

16 Functional Skills

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1 Introduction

Functional Skills qualifications are available in English, Mathematics, and Information and Communication Technology (ICT) at Entry Levels 1–3 as well as Levels 1 and 2. This section will assist you with your Functional Skills registrations. For further information or guidance please visit qualifications.pearson.com/fs

Please refer to part 2 of this section for Entry Level Functional Skills, and to parts 3 and 4 for Level 1 and 2 Functional Skills.

2 Entry Level Functional Skills

2.1 Approval

Existing Pearson centres can run all accredited qualifications but you will need to apply for a programme number to allow you to make registrations. To obtain a programme number please log into Edexcel Online.

2.2 Registration deadlines

Entry Level Functional Skills is available throughout the academic year. Since 1 September 2019, there has been no deadline for registrations to be made under the reformed qualifications but we advise centres to complete registrations no later than three weeks before the scheduled assessment.

You can make registrations through Edexcel Online.

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

2.3 Deletion of registrations

Learner registrations will not normally be deleted, or fees refunded, once registrations have been accepted by Pearson. 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 2023, provided an email is sent to examsofficers@pearson.com before 31 January 2024, 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, using the following link: qualifications.pearson.com/en/qualifications/secure-tests.html

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 log into Edexcel Online.

2.6 Reporting learner achievement

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 they have withdrawn from the programme. If they have already been deleted you do not need to report them.

After standards verification, if your centre is given a release to certificate by the Standards Verifier, you are able to continue to access and verify the controlled assessments for your learners for the remainder of the academic year. Certification release lasts for the academic year in which the Standards Verifier visit takes place. The deadline to claim certification for candidates completing the 2023-24 assessments is 31 August 2024.

2.7 Dates for results reporting

For learners completing programmes at the end of the academic year, if results reach Pearson by 1 July, awards will be issued by 17 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 Pearson are used, in some instances, to create the performance and league tables. If you have not reported early enough to enable Pearson 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 qualifications.pearson.com/fs

2.8 Certification

Once results have been reported, and awarded, we will release certificates for learners.

3 Level 1 and 2 Functional Skills: paper-based on demand tests

3.1 Subject details

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

Functional Skills is available as paper-based on demand for English and Mathematics at Levels 1 and 2. This service/offer gives you the flexibility to book paper-based assessments at a time and date that is convenient for your learners. Assessments need to be booked a minimum of 14 days in advance for a specific time and date, but they stay live for 5 days if you have any learner absences.

For more information, please refer to qualifications.pearson.com/fs

3.2 Registration

To register your learners for the Functional Skills English and/or Functional Skills Mathematics, you will need to log in to Edexcel Online. For further details about this process and for guidance on booking tests please see the Pearson Onscreen On-demand Functional Skills Administration Support Guide at qualifications.pearson.com/fs

3.3 Functional Skills English

The assessment structure for English comprises three units: the Speaking, Listening and Communication unit, which is assessed internally, the Reading unit and the Writing unit, which are both assessed externally.

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 on the Functional Skills English page at qualifications.pearson.com/fs or log in to Edexcel Online.

3.4 Functional Skills Mathematics

The assessment structure for Mathematics comprises one external paper-based on demand assessment. Results are graded 'Pass' or 'Fail', however only 'Pass' grades will appear on certificates.

3.5 Functional Skills unit codes

For details of the unit codes for our paper-based on demand offer, please refer to our Functional Skills homepage qualifications.pearson.com/fs

3.6 Post-results services

Review of Marking and Moderation (RoMM)

For Functional Skills (onscreen and paper-based on demand), Review of Marking and Moderation (RoMM) requests can be submitted only by sending an email to FSonscreenPRS@pearson.com. The window for centres to apply for the Post-results services opens on the day a result is issued for a test and closes 10 working 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.

Access to Scripts (ATS)

This service is not available for onscreen and paper-based on demand assessments as tests are live for an extended period of time. To maintain the security of test papers, content must be kept secure at all times.

3.7 Results and certification

Test results will be available via Edexcel Online within 28 days of Pearson receiving the test script. Learners can be entered to resit on the same day the initial results are received.

If you wish to merge the onscreen and paper-based results for Functional Skills English, it is no longer necessary to complete a spreadsheet for learners. Results are now merged automatically.

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.

Once a learner has completed and passed all the necessary units to obtain the Functional Skills qualification, you will need to enter results into EOL and make a full claim for certificates to be issued. Certificates will normally arrive in centres within 10 working days of results being issued on Edexcel Online.

For more information about onscreen Functional Skills tests please visit qualifications.pearson.com/fs

3.8 Certificate retention

It is no longer necessary to return uncollected certificates to us. They may be destroyed (in a confidential manner) after retention for a period of no less than 12 months from the date of issue.

Centres that do not have a means of destroying certificates confidentially may return them to our Manchester office. A record of certificates that have been destroyed should be retained for four years from their date of destruction.

Centres must comply with any request from us to return a certificate. Certificates remain the property of the awarding bodies at all times.

4 Level 1 and 2 Functional Skills: onscreen testing

4.1 Subject details

We offer 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 Pearson. Registered learners can be booked onto an onscreen test any time up until two hours before the test is scheduled to begin.

Invoices will be generated on a learner completing an onscreen test, and a result being uploaded to Pearson. 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 Pearson receiving the test file. Learners can be entered to resit 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 of results being issued on Edexcel Online.

For more information about onscreen Functional Skills tests please visit qualifications.pearson.com/fs

4.2 Registration

To register your learners for the Functional Skills English, Functional Skills Mathematics or Functional Skills ICT test, you will need to log in to Edexcel Online. For further details about this process and for guidance on booking tests please see the Pearson Onscreen On-demand Functional Skills Administration Support Guide at qualifications.pearson.com/fs.

4.3 Functional Skills English

The assessment structure for English comprises three units: the Speaking, Listening and Communication unit, which is assessed internally, the Reading unit and the Writing unit, which are both assessed externally.

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 on the Functional Skills English page at qualifications.pearson.com/fs or log in to Edexcel Online.

For the new English specification, once all three units have been completed you will need to make a full award claim to enable a certificate to be issued.

4.4 Functional Skills Mathematics

The assessment structure for Mathematics comprises one external onscreen assessment. Results are graded 'Pass' or 'Fail', however only 'Pass' grades will appear on certificates.

4.5 Functional Skills ICT

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

4.6 Functional Skills unit codes

For details of the unit codes for our on demand and onscreen offer, please refer to our Functional Skills homepage qualifications.pearson.com/fs