Instructions for Conducting Examinations Handbook

2016-17

Functional Skills Level 1 and 2

Contents

Introduction

This document should be read in conjunction with the current version of the *JCQ Instructions for Conducting Examinations* (ICE). This is a supplementary guidance for centres undertaking paper-based and/or onscreen models of the Functional Skills qualifications at Levels 1 and 2. Where there are differences between this document and the *JCQ Instructions for Conducting Examinations* (ICE), the instructions in this document should prevail.

Information relating to registrations, entries and certification for these programmes is available in the Pearson Information Manual which can be accessed on our website. For queries about access arrangements please email uk.special.requirements@pearson.com

The Head, Principal or the Chief Officer of a centre, approved by Pearson, is defined for the purposes of this document as the Head of Centre. The Head of Centre is responsible for the proper conduct of the external examinations by observance of these instructions. If a situation arises which is not covered by these instructions, please email your enquiry to fsassessment@pearson.com

For any information relating to test inspections, please visit
http://qualifications.pearson.com/en/qualifications/edexcel-functional-skills/test-inspections.html.

For any queries relating to the outcome of test inspection at your centre, please email your query to vqtestinspections@pearson.com.

Each centre must have a designated manager responsible for system security, the quality of provision and resources within the centre. The Head of centre and examination officers must familiarise themselves with the entire contents of this document.

All centres running Functional Skills at Levels 1 and 2 must first be approved by Pearson.

Other information

Various Pearson contact information can be found on our website:
qualifications.pearson.com/en/home.html

For guidelines on dealing with instances of suspected malpractice in examinations and access arrangements, refer to: www.jcq.org.uk

Pearson reserves the right to conduct audits to ensure examinations are administered appropriately. Audits for Paper based tests are unannounced but for Onscreen tests, centres will be given advance notification of a potential check.

Roles and responsibilities

Examinations Officer

It is the responsibility of the Examinations Officer to notify Pearson of the test dates and times by the deadlines mentioned in the FS Assessment Opportunities document. This can be found here:
http://qualifications.pearson.com/en/support/support-topics/exams/exam-timetables.html

The Examinations Officer is responsible for:
- the safe and secure storage of all assessments prior to administration

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- ensuring all teaching and assessment staff have appropriate access to the controlled assessment materials at the appropriate time
- allocating invigilators
- managing the security arrangements following completion of the controlled assessments
- managing the secure disposal of completed controlled assessment tests after certification.

Head of Centre/Test Manager

The head of centre is responsible for making sure all examinations/assessments are conducted to instructions and the qualification specifications issued by Pearson.

Quality Nominee

The Quality Nominee must ensure that suitably qualified and experienced adults carry out invigilation. The Quality Nominee must ensure that appropriate arrangements are in place to enable all Invigilators to carry out adequate checks on the identity of all candidates.

Invigilator

The Invigilator is the person in the examination room responsible for the conduct of a particular examination session in the presence of the learners.

General instructions for paper-based and onscreen assessment

Invigilation arrangements

The Head of Centre must ensure that suitably qualified and experienced adults carry out invigilation. Whilst the Head of Centre has discretion to decide who is suitably qualified and experienced, any relative of a learner in the examination room is specifically not eligible to serve as the sole Invigilator.

The Invigilator is the person in the examination room responsible for the conduct of a particular examination session in the presence of the learners. Invigilators must give their whole attention to the proper conduct of the examination. Invigilators are not to perform any additional task, e.g. marking, in the examination room.

A sufficient number of Invigilators must be appointed to ensure that the examination is conducted in accordance with the following requirements:
- at least one Invigilator must be present for every 30 learners or part thereof. Invigilators may be changed, provided that the number present in the examination room does not fall below the number prescribed
- when one Invigilator is present, he/she must be able to summon assistance easily, without leaving the examination room and without disturbing the learners
- a teacher who has prepared the learners for the subject of the examination can only be the sole Invigilator during an examination in that subject if an alternative invigilator is not practicably possible e.g. a remote learner sitting the test in the work place
- arrangements must be such that an Invigilator can observe every learner in the examination room at all times.

Each invigilator in the examination room must have the following documents available:

- Pearson Edexcel Functional Skills *Instructions for Conducting Examinations* (this document)
- JCQ *Instructions for Conducting Examinations*
- JCQ *Warning to Candidates*

Centres must keep signed records of the seating plan and invigilation arrangements for each examination session. Pearson may ask for access to the seating and invigilation record at any time up to six months after the examination has been taken for the purpose of enquiries about results, appeals and investigations.

Display materials (e.g. diagrams, wall charts) that might assist learners to answer test questions must be removed, unless the rubric expressly states that learners are allowed to use reference materials in the examination. Particular care must be taken with those examinations that are held in laboratories or libraries.

The most up to date *Warning to Candidates* and *Mobile Phone* poster issued by the Joint Council for General Qualifications must be displayed outside the examination room.

Possession of unauthorised items is an infringement of the regulations and could result in disqualification from the examination. Centres are advised that unauthorised materials and mobile phones in particular whether or not switched on or within reach, must not be in learners' possession, unless requested specifically for the FS ICT task.

An invigilator must not:
- re-phrase a question for a candidate
- explain any subject-specific or technical terms to a candidate
- give any indication of the time elapsed or remaining where a question paper consists of distinct sections.

Identification of learners

Centres must check the identity of their learners at enrolment and record the items of identification seen. Invigilators must carry out an ID check for each individual learner on the day of a test and record the evidence of learner ID. For onscreen tests, the invigilator must check the identity of each learner to ensure that the correct ID and password are issued.

Learners who are not known to the assessment centre authorities must be required to present photographic documentary evidence that they are the same persons who were entered for the examination each time they attend an examination session and before an examination is taken. Appropriate photographic evidence would be a valid passport (of any nationality) or a photo card driving licence.

People present

Only learners taking the test(s) and persons authorised by the Head of Centre in connection with examinations are allowed in the examination room.

Pearson reserves the right to visit centres during the period of the examinations to inspect the arrangements made for the security of confidential examination material and for the conduct of the examinations.

Before the examination session

An examination is deemed to be in progress from the time the learners enter the room until all learners have completed the examination and left the room.

The Invigilator must not offer any advice or comment on the work of the learner. Before learners are permitted to start work the Invigilator must:

- ensure that learners are seated in accordance with the prescribed seating arrangements
- inform the learners that they are now subject to the regulations of the examination and read out the relevant notices and warnings
- warn learners that any unauthorised material must be handed in (this should also include any food or drinks, which may only be allowed at the express discretion of the Head of Centre)
- check that learners have all the necessary material to enable them to complete the examination, including a check that they have been issued with the correct question paper
- remind learners that they are forbidden to communicate in any way with, seek assistance from, or give assistance to, another learner whilst they are in the examination room.

Arranging the examination room

- The seating arrangements must prevent candidates from overlooking (intentionally or otherwise) the work of others. The minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres
- Check that a wall clock is clearly visible to all candidates
- Display a board showing the centre code and the examination start and finish times
- Make sure that the room is quiet and well lit. The room should also be well ventilated and at a reasonable temperature with sunlight glare blocked out
- Follow any subject-specific invigilation instructions
- Check you have a seating plan for the examination
- Learners are seated ten minutes before the start of the test
- *Warning to Candidates* and *Mobile Phone* notices must be displayed.

Before the examination

- Place a notice on the door of the room that says 'Quiet please - examination in progress. No admittance'
- Check the front of the question paper so you know what material candidates can use in the examination
- Check that candidates have not brought into the examination any material they are not allowed such as revision notes, mobile phones or electronic dictionaries
- Read out the *Warning to Candidates*
- Open the packet of question papers in the examination room
- Remind the candidates that they must fill in the details on the front of the answer booklet
- Tell candidates to read the instructions on the front of the question paper
- Tell candidates when they may begin and how much time they have to complete the examination
- Make provision for candidates to securely store their personal belongings outside of the room if possible or out of reach.

