



Functional Skills

Administration Booklet

1 September 2016 – 31 August 2017

CONTENT

	Page
Submission of Entries and Subject Codes	1
Assessment of Functional Skills Subjects (Entry 1, 2 & 3)	6
Assessment of Functional Skills Subjects (Levels 1 & 2)	10
Regulations	13
On Line Submission of marks	13
Reporting of Results	13
Special Consideration	13
Access Arrangements	13
WJEC Help and Support	14
Dates for Functional Skills Examinations	15
November Series Administration Timetable	16
May Series Administration Timetable	17
<u>Appendices</u>	18-20
Appendix 1 Functional Skills English Entry Level Candidate Cover Sheet Form FS/EL2	
Appendix 2 Functional Skills ICT Levels 1 & 2 Centre Information Sheet	
Appendix 3 Functional Skills ICT Levels 1 & 2 Assessment Log	

A. ENTRIES

In addition to this document, please make reference to WJEC's 2016-17 Entry Procedures Booklet.

- **NB. With reference to circular 72 despatched in March 2015, centres are reminded that June 2016 was the final opportunity for new candidates to sit and therefore, cash in their results for the full suite of Functional Skills qualifications. The November 2016 series is a re-sit opportunity only.**

1. DATES FOR THE RECEIPT OF ENTRIES

The final date for the receipt of examination entries is:

November series (all subjects re-sits) – **4 October 2016**

Centres are urged, however, to submit entries as soon as possible, as this will enable WJEC to provide centre statements to centres at the earliest possible date, and will maximise the time available for checking and verification.

2. FEES

2.1 Entry Fees

All entry fees can be found in the WJEC Fees Booklet 2016-17

2.2 Late Fees and Amendment Fees

Amendments to entries can be made, free of charge:

For the November series, up to and including **17 October 2016**

For amendments received after these dates, a **late fee** will be charged in respect of new entries and an **amendment fee** will be charged in respect of amendments to existing entries. Please note that amendment fee will be charged in respect of cash-ins received after the amendment dates.

3. PROVISION OF ENTRY DETAILS

All candidates entered for Functional Skills subjects require a **Unique Learner Number (ULN)** or **Unique Candidate Identifier (UCI)** number. This number is used by the WJEC to track candidates over the possible 'shelf-life' of modular registrations, during which periods candidates may move centre. It is this number that is used to identify candidates when unit results are aggregated together to produce an overall grade. **It is absolutely vital, therefore, that the same ULN/UCI is used for ALL examination sessions AND for the cash-in entry.**

Subject Entries – The entry for each subject is recorded by means of a six digit subject entry code. Each code is made up of a four digit **subject code** and a two digit **option code**. A full list of examination codes is shown overleaf.

FUNCTIONAL SKILLS (NOVEMBER)

Subject		Subject	Option
ENGLISH LEVEL 1	CASH-IN	0870	01
English Level 1	Reading	0871	01
	Reading (on screen assessment)	0871	03*
	Writing	0872	01
	Writing (on screen assessment)	0872	03*
	Speaking, Listening & Communication	0873	01
ENGLISH LEVEL 2	CASH-IN	0870	02
English Level 2	Reading	0871	02
	Reading (on screen assessment)	0871	04*
	Writing	0872	02
	Writing (on screen assessment)	0872	04*
	Speaking, Listening & Communication	0873	02
ENGLISH ENTRY 1	CASH-IN	0870	E1
English Entry 1	Reading	0871	E1
	Writing	0872	E1
	Speaking, Listening & Communication	0873	E1
ENGLISH ENTRY 2	CASH-IN	0870	E2
English Entry 2	Reading	0871	E2
	Writing	0872	E2
	Speaking, Listening & Communication	0873	E2
ENGLISH ENTRY 3	CASH-IN	0870	E3
English Entry 3	Reading	0871	E3
	Writing	0872	E3
	Speaking, Listening & Communication	0873	E3
I.C.T	Level 1 Assessment	0820	01
	Level 2 Assessment	0820	02
	Entry 1 Controlled Assessment	0850	E1
	Entry 2 Controlled Assessment	0850	E2
	Entry 3 Controlled Assessment	0850	E3
Mathematics	Level 1 Assessment	0810	01
	Level 2 Assessment	0810	02
	Entry 1 Controlled Assessment	0860	E1
	Entry 2 Controlled Assessment	0860	E2
	Entry 3 Controlled Assessment	0860	E3

