# Functional Skills Initial Assessment Tool (IAT): Deliverer's Guide

# Contents

## 1. Intoduction: The Functional Skills Initial Assessment Tool (IAT)

This guide is designed for you, as a deliverer, to explain to you how to operate all the functions of the Functional Skills Assessment Tool (IAT) so that you can use it with your learners.

Its aim is to compliment other initial assessment instruments that might be available to you but that are not specifically designed to assess Functional Skills (FS). (Please note that it is **not** a full diagnostic tool and is **not** intended to replace any commercially produced products that you may already be using.)

On completion of the FS IAT your learner will have a broad idea of what level they are operating at but this should **not** be taken as an indication of what level of Functional Skills test they will pass. This is **not** a practice test and we strongly recommend that learners follow a suitable programme of delivery and learning before they are entered for one of the final assessments.

## 2. Getting Started

You can access the FS IAT from the home page of the Pearson Edexcel Functional Skills website www.edexcel.com/functionalskills
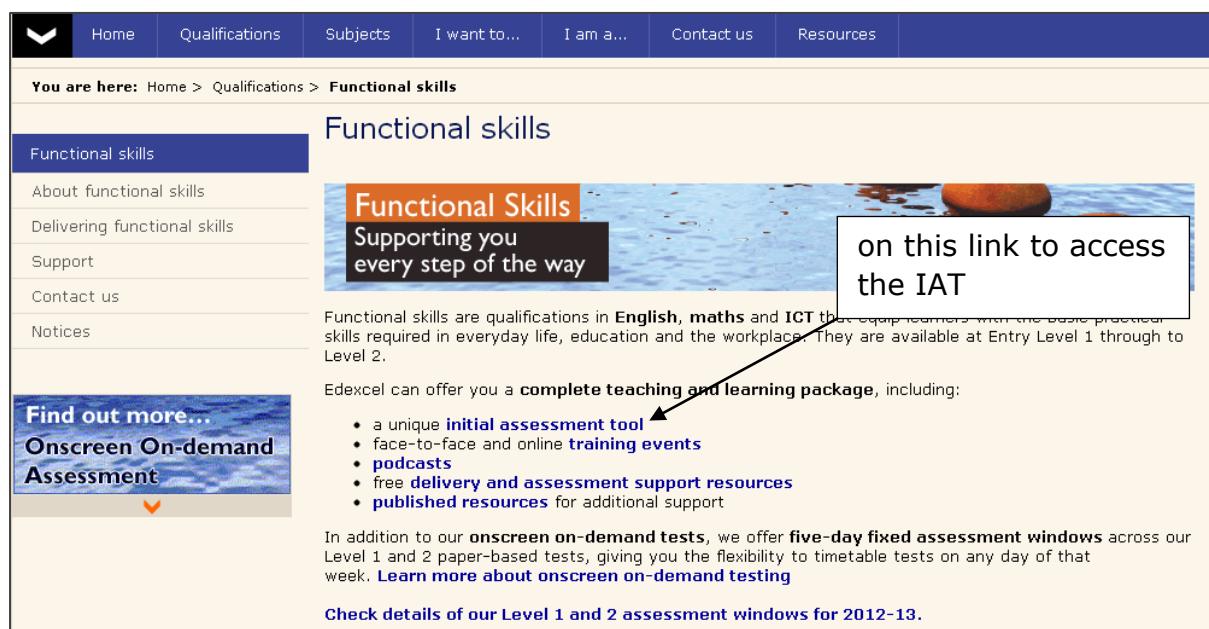


To run the IAT you will need to have the latest verion of **Flash Player** and **Adobe Reader** installed on your computers.

On the next page there is an overview of the test and the link to the IAT.



**Before** you let your learners sit an assessment you need to request a group code. This will identify the test on our system and allow you to access it at a later date. You can request as many group codes as you like (for example, if you teach several groups of FS English you can request a different code for each one) – this will allow you to produce a group profile of all the learners saved under that code.

