

## Functional Skills | Invigilation Rules

As part of the reform of Functional Skills, there have been some changes to the rules concerning invigilation.

### Entry Level Assessments

Invigilation for Entry Level Assessments will follow the same rules as the legacy. There are no changes to the invigilation rules for Entry Level assessments.

### Levels 1 and 2

Due to OFQUAL requirements, anyone involved in the delivery of a subject, i.e. English or maths, will not be allowed to invigilate the assessments of that subject, even if they do not deliver to the learners involved. They can act as a second invigilator.

### Exceptions

There are exceptions to this rule:

- restrictions within the centre on the grounds of security or safeguarding; or
- where an assessment is conducted at the candidate's workplace and an assessment centre is not available locally; or
- the remote location of the candidate's workplace/assessment location; or
- as part of a reasonable adjustment request for a specific learner.

Pearson has a form for a centre to complete if they wish to apply for an exception, this can be for an individual learner or a cohort. We require 7 days notice in advance of an assessment or informing the next day if it is after the fact.

### Ofqual's Case Study

Ofqual have produced a blog on invigilation of Functional Skills which is available [here](#). As part of that blog, there is a case study to help understanding:

A provider delivers English and maths training to one or two apprentices at a time, alongside their main vocational training, using solo tutors visiting apprentices in their workplaces. When the time comes for apprentices to take their FSQ exams, it would be ideal that, if possible, they take them in an exam centre where the usual invigilation arrangements can apply.

In a case such as this where there is no local centre, or other member of provider staff to invigilate the exam, the only practical approach might be for the awarding organisation to grant an exemption to the provider so that a Functional Skills tutor can invigilate. However, since there are multiple tutors at this centre, the exemption would require that this should not be the same person who has been delivering training to the individual apprentices concerned (i.e. the provider sends a different tutor).

In order to mitigate the risks and maintain compliance with our rules (including on managing conflicts of interest), the exemption might require that assessments could only be on-screen, and the awarding organisation might choose to conduct unannounced monitoring visits to that provider to check that the exemption (and invigilation) was being operated properly.

## **Some Examples of Approved Exceptions**

### **Example One**

A provider applied for a cohort exception based around the fact that all their assessors deliver all the Functional Skills. They use a 'buddy' system based on location and which means that no assessor will, under any circumstances, invigilate their own learners' assessments. To mitigate the risks the centre uses onscreen testing and carries out unannounced invigilation checks as well as phone checks with the learners to confirm the invigilation procedure was followed. All their invigilators receive training every year.

### **Example Two**

A provider applied for an individual exception for a learner on the autistic spectrum. They felt the learner would be unfairly inhibited by not having their tutor in the room. To mitigate the risks onscreen testing was used and another invigilator was present.