Explanation of Cash-in

Centres should enter a cash-in for the level of the candidate's lowest component, as this will be the only award possible. Cash-ins should only be used if candidates are entering all three components or if for example candidates have sat two components in a previous series and are entering the third component in the present series. If a candidate fails a component they can re-enter in the next available series. There is a new facility for late cash-in where centres can enter candidates for late cash-ins via the secure web-site once the results have been issued. The closing dates are 20 September for the summer series and 7 February for the November series.

WJEC has introduced on-screen assessments for the Functional Skills English Reading and Writing Levels 1 and 2 examinations.

Centres are invited to freely trial the Functional Skills English on-screen candidate familiarisation tests and specimen papers prior to deciding whether to enter candidates for future on-screen Functional Skills English examinations.

Centres wishing to register an interest in trialling the Functional Skills English on-screen assessment should contact Laura Crook (laura.crook@wjec.co.uk).

4. SUBMISSION OF ENTRIES

Please refer to the 'Entry Procedures' booklet for guidance in using the two methods of submitting entries.

5. SPECIAL NOTES RELATING TO MODULAR ENTRIES (ENGLISH ENTRY 1, 2 and 3, LEVELS 1 & 2 ONLY)

- 5.1 **Unit Entry:** A separate entry must be made for each individual unit attempted by candidates. **This requirement applies not only to the formal 'written examination' units, but also those related to controlled assessment or other centre-based elements.**
- 5.2 **Combination of Units:** Centres are urged to check carefully that every candidate is entered for the correct combination of units.
- 5.3 **Cashing In:** For all candidates wishing to obtain an award, separate cash in code is also required. The cash-in can be entered again for a later series to allow a candidate to re-sit any of the modules. A new facility for late cash-in is now available where centres can enter candidates for late cash-ins via the secure web-site once the results have been issued. The closing dates are 20 September for the summer series and 7 February for the November series.

B. ASSESSMENT OF FUNCTIONAL SKILLS (ENTRY 1, 2 & 3)

SELECTION OF THE SAMPLE

For all Functional Skills Entry Level subjects (English, Mathematics and ICT) the sample will be based on a representative sample, covering all teaching groups and all levels entered by the centre.

After the completion of the assessment session, the work will be marked internally according to mark schemes/assessment criteria provided by WJEC. Candidates may see their marked work but it is important that the work is kept securely in the teacher/assessor's possession to prevent any tampering with it.

Moderation will take place at two levels:

- (i) Within the centre to ensure that a uniform standard has been applied across the teaching groups. There must be opportunities to exchange work/view candidates' performances and discuss the criteria during the assessment window: significant differences in the application of criteria and hence in rank-ordering will be difficult to resolve at the final stage of assessment. **One person must take responsibility for the final moderation procedure within a centre, sampling the work of each teaching group.**
- (ii) Through the inspection of a sample of the work by WJEC moderators. From May 2013 all marks must be recorded on the **new online system** provided. The system will then generate your sample to send to the allocated moderator. For Entry 1, 2 and 3 the sample will be generated by the online mark submission system when centres enter their marks.

Once entries have been submitted and processed by WJEC, subject teachers will need to log on to the **WJEC secure website** and click the new "internal assessment mark input system" button. A web page will be available for each internal assessment unit/component for which the centre has entries, and this will be pre-populated with candidate names and numbers. Subject teachers will need to insert the marks for **all** candidates in the spaces provided. Please note that where candidates have not completed any controlled assessment centres are advised to insert 'A' instead of zero in the mark box.