During the examination

- Learners may only take pens into the examination room and any pencil cases must be transparent.
- Mobile telephones, pagers and other electronic equipment are not permitted.
- Be aware that candidates who arrive after the start of the examination should be allowed the full time for the examination, depending on your centre's organisational arrangements and provided that adequate supervision arrangements are in place
- Once the test has started learners may not ask questions about the test
- Invigilators must not talk to or distract learners during the test.
- Be vigilant and supervise the candidates at all times to prevent cheating.
- No requests for help from learners in relation to the test can be dealt with during the test.
- Where there is a sole invigilator he/she must have the facility to summon help without disturbing learners taking the test.
- If you discover cheating, take away any unauthorised material and allow the candidate to continue. This should be reported as malpractice on the invigilation report which must be submitted to Pearson at pqsmalpractice@pearson.com
- Make sure that a responsible adult is available to accompany any candidates who need to leave the room temporarily. They remain with them at all times and ensure that they cannot access restricted material. The learners remaining in the exam room must continue to be invigilated.
- Learners must be reminded verbally when there are only ten minutes of the test remaining.
- Ensure that candidates who have finished their work and have been allowed to leave the examination room early hand in their work before they leave the examination room. Those candidates must not be allowed back into the room.
- Tell candidates to stop writing at the end of the examination.

After the examination

- Collect all scripts and question papers before candidates leave the examination room, ensuring that all details on the front page of the scripts have been completed.
- Arrange scripts in the order candidates appear on the attendance register.
- Sign the invigilation report and record any late arrivals, disturbances or malpractice. (Can be centres own.)

Supervision of learners

Invigilators must supervise the learners throughout the whole time the examination is in progress and give complete attention to this duty at all times.

Learners with special requirements

In some circumstances, learners with particular requirements may be given additional time to complete the examination. In other circumstances, learners may be entitled to a supervised rest break, where the examination should be split into two or more parts.

Please refer to the JCQ Regulations and Guidance at www.jcq.org.uk relating to learners who are eligible for adjustments in examinations for further information. For information on how to apply for special consideration for learners with particular requirements, please refer to the Pearson website http://qualifications.pearson.com/en/support/support-topics/exams/special-requirements.html

Misconduct

This type of examination relies heavily on the integrity of the learners. In those cases where misconduct occurs, or is thought to have occurred, this will be investigated and learners may have their result withheld.

It is the centre's responsibility to inform Pearson's Business Improvement and Regulation department of any breach of regulations by emailing pqsmalpractice@pearson.com

Irregular conduct

The Invigilator should remove and retain any unauthorised material discovered in the possession of a learner in the examination and make a note of the circumstances.

It is the duty of the Head of Centre to ensure that all cases of irregularity and suspected or actual misconduct in connection with the examination are reported to Pearson within 48 hours. The Head of Centre is empowered to expel a learner from the examination room but such action should only be taken when it is considered essential or when the continued presence of a learner would cause disruption to other learners.

Any infringement of the regulations must be reported and may lead to disqualification of the learner. The decision on disqualification rests solely with Pearson.

Emergencies

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert:

- Stop the candidates from writing.
- Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident by emailing your centre details and the candidates details to examsofficers@pearson.com

Instructions for paper-based assessment in English, Maths and ICT

All general instructions apply. For more details, please refer to the first chapter of this document.

Safe custody of assessment papers and other materials

Only the Examinations Officer should have access to the live materials prior to the scheduled assessment time.

The Examinations Officer is the designated person within a centre who is responsible for the safe storage, access and delivery of secure assessments.

The Examinations Officer should:

- keep a record of when and who accesses question papers while in safe storage
- keep them safe and secure prior to administration
- make them available to assessors and candidates at the appropriate time
- manage the assessment day, ensuring that candidate identity is checked and verified, candidates receive no help during the assessment period and assessments last for the designated time as stated on the assessment paper (please note, this particular activity can be completed by the Invigilator of the examination session)
- route completed assessments and unused question papers securely and as appropriate following completion of the assessment.

Live assessment materials include question papers. These materials must be checked carefully once received (or securely downloaded in the data files), and Pearson should be notified immediately if there are any problems. Refer to the end of this document for a full list of Pearson contact details.

The Quality Nominee or the Examinations Officer should ensure that the assessment papers are locked away in a place of high security after they have been received. Centres are not allowed to store any live assessments on their computers. All assessment materials are considered 'live' until Pearson release them as practice papers.

- You must be able to demonstrate that the appropriate security systems are in place to prevent unauthorised access to the test/examination materials.
- You must ensure that envelopes and boxes containing confidential materials are signed for. A log must be kept, ideally at reception, recording the delivery of confidential materials. Each awarding body's deliveries and the number of boxes received must be logged.
- You must make appropriate arrangements to ensure that confidential materials are delivered only to those authorised, i.e. to the Quality Nominee.
- Examination materials must be stored securely at all times.
- Only the Quality Nominee and the Examinations Officer must be allowed access to the centre's secure storage facility.
- You must maintain the confidentiality of candidate responses and candidate details.
- You must ensure that all timed assignments are stored securely both before and after examination sessions.

Please note that it is not always possible for us to send you the exact number of question papers. Should you need to rearrange the numbers of question papers to cater for various sub-sites your centre may have, you must follow these instructions:

- only open the packs of question papers if absolutely necessary
- open the packs in a safe environment, i.e. in a private room or office
- only limited number of people should have access to the question papers while they are being rearranged
- once the correct number of question papers is reached for each sub-site, the question papers should be sealed in a new envelope and put back into safe storage
- the newly sealed envelopes cannot be opened until the time of the scheduled assessment time.

For secure transport, the arrangements are as follows:
- question papers will be despatched only to a fully approved centre site meeting the full requirements for secure storage, as at present
- within four days of the intended test date, centres with multiple sites are allowed to split and reseal the packs of papers, in accordance with instructions above, and transport these to other Pearson approved centre sites
- within 24 hours of the intended test date, centres are allowed to release the resealed packs of papers to assessors to transport to test venues, which may not be approved centre sites.

Pearson must be informed immediately if the security of the assessment papers has been put at risk by fire, theft, loss, damage, unauthorised disclosure or any other circumstances.

Once the assessment has been sat, all scripts must be collected before the candidates leave the room to ensure that no assessment materials are accidentally removed. If the assessments are taking place on more than one site, the Quality Nominee or the Examinations Officer is responsible for ensuring that:
- the correct number of question papers is delivered to each site and that security is maintained throughout
- the terms and conditions are followed
- the transport of assessment materials, if applicable, is secure (please see further information below).

Security of question paper content

Question paper queries, i.e. the content of the assessment materials, must not be emailed as the content is **secure** and emailing any part of it is considered a **breach of security** – if you have a query about the content of a question paper, please email fsassessment@pearson.com or call Customer Services stating your name and contact details, and request for one of the team to contact you directly via phone to discuss your queries.

Question papers

When your centre receives question papers from Pearson you should:
- check the contents of each envelope by reading through the window. Contact Pearson centre support if you believe specific question papers are missing
- never open question papers until the time of the examination
- never photocopy examination papers under any circumstances unless express permission is obtained from Pearson
- store all question papers in a locked safe, or cabinet, in a locked and secure room. Restrict the number of key holders to two or three
- never retain or distribute question papers after the examination. Unused question papers must be returned to Pearson.

