



Pearson

Entry Level Functional Skills English: overview guidance for new centres (October 2016)

What documents must I read?

[Specification](#)

[Quality Assurance Handbook](#) (renewed each academic year)

What support is available?

[Podcasts](#)

[Past papers, lesson plans, schemes of work etc](#)

Structure of the qualification

Components worth 33.3% each: Speaking Listening and Communication, Reading and Writing.

Speaking and Listening

Tasks: Teachers devise their own tasks based on their students' interests and the skills criteria.

Entry 1: At least one activity based on a simple discussion/exchange with one other person.

Entry 2: Two activities based on a discussion/ exchange with at least one other person.

Entry 3: Take full part in a familiar formal discussion/ exchange and take full part in a familiar informal discussion/ exchange.

Time: total for activities at each level – up to 30 minutes (no minimum set). The two activities do not need to be exactly 15 minutes each.

Recording: none required

Can Assessors take part in the S+L discussion?

Assessors cannot take part in the Speaking and Listening discussion at Entry level.

What if there is only 1 learner taking the test?

If there is only 1 candidate taking the test, another learner (working at the same level) can participate even if he/she is not taking the test. If no other learners are available, another adult can participate providing they do not give any additional support to the candidate.

What percentage of candidates need to be internally verified for S&L?

There is no fixed percentage.

What paperwork is required?

Teachers must complete an assessment record and authentication sheet for each student for speaking and listening.

The internal verification found [here](#) form must be completed.

Reading

Tasks: 6 tasks set by Pearson each academic year. Learners need to complete 2 tasks. Each task will comprise two short reading texts and questions.

Time: The assessment (2 tasks) must be completed in 45 minutes.

Writing

Tasks: 2 tasks set by Pearson each academic year. Each task will comprise a short context and a single writing question. Learners need to complete both tasks.

Time: The assessment (2 tasks) must be completed in 45 minutes

Tests

Where do I download the tests and the assessment record and authentication sheets for speaking and listening?

Your exams officer downloads these [here](#). They have a gold padlock, so only your exams officer will be able to do so. There are 3 different sets of papers for each level that remain live during the academic year. They must be treated as secure materials at all times.

Who can download the tests?

It is only the Exams Officer who can download the tests. Test papers should be locked in the EOs cupboard and then taken out and given to the teacher when the student wants to sit the task.

When can the tests be downloaded?

The test papers can be downloaded no more than 2 weeks prior to the exam.

When can candidates sit the tests?

Candidates can sit the test at any time.

Standards Verification

How does standards verification work?

Once the internal verification process has taken place, a Standards verifier will visit your centre in order to carry out a sampling of the marking. The SV will verify 5 scripts per subject per level in order to release certification for the rest of the academic year.

Certification

Results and claims cannot be submitted to Edexcel Online until the SV visit has taken place. All centres delivering Entry Level will have an SV visit. The SV will do a certification release. Centres then have until 31st August of the academic year to claim for the qualifications.

Access Arrangements

Details of access arrangements are available on page 18 of the [specification](#).

FAQs

What are the qualification numbers?

The QNs for the qualifications are:

- Edexcel Functional Skills qualification in English at Entry 1 500/8494/X
- Edexcel Functional Skills qualification in English at Entry 2 500/8467/7
- Edexcel Functional Skills qualification in English at Entry 3 500/8464/1

Can the LIV and IV be the same person?

Only if there are less than 15 candidates.

How long is this specification valid?

The review date is 31st August 2018

Last updated, 18.10.16