# Functional Skills

## Paper based on-demand quick guide

### Introduction

This document provides you with a quick summary of key points you need to be aware of when running Pearson Edexcel’s Functional Skills paper based on-demand assessments.

### You must:

* plan tests in advance;
* make all test bookings at least 14 days in advance of the planned assessment date; (You will not be able to make any amendments to a test booking within the 14 day period. If you need to make any changes within that time the test booking must be cancelled and a new test booking made.)
* ensure test materials are stored securely at all times within the centre;
* ensure learners are fully aware of their test date and venue;
* ensure each learner is given the correct test version as stated on the attendance register; (All test versions are allocated automatically. If a learner is re-sitting a test we ensure they receive a different test version.)
* contact your Account Specialist immediately if you provide a learner with an incorrect test paper;
* return completed scripts and the completed attendance register to Pearson using the return envelope and label supplied as soon as the test is completed;
* retain tracking information of returned packages in case of any issues with receipt at Pearson’s offices;
* securely destroy all unused test papers;
* use the yellow label service provided for the correct papers.

### You must not:

* allow learners who do not have a test booking to take a test;
* use test materials for different learners to those specified on the attendance register;
* photocopy test papers for use with additional learners;\*
* add additional learners to an attendance register;
* return scripts via SFT or email;
* keep hold of unused test papers within the centre if a learner is absent and will not be taking the test within 5 days of the test booking date; **all unused test papers must be securely destroyed.**

\*photocopying onto coloured paper for access arrangements purposes is permitted.