Once **all** candidates' marks have been input teachers should 'save and close' the mark sheet and then **submit the marks**. Once marks have been submitted teachers will be able to identify the candidates whose work has been automatically selected for moderation. Centres can view their moderator details in the top left hand corner of the mark sheet screen.

Once marks have been **submitted** they cannot be changed online, centres should post or fax (029 2026 5098) the amended marks to the Functional Skills administration section.

Work submitted should where possible meet the full requirements of the specification; i.e. incomplete work should not be included, but be replaced by that of the nearest candidate (either higher or lower) with complete work.

WJEC may request further samples of work to be sent to the moderators if this is considered necessary. WJEC also reserves the right to call in all work for re-marking where moderation identifies significant problems in the initial marking.

ASSESSMENT OF FUNCTIONAL SKILLS ENGLISH (ENTRY 1, 2 AND 3)

The assessment of Functional English (Entry 1, 2 and 3) consists of a freestanding **Controlled Task** at Entry 1, 2 or 3 on a topic connected with education, training, work and social roles. For each of Entry 1, 2 and 3 there is a tiered written paper that forms part of the Controlled Assessment. The Controlled Assessment will comprise a Reading paper, a Writing paper, and a Speaking, listening and communication component, all of which are internally assessed and externally moderated. The three components must all be conducted in controlled, supervised conditions.

The Functional Skills Entry Level Controlled Assessment (Entry 1, 2 and 3) may be taken at a time of the centre's choosing within the assessment windows provided:

November series: 7 November 2016 – 2 December 2016;

Duration may vary to reflect (i) the range of abilities and needs catered for, ii) the way in which Speaking, listening and communication is integrated within the Controlled Assessment as a whole. However, candidates should be given a minimum of one hour and a maximum of two hours to complete all three components of the assessment.

Within the limit for Reading and Writing the centres may decide how to structure the assessment in an appropriate way for the candidature – for example, this could take the form of 3 or 4 20-minute sessions spread over two weeks or two more extended sessions. The Speaking, listening and communication tasks may be integrated with this process or completed separately – again as appropriate for the candidature.

Centres must submit candidates' marked and annotated responses to the Reading and Writing components of the Functional Skills Entry Level Controlled Assessments, along with a signed declaration form for each candidate (see Appendix 1) to their assigned moderator:

by **2 December 2016** for the November series;

Centres must assess their candidates' Speaking, listening and communication performance with reference to the criteria for Speaking, listening and communication and record their marks for all candidates **on the online system**. A sample of up to **6 candidates' work selected by the centre** (depending on the total entry) for the Speaking, listening and communication component must be recorded and the cassette, CD or video/DVD sent to their assigned moderator at the same time as the Reading and Writing components. Centres have the option of submitting witness statements instead of an audio recording (please refer to additional guidance). Whichever method is used to produce the sample, the centre should ensure it reflects attainment at Entry 1, 2 and 3.

ASSESSMENT OF FUNCTIONAL SKILLS ICT (ENTRY 1, 2 AND 3)

The controlled assessment consists of practical tasks set in a real life context. The Functional Skills Entry Level Controlled Assessment (Entry 1, 2 and 3) may be taken at a time of the centre's choosing within the assessment windows provided:

November series: 7 November2016 –2 December2016

The assessments and data files required for the Functional Skills ICT Entry 1, 2, & 3 assessments will **not** be despatched as in previous series, but will be available to download from WJEC's secure website (**Resources PDF download → Controlled Assessment Materials → Functional Skills – ICT**)

These materials will be available to download from 24 October**2016** for the November series.

It is essential for the *Instructions for Teachers* booklet to be read immediately. This booklet includes guidance on preparing for the assessment, what materials are required and how and when to access them, invigilation direction and sampling procedures. The *Instructions for Teachers* booklet will be despatched to centres prior to the assessment window and will be available to download from the secure website.

