

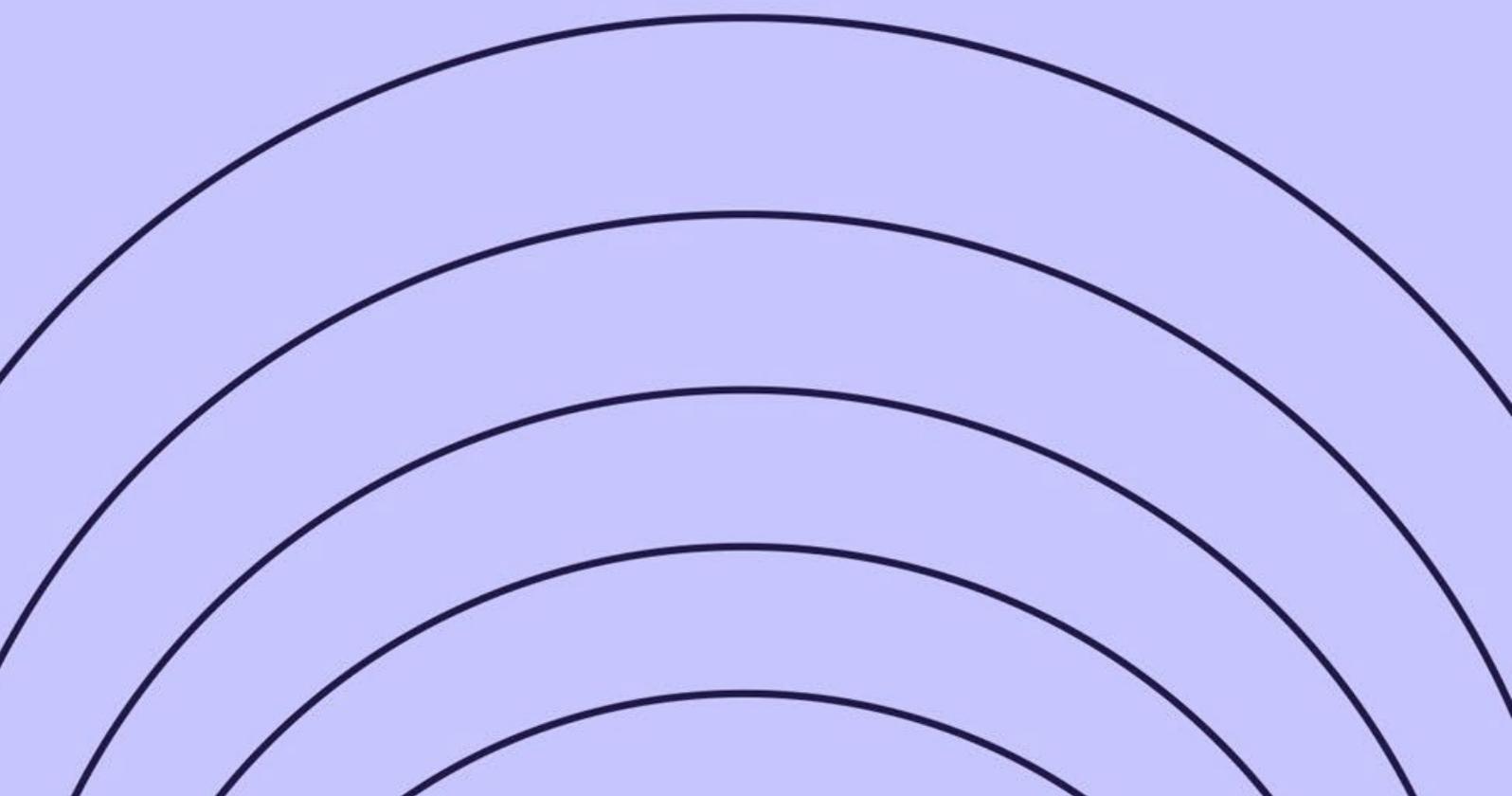


Online Standardisation for Centre Assessors (OSCA)