Conditions for storing paper-based tests

Centres running Functional Skills paper-based tests are to implement the secure storage as mentioned below. Centre approval may be withdrawn if the secure storage is found unacceptable. It is the responsibility of the Quality Nominee to ensure that the assessments are locked away in a place of high security and to set out the appropriate terms of authorisation for members of staff.

Assessment materials must be stored in a safe or a cabinet in a securely locked room conforming to the secure storage requirements below:

Requirement	Recommendation
• Strong safe or security cabinet or metal cabinet with locking bar • 2 or 3 key holders only	Preferably bolted to wall or floor
• Secure room in a fixed building, i.e. not a Portakabin or similar • Walls, ceiling and floor of strong, solid construction	Preferably on an upper floor with no windows.
• Solid door • Strong, secure hinges • Security lock, e.g. 5 lever mortise lock • 2 or 3 key holders only	A hollow door would require reinforcement.

Please see section 1.3 of the *JCQ ICE* document for a full list of requirements and the Conditions for storing confidential exam material at: http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

If the security of the assessment materials has been put at risk by fire, theft, loss, damage, unauthorised disclosure or any other circumstances, the Quality Standards Team must be informed immediately at vocationalqualitystandards@pearson.com

Conditions for transporting assessment materials

Assessment materials should not be moved until immediately before the scheduled assessment time. If the sub-site is a considerable distance away, the assessment materials can be transported, provided that:

- the alternative site has secure storage to keep the question papers until the scheduled assessment

- assessment materials are sealed in a secure envelope

- assessment materials are transported by a responsible member of staff who has sight/hold of the sealed envelope at all times during transport

- a transport log is kept (there is no specific template but a spreadsheet would be suitable) which records the following:
    - names of all people handling the papers
    - times when papers were removed from secure storage at each location
    - means of transport and security measures taken
    - time of arrival at each location
    - tracking number log

If required, assessment materials should be rearranged and transported as close as reasonably possible to the date the assessments take place, and be kept secure at all times. Pearson will despatch question papers only to a Pearson approved centre meeting the requirements for secure storage. Centres with

multiple sites or examination venues are allowed to split packages of examination materials for transportation to alternative locations. Test papers must not be stored in unsecure locations such as hotels during transportation.

Centres must have a tracking system for recording when assessment materials are taken from secure storage and when they are returned to ensure that the assessment materials remain confidential.

For exceptional circumstances regarding storing assessments materials please contact the FS Assessment team at fsassessment@pearson.com for further guidance. It is advised that this is done prior to a Standards Verification visit taking place in order to avoid a potential block.

Specific instructions for Series-Based English and Maths tests

- The Series tests are offered within a 5 day window. Please refer to the relevant timetable for dates. Centres with large entries may stagger these tests during the window. Centres can arrange the tests to suit the needs of their learners.

- It is permissible to timetable a number of different groups of learners back-to-back on the same day, or spread over the 5 day window.

- Pearson will provide one attendance register for the entire cohort. Where more than one test session is held, centres must keep an accurate record of learners present at each session, together with a seating plan and details of the invigilation arrangements, as detailed on page 4 of this document and in Section 6.3 of the *JCQ Instructions for Conducting Examinations*.

- Any amendments to the test dates and timings should be notified to the Vocational Qualifications Test Inspections team at least 24 hours prior of the test by emailing vqtestinspections@pearson.com.

- It is the responsibility of the centre to inform learners of the dates and times for their test.

- No information relating to the content of these tests should be published, unless authorised by Pearson.

- Question papers should not be opened until the time of the assessment and must only be opened in front of the candidates.

- Pearson will set one test paper for each Level during the test week.

- It is permissible for learners sitting Level 1 and Level 2 tests to do so in the same room.

- Test sittings must be arranged to minimise the possibility of learners colluding.

- Teaching of the subject must be suspended during the test window for learners taking the test.

- Centres must submit the test dates, times and location of each test session to be held in the window according to the test notification deadline dates included in the Edexcel Functional Skills Timetable document. Details must be submitted using the online test notification form available on http://qualifications.pearson.com/en/forms/functional-skills-test-schedule.html

- Learners must sign a declaration on the front cover of the question paper when they sit the test, confirming they understand that they are not allowed to discuss the contents of the test with anyone until the end of the 5 day window

- Learners may only sit the test once in each 5 day window

- Any unused test papers must be collected in, accounted for, and held securely by the Examinations Officer until the publication of results. Teaching staff must not use these papers until the publication of results. Please note that the end of the 5 day window is not the same as the publication of results day.

- After the test, completed scripts should be sent to the Pearson processing centre for marking using the label provided. There is no need to wait for the end of the 5 day window

- Test papers will become available to use as practice papers once two additional window dates have passed

Transporting assessment materials to offsite examination venues

Pearson will despatch question papers only to a Pearson approved centre meeting the requirements for secure storage. Centres with multiple sites or examination venues are allowed to split packages of examination materials for transportation to alternative locations. Test papers must not be stored in unsecure locations such as hotels during transportation.

If a centre wishes to conduct an examination at a location other than their approved centre address to which the papers have been sent, the following requirements must be met.

- Centres must advise Pearson of the alternative location of the examination using the online test notification form on the web form available at: qualifications.pearson.com/en/forms/functional-skills-test-schedule.html. Assessment materials must be transported by a responsible member of staff who has sight/hold of the sealed envelope at all times during the transport. In exceptional circumstances, and when this is not possible, centres will need to contact fsassessment@pearson.com in order to get approval to use a recorded delivery postal method (such as Royal Mail recorded delivery service).

- Details of the invigilator, date, time, location and learner names and registration numbers for each assessment venue must be recorded.

- It is the responsibility of the centre to ensure that there is an appropriate person available to invigilate the assessment at all alternative venues.

- No earlier than the first day of the assessment window, centres with multiple sites may split and reseal packs of papers:
    - only open the packs of question papers if absolutely necessary
    - open the packs in a secure environment – i.e. a private room or office with restricted access
    - only appropriate centre administrative staff may have access to the question papers whilst they are being re-packaged
    - once the question papers are appropriately re-packaged for each assessment site, they must be re-sealed and stored according to the secure storage requirements
    - the newly sealed envelopes may not be opened until the time of the scheduled assessment.

- No earlier than the first day of the assessment window, the rearranged packages may be despatched by registered post, or other secure courier, to a Pearson approved centre site for collection by the Invigilator.

- They must be signed for at this site and stored securely according to the secure storage requirements.

- No earlier than 24 hours before the scheduled assessment date and time, assessment materials may be collected by hand by the Invigilator for transportation to the assessment venue, which will not necessarily be an approved centre.

- Assessment materials must be signed for by the Invigilator.

- It is the responsibility of the Invigilator to ensure that materials in their possession are kept securely until the time of the examination. They must be kept in a lockable container. They must not be left – for example – in an unattended vehicle.

- Centres must keep a transport log (there is no specific template but a spreadsheet would be suitable) which records the following information:
    - Names of all people handling the papers
    - Times when papers were removed from secure storage at each location
    - Means of transport and security measures taken
    - Time of arrival at each location
    - Secure storage arrangements at each location
    - Tracking number log when approval to use a delivery postal method has been granted.

English Speaking and Listening units: E101 & E201

The normal procedures relating to oral examinations apply (see *JCQ Instructions for Conducting Examinations 1 September 2016 – 31 August 2017*).

There is no set time limit for this assessment but we suggest approximately 30 minutes per learner at each level. The assessment can be distributed over more than one session at the centre's discretion.

Learners are not required to bring any materials into the assessment room. They can, however, bring notes with them. These must be checked to ensure that they do not include prepared responses.

