

# Functional Skills Externally Marked Assessment



# National Open College Network



- Based in Sheffield
- Regional offices across the country
- Skills for Life Lead Officer based in Sheffield – manages Functional Skills
- Regional officer with responsibility for Functional Skills in each region
- Dedicated email support address:  
[functionalskills@nocn.org.uk](mailto:functionalskills@nocn.org.uk) for all FS enquiries



# What makes us different?

- Centres may choose the dates and times of their assessments
- Smaller centres may have 8 assessment opportunities per skill per academic year
- Large centres may request additional assessment opportunities
- Assessments may take place throughout the year



# Registering learners

- Learner registrations and assessment bookings completed through the regional offices
- On short courses registrations and assessment bookings may be completed at the same time



# Learners with special requirements

- NOCN will meet the requirements of the functional skills regulatory criteria
- Details of support available to learners can be found in each of the specific skills standards
- Centres must complete an NQ12 form which must be submitted to NOCN as soon as possible
- If the centre wishes to claim an EXEMPTION from English components, registration must go through NOCN not the regional office



# English specific information

- OCN will send Recommendation of Award of Credit form to the centre
- Centres have immediate direct claims status for Level 1 and 2 Speaking, Listening and Communication only
- 10% of all SLC assessments must be observed by an internal verifier
- NOCN have produced a simple form to collect the evidence of this observation but centres may use their own form if they prefer
- Centres must then send the completed RAC, completed assessment records and internal verification observation sheets to NOCN



# Accessing English SLC Assessments



- Speaking, listening and communication assessments may be downloaded from the NOCN website
- Centres may use the NOCN assessments, contextualise them or write their own. It is important that all tasks have a problem solving approach or require the learners to come to a conclusion or a decision.
- Centres are issued with a specific functional skills login
- Please contact [functionalskills@NOCN.org.uk](mailto:functionalskills@NOCN.org.uk) for your login



# ICT Specific Information

- Centre to download data files for all ICT assessments from Functional Skills secure area on NOCN website
- Data files to be held securely prior to assessments
- Centres to ensure that all candidates have email address
- Centres to prepare email to candidates to inform the learners that they have to access data files for this assessment
- Email to contain attachment to indicate how to access the files
- Email to be sent no more than 12 hours prior to assessment
- The ICT paper is split into two parts which must be taken back to back. No break is allowed between the two papers.
- Learners may only access Internet and e-mail in Part A of the paper



# Question Paper Order Form

- Available in Excel format
- Sheet 1
  - General information to include Centre and venue details and date and time of assessments
  - English component assessments may take place on separate days
- Additional Sheet
  - Information can be copied and pasted from LRF
  - book learners onto specific assessments
  - Includes details of the time of the assessment and the invigilator
  - Piloting new LRF format with some OCNs to allow booking and registration on the same form



# Assessment Front Cover Sheet



- You receive the assessment front cover sheet with the assessments
- Identifies which candidates will sit which assessment
- Centres to check spelling of candidate names and annotate on form
- Centres to indicate attendance at assessment
- External markers will use to indicate marks awarded
- NOCN will use to record Pass/Not Yet Achieved



# Invigilation Guidance

- Invigilator Pack available to centres from NOCN website
- Includes:
  - Invigilation Procedures
  - Invigilator Checklist
  - Candidate Notice
  - Examination Venue Requirements



# Marking and Results

- Centres to return ALL externally marked papers to NOCN within 24 hours of assessment
- Must send in Speaking, Listening and Communication internal assessment records and Observation of Internal Assessment records to NOCN
- Speaking, Listening and Communication RAC to be sent to regional OCN
- Candidate work will be marked in next available marking window
- Results slips sent to centres 20 working days after cut off date for receipt of assessments
- Marking periods from September 2010 will be every month throughout the year



# General information about the assessments

- All assessments are based around a single broad theme
- These themes are based around everyday, generic subjects
- The learners follow a storyboard to lead them through the assessment
- There are no multiple-choice questions



# Duration of assessments

- English Reading paper 1 hour
- English Writing paper 1 hour
- Speaking, listening and communication 30 minutes with 30 minutes preparation time
- Mathematics 1 ½ hours
- ICT 2 hours – there are two papers which must be taken back to back. Learners may only access Internet and e-mail in Part A.
- The English papers may be taken on different days

