

Functional Skills Mathematics Entry 2 assessments

Assessment guidance

Tutors should be given access to this document at least 4 weeks prior to scheduling any assessments

Assessors should check the chosen candidate paper 24 hours prior to the assessment to check whether any additional information or equipment is required.

Assessment guidelines

Administering the assessment

General assessment guidelines common to all three functional skill areas are included in the qualification handbook. The following is a checklist of the basic guidelines as well as information particular to Functional Skills Mathematics.

- All assessments must be taken under supervised conditions. This means that the candidate must be supervised at all times during the assessment. Candidates are not allowed access to any other resources except for those specified in each assessment title.
- Assessments are summative and must be taken when the candidate is deemed to have the skills and knowledge necessary to achieve (known as 'when ready').
- For Functional Skills Mathematics, assessments may be completed over no more than **two** sessions.
- Candidates **must not** take their work away in between assessment sessions.
- Assessment sessions must be consecutive, but not necessarily on the same day. No learning or preparation may be given between assessment sessions.
- The tasks **must** be completed in order as information may follow through from one task to subsequent tasks.
- The assessor, or other person administering the assessment, should introduce the activity to the candidate(s) and check that they have all the equipment they may require. The assessor should instruct the candidate(s) to write their answers on the candidate paper.
- The assessor, or other person administering the assessment, may read the instructions to the candidate(s) and answer any questions about what the task is, but not about how to tackle the problem.
- Any answers can be given orally but must be recorded by the assessor. This **must** be clearly indicated.
- Assessors may prompt the candidate to provide more detailed answers but must not give a clue.
- If calculators are used for checks, the assessor must make notes to evidence this.
- Marks should always be awarded for numbers written in words or figures unless otherwise stated.
- Assessors should not penalise for incorrect spelling.
- Assessors should refer to the document 'Access to assessment and qualifications' for guidance on access arrangements. This can be downloaded from www.cityandguilds.com/policy.

Preparation:

- make sure you read these notes before planning the assessment and collect/prepare materials listed for each assessment
- if you need to make any additional adjustments, please discuss this with your External Quality Assurer/Qualification Consultant first
- assessors should ensure candidates understand all the vocabulary in each assessment including the specific terms/phrases listed below each assessment title.
- assessors should ensure candidates understand the following general terms/phrases which appear in most of the assessments:
 - special offer price
 - calendar
 - check
 - maximum
 - minimum.

Time guidance:

- candidates have 1 hour to complete each assessment.

Resources required for assessment:

- candidate paper
- information pack
- paper, pens and pencils
- a 30cm ruler with millimetres
- candidates may use a dictionary
- calculators are permitted although not required to complete the tasks.

Materials needed for each assessment

Glossary

Live assessments

Bike hire

- Real photos can be used for Task 3, although this is not an essential requirement to complete the task.
- Assessors should ensure candidates understand all the vocabulary, including the following terms/phrases:
 - calendar
 - cycling, cycle route
 - tandem
 - dog trailer
 - (bike hire) pass
 - hire.

Buying a present

- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - leaflet
 - special offer
 - code number
 - form
 - example
 - order number.

Fun day

- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - ice rink
 - car park charges
 - height limit.

Growing vegetables

- Real vegetable seeds and seed trays can be used although this is not essential to complete the task.
- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - vegetables
 - packets
 - sow (sow seeds into trays)
 - plant out (into garden)
 - ready to pick
 - shelf
 - seed trays.

New Job in Construction

- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - induction
 - sessions
 - timetable
 - fixed
 - normal price
 - budget
 - enough
 - tools (tool box).

Petrol Station

- Each candidate should be given a four digit PIN number (written down) eg 3748, 3792, 7546, 7571, 3071 not sequential numbers eg1234.**
- For Task 1 Q3 to simulate real life the assessor may tell the candidate if their sequence has been indicated in the wrong order twice ie maximum three attempts. However the candidate must not be told what the error is.**
- Assessors should ensure candidates understand all the vocabulary, including the following terms/phrases:
 - keypad
 - cancel
 - PIN number
 - screen wash
 - reward card
 - bought
 - car vacuum
 - slot.

Sending items by post

- Assessors must write the date on the gas bill. This date must be three working days before the assessment date.**
- Calendar showing two months – the month of the assessment and the following month.**
- Access to a clock or watch (analogue or 12hr digital).**
- A C5 envelope (optional) for Task 1.
- Assessors should ensure candidates understand all the vocabulary, including the following terms/phrases:
 - envelope
 - measure(ments)
 - postage costs
 - first class (post)
 - second class (post)
 - stamp
 - (gas) bill
 - cheque
 - payment
 - collection times.

Sample assessments

Having friends around

- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - arrive
 - darts
 - dessert
 - packets
 - slice(s)
 - amount
 - cash point
 - screen
 - button
 - preparing
 - equal
 - exactly.

Holidays

- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - airline
 - airport
 - hand luggage
 - maximum measurements
 - travel agent
 - fast boarding (priority boarding)
 - charge.

Museum visit

- For Task 2 candidates will need access to a tape measure and a bag eg a large handbag, small case, backpack
- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - museum
 - adult
 - sticker.

Takeaway meal

- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - takeaway
 - menu
 - email
 - subject (as in an email)
 - order
 - delivery.

Assessor guidance notes for marking

The assessor should mark the candidate paper according to the marking scheme provided. Once the assessor has marked the candidate paper, the centre must use the City & Guilds internal quality assurance processes before the candidate can be awarded a certificate.

Key for skills standards and coverage

Skill standard	Marks
Process skills	
Representing 1 understand simple practical problems in familiar contexts and situations 2 select basic mathematics to obtain answers	30-40%
Analysing 1 use basic mathematics to obtain answers to simple given practical problems that are clear and routine 2 generate results to a given level of accuracy 3 use given checking procedures	30-40%
Interpreting describe solutions to simple given practical problems in familiar contexts and situations	30-40%
	26 marks
Coverage and range (At least 6/8 must be covered on each assessment)	
A Understand and use whole numbers with up to two significant figures	
B Understand and use addition/subtraction in practical situations	
C Use doubling and halving in practical situations	
D Recognise and use familiar measures, including time and money	
E Recognise sequences of numbers, including odd and even numbers	
F Use simple scales and measure to the nearest labelled division	
G Know properties of simple 2D and 3D shapes	
H Extract information from simple lists	

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