

15 Functional Skills

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15 Functional Skills

I Introduction

This guide will assist you with your Functional Skills Entry Level 1, 2 and 3 registrations as well as Level 1 and 2 entries. If you require specific Edexcel Online guidance on submitting registrations or entries, please visit our website www.edexcel.com.

Our offer to you – Levels 1 and 2 and Entry Level

In the 2013-2014 academic year we will offer you eight assessment windows for English and Mathematics, and 4 assessment windows for ICT for Levels 1 and 2. You will have the flexibility to timetable the assessments at any time within the 5-day windows. We are also offering onscreen on-demand Functional Skills for Level 1 and 2 English, Mathematics and on-demand Functional Skills for Levels 1 and 2 ICT.

We have scheduled the exam series to ensure the re-sit process is helpful to you. For example, the January 2014 results are issued prior to the March 2014 entry deadline so you can make entries without receiving late fees.

We are also offering Entry Levels 1, 2 and 3. You can make registrations once you have approval for the qualification.

Please refer to part 2 of this section for Entry Level Functional Skills. For Level 1 and 2 Functional Skills please refer to part 3 of this section.

2 Entry Level Functional Skills

2.1 Approval

Existing Edexcel centres can run all accredited Skills for Life qualifications but you will need to apply for a programme number to allow you to make registrations. To obtain a programme number please complete and return the Approval form available on our website, www.edexcel.com, at least 10 working days prior to the date you intend to register learners.

2.2 Registration deadlines

These programmes are available throughout the academic year. There is no deadline for registrations to be made, but we advise centres to complete registrations no later than three weeks before the scheduled assessment.

You can make registrations through Edexcel Online, www.edexcelonline.com, or EDI. Edexcel Online allows you to make registrations within a few minutes and receive confirmation of registration numbers immediately.

We have two EDI formats to support Entry level registrations: EDIFACT and JCQ. If you require information on EDI please go to www.edexcel.com/edi.

Basedata is available from the BTEC tab on Edexcel Online once approval has been given.

2.3 Deletion of registrations

Learner registrations will not normally be deleted, or fees refunded, once registrations have been accepted by Edexcel. A new learner cannot replace an individual who has been registered but has subsequently left the programme.

We are aware that there may be learners who drop out from academic year programmes over the Christmas period. Therefore, we will accept all requests for the deletion of learners registered from September 2013, provided an email is sent to examsofficers@pearson.com before 31 January 2014, and the learners have not completed any units. You must give the learner name and registration number in the email. This provision does not apply to any other learner intake.

2.4 Accessing secure assessment material

Access to live assessment material is restricted to a centre's Exams Manager/Officer/Assistant or Head of Centre; only staff with these job roles will be able to access the live assessment materials.

It is important to note that live assessment materials are updated from time to time, therefore, assessments should be downloaded from the secure area each time learners attempt the assessment, which ensures that the most recent version is used. Your centre should print assessments only when required to ensure version control.

2.5 Invoices

We will issue invoices and credit notes once entries have been processed. Both paper copy and online invoices are available. To access invoice details online please follow these instructions:

- Log into Edexcel Online – www.edexcelonline.com
- Click 'Home' link at the top of the page
- From the menu section (at the left hand side of the page) click 'View Invoices'
- Click 'View Summary Invoices'
- You are then presented with two ways to search for invoices. The first (default) option allows a search by invoice number. Alternatively, enter two dates to see all invoices produced during the specified period.

You will be provided with a summary, including the following information:

- Invoice number
- Invoice description
- Date issued
- Date due
- Amount.

You can also see the contents of the invoice by clicking on the 'View' button on the relevant statement. By using this function you can view the subject or programme and any learners to which the invoice applies. Any invoices showing a minus figure are credit notes.

Please note that this information is only available to users with the 'Invoice Enquiries' profile activated. Your Edexcel Online Administrator can change user profiles if required.

