

Functional Skills

Assessment Notice for Learners



This notice has been written to help you. Please read it carefully and follow the instructions. If there is anything that you do not understand, ask your tutor or invigilator.

A Regulations: Make sure you Understand the Rules	
1.	Be on time for the assessment(s). If you are late, you will not be allowed to sit the assessment.
2.	Do not become involved in any unfair or dishonest practice during the assessment.
3.	If you try to cheat, or break the rules in any way, your assessment paper will be voided.
4.	Make sure you have all of the required identity documents and photograph and bring them with you to the assessment room. Without them, you will not be able to sit the assessment unless your assessor can identify you.
5.	Do not have any material on your desk that might give you an unfair advantage. This includes course material, leaflets and any notes that you may have made during your course.
6.	Make sure your mobile phone is switched off.
7.	Use a black or blue pen to write your answers.
8.	Do not try to talk to, communicate with, or disturb other candidates once the assessment has started.
9.	If you leave the assessment room unaccompanied by a member of centre staff before the assessment has finished, you will not be allowed to return.
B Instructions during the Assessment	
1.	Listen to the Invigilator and follow their instructions at all times.
2.	Tell the invigilator at once: <ul style="list-style-type: none">• If you think you have not been given the correct question paper• If the question paper is incomplete or badly printed• For ICT Assessments – if you do not have your instructions electronically about accessing the data files.
3.	During Part B of ICT Assessments, you must not access Internet or Email. If you are found to be using either Internet or Email you will be reported and you may be disqualified from the whole of the assessment.
C Advice and Assistance	
1.	If on the day of the assessment you feel that your work may be affected by ill health, or any other reason, let your Invigilator know.
2.	Raise your hand during the assessment if: <ul style="list-style-type: none">• You have a problem and are in doubt about what you should do• You do not feel well• You need a replacement pen• (For ICT Assessments) you have a problem with the equipment.
3.	You must not ask for, and will not be given, any explanation of the questions and answers.
D During the Examination	
1.	Do not leave the assessment room until told to do so by the Invigilator.
2.	If given permission to leave the assessment room before the published finish time, do so without disturbing other candidates.
3.	Do not remove your assessment paper from the assessment room.