

Digital Resources: Functional Skills Webinar

Being exam ready

Alicja Twarowska & Laura Dean



Housekeeping



This session is being recorded

The session is being recorded, which will be made available on our [Resource Hub webpage](#).



Everyone is on mute

Everyone is on mute.



Slides

The slides will be available on the [Resource Hub webpage](#).



Questions

Please add your questions into the question function on the control panel. Will we endeavour to answer all questions.



If the session cuts off

Please try logging out and back in again using the original webinar link to gain access back into the session.

To join over the telephone, select “Phone Call” in the Audio pane and the dial-in information will be displayed.

Introductions



Alicja Twarowska
Technical Advisor

Providing guidance and support across Maths, English, DFSQ, Employability and ESOL qualifications.

[Technical Advisors | City & Guilds](#)



Laura Dean
Digital Solutions
Manager

Providing training and support across a range of platforms to achieve your strategic goals.

[Expert support and service | Digital solutions team](#)

pre-employment@cityandguilds.com

Digital resources to support your delivery



A quick poll

Are you currently using any of our digital resources?

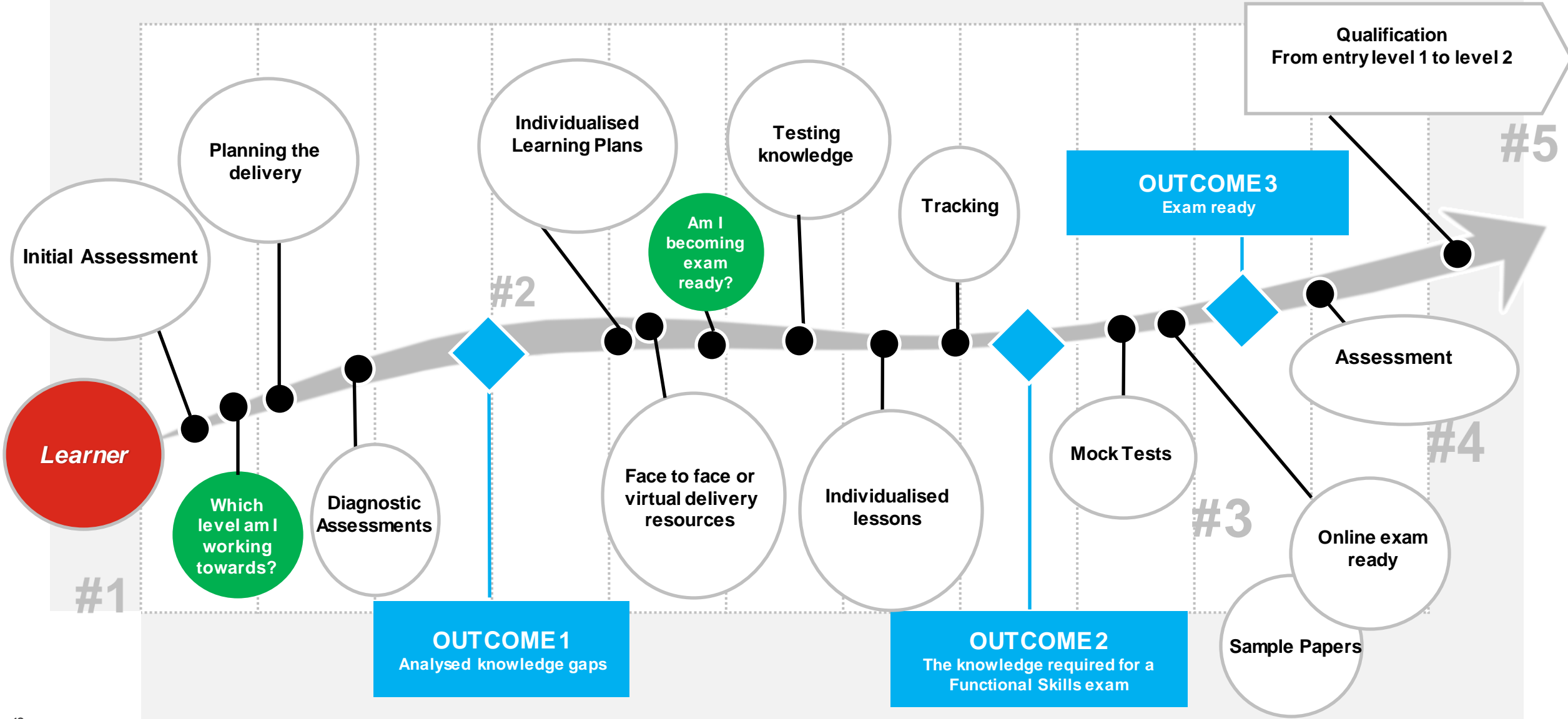
- Maths and English SmartScreen
- e-Functional Skills (Boost)
- Open Assess
- Centre Analytics
- Not using any of these resources

If you are not able to take part in the polls, please feel free to add to the Q&A during the live webinar. Alternatively, you can email your responses to:

pre-employment@cityandguilds.com

A learner's journey

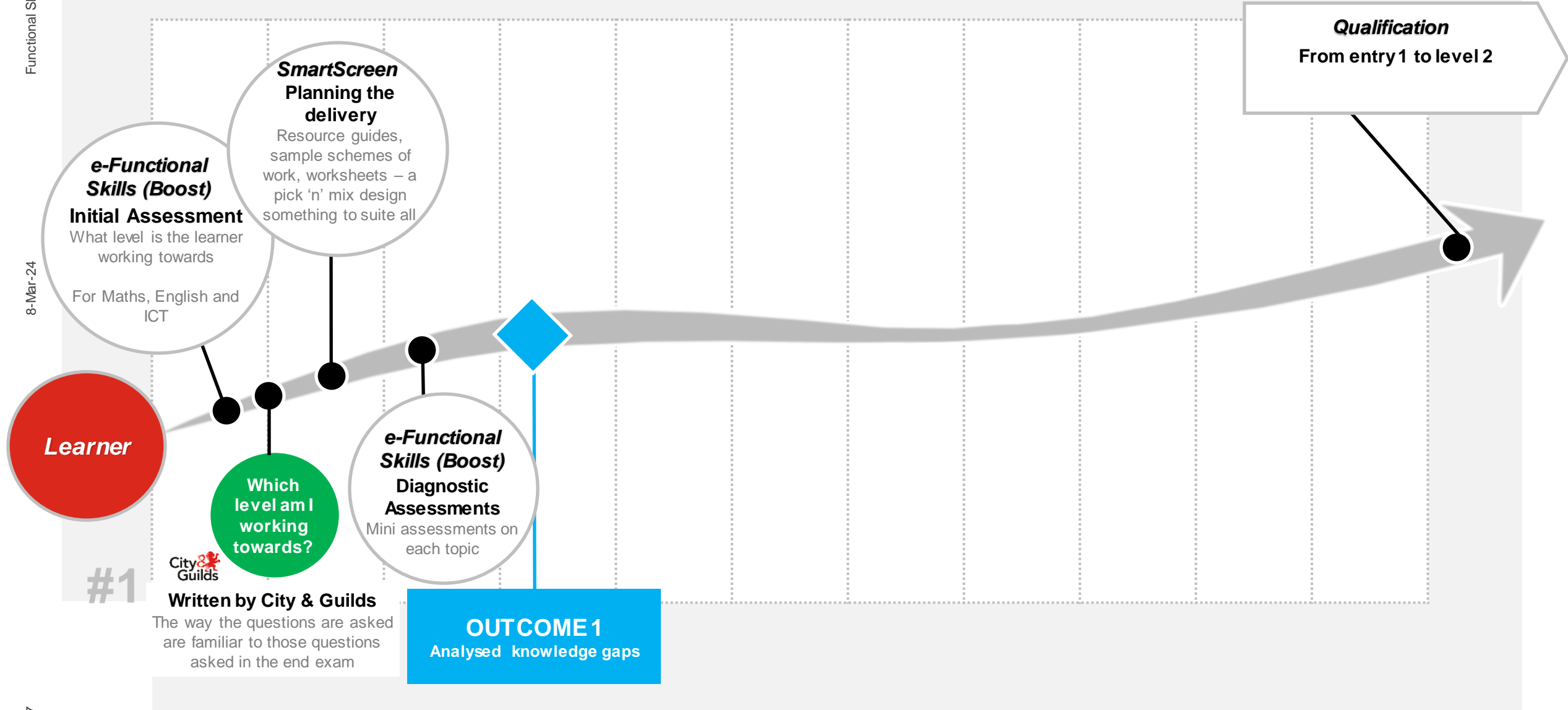
Becoming maths and English exam ready



A learner's journey

Supporting them to become maths and English exam ready

8-Mar-24



#1



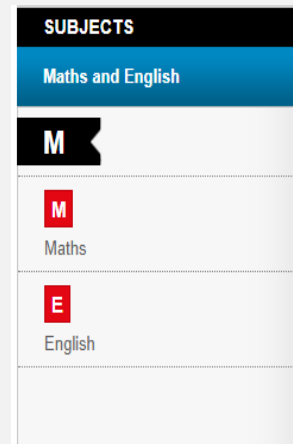
Written by City & Guilds

The way the questions are asked are familiar to those questions asked in the end exam

Planning your delivery with SmartScreen

- developing skills activities
- 150 maths and English videos
- interactive e-learning
- worksheets
- classroom games and activities
- card sorts/matching
- exam preparation videos
- speaking and listening videos
- and much more....

Choose your subject



Access resource guides and schemes of work

English	Maths
Guides English resource guides	Guides Maths resource guides
SOW Schemes of work for Functional Skills	SOW Schemes of work for Functional Skills
Bank English resource bank	Bank Maths resource bank

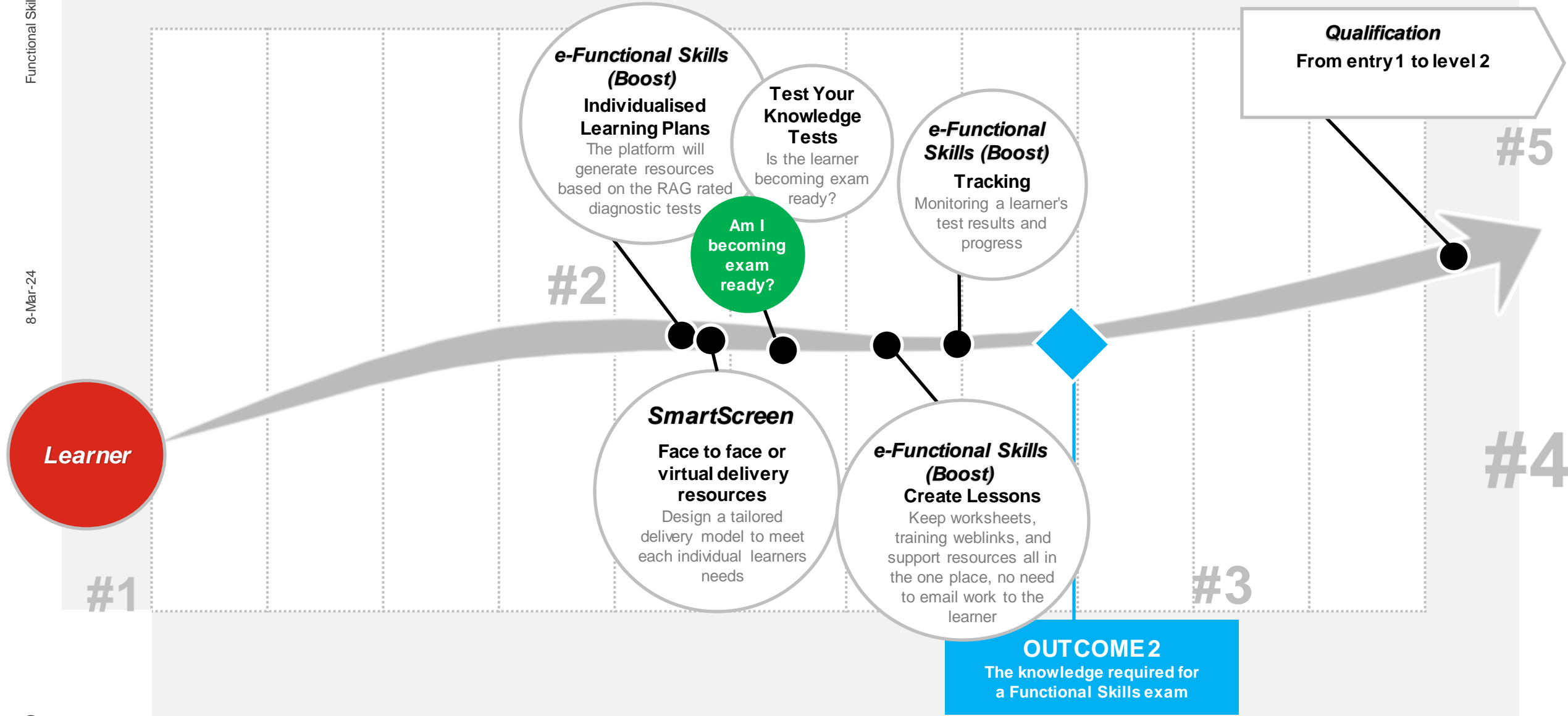
Choose from a range of resources



Functional Skills digital resources for learners and tutors

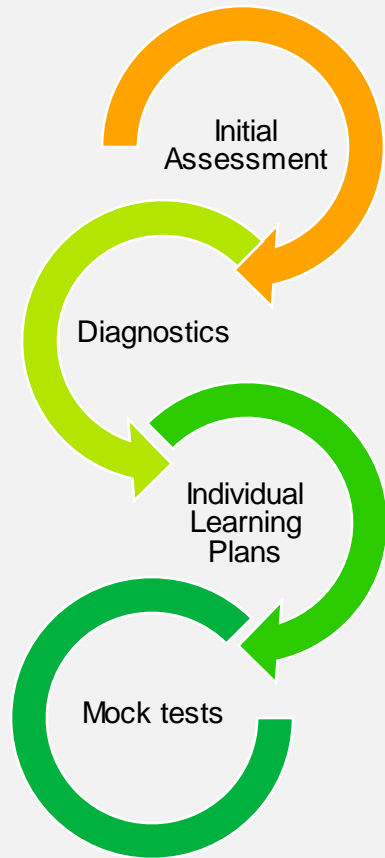
A learner's journey

Supporting them to become maths and English exam ready



Delivery, independent learning and becoming test ready

e-Functional Skills



Initial Assessment

Feedback & Score

Your Initial Assessment results suggest that you are currently working towards Level 2. Take the diagnostic tests for each topic area at Level 2 for a more detailed analysis of your skills profile. You can find links to the tests by clicking on Next Steps below.

