

Edexcel Functional Skills Administrative Support Guide

(Test series November 2010 - July 2011)

September 2010



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Introduction

This guide will assist you with your Functional Skills Entry level 1, 2 and 3 registrations as well as Level 1 and 2 entries. If you require specific Edexcel Online guidance on submitting registrations or entries, please visit our website www.edexcel.com.

Our offer to you Levels 1 and 2

In the 2010-2011 academic year we will offer you seven assessment windows for English and Mathematics, and four assessment windows for ICT. We are pleased to announce that Edexcel has been accredited to offer these assessments in a 5-day window.

You will have the flexibility to timetable the assessments at any time within the 5-day window. In the year 2011-2012 we plan to offer eight assessment windows.

We have scheduled the exam series to ensure the re-sit process is helpful to you. For example, the January 2010 results are issued prior to the March 2010 entry deadline so you can make entries without receiving late fees.

Please refer to pages 6-14 for Level 1 and 2 Functional Skills.

Entry level

We are offering Entry Levels 1, 2 and 3 in all three subjects. You can make registrations once you have approval for the qualification. Learners can sit the assessments whenever they are ready.

Please refer to pages 4 and 5 for Entry level Functional Skills.

Entry Level Functional Skills

Approval

Existing Edexcel centres can run all accredited Skills for Life qualifications but you will need to apply for a programme number to allow you to make registrations. To obtain a programme number please complete and return the Skills for Life Qualification Approval form available on our website, www.edexcel.com, at least 10 working days prior to the date you intend to register learners.

Registration

You can make registrations through Edexcel Online, www.edexcelonline.com, or EDI. Edexcel Online allows you to make registrations within a few minutes and receive confirmation of registration numbers immediately.

We have two EDI formats to support Entry level registrations: EDIFACT and JCQ. If you require information on EDI please go to www.edexcel.com/edi.

Basedata is available from the BTEC tab on Edexcel Online once approval has been given.

Deletion of registrations

Learner registrations will not normally be deleted, or fees refunded, once registrations have been accepted by Edexcel. A new learner cannot replace an individual who has been registered but has subsequently left the programme.

We are aware that there may be learners who drop out from academic year programmes over the Christmas period. Therefore, we will accept all requests for the deletion of learners registered from September 2010, provided we are notified by an email to serviceoperations@edexcel.com before 31 January 2011 and the learners have not completed any units. You must give the learner name and registration number in the email. This provision does not apply to any other learner intake.

For further guidance on registrations please refer to the Edexcel Information Manual.

Invoices

We will issue invoices and credit notes once entries have been processed. Both paper copy and online invoices are available. To access invoice details online please follow these instructions:

- Log into Edexcel Online - www.edexcelonline.com
- Click 'Home' link at the top of the page
- From the menu section (at the left hand side of the page) click 'View Invoices'
- Click 'View Summary Invoices'
- You are then presented with two ways to search for invoices. The first (default) option allows a search by invoice number. Alternatively, enter two dates to see all invoices produced during the specified period.

You will be provided with a summary, including the following information:

- Invoice number
- Invoice description
- Date issued
- Date due
- Amount

You can also see the contents of the invoice by clicking on the 'View' button on the relevant statement. By using this function you can view the subject or programme and any candidates to which the invoice applies. Any invoices showing a minus figure are credit notes.

Please note that this information is only available to users with the new 'Invoice Enquiries' profile activated. Your Edexcel Online Administrator can change user profiles if required.

Reporting learner achievement

You can report the achievement for each learner and make an award claim either through Edexcel Online or EDIFACT EDI.

Dates for results reporting

For learners completing programmes at the end of the academic year, if results reach Edexcel by 05 July, awards will be issued by 15 August unless there is an external verification certificate block or a query over the result.

Note: Results should be submitted immediately at the end of each summer term, as the results submitted to Edexcel are used, in some instances, to create the performance and league tables. If you have not reported early enough to enable Edexcel to process the results by the end of July you may find your outcomes are incorrect in these tables.

You can report results via Edexcel Online or EDIFACT EDI.

For further details please refer to the Edexcel website www.edexcel.com or the Edexcel Information Manual.

Certification

Once results have been reported and awarded we will release certificates for learners. You no longer need to return uncollected certificates to Edexcel. You may destroy them, confidentially, after 12 months from the date of receipt.