The Instructions for Teachers Booklet can be opened on receipt.

There should be a minimum time limit of one hour and maximum time limit of two hours for candidates to complete the assessments at Entry 1, 2 and 3. Duration may vary to reflect the range of abilities and needs of the candidates.

Quality assurance will be through witness statements and the submission of samples of candidates' work and evidence collated, which will be externally verified.

The following should be received by the moderator by 2 November**2016** for the November series:

- Selected candidates' work **and** supported evidence (saved files, printouts, screenshots, witness statements) which has been internally assessed.
- **All** candidates' declaration forms (front cover of candidates' mark sheets)

Further administration details regarding Functional ICT (Entry 1, 2 & 3) will be made available on the WJEC website www.wjec.co.uk/ictfunctionalskills.

ASSESSMENT OF FUNCTIONAL SKILLS MATHS (ENTRY 1, 2 AND 3)

The controlled assessment consists of teacher mediated practical tasks set in a real life context. The Functional Skills Entry Level Controlled Assessment (Entry 1, 2 and 3) may be taken at a time of the centre's choosing within the assessment windows provided:

November series: 7 November 2016 – 2 December 2016

Some of the assessments required for the Functional Skills Mathematics Entry 1, 2, & 3 assessments will **not** be despatched as in previous series, but will be available to download from WJEC's secure website (**Resources PDF download → Controlled Assessment Materials → Functional Skills – Mathematics**). The resource material required for the Entry 1 and 2 assessments will be despatched as normal as well as the Entry 3 assessment and mark sheets. These materials will be available to download from **17 October 2016** for the summer series.

It is essential for the *Instructions for Teachers* booklet to be read immediately. This booklet includes guidance on preparing for the assessment, what materials are required and how and when to access them, invigilation direction and sampling procedures. The *Instructions for Teachers* booklet will be despatched to centres prior to the assessment window and will be available to download from the secure website.

The Instructions for Teachers Booklet can be opened on receipt.

There should be a maximum time limit of one hour for candidates to complete the assessments at Entry 1, 2 and 3. Duration may vary to reflect the range of abilities and needs of the candidates. Centres may decide how to structure the assessment in an appropriate way for the candidature – for example, this could take the form of three 20-minute sessions. The Entry 3 assessment should not be seen as 'an hour long test'. Resource and information cards will be included with every assessment, but real props may be used.

Quality assurance will be through witness statements and the submission of samples of candidates' work and evidence collated, which will be externally verified.

The following should be received by the moderator by **2 December 2016** for the November series:

- Selected candidates' work **and** supported evidence (saved files, printouts, screenshots, witness statements) which has been internally assessed.
- **All** candidates' declaration forms (front cover of candidates' mark sheets)

Further administration details regarding Functional Maths (Entry Level) will be made available on the WJEC website www.wjec.co.uk/mathematicsfunktionalskills.

C. ASSESSMENT OF FUNCTIONAL SKILLS (LEVELS 1 AND 2)

ASSESSMENT OF FUNCTIONAL SKILLS ENGLISH (LEVELS 1 AND 2)

For each of Levels 1 and 2, Reading and Writing will be externally assessed and based on two tiered written papers.

The Reading papers at Levels 1 and 2 are 60 minutes in duration. The Level 1 paper will be out of 20 marks and be based on two types of texts from the specified range whereas the Level 2 paper will be marked out of 40 and will require the candidates to read and understand three texts.

The Writing papers at Levels 1 and 2 are 60 minutes in duration. The papers for both levels are marked out of 40 marks and both papers will require two forms of writing from the specified range.

For the assessment of Writing at Levels 1 and 2, dictionary and spell-check facilities should be available to the candidates.

