Functional Skills English Level 1 & Level 2

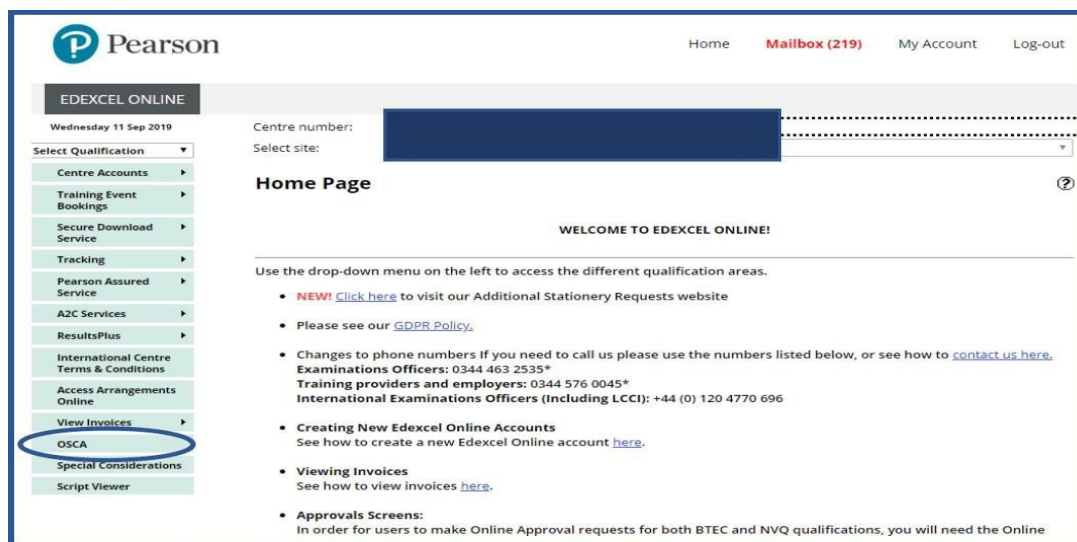Online Standardisation for Centre Assessors (OSCA)
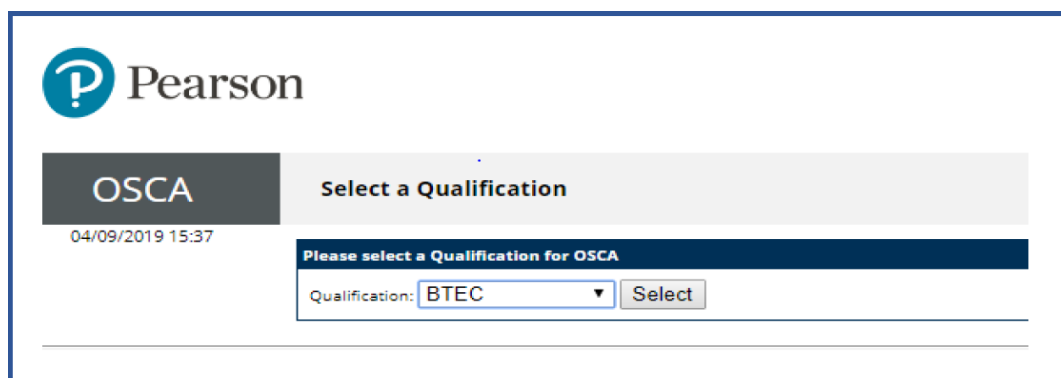
**Step by Step Guide
2023-24**

INTRODUCTION

Centres delivering Functional Skills English Level 1 and 2 must have a Lead Internal Verifier (Lead IV) for Speaking, Listening and Communicating. This person will need to register and complete the Online Standardisation for Centre Assessors (OSCA) to become accredited and to gain direct claims status. The OSCA training is designed to ensure that all centres are standardised to the same level so that all Lead IVs, Assessors, and Internal Verifiers understand how to assess and verify assessment decisions applying the national standards.