Centres must refer to the *Quality Assurance Handbook for Functional Skills Levels 1 and 2 Speaking, Listening & Communication* for guidance on the Speaking, Listening and Communication unit. You will find this available on our website using the link below:

qualifications.pearson.com/en/qualifications/edexcel-functional-skills/English.coursematerials.html - filterQuery=Pearson-UK:Category%2FForms-and-administration

Series-Based English units: E102 & E103, E202 & E203

All general and series-based instructions apply. For more details, please refer to the *General Instructions* (p4) and *Instructions for Paper Based assessments* (p10) sections of this document.

Time allowed

The exam durations are as follows:

- Reading Level 1 (E102): 45 minutes
- Writing Level 1 (E103): 45 minutes
- Reading Level 2 (E202): 60 minutes
- Writing Level 2 (E203): 60 minutes

The form of the papers

- Learners may use a dictionary
- Learners must answer all questions in the question paper
- Learners should use blue or black ink – not pencil
- The answers must be written in the spaces provided on the question paper
- Additional answer sheets can be used, if needed.

Series-based Maths units: FSM01 & FSM02

All general and series-based instructions apply. For more details, please refer to the *General Instructions* (p4) and *Instructions for Paper Based assessments* (p10) sections of this document.

Time allowed

- FS Mathematics Level 1 (FSM01): 1 hour and 30 minutes
- FS Mathematics Level 2 (FSM02): 1 hour and 30 minutes

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The form of the papers

- Learners will need to take the following items into the examination room:
    - pen
    - calculator
    - hb pencil
    - eraser
    - ruler graduated in centimetres and millimetres
    - protractor
    - compass
- Learners must answer all questions in the question paper
- Learners should use blue or black ink – not pencil (except for diagrams)
- The answers must be written in the spaces provided on the examination paper
- Additional answer sheets can be used, if needed.

Series-based ICT units: FST01 & FST02

All general and series-based instructions apply. For more details, please refer to the *General Instructions* (p4) and *Instructions for Paper Based assessments* (p10) sections of this document.

Examination security

Due to the nature of these examinations, it is necessary to release confidential material to centre staff prior to the examination window. It is, therefore essential that centre staff read this document carefully before releasing ANY material to learners, to ensure that the integrity of the examination is not inadvertently breached.

It is recommended that the ratio of learners to printers is no more than 10:1.

During the examination, learners must only have access to the files required for the examination.

During the examination, any printouts not required for submission must be collected and held securely by the Examinations Officer until the end of the 5 day window. At that point, they may be recycled or destroyed.

Time allowed

- FS ICT Level 1 (FST01): 2 hours inclusive of printing and collating
- FS ICT Level 2 (FST02): 2 hours inclusive of printing and collating

No extra time can be allowed for slow machines or networks which run slowly.

It is the responsibility of the centre to ensure that appropriate hardware and software are available to learners.

If unforeseen technical difficulties occur, the centre may use its discretion on extending the time limit for learners.

The form of the tests

The test is paper-based but learners will complete the set tasks on a computer and submit printouts of their final evidence for external marking.

Learners must answer all questions in the test.

Learners' work will take the form of a printout. Each printout must bear the learner's name, candidate number and centre number. This information **must** be entered **before printing**. Handwritten details alone are **not** acceptable. Any printout not clearly identified as instructed will not be marked.

All printouts must be collected together in the correct order. Printouts must be punched in the top left corner, printed side up, starting with the first task.

A cover sheet is supplied by Pearson with the question paper. This is an A3 sheet folded once. Printouts should be secured, face up, to the inside left page of the cover sheet (page number 2) using a treasury tag. Hole punches and treasury tags must be available for this purpose.

There is no limit to the number of times learners may print, although only final versions should be submitted. Printouts must **not** be submitted in plastic wallets. Other forms of output, e.g. computer files, must **not** be submitted.

Administration of the tests

The normal procedures relating to practical tests apply and every effort must be made to maintain the confidentiality of the question paper. During the tests, learners must have access to the internet for Section A but not for Section B. It is the Invigilator's responsibility to ensure that access to the internet is limited to the time learners are working on Section A during the first 15 minutes of the test.

Before the tests

- A PC must be made available to each learner on a 1:1 basis. Centres must ensure students have access to software that will enable them to meet the requirements of the Functional Skills standards.
- Centres must set up a separate user area (on computers or servers used by learners) for each learner sitting the test. These user areas must not be accessible to learners at any time other than during the test time/session itself.
- Learners must have access to the internet for the first 15 minutes of the test. Therefore, each learner user area must provide access to the internet. Centres must make a decision regarding the management of this access. They may use Invigilators to make sure that learners do not access the internet after the first 15 minutes or they may employ other options such as software solutions to manage this.
- Learners are required to have offline access to e-mail software. They will not be required to send emails, but must have access to suitable software which allows them to create an email, copy to more than one recipient and add attachment(s).
- Learners may be required to use security features such as password protection or read only; in addition, they may be required to ZIP files and folders. Therefore, any learner test user profile must include these capabilities.
- The secure data files required for the test will be made available on the Pearson website.
- Centres must ensure that data files are in a format accessible to each learner. The files should be downloaded, tested for compatibility with the software to be used by learners and then copied into learners' secure test user areas. If necessary, the secure data files must be converted.

- It is not acceptable to store secure data files in a shared area or in a central location where anyone can access them.
- Learners must not be given access to data files prior to, or at any time outside, the official time allocated to the test.
- Each user area must be allocated sufficient storage space to allow learners to save their work.
- Learners must not be able to save files produced during the test in a central location where anyone can access them.
- Learners must have sufficient workspace to allow them unrestricted access to the computer and to carry out non-computer activities such as checking and collating their printouts.
- The workstations should be arranged to prevent learners viewing each other's work.
- Learners may bring a dictionary, pencil and ruler with them into the examination session. Learners must not take other materials into the room.

During the tests

- At least one Invigilator should be conversant with the software and system to be used by learners to deal with technical difficulties that may arise. This may be the Functional Skills ICT tutor. However, they should not be the sole Invigilator unless there are exceptional circumstances preventing the availability of an alternative – for example, where a remote learner is sitting the test in the work place.
- On such occasions, the reason must be documented and retained by the centre with the seating plan and other invigilation records. This will not be acceptable for large centres using an exam hall. The Functional Skills ICT tutor may be on call should they be needed in the room.
- Learners may not bring portable storage media (e.g. memory sticks, CDs, etc) into the examination session.
- Learners must not have access to pre-prepared templates or other files during the test. However, they may use software-specific wizards.
- Learners are not allowed to refer to textbooks or centre-prepared manuals during the test, but may use software-specific help facilities, or manufacturer's computer manuals, providing these do not require internet access. Software manuals are defined as the books talking through the functionality of the software only, provided by the software manufacturer.
- Learners may move from their workstation to collect their printouts from the printer.
- Communication between learners is not allowed at any time during the test.

Instructions for labelling

Learners **must** enter their details (header or footer) **on all tasks before printing** as specified in the test paper. Handwritten details are not acceptable.

Please note: It is **not** acceptable to pre-print each page with the learner details and then overprint the appropriate task.

Printing

- Printers should be in the same room as the learners. If this is not possible, another responsible person must be assigned to deliver printouts to the learners. The learners may not collect printouts from another room, nor must the Invigilator become involved in the collection of printouts from another room.
- It is the responsibility of the centre to ensure correct ownership of each printout.
- There is no requirement to print in colour. No extra credit is given to work printed in colour. However, adequate differentiation is needed on monochrome printouts, e.g. sectors of a pie chart should be distinguishable.

- If printouts are on continuous stationery, the pages must be separated and sprocket holes removed.
- In the event of a printer breakdown, the centre may use its discretion on extending the time allowed. It is the Invigilator's responsibility to ensure that these regulations are adhered to.

