote assessment advice

1. The assessments must be carried out using video conferencing software so that each learner can be seen as well as heard. Pearson does not endorse any particular platform, but possibilities would include Microsoft Teams, Google Hangout, Skype, Zoom or any other conferencing software that offer the required functionality.
2. All assessments must be recorded to facilitate internal verification and possible standards verification purposes.
3. It is acceptable for the assessor to also act as the invigilator. The assessor must be able to see and hear each learner throughout the assessments.
4. Assessors would need to complete the Assessment Record Sheet for each learner as normal and these would need to be retained by the centre.

5. The usual requirements would apply for group size and timings. For the Level 1 talk and Level 2 presentation the group size should consist of 3 to 4 learners. For the Level 1 and Level 2 discussion the group size should consist of 3 to 5 learners. Please refer to the QA Handbook for assessment timings.
6. The assessments should be scheduled and learners must be informed that they are being assessed before the activities begin. At the start of each assessment participating learners must give their names.
7. Each learner should be sat in a room on their own to ensure the security of the assessment and to avoid distractions. Learners cannot be assessed in a public place.
8. As with any assessed Speaking and Listening activities learners should be encouraged to prepare for the assessment. Learners will be able to refer to notes during the assessment, but should not read out prepared responses.
9. It is strongly recommended that centres carry out practice assessments with learners before conducting live assessments. This will enable the learners to be comfortable with the technology.

Pearson recognises that remote assessment will not be appropriate for all learners and it is being offered as an option for centres that wish to use it in the current situation. It is not expected that all centres will attempt to assess their learners in this way.

If you have any queries on this then please contact us via CRM.