

**Edexcel Functional Skills Levels 1 and 2
Paper-based model of delivery**

**Instructions for the Conduct of the Examination
(ICE)**

2012 - 2013

Functional Skills ICT Test Papers: FST01, FST02

Test security

Due to the nature of these tests, it is necessary to release confidential material to centre staff prior to the test 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 test is not inadvertently breached.

General instructions

- These 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.
- It is recommended that the ratio of learners to printers is no more than 10:1.
- There will be 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.
- 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 Edexcel.
- Edexcel 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 produce a schedule showing the dates and times of each test session to be held in the window. This schedule must be submitted to Edexcel's Business Assurance department. An email pro-forma for this purpose will be available to centres upon entry.
- Learners must sign a declaration on the front cover of the question paper when they sit the test confirming that 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 end of the 5-day window. Spare copies may not be issued to anyone, including teaching staff, during the window.
- During the test, learners must only have access to the files required for the test.

Functional Skills – paper-based model ICE

- During the test any printouts not required by the learners for submission must be collected and held securely by the Examinations Officer until the end of the 5-day window. At which point they may be recycled or destroyed.
- After the test, completed scripts should be sent to the examiner for marking using the label provided. There is no need to wait for the end of the 5 day window.

Time allowed

- The test is 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 is 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 computer-based. 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 question paper.
- Learners' work will take the form of printout. Each printout must bear the learner's name, 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 will be supplied by Edexcel with the papers. This will be 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.

General administration of the tests

The normal procedures relating to practical tests will apply and every effort must be made to ensure the confidentiality of the paper (see JCQ Instructions for Conducting Tests). 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 should ensure that the software available to learners will allow them to meet the requirements of the test.
- 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 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).
- 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 Edexcel 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 test. 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 (see JCQ, Instructions for Conducting Examinations, paragraph 6.1 – bullet points 4 and 5). Alternatively 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) in to the test.
- 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.
- Display material (e.g. maps, diagrams, wall charts) must be removed or covered in accordance with Para 5.5 of the Instructions for Conducting Examinations issued by the JCQ.
- A seating plan for each session must be kept by the Examinations Officer.
- 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 all the learners' work is saved and secure from unauthorised access. Centres should safeguard this work in case it is required to be reprinted. After the test the learners' 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 test papers are submitted by the final date of the window in order for Edexcel to maintain the security of these qualifications. Edexcel 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.

Learners with special requirements

- In some circumstances learners with particular requirements may be given additional time to complete the test. In this case, the test should be split into two parts so that learners have a supervised rest break.
- Centres must write to Special Requirements Department, Edexcel, One90 High Holborn, London, WC1V 7BH requesting special arrangements. Please refer to the JCQ Regulations and Guidance Relating to Learners who are Eligible for Adjustments in Examinations for further information.

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.