Level 1 and 2 Functional Skills

Subject details

The qualifications are graded 'Pass' or 'Fail' however, only 'Pass' grades will appear on certificates.

Mathematics and ICT subjects require one entry each that confirms subject and level, and a result will be issued. If a student fails Mathematics, or ICT, they may re-sit in the next available examination series.

English is made up of three separate units - each will require an entry:

1. Speaking, Listening and Communication
2. Reading
3. Writing

You will need to make entries for each unit and the award (cash-in) code. If a learner fails a unit, an entry to re-sit the unit, as well as an entry for the award code, can be made in the next available examination series.

Transfer of credit is possible for English, until August 2011 only. During this period, units from the pilot qualifications may be used to cash-in awards in the new specifications. For Mathematics and ICT there is no transfer of credit possible from the pilot to the new specification.

The table below confirms which subjects are available in the examination series during 2010/2011:

Examination Series	Subjects available (levels 1 and 2)
November 2010	English, Mathematics, ICT
January 2011	English, Mathematics, ICT
February 2011	English, Mathematics
March 2011	English, Mathematics, ICT
May 2011	English, Mathematics
June 2011	English, Mathematics, ICT
July 2011	English, Mathematics

For Mathematics and ICT, centres need to make an entry for the relevant subject code (determined by subject and level) as these are one-unit qualifications.

Entry Deadlines

We have listed our entry deadlines and late fee dates below with an explanation of the late fees that are applied. For each exam series you will see the entry deadline, the late fee date, the amendment fee date and the high late fee date.

We have also included the date when basedata will be available on our website (www.edexcel.com/basedata). From this date you are also able to use Edexcel Online for that exam series to submit entries. EDIFACT basedata is not available for level 1 and 2 entries.

If you are having difficulties meeting the entry deadline, for example because your MIS has crashed, please contact us and we will support your entry submission process. If you require information on EDI please go to www.edexcel.com/edi.

Exam series	Basedata issued	Entry deadline	Late fee date	High late fee date
November 2010	31 August 2010	22 October 2010	23 October 2010	01 November 2010
January 2011	09 September 2010	10 December 2010	11 December 2010	18 December 2010
February 2011	09 September 2010	21 January 2011	22 January 2011	29 January 2011
March 2011	14 October 2010	25 February 2011	26 February 2011	05 March 2011
May 2011	16 November 2010	15 April 2011	16 April 2011	23 April 2011
June 2011	16 November 2010	20 May 2011	21 May 2011	28 May 2011
July 2011	16 November 2010	24 June 2011	25 June 2011	02 July 2011

Please submit entries using EDI or Edexcel Online. Edexcel Online is available for use from the basedata issue dates.

Late fees explained

After the entry deadline late fees will be incurred. From the late fee date, the entry (unit or subject) fee is doubled. The entry fee is trebled after the high late fee date. You will not incur a fee for changing candidate details (such as name amendments) unless a certificate has been issued.

A change of level will be viewed as a new entry - this is because you are withdrawing one entry and adding another. A change of level requested before the entry deadline will incur no late fees. After the entry deadline it will incur the standard late fee. After the high late fee date it will incur the standard high late fee and no refund will be issued.

Refunds

Any fee will be refunded automatically up to the high late fee date. If you withdraw an entry after this date no refund will be issued without supporting medical evidence.

If a late entry is withdrawn by the high late fee date only the entry fee is refunded.

For information about the fees charged for late entries and withdrawals please refer to the Making Entries section of the main Edexcel Information Manual. Please also refer to the Edexcel price list.

Invoices

We will issue invoices and credit notes once entries have been processed. Both paper copy and online invoices are available. To access invoice details online please follow these instructions:

- Log into Edexcel Online - www.edexcelonline.com
- Click 'Home' link at the top of the page
- From the menu section (at the left hand side of the page) click 'View Invoices'
- Click 'View Summary Invoices'
- You are then presented with two ways to search for invoices. The first (default) option allows a search by invoice number. Alternatively, enter two dates to see all invoices produced during the specified period.

You will be provided with a summary, including the following information:

- Invoice number
- Invoice description
- Date issued
- Date due
- Amount

You can also see the contents of the invoice by clicking on the 'View' button on the relevant statement. By using this function you can view the subject, or programme, and any candidates to which the invoice applies. Any invoices showing a minus figure are credit notes.

