Functional Skills English and Mathematics Levels 1 and 2
Paper-based exam calendar 2024

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 VTCT (Skillsfirst) on the day, or at the very latest the day after an exam has taken place for security reasons. Failure to comply may result in a delay to the result release and could result in a sanction and the refusal to process any further paper-based assessments

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.

JANUARY 2024	FEBRUARY 2024	APRIL 2024
Exam dates: 15 & 16 Jan	Exam dates: 26 & 27 Feb	Exam dates 15 & 16 Apr
Schedule deadline - 15 Dec **Result release – 1 Mar***	**Schedule deadline - 2 Feb** **Result release - 12 Apr***	**Schedule deadline - 8 Mar** **Result release – 24 May***

Note: Following the April 2024 paper-based window we will be offering increased flexibility with regards to the availability of paper-based assessments. Full details will be circulated in the near future.

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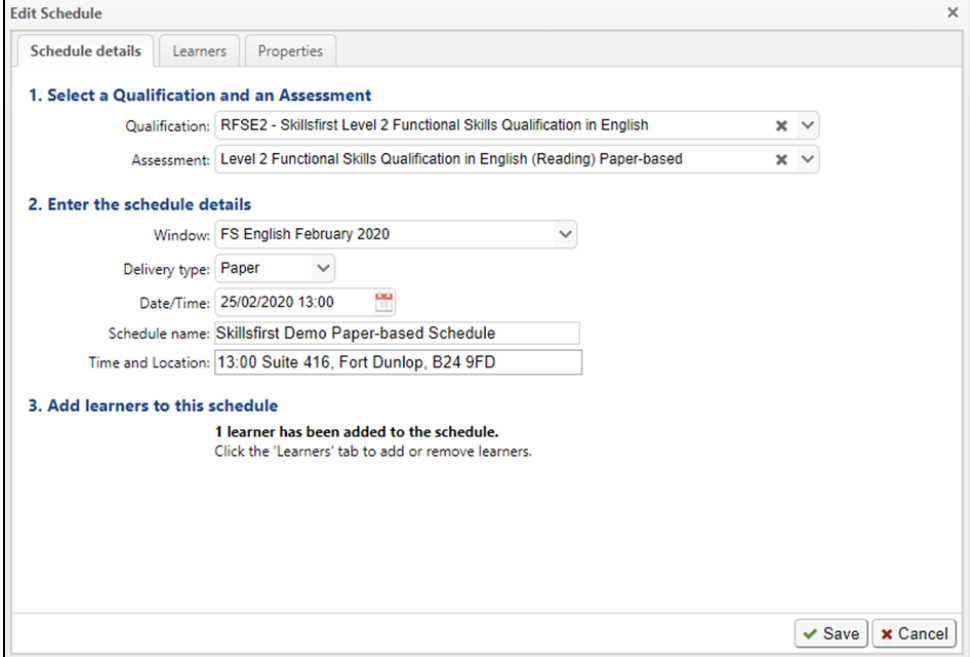
As usual, a pop-up window will appear. After selecting your qualification, you will need to select the paper-based version of your assessment (as shown in the screenshot to the right-hand side).

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 and give your schedule a name.

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 £8 administration fee, per assessment, per learner.

Please note: You will only be able to create one schedule per assessment per window, however this can be edited to add/remove learners up until the schedule deadline.

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. VTCT(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.