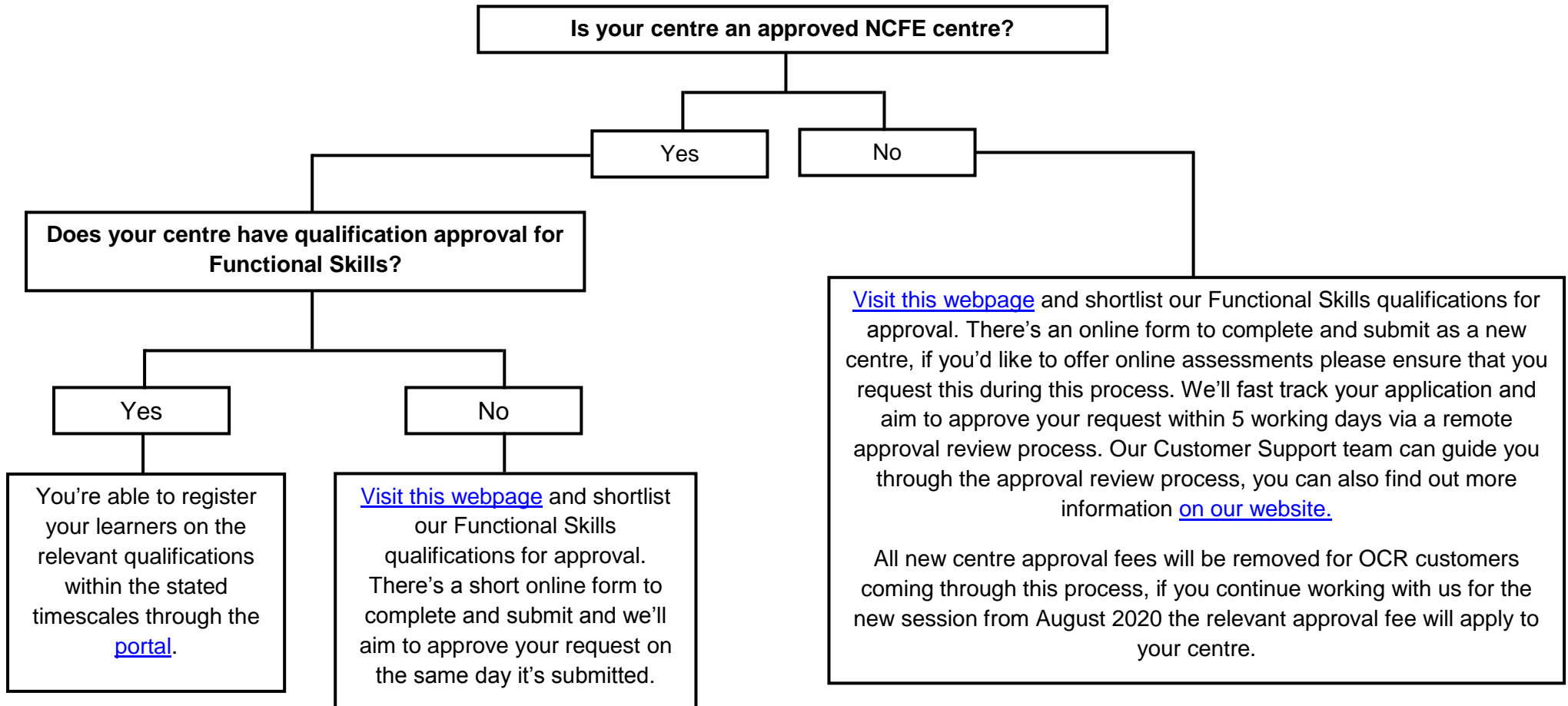


Functional Skills - getting started with NCFE





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 assessments available, which can be accessed through the assessment materials tabs on the specific qualification information page. These can be accessed through the below links:

[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 booked through the Surpass administration screen (see online assessment section for more information).

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
See below table	09/12/2019 – 13/12/2019	31/01/2020
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

For OCR centres only the below timescales apply:

Assessment date	Last date for booking
Monday 9 December	Wednesday 4 December
Tuesday 10 December	Thursday 5 December
Wednesday 11 December	Friday 6 December
Thursday 12 December	Monday 9 December
Friday 13 December	Tuesday 10 December

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

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. The relevant dates for online assessment results are below:

Date assessment is uploaded	Results release date
30/11/2019 – 03/01/2020	17/01/2020
04/01/2020 – 06/02/2020	14/02/2020
After 6 February*	6 working days
*subject to awarding	

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.

Transfer of achievement

Transferring achievement for English components is possible both to and from OCR. More information can be found on [our website](#).

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