

# Functional Skills Online Standardisation for Centre Assessment Handbook

Functional Skills English - Speaking, Listening &  
Communication

Level 1 - E101

Level 2 - E201

Applicable from March 2011 series

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## Preface

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This Handbook is for Lead Internal Verifiers in centres.

It describes the standardisation process for Functional Skills English, Level 1 & 2 qualifications - Speaking, Listening & Communications.

Information relating to the system can be accessed via our website [www.edexcel.com/fs](http://www.edexcel.com/fs).  
Information related to the role of the Lead Internal Verifier can be found in the Functional Skills Handbook for Quality Assurance.

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# 1 Introduction to this handbook

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This Handbook addresses the requirements for Online Standardisation for Centre Assessment registration and accreditation Lead Internal Verifiers for Functional Skills English Levels 1 and 2 - Speaking, Listening & Communication. It complements the Functional Skills Level 1 and 2 Handbook for Quality Assurance.

## Access to this handbook and related information

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All Lead Internal Verifiers for Functional Skills English Level 1 and 2 should familiarise themselves with the contents of this document which is available on the Edexcel website.

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## 2 Key dates and actions 2010-11

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### Submission of marks for Functional Skills English - Speaking, Listening & Communication

These deadlines are important for learners entered for cash-in (FSE01 or FSE02) in each series. If the FS English Speaking, Listening & Communication marks are not submitted within the set deadline, we cannot guarantee complete results to be issued on the Results Day of the series and, therefore, issuing certificates may be delayed.

Series	Submission deadline
January 2011	21/01/2011
February 2011	25/02/2011
March 2011	01/04/2011
May 2011	20/05/2011
June 2011	24/06/2011
July 2011	29/07/2011

### Registration of Lead Internal Verifiers

2010-11	14/09/2010 - 31/07/2011
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### Training materials available on OSCA

2010-11	21/02/2011 - 31/08/2011
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## 3 Introduction to Online Standardisation for Centre Assessment

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### Online Standardisation for Centre Assessment (OSCA)

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OSCA is the Edexcel system that facilitates training of Lead Internal Verifiers for FS English - Speaking, Listening & Communication and provides access to marked learner work.

#### Why training

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- Formalises and adds rigour to the internal verification process
- Provides direct training for a named Lead Internal Verifier (Lead IV) for each Level of FS English - Speaking, Listening & Communication
- Enables a less bureaucratic, more supportive approach to Quality Assurance (QA)

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## 4 Registration

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- Register as soon as possible through your Edexcel Online account ([www.edexcelonline.com](http://www.edexcelonline.com))
- When you log into your Edexcel Online account, you will find information and updates
- Registrations need to be renewed each year before 31 August for the Lead IV to maintain the registered status
- The Lead IV does not have to do all of the Internal Verification in their subject area! They are responsible for ensuring that all staff involved in their subject are aware of the requirements and are conducting assessment and Internal Verification properly.

### Dos and Don'ts

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- Do register for the right level of Functional Skills
- Only register in your own name
- Don't withdraw unless you have not attempted OSCA
- Do read all the instructions carefully
- Do allow enough time to complete all parts of the training exercise

### Steps to success

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1. Read the guidance thoroughly before attempting the training exercise.
2. Work through the training material carefully - make sure that you are familiar with the unit, particularly the assessment criteria, unit content and assessment guidance; the relevant unit specification can be found on [www.edexcel.com/fs](http://www.edexcel.com/fs)
3. For training purposes, we recommend that you watch the training videos, consider the learner performance and complete an Assessment Record Sheet. This allows you to compare your understanding of the criteria with the commentaries made by the Principal Standards Verifier.

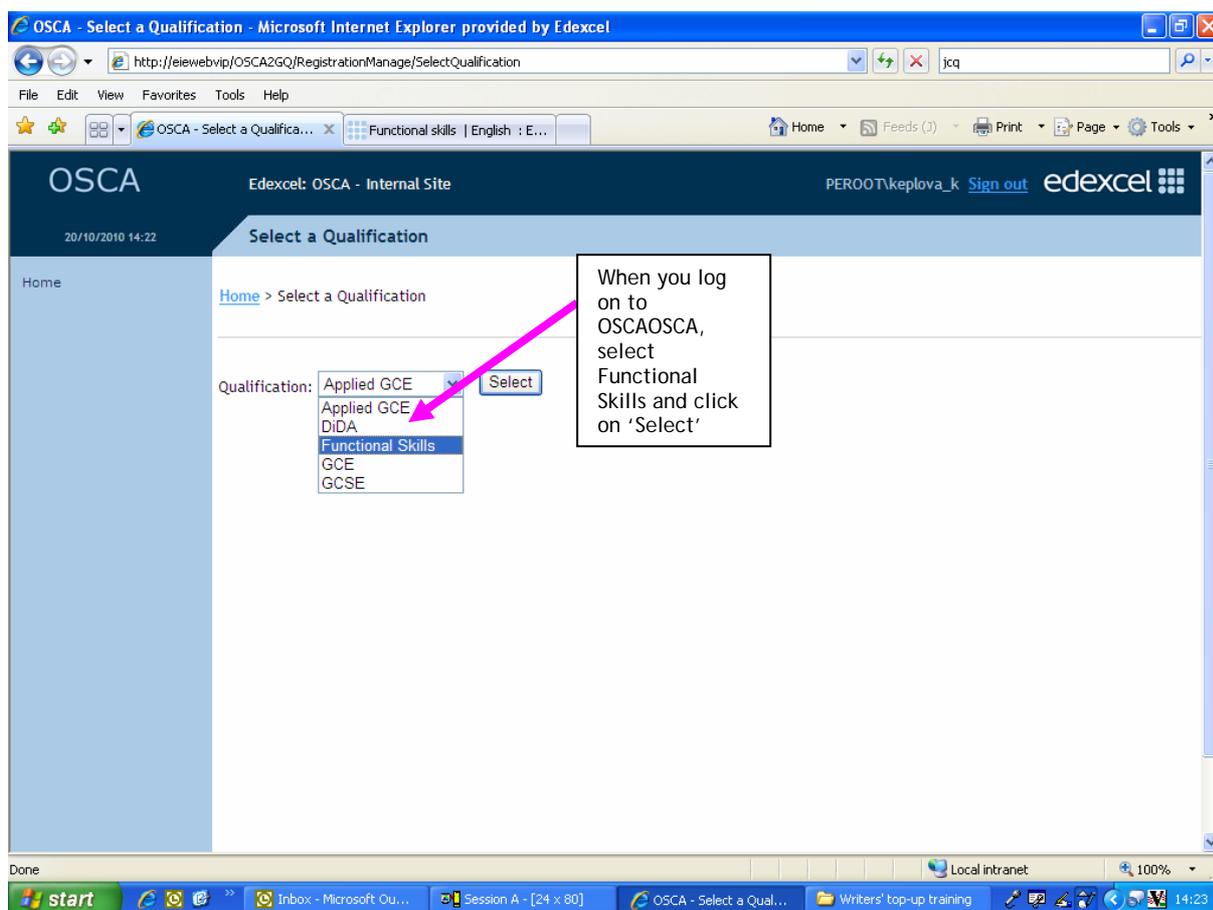
The Principal Standards Verifier's Commentary accompanies all recordings. You are strongly recommended to look at this commentary as it is intended to give general guidance on standards and processes.

The online assessment materials are available for training purposes within your centre.

# 5 Accreditation

Once registered, each Lead IV needs to complete training exercises. Once the training is completed, the Lead IV 'signs' a declaration to confirm the process is complete.

## Accreditation step by step



OSCA - Manage Registrations - Microsoft Internet Explorer provided by Edexcel

http://eiewebvip/OSCA2GQ/Qualification/Functional%20Skills/RegistrationManage/SearchLocalUsers/-/0/2

OSCA Edexcel: OSCA - Internal Site PEROOT\keplova\_k Sign out edexcel

20/10/2010 14:23

Manage Registrations - Functional Skills

Home > Select a Qualification > Search for Registrations

Search for currently registered Lead Assessors

Paper: All

Centre Number: FUNCTIONAL ENGLISH

Search

Under 'Paper', choose Functional English

OSCA - Manage Registrations - Microsoft Internet Explorer provided by Edexcel

http://eiewebvip/OSCA2GQ/Qualification/Functional%20Skills/RegistrationManage/SearchLocalUsers/99999/86

OSCA - Manage Registrations - Functional Skills | English : E...

Search for currently registered Lead Assessors

Paper: FUNCTIONAL ENGLISH

Centre Number:

Search

Registration - to add a new registration for a Lead Assessor not t...  
Transfer registrations - before the transfer can be made, please o...  
OSCA profile at their new centre.

Page

has an EOL a

1. Fill in your centre number and click 'Select'

2. Your centre number will appear together with the name of the registered Lead IV and their email address

3. Click on 'Manage' to see your registration status

Centre Number	Lead Assessor Name	Lead Assessor Email	Subject	Registration Status	OSCA Registration
xxxxx	a b Cd	abcd@abcd.email.com	FUNCTIONAL ENGLISH	Active	Manage Transfer From
xxxxx	b Cd	abcd@abcd.email.com	FUNCTIONAL ENGLISH	Active	Manage Transfer From

Page 1 of 1

Web site version: 1.0.224.7

OSCA - Manage Registrations - Microsoft Internet Explorer provided by Edexcel

http://eiewebvip/OSCA2GQ/Qualification/Functional%20Skills/RegistrationManage/Summary

Edexcel: OSCA - Internal Site PEROOT\keplova\_k Sign out edexcel

20/10/2010 14:24

**My Account - Functional Skills**

Home > Select a Qualification > Search for Registrations > Registration Summary

**Lead Assessor Details**

Lead Assessor: [Redacted]  
 Email Address: [Redacted]  
 Centre Number: [Redacted]  
 Centre Name: [Redacted]

Paper registrations must be 'Active' for accreditation to count towards an examination series. Registrations must be renewed at set points before each examination series.

[Make a new registration](#) | [Withdraw all registrations from OSCA](#) | [Review the status of your registrations](#)

**Active registrations**

*These have been made or renewed within the current academic year.*

**Accredited**

No registrations currently meet this criteria

**Registrations Pending Renewal**

*These have not been renewed within the current academic year. Activate by selecting 'Renew'.*

**Accredited**

No registrations currently meet this criteria

**Not accredited**

No registrations currently meet this criteria

**Withdrawn Registrations**

*If you wish to activate these registrations, select 'Reinstate'.*

**Accredited**

No registrations currently meet this criteria

**Not accredited**

No registrations currently meet this criteria

You will be able to see which units you are registered for, which need to be renewed and which have been withdrawn

OSCA - Manage Registrations - Microsoft Internet Explorer provided by Edexcel

http://eiewebvip/OSCA2GQ/Qualification/Functional%20Skills/RegistrationManage/Summary

Edexcel: OSCA - Internal Site PEROOT\keplova\_k Sign out edexcel

20/10/2010 14:24

**My Account - Functional Skills**

Home > Select a Qualification > Search for Registrations > Registration Summary

**Lead Assessor Details**

Lead Assessor: [Redacted]  
 Email Address: [Redacted]  
 Centre Number: [Redacted]  
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**Not accredited**

No registrations currently meet this criteria

**Withdrawn Registrations**

*If you wish to activate these registrations, select 'Reinstate'.*

**Accredited**

No registrations currently meet this criteria

**Not accredited**

No registrations currently meet this criteria

OSCA - View Reference Materials - Microsoft Internet Explorer provided by Edexcel

http://eiewebvip/OSCA2GQ/Qualification/Functional%20Skills/Registration/ViewReferenceMaterials

Edexcel: OSCA - Internal Site PEROOT\keplova\_k Sign out edexcel

20/10/2010 14:25

View Reference Materials

Home > Select a Qualification > Search for Registrations > Registration Summary > Reference Materials

Home  
Reference Materials  
EME Online Activity  
My Account  
Notifications

**Lead Assessor Details**

Lead Assessor:  
Email Address:  
Centre Number:  
Centre Name:

Select a Paper to view reference material:

FUNCTIONAL ENGLISH Go

To start working on your accreditation, first go to reference materials to familiarise yourself with the exercises

Local intranet 100%

start | Inboxes - Micros... | Session A - [2... | OSCA - View R... | Writers' top-u... | Document2 - ... | 14:25

OSCA - View Reference Materials - Microsoft Internet Explorer provided by Edexcel

http://eiewebvip/OSCA2GQ/Qualification/Functional%20Skills/Registration/ViewReferenceMaterials

Edexcel: OSCA - Internal Site PEROOT\keplova\_k Sign out edexcel

20/10/2010 14:25

View Reference Materials

Home > Select a Qualification > Search for Registrations > Registration Summary > Reference Materials

Home  
Reference Materials  
EME Online Activity  
My Account  
Notifications

**Lead Assessor Details**

Lead Assessor:  
Email Address:  
Centre Number:  
Centre Name:

Select a Paper to view reference material:

FUNCTIONAL ENGLISH Go

**E101\_01 / SPEAKING, LISTENING & COMMUNICATION : FUNCTIONAL ENGLISH L1 U1**

Reference Material	Chief Moderator's Commentary	Point Score	Subject Task
<a href="#">Discussion - Alfie</a>	<a href="#">Alfie</a>	4	Formal and informal discussion

**E201\_01 / SPEAKING, LISTENING & COMMUNICATION : FUNCTIONAL ENGLISH L2 U1**

Reference Material	Chief Moderator's Commentary	Point Score	Subject Task
<a href="#">Discussion Amira</a>	<a href="#">Amira</a>	2	
<a href="#">Discussion Bart</a>	<a href="#">Bart</a>	0	

First click on the reference material (eg Discussion - Alfie) and then click on the prepared commentary (eg Alfie)

Local intranet 100%

start | Inboxes - Micros... | Session A - [2... | OSCA - View R... | Writers' top-u... | Document2 - ... | 14:26

When you have completed the training exercises relating to your level, fill in the Lead Internal Verifier Declaration (available in this booklet as a Pdf document or on the FS English homepage <http://www.edexcel.com/quals/functional-skills/english/Pages/Documents.aspx> as a Word-document) and send it to the FS Assessment Team in Edexcel.

**Post address:** 190 High Holborn  
WC1V 7BH

**Email address:** [fsassessment@edexcel.com](mailto:fsassessment@edexcel.com)

Once the FS Assessment Team receives the Lead Internal Verifier Declaration, your accreditation status will be updated on OSCA and your centre allowed to make entries for FS English Speaking, Listening & Communication.

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## 6 Support available

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### Documentation

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Edexcel has issued a number of guidance documents to support Lead Internal Verifiers in their role. Please refer to *Handbook for Quality Assurance for Edexcel Functional Skills English Level 1 and 2 Speaking, Listening and Communication* for more information on assessment and internal verification processes.

### Websites

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#### Edexcel.com

The Edexcel website pages are regularly updated with all the most current information and documents.

#### Edexcel Online

This web-based system allows centre administrators to register, manage and certificate learners.

### Edexcel teams

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#### Customer Services

Edexcel pledges to provide excellent service in all your dealings with us. Edexcel has a dedicated Vocational Assessment customer services team who can be reached on 0844 576 0031 and are able to answer your query or direct it to the appropriate team within Edexcel.

#### Regional Quality Managers (RQMs)

All centres have a dedicated Regional Quality Manager available to advise on quality assurance, including internal and external verification.

#### Edexcel Functional Assessment Team

The assessment team dealing with the production of question papers and the assessment of externally assessed units can be contacted on [fsassessment@edexcel.com](mailto:fsassessment@edexcel.com)

Functional Skills English: Speaking, Listening and Communication

Lead Internal Verifier Declaration

Please complete the following information.

Centre number:	Centre name:
Lead Internal Verifier:	Lead Internal Verifier's contact details:

Registered for (please, put a tick in the correct box):

Level 1

Level 2

Date of registration: \_\_\_\_\_

I confirm that I have registered myself on OSCA as the Lead Internal Verifier for the centre named above.

I also confirm that I have undertaken the training available on OSCA and understand the application of the assessment criteria for Speaking, Listening & Communication component of Functional Skills.

Please, tick the box to confirm the above statements.



## OSCA FAQs for Level 1 and 2:

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**Q1. How do we know if we need a Lead Internal Verifier (Lead IV)?**

A1. All centres are required to appoint a Lead Internal Verifier, please refer to Specification, p.17

**Q2. How does the Lead IV become accredited?**

A2. Each Lead IV has to complete OSCA training exercises in one of the available windows. Please refer to Handbook for Quality Assurance available on [www.edexcel.com/fs](http://www.edexcel.com/fs)

**Q3. Where can I find OSCA?**

A3. OSCA system is accessible via Edexcel Online [www.edexcelonline.com](http://www.edexcelonline.com), choose OSCA - GQ in the menu on the left. For detailed information on the system, please refer to the Functional Skills OSCA Handbook, published on the FS English homepage, [www.edexcel.com/fs](http://www.edexcel.com/fs) then follow the link to English Level 1 and 2.

**Q4. Our Lead IV gained the accreditation, what now?**

A4. Your centre can now make entries for E101 and E201. Also, your Lead IV can submit marks on Edexcel Online/EDI and those will be accepted by us as final marks without the need for external verification. Please note, your centre may be subject to Edexcel Quality Assurance Check and a visit by a Standards Verifier arranged. Please refer to Handbook for Quality Assurance for details.

**Q5. We took part in the Pilot qualification, do we have to appoint a Lead IV?**

A5. Yes, all centres are required to appoint a Lead IV and it is still compulsory for the Lead IV to register on OSCA. All Pilot centres will be given a temporary accreditation for the remainder of this academic year (ie until 31 Aug 2011) and will be encouraged to complete the OSCA training exercises within the year.

**Q6. Who do I contact if I have more questions?**

A6. For further information, please contact [fsassessment@edexcel.com](mailto:fsassessment@edexcel.com).

For more information on Edexcel and Functional Skills qualifications  
please visit our website: [www.edexcel.com](http://www.edexcel.com)

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Registered Office: One90 High Holborn, London WC1V 7BH. VAT Reg No 780 0898 07

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