

Legacy Functional Skills English (3748-01)

Remote Assessment of Speaking, Listening and Communication

As the legacy Functional Skills qualifications come to an end, we recognise that some centres will still have candidates who need to complete their qualifications despite the restrictions which the current Covid-19 pandemic have placed on delivery of teaching, learning and assessment.

We have therefore extended the adaptation which was in place between March and July 2020 to allow centres to undertake remote assessment of the Speaking, Listening & Communication component.

Where a centre is unable to carry out face to face assessment of Speaking, Listening & Communication, they must notify City & Guilds of their intention to adapt their assessment by completing the [Centre Intention to Adapt Assessment form](#). In addition they must contact their EQA who may wish to observe the assessment as part of their moderation activities.

The guidance contained here is designed to support centres to carry out the assessment while maintaining the rigour of assessment.

Remote Assessment of Speaking, Listening and Communication

For the SLC assessment, the assessor does not have to be in the same location as the candidate or other participants.

- In all cases, the centre must:
 - meet all requirements of the assessment
 - be able to verify the candidate's identity
 - have video or audio evidence of each assessment
 - keep records on which assessments were completed remotely
 - Email their EQA with dates and times of any remote Speaking, Listening & Communicating activities, the EQA may choose to attend a session as part of a sampling activity.
- The assessor must be confident about the identity of every candidate that completes an assessment. If the assessor suspects that a candidate has taken an assessment in the name of another candidate, this must be reported to City & Guilds immediately as potential malpractice.
- The conditions of the assessment still apply even though the activities are taking place remotely. The candidate should be in a quiet comfortable environment, free from distractions.

Video or audio evidence

- Where video or audio evidence is being used in remote assessment situations, the centre is responsible for:
 - testing all video or audio recording equipment before the assessment begins
 - instructing candidates to clearly state their full name and candidate enrolment number at the beginning of each recording
 - securely storing all recordings, on the centre's computer system as soon as practically possible, **not on** the individual assessor's personal drive.
 - providing good quality recording with clear audio and video
 - ensuring the voices of the candidate(s) and the assessor are clearly audible throughout the assessment
 - using a quiet location for recording
 - storing all recordings until after the next EQA activity
 - ensuring that the recordings are not edited.
- All filenames of the recordings must be labelled with:
 - centre name and number
 - candidate enrolment number(s)
 - level and assessment activity
- Important information to be included in the recording by the assessor:
 - centre name
 - centre number
 - name of the assessor
 - date of activity
 - type of assessment taking place, e.g. Level 1 group discussion
 - name and candidate number(s) of the candidate(s) being assessed, and the names of any participants not being assessed
 - location of participants, e.g. workplace or home – not specific details
 - the time the assessment begins and the time the assessment ends.

Online meeting security

We do not prescribe which platform can be used for the SLC activities, but where online meeting software is used, the centre may want to consider the following:

- If the meeting can be locked to the invited attendees only or where this functionality is not available, a meeting password can be set and shared with the candidate in advance.

- Reviewing the security, meeting best practice and privacy policy for the chosen virtual meeting software.
- After the assessment has finished, the assessor should also end the meeting.
- Regularly check for any security issues or technical issues that may affect your selected virtual meeting product.