Please note that this information is only available to users with the new 'Invoice Enquiries' profile activated. Your Edexcel Online Administrator can change user profiles if required.

Submission of learner achievement for English Speaking, Listening and Communication (E101 and E201)

You can submit marks for controlled assessments by EDI, Edexcel Online. The deadlines are listed below. We receive the majority of marks at the deadline. If we have not received your marks we will contact you after the deadline.

Examination Series	Information required	Submit to Edexcel by
November 2010	Entries via EDI or Edexcel Online	26/11/10
January 2011	Entries via EDI or Edexcel Online	21/01/11
February 2011	Entries via EDI or Edexcel Online	25/02/11
March 2011	Entries via EDI or Edexcel Online	01/04/11
May 2011	Entries via EDI or Edexcel Online	20/05/11
June 2011	Entries via EDI or Edexcel Online	24/06/11
July 2011	Entries via EDI or Edexcel Online	29/07/11

Results Dates

We have listed the results dates for 2010-2011 below. You will see the date you can access the results via EDI or Edexcel Online, and also the date you may share results with students.

We will post the grade boundary and examiner reports on our websites on these dates. You will find further information here: www.edexcel.com/results.

We will not provide paper results (statements of results) as certificates will be issued two weeks after the electronic results.

Examination Series	Electronic Results available via EDI and Edexcel Online	Certificate receipt dates
November 2010	23 December 2010	From 17 January 2011
January 2011	21 February 2011	From 07 March 2011
February 2011	28 March 2011	From 11 April 2011
March 2011	29 April 2011	From 13 May 2011
May 2011	20 June 2011	From 04 July 2011
June 2011	27 July 2011	From 10 August 2011
July 2011	25 August 2011	From 08 September 2011

Certificate retention

You no longer need to return uncollected certificates to Edexcel. You may destroy them, confidentially, after 12 months from date of receipt.

Post Results Services

Please note that Enquiries about Results (EAR) and Access to Scripts (ATS) requests can only be submitted using Edexcel Online. Centres are advised to submit applications at the earliest opportunity, as applications cannot be made after the published closing date.

Below is a list of Post Results services available for Functional Skills.

EAR Service 1: clerical check

This service constitutes a check of all clerical procedures which lead to the issue of a result. This service might be considered when anomalous results have been issued for one candidate, compared to the rest of the cohort.

This service includes the following checks:

- that all parts of the script have been marked
- the totalling of marks
- the recording of marks
- the application of any adjustments
- the application of grade thresholds.

Candidates' grades or uniform mark scores (UMS) can go up or down.

We aim to complete an enquiry within 20 days of acknowledging the request.

EAR Service 2: Post-results review of marking

This service will include:

- the clerical checks (EAR Service 1)
- the review of marking of units/components by a senior examiner
- if requested, a copy of the reviewed script(s) for those components included in ATS. A fee is levied for this additional service.

Candidates' grades or uniform mark scores (UMS) can go up or down.

- Please note that Service 2 is available to individual candidates.
- Results for each candidate will be reported separately.

We aim to complete an enquiry within 30 days of acknowledging the request.

Access to Scripts (ATS)

Where possible the ATS - Original script service is available for all externally assessed Functional Skills components.

Original scripts/PDFs will not be made available to centres before the deadline for receipt of Enquiries About Results. Centres may, however, request copies of reviewed scripts at the same time as requesting an Enquiry About Results.

Once scripts have been despatched, or electronic copies of scripts in a PDF format have been made available, they cannot be returned to Edexcel with a request for a refund.

We have listed the key dates and deadlines for 2010-2011 below. You will see the dates you can submit Enquiries about Results (EAR) and Access to Scripts (ATS) applications.