Functional Skills English Level 1 & Level 2

Step-by-step Guide

2025 to 2026



Contents

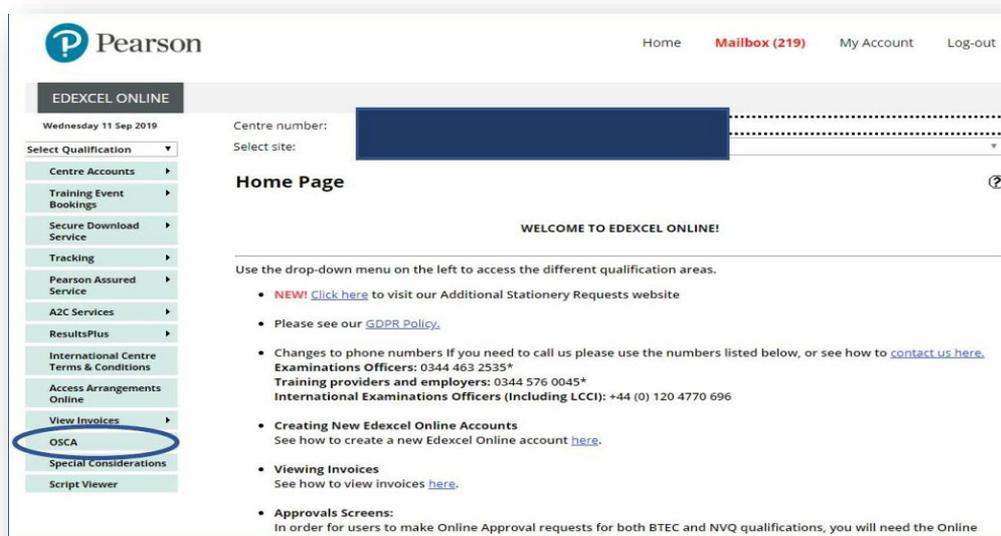
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Introduction

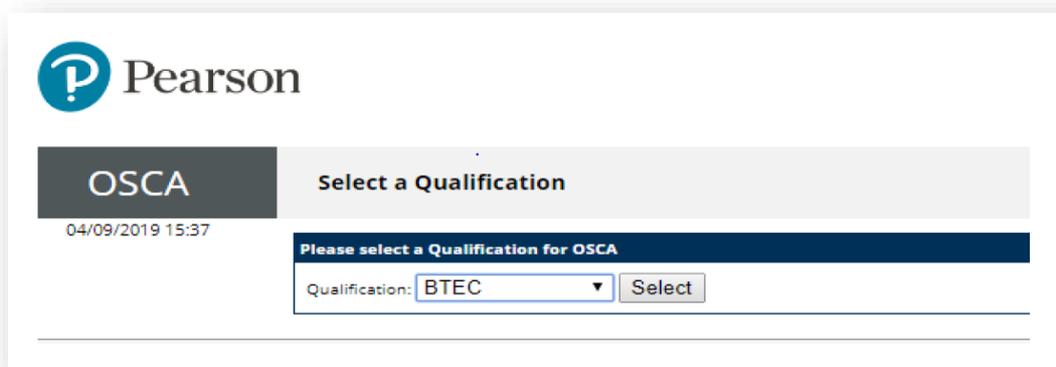
Centres delivering Functional Skills English Level 1 and 2 must have a Lead Internal Verifier (Lead IV) for Speaking, Listening and Communicating. This person will need to register and complete the Online Standardisation for Centre Assessors (OSCA) to become accredited and to gain direct claims status. 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

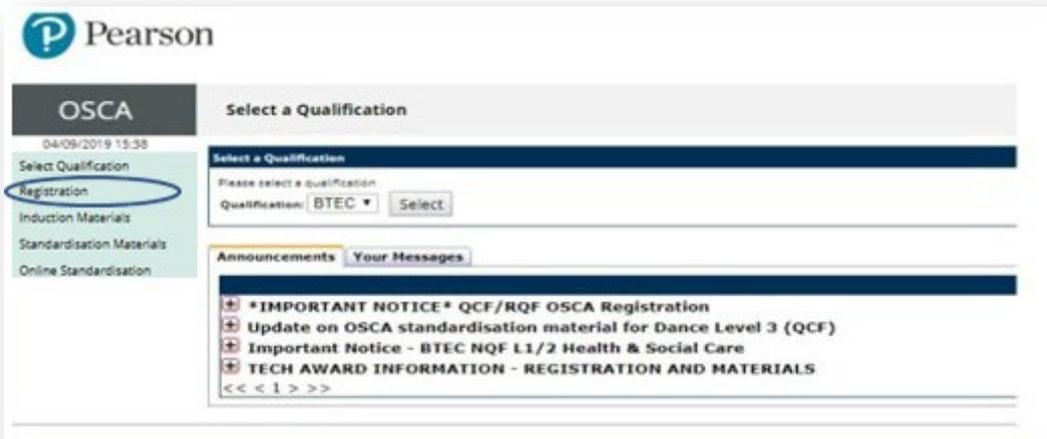
1. Log into Edexcel Online and select **OSCA** on the left-hand menu



