

Functional Skills English and Mathematics Levels 1 and 2 Paper based exam calendar 2023

Paper based exams are available every 6 weeks on the following set dates only. Exams must not be completed on any other date than those specified. Maths or English can be sat on either date; however, centres **MUST** do the same subject on the same day.

Centres **must** return **all** papers (**this includes unused papers**) to Skillsfirst on the day, or at the very latest the day after an exam has taken place for security reasons.

A fee of **£8 per learner, per exam paper** for all Functional Skills paper-based exams is chargeable to all centres, this is in addition to the registration fee. The fee will be applied upon the scheduling of the paper-based exam and is non-refundable.

<p><u>JANUARY 2023</u> Exam dates: 16 & 17 Jan</p> <p>Schedule deadline - 16 Dec Result release – 3 Mar*</p>	<p><u>FEBRUARY 2023</u> Exam dates: 27 & 28 Feb</p> <p>Schedule deadline - 3 Feb Result release - 14 Apr*</p>	<p><u>APRIL 2023</u> Exam dates: 17 & 18 Apr</p> <p>Schedule deadline - 10 Mar Result release – 26 May*</p>	<p><u>MAY 2023</u> Exam dates: 22 & 23 May</p> <p>Schedule deadline - 28 Apr Result release - 7 Jul*</p>
<p><u>JULY 2023</u> Exam dates: 3 & 4 July</p> <p>Schedule deadline - 9 Jun Result release - 18 Aug*</p>	<p><u>AUGUST 2023</u> Exam dates: 14 & 15 Aug</p> <p>Schedule deadline - 21 Jul Result release - 29 Sep*</p>	<p><u>SEPTEMBER 2023</u> Exam dates: 25 & 26 Sept</p> <p>Schedule deadline - 1 Sept Result release – 10 Nov*</p>	<p><u>NOVEMBER 2023</u> Exam dates: 6 & 7 Nov</p> <p>Schedule deadline - 13 Oct Result release - 22 Dec*</p>

**Please note, these dates will be reviewed once the awarding process is complete for all assessments, the dates specified will be the latest date the results will be released.*

A learner wishing to re-sit an exam must wait at least **14 days** from the date of the last exam, including exams sat online.

Scheduling paper-based exams

Functional Skills paper based exams are scheduled by the centre via XAMS. The process for scheduling paper-based exams is similar to scheduling onscreen exams. Firstly, in the 'Schedule' screen, click on the 'Create' button at the top of the page.

As usual, a pop-up window will appear. After selecting your qualification, you will need to select the paper-based version of your assessment (as shown in the screenshot to the right-hand side).

At this point you will be able to select the window in which your learner will be sitting their exam. Skillsfirst paper-based exams are on fixed dates every six weeks, if you are unsure which paper-based window to select, please refer to the calendar above.

You will then need to select the date and time the assessment will be taking place, give your schedule a name and confirm the location of the exam in the 'Time and Location' box.

The assessment must take place on the date, at the time and in the location provided in your exam schedule, as Skillsfirst may choose to carry out an unannounced audit of the exam. If this information is not included in your schedule Skillsfirst will not be able to despatch your exam. If you are scheduling numerous learners for the same assessment, but they are sitting their exams at different times or in different venues, you will need to create numerous exam schedules.

Once you have populated the boxes above, you can then add your learners to the schedule and press 'Save'. Pressing 'Save' will schedule the paper-based exam and confirms the acceptance of the £5 administration fee, per assessment, per learner.

When you have completed all of your exam schedules for a particular exam window, please email exams@skillsfirst.co.uk with the address for these to be dispatched to. Skillsfirst will dispatch paper-based exams to one central address on the Wednesday before the exams are due to take place, via Royal Mail signed for 1pm delivery. This provides time for centres to receive the exam papers and dispatch them to the exam venue if necessary.