Misconduct

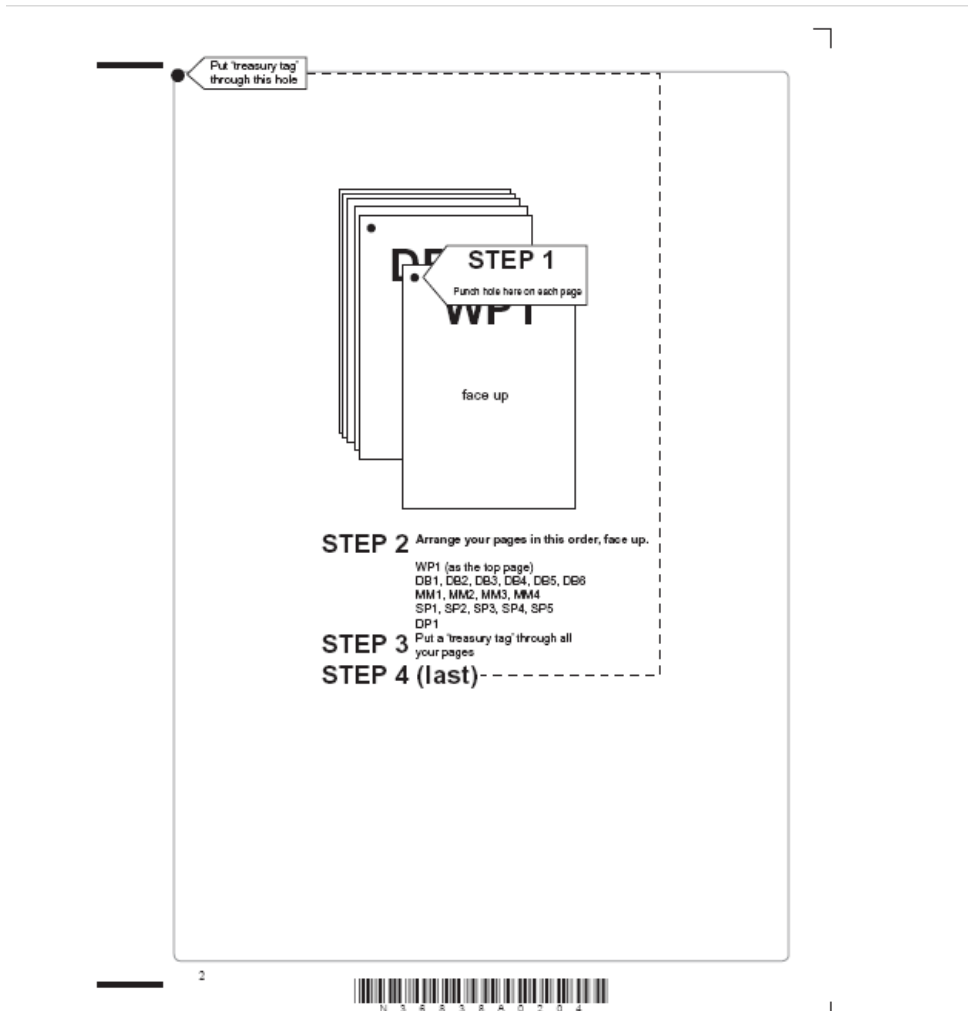
- This type of test relies heavily on the integrity of the learners. In those cases where misconduct occurs, or is thought to have occurred, this will be investigated and learners may have their result withheld.
- It is the centre's responsibility to inform Edexcel's Business Assurance department of any breach of regulations

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 test 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 on the following page.

Functional Skills – paper-based model ICE

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 Functional Skills pages of the Edexcel website. You will need to ensure that you have your Edexcel Online password to access these files. Further support for Edexcel Online can be found on our main website www.edexcel.com or by calling 0844 576 0024.
- 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 can be found on the main Edexcel website.
- Learners must not have access to the data files until the start of their test 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 earlier than the test 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 candidates in terms of teaching up to the actual test window.
- There is no pre-release scenario for this test paper.

ICT FAQs for Level 1 & 2

Q1. When will the Datafiles for the Functional Skills ICT Test be released?

A1. The Datafiles for the Functional Skills ICT test will be released 5 – 6 weeks prior to the test window <http://www.edexcel.com/quals/func-skills/ict/Pages/Documents>.

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 candidates 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 candidate 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. Plus, details of the printer in the room.

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 to 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 candidates use privacy screens between workstations?

A4. 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 temp 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/monitor students to not use it further by increasing 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: <http://www.edexcel.com/quals/func-skills/teach-support-material/schools-tsm/Pages/ict.aspx>

Functional Skills Mathematics written papers: FSM01, FSM02

General Instructions

- These 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 morning, or spread over the 5 day window.
- There will be 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.
- 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 Edexcel.
- Edexcel 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 produce a schedule showing the dates and times of each test session to be held in the window. This schedule must be submitted to Edexcel's Business Assurance Department. An email pro-forma for this purpose will be available to centres upon entry.
- Learners must sign a declaration on the front cover of the question paper when they sit the test, confirming that 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 question papers must be collected in, accounted for, and held securely by the Examinations Officer until the end of the 5-day window. Spare copies may not be issued to anyone, including teaching staff, during the window.
- After the test, completed scripts should be sent to Hellaby for marking using the label provided. There is no need to wait for the end of the 5 day window.

