

Adaptation addendum

Qualification reference number(s)	Qualification title(s)	
501/1660/5	NCFE Functional Skills Qualification in English at Level 1	
600/0140/9	NCFE Functional Skills Qualification in English at Level 2	
603/5058/1	NCFE Level 1 Functional Skills Qualification in English	
603/5054/4	NCFE Level 2 Functional Skills Qualification in English	
Adaptations		
Assessment	Current approach	Adaptation
Multiple Choice and Short Answer Questions	<p>These qualifications include a Multiple Choice or Short Answer Question paper which is set by us and the completed assessments returned to us for marking. Centres must pick a set date and time for these external assessments to take place and they must be invigilated in accordance with our regulations for the conduct of external assessment.</p> <p>These assessments can all be sat on demand online, and in some cases paper based. We have already allowed the following adaptations:</p> <ul style="list-style-type: none"> • invigilation exception request which allows for you to apply for flexibility for Functional Skills • updated assessment variation process to allow for additional test centre locations, or to submit a request to change the date 	<p>All relevant qualification content must still be delivered and assessment criteria met.</p> <p>We recognise that at different points throughout the year, centres may not be able to stage invigilated assessments as they normally would. To support centres further to the additional adaptations already confirmed, we:</p> <ul style="list-style-type: none"> • have updated our special consideration process to accommodate circumstances where students need to self-isolate and cannot attend scheduled assessments • are currently in the process of developing our solution to remote invigilation that will enable students who cannot attend centres (e.g. because they need to self-

	<p>of assessment (for paper-based reformed windows)</p> <ul style="list-style-type: none"> • a 5 day window for reformed paper-based functional skills assessments, to allow you to pick a day that suits you and your learners, and on demand legacy paper-based assessment 	<p>isolate) to sit assessments remotely</p> <ul style="list-style-type: none"> • are forging a partnership that will enable centres to access a national network of test centres so that students can still sit invigilated assessments where centres' own facilities are inaccessible for pandemic-related reasons. <p>We will provide centres with more information on remote invigilation and the test centre network as soon as possible.</p>
<p>Controlled assessment for speaking listening and communication (SLC)</p>	<p>Our Functional Skills qualifications in English have controlled assessments for the SLC component.</p> <p>These assessments require students to complete a presentation, question and answer session and a group discussion.</p> <p>NCFE provides the assessment, mark schemes and any source materials that students will need to use during their assessments.</p> <p>The controlled assessment is administered under specified assessment conditions.</p> <p>We have already:</p>	<p>To support centres we will:</p> <ul style="list-style-type: none"> • continue to allow remote SLC assessments for legacy Functional Skills qualifications • allow preparation time to be completed under supervision via video conferencing if necessary. <p>You will be able to access more information on the arrangements agreed by all awarding organisation when finalised here.</p>

	<ul style="list-style-type: none">• allowed remote assessments for our legacy qualifications (which is also already allowed for reformed Functional Skills SLC assessments)• advised that centres could accommodate students SLC preparation time in advance of their reading / writing assessments to minimise the amount of occasions the student would need to travel.	
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