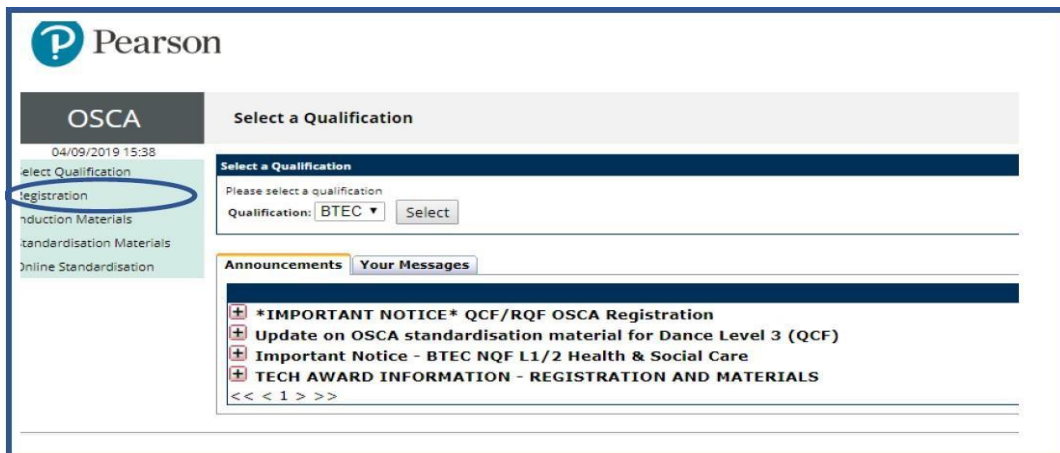## Registering as Lead IV for Functional Skills English

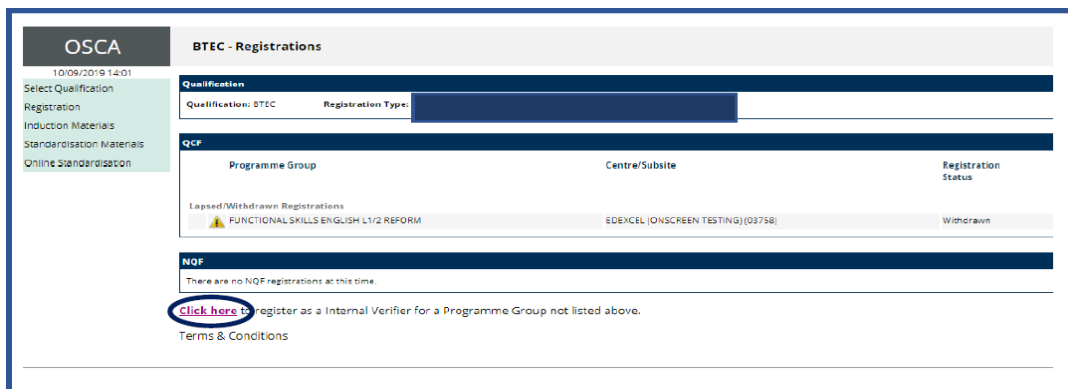**1.** Log into Edexcel Online and select **OSCA** on the left-hand menu

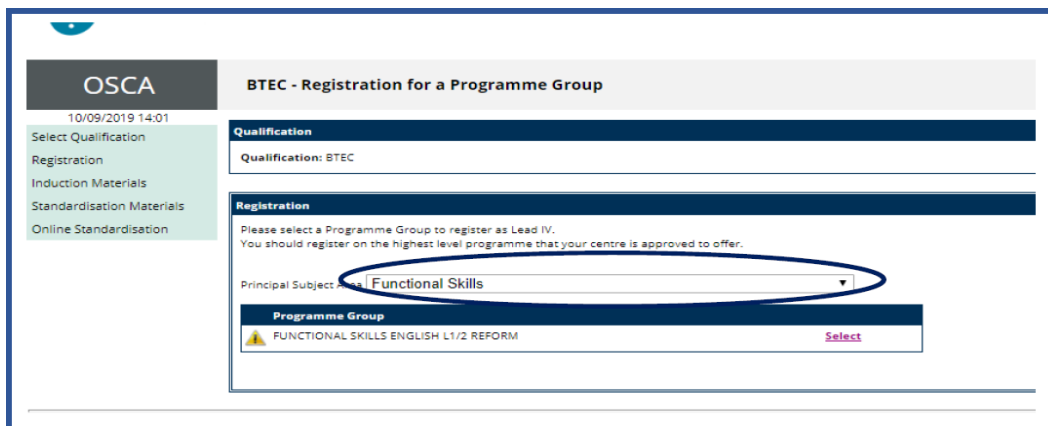**2.** Select **BTEC** from the drop down menu

3. Select **Registration** on the left-hand menu

4. Click here to register as Lead Internal Verifier

5. Select **Functional Skills** from the drop down menu, then click **Next** and agree to the Terms and Conditions
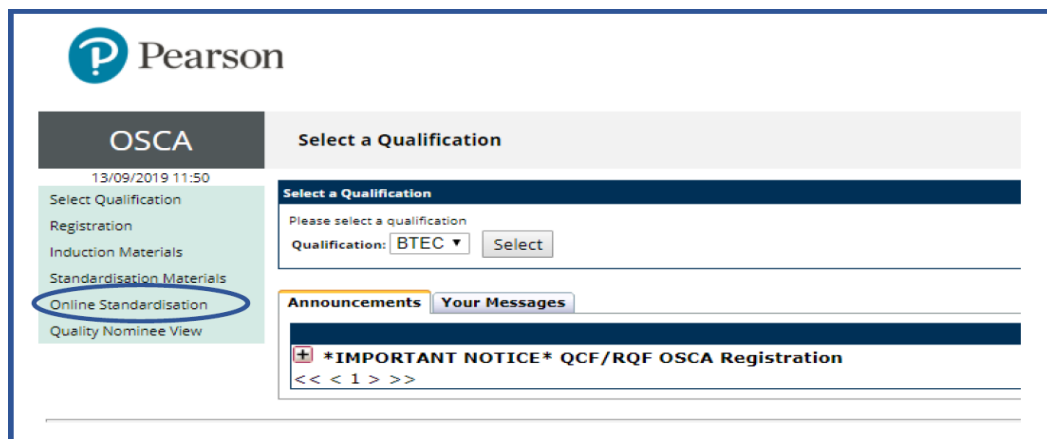
6. Registration is now complete, you may proceed with your OSCA training

Completing the OSCA training

1. Access Edexcel Online and select **OSCA** in the left-hand menu, then **BTEC** from the drop down menu, as you did in steps 1 and 2 of the registration process.
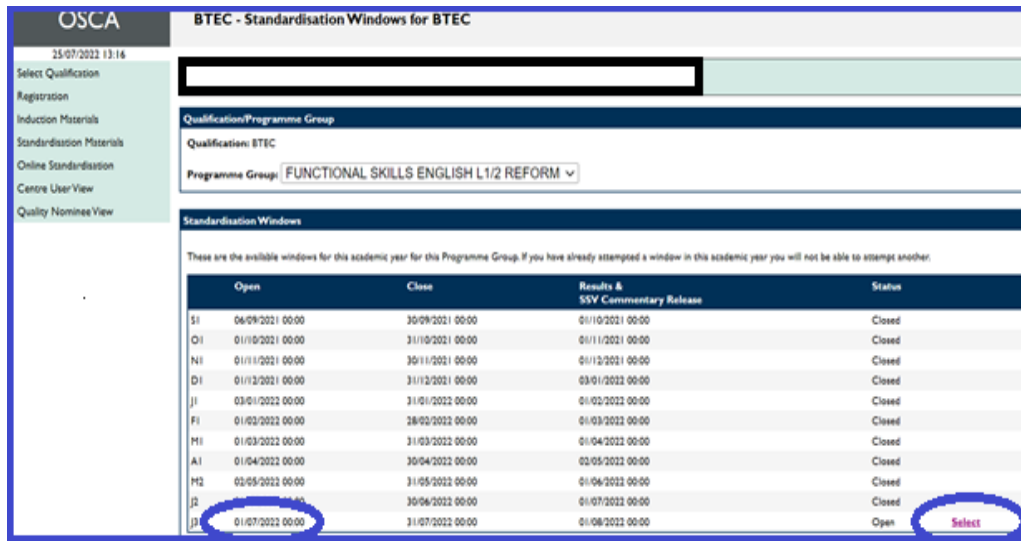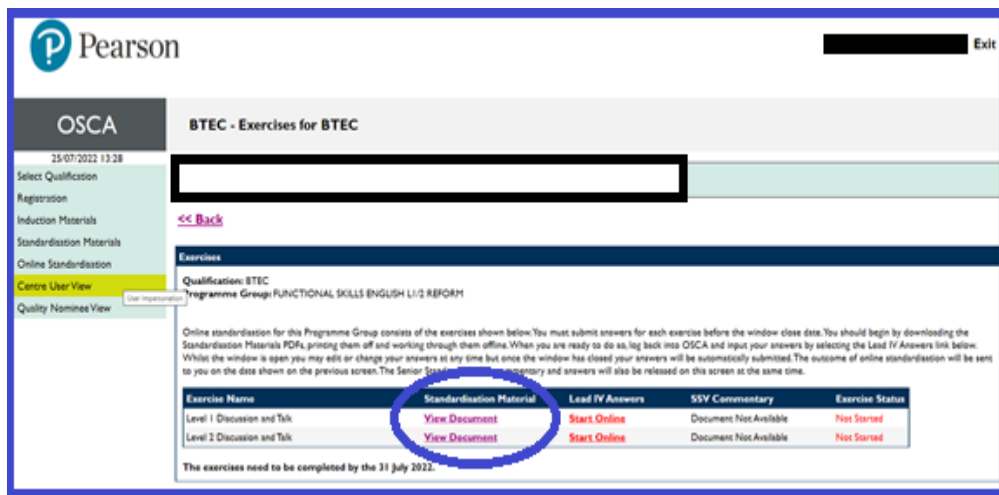
2. Select **Online Standardisation**

3. Select **Functional Skills English L1/2 Reform** from the drop down menu
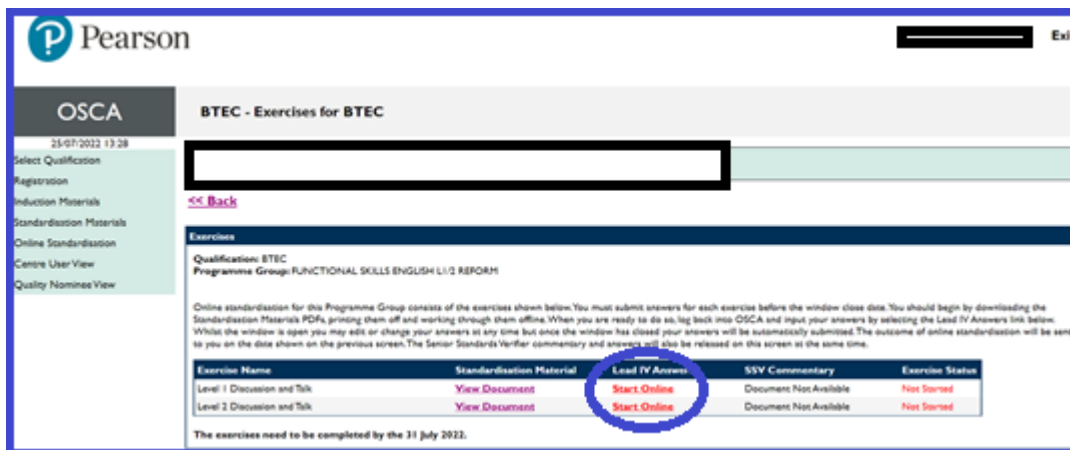
4. Click on the current OSCA window

5. Work through the OSCA training materials by selecting **View Document** foreach exercise. You will need to enter your Edexcel Online login details to access the training materials.

The video samples and commentaries (Assessment Record Sheets) are in the same document for each task. Please read the guidance thoroughly before attempting the exercise. Watch the videos, consider the learner performance, and complete an Assessment Record Sheet for at least two of the learners.

You can compare your understanding of the criteria with the commentaries made by the Senior Standards Verifier (these become visible once you have submitted the online exercise).

6. Once you have completed the training, select **Start Online** for each exercise. Here, you will confirm that you have completed the training and click **Submit**.

How to submit completion of OSCA

You will need to go into the Online Standardisation box which should be on left hand menu. Here you will find the confirmation box which you can tick to confirm training and receive accreditation.

Please note; If you have not received a confirmation email, you are not accredited.

Important information about OSCA

Centres using a 'standard academic year' delivery plan must ensure that OSCA is completed by the Lead IV no later than **31st October 2023.** For centres using a 'roll on, roll off' delivery plan OSCA is available in monthly windows which are open between September and July.

Please also note that both Level 1 and 2 must be completed to gain full accreditation.

Lead IVs are only able to attempt OSCA once in a monthly window. See Top Tips in the **Centre Guide to Quality Assurance: Functional Skills Levels 1 and 2 Speaking, Listening and Communicating**.

It is the responsibility of the Lead Internal Verifier to use the materials to conduct standardisation activities with all Assessors and Internal Verifiers.

If you are having any issues accessing registration or OSCA Training material, please contact Pearson support.