Time allowed

- The test is 1 hour and 30 minutes.

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 write in blue or black ink, pencil will not be accepted (except for diagrams).
- The answers must be written in the spaces provided on the test paper.
- Additional answer sheets can be used, if needed.

Functional Skills English written papers: E102 & E103, E202 & E203

General instructions

- These 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 morning, or spread over the 5 day window.
- There will be 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.
- 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 Edexcel.
- Edexcel 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 produce a schedule showing the dates and times of each test session to be held in the window. This schedule must be submitted to Edexcel's Business Assurance Department. An email pro-forma for this purpose will be available to centres upon entry.
- Learners must sign a declaration on the front cover of the question paper when they sit the test, confirming that 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 question papers must be collected in, accounted for, and held securely by the Examinations Officer until the end of the 5-day window. Spare copies may not be issued to anyone, including teaching staff, during the window.
- After the test, completed scripts should be sent to Hellaby for marking using the label provided. There is no need to wait for the end of the 5 day window.

Timed allowed

- The exam durations are as follows:
 - E102 (Level 1 Reading): 45 minutes
 - E103 (Level 1 Writing): 45 minutes
 - E202 (Level 2 Reading): 45 minutes
 - E203 (Level 2 Writing): 45 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 test paper.
- Additional answer sheets can be used, if needed.

Functional Skills English Speaking, Listening & Communication: E101, E201

General instructions

- The normal procedures relating to oral examinations will apply (see JCQ Instructions for Conducting Examinations 1 September 2012 – 31 August 2013).
- The assessment should take approximately 30 minutes 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.
- Further information is provided in **Handbook for Quality Assurance for Functional Skills Level 1 and 2 Speaking, Listening & Communication** available on www.edexcel.com/fs

Accreditation

- Each centre will nominate a Lead Internal Verifier for Speaking, Listening & Communication. There can be one Lead Internal Verifier responsible for both levels or separate Lead Internal Verifiers for Level 1 and Level 2. The Lead Internal Verifier will be responsible for maintaining the assessment standards in the centre by providing internal standardisation of Assessors. The Lead Internal Verifier is also responsible for submitting marks for Speaking, Listening & Communication on Edexcel Online.
- Further details on registration, Edexcel Online and Online Standardisation for Centre Assessment (OSCA) accreditation are provided in the **Handbook for Quality Assurance for Edexcel Functional Skills Level 1 and 2 Speaking, Listening & Communication** available on www.edexcel.com/fs

Functional Skills – paper-based model ICE

Submission of marks

- Centre marks to confirm learner achievement of this unit should be submitted via Edexcel Online. Please note, centres will not receive OPTEMS for this qualification.
- Edexcel Online will be available to submit marks from three weeks prior to the deadline date.
- The following marks should be entered to indicate candidates achievement in this unit:
 - X Absent
 - 1 Pass
 - 0 Fail
- The mark submission deadline dates are as follows:

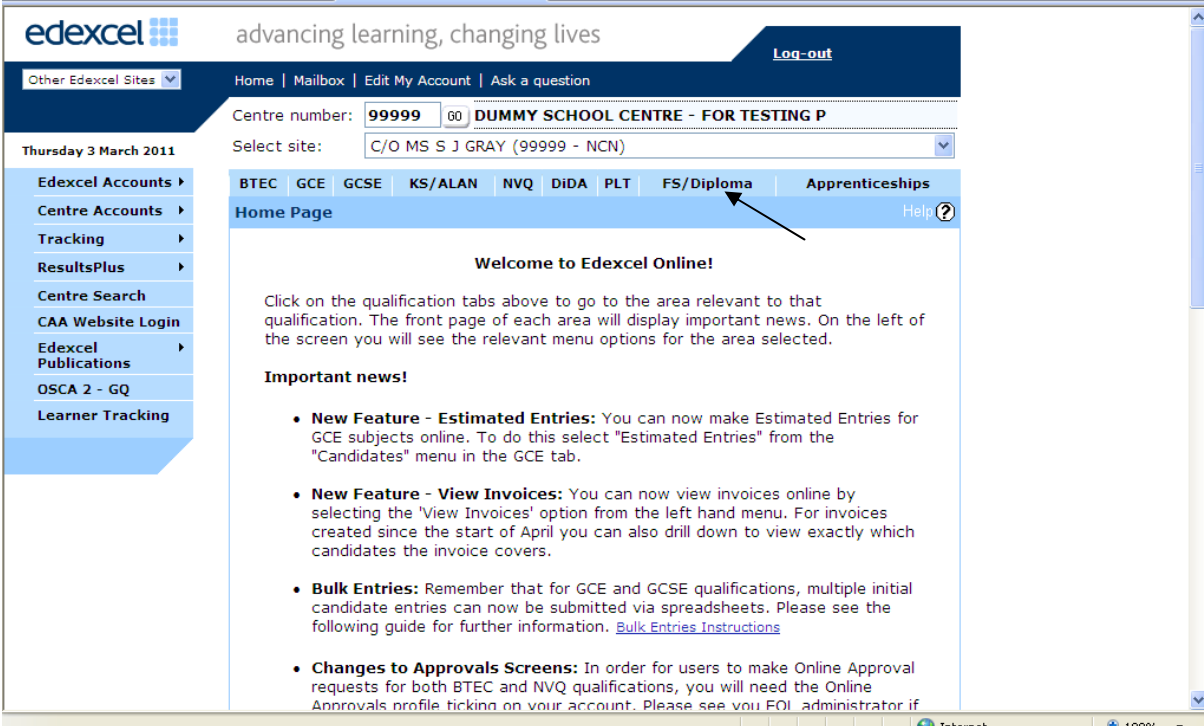
Series	Submission deadline
October 2012	19/10/2012
November 2012	23/11/2012
January 2013	18/01/2013
February 2013	15/02/2013
March 2013	29/03/2013
May 2013	24/05/2013
June 2013	28/06/2013
July 2013	02/08/2013

- It is essential that Edexcel Online mark submission forms are completed accurately before the deadline to enable Edexcel to issue results. Learners will have incomplete results if centre marks are not submitted within deadlines.
- Please keep the forms in the centre for one whole year as they may be required for sampling by Edexcel.