56% Your final score: 10/18
Time taken: 00:10:07

18 Attempted | 0 Not attempted

Next Steps

- 1. Writing numbers (Score 0/1)
- 2. Order of precedence (Score 0/1)
- 3. Ratios (Score 1/1)
- 4. Fractions 1

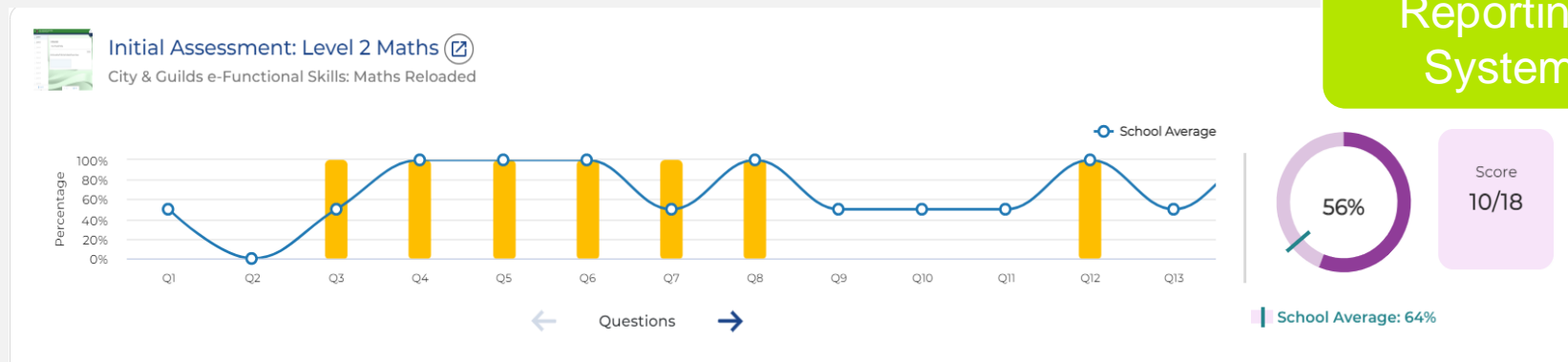
My Work

To do

Filter

- Using a calculator
- Starter Activity

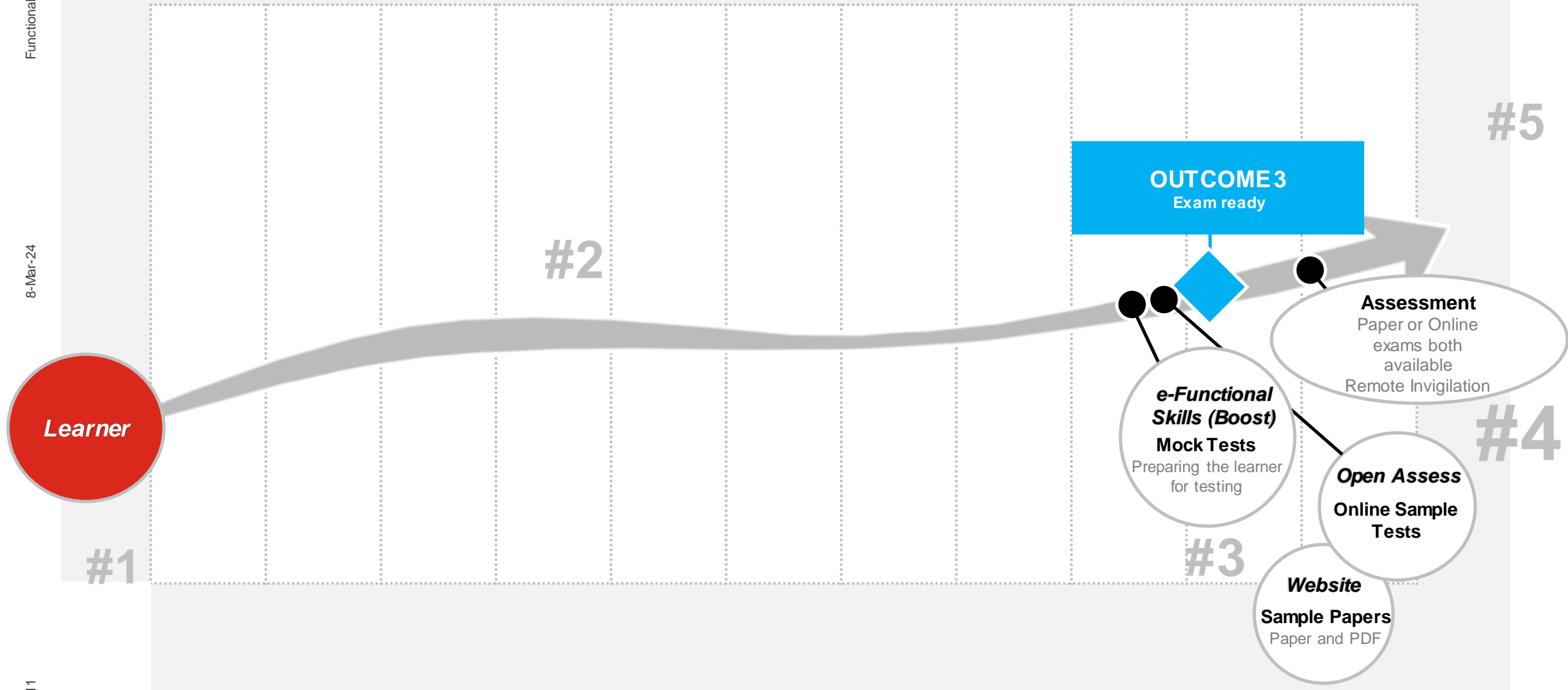
Learner Profile



A learner's journey

Supporting them to become maths and English exam ready

8-Mar-24



Assessment preparation

Open Assess

- Online sample tests for learners
- Storing learner responses for feedback from tutors
- Replicates the live test environment
- [Open Assess user guide](#)
- [Support webinars](#)

Sample papers

- Writeable PDF format
- Familiarises learners with layouts
- Mark schemes and indicative pass marks provided
- Available on the [4748 qualification page](#)



Open Assess

User Name:

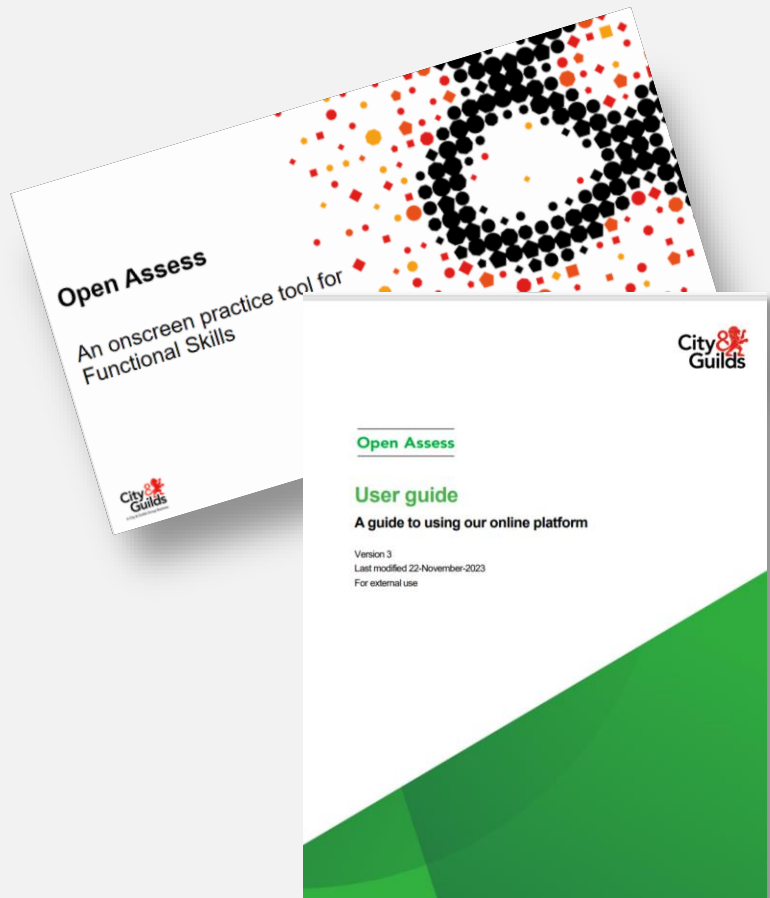
Password:

Login

[Can't access your account?](#)

Using Open Assess

User guide and webinar recording



Allocating and marking a sample paper

Schedule Test Wizard

1. Centre, Subject, Test & Date	Centre, Subject, Test & Date
2. Candidates	Centre
3. Delivery & Administration	Centre
4. Review	Select...