After the test

- Centres must ensure that the learner work is saved and secure from unauthorised access. Centres should safeguard this work in case it is required to be reprinted. After the test, all learner work should be copied to a storage medium and kept secure by the Examinations Officer.
- Final printouts should be collated, parcelled up and stored securely until the final test session has been held and then sent to the designated examiner.
- If more than one session is held, any common user areas accessible to learners must be cleared of all work saved during the test immediately after each session.
- Learners' user areas should be removed at the end of the test.
- It is essential that all question papers are submitted by the final date of the window in order for Pearson to maintain the security of these qualifications. Pearson will not accept any papers submitted after this date or once the question paper has been released, as we cannot guarantee the integrity of the test.

Contingency planning

It is strongly recommended that:

- technical help is available during the test to deal with 'computer crashes', printer problems and other possible complications.
- a number of 'spare' computers are available during the test so as to allow learners to move to another machine if necessary.
- alternative printing facilities are available for use if necessary.
- up-to-date virus prevention measures are in place.

Cover sheet

At the end of each test, learners are required to collate their printouts in task number order and put them inside the cover sheet provided. When more than one printout is required for a particular task they should be placed in the order in which they are requested in the question paper.

The printouts and the cover sheet will need to be hole punched to allow the treasury tag to be inserted.

Page 2 of the cover sheet will have instructions to guide learners through this process. An example is provided below.

Example of cover sheet
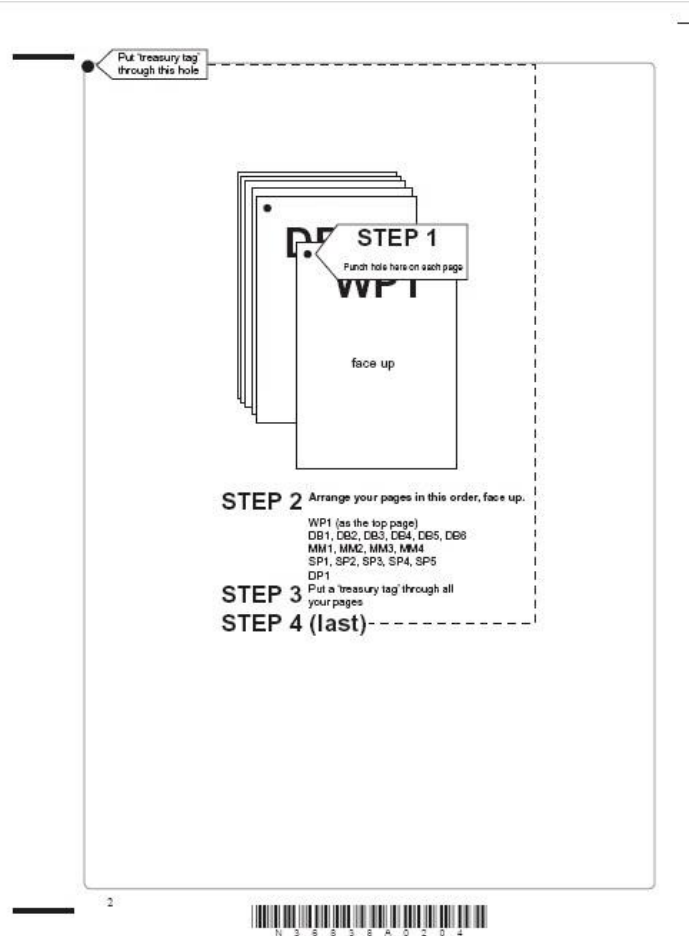
Secure data files

The secure test data files will be released six weeks prior to the test. They will be available from the ICT Functional Skills pages on our website. You need your Edexcel Online password to access these files. Further support for Edexcel Online can be found here.

The secure data files will only be accessible on the Edexcel website to registered Edexcel Online users at authorised centres. If you are not registered for Edexcel Online, details on registering can be found our website.

Learners must not have access to the data files until the start of their examination session.

Unless advised differently, the secure data files will be a combination of *.rtf, *.txt ,*.jpg and Microsoft Excel files. If your centre's ICT system does not support Microsoft Office please contact the call centre on 0844 576 0028 for CSV versions of the Microsoft files.

Secure data files are released to centres prior to the examination window to enable centres to load them onto the secure workspace and for no other purpose. Staff who see these files must not use this knowledge to advantage their learners in terms of teaching up to the actual question paper.

There is no pre-release scenario for this question paper.

Frequently asked questions for ICT Levels 1 & 2

Q1. When will the data files for the Functional Skills ICT test be released?

A1. The data files for the Functional Skills ICT test will be released 5 – 6 weeks prior to the test window:
http://qualifications.pearson.com/en/qualifications/edexcel-functional-skills.html

Q2. How do we set up a secure user area for data storage during the test?

A2. The Network administrator will need to create separate user accounts for each learner on the network. They should then assign the same password for all of these user accounts making it easy for the Invigilator or technical expert to log-in to each computer before the examination starts (or before the learners enter the room). Please note however that centres which run more than one session during the test window will need to create a different password for each session.

The Invigilator and technical expert will know the password for these accounts (for security reasons). Under no circumstances should the learner log-in or log-out of the computer systems during the examination.

The network administrator should assign the user accounts to a particular group, e.g. Exams. The network administrator will be able to configure the group so that access to the internet or internet browsing software is permitted at certain times (depending on when the examinations are scheduled to begin). Configuring certain user accounts or groups will not have an impact on all other users on the school/college network. Therefore any other users, be it staff or learners, will still have normal access to the internet and all other privileges.

The network administrator will obviously need a little notice to be able to set this up before the exam begins. They will want to know the number of learners taking the assessment, the start and end times of the examination so that they can permit access to these accounts (usually 30 minutes before and 30 minutes after), as well as roughly when the internet (or internet browsing software) will be disabled during the examination. You have to allow a little flexibility just in case there are technical problems during the examination or the examination starts a little late.

The Invigilator will obviously check that no learners are using the internet after the required period of time.

Q3. How do we set up offline access to email software?

A3. Please see options below:

- if a centre has an email package locally installed on their computers or network, such as staff or student email systems (using an intranet/extranet) – this would be acceptable
- if the centre does not have any locally installed email software, they are able to download free email software tools, such as Pegasus – this would be acceptable
- if the centre has Windows XP or Windows Vista – there are already email clients installed, such as Outlook Express or Message Center. This would be acceptable. Windows 7 does not have a free email client. If the centre does use Windows XP or Windows Vista – their network manager should be able install this software on to their computer systems
- if the centre uses web-based email, it is possible for network managers to configure their network to permit access to web-based email websites only throughout the examination. This works very much in the same way as Firewalls permit access to certain websites to certain groups of users
- if the centre decides to use the email option in a word processing package, this is also acceptable.

Q4. Can learners use privacy screens between workstations?

A4. Yes, each workstation must be isolated by a minimum space of 1.25 metres measured from the nearest outer edge of the screen to the next, unless monitors are positioned back to back or separated by dividers or protected by privacy screens.

Q5. How do we switch off internet access after the first 15mins of test?

A5. Most account managing software allows you to apply certain protocols to users or groups of users. This might involve instructing the network administrator to remove access to the web for the selected users at a certain time.

The process can be simplified by making all users part of a group and removing the access to the group. If required, the users can be given temporary logins to simplify further (e.g. FSUser1, FSUser2....). These are all standard tasks in most user management software.

Alternatively, if you are running RM Tutor or equivalent in the classroom, then the control can be given to the teacher in the room. The last resort would be to leave web access on and instruct students to not use it. Effective monitoring of this may need an increase in the number of Invigilators.

Q6. When will the Student Book for Functional Skills ICT be released?

