

# Steps to Booking Controlled Assessments – Functional Skills Guidance for Centres

## Version 4 March 2021

To be used in conjunction with the following qualifications:

- NCFE Entry Level 1 Functional Skills English (603/5059/3)
- NCFE Entry Level 2 Functional Skills English (603/5056/3)
- NCFE Entry Level 3 Functional Skills English (603/5052/0)
- NCFE Level 1 Functional Skills English (603/5058/1)
- NCFE Level 2 Functional Skills English (603/5054/4)
- NCFE Entry Level 1 Functional Skills Maths (603/5057/X)
- NCFE Entry Level 2 Functional Skills Maths (603/5053/2)
- NCFE Entry Level 3 Functional Skills Maths (603/5061/1)

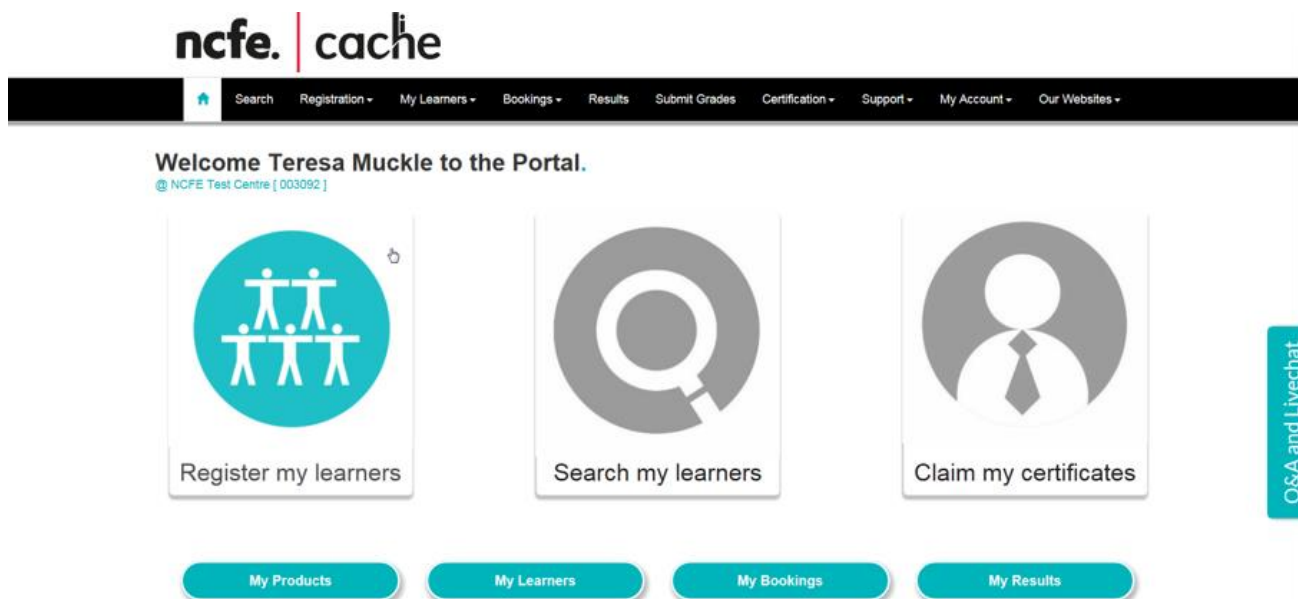


# Steps to Booking Functional Skills Controlled Assessments

As soon as you have learners ready to sit their controlled assessment, you'll need to book them for the assessment via the Portal. Once this has been completed you will be able to access the password for the controlled assessments needed for the relevant qualification which are available in line with the published timescales on the relevant qualification page of the NCFE website (QualHub).

## Step 1

Go to the NCFE Portal <https://portal.ncfe.org.uk/Login>. If you don't have a log in for the portal, please speak to your Portal Admin contact at your centre, regarding access. Please note, our Customer Support team will not be able to give you access for this purpose only.