The first time you request a group code you will need to give yourself a login and password. (You will use these to access the results for your learners when you want to produce a group profile.) The login and password should be memorable to you but can be anything you like (as in the example below).

You then enter your email address and confirmation of your login, password and group code will be automatically sent to this address. If you forget it at any time you can request a reminder (we will cover how to do this later in the guide)



The group code you have requested is automatically shown on the screen as in the example below:

The group code is also emailed to you along with your password and login.

Pearson, IAT: Group Code    Inbox  x

IAT <iat@pearson.com>                              2:52 PM (28 minutes ago)
to functionalskil.

Login: **Teacher1**

Password: **otherteacher**

Group code: **406-891-699**

Click here to Reply, Reply to all, or Forward
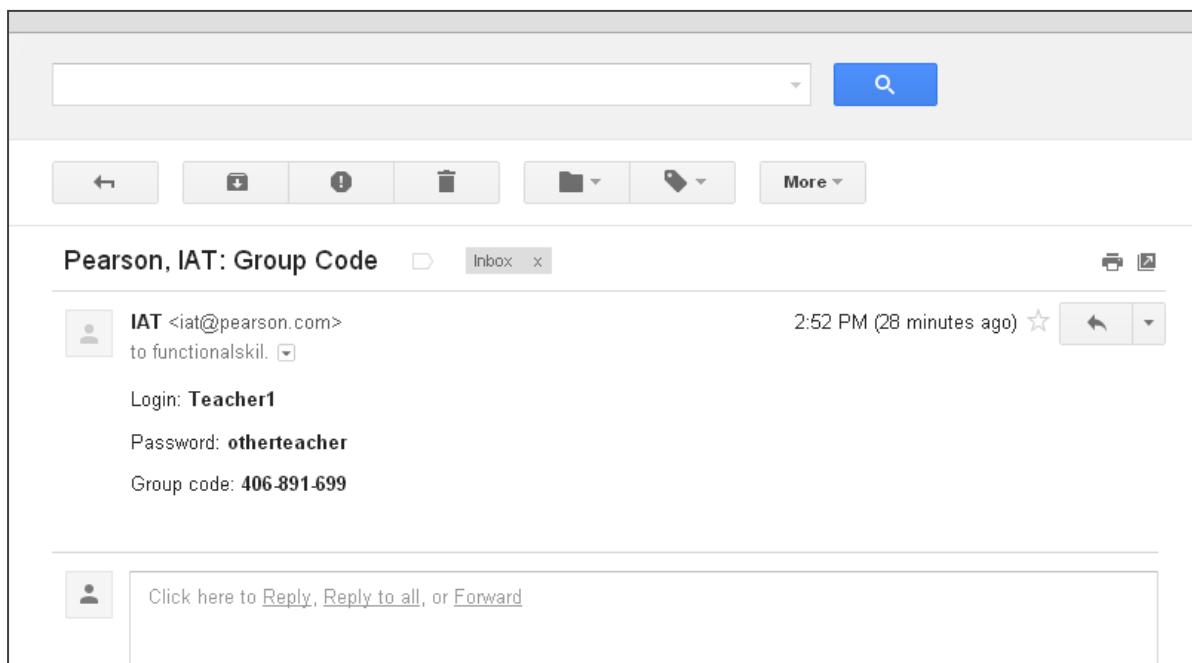
## 3. Using the Initial Assessment Tool

Now you are ready for your learners to take their assessments. They need to click on the subject they wish to sit and then they will see two screens which give them information. You can read these with them if you feel they will need assistance. The first shows which subject they have chosen and informs them that there are 20 questions (in two sets of 10 questions).

Each test takes one hour maximum. The time does not start until the first question is loaded.