City & Guilds Home Test Administration Setup

Schedule **Invigilate** Mark Results Candidate Review

Reset Filters Downloaded to SecureClient

<input type="checkbox"/>	State	PIN	Test Name	Keycode	Centre
<input type="checkbox"/>		Q		Q	Q
<input type="checkbox"/>	✓	VNPJ VX	Writing Level		
<input type="checkbox"/>	✓	VNPJ VX	Writing Level		

Enter Keycode

Please enter your 8 character Keycode.

Select Language

Surpass - Powering Assessment

You can access the user guide and webinar recording from the [Open Assess](#) webpage.

Using Open Assess continued...

Marking and results

The screenshot shows the 'Mark' tab in the City Guilds Test Administration system. A table lists test results for various candidates. Below the table, a 'Test Reports' window is open for 'Guide Centre Writing Level 1 Sample'. The 'Results Breakdown' shows scores for Question 1 across Composition, Grammar, Punctuation, and Spelling. To the right, an 'Onscreen Test Result Report' is displayed for candidate Mandy Miles, including details like Candidate Name, Centre, and Test Date. The report is marked as 'PRIVATE AND CONFIDENTIAL'.

Status	Subject	Test No...	Test Fa...	Centre ...	Centre ...	Last Re...	First N...	Comple...	Max Ma...	Mark A...	Percent	Markin...	Auto Va...	Marker
Functional ...	Writing Le...	22.06.21		Guide Cent...	99OAG	Miles	Mandy	09.08.2021	54	0	0%	Not started	09.08.2021	
Functional ...	Writing Le...	06.07.21		Guide Cent...	99OAG	Sample2	Two	09.08.2021	54	0	0%	Not started	09.08.2021	

Test Reports
Guide Centre
Writing Level 1 Sample

Results Breakdown:

Question	Questions Correct (%)
Question 1	
Composition	
Grammar	
Punctuation	
Spelling	
Question 2	
Composition	
Grammar	
Punctuation	
Spelling	

Onscreen Test Result Report

PRIVATE AND CONFIDENTIAL

Guide Centre

Candidate Name: KatCoop
Candidate ref.: Kat2Coop
Centre: Guide Centre
Centre Code: 99OAG
Subject Name: Functional Skills Maths Level 1 Sample
Test Name: Maths Level 1 Sample
Test Date: 22/02/2022
Percentage: 38.33%
Result: Pass

This is not a certificate.
All marks and results shown are subject to moderation.

Marker comments

The candidate's response can be annotated and they will be able to see these comments and feedback

The screenshot shows the 'Mark' tab in the City Guilds Test Administration system. A candidate's handwritten response is visible in a text area. The response is a letter to Mrs Bloggs, mentioning a job interview and expressing gratitude. A 'Learning Outcomes' pop-up window is open, showing scores for Composition (10/15), Grammar (3/4), Punctuation (2/4), and Spelling (4/4). The total mark is 19/27.

Mark Budget | TEST NAME: Writing Level 1 Sample | Test Fees: 22.06.21

Section: Section (2 to mark) | Question: 1* (unassigned change) (to mark) | Progress: 0% | Default Budget

There are unassigned change(s) to this item. Please click the 'Assign Mark' button to save them.

Dear Mrs Bloggs, I hope you remember me? I worked for your organisation many moons ago when I first left college. I really enjoyed my time with you and only left because I wanted to travel and see the world. I have spent the last 5 years visiting new places and having new experiences but now it is time for me to come back and settle down. I have been fortunate enough to secure an interview for a role with Skills Unlimited Training which means that I have an opportunity to build on the fantastic training and experiences that I had while I was working with you. The HR department at Skills Unlimited have asked for a reference from my previous job, and while it has been some time since I worked for you, I would be grateful if you would consider giving me a reference for this new role. Please send the information to Mr Smith, Skills Unlimited Training, Moving Up Street, Far Away.

Many thanks for all your help and support in the past.

Yours sincerely,
Mandy Miles

Learning Outcomes

Composition	10 / 15
Grammar	3 / 4
Punctuation	2 / 4
Spelling	4 / 4

Marks: 19/27 Assign Mark

Candidate review

Keycode	Last name	First name	Subject	Test Name	Candidate ref.	Result	Percent	Mark	Centre Name	Completed	Duration	Shown to Centre
BCCNCPRL	Craig	Karl	Functional Skills Maths Lev	Maths Level 1 Sample	Kat2000p	Pass	38.333%	25	Guide Centre	23/03/2022	105	No
VWMDGUL	Kelly	Amanda	Familiarisation Tests	Maths Familiarisation Test	Testxxxx	Pass	0%	0	Guide Centre	16/02/2022	Unlimed	No

Candidate test review

The candidate will need the URL for the review along with the passcode and keycode to access the review

Candidates Results


Shows me who has taken tests and the details

Log In

Test Review

KeyCode:

Passcode:


Surpass 
The Assessment Platform

Test feedback

Test Feedback
Exit

Test: [HTML] 4748-119 Functional Skills Mathematics Level 1 - Sample

Date: 21/02/2024



You have completed this test.

Summary By Question

Summary By Unit

Summary By Learning Outcome

You can review each of the questions by selecting the individual question buttons

Non-Calculator

-	0/0	🔍	1	1/1	👁️	2	1/1	👁️	3	1/1	👁️	4	1/1	👁️	5	1/1	✅
6	1/1	👁️	7	0/1	❌	8	0/1	❌	9	1/1	👁️	10	1/1	👁️	11	1/1	👁️
12a	1/1	👁️	12b	1/1	👁️	13a	0/1	👁️	13b	0/1	👁️	-	0/0	🔍			

Calculator

-	0/0	🔍	1	1/1	👁️	2	0/1	👁️	3	1/1	👁️	4	1/1	✅	5	0/1	👁️
6	1/1	👁️	7	1/3	👁️	8	0/3	👁️	9	0/4	👁️	10	0/4	👁️	11	0/4	👁️
12	0/5	👁️	13	1/5	👁️	14a	0/2	👁️	14b	0/3	👁️	15	0/6	👁️	-	0/0	🔍

⚙️
Correct ✓
Incorrect ✖
Partial Mark 📌
Not Attempted —
Human Marked 👁️
Information & Non-scored 🚫
Survey 📄

Summary by question
 Each question can be reviewed with the candidate.

Score report Non-calculator question

Review of question

Time taken on each question can be seen.

The mark scheme will refer to which SCS was covered in the question.



Maths Level 1 Sample paper 2: Section 1 – Non-calculator					
<i>For paper-based, examiners should accept correct answers given as words, including misspelt variants. Candidates must not lose marks for incorrect spelling.</i>					
Question	Total marks	Marks	Marks awarded for	Item type	Subject content ref
7	1	1	A (0.4)	UPK MC fixed response	SCS16 [1]

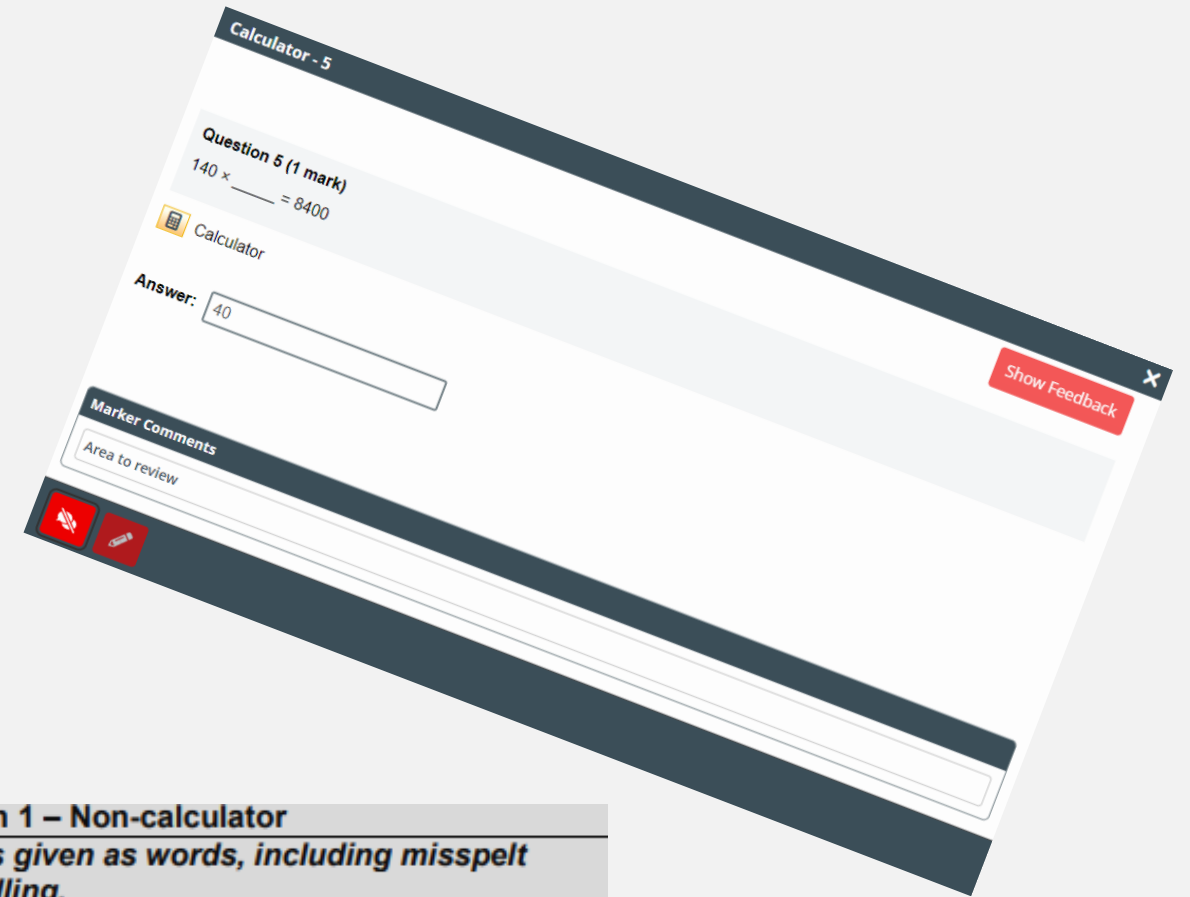


Score report Calculator permitted question

Review of question

Time taken on each question can be seen.

The mark scheme will refer to which SCS was covered in the question.




Maths Level 1 Sample paper 2: Section 1 – Non-calculator					
<i>For paper-based, examiners should accept correct answers given as words, including misspelt variants. Candidates must not lose marks for incorrect spelling.</i>					
Question	Total marks	Marks	Marks awarded for	Item type	Subject content ref
5	1	1	60	UPK Short answer fixed response	SCS4 [1]

Utilising the SCS

Test Feedback
Exit

Test: [HTML] 4748-119 Functional Skills Mathematics Level 1 - Sample

Date: 21/02/2024



You have completed this test.

Summary By Question

Summary By Unit

Summary By Learning Outcome

You can review each of the questions by selecting the individual question buttons

Non-Calculator

-	0/0	👁	1	1/1	👁	2	1/1	👁	3	1/1	👁	4	1/1	👁	5	1/1	✅
6	1/1	👁	7	0/1	❌	8	0/1	❌	9	1/1	👁	10	1/1	👁	11	1/1	👁
12a	1/1	👁	12b	1/1	👁	13a	0/1	👁	13b	0/1	👁	-	0/0	👁			

Calculator

-	0/0	👁	1	1/1	👁	2	0/1	👁	3	1/1	👁	4	1/1	✅	5	0/1	👁
6	1/1	👁	7	1/3	👁	8	0/3	👁	9	0/4	👁	10	0/4	👁	11	0/4	👁
12	0/5	👁	13	1/5	👁	14a	0/2	👁	14b	0/3	👁	15	0/6	👁	-	0/0	👁

⚙️
Correct ✓
Incorrect ✗
Partial Mark 🕒
Not Attempted —
Human Marked 👁
Information & Non-scored 📄
Survey 📊

Resources to support


ML1 SCS16 Recognise and calculate equivalences between common fractions, percentages and decimals.

ML1 SCS04 Use multiplication facts and make connections with division facts

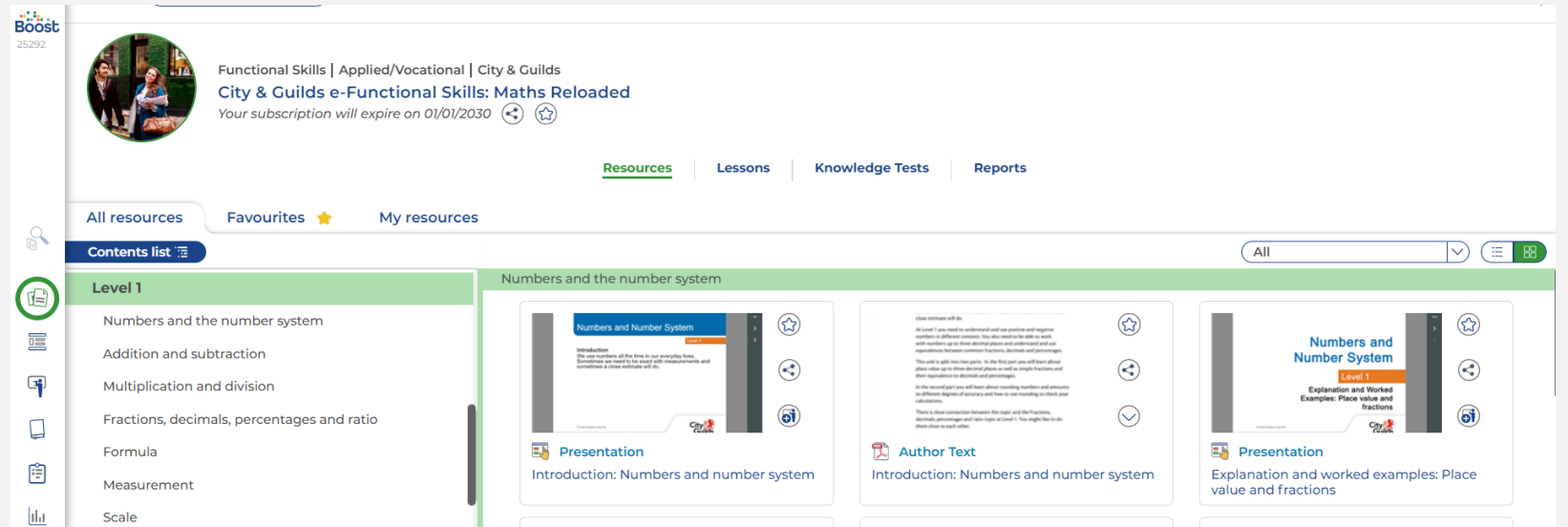
Using e-Functional

ML1 SCS16 Recognise and calculate equivalences between common fractions, percentages and decimals.

ML1 SCS04 Use multiplication facts and make connections with division facts system



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Boost 25292

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 Your subscription will expire on 01/01/2030

[Resources](#) | [Lessons](#) | [Knowledge Tests](#) | [Reports](#)

All resources | Favourites | My resources

Contents list

Level 1

- Numbers and the number system
- Addition and subtraction
- Multiplication and division
- Fractions, decimals, percentages and ratio
- Formula
- Measurement
- Scale

Numbers and the number system

Numbers and Number System
 Introduction: Numbers and number system
 Presentation

Author Text
 Introduction: Numbers and number system

Numbers and Number System
 Level 1
 Explanation and Worked Examples: Place value and fractions
 Presentation

ML1 SCS16 Recognise and calculate equivalences between common fractions, percentages and decimals.



Fractions, decimals, percentages and ratios

Level 1

If you wanted to write a percentage as a fraction, you would write it with a denominator of 100 ($\frac{20}{100}$). As $\frac{20}{100}$ means $20 \div 100$, which equals 0.2, 20% as a decimal is 0.2. So 20%, $\frac{20}{100}$, $\frac{2}{10}$ and 0.2 are all **equivalent forms**.

Similarly, 50% is $50 \div 100$ or $\frac{50}{100}$, which is the same as 0.50 or 0.5, and $\frac{50}{100}$ or $\frac{5}{10}$ can be cancelled down to $\frac{1}{2}$. So 50%, $\frac{50}{100}$, $\frac{5}{10}$, $\frac{1}{2}$ and 0.5 are all **equivalent forms**.

The table shows common equivalences between fractions, decimals and percentages which you may find useful to remember.

Fraction	Decimal	Percentage
$\frac{1}{2}$	0.5	50%
$\frac{1}{4}$	0.25	25%
$\frac{1}{10}$	0.1	10%
$\frac{1}{20}$	0.05	5%

For the fractions, it may still be useful to have a picture in your head of a pizza being cut up into equal pieces.

The first fraction in the table is one-half and the decimal equivalent is 0.5. Since half of a hundred is 50, these are the same as 50%.

Half of one-half is one-quarter, which is the same as 0.25 or 25%.



Fractions, decimals, percentages and ratios

Level 1

So, for example, the fraction $\frac{1}{4}$ is the same as **25%**, which is the same as the decimal **0.25**. For numbers bigger than 1 we can also use all three.

For example, the mixed number $1\frac{1}{2}$ is **150%**, which is the same as **1.5**.

We tend to choose the one that best suits the problem we are solving or the context we are working in.

Which would you be more likely to say?



Most shops would tend to use '25% discount' because it sounds more, even though it's the same amount.

ML1 SCS04 Use multiplication facts and make connections with division facts system

Multiplication and division

Level 1

Explanation

You should already be able to multiply and divide numbers by 2, 3, 4, 5, 6, 7, 8, 9 and 10. We will look at multiplying and dividing numbers by any single digit number as well as 10, 100 and 1000. It is important to be able to remember quickly the multiplication tables up to 10×10 and you may find it useful to know the 11 and 12 times tables too. Look at the Entry level 3 topic on Multiplication and division for more information on multiplication tables.

You should also know how to multiply or divide a two-digit number by a two-digit number. For example:

$23 \times 13 = 299$

or

$299 \div 13 = 23$

It will be useful for you to practise these skills while problem solving.

You should understand that multiplication and division are opposite processes. So if you know that $4 \times 6 = 24$, you should also know that $24 \div 4 = 6$ and $24 \div 6 = 4$.

Multiplication and division

Level 1

Solutions:

a)

	Hundreds	Tens	Units	.	Tenths	Hundredths
		3	5	.	6	
$\times 10$	3	5	6			

b)

Thousands	Hundreds	Tens	Units	.	Tenths	Hundredths
		3	5	.	6	
$\times 10$	3	5	6			
$\times 10$	3	5	6	0		

To multiply by 10 you move each digit one place to the left.

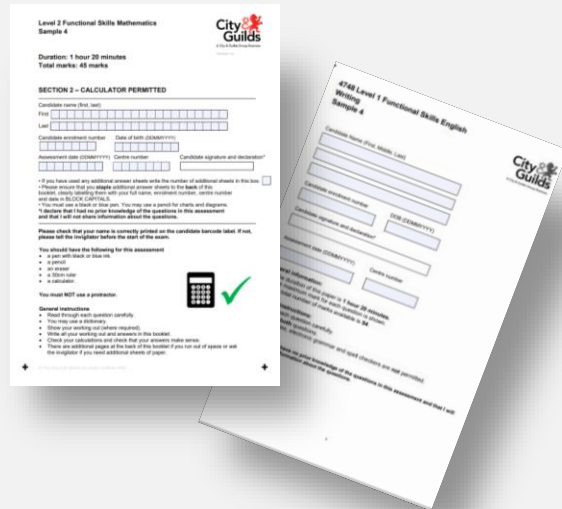
$35.6 \times 10 = 356$

To multiply by 100 you move each digit two places to the left. Notice that you have to put a zero in the units column otherwise the number would read 356 rather than 3560.

$35.6 \times 100 = 3560$

Taking the test

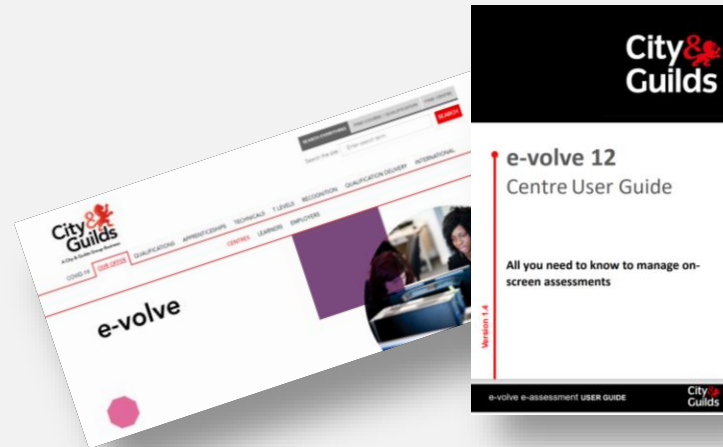
Paper based



Paper based exams

Offering a more traditional style of testing for your learners. Giving them flexibility to use the exam format that is best suited for their needs.

Onscreen

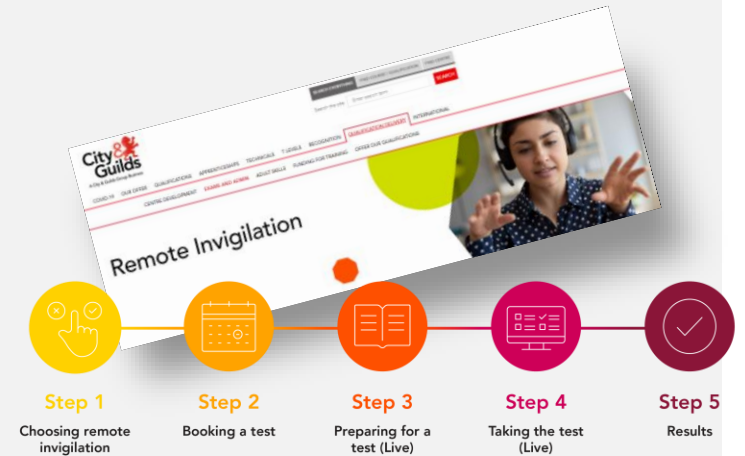


e-volve

Helps your learners to sit tests and exams securely and easily. Can be used online or taken offline, giving greater flexibility to download to laptop or PC.

Click [here](#) for more information

Remote Invigilation



Live remote invigilation

Allows tests on our e-volve platform to be taken from home or in the workplace, giving more flexibility to your candidates and removing the need to travel to a test centre.

Click [here](#) for more details.

A quick poll

Were you aware that we offer a Remote Invigilation service?

- Yes
- No

Are you currently using the Remote Invigilation service?

- Yes
- No
- Thinking about using it
- First I have heard of it

If you are not able to take part in the polls, please feel free to add to the Q&A during the live webinar. Alternatively, you can email your responses to: pre-employment@cityandguilds.com

Remote invigilation



Step 1

Choosing remote invigilation



Step 2

Booking a test



Step 3

Preparing for a test (Live)



Step 4

Taking the test (Live)



Step 5

Results

For learners

More flexibility

Reduce travel costs and time; exams can take place at home or in the workplace

Reduce exam anxiety by performing test in familiar environment

Only one device (PC or laptop) needed to take the test

For centres

Continuity of testing in event of disruption, extreme weather conditions, Covid 19

Reduced pressure on testing rooms on site

Reduced internal invigilator staff costs

Increased delivery with more testing opportunities

Centre analytics

- Allows candidate performance data from e-volve tests to be aggregated and interrogated.
- Also provides access to performance code information and candidates' raw marks for **paper** Functional Skills exams.

[Centre analytics \(cityandguilds.com\)](https://www.cityandguilds.com)

e-volve centre analytics

e-volve centre analytics

WORKING
WITH US

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WHAT WE OFFER
CENTRES >

E-VOLVE

- > [Application form](#)
- > [Familiarisation](#)

e-volve centre analytics is a new, free online resource for City & Guilds centres, that gives you in depth analysis of learners' performance for e-volve tests.

With just a few clicks e-volve centre analytics will give you your e-volve test data, in an easy to understand format that is able to analyse by date ranges, qualifications and various layouts and export for further analysis.

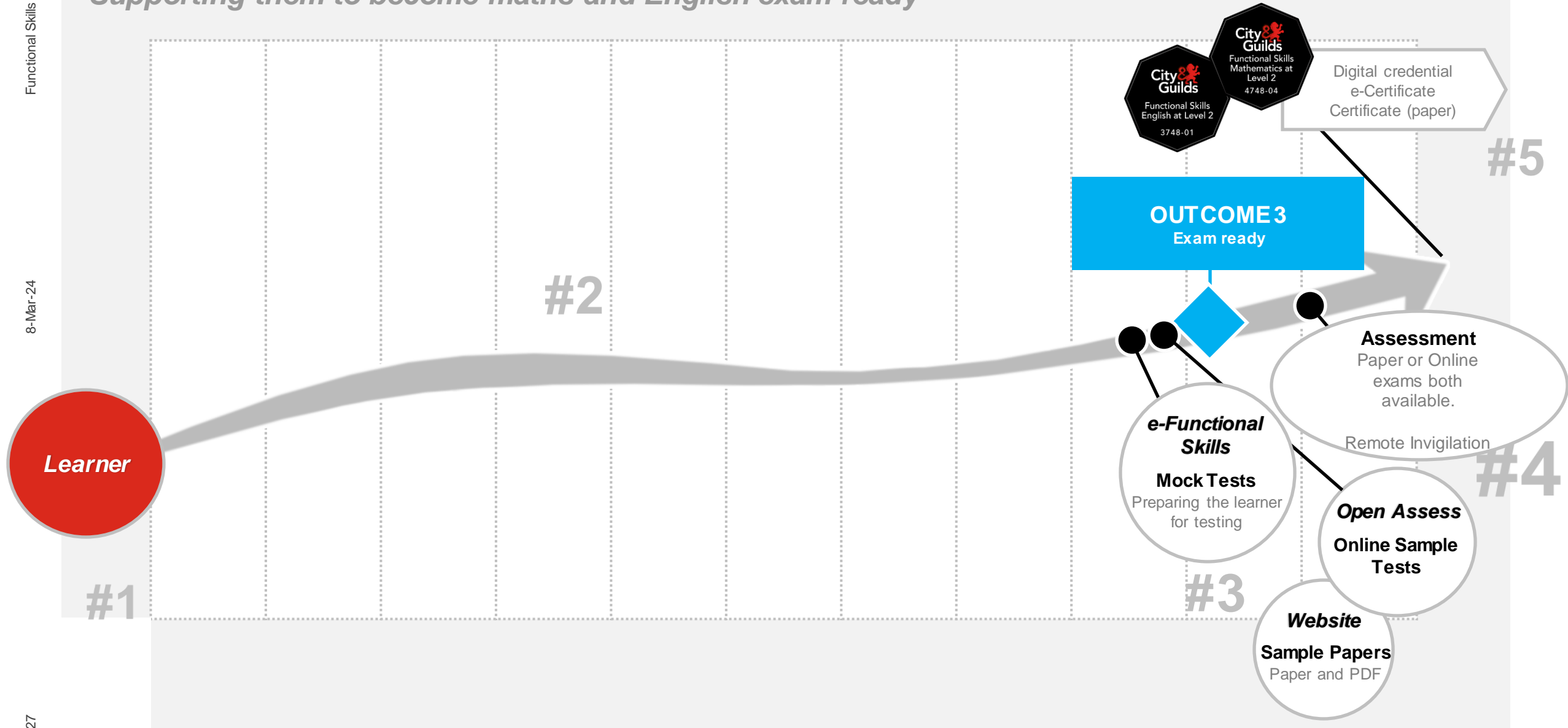
An overview of e-volve centre analytics



A learner's journey

Supporting them to become maths and English exam ready

8-Mar-24



A quick poll

Were you aware that a learner will be allocated a Digital Credential, once they have passed their Functional Skill exam?

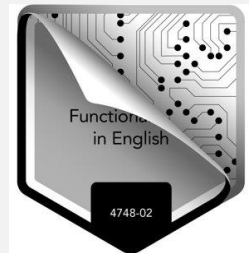
- Yes
- No

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pre-employment@cityandguilds.com

Digital credentials

Validate skills and achievements anywhere, anytime with a digital credential

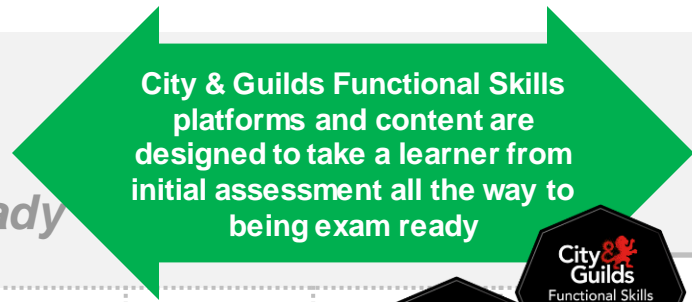


We know that colleges and training providers are dedicated to helping learners prepare for life and work beyond their education, and employers are increasingly valuing skills as their hiring criteria. A way to enable and support 'learners' progress to employment or higher education is through digital credentials.

