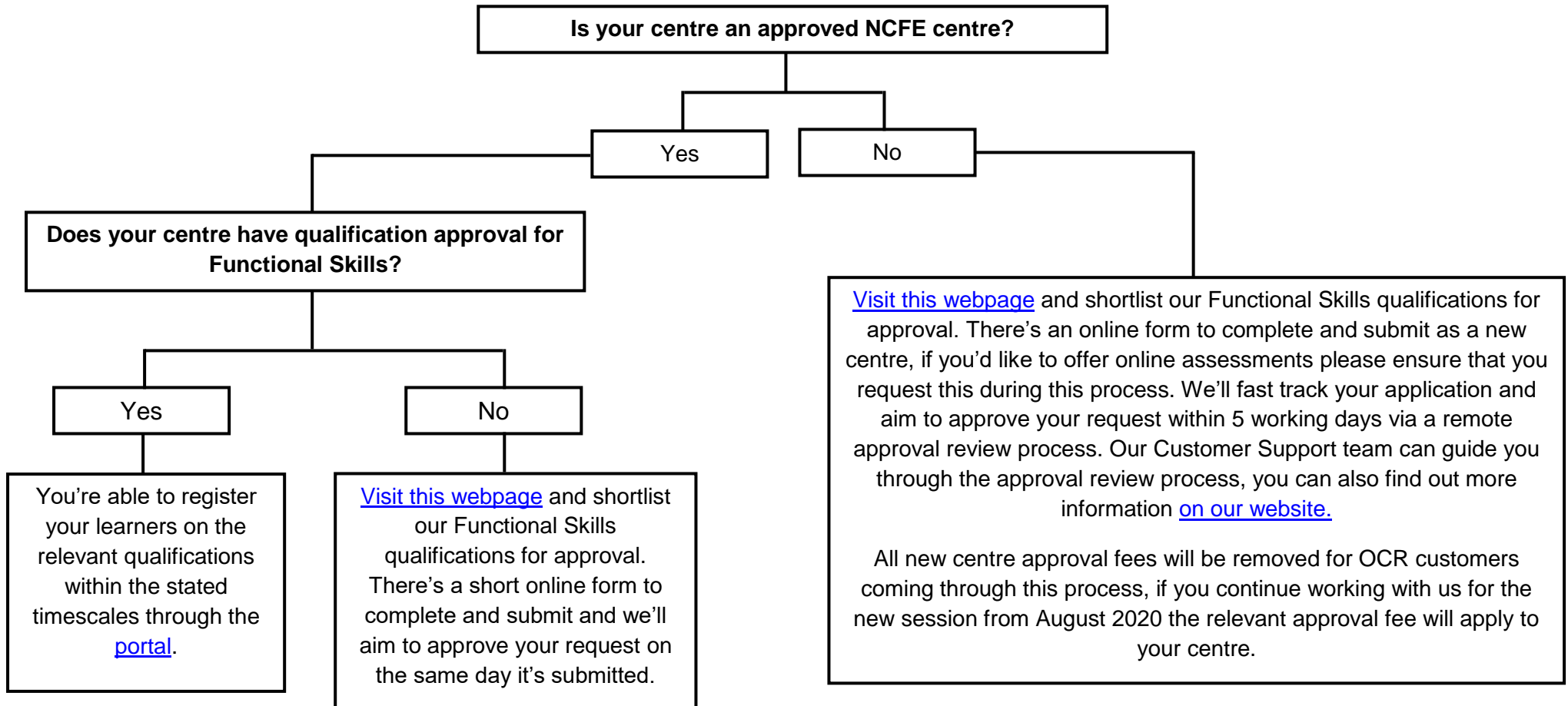


Functional Skills - getting started with NCFE





Registering your learners

Registrations are made through the [portal](#) which all approved centres have access to. Centres that are new to NCFE will have support with navigating this system as to ensure that users are able to make learner registrations and perform other administrative tasks.