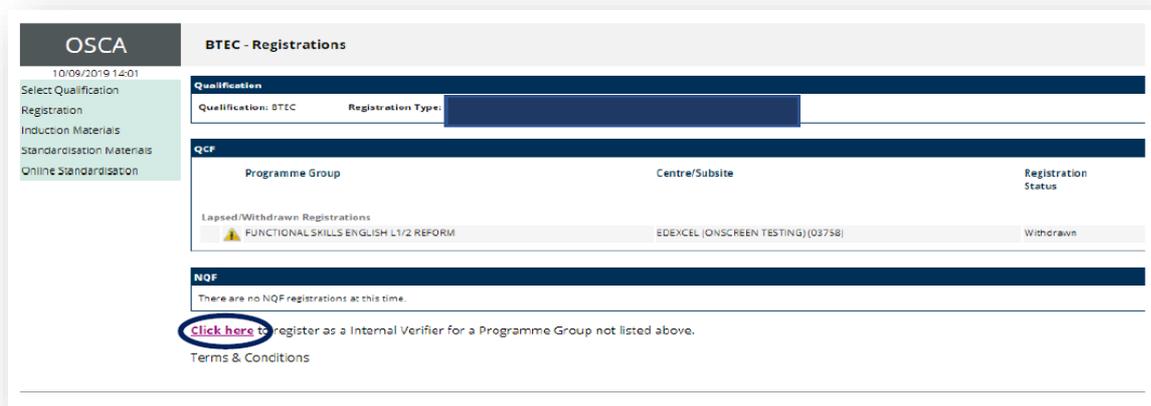
2. Select **BTEC** from the drop down menu. Then click **Select** to continue.



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



4. Select **Click here** to register as Lead Internal Verifier.



5. Select **Functional Skills** from the drop down menu.



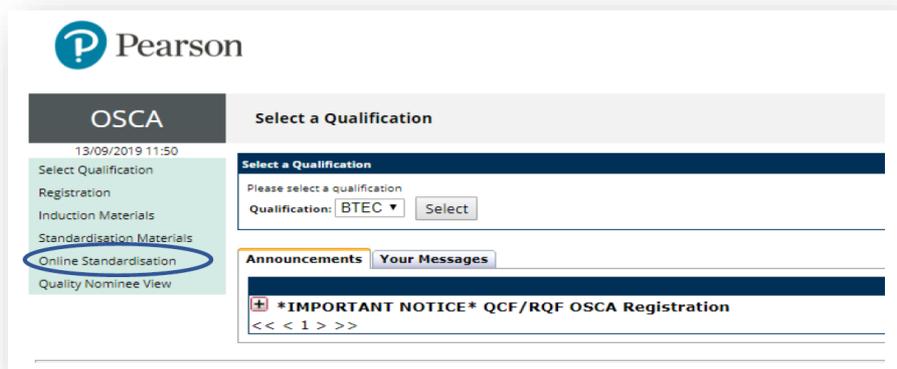
6. You will see the following message to confirm that registration is now complete.



You may proceed with the OSCA training steps on the next page.

Completing the OSCA Training

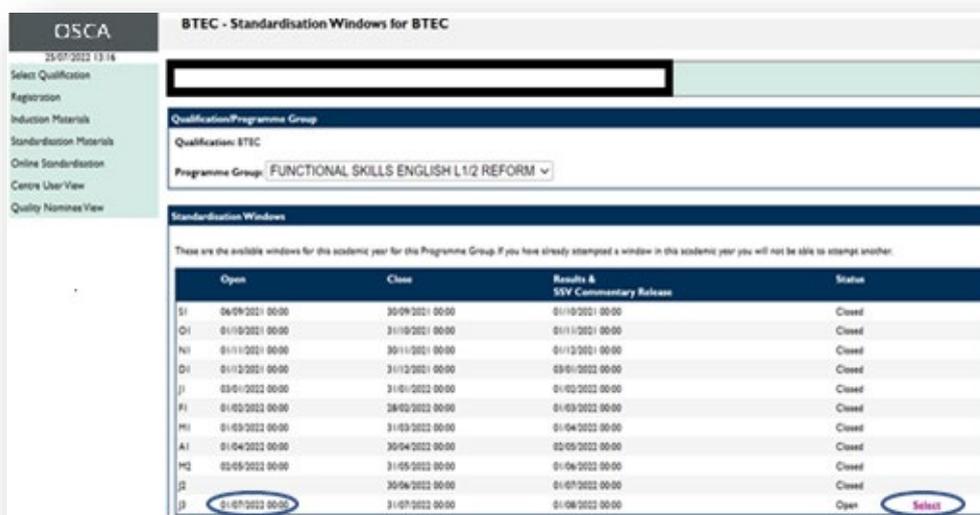
1. Access Edexcel Online and select **OSCA** in the left-hand menu, then select **BTEC** from the drop down menu, as you did in [steps 1 and 2 of the registration process](#).
2. Select **Online Standardisation** from the left-hand options.



