

# OSCA Step-by-Step Guide – Legacy

The OSCA training must be completed by the Lead Internal Verifier prior to Speaking, Listening & Communicating assessments taking place. This is to avoid delays in certification. Please follow the steps below for how to register a Lead IV on OSCA Legacy and how to access the OSCA training materials.

If your centre is making registrations for Pearson Edexcel Functional Skills Levels 1&2 English Legacy under an Edexcel centre number, then please follow the instructions below.

## Registering on OSCA for FS English Levels 1&2 Speaking, Listening & Communicating – Legacy

1. Please visit the following webpage to access the OSCA standardisation videos:

<https://qualifications.pearson.com/en/qualifications/edexcel-functional-skills/english.coursematerials.html#filterQuery=Pearson-UK:Category%2FForms-and-administration>

### Find course materials

The screenshot shows a search interface for course materials. At the top, there are five tabs: 'Specification and sample assessments (6)', 'Exam materials (378)', 'Forms and administration (39)', 'Onscreen testing (23)', and 'Teaching and learning materials (47)'. The 'Forms and administration (39)' tab is selected and highlighted in dark blue. Below the tabs is a search bar with the text 'Find your Document' and a magnifying glass icon. To the left of the search results, there are filters for 'Sort By' (set to 'Content type') and 'Content type' (with options: All, Administration and Assessment (7), Advance information and Pre release material (2), Exam administration (8), and FAQs (1)). The search results are displayed under the heading 'Administration and Assessment' and show a list of documents:

- Level 1 & 2 OSCA Legacy Standardisation Videos 2019-20 (ZIP 874.9 KB | 27 Jan 2020) - marked with a 'NEW' badge.
- Entry Level Internal Verification Form 2019-2020 (legacy) (DOCX 97.7 KB | 04 Sep 2019)
- Lead IV Standardisation Training for Ex-EDI Centres (PDF 116.5 KB | 16 Nov 2018)
- OSCA Step by Step Guide 2019-20 Legacy (PDF 872.3 KB | 23 Sep 2019)
- Overview guide to Entry Level Functional Skills (PDF 209.3 KB | 20 Oct 2016)

2. Once you have completed the standardisation activities, please complete the following Accreditation form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjS0P3bIX5eY5Pn8RtkAzkml1UOFdCNkdGQldVNFQ5NEROU0ExSVNUMIBPSi4u>

**Functional Skills Legacy Accreditation**

Please fill out this form to be accredited with OSCA for functional Skills Legacy for Levels 1 and 2

1. Centre Number

Enter your answer

2. Centre Name

Enter your answer

3. LIV Name

Enter your answer

Once our Results Resolution team receives the Lead Internal Verifier Declaration Form, your accreditation status will be updated and your centre will be allowed to claim certificates for Functional Skills English Speaking, Listening & Communication Legacy.

If you wish to register a new Lead IV, they will have to complete the same training and resubmit the same form.

# OSCA process chart

If your centre is making registrations for Pearson Edexcel Functional Skills Level 1 & 2 English Legacy under an Edexcel centre number then this process chart will apply to you:



