

The Administration and Secure Handling of Entry Level functional skills assessments

Thursday 20th June 2013

What does this refer to?

This guidance relates to the live assessments for Entry level functional skills (ELFS) in English, mathematics and Information & Communication Technology (ICT). Live assessments are final assessments for learners and should not be used as practice under any circumstance.

They can be found on our website at: <http://www.edexcel.com/quals/s4l-tests/func-skills/Pages/default.aspx>.

Who can access and download the secure live assessments?

The Head of Centre, Exams Officers/Managers and Exams Assistants are able to download the live assessments from the Edexcel website, using their Edexcel Online logins. (We advise that this is done a maximum of two weeks prior to an assessment taking place to ensure that the most up-to-date version is used.)

Assessors cannot download Live material although they may have sight of the assessments up to 2 weeks prior to an assessment taking place. This is so that they can contextualise it, if it is felt necessary.

What can I do if I have more than one site, and only one centrally-located examinations team?

If you have multiple sites where ELFS assessments take place, then you can arrange to have additional Exams Assistants set up to access the live materials. These Exams Assistants do not have to be based at your main site. The rules and practices set out in the ICE document – such as the secure storage of live assessments must be followed – please see the [Instructions for the Conduct of the Examinations for Entry Level Functional Skills and Entry Level Adult Literacy and Adult Numeracy 2012-13](#).

To organise additional Exams Assistants to be set up on Edexcel Online, contact our assessment team at: fsassessment@pearson.com.