

## **Functional Skills Invigilation Changes**

All Functional Skills external assessments, whether on-screen or paper based, must be completed under invigilated conditions, in accordance with the NCFE Regulations for the Conduct of External Assessment.

From July 2019, following an Ofqual review, all Awarding Organisations have adopted the rule that no tutor of a Functional Skills qualification can be involved in the administration of the assessment materials for level 1 and 2 exams in that subject, regardless of the level they teach. (Administration includes initial receipt, secure storage, movement, or preparation of confidential material for external assessments before, during, or after an external assessment)

In addition, a Functional Skills subject tutor must not be involved in the invigilation of that subject, even if they have not taught those candidates (i.e. a Functional Skills English tutor must not invigilate any Functional Skills English exam, and a Functional Skills Maths tutor must not invigilate any Functional Skills Maths exam, regardless of the level they teach).

These changes are reflected in the updated Regulations for the Conduct of External Assessment, from 01 September 2019. We appreciate this will require centres to implement potential changes to current internal processes to ensure the new Ofqual requirements are adhered to. In light of this, we are supporting centres through the production of both an Invigilation Webinar and an Invigilation Exception Requests Form (where appropriate)

### **Invigilation Webinar**

This Webinar has been produced to give an overview to the context of any invigilation changes, to discuss who now can and who cannot invigilate Functional Skills External Assessments, to outline the Exceptions Request process, and to consider several scenarios aimed to increase understanding and address specific queries in this area. You will find this Webinar at this link;

<https://register.gotowebinar.com/recording/7119113892465845763>

We would strongly encourage you to refer to this Webinar prior to submitting an Invigilation Exception Request as you may discover that you can modify or maintain your current processes without the need for such an Exception.

### **Invigilation Exception Request Form**

As alluded to previously, Ofqual has agreed that Awarding Organisations will decide where to allow invigilation exceptions on the following grounds:

- restrictions within the centre on the grounds of security or safeguarding
- where an assessment is conducted at the candidate's workplace and an assessment centre is not available locally
- the remote location of the candidate's workplace/assessment location
- as part of a reasonable adjustment request for a specific learner

If this applies to your centre, you must complete the exceptions request form available on our website at this link;

<https://www.qualhub.co.uk/delivery-and-learner-support/reformed-functional-skills/invigilation-exception-requests-functional-skills/>

Please describe your situation and the actions you will take to mitigate any risk to live assessment materials or potential conflicts of interest.

**Please note:** An exception request must be submitted **at least 10 working days** before any exceptions are applied in an NCFE external assessment. An exception request must only be submitted when all other options to administer an assessment in line with the new requirements have

*been exhausted. In summary, exceptions for Functional Skills assessments must be considered within each centre on a case by case basis and must not become the norm.*