**Screen 1**
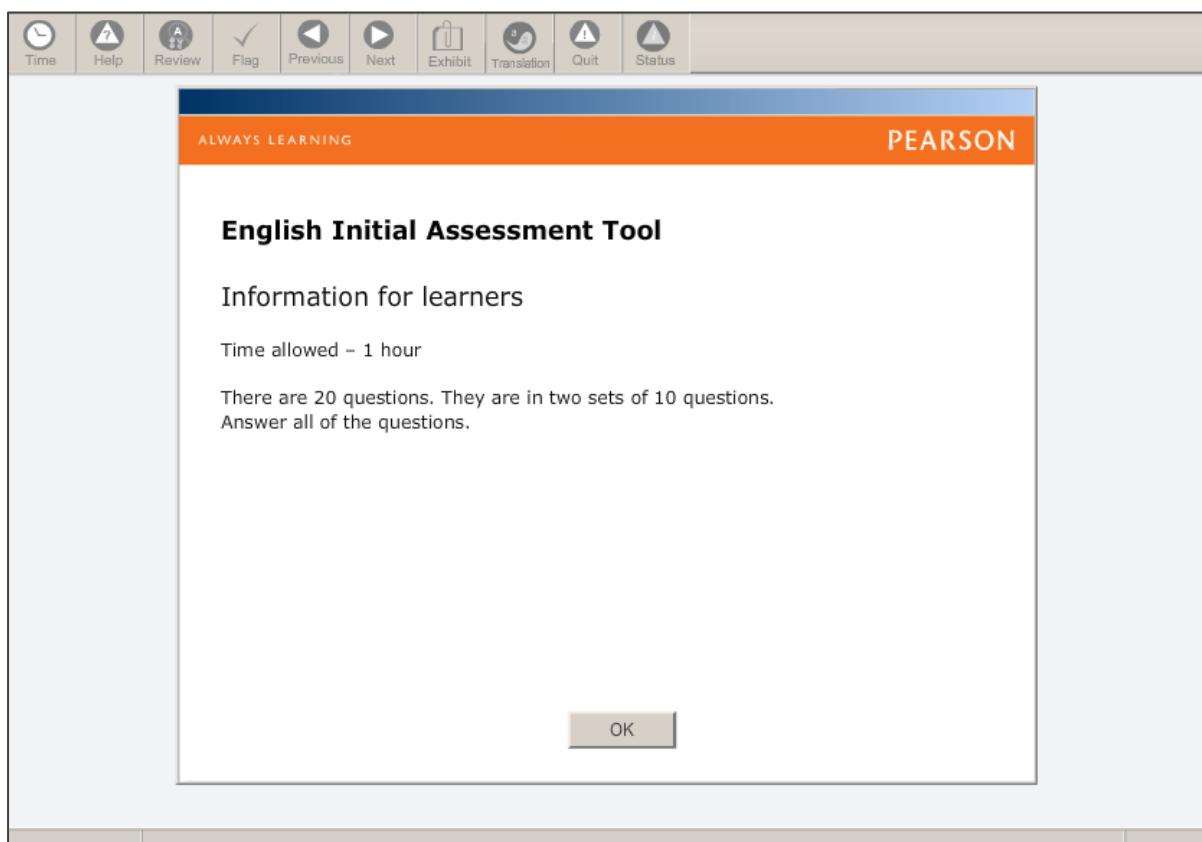
**Screen 2** - This screen explains some of tools they will use and that they will get reminders about the