For each of Levels 1 and 2, Speaking, listening and communication will be internally assessed and based on an externally-set tasks published on the WJEC secure website in the April before the year of entry. Tasks may be modified by the centre using WJEC guidelines. Log in and then click on 'Resources PDF Downloads' and then 'Controlled Assessment Material'. The Functional Skills English Speaking, listening and communication tasks that are available for the November 2016 can be found under 'Functional Skills – English'.

Quality assurance will be through a visit by a moderator to monitor task-setting and assessment in the first year, leading to accredited centre status for the following two years.

A single mark scale out of 40 will be used with pre-set pass marks of 20 and 30 for Level 1 and 2 respectively. This reflects the element of differentiation by outcome in assessment of Speaking, listening and communication and facilitates internal standardisation and (if required) external moderation.

Assessment of Speaking, listening and communication at both Levels 1 and 2 must consist of two tasks. The requirements at Levels 1 and 2 call for group work and, at Level 2 only, presenting information. This is likely to require more than one session to create appropriate contexts and to ensure that all learners have opportunities in group work to demonstrate their ability. There is no limit on the number of opportunities that candidates are given (so that assessment is based on best achievement) but the duration of tasks must not exceed one hour in total for each candidate.

ASSESSMENT OF FUNCTIONAL SKILLS ICT (LEVELS 1 AND 2)

November series

Question papers to be opened on Monday 7 November 2016. The three hour controlled test should be completed in one session between Monday 7 November 2016 and Friday 11 November 2016, taking into account the submission date of **Monday 14 November 2016**.

The assessments

The assessment consists of practical tasks set in a real life context. Due to the possibility of centres with large entries, the assessment is offered over a 5-day window.

Candidates have three hours to complete the assessment. Candidates must complete the tasks over a three-hour continuous period. The assessment is broken into two sections – Section A (one hour) and Section B (two hours). These assessments **must** be taken 'end on end' within the same session (i.e. they cannot be split over separate sessions or on different days).

Candidates should have access to the Internet during Section A for the first hour of the assessment. For Section B, the last two hours of the assessment, candidates' desktops should be 'locked down' to ensure that they cannot access email or the Internet.

Resource material in the form of electronic text files will be made available to centres to download from the secure website before the assessment window opens (**24 October 2016** for the November series). Each candidate should start the assessment with a 'new' user area or removable, recordable storage device (e.g. USB data key or CDRW, etc.)

- All data files for use in the assessment should be placed in each candidate's user area before the start of the assessment.
- At Level 1 some files should be imported into whichever spreadsheet and database software is available for candidate use.
- At Level 2, candidates will be expected to import the files into appropriate software applications during the assessment.

Further details can be found in the *Instructions for Teachers* booklet. The *Instructions for Teachers* booklet will be despatched to centres prior to the assessment window and it will be available to download from the secure website. It can be opened on receipt.

Candidates will be asked to hyperlink each of their files to the cover sheet provided. Teachers are advised to ensure that candidates know how to do this prior to the assessment.

Each candidate's work should be saved in a separate folder labelled with the centre number, candidate number and the candidates' surname. For example Diane Jones, Centre number 68999, candidate number 11111 would store her work in a folder named 68999_11111_JONES.

Centres should familiarise themselves with *Appendix 1: Instructions for conducting on-screen tests* in the JCQ booklet *Instructions for the Conduct of Examinations* before undertaking the assessment. This document can be downloaded from the [WJEC website](#).

Centres are asked to complete the two forms (Centre Information form and Assessment Log form) Appendices 2 & 3 of this booklet and can also be found in the *Instructions for Teachers* booklet. These forms can be downloaded from www.wjec.co.uk/ictfunctionalskills. The forms should be submitted with the attendance register, all candidates' declaration sheets and work to the examiner.

ASSESSMENT OF FUNCTIONAL SKILLS MATHS (LEVELS 1 AND 2)

The assessment will take the form of questions of varying length set in real-life contexts. Some questions will take the form of open-ended tasks. The marks for each question or part question will be indicated.