Preparing learners for their external assessment

We have sample online and paper based assessments available.

Sample paper based assessments can be accessed through the assessment materials tabs on the specific qualification information pages (these can be accessed through the links below).

[NCFE Entry Level 1 Functional Skills Qualification in English](#)

[NCFE Entry Level 2 Functional Skills Qualification in English](#)

[NCFE Entry Level 3 Functional Skills Qualification in English](#)

[NCFE Level 1 Functional Skills Qualification in English](#)

[NCFE Level 2 Functional Skills Qualification in English](#)

[NCFE Entry Level 1 Functional Skills Qualification in Mathematics](#)

[NCFE Entry Level 2 Functional Skills Qualification in Mathematics](#)

[NCFE Entry Level 3 Functional Skills Qualification in Mathematics](#)

[NCFE Level 1 Functional Skills Qualification in Mathematics](#)

[NCFE Level 2 Functional Skills Qualification in Mathematics](#)

Sample online assessments can be viewed through the following links:

[Online Sample Question Paper \(Reading\) - Level 1 Functional Skills English](#)

[Online Sample Question Paper \(Writing\) - Level 1 Functional Skills English](#)

[Online Sample Question Paper \(Reading\) - Level 2 Functional Skills English](#)

[Online Sample Question Paper \(Writing\) - Level 2 Functional Skills English](#)

[Online Sample Question Paper - Level 1 Functional Skills Maths](#)

[Online Sample Question Paper - Level 2 Functional Skills Maths](#)



Paper based assessments

Our paper-based assessments operate a window series where learners must sit in the prescribed window dates. When booking an assessment in the NCFE portal centres must confirm the date and time within the assessment window that the assessment will be taking place.

For Functional Skills paper based assessments, when booking learners to an assessment window, each centre must determine a single set date and time per component and subject level regardless of the location.

The relevant dates for the paper-based windows are below:

Booking date cut off	Assessment window	Results released
10/02/2020	24/02/2020 – 28/02/2020	31/03/2020
13/04/2020	27/04/2020 – 01/05/2020	05/06/2020
08/06/2020	22/06/2020 – 26/06/2020	31/07/2020

Once the results are released, please refer to our website for post results services, which include [feedback](#) and [enquires about results](#).

Online assessments

Our online assessments are on demand and can be sat whenever it suits your centre and learners. To access the assessment your centre is required to [download the app](#) on to the device they plan to use for the assessment. There are [minimum technical requirements](#) for this platform which should be reviewed before any online assessments are taken.

Learners can sit their online assessment both online and offline (with the assessment downloaded to the device). Advice and guidance around this system and surrounding processes is available from our Customer Support team.

Learners will appear on the system within 2 hours of being registered on the portal and can be booked on to an assessment straight away with no delays. Results are released in 6 working days from the point of a successful upload for all papers that have completed awarding, there are still some papers that have not gone through the awarding process and results for these will be released in up to 30 working days.



Support materials for delivery

We have lots of additional support materials available to assist in the delivery of these qualifications. These are all hosted on the qualification information pages, linked above, and include schemes of work, mapping documents, glossaries and standardisation videos. We also have teaching materials available at every level for a small cost.

Regulations for the Conduct of External Assessment

All our Functional Skills External Assessments, whether online or paper based, must adhere to the [Regulations for the Conduct of External Assessments](#).

Invigilation requirements

NCFE follows the new invigilation requirements that we introduced for Functional Skills, adhered to by all Awarding Organisations. If an exception is required, please complete [our online form](#) with details of your request. For further information and guidance you can view a webinar and information [here](#).

Transfer of achievement

Transferring achievement for English components is possible both to and from OCR. More information can be found on [our website](#). Please note that in order to transfer the achievement you must have completed the EQA process for the Speaking, Listening & Communicating assessment with either OCR or NCFE.

Get in touch

If you need support through this process please get in touch with our Customer Support team.

Email customersupport@ncfe.org.uk Call 0191 239 8000