2.6 Reporting learner achievement

You can report the achievement in internally assessed elements for each learner and make an award claim either through Edexcel Online or EDIFACT EDI. The qualification will be released when both the internally assessed elements and the externally assessed test result have been processed by Edexcel.

Results can be reported via EDI or Edexcel Online for every learner who has achieved the internally assessed elements of the programme and also where he/she has withdrawn from the programme. If he/ she has already been deleted you do not need to report them.

2.7 Dates for results reporting

For learners completing programmes at the end of the academic year, if results reach Edexcel by 04 July, awards will be issued by 14 August, unless there is a standards verification certificate block or a query over the result.

Note: Results should be submitted immediately at the end of each summer term, as the results submitted to Edexcel are used, in some instances, to create the performance and league tables. If you have not reported early enough to enable Edexcel to process the results by the end of July, you may find your outcomes are incorrect in these tables.

You can report results via Edexcel Online or EDIFACT EDI.

For further details please refer to the Edexcel website www.edexcel.com.

2.8 Certification

Once results have been reported, and awarded, we will release certificates for learners. You no longer need to return uncollected certificates to Edexcel. You may destroy them, confidentially, after 12 months from the date of receipt.

3 Level 1 and 2 Functional Skills

3.1 Invoices

We will issue invoices and credit notes once entries have been processed. Both paper copy and online invoices are available. To access invoice details online, please follow these instructions:

- Log into Edexcel Online – www.edexcelonline.com
- Click 'Home' link at the top of the page
- From the menu section (at the left hand side of the page) click 'View Invoices'
- Click 'View Summary Invoices'
- You are then presented with two ways to search for invoices. The first (default) option allows a search by invoice number. Alternatively, enter two dates to see all invoices produced during the specified period.

You will be provided with a summary, including the following information:

- Invoice number
- Invoice description
- Date issued
- Date due
- Amount.

You can also see the contents of the invoice by clicking on the 'View' button on the relevant statement. By using this function you can view the subject, or programme, and any learners to which the invoice applies. Any invoices showing a minus figure are credit notes.

Please note that this information is only available to users with the 'Invoice Enquiries' profile activated. Your Edexcel Online Administrator can change user profiles if required.

3.2 Results and Certification

We have listed the results dates for 2013-2014 below. You will see the date you can access the results via EDI or Edexcel Online, which is also the date you may share results with learners.

We will post the pass mark on our websites on these dates. You will find further information here: www.edexcel.com/results.

We will not provide paper results (statements of results) as certificates will be issued two weeks after the electronic results.

Examination Series	Electronic Results available via EDI and Edexcel Online
October 2013	15 November 2013
November 2013	13 December 2013
January 2014	14 February 2014
February 2014	14 March 2014
March 2014	25 April 2014
May 2014	27 June 2014
June 2014	25 July 2014
July 2014	29 August 2014

We will provide results for learners who sit a Functional Skills Onscreen test within four weeks of receiving the test file. Results will be made available on Edexcel Online.

If your centre has learners that wish to merge their paper-based and onscreen results, your centre will need to complete our Functional Skills: Merging Paper and Onscreen results form. The completed form should be emailed to the System and Process Support Team (eprocessing@pearson.com). Once learners' results have been merged, certificates will automatically be issued.

For Functional Skills Onscreen, once a learner has completed and passed all the necessary units to obtain the Functional Skills qualification; our system will automatically issue a certificate. Certificates will normally arrive in centres within 10 working days after results have been issued on Edexcel Online.

If your learner has completed Level 1 Functional Skills, you can top-up your registration to achieve a Level 2 overall pass by contacting your account specialist.

3.3 Certificate retention

You no longer need to return uncollected certificates to Edexcel. You may destroy them, confidentially, after 12 months from the date of receipt.

3.4 Post Results services

Please note that for Functional Skills (paper-based) Enquiries about Results (EAR) and Access to Scripts (ATS) requests can only be submitted using Edexcel Online. Centres are advised to submit applications at the earliest opportunity, as applications cannot be made after the published closing date.

