

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

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
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Summary of changes	<p>V4 – 25.03.21 Updated to provide additional information on use of teacher assessed grades for externally assessed components. Previous version title 'AT FS L1-2 English V3'</p> <p>V3.0 - 22.02.21 The new version number is to reflect 2021 updated template layout to include further information on alternative arrangements for awarding in 2020/21. Previous version title 'AT FS L1-2 English V2'.</p>
Qualification Purpose	<p>The purpose of the Functional Skills English Level 1 & 2 qualifications is to prepare the learner for work, study and life. Learners who achieve this qualification will demonstrate the ability to read, write, speak, listen and communicate in English. Learners will be able to apply these skills effectively to a range of purposes in the workplace and in real life situations.</p>

Assessment adaptation

Assessment	Approach following autumn 2020 adaptations	Additional adaptations for 2020/21
	<i>What we require for this type of assessment at present, including flexibilities already introduced in autumn 2020.</i>	<i>The additional flexibilities and adaptations that will apply during 2020-21.</i>
Multiple Choice and Short Answer Questions	<p>A number of our 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.</p> <p>Where these assessments take place in an online on-demand format and can be delivered in line with public health guidelines, assessments will continue. All relevant qualification content must still be delivered, and assessment criteria met.</p> <p>The following adaptations are already in place to support centres to continue with these assessments:</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 or alternative test centre locations. 	<p>The Department for Education's policy position for FSQ is that assessments will continue where they can be delivered in line with public health guidelines. This is because these assessments are shorter and on-demand.</p> <p>Teacher assessed grades can only be used for FSQs as a last resort where learners meet eligibility criteria and have approval from NCFE.</p> <p>No adaptations have been made at qualifications level, however to further support Centres with these assessments we:</p> <ul style="list-style-type: none"> • have recently launched our Remote Invigilation offer, which will allow students to sit online assessments anytime, anywhere • will shortly launch an on-demand paper-based solution for reformed Functional Skills • we will resume our on-demand paper-based solution for legacy Functional Skills from 29 March 2021.

		<p>More information on our on-demand and remote invigilation solution can be found on our website.</p> <p>Centres must apply to NCFE for approval to offer a teacher assessed grade, this application must be per learner. In order to be eligible for a teacher assessed grade the centre must demonstrate that normal assessment arrangements are not safe and that the learner cannot:</p> <ul style="list-style-type: none"> • access an assessment face to face • access an assessment utilising adaptations such as remote invigilation • delay the assessment. <p>NCFE's approval process will be published in April 2021.</p> <p>We have worked together with Ofqual, sector partners and other awarding organisations to agree common approaches to setting minimum evidence thresholds for a teacher assessed grade from the centre for this qualification and more information can be found in the Approach to Alternative Awarding Arrangements 2020/21 document, which can be found on our website here.</p> <p>Where a learner is approved for a teacher assessed grade their evidence submission must include evidence of eligibility and approval of the teacher assessed grade.</p>
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		<p>You can access more information on the arrangements agreed by all awarding organisation here.</p> <p>Teacher Assessed Grade (TAG) approach for Functional Skills</p> <p>Following the publishing of the latest version of our Approach to Awarding for 2020-21 document on the 24th March, we can now provide you with further information on Teacher Assessed Grades for Functional Skills.</p> <p>The Federation of Awarding Bodies FAB) has published an approach to Functional Skills (legacy and reform) agreed by all awarding organisations who offer the qualifications. This confirms the principles for teacher assessed grade arrangements, learner eligibility, and guidance on the evidence requirements. We will now work to operationalise this approach and will provide further details on the detailed NCFE specific arrangements shortly, but are pleased to be able to provide this specific detail for publication today. Read more</p> <p>NCFE Functional Skills external assessments – great news</p> <p>In January 2021, NCFE suspended all paper-based Functional Skills external assessments scheduled to take place from 1 February onwards, in direct response to the national lockdown measures. Following Ofqual's consultation on alternative arrangements for the awarding of VTQs, it was confirmed that Functional Skills can continue either remotely or in person, in line with public health measures. With this in mind, NCFE is delighted to confirm that:</p>
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		<ul style="list-style-type: none"> from Monday 29 March 2021, centres with existing registrations on Functional Skills legacy qualifications can start to make bookings for paper-based external assessments from Monday 12 April 2021, centres will be able to book paper-based assessments for reformed Functional Skills qualifications. <p>Not only are both sets of assessments available on-demand (removing the requirement to sit within an assessment window) but we also offer the results from 6 working days of receiving the assessment papers back from the centre.</p>
Controlled assessment for speaking listening and communication (SLC)	<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> <ul style="list-style-type: none"> allowed remote SLC assessments for our legacy Functional Skills qualifications. advised that centres could accommodate students SLC preparation time in advance of their reading / writing 	<p>The Department for Education's policy position for FSQ is that assessments will continue where they can be delivered in line with public health guidelines. This is because these assessments are shorter and on-demand.</p> <p>Teacher assessed grades can only be used for FSQs as a last resort where learners meet eligibility criteria and have approval from NCFE.</p> <p>To support centres we continue to allow remote SLC assessments for both legacy and reform Functional Skills qualifications where an appropriate video conferencing tool is used in an environment that meets the controlled assessment conditions. We also allow preparation time to be completed under supervision via video conferencing if necessary</p>

	<p>assessments to minimise the amount of occasions the student would need to travel.</p>	<p>Centres must apply to NCFE for approval to offer a teacher assessed grade, this application must be per learner. In order to be eligible for a teacher assessed grade the centre must demonstrate that normal assessment arrangements are not safe and that the learner cannot:</p> <ul style="list-style-type: none"> • access an assessment face to face • access an assessment utilising adaptations such as remote invigilation • delay the assessment. <p>NCFE's approval process will be published in April 2021.</p> <p>We have worked together with Ofqual, sector partners and other awarding organisations to agree common approaches to setting minimum evidence thresholds for a teacher assessed grade from the centre for this qualification and more information can be found in the Approach to Alternative Awarding Arrangements 2020/21 document, which can be found on our website here.</p> <p>Where a learner is approved for a teacher assessed grade their evidence submission must include evidence of eligibility and approval of the teacher assessed grade.</p> <p>You can access more information on the arrangements agreed by all awarding organisation here.</p> <p>Teacher Assessed Grade (TAG) approach for Functional Skills</p>
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