

How to use this secure folder

This document is for the Examinations Officers downloading secure Entry Level Functional Skills assessments.

You should also refer to the *Instructions for Conducting Examinations and Quality Assurance Handbook* for more information on how to use the secure assessments.

The Entry Level Functional Skills assessment materials are organised in two folders. When preparing materials for assessment, please follow these steps:

Learner folder

1. Print one copy of the **secure** Controlled Assessment materials for each learner scheduled to take the test as instructed in the *Instructions for Conducting Examinations* document – this cannot be done more than 2 weeks prior to the scheduled date of assessment.
2. For **ELFS ICT**, the **secure** datafiles folder has to be uploaded according to the *Instructions for Conducting Examinations and Quality Assurance Handbook* documents. Please do **not** print these.
3. Allow the assessor access to the materials to allow them to make a decision on contextualisation.
4. Printed materials must be kept **secure** in a locked cupboard as per instructions in the *Instructions for Conducting Examinations* document.

Assessor folder

1. Print one copy of the **secure** Mark Scheme per assessor – this cannot be done more than 2 weeks prior to the scheduled date of assessment.
2. Print one copy of the **secure** Guidance for the Assessors per assessor– this cannot be done more than 2 weeks prior to the scheduled date of assessment.
3. Download a copy of the Assessment Record and Authentication Sheet and liaise with the assessor whether he/she prefers to fill in the learner details electronically or in a hard copy. Please note, this is the **only** document which is not secure and can be emailed/printed at any time.
4. Keep all printed materials **secure** in a locked cupboard as per instructions in the *Instructions for Conducting Examinations* document.

For more information, please email fsassessment@pearson.com

Security note: Controlled assessment content queries **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 controlled assessment test, please email us stating your name and contact details, and request for one of the team to contact you directly via phone.