For Functional Skills (onscreen), Enquiries about Results requests (EAR) can only be submitted by sending an email to FSonscreenPRS@pearson.com. The window for centres to apply for the Post-Results services detailed below opens on the day a result is issued for a test and closes 10 calendar days after the result was issued. Centres are advised to submit applications at the earliest opportunity, as applications cannot be made after the window has closed.

Below is a list of Post Results services available for Functional Skills.

EAR Service 1: clerical re-check

This service constitutes a check of all clerical procedures which lead to the issue of a result. This service might be considered when anomalous results have been issued for one learner, compared to the rest of the cohort.

This service includes a check on the following:

- all parts of the script have been marked
- the totalling of marks
- the recording of marks
- the application of any adjustments
- the application of grade thresholds.

Learners' grades or uniform mark scores (UMS) can go up or down.

We aim to complete an enquiry within 20 days of acknowledging the request.

EAR Service 2: Post-results review of marking

This service will include:

- the clerical re-check (EAR Service 1)
- the review of marking of units/components by a senior examiner
- if requested, a copy of the reviewed script(s) for those components included in ATS. A fee is levied for this additional service (this is available for paper-based assessments only).

Learners' grades or uniform mark scores (UMS) can go up or down.

- Please note that Service 2 is available to individual learners.
- Results for each learner will be reported separately.

We aim to complete an enquiry within 30 days of acknowledging the request.

3.5 Paper-based tests

Subject details

The qualifications are graded 'Pass' or 'Fail', however, only 'Pass' grades will appear on certificates.

Mathematics and ICT subjects each require one entry at a particular level. If a learner fails Mathematics, or ICT, they may re-sit in the next available examination series.

English is made up of three separate units – each will require an entry: Reading, Writing and Speaking, Listening & Communication. You will need to make entries for each unit and a separate entry for the award (cash-in) code. If a learner fails a unit, an entry to re-sit the unit, as well as an entry for the award (cash-in) code, can be made in the next available examination series.

The table below confirms which subjects are available in the examination series to the end of academic year 2013-2014:

Examination Series	Subjects available (Levels 1 and 2)
October 2013	English, Mathematics
November 2013	English, Mathematics, ICT
January 2014	English, Mathematics, ICT
February 2014	English, Mathematics
March 2014	English, Mathematics, ICT
May 2014	English, Mathematics
June 2014	English, Mathematics, ICT
July 2014	English, Mathematics

For Mathematics and ICT, centres need to make an entry for the relevant subject code (determined by subject and level) as these are one-unit qualifications.

3.6 Entry deadlines

We have listed our entry deadlines and late fee dates below with an explanation of the late fees that are applied. For each exam series you will see the entry deadline, the late fee date and the high late fee date.

We have also included the date when basedata will be available on our website (<http://www.edexcel.com/iwantto/Pages/diploma-basedata.aspx>). From this date you are also able to use Edexcel Online for that exam series to submit entries. EDIFACT basedata is not available for Level 1 and 2 entries.

If you are having difficulties meeting the entry deadline, for example because your MIS has crashed, please contact us and we will support your entry submission process. If you require information on EDI, please go to www.edexcel.com/edi.

Exam series	Basedata issued	Entry deadline	Late fee date	High late fee date
October 2013	02 September 2013	12 September 2013	13 September 2013	04 October 2013
November 2013	02 September 2013	10 October 2013	11 October 2013	01 November 2013
January 2014	13 September 2013	28 November 2013	29 November 2013	03 January 2014
February 2014	13 September 2013	09 January 2014	10 January 2014	31 January 2014
March 2014	11 October 2013	20 February 2014	21 February 2014	14 March 2014
May 2014	15 November 2013	24 April 2014	25 April 2014	16 May 2014
June 2014	15 November 2013	22 May 2014	23 May 2014	13 June 2014
July 2014	15 November 2013	26 June 2014	27 June 2014	18 July 2014

Please submit entries using EDI or Edexcel Online. Edexcel Online is available for use from the basedata issue dates.

