

Educ8tions Ltd.



Functional Skills Examination Policy  
(FSEP)  
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## Document Control

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1.0	01 <sup>st</sup> August 2016	First Draft	Vonley Joseph
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## Change Mechanism

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## Functional Skills - Examination

### A Notice for Learners

- You **must** be on time for all your assessments.
- You **must not** become involved in any unfair or dishonest practice in any part of the assessment.

### You **must not**:

- Sit an assessment in the name of another learner.
- have in your possession any unauthorised material or equipment which might give you an unfair advantage.

### Possession of a mobile phone

or other unauthorised material is **breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- You **must not** talk to, attempt to communicate with, or disturb other learners once you have entered the assessment area.
- You **must** follow the instructions of the Invigilator.
- If you are in any doubt, speak to the Invigilator.

### **NOMOBILEPHONES, IPODS, MP3/4PLAYERS. NO PRODUCTS WITH AN ELECTRONIC COMMUNICATION/STORAGE DEVICE OR DIGITAL FACILITY.**

Possession of unauthorised items is an infringement of the regulations and could result in DISQUALIFICATION from the current assessment and the overall qualification. Learners are advised that mobile phones in particular must not be in their possession whether switched on or not.

**Information for learners for on-screen tests** - This information must be made available to all learners in advance of their on-screen test(s) for each series. It may be provided electronically to learners or in hard copy paper format.

<b>A Regulations—Make sure you understand the rules</b>	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the assessment area the materials and equipment which are allowed.
5	<p>You <b>must not</b> take any of the following into the assessment area:</p> <ul style="list-style-type: none"> <li>◆ notes</li> <li>◆ a calculator case/instruction leaflet</li> <li>◆ a reading pen</li> <li>◆ a mobile phone, iPod, MP3/4 player, a wristwatch which has a data storage device, or any other product with text/digital facilities</li> </ul> <p>Unless you are told otherwise, you <b>must not</b> have access to:</p> <ul style="list-style-type: none"> <li>◆ the internet, e-mail, data stored on the hard drive, or portable storage media such as CDs and memory sticks</li> <li>◆ pre-prepared templates</li> </ul> <p><b>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</b></p>
6	Do not talk to, or try to communicate with, or disturb other learners once the on-screen test has started.
7	If you leave the assessment area unaccompanied by an Invigilator before the on-screen test has finished, you will not be allowed to return.
8	Do not borrow anything from another learner during the on-screen test.
<b>B Information—Make sure you attend your on-screen test and bring what you need</b>	
1	Know the date and time of your on-screen test(s).
2	Arrive at least ten minutes before the start of your on-screen test.
3	If you arrive late for an on-screen test, report to the Invigilator running the test.

4	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
5	Your centre will inform you of any equipment which you may need for the on-screen test.
<b>C Calculators, dictionaries and computer spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>◆ make sure it works properly</li> <li>◆ check that the batteries are working properly</li> <li>◆ clear anything stored in it</li> <li>◆ remove any parts such as cases, lids or covers which have printed instructions or formulas</li> <li>◆ do not bring into the assessment area any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell-checker unless you are told otherwise.
<b>D Instructions during the on-screen test</b>	
1	Listen to the invigilator and follow their instructions at all times.
2	Tell the invigilator once: <ul style="list-style-type: none"> <li>◆ if you have been entered for the wrong on-screen test</li> <li>◆ if the on-screen test is in another learner's name</li> <li>◆ if you experience system delays or any other IT irregularities</li> </ul>
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
<b>E Advice and assistance</b>	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the on-screen test if: <ul style="list-style-type: none"> <li>◆ you have a problem with your computer and are in doubt about what you should do</li> <li>◆ you do not feel well</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the on-screen test</b>	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other learners and make sure that another learner does not collect your printout(s).
3	Do not leave the assessment area until told to do so by the invigilator.

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Do not take from the assessment area any stationery, this includes roughwork, printouts or any other materials provided for the on-screen test.