Functional Skills – paper-based model ICE

Mark submission screen instructions - E101, E201

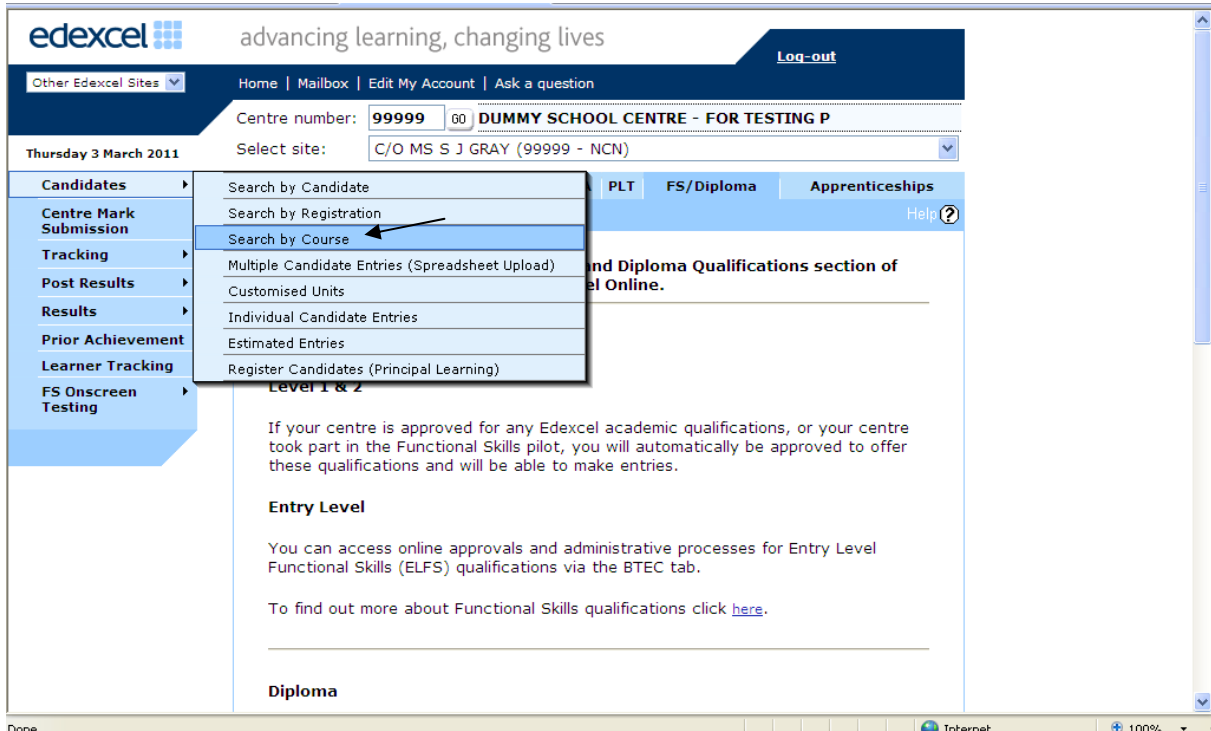
- Registered users should log onto Edexcel Online and navigate to the mark entry screen and select the FS/Diploma tab at the top right of the screen:



The screenshot displays the Edexcel Online user interface. At the top, the Edexcel logo and tagline 'advancing learning, changing lives' are visible, along with a 'Log-out' button. Below this, there are navigation links for 'Home', 'Mailbox', 'Edit My Account', and 'Ask a question'. The main header area shows the 'Centre number' as '99999' and the 'DUMMY SCHOOL CENTRE - FOR TESTING P'. A 'Select site' dropdown menu is set to 'C/O MS S J GRAY (99999 - NCN)'. The left-hand navigation menu includes options like 'Edexcel Accounts', 'Centre Accounts', 'Tracking', 'ResultsPlus', 'Centre Search', 'CAA Website Login', 'Edexcel Publications', 'OSCA 2 - GQ', and 'Learner Tracking'. The top navigation tabs include 'BTEC', 'GCE', 'GCSE', 'KS/ALAN', 'NVQ', 'DiDA', 'PLT', 'FS/Diploma', and 'Apprenticeships'. The 'FS/Diploma' tab is highlighted with a blue background and an arrow pointing to it. Below the tabs, the main content area displays a 'Welcome to Edexcel Online!' message and a list of 'Important news!' items, including 'New Feature - Estimated Entries', 'New Feature - View Invoices', 'Bulk Entries', and 'Changes to Approvals Screens'.