3.7 Late fees explained

After the entry deadline late fees will be incurred. From the late fee date, the entry (unit or subject) fee is doubled. The entry fee is trebled after the high late fee date. You will not incur a fee for changing learner details (such as name amendments) unless a certificate has been issued.

A change of level will be viewed as a new entry – this is because you are withdrawing one entry and adding another. A change of level requested before the entry deadline will incur no late fees. After the entry deadline, it will incur the standard late fee. After the high late fee date, it will incur the standard high late fee and no refund will be issued.

3.8 Refunds

Any fee will be refunded automatically up to the high late fee date. If you withdraw an entry after this date, no refund will be issued without supporting medical evidence.

If a late entry is withdrawn by the high late fee date only the entry fee is refunded.

For information about the fees charged for late entries and withdrawals, please refer to the Making Entries section of this manual. Please also refer to the Edexcel price list on the website.

3.9 Submission of learner achievement for English Speaking, Listening and Communication (E101 and E201)

You can submit marks for FS English Speaking, Listening & Communication (SLC) by EDI or Edexcel Online. The deadlines for the series-based model are listed below. There are no deadlines for the on-demand model. We receive the majority of marks at the deadline. If we have not received your SLC marks, we will contact you after the deadline.

Examination Series	Information required	Submit to Edexcel by
October 2013	Marks via EDI or Edexcel Online	18/10/2013
November 2013	Marks via EDI or Edexcel Online	15/11/2013
January 2014	Marks via EDI or Edexcel Online	17/01/2014
February 2014	Marks via EDI or Edexcel Online	14/02/2014
March 2014	Marks via EDI or Edexcel Online	28/03/2014
May 2014	Marks via EDI or Edexcel Online	30/05/2014
June 2014	Marks via EDI or Edexcel Online	27/06/2014
July 2014	Marks via EDI or Edexcel Online	01/08/2014

3.10 Access to Scripts (ATS)

Where possible the ATS – Original Script Service is available for all externally assessed Functional Skills components (this is available for paper-based assessments only).

Original scripts/PDFs will not be made available to centres before the deadline for receipt of Enquiries About Results. Centres may, however, request copies of reviewed scripts at the same time as requesting an Enquiry About Results.

Once scripts have been despatched, or electronic copies of scripts in a PDF format have been made available, they cannot be returned to Edexcel with a request for a refund.

We have listed the key dates and deadlines for 2013-2014 below. You will see the dates you can submit Enquiries about Results (EAR) and Access to Scripts (ATS) applications.

3.11 Key Dates for Enquiry About Results and Access to Scripts applications

Examination Series	Results Date	Enquiries about Results (EAR) and Access to Scripts (ATS)
October 2013	15 November 2013	<ul style="list-style-type: none"> 15 November 2013 – EAR and ATS services available 29 November 2013 – Last date for Edexcel to receive applications for EAR and ATS
November 2013	13 December 2013	<ul style="list-style-type: none"> 13 December 2013 – EAR and ATS services available 03 January 2014 – Last date for Edexcel to receive applications for EAR and ATS
January 2014	14 February 2014	<ul style="list-style-type: none"> 14 February 2014 – EAR and ATS services available 28 February 2014 – Last date for Edexcel to receive applications for EAR and ATS
February 2014	14 March 2014	<ul style="list-style-type: none"> 14 March 2014 – EAR and ATS services available 28 March 2014 – Last date for Edexcel to receive applications for EAR and ATS
March 2014	25 April 2014	<ul style="list-style-type: none"> 25 April 2014 – EAR and ATS services available 09 May 2014 – Last date for Edexcel to receive applications for EAR and ATS
May 2014	27 June 2014	<ul style="list-style-type: none"> 27 June 2014 – EAR and ATS services available 11 July 2014 – Last date for Edexcel to receive applications for EAR and ATS
June 2014	25 July 2014	<ul style="list-style-type: none"> 25 July 2014 – EAR and ATS services available 08 August 2014 – Last date for Edexcel to receive applications for EAR and ATS
July 2014	29 August 2014	<ul style="list-style-type: none"> 29 August 2014 – EAR and ATS services available 12 September 2014 – Last date for Edexcel to receive applications for EAR and ATS