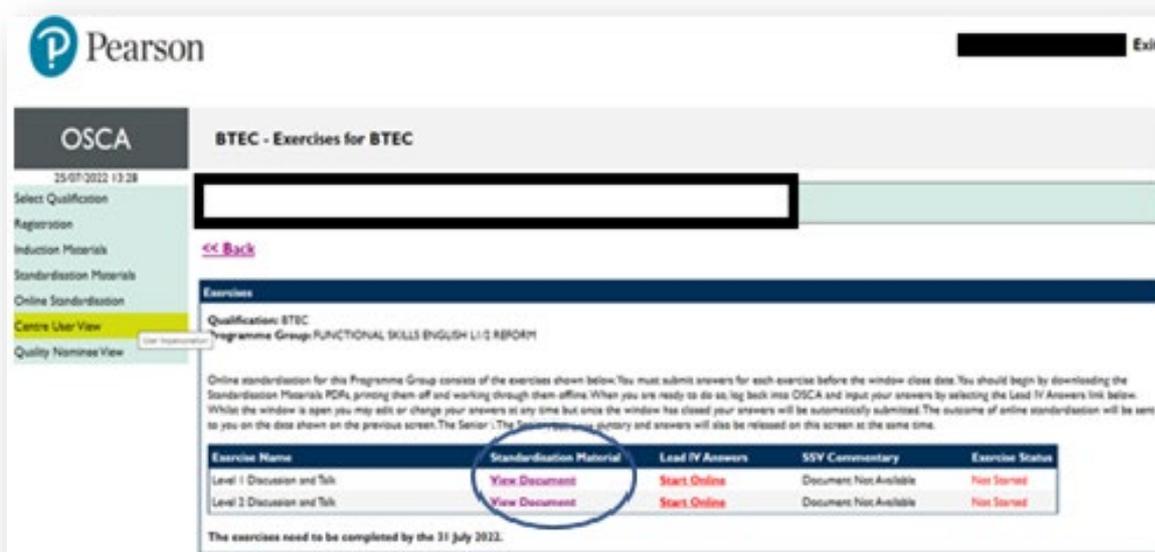
3. Select **Functional Skills English L1/2 Reform** from the drop-down menu.



4. The current OSCA window will be the month you are completing it and is indicated by the word 'Open' in the status column. Click **Select** to open it.



5. Work through the OSCA training materials by selecting **View Document** for each 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.

The screenshot shows the Pearson OSCA interface for BTEC exercises. The page title is 'BTEC - Exercises for BTEC'. The left sidebar contains navigation options: Select Qualification, Registration, Induction Materials, Standardisation Materials, Online Standardisation, Centre User View, and Quality Nominee View. The main content area includes a 'Back' link, a section for 'Exercises' with details for 'Qualification: BTEC' and 'Programme Group: FUNCTIONAL SKILLS ENGLISH L1/2 REPORT'. A paragraph explains the online standardisation process. Below this is a table with columns: Exercise Name, Standardisation Material, Lead IV Answers, SSV Commentary, and Exercise Status. The table lists two exercises: 'Level 1 Discussion and Task' and 'Level 2 Discussion and Task'. The 'Lead IV Answers' column for both exercises contains a 'Start Online' link, which is circled in blue. The 'Exercise Status' column shows 'Not Sourced' for both. A footer note states: 'The exercises need to be completed by the 31 July 2022.'

Exercise Name	Standardisation Material	Lead IV Answers	SSV Commentary	Exercise Status
Level 1 Discussion and Task	View Document	Start Online	Document Not Available	Not Sourced
Level 2 Discussion and Task	View Document	Start Online	Document Not Available	Not Sourced

Here, you will confirm that you have completed the training and click **Submit**.

Submitting completion of OSCA

As outlined in Step 6 under the subheading 'Completing the OSCA Training,' completion is submitted by selecting 'Start Online' and confirming 'Yes' for each exercise. You are not required to upload anything onto the OSCA platform.

Please be advised that accreditation will not be immediately applied to your account upon completion of the exercises.

As the OSCA platform operates in monthly windows, a Lead IV will receive their accreditation confirmation once the current window is closed and calculated on Edexcel Online. Lead IVs receive confirmation via email on the first weekday of the next month. Until they receive confirmation, their accreditation status will remain 'not attempted.'

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 2025. For centres using a 'roll on, roll off' delivery plan OSCA is available in monthly windows which are open between September and July.

Please 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 the Top Tips section on page 7 of the [Centre Guide to Quality Assurance: Functional Skills Levels 1 and 2 Speaking, Listening and Communicating](#) for more information.

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](#).