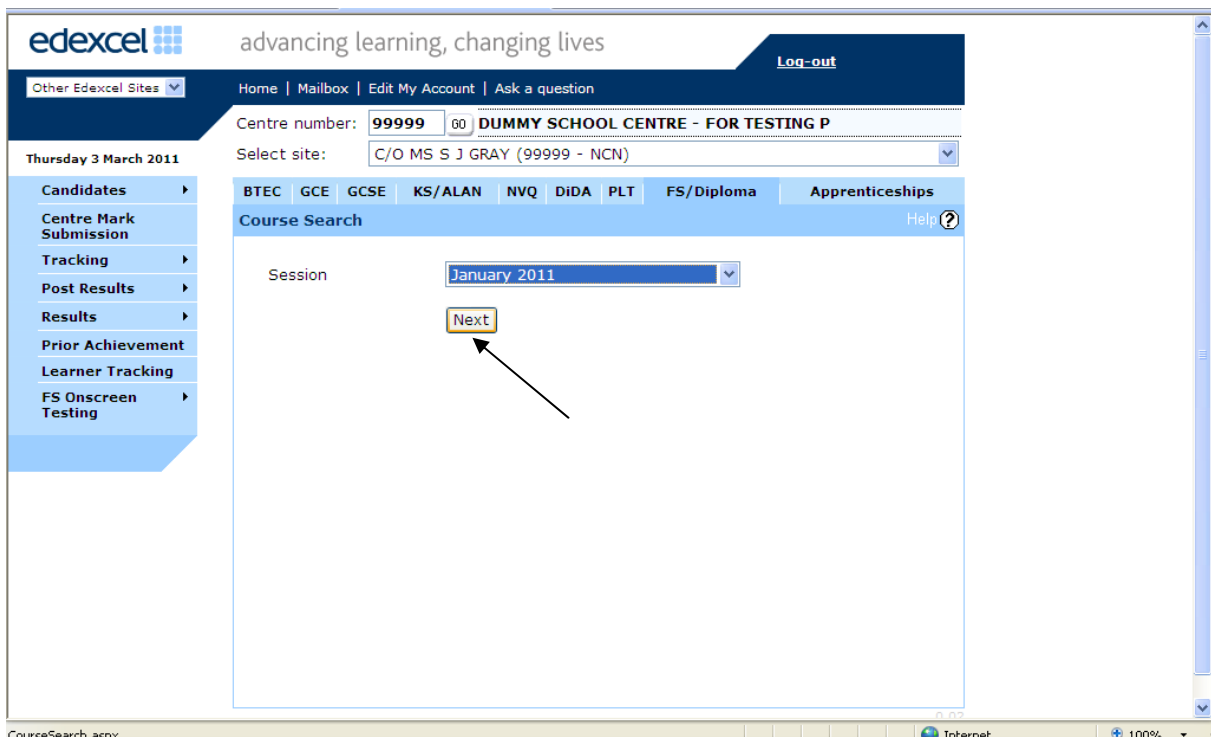
Functional Skills – paper-based model ICE

- Click on “Candidates” on the left of the screen then “Search by Course” from the drop down menu:



The screenshot shows the Edexcel website interface. At the top, the logo and tagline 'advancing learning, changing lives' are visible. Below the navigation bar, the centre number is '99999' and the site is 'DUMMY SCHOOL CENTRE - FOR TESTING P'. The date is 'Thursday 3 March 2011'. On the left, a vertical menu is open to 'Candidates', and a dropdown menu is displayed with 'Search by Course' selected and highlighted by a black arrow. Other options in the dropdown include 'Search by Candidate', 'Search by Registration', 'Multiple Candidate Entries (Spreadsheet Upload)', 'Customised Units', 'Individual Candidate Entries', 'Estimated Entries', and 'Register Candidates (Principal Learning)'. The main content area shows 'LEVEL 1 & 2' and text about Edexcel academic qualifications.

- Enter the exam session from the drop down menu then click “Next”:



The screenshot shows the 'Course Search' page on the Edexcel website. The centre number and site information are the same as in the previous screenshot. The 'Candidates' menu is still open. In the main content area, there is a 'Session' dropdown menu set to 'January 2011'. Below it, a 'Next' button is highlighted with a yellow border and a black arrow pointing to it. The page title is 'Course Search'.