3.12 Functional Skills English - unit and specification cash-in codes

Unit Code	Unit title
E101	Level 1 Unit 1 - Speaking, Listening & Communication
E102	Level 1 Unit 2 – Reading
E103	Level 1 Unit 3 - Writing
E201	Level 2 Unit 1 - Speaking, Listening & Communication
E202	Level 2 Unit 2 – Reading
E203	Level 2 Unit 3 - Writing

The units learners must take to be eligible for a cash-in (award) are outlined below. They can be taken in the same exam series or can be banked under the learner's UCI if taken in a previous exam series. No grades will be issued unless the cash-in is entered. Likewise, no exam material will be sent if the units are not entered.

Cash-in code	Subject title (as appearing on certificate)	Units required to be eligible
FSE01	Edexcel Functional Skills qualification in English at Level 1	E101, E102 and E103 (L2 units are also valid for an L1 cash-in: E201, E202 and E203)
FSE02	Edexcel Functional Skills qualification in English at Level 2	E201, E202, E203

3.13 Functional Skills Mathematics – entry codes

Subject code	Subject title (as appearing on certificate)
FSM01	Edexcel Functional Skills qualification in Mathematics at Level 1
FSM02	Edexcel Functional Skills qualification in Mathematics at Level 2

3.14 Functional Information and Communication Technology – entry codes

Subject code	Subject title (as appearing on certificate)
FST01	Edexcel Functional Skills qualification in Information and Communication Technology at Level 1
FST02	Edexcel Functional Skills qualification in Information and Communication Technology at Level 2

Cashing in is not required for Functional Skills onscreen on-demand.

3.15 Timetabling arrangements for 5-day assessment windows

Assessment is available within a 5-day window, on the dates shown in the timetable. Edexcel will set one question paper for each tested unit in each 5-day window.

Centres can arrange the tests to suit the needs of their learners. The following points must be adhered to:

1. Test sittings must be scheduled to minimise the possibility of learners colluding.
2. It is the responsibility of the centre to inform learners of the dates and times for their tests.
3. Centres must produce a schedule showing the date and time of each test session to be held in the window. This schedule must be submitted to Edexcel's Business Assurance Group. Edexcel will make available a pro-forma email for this purpose.
4. Teaching of the subject must be suspended during the test window for learners taking the test.
5. Learners may only sit the test once in each window.
6. Learners must sign a declaration on the cover of the test paper when they sit the test confirming they understand that they are not allowed to discuss the contents of the test until the end of the five-day window.
7. Each question paper must be collected in, accounted for and held securely until the end of the window.
8. For ICT tests, learners must only have access to files required for the test.

3.16 Levels 1 and 2 Functional Skills Assessment Timetable

The timetables for Levels 1 and 2 Functional Skills paper-based exams for October 2013 to July 2014 are given on the following pages.



EDEXCEL
LEVELS 1 and 2 FUNCTIONAL SKILLS ASSESSMENT TIMETABLE
 (October 2013 – July 2014)

SERIES	ENTRY DEADLINE	TEST WEEK	TEST		TEST DURATION	CENTRE MARK SUBMISSION	RESULTS ISSUED
			TEST	TEST			
October 2013	12 September 2013	07 October 2013 – 11 October 2013	FSM01	Mathematics Level 1	1h 30m	18 October 2013	15 November 2013
			FSM02	Mathematics Level 2	1h 30m		
			E101	English Level 1 Speaking Listening & Communication			
			E102	Reading	45m		
			E103	Writing	45m		
			E201	English Level 2 Speaking Listening & Communication			
			E202	Reading	45m		
			E203	Writing	45m		

