

# City & Guilds Functional Skills

## Moving from Flash to HTML

Version 1.1

Last modified 3-October-2023

For external use



## Document revision history

| Version | Changed by         | Summary of change  | Amendment date |
|---------|--------------------|--|----------------|
| 1.0     | Industry & Product | Document created   | 12 June 2023   |
| 1.1     | Industry & Product | Amendments to following sections:<br>7. Additional column added to table for October 2023<br>11. Amended now migration has taken place<br>12. Clarification about RI exams | 03 Oct 2023    |

## **1. Functional Skills – migrating exams from Flash to HTML**

This document contains important updates on some changes to our Functional Skills exams as we migrate our e-volve exams from Flash to HTML format.

This document is live, and we will update it regularly with additional information.

## **2. Why are we making the change?**

You may know that Adobe withdrew support for Flash at the end of 2020. However, City & Guilds continued to use a fully supported version of Flash in all its e-volve exams. As a result, most web browsers can no longer run Flash content. To address this challenge, City & Guilds has been converting our e-volve exams into HTML format.

## **3. When are we making the change?**

The **last chance** to take an exam in the existing Flash format was **14 September 2023**. The existing Flash versions have been switched off.

All live e-volve Reading, Writing and Mathematics exams at level 1 and level 2 will be in the new HTML format from **15 September 2023**.

## **4. Which Functional Skills exams affected?**

Functional Skills exams taken in e-volve in Reading, Writing and Mathematics level 1 and level 2 will move to HTML format.

## **5. Are paper-based exams affected?**

No. There will be no change to paper-based exams as this only applies to e-volve exams.

## **6. Will there be any differences between Flash and HTML exams?**

There will be some differences that both you and your candidates will need to familiarise yourselves with and prepare for.

The migration will make exams look and feel more user friendly and improve your candidates' experience.

|             |   |   |
|-------------|---|---|
|             | Flash                                       | HTML  |
| Mathematics | Calculator has no copy and paste function   | Calculator has copy and paste function                          |
|             | Calculator numerals accessed on screen only | Calculator numerals can be used on screen and with the keyboard |

### 7. Will there be any changes to how my candidates sit their exams?

Candidates will need to continue to use the Secure Client software to sit HTML exams.

For Remote Invigilation, candidates will no longer need Surpass Viewer to take exams as exams will be launched directly in their Google Chrome browser.

### 8. When and where can we access Sample exams in the new format?

We will be releasing new HTML sample versions of Functional Skills Reading, Writing and Mathematics exams to you from **13 June 2023** onwards through our Open Assess platform, with viewable samples also available on our Functional Skills qualification page as soon as possible. We have plans to gradually increase the number of samples available to you over time.

This will give you and your candidates ample time to familiarise yourselves with the new exams and prepare for any differences in the look and feel.

This is how we will release them to you.

|                | June 2023 | July 2023 | October 2023 |
|----------------|-----------|-----------|--------------|
| Reading L1     | 2         | 2         | 2            |
| Reading L2     | 2         | 2         | 2            |
| Writing L1     | 2         | 2         | 2            |
| Writing L2     | 2         | 2         | 2            |
| Mathematics L1 | 2         | 2         | 1            |
| Mathematics L2 | 2         | 2         | 1            |

The HTML sample exams in Open Assess will not require Surpass Viewer and can be fully administered through a web-browser.

Please remember if you are booking exams to be taken on or after **15 September**, candidates will be taking a HTML version, and we recommend using sample exams in HTML format in Open Assess to familiarise learners with the platform.

We have updated our Open Assess guide (Version 3) to help you prepare. You can find this on the Functional Skills (4748) qualification page on our website.

## **9. What else can we use to prepare candidates?**

### **Navigation and Familiarisation tests**

On **13 June** we will also be releasing new HTML Navigation and Familiarisation e-volve exams in **Open Assess**. Four tests will be available:

- Navigation
- Functional Skills English Reading Familiarisation
- Functional Skills English Writing Familiarisation
- Functional Skills Mathematics Familiarisation

Navigation is a short e-volve test that can be taken by a candidate or any centre user to orientate themselves with all general aspects of sitting an e-volve exam. This is not subject specific.

Functional Skills Familiarisation tests are short e-volve tests that can be taken by a candidate or centre user to familiarise themselves specifically with the types of questions and tools they will receive in their Functional Skill exams in e-volve.

These tests are not marked and do not generate results.

## **10. Will there be any impact on results release?**

Functional Skills exams in Reading, Writing and Mathematics taken from 15 September 2023, will all be new HTML versions, and will need to go through our awarding process, so are likely to take up to 32 working days.

We always aim to get results to you as swiftly as possible. However, when new versions of our exams are introduced, they need to go through our awarding process and other quality assurance checks.

To help with this process, it is important to make sure you book candidates to take their exams in the usual way as receiving the exam volumes we expect at this time of year helps us with this process.

Remember that processing of **paper exams** during this period will not be impacted.

### **11. Will there be any impact for candidates re-sitting Functional Skills exams on e-volve?**

If your candidates have been unsuccessful in an exam prior to **15 September** and wish to re-sit, you will need to prepare them for one of the new HTML exams.

When new versions are introduced and awarded, there can be delays with booking re-sits for your candidates. Please do not book re-sits in e-volve before you have received your candidate results as a new version might not be available at that time. If your candidate needs to take a re-sit before a new version becomes available, you can book a paper version of the exam.

### **12. How do I manage bookings in e-volve?**

All bookings for Reading, Writing and Mathematics tests due to take place on or after 15 September have been automatically migrated to HTML.

### **13. Will there be any impact on candidates taking exams via the Remote Invigilation service?**

No. From **15 September** all Remote Invigilation bookings will be in HTML format.

Candidates will no longer need Surpass Viewer to take exams through Remote Invigilation as exams will be launched directly in their Google Chrome browser. We will be updating Remote Invigilation guides and other support materials and will share them in due course.

### **14. What is happening with Functional Skills ICT?**

As you will be aware, Functional Skills ICT closed for registration on **31 July 2023** with final certification for this qualification being **31 July 2024**.

As a result, on screen versions **will not be converted to HTML format**.

Any exams taken from 1 September 2023 until the final assessment date of 31 May 2024 will need to be booked as paper-based exams and taken using local ICT facilities.

The final date that paper-based assessments for 3748-03 can be booked in Walled Garden is 17 May 2024.

**15. What support will there be for me during this transition period?**

Our Customer Services team will be on hand during this period to support you with any questions.

You can reach them by phone or email.

T: 0192 4930 800

E: [customersupport@cityandguilds.com](mailto:customersupport@cityandguilds.com)

Lines open: Monday to Friday 08.00 to 18.00 GMT

Please also make sure you are signed up for our [Email updates](#) as we will provide details of any further update to this document and support through these alerts.

## Contact us

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Since 1878 we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We work with governments, organisations and industry stakeholders to help shape future skills needs across industries. We are known for setting industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We train teams, assure learning, assess cohorts and certify with digital credentials. Our solutions help to build skilled and compliant workforces.

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