Examination Series	Results Date	Enquiries about Results (EAR) and Access to Scripts (ATS)
November 2010	23 December 2010	<ul style="list-style-type: none"> • 04 January 2011 - EAR and ATS services available • 14 January 2011 - Last date for Edexcel to receive applications for EAR and ATS
January 2011	21 February 2011	<ul style="list-style-type: none"> • 21 February 2011 - EAR and ATS services available • 07 March 2011 - Last date for Edexcel to receive applications for EAR and ATS
February 2011	28 March 2011	<ul style="list-style-type: none"> • 28 March 2011 - EAR and ATS services available • 18 April 2011 - Last date for Edexcel to receive applications for EAR and ATS
March 2011	29 April 2011	<ul style="list-style-type: none"> • 29 April 2011 - EAR and ATS services available • 13 May 2011 - Last date for Edexcel to receive applications for EAR and ATS
May 2011	20 June 2011	<ul style="list-style-type: none"> • 20 June 2011 - EAR and ATS services available • 04 July 2011 - Last date for Edexcel to receive applications for EAR and ATS
June 2011	27 July 2011	<ul style="list-style-type: none"> • 27 July 2011 - EAR and ATS services available • 10 August 2011 - Last date for Edexcel to receive applications for EAR and ATS
July 2011	25 August 2011	<ul style="list-style-type: none"> • 25 August 2011 - EAR and ATS services available • 08 September 2011 - Last date for Edexcel to receive applications for EAR and ATS

Functional English - unit and specification cash-in codes

Unit Code	Unit title
E101	Level 1 Unit 1 - Speaking, Listening & Communication
E102	Level 1 Unit 2 - Reading
E103	Level 1 Unit 3 - Writing
E201	Level 2 Unit 1 - Speaking, Listening & Communication
E202	Level 2 Unit 2 - Reading
E203	Level 2 Unit 3 - Writing

The units candidates must take to be eligible for a cash-in (award) are outlined below. They can be taken in the same exam series or can be banked under the candidate's UCI if taken in a previous exam series. No grades will be issued unless the cash-in is entered. Likewise, no exam material will be sent if the units are not entered.

Cash-in code	Subject title (as appearing on certificate)	Units required to be eligible
FSE01	Edexcel Functional Skills qualification in English at Level 1	E101, E102 and E103 (L2 units are also valid for an L1 cash-in: E201, E202 and E203)
FSE02	Edexcel Functional Skills qualification in English at Level 2	E201, E202, E203

Until August 2011 only, learners may also combine units from the Pilot qualification (FE101, FE112, FE103, FE201, FE212, FE203) to cash in FSE01 or FSE02.

Functional Mathematics - entry codes

Subject code	Subject title (as appearing on certificate)
FSM01	Edexcel Functional Skills qualification in Mathematics at Level 1
FSM02	Edexcel Functional Skills qualification in Mathematics at Level 2

Functional Information and Communication Technology - entry codes

Subject code	Subject title (as appearing on certificate)
FST01	Edexcel Functional Skills qualification in Information and Communication Technology at Level 1
FST02	Edexcel Functional Skills qualification in Information and Communication Technology at Level 2

Timetabling arrangements for 5-day assessment windows

1. Assessment is available within a 5-day window, on the dates shown in the timetable.
2. Edexcel will set one question paper for each tested unit in each 5-day window.
3. Centres can arrange the tests to suit the needs of their learners. The following points must be adhered to:
4. Test sittings must be scheduled to minimise the possibility of learners colluding.
5. It is the responsibility of the centre to inform candidates of the dates and times for their tests.
6. Centres must produce a schedule showing the date and time of each test session to be held in the window. This schedule must be submitted to Edexcel's Compliance and Quality Services Department. Edexcel will make available a pro-forma email for this purpose.
7. Teaching of the subject should be suspended for the duration of the window.
8. Learners may only sit the test once in each window.
9. Learners must sign a declaration when they sit the test confirming they understand that they are not allowed to discuss the contents of the test until the end of the five-day window. Edexcel will make available a declaration form for this purpose.
10. **Completed** scripts should be sent to Edexcel for marking as soon as the tests have been taken: there is no need to wait for the end of the 5-day window.
11. For ICT tests learners must only have access to files required for the test.
12. Each **unused question paper** must be collected in, accounted for and held securely by the Examinations Officer until the end of the 5-day window.

Levels 1 and 2 Functional Skills Assessment Timetable

November 2010 - July 2011

November 2010

SERIES	ENTRY DEADLINE	TEST WEEK	TEST	TEST DURATION	CENTRE MARK SUBMISSION	RESULTS ISSUED	
November 2010	22/10/2010	15/11/2010 - 19/11/2010	FSM01	Mathematics Level 1	1h 30m	26/11/2010	23/12/2010
			FSM02	Mathematics Level 2	1h 30m		
			FST01	ICT Level 1	2h		
			FST02	ICT Level 2	2h		
			E101	English Level 1 Speaking Listening & Communication	45m		
			E102	Reading	45m		
			E103	Writing	45m		
			E201	English Level 2 Speaking Listening & Communication	45m		
			E202	Reading	45m		
			E203	Writing	45m		