### Step 2

Once you're logged into the Portal, you can select registered learners by clicking on the Bookings tab and select "Book Controlled Assessment" from the dropdown list. The following screen will appear and will automatically default to the External Assessments tab.

**ncfe. | cache**

Home Search Registration My Learners **Bookings** Results Submit Grades Certification Support My Account Our Websites

### My External Assessment Bookings

You can search, create and view bookings for external assessments. Information on fees and pricing can be found on our website.

External Assessments **Controlled Assessments**

Batch	Forename	Surname	DOB	NCFE Learner Number	Product Code	Product Name	Session
<input type="text" value="Batch"/>	<input type="text" value="Forename"/>	<input type="text" value="Surname"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Product code"/>	<input type="text" value="Product name"/>	<input type="text"/>

### Step 3

Select the **Controlled Assessments** tab, the following screen will then appear for you to be able to search for your learners to book onto a controlled assessment.

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Home Search Registration My Learners **Bookings** Results Submit Grades Certification Support My Account Our Websites

### My Controlled Assessments

You can search, create and view bookings for controlled assessments.

External Assessments **Controlled Assessments**

Batch	Forename	Surname	DOB	NCFE Learner Number	Product Code	Product Name	Session
<input type="text" value="Batch"/>	<input type="text" value="Forename"/>	<input type="text" value="Surname"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Product code"/>	<input type="text" value="Product name"/>	<input type="text"/>

Select your learners from the options available, you can search in a number of ways:

- via batch number by entering a relevant batch number
- learner name, either by forename, surname or NCFE learner number
- by product code, e.g. 603/2963/4

by product name, e.g. English, this will bring up a list of all learners registered against all English qualifications or Functional Skills which will bring up a list of all your learners currently registered against all Functional Skills qualifications.

## Controlled Assessment Bookings

You can search, create and view bookings for controlled assessments.

External Assessments | **Controlled Assessments**

	Batch	Forename	Surname	DOB	NCFE Learner Number	Product Code	Product Name	Session
<input type="button" value="Select all"/>	<input type="text" value="Batch"/>	<input type="text" value="Forename"/>	<input type="text" value="Surname"/>	<input type="text"/>	<input type="text"/>	603/2650/5	<input type="text" value="Product name"/>	<input type="button" value="Search"/>
<input type="checkbox"/>	805436736	ANNA	NEW	05/05/1990	104981037	603/2650/5	NCFE Level 1/2 Technical Award in Health and Fitness	2019/2020

Your search returned 1 learner. Displaying page 1 of 1

You can then select all the learners you wish to enter for your controlled assessment(s) before clicking on the controlled assessment button.

### Step 4

Once you have selected your learners by using the search criteria, either select all learners on this batch using the “select all” button or select individual learners using the tick box on the left hand side. When ALL learners for this controlled assessment are selected, scroll down to the bottom of the screen and choose the “Book Controlled Assessments” button.

Please note that if your learners do not appear in this list in the search criteria, choose the ‘View Controlled Assessments’ button to see if they have already been booked or check the search criteria.

## Controlled Assessment Bookings

You can search, create and view bookings for controlled assessments.

[External Assessments](#)
[Controlled Assessments](#)

	Batch	Forename	Surname	DOB	NCFE Learner Number	Product Code	Product Name	Session
<input type="button" value="Deselect all"/>	<input type="text" value="Batch"/>	<input type="text" value="Forename"/>	<input type="text" value="Surname"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="603/2650/5"/>	<input type="text" value="Product name"/>	<input type="text"/>
<input checked="" type="checkbox"/>	805436736	ANNA	NEW	05/05/1990	104981037	603/2650/5	NCFE Level 1/2 Technical Award in Health and Fitness	2019/2020

Your search returned 1 learner. Displaying page 1 of 1  
You've selected 1 learner

### Step 5

The declaration screen will appear next and must be read and ticked to confirm that learners are ready to sit the controlled assessment.

## Confirm controlled assessment declaration

Thanks for your booking.

In line with the regulations for the conduct of this assessment, you are required to complete the following actions:

- refer to the published timescales on our website to know when your Controlled Assessment needs to be completed
- **for Functional Skills** - complete the mandatory Assessment Tracking Document
- **for Technical Awards** - complete the Learner Log for each learner.

The above documents can be found on the relevant qualification page here: <https://www.qualhub.co.uk/>

### Declaration:

As the designated person, I declare I have learners ready to complete the Controlled Assessment and will adhere to the relevant regulations around Controlled Assessments. Upon submission of this declaration, a notification will be sent to your External Quality Assurer for the purposes of quality assurance and/or monitoring.

Confirm

If an assessment is not sat within the 6 weeks this will need to be cancelled and you must inform your External Quality Assurer and record this on the Controlled Assessment Tracker. To re-book the learners repeat the booking process and record again on the Controlled Assessment Tracker. Please note that the password will only be available for 6 weeks from the point that you have confirmed the declaration.

### Step 6

Once you have clicked the confirmation on the declaration page the link to the password document will become available. Select and open the password document by clicking on the link presented.

**Declaration:**

As the designated person, I declare I have learners ready to complete the Controlled Assessment and will adhere to the relevant regulations around Controlled Assessments. Upon submission of this declaration, a notification will be sent to your External Quality Assurer for the purposes of quality assurance and/or monitoring.

Confirm

**Following documents are available for download:**

- [603/5059/3 - NCFE Entry Level 1 Functional Skills Qualification in English: Functional Skills Password - English Entry Level](#)

The password document can now be stored securely or accessed in the same way from the NCFE Portal at any point in time in line with published timescales.



## Functional Skills in English - Entry Levels 1-3

### Passwords to Controlled Assessments

This document is private and confidential and should only be opened by authorised staff.

The recipient shall limit disclosure of confidential information within its own organisation and only to members of staff who have a specific requirement for the password in order to assess learners registered on the related qualification.

The controlled assessments are accessible from the Functional Skills pages of the NCFE Qual Hub website.

Subject	Password
English Entry Level	██████████

## Step 7

Now you'll be able to open and view the password to access the suite of controlled assessments for this qualification in line with the published timescales. Controlled assessments are available on the relevant qualification page of the QualHub. We highly recommend that you download the papers required for the booking as soon as possible in case the password changes. You must not keep a copy of the controlled assessment after the assessment has been completed.

Each time you enter learners for an assessment you'll need to download a new controlled assessment paper.

Your learners are now booked for their controlled assessment.

## To view learners previously booked

In order to view the learners that you've previously booked, e.g. 6 weeks ago, click on 'Bookings' tab and select 'View Controlled Assessment' from the dropdown menu.

**ncfe. | cache**

Home Search Registration My Learners **Bookings** Results Submit Grades Certification Support My Account Our Websites

### View Controlled Assessment

Welcome to the View Controlled assessment screen. On this screen you can view all the bookings made for Controlled assessments.

External Assessments **Controlled Assessment**

- Book External Assessment
- Book Controlled Assessment
- View Controlled Assessment**
- Online Assessment

Batch	Forename	Surname	DOB	NCFE Learner Number	Product Code	Product Name	Declaration Date	Session
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter your search criteria and you'll see listed all of the learners previously booked for the assessment.



## View Controlled Assessment Bookings

Welcome to the View Controlled assessment screen. On this screen you can search for your bookings made for Controlled assessments.

[External Assessments](#)
[Controlled Assessments](#)

Batch	Forename	Surname	DOB	NCFE Learner Number	Product Code	Product Name	Declaration Date	Session	
<input type="text" value="Batch"/>	<input type="text"/>	<input type="text" value="Surname"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="603/5058/1"/>	<input type="text" value="Product name"/>	<input type="text" value="Declaration dat"/>	<input type="text"/>	<input type="button" value="Search"/>
805436874	CLAIRE	APPLEBY	25/01/1980	104982388	603/5058/1	NCFE Level 1 Functional Skills Qualification in English	20/11/2019	2019/2020	<input type="button" value="Password"/>
805436874	CLAIRE	APPLEBY	25/01/1980	104982388	603/5058/1	NCFE Level 1 Functional Skills Qualification in English	20/11/2019	2019/2020	<input type="button" value="Password"/>
805436857	ANNA	BUG	05/05/1990	104982288	603/5058/1	NCFE Level 1 Functional Skills Qualification in English	19/11/2019	2019/2020	<input type="button" value="Password"/>
805436857	ANNA	INCORRECT	05/05/1990	104982289	603/5058/1	NCFE Level 1 Functional Skills Qualification in English	19/11/2019	2019/2020	<input type="button" value="Password"/>

## To view a password for previously booked learners

In order to view a password for previously booked learners, click on the 'Password' button to the right of your learner. The Password document will open in a PDF as illustrated in step 6 and is set per product. Therefore, all learners booked for the same product will be associated to the same password document.

Please note for Functional Skills only, you'll only be able to view the password for bookings made within 6 weeks. After this time, the password will be unavailable for that learner and you'll need to book them again once they're ready for their assessment.

# To cancel a booking

If you wish to cancel a booking made for any reason, please note that there is a declaration to tick first. Follow the steps above to view your controlled assessment booking(s). You'll be able to select either the individual learner or a cohort of learners that you wish to cancel. Then select the 'Cancel Controlled Assessments' booking button at the bottom of the screen.

Welcome to the View Controlled assessment screen. On this screen you can search for your bookings made for Controlled assessments.

External Assessments | **Controlled Assessments**

	Batch	Forename	Surname	DOB	NCFE Learner Number	Product Code	Product Name	Declaration Date	Session	
<input checked="" type="checkbox"/>	805437192	CAPRESE	CRAYFISH_04	19/07/1965	104984795	603/2963/4	NCFE Level 1/2 Technical Award in Engineering	05/12/2019 11:14	2019/2020	Search Password
<input checked="" type="checkbox"/>	805437192	CAPRESE	CRAYFISH_03	30/12/1981	104984794	603/2963/4	NCFE Level 1/2 Technical Award in Engineering	05/12/2019 10:43	2019/2020	Search Password

Last

Your search returned 614 bookings. Displaying page 1 of 62  
You've selected 2 bookings

[Return to Book Controlled Assessments](#) [Cancel Controlled Assessments](#)

When the 'Cancel Controlled Assessments' button is pressed, the following screen will appear.

## Cancel Controlled Assessment Booking

In order to cancel a learner or batch of learners that have previously been booked for Controlled Assessment, you must confirm the following before the cancellation can be actioned:

- the learner(s) has not had access to or seen a copy of the live paper for which they are currently booked
- the learner(s) has not already partially sat or previously sat part of the live paper for which they are currently booked

Please note that the cancellation can only be actioned prior to the start date of the assessment.

**Declaration:**

I hereby confirm I wish to notify NCFE that I have learner(s) booked for Controlled Assessment that I wish to cancel. By completing this declaration, this will trigger a notification to NCFE for the purposes of external quality assurance and/or monitoring.

**Cancellation reason**

Choose...

Confirm

[< Back](#)

The declaration page will appear which you will need to double check and read before selecting a cancellation reason from the dropdown list.

The cancellation reasons are shown below:

NCFE for the purposes of external quality assurance and/or monitoring.

#### Cancellation reason



A screenshot of a dropdown menu with a blue header. The menu is open, showing a list of options: 'Choose...', 'Learner unavailable', 'Centre staff unavailable', 'Admin error', and 'Other'. The 'Choose...' option is highlighted in blue.

If the reason is other, then select other and type a short description as to the reason why you're making the cancellation into the additional information box.

NCFE for the purposes of external quality assurance and/or monitoring.

#### Cancellation reason

#### Additional information

Confirm

Then tick the confirmation declaration to finalise the cancellation of your booking for the selected learners.

Confirm

The declarations have been cancelled.

This will automatically send an email to your EQA. Your learners will now be cancelled on your booking and will no longer appear in the view bookings screen.

**When cancelling a booking you must ensure you complete any required documentation in line with the regulations for the conduct of the assessment.**