time remaining. (Remind your learners that the time will not pause if they click on the Help button during the test.)
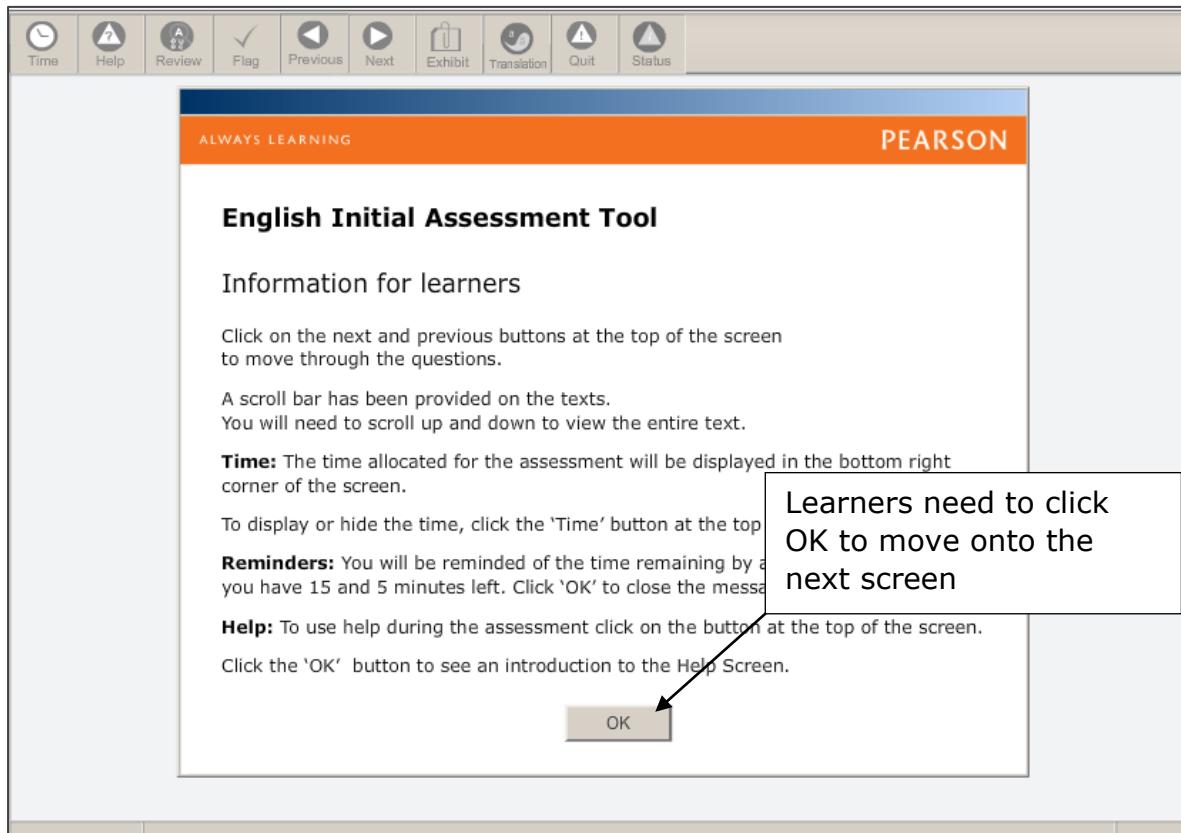


Next your learner should enter their details (name, centre number and Group Code). Please note – if the learner does not put the group code in correctly an error will show and they will not be able to enter the IAT(As in the example below).
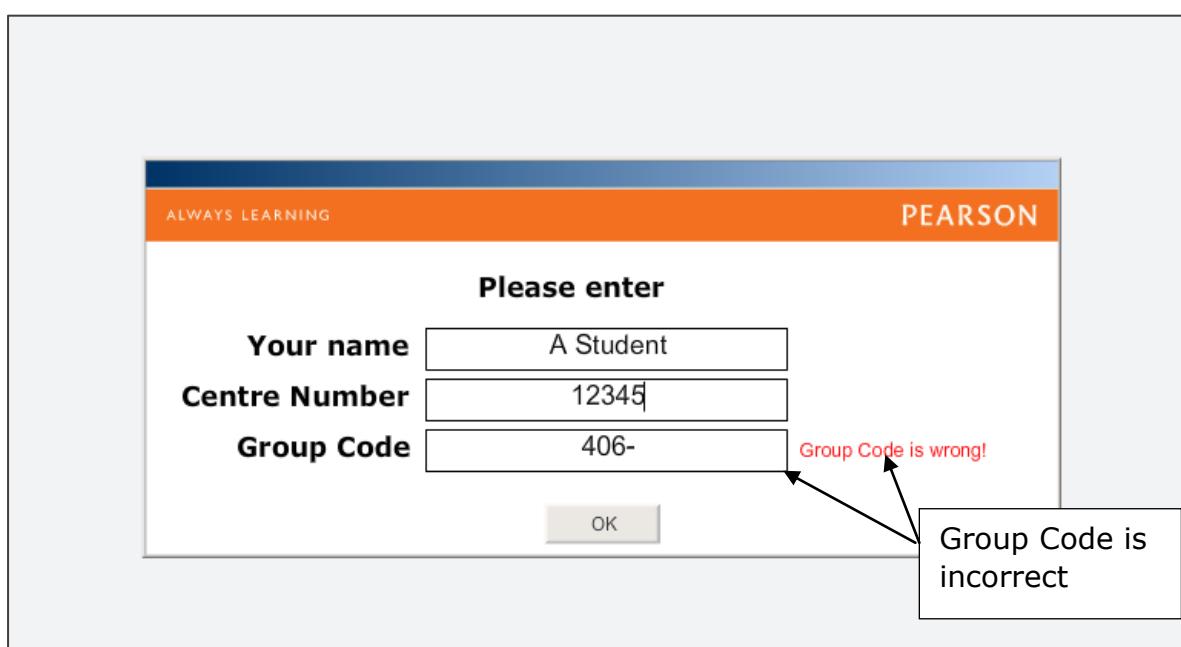
Learners have access to the same accessibility tool that is used on the Functional Skills Onscreen tests – this may be useful for dyslexic learners, for example. The Tool is accessed in the IAT by clicking on the small blue and white cross at the bottom left of the screen.