A6. Unfortunately the Student Book for Functional Skills ICT is no longer scheduled for production.

We have however uploaded additional supportive material on our website that will be useful:

www.edexcel.com/quals/func-skills/teach-support-material/schools-tsm/Pages/ict.aspx

Onscreen, on-demand English and Maths units: ENR01 & ENR02, ENW01 & ENW02, MAT01 & MAT02

All general instructions apply. For more details, please refer to the *General Instructions* (p4) and *Instructions for Paper Based assessments* (p10) sections of this document.

Specific instructions

Invigilation

Invigilators must be familiar with the onscreen testing software.

It is essential that an IT technician is available at the start of the test. They do not need to be in the room thereafter but they must be in the vicinity of the test room and must be contactable by phone or pager to deal with any technical difficulties that may arise.

Either an IT technician or dedicated administrator must be familiar with the software 'User Guide'. They must understand the procedures for logging on, uploading learner tests and exiting the tests as necessary. Either an IT technician or dedicated administrator must set up the testing room. This involves switching on the PCs and opening up the software before learners enter the room.

It is a condition of accreditation to offer onscreen tests that suitable technical support is provided.

Invigilators must not allow a learner to login under the name of another learner. If the incorrect learner has been entered, staff can add a late entry to the test session, or the learner will have to be scheduled in for another time. Any learner entered under an incorrect name will have their results **voided**. This will be construed as malpractice.

For onscreen tests, teaching can take place up to the day of the test.

Preparation for the test

Safe custody of test materials

Testing software must be securely managed at all times so that no unauthorised person has access. The centre must be able to demonstrate that appropriate security systems and processes are in place to prevent unauthorised access to tests on the computer system.

These must include:

- only administrators having access to passwords which give access to the onscreen tests
- computers being set up so as to prevent access to any software not allowed by the test regulations whilst the test is in progress
- only learners who have been entered to take tests are permitted to do so.

Centres must have the available expertise to administer and access tests using secure uploading and downloading. They should also have the appropriate level of expertise to deal with any issues or technical difficulties that may arise during a test.

Centres must maintain the confidentiality of the test.

Assessment content should be protected from unauthorised access at all times, i.e. before, during and after the examination session.

You must tell Pearson immediately if the security of the test material is put at risk or has been breached (for example, by fire, theft, damage or through malpractice).

Start times for tests

When more than one learner is taking a test in the same room, the tests should be scheduled with the same start time to cause the least disruption to learners.

Tests can be unlocked and taken up to 4 hours before the time scheduled and up to 4 hours afterwards. Centres should inform each learner of the starting time of the session when their test is to be held.

Resources for tests

Learners must not have access to any materials, including books and unauthorised software, whilst they are sitting the test. Learners are allowed dictionaries in English tests.

The Invigilator may have rough paper and pens available to help learners plan their answers. Learners must request this at the start of the test.

Invigilators **must** collect all rough paper at the end of the test and ensure that all materials are shredded or securely destroyed.

For Functional Skills Maths, we strongly advise learners to use the onscreen calculator facility. This avoids the possibility of transcription errors and ensures all workings are shown, to fully access the marks available. However, learners may use their own calculators if they wish to do so.

Learners should be warned that the possession of any unauthorised material will be considered as an infringement of regulations in the same way as the possession of any other unauthorised items. If unauthorised items are present in a test area (whether they intend to use them or not), this may constitute as malpractice. As a result, they could be subject to sanctions and penalties in accordance with relevant JCQ Malpractice Guidelines.

Duration of tests

- English Reading Level 1 (ENR01) – 45 minutes
- English Reading Level 2 (ENR02) – 60 minutes
- English Writing Level 1 (ENW01) – 45 minutes
- English Writing Level 2 (ENW02) – 60 minutes
- Maths Level 1 (MAT01) – 1hour 30 minutes
- Maths Level 2 (MAT02) – 1 hour 30 minutes

Accommodation

General environment / layout

To ensure an appropriate assessment environment, centres should ensure that:

- the accommodation is suitable for use as a testing room

- the area is quiet and free from external disturbances
- due attention has been paid to such matters as heating, lighting and ventilation.

The workspace provided for the learner should enable them to access the equipment.

The arrangement of the workstations and the position of the Invigilator's desk should facilitate detection of any unauthorised activity by learners, for example communication with others or use of unauthorised material.

We advise that workstations should be isolated by at least a space of four feet / 1.25m measured from the nearest outer edge of one screen to the next or separated by a partition - see diagrams for examples of appropriate layout.

Computer Suite set up in test centres

People in ———— areas could do different tests or work stations might not be used
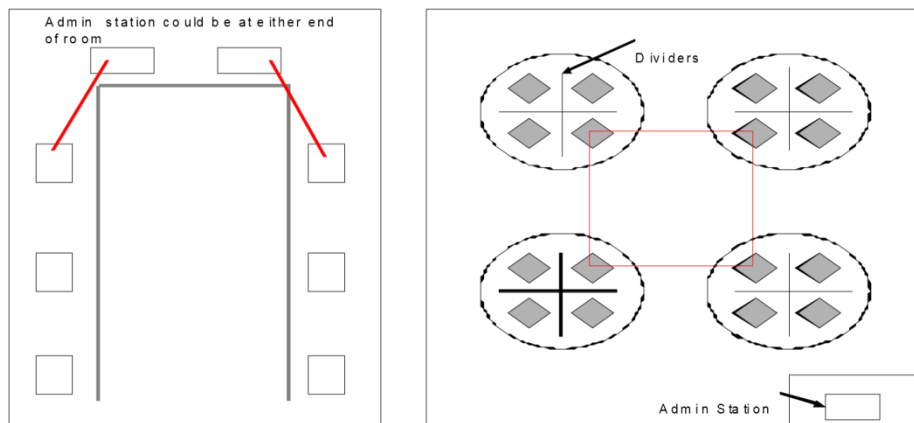
The way in which your IT technician has installed the system will determine how many learners are able to sit a test at one time. Spare PCs should always be available.

Learners should be seated in learner number order, and a seating plan must be kept for each session. (Any learner suffering from an infectious or contagious disease must take the test in a separate room in which all regulations must be applied.)

The testing room must be set up with all PCs logged on and the software open before learners enter the room.

Test time will be determined by the individual learner's clock on their PC, however a reliable clock must be visible to each learner in the test room.

Any other test may be held in the test room at the same time, provided that no disturbance is caused thereby. The centre should ensure that learners are not interrupted whilst taking a test.

Workstations

Each workstation must be tested on completion of installation. Once the system has been installed, Pearson will provide a DEMO test to ensure that the software has been correctly installed.

Hardware and software

There should be adequate back-up provision in case of equipment failure. Provision can include:

● spare workstations (of the required specification)

● spares of easily replaced items (e.g. mouse, screen).

Hardware should be maintained to minimise the likelihood of failure during an assessment.

Up-to-date virus protection measures should be in place.

Starting the test

In addition to the general instructions, the Invigilator must:

• ensure that learners start the examination in accordance with the specific instructions provided for electronic testing

• draw the learners' attention to the instructions on the screen at the beginning of the test and ask them to check that they have been provided with the correct test for the correct subject and level

• inform learners that they must not use the Quit button without first asking an Invigilator

• instruct learners to enter the required information on their screen when prompted to do so at the start of their test

• instruct learners in regard to the instruction screens that will appear prior to the start of the test

• instruct the learners that any scrap paper or pens they use must be returned to the Invigilator at the end of a test and must not be taken out of the test room.

During the test

Technical problems

• **Power failure**. In the event of power failure the onscreen test should be abandoned and a further set of onscreen examinations scheduled when the fault has been rectified and the system tested.