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SERIES	ENTRY DEADLINE	TEST WEEK	TEST	TEST DURATION	CENTRE MARK SUBMISSION	RESULTS ISSUED	
November 2013	10 October 2013	04 November 2013 – 08 November 2013	FSM01	Mathematics Level 1	1h 30m	15 November 2013	13 December 2013
			FSM02	Mathematics Level 2	1h 30m		
			FST01	ICT Level 1	2h		
			FST02	ICT Level 2	2h		
			E101	English Level 1 Speaking Listening & Communication			
			E102	Reading	45m		
			E103	Writing	45m		
			E201	English Level 2 Speaking Listening & Communication			
			E202	Reading	45m		
			E203	Writing	45m		

SERIES	ENTRY DEADLINE	TEST WEEK	TEST DURATION		CENTRE MARK SUBMISSION	RESULTS ISSUED	
January 2014	28 November 2013	06 January 2014 – 10 January 2014	FSM01	Mathematics Level 1	1h 30m	17 January 2014	14 February 2014
			FSM02	Mathematics Level 2	1h 30m		
			FST01	ICT Level 1	2h		
			FST02	ICT Level 2	2h		
			E101	English Level 1 Speaking Listening & Communication			
			E102	Reading	45m		
			E103	Writing	45m		
			E201	English Level 2 Speaking Listening & Communication			
			E202	Reading	45m		
			E203	Writing	45m		

SERIES	ENTRY DEADLINE	TEST WEEK	TEST DURATION		CENTRE MARK SUBMISSION	RESULTS ISSUED	
February 2014	09 January 2014	03 February 2014 – 07 February 2014	FSM01	Mathematics Level 1	1h 30m	14 February 2014	14 March 2014
			FSM02	Mathematics Level 2	1h 30m		
			E101	English Level 1 Speaking Listening & Communication			
			E102	Reading	45m		
			E103	Writing	45m		
			E201	English Level 2 Speaking Listening & Communication			
			E202	Reading	45m	14 February 2014	
			E203	Writing	45m		

SERIES	ENTRY DEADLINE	TEST WEEK	TEST DURATION		CENTRE MARK SUBMISSION	RESULTS ISSUED		
March 2014	20 February 2014	17 March 2014 – 21 March 2014	FSM01	Mathematics Level 1	1h 30m		25 April 2014	
			FSM02	Mathematics Level 2	1h 30m			
			FST01	ICT Level 1	2h			
			FST02	ICT Level 2	2h			
			E101	English Level 1 Speaking Listening & Communication		28 March 2014		
			E102	Reading	45m			
			E103	Writing	45m			
			E201	English Level 2 Speaking Listening & Communication		28 March 2014		
			E202	Reading	45m			
			E203	Writing	45m			

SERIES	ENTRY DEADLINE	TEST WEEK	TEST DURATION		CENTRE MARK SUBMISSION	RESULTS ISSUED	
May 2014	24 April 2014	19 May 2014 – 23 May 2014	FSM01	Mathematics Level 1	1h 30m		27 June 2014
			FSM02	Mathematics Level 2	1h 30m		
			E101	English Level 1 Speaking Listening & Communication		30 May 2014	
			E102	Reading	45m		
			E103	Writing	45m		
			E201	English Level 2 Speaking Listening & Communication		30 May 2014	
			E202	Reading	45m		
			E203	Writing	45m		

SERIES	ENTRY DEADLINE	TEST WEEK	TEST DURATION	CENTRE MARK SUBMISSION	RESULTS ISSUED		
June 2014			FSM01	Mathematics Level 1			
			FSM02	Mathematics Level 2			
			FST01	ICT Level 1			
			FST02	ICT Level 2			
				E101	English Level 1 Speaking Listening & Communication	27 June 2014	25 July 2014
				E102	Reading		
				E103	Writing		
		22 May 2014	16 June 2014 – 20 June 2014	E201	English Level 2 Speaking Listening & Communication	27 June 2014	
				E202	Reading		
				E203	Writing		

