

Functional Skills paper-based examinations Key Dates 2024

Paper-based assessments are available to book on demand with a 10 working day notice period. Maths or English can be sat on any day, as long as there has been 10 working days notification of the assessment.

<p><u>JUNE/JULY 2024</u></p> <p>Exam window: 15th June – 12th July</p> <p>Awarding window: 22nd – 26th July</p> <p>Result release: on or before 30th July*</p>	<p><u>JULY/AUGUST 2024</u></p> <p>Exam window: 13th July – 9th August</p> <p>Awarding window: 19th – 23rd August</p> <p>Result release: on or before 27th August*</p>	<p><u>AUGUST/SEPTEMBER 2024</u></p> <p>Exam window: 10th August – 6th September</p> <p>Awarding window: 9th – 13th September</p> <p>Result release: on or before 17th September*</p>
<p><u>SEPTEMBER/OCTOBER 2024</u></p> <p>Exam window: 7th September – 4th October</p> <p>Awarding window: 14th – 18th October</p> <p>Result release: on or before 22nd October*</p>	<p><u>OCTOBER/NOVEMBER 2024</u></p> <p>Exam window: 5th October – 1st November</p> <p>Awarding window: 11th – 15th November</p> <p>Result release: on or before 19th November*</p>	<p><u>NOVEMBER/DECEMBER 2024</u></p> <p>Exam window: 2nd November – 29th November</p> <p>Awarding window: 9th – 13th December</p> <p>Result release: on or before 17th December*</p>

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

Supporting information

Upon scheduling an exam, please email exams@skillsfirst.co.uk with the following details:

- exam schedule name(s)
- the address you require the papers to be dispatched to
- who the package should be addressed to.

Paper-based exams will be dispatched in the week prior to the exams taking place, please ensure a member of staff is available to sign for the package.

Centres **must** return **all** exam paper (**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.

Please ensure all assessments are returned via courier or first class (recorded delivery) on the day of assessment, the returns address is:

FS Team
Suite 307
Fort Dunlop
Fort Parkway
B24 9FD

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.

Please contact exams@skillsfirst.co.uk if you have any queries.