The assessment will last 1½ hours and all questions will be compulsory.

Candidates should have a suitable calculator, a ruler, compasses and a protractor. The following rules will apply to the use of calculators:

- (i) The calculator must be of a size suitable for use on the desk at which the candidate will attempt the examination.
- (ii) The power supply for the calculator is the responsibility of the candidate and must be integral.
- (iii) The working condition of the calculator is the responsibility of the candidate.
- (iv) A fault in a calculator will not normally be considered as justifying the giving of special consideration to the user.
- (v) Calculator cases, instruction leaflets and similar materials must not be in the possession of candidates during the examination.
- (vi) Calculators must not be borrowed from other candidates in the course of an examination for any reason, although the invigilator may provide a candidate with a replacement calculator.
- (vii) Programmable calculators may be used but no prepared programs may be taken into the examination room.
(Information and/or programs stored in the calculator's memory must be cleared before the examination. Retrieval of information and/or programs during the examination is an infringement of the regulations.)
- (viii) Candidates are responsible for clearing any information and/or programs stored in the calculator before the examination.

Calculators which have non-numerical functions or give non-numerical information are not permitted. Such prohibited facilities include data banks, dictionaries, language translators, text retrieval and calculators with facilities which are capable of carrying out symbolic algebra. The use of any calculators with facilities which are capable of communicating with other machines for sending/receiving messages is strictly prohibited and the use of such calculators by candidates will be regarded as malpractice.

D. REGULATIONS

Candidates' work for the **controlled assessments** (i.e. Entry Level English, Maths and ICT) must be safely stored in the centre and candidates must not have access to it after the centres' completion date. The work becomes entirely the responsibility of the centre and must be kept secure. Work cannot be changed or added to after the centres' completion date.

E. ONLINE SUBMISSION OF MARKS

The online system will be used to record the internally awarded mark for the Speaking, listening and communication component in English at Levels 1 and 2 and Entry Level English, Maths and ICT by:

November Series: **2 December 2016**

The centre must record any late entry candidates on the online mark submission system. All late entries/amendments must be sent using one of the two agreed methods of entry (Electronic Data Interchange (EDI) or Online Entries via WJEC Secure Website), as soon as possible, to the Entries Unit at WJEC.

Contact will be made with the Examinations Officer within the centre if any discrepancies arise with the mark submitted. Centres should ensure marks are accurately recorded.

F. REPORTING OF RESULTS

The results for the 2016 Functional Skills examinations will be issued to centres on:
November series— **5 January 2017**

G. SPECIAL CONSIDERATION

Applications for Special Consideration should be submitted using **the online system which is available through the WJEC Secure Web-site.**

Please note the following deadlines for the submission of applications for special consideration:

November series— **5 December 2016**

H. ACCESS ARRANGEMENTS

Candidates entering for Functional Skills English/ICT/Mathematics, for whom Access Arrangements are required, should be assessed within centres using the access and inclusion sheets pertaining to Functional Skills qualifications.

I. WJEC HELP AND SUPPORT

If you have any queries, the following information will be useful:

Address: WJEC, 245, Western Avenue, Cardiff CF5 2YX

Catherine Chamblings
029 2026 5194

Entries Section
catherine.chamblings@wjec.co.uk

Katie Norman
029 2026 5180

Functional Skills Administration Section
katie.norman@wjec.co.uk

Rhodri Jones
029 2026 5188

Subject Officer – Functional Skills English (Entry 1, 2 & 3)
rhodri.jones@wjec.co.uk

Julia Harrison
029 2026 5074

Subject Officer – Functional Skills English (Level 1&2)
julia.harrison@wjec.co.uk

Syra Saddique
029 2026 5310

Subject Officer – Functional Skills Mathematics
Syra.Saddique@wjec.co.uk

Allan Perry
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Subject Officer – Functional Skills ICT
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Fleur Andrews
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FS Support Officer – English
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Sophie Gibbs
029 2026 5199

