

## Accreditation Terms and Conditions for Functional Skills

### 1 General

- 1.1 OSCA (Online Standardisation for Centre Assessors) is an Edexcel system that facilitates Functional Skills English Level 1 and 2 Speaking, Listening & Communication accreditation and provides access to examples of marked learner work.
- 1.2 Accreditation can only be awarded via the OSCA system. Users must have an Edexcel Online Account with the OSCA profile enabled.
- 1.3 Only one nominated Lead Assessor may register for a paper within a centre.
- 1.4 The 'Lead Assessor' is interchangeable with 'Lead Internal Verifier' for the purpose of this training. The Lead Internal Verifier is defined as the individual with overall responsibility for the internal verification of (and internal standardisation of, if appropriate) a unit at a centre.
- 1.5 Lead Internal Verifier must renew their registration at the commencement of each academic year, confirming that they are still in place and holding the same responsibilities within the centre. Failure to renew will result in either the suspension of accreditation or render the unit account inactive and unable to become accredited.
- 1.6 If a Lead Internal Verifier does not renew their registration within the academic year it will automatically become withdrawn and subsequently deleted from the OSCA system.
- 1.7 Accreditation is awarded at unit level to the Lead Internal Verifier within a centre.
- 1.8 Accreditation is awarded for the remainder of the academic year in which it is awarded.
- 1.9 Accredited Lead Internal Verifiers are able to award marks for a unit without samples being subject to standards verification by Edexcel.
- 1.10 Once the accreditation period has passed the unit accreditation will become 'expired'. The Lead Internal Verifier will need to become re-accredited for the paper.

### 2 Use of Exemplar Material

- 2.1 The use of exemplar material is restricted solely to application in connection with your delivery of an Edexcel qualification and programme.
- 2.2 The opinions expressed within the exemplar material are those of the learner only. Edexcel does not endorse or support the views of the individuals.
- 2.3 You may not sell, copy or distribute exemplar material without express consent from Edexcel.
- 2.4 Edexcel disclaims all liability in connection with any claims which may be brought against you for unauthorised use of the work.
- 2.5 Registering for OSCA binds you to the terms and conditions stated in this document.

### 3 Accreditation via Formal Moderation

- 3.1 Accreditation via formal moderation is not available for Functional Skills Level 1 and 2.

### 4 Accreditation via Exemplar Material Exercise (EME)

- 4.1 EME is not available for Functional Skills Level 1 and 2.

### 5 Accreditation via training and submitting Lead Internal Verifier Declaration

- 5.1 To gain accreditation, each Lead Internal Verifier needs to complete training available on OSCA in 'Reference materials', ie watch the recordings and confirm Senior Standards Verifier comments on accompanying Assessment Record Sheets.
- 5.2 Once the training is completed, the Lead Internal Verifier needs to email a completed Lead Internal Verifier Declaration to [fsassessment@edexcel.com](mailto:fsassessment@edexcel.com) (or post to FS Assessment, 190 High Holborn, London, WC1V 7BH).

### 6 Change of accredited Lead Internal Verifier

- 6.1 If the nominated Lead Internal Verifier is accredited and subsequently leaves the centre, accreditation for that centre is no longer valid. Accreditation is attributed to an *individual* rather than a centre.
- 6.2 It is the Lead Internal Verifier's responsibility to ensure that their OSCA registration is withdrawn prior to their leaving date.
- 6.3 If the Lead Internal Verifier has left a centre and failed to withdraw their registration then the centre should ensure that accreditation is not claimed.
- 6.4 If the Lead Internal Verifier leaves a centre prior to internal standardisation and was, therefore, not responsible for conducting the process accreditation cannot be claimed.
- 6.5 If the Lead Internal Verifier did conduct internal standardisation before leaving the centre then accreditation may be claimed for the associated verification window but registration should still be withdrawn.

### 7 Transferring Accredited Status Between Centres

- 7.1 Accredited Lead Internal Verifiers who transfer to another centre may retain their accredited status provided that:
- I. they are actively responsible for the internal verification and internal standardisation of all centre-assessed work made available at their new centre
  - II. the period of accreditation has not yet expired
  - III. the new centre does not already have a registered Lead Internal Verifier for the relevant unit(s).
- 7.2 Lead Internal Verifier should ensure that they have an Edexcel Online account at the new centre. Once an account has been created they can proceed to register for OSCA.

- 7.3 Transfer of accreditation must be requested by contacting Online Customer Services (0844 576 0025) to transfer their accreditation details to the new OSCA Account.
- 7.4 A transfer request will move all qualification accounts to the new centre.

## 8 Control sampling

- 8.1 Centres with an accredited Lead Internal Verifier may be visited by an Edexcel Standards Verifier as part of Edexcel's quality assurance checks.
- 8.2 Failure to organise a Standards Verifier visit when requested may result in the withdrawal of accredited status and the withholding of results for the applicable examination window.
- 8.3 If the Standards Verifier visit does not reveal any significant issues then the unit accreditation will be confirmed for the rest of the accreditation period.
- 8.4 If the Standards Verifier visit does reveals significant issues then accreditation will be withdrawn.
- 8.5 The 'control' sample centres will be selected at random and contacted well in advance of the required Standards Verifier visit.

## 9 Withdrawal of Accreditation

- 9.1 Accreditation may be withdrawn prior to expiry by Edexcel under the following circumstances:
  - I. Inaccurate assessment demonstrated through Standards Verifier visit. Centre marks for learners entered for the relevant unit may be adjusted following review by the Standards Verifier.
  - II. Changes in staff. The accredited Lead Internal Verifier has left the centre or is no longer responsible for the internal verification or internal standardisation of the accredited unit. Accreditation will be withdrawn for a specification at a centre if the relevant Lead Internal Verifier ceases to be responsible for internal verification. However, the centre may attempt to become re-accredited at the first available opportunity.
  - III. Registration under False Pretences. Failure by the centre's Edexcel Online administrator to withdraw a departed Lead Internal Verifier's account may lead to accreditation being awarded under false pretences. Under such circumstances, learner results will be withheld and the case will be reported to the Head of Centre and Edexcel's Business Assurance Group. This procedure would also apply where the Lead Internal Verifier fails to notify Edexcel of their departure in advance or an individual other than the Lead Internal Verifier has registered in this capacity.

## 10 Notification of Accredited Status

- 10.1 At any time a registered user may log onto the OSCA system to view their current accreditation status.