SERIES	ENTRY DEADLINE	TEST WEEK	TEST DURATION		CENTRE MARK SUBMISSION	RESULTS ISSUED	
July 2014	26 June 2014	21 July 2014 – 25 July 2014	FSM01	Mathematics Level 1	1h 30m	01 August 2013	29 August 2013
			FSM02	Mathematics Level 2	1h 30m		
			E201	English Level 1 Speaking Listening & Communication			
			E202	Reading	45m		
			E203	Writing	45m		
			E201	English Level 2 Speaking Listening & Communication			
			E202	Reading	45m		
			E203	Writing	45m		

3.17 Onscreen Testing

3.17.1 Subject details

In addition to the fixed assessment opportunities throughout the year, we are now offering onscreen on-demand tests for Functional Skills in English (Reading and Writing), Mathematics and ICT across Level 1 and 2 qualifications.

Onscreen tests can be taken at any point in the year by arrangement with Edexcel. Registered learners can be booked onto the onscreen test any time up until 2 hours beforehand.

Invoices will be generated upon a learner completing an onscreen test, and a result being uploaded to Edexcel. There are no late entry or withdrawal charges for these onscreen tests. In addition, there is no charge for tests not taken.

Test results will be available via Edexcel Online within four weeks of Edexcel receiving the test file. Learners can be entered to re-sit on the same day the initial results are received.

Once a learner has completed and passed all the necessary units to obtain the Functional Skills qualification, our system will automatically issue a certificate. Certificates will normally arrive in centres within 10 working days after results have been issued on Edexcel Online.

For more information about onscreen Functional Skills tests please visit: <http://www.edexcel.com/fs>

3.17.2 Registration

To register your learners for either the Functional Skills English, Functional Skills Mathematics or Functional Skills ICT test, you will need to log in to Edexcel Online. If you do not have login details please contact the Edexcel Online team on 0844 576 0024. Further details about this process, alongside test booking, can be found in the Edexcel Onscreen On-demand Functional Skills Administration Support Guide.

3.17.3 Functional English

The assessment structure for English comprises three units, with Speaking, Listening & Communication assessed internally, and the Reading and Writing units both being assessed externally via a 45 minute onscreen assessment for each unit.

Centres can submit a claim for the Speaking, Listening and Communication unit provided they have registered a Lead Internal Verifier on OSCA who has been through the reference materials. For further information regarding registering on OSCA and the reference materials please see the Functional Skills Quality Assurance Handbook or log in to Edexcel Online.

3.17.4 Functional English (onscreen) – unit codes and specification codes

Subject code	Subject title (as appearing on certificate)
ENC01	Level 1 Unit 1 – Speaking, Listening & Communication
ENR01	Level 1 Unit 2 – Reading
ENW01	Level 1 Unit 3 – Writing
ENC02	Level 2 Unit 1 – Speaking, Listening & Communication
ENR02	Level 2 Unit 2 – Reading
ENW02	Level 2 Unit 3 – Writing

3.17.5 Functional Mathematics

The assessment structure for Mathematics comprises one external onscreen assessment, 1 hour and 30 minutes in duration. Results are graded 'Pass' or 'Fail', however only 'Pass' grades will appear on certificates.

Functional Mathematics (onscreen) – entry codes

Subject code	Subject title (as appearing on certificate)
MAT01	Edexcel Functional Skills qualification in Mathematics at Level 1
MAT02	Edexcel Functional Skills qualification in Mathematics at Level 2

3.17.6 Functional Mathematics ICT

The assessment structure for ICT comprises one external assessment, using a computer, 2 hours in duration. Results are graded 'Pass' or 'Fail', however only 'Pass' grades will appear on certificates.

Functional ICT (paper-based on demand) – entry codes

Subject code	Subject title (as appearing on certificate)
ICT01	Edexcel Functional Skills qualification in ICT at Level 1
ICT02	Edexcel Functional Skills qualification in ICT at Level 2