FS Support Officer – Mathematics
sophie.gibbs@wjec.co.uk@wjec.co.uk

Hilary Wyman
029 2026 5333

FS Support Officer – ICT
hilary.wyman@wjec.co.uk

General Enquiries:

Tel: 029 2026 5444 Fax: 029 2026 5098 Website: www.wjec.co.uk

J. DATES FOR FUNCTIONAL SKILLS EXAMINATIONS

November 2016 Series

FS Entry 1, 2 & 3 English, Mathematics and ICT 7 November – 2 December 2016

FS English Levels 1 and 2 A.M. 3 November 2016

FS Mathematics Levels 1 and 2 A.M. 4 November 2016

FS ICT Levels 1 & 2 7 – 11 November 2016

NOVEMBER SERIES TIMETABLE

Element	Entries must be made by	Amendments to Entries must be made by	Question Papers Despatched	Commencement and completion dates	Online Submission of Marks	Results Issued	Certificates Issued
FS English (Levels 1 and 2)	4 October 2016	17 October 2016	October 2016	Papers to be opened on Thursday, 3 November 2016.	2 December 2016	5 January 2017	March 2017
FS English (Entry 1, 2 and 3)				Controlled Assessment from Monday 7 November 2016. Completion date of Friday, 2 December 2016.			
FS Maths (Entry 1, 2 and 3)				Controlled Assessment from Monday 7 November 2016. Completion date of Friday 2 December 2016.			
FS ICT (Entry 1, 2 and 3)				Controlled Assessment from Monday 7 November 2016. Completion date of Friday 2 December 2016.			
FS ICT (Levels 1 and 2)				Assessment to be completed in one session between 7 – 11 November 2016 Submission date of Monday, 14 November 2016			
FS Maths (Levels 1 and 2)				Papers to be opened on Friday, 4 November 2016.			



FUNCTIONAL SKILLS ENGLISH (ENTRY LEVEL)

CANDIDATE COVER SHEET

This cover sheet should be completed for each candidate's controlled assessment.

CENTRE NUMBER:	
CENTRE NAME:	
CANDIDATE NAME:	
CANDIDATE NUMBER:	

NOTICE TO CANDIDATE

The work you submit for assessment must be your own.

If you copy from someone else, allow another candidate to copy from you, or if you cheat in any other way, you may be disqualified from at least the subject concerned.

Declaration by candidate

I have read and understood the **Notice to Candidate** (above). I have produced the attached work without any help other than that which my teacher has explained is acceptable within the specification.

Candidate's signature:**Date:**

Declaration by teacher

I confirm that the candidate's work was conducted under the conditions laid out by the specification. I have authenticated the candidate's work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate.

Teacher's signature:**Date:**



**FUNCTIONAL SKILLS ICT LEVEL 1 & 2
Centre information**

This form can be downloaded from <http://www.wjec.co.uk/ictfunctionalskills>

Please complete the following form and submit it with candidates' work, attendance register and signed declaration sheets.

CENTRE NUMBER:	
CENTRE NAME:	
CONTACT NAME:	
CONTACT TELEPHONE NUMBER:	

**Please list the software made available for candidates to use in your centre:
e.g. Microsoft Word**

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*Each candidates' work should be saved in a separate folder labelled with the centre number, candidate number, surname and the first initial of the candidates' first name.
For example Diane Jones, centre number 68999, candidate number 11111 would store her work in a folder named 68999_11111_JONES_D.*

*The centre should include as many as will fit on each CD and **label these clearly with the centre number.***

NUMBER OF FOLDERS SAVED TO CD/ REMOVABLE MEDIA:	Level 1:
	Level 2:
NUMBER OF CANDIDATES ABSENT: (Absent candidates must be noted with an 'A' on the attendance register)	Level 1:
	Level 2:

