



## **Entry Level Functional Skills – Adaptation of Assessments**

## **Introduction**

Open Awards is committed to ensuring the rights of individual learners to access qualifications, units and assessments in a way most appropriate for their individual needs and to enable them to demonstrate their achievements. At the same time, we are committed to ensuring that the integrity of our qualifications, units and assessment is maintained at all times.

In situations where the learner is given set assessment materials and must complete the task in a fixed amount of time, there may be a greater need for adjustments to standard assessment arrangements in order to give access. In such instances, centres must obtain approval from Open Awards before the assessment is planned to take place.

This guidance has been provided to support the accessibility of Open Awards Entry Level Functional Skills externally-set assessments. It should be read in conjunction with Open Awards' policy for reasonable adjustment and special considerations which can be found on our website [here](#).

## Reasonable Adjustments

In line with our policy, the table below outlines the reasonable adjustments that are permitted for Functional Skills assessments (controlled assessment column applies).

Reasonable Adjustment	Assessments <b>NOT</b> externally set and <b>NOT</b> taken under examination or Controlled Conditions	Assessments are externally set and taken under examination or Controlled Conditions <sup>1</sup>
Extra time up to 25%	Centre	Open Awards
Extra time in excess of 25%	Centre	Open Awards
Supervised rest breaks	Centre	Open Awards
Change in the organisation of the assessment room	Centre	Centre
Separate accommodation within the centre	Centre	Centre
Taking the assessment at an alternative venue	Centre	Centre
Use of coloured overlays, low vision aids, tinted spectacles, CCTV and OCR scanners	Centre	Open Awards
Use of assistive software	Centre <sup>2</sup>	Open Awards
Use of bilingual and bilingual translation dictionaries	Centre <sup>3</sup>	Open Awards
Assessment material in enlarged format	Centre	Open Awards
Assessment material in Braille	Centre	Open Awards
Language modified assessment material	Centre	Open Awards
Assessment material in BSL	Centre	Open Awards
Assessment material on coloured paper	Centre	Open Awards
Assessment material in audit format	Centre	Open Awards
Use of ICT	Centre <sup>4</sup>	Open Awards
Responses using electronic devices	Centre	Open Awards
Responses in Braille	Centre	Open Awards
Reader	Centre	Open Awards
Amanuensis (scribe)	Centre	Open Awards
BSL/English interpreter	Centre	Open Awards
Prompter	Centre	Open Awards
Practical assistant	Open Awards	Open Awards
Transcriber	Centre	Open Awards

<sup>1</sup> Controlled Conditions are those under Tutor/Assessor supervision.

<sup>2</sup> Except where the qualification assessment guidance prohibits the use of ICT.

<sup>3</sup> Use of bilingual dictionaries must not compromise the validity of assessment outcomes.

<sup>4</sup> Except where the qualification assessment guidance prohibits the use of ICT.

## Adaptation

Functional Skills assessments have been designed to be suitable for learners at the level at which they are being assessed. This includes ensuring that the language used in questions, other than technical language appropriate to the assessment itself, and instructions should always be in simple straightforward English to ensure that the demand of the question is controlled by the subject being tested. The language used must ensure that:

- people represented in the materials reflect the diversity of society
- narrow, negative or stereotypical representations of different groups are avoided
- a balanced approach to roles, activities and appearances are adopted
- the lifestyles, languages and developmental activities of people across the world are presented accurately and with respect
- contexts for questions reflect the experience of all groups of learners in a balanced way
- biased, derogatory and racist language, even in contexts intended to be critical of the usage are avoided at all times

However, centres are permitted to adapt the context of the assessment to meet their learners' needs in line with the guidance provided below.

Entry Level Functional Skills externally-set assessments for Mathematics and English will be made administered through the XAMS platform and randomly allocated to cohorts of learners once assessments have been scheduled. These will be made available to download from 2 weeks in advance of the scheduled assessment to give sufficient time for any requests for adaptations.

However, training will be provided to all approved centre markers on how to mark each assessment set. This will include familiarisation with the content and the mark scheme to support a standardised marking process and to enable centres to request adaptations to assessments if required.

The following adaptations of externally-set assessment versions are permitted:

- Adaptation to the context of a question or set of questions to meet their learners' needs
- Provision of physical objects during the assessment to meet their learners' needs (e.g. money or shapes)
- Translation of the assessment into Braille to meet their learners' needs

Any requested adaptations must ensure that:

- The content statement / scope of study assessed for each question and/or set of questions remains the same as in the Open Awards assessment version
- The level of demand must remain the same as in the Open Awards assessment version
- The content and outcome must remain the same as in the Open Awards assessment version e.g. the amounts or units
- Wording of the question and/or set of questions must be as similar as possible to the Open Awards assessment version

Any required adaptation must be approved in advance of the assessment by Open Awards. You can request adaptation by emailing your Lead Quality Reviewer or [quality@openawards.org.uk](mailto:quality@openawards.org.uk) within the timescales Reasonable Adjustments and Special Considerations Policy.

### **Monitoring**

Requests for reasonable adjustments for Functional Skills Entry Level assessments will be monitored by the Head of Quality and Standards. This data will be utilised in the ongoing maintenance of standards of Functional Skills assessments. This is in line with our [Equality and Diversity](#) and [Data Retention](#) policies.