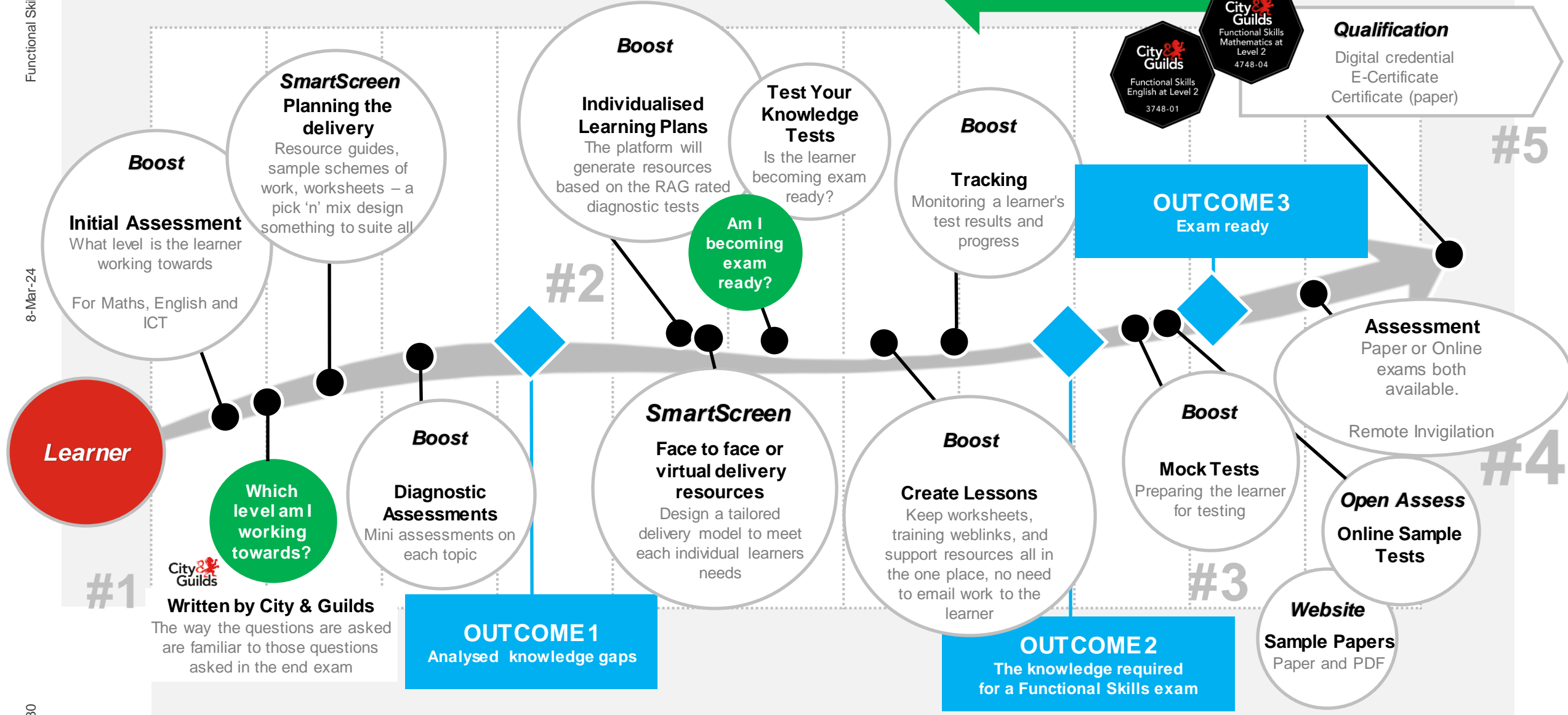


A learner's journey

Supporting them to become maths and English exam ready



8-Mar-24



Technical Advisor support



Events, webinars and networks



[Home](#) > [Our offer](#) > [Centres](#) > [Skills for work and life](#) > [Events and Webinars](#)

Skills for Work and Life Events

Events, Webinars and Networks for Functional Skills maths, English, ESOL and Employability qualifications

You can find details of all our details and confirmed dates for all of our webinars, networks and events below.

Supporting your learner's success

We run free webinars and networks throughout the year to ensure our centres are supported at every stage of their delivery, from on-boarding and curriculum planning through to ongoing delivery and assessment.

Webinars	▼
New to working with us	▼
Digital Functional Skills support	▼
Online Virtual Link-ups	▼
Face to Face Connect-Share-Network sessions	▼
External Events	▼

Contact Us

To learn more about our Functional Skills qualifications, don't hesitate to get in touch with us.

[Fill out the form](#) >

directsales@cityandguilds.com >

[0192 420 6790](tel:01924206790) >

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[Back to English and maths](#) >



Katherine Reid
Lead Technical
Advisor

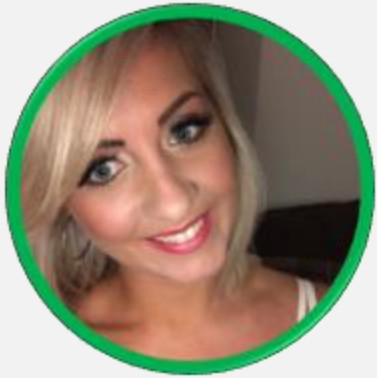


Alicja Twarowska
Technical Advisor

[Events and Webinars - Maths and English | City & Guilds \(cityandguilds.com\)](#)

pre-employment@cityandguilds.com

Digital Solutions support



Improving teaching and learning



Digital Solutions Managers host demos and training sessions for E-functional Skills as well a variety of other Digital Platforms such as EPA Pro, Learning Assistant, Smart Screen, Remote invigilation, Walled Garden, Open Assess & Centre Analytics

<https://www.cityandguilds.com/what-we-offer/centres/improving-teaching-learning>

Questions and answers

If you are watching this recording, you can send any questions you may have to...

pre-employment@cityandguilds.com





Call to action

For further platform enquiries please contact:

digital.solutions@cityandguilds.com

For existing platform customer queries:

digitalsupport@cityandguilds.com

For further information regarding digital credentials contact:

dcsales@cityandguilds.com

For maths and English queries contact:

pre-employment@cityandguilds.com

Thank you!

This recording and slide deck will be shortly available on the Resource Hub webpage.

We will be holding our next webinar on Wednesday 11 April 2024 at 11am.

[Register here](#)



About City & Guilds

Founded in 1878 to develop the knowledge, skills, and behaviours needed to help businesses thrive, we offer a broad and imaginative range of products and services that help people achieve their potential through workbased learning. We believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future. So we work with likeminded partners to develop the skills that industries demand across the world.

About ILM

ILM is the leading specialist provider of leadership qualifications in the UK. Last year, over 70,000 people enhanced their skills and performance with ILM, including 14,000 management apprentices. We believe that great leaders can come from anywhere. With the right support, anyone can grow and develop to make a real difference to their team and organisation. Which is why we help individuals from all levels to realise and apply their potential, so that the organisations they work for can reap the benefits.



To learn more about City & Guilds Maths, English and Functional Skills, please contact

centresupport@cityandguilds.com

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Alternatively, visit our dedicated webpages

**cityandguilds.com/functionalskills
cityandguilds.com/mathsandenglish**

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