• **Technical failure**. If during the test there are difficulties with individual PCs or the whole centre system then, if the failure cannot be rectified within 30 minutes, the onscreen test should be abandoned and a further set of onscreen tests scheduled when the fault has been rectified and the system tested.

• **Set up**. If the system is not up and running successfully at the scheduled start time, the test should be delayed by no more than 15 minutes for the problem to be resolved. After this time, the onscreen test should be rescheduled when the fault has been rectified and the system tested.

Where tests are compiled of a large quantity of images or video footage, a recommendation will be issued regarding the maximum amount of learners permitted to sit the test in the same session at a centre. The restriction will reduce the amount of traffic on the centre's network. If more than the recommended amounts of learners sit the test, a successful testing session may not be achieved.

At the end of the test

Finishing the test

• The test will automatically close down when the allocated time has been used.

• The test can only be exited by the exam administrator. Learners should not individually quit the test.

- Centres must keep all evidence of attendance sheets that are produced at the end of the tests for every learner present. These are to be used as proof of attendance and should be stored in centres for all learners for two months after the tests. These may be requested at any time during this period by Pearson.

Leaving the test room

Learners who have completed the test may leave the room at the discretion of the Invigilator, subject to ensuring that no disturbance is caused to other learners and that the Invigilator turns off the screens to ensure others cannot see them. Those learners must not be allowed back into the room.

On-demand ICT units: ICT01 & ICT02

All general instructions apply. For more details, please refer to the *General Instructions* (p4) and *Instructions for Paper Based assessments* (p10) sections of this document.

Specific instructions

Due to the nature of these tests, it is necessary to release confidential material to centre staff 24 hours prior to sitting the test. It is therefore essential that centre staff read this document carefully before releasing any material to learners, to ensure that the integrity of the test is not inadvertently breached.

During the test, learners must only have access to the files required for the test.

Preparation for the tests

Before the test

The normal procedures relating to practical tests will apply and every effort must be made to ensure the confidentiality of the data files and test paper (see *JCQ Instructions for Conducting Examinations*).

The centre must be able to demonstrate that appropriate security systems and procedures are in place to prevent unauthorised access to data files and question paper.

These must include:
- only administrators having access to passwords, which give access to the on-demand tests
- computers to be set up so as to prevent access to any software not allowed by the test regulations whilst the test is in progress
- only learners who have been entered to take tests are permitted to do so.

Centres must have the available expertise to administer and access tests. They should also be able to deal with any issues or technical difficulties that may arise during a test.

During the test, learners must have access to the internet for Section A but **not for Section B**. It is the Invigilator's responsibility to ensure that access to the internet is limited to the time learners are working on Section A during the first 15 minutes of the test.

Centres must make a decision regarding the management of this access. They may use Invigilators to make sure that learners do not access the internet after the first 15 minutes or they may employ other options such as software solutions to manage this.

Learners are required to have offline access to email software. They will not be required to send email, but must have access to suitable software which allows them to create an email, copy to more than one recipient and add attachment(s).

Assessment content should be protected from unauthorised access until immediately before the assessment and also after the assessment. Centres must maintain the confidentiality of the test.

Centres have up to 24 hours to download data files and question papers prior to learners sitting the test. Learners should only sit the test at the time scheduled. The test papers and data files will not be available to download prior to 24 hours of the scheduled test.

The test paper and data files are accessible through the secure site via Edexcel Online. In order to access the materials through the secure site, centres will need to be given additional user privileges on Edexcel Online by an authorised member of staff in your centre. Once access has been granted, the test papers and data files can be downloaded from our secure site: pqs.pearson.com/fsict

A step by step User Guide is available to download from the 'Documents' menu under 'Administration and Assessment': http://qualifications.pearson.com/content/dam/pdf/Functional-skills/ICT/2010/Forms-and-administration/Functional_Skills_ICT_on_demand_User_Guide_Final.pdf

You must tell Pearson immediately if the security of the test material is put at risk or has been breached (for example, by fire, theft, damage or through malpractice).

Starting the test

When more than one learner is taking a test in the same room, the tests should be scheduled with the same start time to cause the least disruption to learners.

Where more than one learner is taking the test at the same time, the learners may be assigned different versions of the question paper. Centres **must** ensure that learners sit the correct test at the correct level.

A 'Click to view learners' option has been added against each question paper on the secure site. This provides a list of all the learners assigned to that particular version of a question paper. Learners in the same booking can be allocated different versions of question papers. **If learners are given the incorrect question paper, we may not be able to issue a result for the test or award the learner the qualification.**

There is an additional option on the secure site which provides centres with information on the question paper assigned to a learner. This can be accessed by downloading the 'Learner entry slip' found under the 'Order details' menu. The 'Learner entry slip' shows which question paper a learner should be assigned.

A statement should be read by the Invigilator reminding learners to check the following before uploading their work (unless an Examinations Officer is responsible for doing so):
- that all completed work is saved in their test folder, with their name and candidate number
- that 'shortcuts' to files are not included in their test folder
- we will not accept work if it is sent later, so ensure that all files are saved.

Resources for the test

The test is computer based. Learners will complete set tasks on a computer and save their evidence in a test folder labelled with their name and date of birth, for uploading onto the secure site for external marking.

Please ensure that learners label the test folder with their name and date of birth. Any document which is not clearly labelled will not be marked.

It is the responsibility of the Head of Centre to ensure that all learners have access to resources that will enable them to complete the test and meet the requirements of the Functional Skills Standards.

The Head of Centre must set up a test folder (on computers or servers used by learners) for each learner sitting the test. These test folders must not be accessible to learners at any time other than during the test time/session itself. It is the responsibility of the centre to ensure that the data files are accessible prior to the test.

The Head of Centre must ensure that the data files are in a format accessible to each learner before the test. The files should be tested for compatibility with the software to be used by learners and then copied into their test folders.

The question paper contained within the data files **must not** be saved in a learner's test folder. It is the responsibility of the centre to ensure that the question paper and data files are extracted from the zipped folder which is downloaded from the secure site and that the correct version of a question paper is printed and distributed to the correct learners sitting the test. Only the data files should be saved in a test folder, not the question paper. At the end of each test session, all question papers must be collected in, accounted for and securely destroyed by the responsible officer. If the question paper is found in the tests folder, this will be reported as a form of malpractice.

It is not acceptable to store any content of the zipped files in a shared area or in a central location where anyone can access them. Learners must **not** be given access to any assessment materials prior to, or at any time outside, the official time allocated for the test.

Learners' work will be in the form of completed documents. Each document must have the learner's name, candidate number and centre number inserted into the footer.

Learners **must not** have access to any materials including books and unauthorised software whilst they are sitting the test.

Learners should be warned that the possession of any unauthorised material will be considered as an infringement of regulations in the same way as the possession of any other unauthorised items. If unauthorised items are present in a test (whether they intend to use it or not), this may constitute Malpractice. As a result, they could be subject to sanctions and penalties in accordance with relevant JCQ Malpractice Guidelines.

Duration of tests

- ICT Level 1 (ICT01) – 2 hours
- ICT Level 2 (ICT02) – 2 hours

No extra time can be allowed for slow machines or networks which run slowly. It is the responsibility of the centre to ensure that appropriate hardware and software is available to learners.

If unforeseen technical difficulties occur, the centre may use its discretion on extending the time limit for learners.

During the test

At least one Invigilator should be conversant with the software and system to be used by learners to deal with technical difficulties that may arise. This may be the Functional Skills ICT tutor. For further information, refer to the 'Invigilation arrangements' section under 'General instructions for paper-based and onscreen assessment' in this document.

Learners may **not** bring portable storage media (e.g. memory sticks, CDs, etc) in to the test.

