# Centre declaration for Entry Level Functional Skills remote sampling

Please complete this declaration and return to your Standards Verifier before your remote sample takes place.

Please note that **ALL** sections of this form **must** be completed.

*Please note that the size of the fields will expand to fit text. The size of each field does not represent the amount of information required*.

**Centre details**

Please complete you details below:

|  |  |
| --- | --- |
|  | **Details** |
| Centre Number *(include sub sites if appropriate)* |  |
| Centre Name |  |
| Centre Address |  |
| Centre contact and job title  *(e.g. Lead Internal Verifier)* |  |
| E-mail address |  |
| Telephone Number |  |
| Is this your first year delivering Entry Level Functional Skills? |  |

**Qualifications to be taken**

Please give us details of the qualifications which will be taken at your centre:

|  |
| --- |
| **Skills and Levels** |
|  |

**Compliance with Edexcel policies**

Please answer the statements below:

|  |  |
| --- | --- |
| **Learner Management & Development** | **Met (Y/N)** |
| An initial assessment of learners is carried out to establish an appropriate programme & level and evidence of this is kept for 2 years? |  |
| Learners are recruited onto programmes with integrity |  |
| Delivery model is appropriate |  |
| Learner records are accurate and kept up to date |  |
| Records show appropriate time lapse between learner registration, assessments & certification |  |
| Processes for learners exiting the programme and progress routes for learners are defined |  |
| There is a named person who is responsible for learner reviews, e.g. via ILP, Tutorials or formal review |  |
| **Internal Verification** | **Met (Y/N)** |
| An active internal verification strategy covers all Assessors, qualifications, levels & locations |  |
| The internal verification strategy is appropriate to staff experience |  |
| The internal verification sampling undertaken in line with the sampling strategy and records maintained |  |
| The internal Verifier successfully identifies incorrect application of the mark scheme by Assessors |  |
| Assessors are standardised and provided with feedback following internal verification |  |
| The Lead Internal Verifier makes use of the Speaking and Listening exemplar videos to standardize assessors and internal verifiers within the centre |  |
| **Centre Resources** | **Met (Y/N)** |
| Appropriate resources are utilised to establish correct level of learners |  |
| Appropriate teaching and learner resources used to facilitate the new standards and criteria |  |
| There are sufficient assessment rooms/venues |  |
| **Test Security & Administration** | **Met (Y/N)** |
| The procedures described in the ‘Instructions for Conducting Controlled Assessments’ for example: the safe storage, copying, distribution and destruction of the test papers, are adhered to. |  |
| Has your centre been JCQ approved (if so, please provide date) |  |
| The correct number of papers are printed from the secure website and assessment material is not saved on centre’s computer systems. |  |
| Assessment facilities/venue appropriate to learner ratio and are appropriately set up |  |
| There is a safe and robust process in place. A log is kept, to document who has access to the assessment materials |  |
| There are secure storage facilities for tests |  |
| Documented audit trail if live assessments are taken off site |  |
| Learners are correctly registered with Pearson prior to taking a test |  |
| There is a process for accurately recording learner attendance during tests |  |
| There is a clearly defined, executed and compliant invigilation procedure |  |
| There is a log of unusual incidents that have occurred during tests |  |
| Learner matrix kept, to log which tests from which sets/papers were taken |  |
| All completed and marked assessments are retained until certificates are received, checked and issued to learners. All assessments submitted to the Standards Verifier are retained for 3 years. |  |
| For each assessment session:   * the correct number of assessments are printed from the secure site * the assessments are sealed inside envelopes * the sealed envelopes are stored securely * the assessments are not opened until the time of the test * the assessments are only opened in front of the learners |  |
| Malpractice Policy is implemented during a test if required |  |
| Special requirements and arrangements policy is followed |  |
| **Comments:** | |

**Centre forecast**

Please give us the estimated dates for submitting samples to your Standards Verifier. Please insert the component and level in each month that you are planning Standards Verification to take place. *(ICT, Maths, Reading-R, Writing-W, Speaking, Listening & Communication -SLC)*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Estimated dates for submitting sample to the Standards Verifier** | | | | | | | | | | | | |
|  | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
| Component and Level |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Estimated annual number of learners per component and level** | | | | |
| ELFS |  | E1 | E2 | E3 |
| Reading |  |  |  |
| Writing |  |  |  |
| SLC |  |  |  |
| Maths |  |  |  |
| ICT |  |  |  |

**Learning and development**

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| --- |
| **Please describe your admissions policy and initial assessment process as well as the name of your initial assessment material/tool:** |
|  |
| **Please describe your delivery model:** |
|  |
| **Please describe your processes for learners exiting the programme and comment on progression routes for learners:** |
|  |
| **Please describe your processes and give details of who is responsible for learner reviews e.g. via ILP, formal reviews or tutorials:** |
|  |

**Internal Verification**

|  |
| --- |
| **Please outline your assessment and internal verification process below** |
| Please include:   * your planned internal verification process (appropriate to staff experience) * any areas of good practice or success stories * details of any remedial action plans you have in place including details of implementing actions within a timely manner. |

**Staff skills and qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Full name** | **Number of learners allocated to each assessor** | **Which centre** | **Number of years of relevant experience** |
| **Lead Internal Verifiers** |  |  |  |  |
| **Internal Verifiers** |  |  |  |  |
| **Assessors** |  |  |  |  |

**Staff training**

|  |  |
| --- | --- |
| **Please complete the table below, providing details of training within your centre** | |
| **Relevant training in the last year e.g. attending Pearson update training** |  |
| **Frequency of team meetings** |  |

**Centre resources**

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| --- |
| **Please provide full details of resources used at your centre e.g. materials,**  **e-learning, websites, books, equipment, self study etc.** |
|  |

**Centre Development plan**

|  |  |  |
| --- | --- | --- |
| **We invite you to identify below key action points for your centre’s continual development.** | | |
| **Date** | **Action** | **Completion date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**The following is to be completed by the Lead Internal Verifier:**

I confirm that the requirements above have been met by our centre for the Entry Level Functional Skills qualification and I understand that if my centre does not follow the Pearson exams process, our approval status will be put at risk.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Job title** |  |
| **Date** |  |