

Functional Skills Mathematics Entry 1 assessments



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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:
 - candidate declaration
 - information pack
 - total marks
 - choose
 - compare
 - describe
 - includes
 - amount.

Time guidance:

- candidates have 1 hour to complete each assessment.

Resources required for each assessment:

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

Materials needed for each assessment

Glossary

Live assessments

Birthday

- For Task 1 Q1 the candidate must be given the age of the child written down (not in words) eg a set of 10 cards could be prepared with one number on each and one card given to the candidate with their paper. Make sure the candidate is aware of the different ways number 4 is written. Ask the candidate to tell you the number on the card which must be confirmed by the assessor on the candidate's paper. If the candidate cannot identify the number then they can be prompted but will not get the mark.
- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - blank (card shape)
 - age
 - sheets of gift wrap
 - candles (for a birthday cakes)
 - describe

Cinema

- You may use real money for Task 1 but this is not essential to complete the task.
- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - cinema listings
 - drinks menu
 - snacks menu.

Eating out

- **Prepare a petty cash box with at least one 50p coin and one £1 coin and a selection of other coins (real if possible but plastic coins are acceptable; pictures of coins are not acceptable).**
- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - trolley
 - drinks menu
 - food menu.

Ice skating

- You may use real money for Task 1 but this is not essential to complete the task.
- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - ice skating rink
 - (skating) course
 - hire
 - a pair of
 - exercises (warm up)
 - direction
 - diagram
 - café.

Library

- You may use real money for Task 1 and 2 but this is not essential to complete the task.
- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - group
 - sticker
 - fine
 - returned
 - on order
 - broken case
 - throw away
 - shelf
 - correct

Self checkout

- You may use real cards and envelopes but this is not essential to complete the task.
- Candidates can also cut out the shapes of the cards and envelopes in the information pack if this will help with comparisons for the Task.
- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - self checkout
 - shop assistant
 - scan
 - finish and pay
 - slot.

Visit to the study centre

- You may use real money for Task 2 but this is not essential to complete the task.
- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - activity
 - selection.

Sample assessments

Cakes for sale

- Prepare a petty cash box containing between £7 and £9, with at least 2 x £2 and 3 x £1 coins.
- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - measure out
 - ingredients
 - spoonfuls
 - base
 - Gas Mark number
 - dial
 - place (as in put something somewhere)
 - petty cash

Shopping

- **Prepare a petty cash box with at least one 50p coin and a selection of other coins (real if possible but plastic coins are acceptable; pictures of coins are not acceptable).**
- You may use real gift boxes and real presents (CDs, DVDs and books) but this is not essential to complete the task. If using real gift boxes, you must use real presents. The boxes must be different shapes and sizes and each present must be able to fit into one of the boxes. Ensure one gift box is too small for any of the presents.
- Candidates can cut out the gift boxes and presents in the source material in order to compare the size of the presents and gift boxes.
- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - presents
 - gift boxes
 - shelf/shelves
 - petty cash

Simply snack

- **Provide a 'till' (eg petty cash box) with real or plastic money with at least 4 x £1 coins, 3 x £2 coin and a selection of 1p, 2p, 5p and 10p coins.**
- You may use real paper bags, a cake box and plates but these are not essential to complete the tasks.
- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - Simply Snack (name of coffee shop)
 - leaflet
 - panini
 - grill
 - dial
 - take away/eat in
 - dishwasher

Takeaway meal

- You may use real cutlery and real money but these are not essential to complete the tasks.
- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - takeaway (meal)
 - dessert
 - order number
 - cutlery
 - knife
 - fork
 - spoon

Using a lift

- Assessors should ensure candidates understand all the vocabulary including the following terms/phrases:
 - shopping centre
 - empty
 - notice
 - floor
 - charity
 - coin slot
 - car park (ticket)
 - button
 - zone
 - parking
 - change machine

Assessor guidance notes for marking

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

Key for skills standards and coverage

Skill standard	Marks
Process skills	
Representing Understand simple mathematical information in familiar contexts and situations	30-40%
Analysing 1 Use mathematics to obtain answers to simple given practical problems that are clear and routine 2 Generate results that make sense for a specified task	30-40%
Interpreting Provide solutions to simple given practical problems in familiar contexts and situations	30-40%
	26 marks
Coverage and range (At least 5/6 are covered on each paper)	
A Understand and use numbers with one significant figure in practical contexts	
B Describe the properties of size and measure, including length, width, height and weight, and make simple comparisons	
C Describe position	
D Recognise and select coins and notes	
E Recognise and name common 2D and 3D shapes	
F Sort and classify objects practically using a single criterion	

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