January 2011

SERIES	ENTRY DEADLINE	TEST WEEK	TEST	TEST DURATION	CENTRE MARK SUBMISSION	RESULTS ISSUED	
January 2011	10/12/2011	10/01/2011 - 14/01/2011	FSM01	Mathematics Level 1	1h 30m	21/02/2010	
			FSM02	Mathematics Level 2	1h 30m		
			FST01	ICT Level 1	2h		
			FST02	ICT Level 2	2h		
			E101	English Level 1 Speaking Listening & Communication	45m		21/01/2011
			E102	Reading	45m		
			E103	Writing	45m		
			E201	English Level 2 Speaking Listening & Communication	45m		21/01/2011
			E202	Reading	45m		
			E203	Writing	45m		

February 2011

SERIES	ENTRY DEADLINE	TEST WEEK	TEST	TEST DURATION	CENTRE MARK SUBMISSION	RESULTS ISSUED	
February 2011	21/01/2011	14/02/2011 - 18/02/2011	FSM01	Mathematics Level 1	1h 30m		28/03/2011
			FSM02	Mathematics Level 2	1h 30m		
			E101	English Level 1 Speaking Listening & Communication	45m	25/02/2011	
			E102	Reading	45m		
			E103	Writing	45m		
			E201	English Level 2 Speaking Listening & Communication	45m	25/02/2011	
			E202	Reading	45m		
			E203	Writing	45m		

March 2011

SERIES	ENTRY DEADLINE	TEST WEEK	TEST	TEST DURATION	CENTRE MARK SUBMISSION	RESULTS ISSUED	
March 2011	25/02/2011	21/03/2011 - 25/03/2011	FSM01	Mathematics Level 1	1h 30m	01/04/2011	29/04/2011
			FSM02	Mathematics Level 2	1h 30m		
			FST01	ICT Level 1	2h		
			FST02	ICT Level 2	2h		
			E101	English Level 1 Speaking Listening & Communication	45m		
			E102	Reading	45m		
			E103	Writing	45m		
			E201	English Level 2 Speaking Listening & Communication	45m		
			E202	Reading	45m		
			E203	Writing	45m		

May 2011

SERIES	ENTRY DEADLINE	TEST WEEK	TEST	TEST DURATION	CENTRE MARK SUBMISSION	RESULTS ISSUED	
May 2011	15/04/2011	09/05/2011 - 13/05/2011	FSM01	Mathematics Level 1	1h 30m		20/06/2011
			FSM02	Mathematics Level 2	1h 30m		
			E101	English Level 1 Speaking Listening & Communication	45m	20/05/2011	
			E102	Reading	45m		
			E103	Writing	45m		
			E201	English Level 2 Speaking Listening & Communication	45m	20/05/2011	
			E202	Reading	45m		
E203	Writing	45m					

June 2011

SERIES	ENTRY DEADLINE	TEST WEEK	TEST	TEST DURATION	CENTRE MARK SUBMISSION	RESULTS ISSUED	
June 2011	20/05/2011	13/06/2011 - 17/06/2011	FSM01	Mathematics Level 1	1h 30m	24/06/2011	25/07/2011
			FSM02	Mathematics Level 2	1h 30m		
			FST01	ICT Level 1	2h		
			FST02	ICT Level 2	2h		
			E101	English Level 1 Speaking Listening & Communication	45m		
			E102	Reading	45m		
			E103	Writing	45m		
			E201	English Level 2 Speaking Listening & Communication	45m		
			E202	Reading	45m		
			E203	Writing	45m		

July 2011

SERIES	ENTRY DEADLINE	TEST WEEK	TEST	TEST DURATION	CENTRE MARK SUBMISSION	RESULTS ISSUED	
July 2011	24/06/2011	18/07/2011 - 22/07/2011	FSM01	Mathematics Level 1	1h 30m		25/08/2011
			FSM02	Mathematics Level 2	1h 30m		
			E101	English Level 1 Speaking Listening & Communication	45m	29/07/2011	
			E102	Reading	45m		
			E103	Writing	45m		
			E201	English Level 2 Speaking Listening & Communication	45m	29/07/2011	
			E202	Reading	45m		
			E203	Writing	45m		