Learners must **not** have access to pre-prepared templates or other files during the test.

Learners are **not** allowed to refer to textbooks or centre-prepared manuals during the test, but may use software-specific help facilities, or manufacturer's computer manuals (providing these do not require internet access). Software manuals are defined as books talking through the functionality of the software only, provided by the software manufacturer.

Display materials (e.g. maps, diagrams, wall charts) must be removed or covered in accordance with the *JCQ Instructions for Conducting Examinations*.

Communication between learners is **not** allowed at any time during the test.

A seating plan must be kept by the Examinations Officer.

At the end of the test

Finishing the test

Centres must ensure that all learner work is saved and secure from unauthorised access.

After the test, all learner work saved in their test folder needs to be zipped and uploaded onto the secure site. This **must** be uploaded **on the day of the test**.

It is the responsibility of the centre to ensure that all learner evidence is uploaded against the correct learner. Failure to do this will result in a delay to results. Please note that the bookings might be grouped within an order containing different learners. If a learner is absent, ensure that the absence is marked against the correct learner.

Upon uploading the test files, the centre must ensure that work uploaded can be accessed, e.g. the folder is not a shortcut. If the folder is a shortcut, this will delay the issuing of results.

Centres should safeguard this work for **two months** in case it is required to be re-submitted. After the test, all learner work should be copied to a storage medium and kept secure by the Examinations Officer.

Centres must ensure that data files are not used as practical material once the learner has sat the exam. Papers are live for over twelve months and sharing them will jeopardise the integrity of the qualification.

For past paper material, please go to: http://qualifications.pearson.com/en/qualifications/edexcel-functional-skills/Ict.coursematerials.html#filterQuery=Pearson-UK:Category%2FExam-materials

Centres must keep all evidence of attendance sheets that are produced at the end of the tests for every learner present. These are to be used as proof of attendance and should be stored in centres for all learners for two months after the tests. These may be requested at any time during this period by Pearson.

At the end of the test, the Head of Centre **must** ensure that all question papers are collected in, accounted for and destroyed.

Leaving the test room

Learners who have completed the test may leave the room at the discretion of the Invigilator, subject to ensuring that no disturbance is caused to other learners. Those learners must not be allowed back into the room.

Learners' user areas should be deleted/removed at the end of the test.

Contingency planning

It is strongly recommended that:

- technical help is available during the test to deal with 'computer crashes', printer problems and other possible complications
- a number of 'spare' computers are available during the test so as to allow learners to move to another machine if necessary
- up-to-date virus prevention measures are in place.

Frequently asked questions for Level 1 & 2 On-Demand ICT

Q1. How can I access and download the tests?

A1. The question papers and data files can be accessed through the secure site via Edexcel Online. In order to access the materials through the secure site, centres will need to be given additional user privileges on Edexcel Online by an authorised member of staff in your centre. Once access has been granted, the question papers and data files can be downloaded from our secure site https://pqs.pearson.com/fsict

Q2. When will the question paper/data files be available?

A2. The question paper and data files will be available to download from Edexcel Online 24 hours prior to the scheduled time for learner's sitting the test.

Q3. What do I do when I have downloaded the files?

A3. Centres must ensure that learners sit the test at the correct level. It is the centres responsibility to ensure that the data files are saved in a test folder, separate to the question paper. The question paper must not be saved in the learner's test folder. The Head of Centre must ensure that the question paper is printed and distributed to all learners sitting the test.

Q4. How do I set up a test folder?

A4. The Head of Centre must set up a test folder (on computers or servers used by learners) for each learner sitting the test. These test folders must not be accessible to learners at any time other than during the test time/session itself.

Q5. What do I do when the learner has finished the test?

A5. Centres must ensure that all learners work is saved and is kept secure from unauthorised access. After the test, the learners' work saved in their test folder needs to be zipped and uploaded onto the secure site by navigating to pqs.pearson.com/fsict. Centres should safeguard this work for two months in case it is required to be re-submitted. After the test the learners' work should be copied to a storage medium and kept secure by the Examinations Officer.

Q6. What do I do with the question paper once the learner has finished the test?

A6. At the end of each test session, all question papers must be collected in, accounted for and destroyed by the responsible officer.

Q7. How do I mark a learner absent?

A7. A learner can be marked as absent through the site pqs.pearson.com/fsict. Enter the order number and click on the red flag beside the learner's name. Then click submit. This will mark the learner absent.

Q8. How do I set up offline access to email software?

A8. Please see options below:

- if a centre has an email package locally installed on their computers or network, such as staff or student email systems (using an intranet/extranet) – this would be acceptable.
- if the centre does not have any locally installed email software, they are able to download free email software tools, such as Pegasus – this would be acceptable.
- if the centre has Windows XP or Windows Vista – there are already email clients installed, such as Outlook Express or Message Center. This would be acceptable. Windows 7 does not have a free

- email client. If the centre does use Windows XP or Windows Vista – their network manager should be able install this software on to their computer systems.
- if the centre uses web-based email, it is possible for network managers to configure their network to permit access to web-based email websites only throughout the examination. This works very much in the same way as Firewalls permit access to certain websites to certain groups of users.

Q9. How do I switch off internet access after the first 15mins of the test?

A9. Most account managing software allows you to apply certain protocols to users or groups of users. This might involve instructing the network administrator to remove access to the web for the selected users at a certain time. The process can be simplified by making all users part of a group and removing the access to the group. If required the users can be given temporary logins to simplify further (e.g. FSUser1, FSUser2....). These are all standard tasks in most user management software.

Alternatively, if you are running RM Tutor or equivalent in the classroom then the control can be given to the teacher in the room. The last resort would be to leave web access on and instruct students to not use it. Effective monitoring of this may need an increase in the number of Invigilators.

Q10. Where can I find a step by step guide to administer the test?

A10. The Functional Skills on-Demand ICT User Guide is available to download from: FS ICT User Guide

Instructions for the Conduct of Examinations 2016-17
Edexcel Functional Skills Levels 1 and 2 – v1.0 - Prepared by QDAM Sept 2016

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Pearson contact list

You should contact the following individuals/teams for queries:

Functional Skills Assessment team

fsassessment@pearson.com - for issues with the content of test paper questions, mark schemes, general assessment queries, emergencies or incidents during assessments.

Please note: The content of the tests is secure and emailing any part of it is considered a breach of security – if you have a query about the content of a test or the allocation of marks for a particular question/task, email us stating your name and contact details, and request for one of the team to contact you directly via phone.

Approvals team

UKVQapproval@pearson.com - for gaining approval and approval queries.

Business Improvement and Regulation team

PQSmalpractice@pearson.com - for reporting cases of suspected malpractice or a breach of test paper security.

Exams Officers Support team

examsofficers@pearson.com- for registration and certification issues, amendments to names and reprinting of certificates.

Special Requirements team

uk.special.requirements@pearson.com – for issues relating to access arrangements and all special consideration requests**.**

Quality Standards team

vocationalqualitystandards@pearson.com - for special requirements, quality issues and appeals against qualification and certification blocks.

Curriculum Development Managers

Each centre has a Curriculum Development Manager who can provide general qualification advice and guidance across all qualifications. Your Curriculum Development Manager details can be obtained from your regional office: www.edexcel.com/contactus

Warning to Candidates

1. You **must** be on time for all your examinations.

2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.

3. You **must not**:

• sit an examination in the name of another candidate;

• have in your possession any unauthorised material or equipment which might give you an unfair advantage.

4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

6. You **must** follow the instructions of the invigilator.

7. If you are in any doubt speak to the invigilator.

AQA   City & Guilds   CCEA   OCR   Pearson   WJEC

NO iPODs, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES
NO POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification