

Guidance to Assessors

Functional Skills Mathematics at Entry 1

September 2013 to August 2014

Set 3

## Authentication

Learners' work must be authenticated by the centre. The work presented for assessment must be completed by the individual learner.

## Information and communication technology

Learners may use IT equipment to complete their task but centres must ensure that there is no access to any pre-prepared materials on the hard drive.

## General guidance

- Learners will be assessed at each entry level by one controlled assessment.
- Learners must pass the assessment in order to pass the qualification for Entry 1.
- At Entry 1, learners have 1 hour to complete the assessment.
- If further time is needed, this should be recorded on the front of the authentication sheet for each learner.

## Evidence of the learner's responses may be:

- Learner's written answers to the questions
- Learner's answers dictated to a scribe (who may be the assessor)
- A written account by the assessor
- Video recording of the assessment
- Audio recording of the assessment with clear commentary on what is being done or shown

The purpose of this assessment is to assess a learner's ability to meet the Functional Skills Mathematics Standards at Entry 1.

**Assessors should be familiar with the contents of the tasks before they administer the assessment.**

## Assessment of Functional Skills Mathematics at Entry 1

1. The time allowed for this assessment is 1 hour. The assessment does not have to be taken in one session. If there is any break in the assessment, materials must be stored securely in line with the controlled assessment requirements.
2. Learners should be offered the opportunity to attempt every question on each section.
3. Assessors must sign and date the record of the learner's responses to this task.
4. Arrangements for special consideration should be in accordance with the procedures outlined in Edexcel's Code of Practice.
5. Marks must be awarded according to the Mark Scheme.
6. The total number of marks which can be awarded for this test paper is 16.
7. The pass mark for this test paper is 12.

## Adaptation

These tasks are designed to enable adaptation to meet local needs. Therefore, centres are permitted to adapt the following aspects of the assessment:

- Centres are permitted to adapt the **context** of the assessment to meet their learners' needs or interests.
- Centres are permitted to provide **physical objects** during the assessment to meet their learners' needs.
- The content assessed by each item of the assessment must be the same as in the Edexcel task, in order to ensure coverage of the Functional Skills standards and the Functional Skills Mathematics criteria.

- The skills standard assessed by each item of the assessment must be the same as in the Edexcel task, in order to ensure coverage of the Functional skills criteria.
- Adapted tasks must replicate the activity and outcome of each assessment item.
- Wording of the questions in the tasks must be as similar as possible to the Edexcel task, within the adaptation of the context.
- If the context of the assessment is amended, this must be noted on the Assessment Record and Authentication Sheet.
- The learners should be familiar with context-specific vocabulary before the assessment.

### **Interpretation**

Centres may interpret and paraphrase the questions provided the assessor does not assist the learner in reaching a solution.

Assessment may take place through assessor mediation. Assessors may read the tasks to the learner and note the learner's responses on the assessment.

### **Task specific instructions**

#### **Preparation for assessment**

Assessors should have read through the tasks before the assessment, and should ensure that learners are prepared in terms of any vocabulary associated with the context of the tasks.

For example, for these assessment materials:

Health centre, dates, December, waiting area, office, main door, doctor, tablet, flu jab, nurse, chemist.

#### **Notes on acceptable responses**

All of the following are acceptable types of responses.

As this is an assessment that can be used flexibly, alongside tutor mediation and physical objects, assessors should ensure that evidence is captured for each part of the assessment.

- Writing initials of objects
- Drawings or symbols
- Drawing lines to show position or matches
- Evidence of counting
- Marking in any way to indicate choices

For further information on acceptable responses, please refer to the guidance on the use of the mark scheme in the separate mark scheme document.