



FUNCTIONAL SKILLS

**Procedures for conducting a Functional Skills
Paper Based Assessment**

Introduction:

- This document sets out procedures for conducting a paper based assessment for Functional Skills (FS) qualifications.
- All candidates must be registered before ordering a paper based assessment for FS.
- Centres will receive copies of assessment papers between 7 and 10 working days prior to the scheduled assessment window. Papers must be held securely and may not be opened until the start of the assessment.

FS English and mathematics question and answer booklets and accompanying documents:

- Centres to notify IMI Awards with request for paper based assessments 30 days prior to the exam date.
- IMI Awards will distribute the assessments to the centres.
- Tamper evident envelopes will be used when despatching question and answer booklets. Special Delivery or equivalent will be used to ensure safe delivery and to enable packages to be tracked if necessary.
- An attendance register and supervision report with any special considerations must be completed (Form 31).

FS ICT question booklets and accompanying documents:

- Centres to notify IMI Awards with request for paper based exams 30 days prior to the exam date.
- Centres order from IMI Awards an FS ICT question booklet for a certain day within a window with the number of candidates, date of exam and level.
- Tamper evident envelopes will always be used when despatching question and answer booklets. Special Delivery or equivalent will be used when sending question and answer booklets to ensure safe delivery and to enable packages to be tracked if necessary.
- An attendance register and supervision report with any special considerations must be completed (Form 31).
- ICT data files will be stored on the website.
- The correct data files to be used for the exam are written on the front cover of the question booklet.

- Centres will be able to download the data files in advance, in preparation for the exam. Please see further details below.

FS data files:

- The data files will be held on the website in the Centres area under 'Secure Centre Information'. Centres can log in to access them. Centres must download and store the data files onto their shared drive or whatever solution best allows the candidate to access them during the exam. Centres must ensure that the downloaded data files are in a form that is suitable for candidates to use well before the exam takes place. Candidates must be advised at the start of the exam where the data files are located. They must be told which data files are required for the exam, which will be written on the front cover of each question booklet and this will enable the candidates to check that they have the correct data files prior to the start of the exam.

Preparing and conducting an assessment:

- All centres prepare and conduct FS exams according to IMI Awards procedures, see Section 5 of the Operating Manual.

Risk Management of Tampering:

- On receipt, centres to check carefully the question and answer booklets and accompanying documents and inform the IMI Awards immediately if there are any discrepancies, for example:
 - If it appears that the package has been opened during transit or tampered with;
 - The package has been significantly damaged in transit;

Dispatch of completed question and answer booklets after assessment:

- Centres must use the fastest possible service to return question and answer booklets to IMI Awards and this will usually be by secure courier. Never put question and answer booklets in the regular post as there is no way of ensuring their safe delivery or tracking them.
- Question and answer booklets should be despatched on the same day of the exam wherever possible. If this is not possible, question and answer booklets must be despatched no later than the next working day.
- Ensure question and answer booklets are stored securely overnight if kept within the centre.
- Centres must keep a record of the number of question and answer booklets they are dispatching with relevant details relating to these, for example, subject, level, date exam taken and date dispatched.

- Centres must send question and answer booklets back with an attendance register and a supervision report to include any reasonable adjustments (Form 31).
- Centres to return all question and answer booklets whether used or unused.
- Centres must ensure that the packages are securely sealed and not damaged in any way before dispatch.

Paper Retention:

- Centres to keep records for 3 years.

Notification of Results:

- All results except Speaking, Listening and Communication (SLC) will be placed onto the BTL system for centres to access.
- IMI Awards will notify Centres about any withholding of results, for example collusion, malpractice.

SLC Results:

- SLC results will be sampled for moderation.
- Sampling of SLC assessment materials will be determined by three groupings: good, borderline, poor.
- If there is a direct claim status, Principal Examiners will still sample.
- External Verifier will visit if there is a chance that a centre may lose direct claim status.

Malpractice:

- Centres must report to IMI Awards as soon as possible any suspected malpractice in connection with the assessment.
- It is the responsibility of each AO to deal with their centres in cases of malpractice but they must inform EAL Exams Team Leader of this.
- EAL will identify to each AO any suspected malpractice which is evident in the results.
- AO must report cases of malpractice to Ofqual whenever it finds evidence that certificates may be invalid. AO must cooperate with any follow-up



investigations required by Ofqual. AO must agree with Ofqual on suitable remedial action if there is evidence that certificates may be invalid.

- Candidate result will not be released until the investigation process has been completed.

Special Considerations:

- IMI Awards must be notified of any requests for special considerations within 7 days of the assessment.

Reasonable Adjustments:

- Centres are permitted to give 25% extra time for a reasonable adjustment without seeking prior permission. In these cases, centres are required to keep records for inspection.
- If more than 25% additional time is required, the centre will need to notify IMI Awards.
- 90 days notice is required if a candidate requires a Braille paper.

Results Reviews:

- Centres will have 5 days to feedback to a request for a results review.
- There will be a charge for an appeal of a results review only if this is unsuccessful, i.e. the result has not been changed.