Functional Skills – paper-based model ICE

- Select the “Papers” link next to the unit you wish to submit marks for:

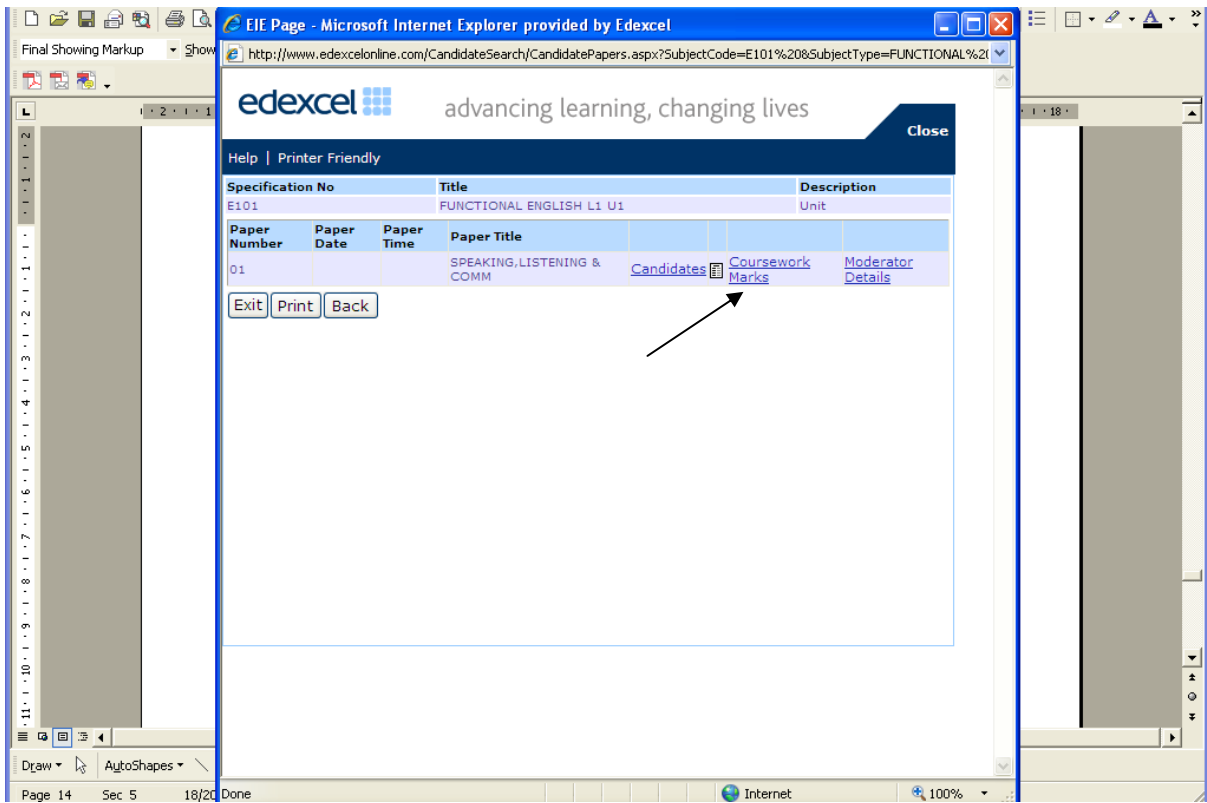
The screenshot shows the Edexcel Candidate Search results page. The browser title is "EIE Page - Microsoft Internet Explorer provided by Edexcel". The URL is "http://www.edexcelonline.com/CandidateSearch/CourseResults.aspx?Session=March 2011 &ExamID=1103". The page features the Edexcel logo and the tagline "advancing learning, changing lives". A navigation menu on the left includes links for "Candidates", "Centre Mark Submission", "Tracking", "Post Results", "Results", "Prior Achievement", "Learner Tracking", and "FS Onscreen Testing". The main content area displays "Qualification Details" for the session "March 2011" and a table of "Specifications".

Code	Title	Description	Entries	Candidates	Papers
E101	FUNCTIONAL ENGLISH L1 U1	Unit	3	Candidates	Papers
E102	FUNCTIONAL ENGLISH L1 U2	Unit	3	Candidates	Papers
E103	FUNCTIONAL ENGLISH L1 U3	Unit	3	Candidates	Papers
FSM01	FUNCTIONAL MATHS LEVEL 1	Unit	10	Candidates	Papers

An arrow points to the "Papers" link for the "FUNCTIONAL MATHS LEVEL 1" specification.

Functional Skills – paper-based model ICE

- Then select the “Coursework Marks” link:



Functional Skills – paper-based model ICE

- For each learner submit a score of 0 (fail) or 1 (pass). There is no partial completion of these units.

The screenshot displays the Edexcel Candidate Results page for Functional English L1 U1. The page includes a navigation menu on the left with options like 'Candidates', 'Centre Mark Submission', 'Tracking', 'Post Results', 'Results', 'Prior Achievement', 'Learner Tracking', and 'FS Onscreen Testing'. The main content area shows qualification details, paper details, and a candidates table. An arrow points to the 'Mark' column in the candidates table.

Code	Title	Description
E101	FUNCTIONAL ENGLISH L1 U1	Unit

Paper Number	Paper Title	Maximum Paper Mark	Minimum Paper Mark
01	SPEAKING, LISTENING	1	0

Candidate	UCI No	First Name	Last Name	Sex	DOB	ULN	Mark	Included in Sample
<input type="checkbox"/>	0001	101					Details	<input type="checkbox"/>
<input type="checkbox"/>	0002	101					Details	<input type="checkbox"/>
<input type="checkbox"/>	0003	101					Details	<input type="checkbox"/>

Functional Skills – paper-based model ICE

- When you have finished, select submit marks.

The screenshot displays the Edexcel Online mark submission interface. The page title is 'edexcel advancing learning, changing lives'. The main content area is divided into several sections:

- Qualification Details:** Qualification: Cash Ins, Session: March 2011.
- Specification Details:** Code: E101, Title: FUNCTIONAL ENGLISH L1 U1, Description: Unit.
- Paper Details:** Paper Number: 01, Paper Title: SPEAKING, LISTENING, Maximum Paper Mark: 1, Minimum Paper Mark: 0.
- Centre Mark Submission Deadlines:** 01/04/2011. Any errors/* that appear on screen will prevent the information from being submitted.
- Candidates Table:** A table with columns: All Candidate, UCI No, First Name, Last Name, Sex, DOB, ULN, Mark, and Included in Sample. Three candidates are listed with their respective UCI numbers and marks entered in the 'Mark' column.

At the bottom of the candidate table, there are buttons: Exit, View Selected, Back, Submit Marks, and Print. A black arrow points to the 'Submit Marks' button.

- Please bear in mind that after 20 minutes of inactivity (not selecting any functions - back or save etc.) the session will timeout and nothing will be saved. To stop this happening, enter a few marks at a time and then press submit. Those marks will go into the system and it will then be possible to continue entering the next set of marks.
- On the Edexcel Online mark submission screen you may enter some or all learners in a session. Key a mark for each learner in the mark field beside each learner. Once the "Submit Marks" button at the bottom of the screen is selected and confirmed, it will not be possible to amend a learner mark, where it has been keyed, however, it will be possible to view it. If there are any learners for whom a mark has not been submitted, you will be able to enter a mark the next time you log into Edexcel Online.
- An 'X' should be entered for any learner who is absent or withdrawn, even if Special Consideration or an aegrotat award has been requested.
- It is the centre's responsibility to ensure that centre marks are accurate and submitted by the deadline. If a centre does not submit marks for any learner, they will have to be re-entered in the next available exam session.
- Please keep forms in the centre for one whole year as they may be required for sampling by Edexcel.
- Please contact the Customer Services on 0844 576 0028 for further assistance.

Functional Skills – paper-based model ICE

For more information on Edexcel and Functional Skills qualifications
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