The IAT uses several types of items which are all be computer marked. They do not require a great deal of IT ability to complete but you need to be aware of them so that you can help your learner if they are confused. The examples below illustrate the types of techniques that are used:



In this question the learners need to click on the boxes in order to 'tick' them. Other Multiple Choice Questions (MCQs) are used in the assessments



In this example the answer is produced by clicking on a part of the text. This will highlight red when highlighted

Read the following adverts.

Which number would you ring for your home carpets to be cleaned?

Click on the correct advert.

In this item the learner clicks on the advert they think is the answer. The advert will be highlighted with a blue edge when it is selected

**Mo-Clean**

Mobile valeting service:
car and commercial work
including van interiors
Full or part valet available.

**For a quick quote, ring:**
00829 37229

**Crisp Cleaning**
Daily or weekly home cleaning service.
Also available - carpet and furniture steam clean.

To discuss your needs, ring:
0010 128631

*CleanRight*
Top quality supplies to the trade:

Stain removers, scouring cleansers, floor polishes, carpet cleaning fluid.

For a full product list call:
0010 484988

Question Number 3

0:57:16

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Jess sells beauty products on a website.

A customer orders some face cream.

What shape is the container?

face cream

Click on the right answer

A. A cube

B. A circle

C. A sphere

D. A cylinder

This item has a simple MCQ format. Learners just need to select one answer by clicking on it.

Note the calculator. It is a BODMAS calculator and is on every maths item, although learners may use their own or not use one at all if they prefer. It cannot change position.

Question Number 5

## Time | Help | Review | Flag | Previous | Next | Exhibit | Translation | Quit | Status

Josh starts a new job.

Each week he works for 7 hours a day, Monday to Friday

How many hours in total does he work each week?

Put your answer in this box.

In this item learners need to type their answer into the box provided

```
              0   C
      7   8   9   ÷
      4   5   6   x
      1   2   3   +
      0   .   =   -
```

Question Number 1

## Time | Help | Review | Flag | Previous | Next | Exhibit | Translation | Quit | Status

Jay has these plates.

In this item the learner needs to pick up the items from the list by clicking on them and then dragging them into the box below before releasing the mouse button
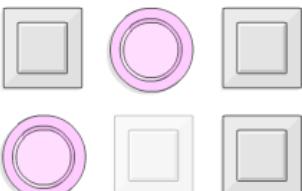
Drag all the **square** plates to this box.

Question Number 13

When your learner has completed 10 questions a box will pop up asking them if they want to review any of their answers (NB if they choose to go on, they cannot review these items at a later stage).



To move back through the items the learner needs to use the previous and next buttons (the flag and review buttons do not operate like they do in a Functional Skills Onscreen test)

They can return to the items and review them by clicking on the review button
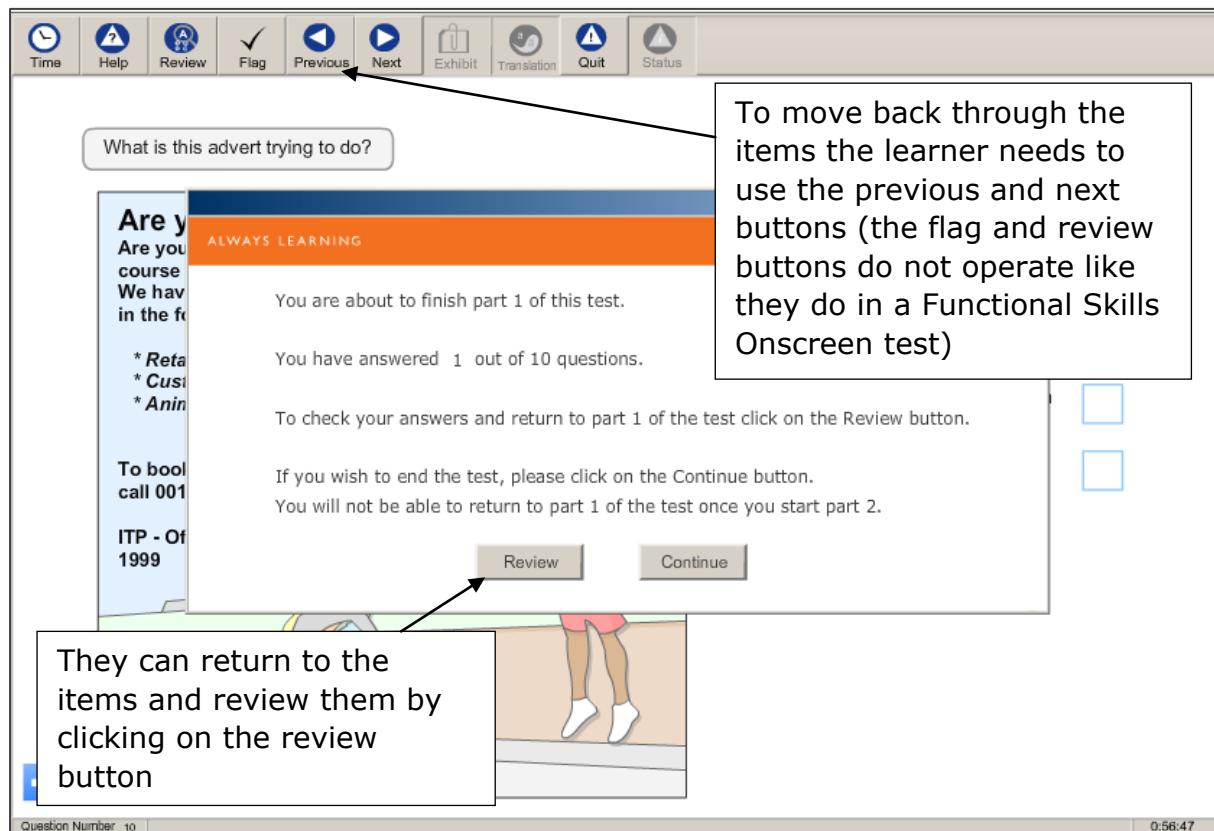
Once the learner presses the 'Continue' button they will be given another 10 items to answer. At the end of the assessment a screen appears which gives them an indication of the level they are working at. They will also be asked to click 'OK' to generate a PDF of their test. (If they do not click on 'OK' the data from this assessment will be lost and not saved to your group profile.) Please be aware that this PDF takes a few minutes to be produced as the data is simultaneously being saved to the teacher's section of the web under the group profile.
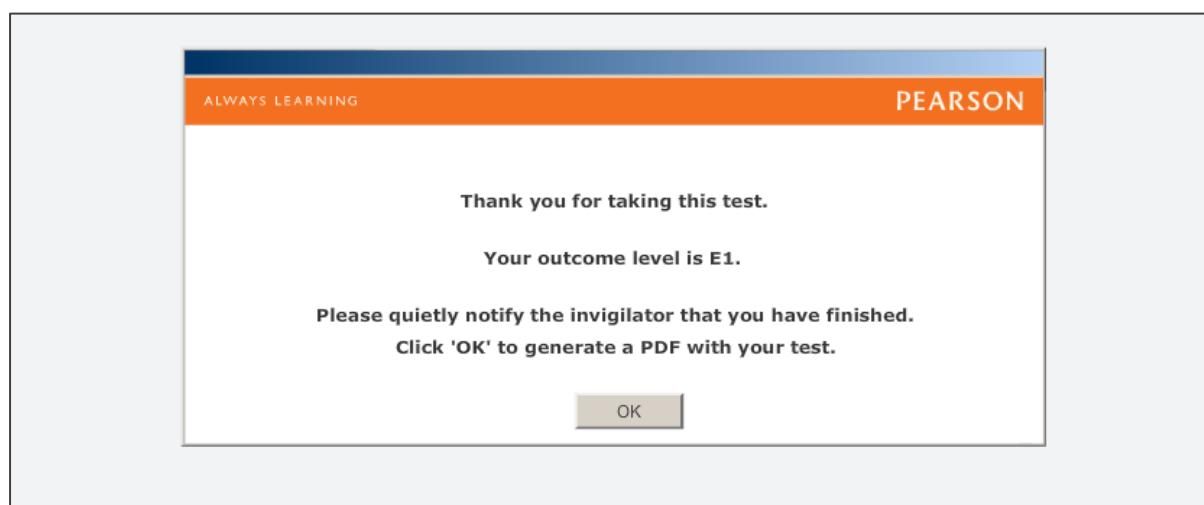
## 4.  Retrieving Group Profiles

When you want to produce your group profiles you need to return to the home page of the IAT. Then follow the instructions shown in the images below:



Click here to review the tests
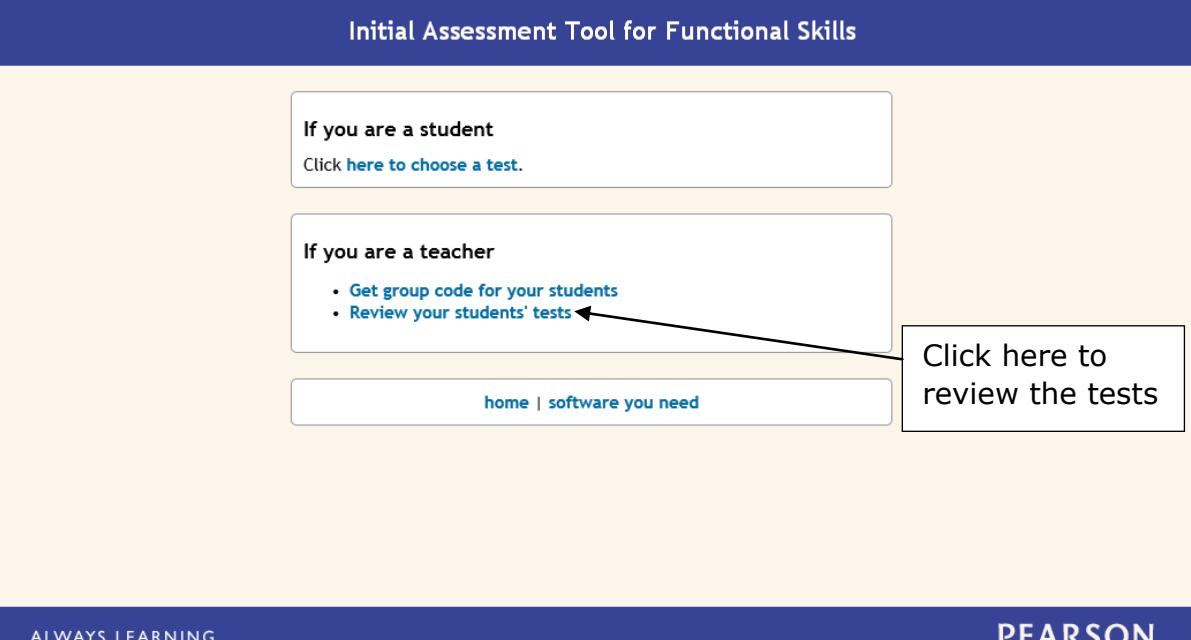


Enter the login and password you set up for yourself before. Then enter the group code you want to look at

If you can't remember you login and/or password you can request a reminder by clicking here and entering you email address.  A reminder will automatically be sent to your email address containing your login, password and all the group codes you have set up.
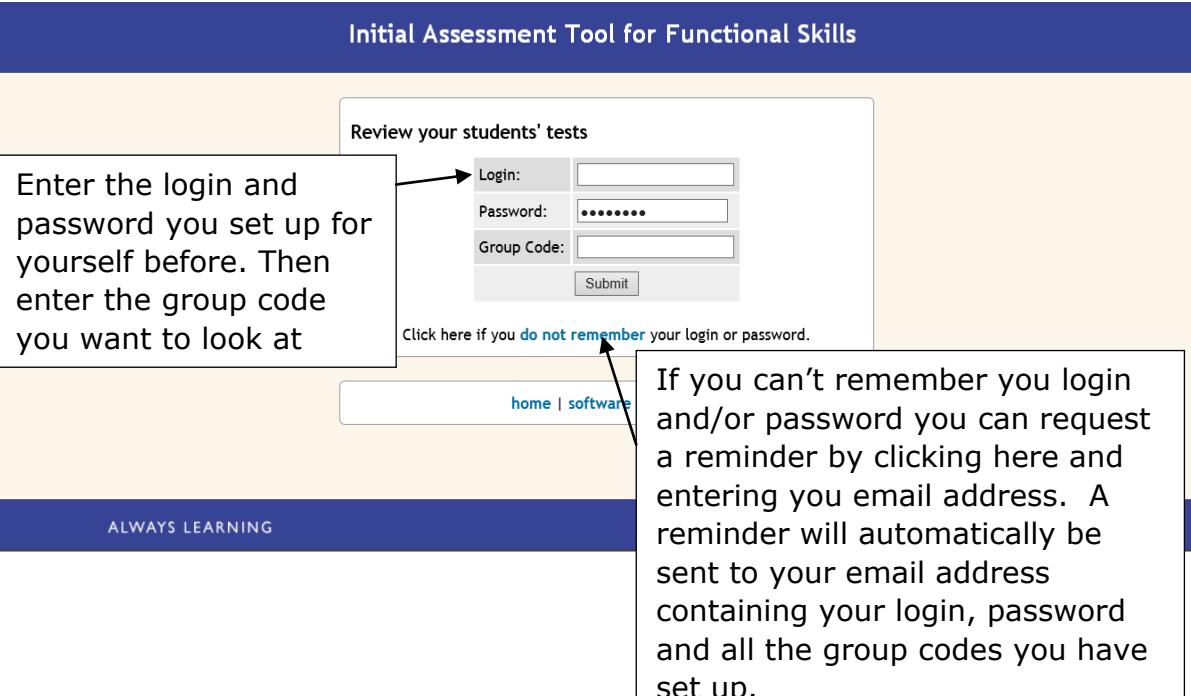
Once you have entered the correct details and clicked submit you will be taken to the following screen. Your list of learners' tests will appear. This group code only has one test in it.



The spreadsheet will show the group code, the learners' names, the dates they took the assessment, their total marks, level and each item's results. (Each item is marked 1 or 0 (representing right or wrong).



You should now be familiar enough with the FS IAT to try it with your learners. We hope that you find it useful in helping to decide which Level of programme will challenge your learner but be achievable during their course of study.

If you have any further questions please contact: functionalskills@pearson.com