

**Awards and Certificates in Education, Training and
Skills (ACETS) Qualifications**

2011/2012

**INSTRUCTIONS TO
TEACHERS/TUTORS**

**Essential Skills
Ordering and Conduct of Assessment Tasks**

Essential Skills (Entry Level)

CCEA offers the following Essential Skills at Entry Level:

Literacy	Skill Area
Entry Level 1	Speaking and Listening Reading Writing
Entry Level 2	Speaking and Listening Reading Writing
Entry Level 3	Speaking and Listening Reading Writing
Numeracy	Skill Area
Entry Level 1	Number Measures, Shape and Space Handling Data
Entry Level 2	Number Measures, Shape and Space Handling Data
Entry Level 3	Number Measures, Shape and Space Handling Data

In order to receive the Entry Level Certificate in Essential Skills in Literacy or Numeracy, the learner must achieve a level in all of the three skills areas of one unseen task.

Centres should not submit tasks to CCEA if all three skill areas are not completed and passed.

Moderation Arrangements

Centres can submit entries at any time throughout the academic year. Those centres with Direct Claims status will receive certificates within 14 working days of the submission of outcomes. These centres may be subject to Quality Assurance Moderation after the issue of results and this moderation will take place each year in September.

Centres without Direct Claims status will be moderated on three occasions throughout the year prior to the issue of results as shown in the table below. Outcomes may be subject to adjustment. Results will be issued once moderation is completed.

For moderation purposes, CCEA has recently made changes to the way centres can submit an outcome against an entry. *Therefore centres will now only be able to submit an outcome which matches the level of entry.*

In order to adhere to this system it is advisable for centres to use the following process when administering Essential Skills.

Step 1 – Assess candidates in the relevant subject and level

Step 2 – Submit entries

Step 3 – Complete online outcomes

For centres without direct claims, learners will only be considered for moderation when both their entries and all required outcomes have been submitted to CCEA. The date the outcomes are submitted determine the moderation series.

Outcomes submitted between	Collection of Portfolios for Moderation
1 September – 10 December	January
11 December – 21 April	May
22 April – 31 August	September

All other dates in relation to moderation can be found in the ‘*Calendar of Events*’ section of the Qualifications Administration Handbook on the CCEA website at www.ccea.org.uk.

The Assessment Process

TEACHER/TUTOR ACTION	
1	Choose a task from the catalogue that you think will be of interest to your learner(s);
2	Order the task online via the secure login on the CCEA website;
3	Allow up to 3 weeks to receive your order;
4	Administer the task;
5	Mark the task;
6	Internally standardise the marked task as appropriate;
7	Complete the administration for the learner being moderated;
8	Direct Claims Centres - Retain tasks for 12 months. Await notification for sample required by CCEA for external moderation; Non-Direct Claims Centres – Submit samples for external moderation;
9	CCEA issue certificates to centres.

When to Assess

Assessment can take place at any time during the learners’ course of study and there is no limit to the number of times a learner may be assessed.

The key to assessment is learner readiness. When a teacher/tutor feels that sufficient teaching and learning has taken place and that the learner has made sufficient progress in all of the skill areas, then an assessment task should be administered at the appropriate target level.

The Assessment Tasks

Literacy

The Literacy assessment tasks are made up of three types of activities:

- a teacher/tutor/learner interview which should be recorded (the script and questions are included in the *Tutor Guide and Script Booklet*); and
- a group discussion; and
- activities/questions included in the *Learner Answer Booklet*.

An *Assessment Scheme Booklet* is provided for the teacher/tutor to assist them in their marking.

Numeracy

The numeracy assessment tasks are made up of two types of activities:

- a teacher/tutor/learner interview (the script and questions are included in the *Tutor Guide and Script Booklet*). Learner responses to the interview questions should be included within the Learner Answer Booklet;
- activities/questions included in the *Learner Answer Booklet*.

An *Assessment Scheme Booklet* is provided for the teacher/tutor to assist them in their marking.

CCEA will provide centres with an exemplar Literacy and Numeracy task on registration. These may be photocopied and used as practice tasks to give learners an opportunity to experience the structure of the task and to help a teacher/tutor gauge learner readiness.

Choosing Assessment Tasks

Teachers/tutors should look through the task catalogue and decide which task would appeal to or be of interest to their learners. Each task may only be used once with an individual learner so that the learner is assessed using an unseen task. The tasks are confidential materials and only the exemplar task may be photocopied and used for practice with the learners.

Ordering Assessment Tasks

A new online service has been developed to enable centres to order Essential Skills tasks electronically. This will replace the current paper based system; therefore the paper forms should no longer be used.

If your centre already has access to the Centralised Login System for other examinations you should ask the Examinations Officer to log on and apply for you to have access to '*ES Materials Ordering*'.

If your centre does not already have access to the Centralised Login System please apply via the CCEA home page www.ccea.org.uk . Select the tab for 'Exams Officers' and the select 'this form' link for new centres and Examinations Officers.

Once access has been authorized, users can enter the Essential Skills Ordering system via the Centralised Login. Then select the appropriate tasks and the number of packs required. When your order is complete select 'submit order' and it will automatically be sent to CCEA.

Each pack that is ordered contains sufficient material for one teacher/tutor and five learners of mixed ability within Entry Level i.e. Entry 1, Entry 2 and Entry 3.

A pack will contain the following materials:

- 1 Tutor Guide and Script Booklet;
- 5 Entry 1 Learner Answer Booklets;
- or*
- 5 Entry 2 or 3 Learner Answer Booklets;
- 5 Assessment Scheme Booklets.

For example:

If you have 6 learners at Entry Level 1, you should order 2 packs of tasks.

If you have 4 learners at Entry Level 2 or 3, you should order 1 pack of tasks.

Teachers/tutors should retain unused assessment tasks for use with other learners at a later date. These tasks must be treated as confidential materials, stored securely and taken unseen by the learner(s) when appropriate.

Administering the Tasks

When a learner is ready for assessment, the learner's usual teacher/tutor should administer the task in the usual learning environment.

The activities in the task are not timed and may be taken in stages which suit the needs of individual learners. However, once a learner has started a task they should receive no further teaching until all the activities in the task have been completed.

For the assessment of Literacy, all speaking and listening activities should be recorded on tape.

Confidentiality

The tasks are **confidential** materials and should be taken **unseen** by the learner. They must be stored securely at all times when not in use. Teachers/Tutors delivering the qualification are permitted to view the confidential materials prior to administering tasks.

Marking the Tasks

The teacher/tutor should mark all of the questions answered by the learner according to the criteria detailed in the *Assessment Scheme Booklet* that is provided for each learner. For each skill area assessed, the learner must achieve an 80% threshold in order to be awarded the targeted level.

Where a learner has not achieved the targeted level, they will not automatically be awarded the lower level by default.

For example:

If a learner has narrowly missed achieving an Entry 3 award, they will not be awarded Entry 2 unless they have completed and been successful in the Entry 2 questions.

For the assessment of Literacy, teachers/tutors must retain evidence of all speaking and listening assessments and forward this to CCEA along with the marked tasks for external moderation.

Each marked assessment task will provide the following assessment outcomes:

- a spiky profile of an outcome level in each skill area; and
- a single overall level.

It should be noted that unless a learner has achieved a level in all three skill areas, teachers/tutors should not submit the tasks to CCEA for external moderation.

External Moderation

Centres should collate the following materials and then group the tasks by teacher/tutor:

- *Learner Answer Booklets*;
- corresponding *Assessment Scheme Booklets*;
- taped evidence of speaking and listening activities (Literacy only);
- evidence of learner responses to the interview for Number (Number only);
- completed online Learner Outcomes.

Special Arrangements

Teachers/tutors may apply to CCEA for enlarged and modified tasks for visually impaired learners. All other arrangements will be at the discretion of the Essential Skills Co-ordinator.

These arrangements may include:

- use of reader/communicator (not for activities in Literacy Tasks assessing ability to read, help should be limited to ensuring the learner knows what they are to do);
- use of amanuensis/scribe (not for activities in Literacy Tasks assessing hand-writing);
- use of word processors etc;
- use of practical assistants.

In Entry Level Literacy word processing or other mechanical aids may be used at the discretion of the Head of Centre. The use of spell-check is not permitted. As far as possible, learners should complete all written work rather than use a scribe.

Replacement Certificates

To order replacement certificates use the form on the Essential Skills microsite at http://www.ccea.org.uk/essential_skills .

Essential Skills (Level 1 and 2)

CCEA offer the following Essential Skills at Level 1 and 2:

Communication Qualification Components

Level 1 Action Based Activity
 Desktop Task

Level 2 Action Based Activity
 Desktop Task

Application of Number Qualification Components

Level 1 Action Based Activity
 Desktop Task

Level 2 Action Based Activity
 Desktop Task

All entry and cash-in entry codes are available in the '*Specification and Entry Codes (All other qualifications)*' section of the Qualifications Administration Handbook on the CCEA website at www.ccea.org.uk.

UCAS Points

Grade	Tariff points
* Level 2	10

***NB:** For admission to Higher Education from 2011 onwards, UCAS Tariff points will only be allocated to level 2 qualifications if **both** the following criteria are met:

- They are broad skills qualifications - Core Skills, Essential Skills, Essential Skills Wales, Functional Skills, Key Skills.
- They are being studied as part of a wider composite qualification, such as 14-19 Diplomas or Welsh Baccalaureate.

Information current December 2010 as stated on www.ucas.ac.uk .

Moderation Arrangements

Centres can submit entries at any time throughout the academic year for all learners deemed to have achieved a pass at the level in each of the Essential Skills for which they are entering. Those centres with Direct Claims status will receive certificates within 14 working days and may be subject to Quality Assurance Moderation after the issue of results. This moderation will take place each year in September.

Centres without Direct Claims will be moderated at three times throughout the year prior to the issue of results as shown in the table below and outcomes may be subject to adjustment. Results will be issued once moderation is completed.

For moderation purposes, CCEA has recently made changes to the way centres can submit an outcome against an entry. ***Therefore centres will now only be able to submit an outcome which matches the level of entry.***

In order to adhere to this system it is advisable for centres to use the following process when administering Essential Skills.

Step 1 – Assess candidates in the relevant subject and level

Step 2 – Submit entries

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For centres without direct claims, learners will only be considered for moderation when both their entries and all required outcomes have been submitted to CCEA. The date the outcomes are submitted determine the moderation series.

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Recording Assessments

Teachers/tutors must assess their learners’ Action-based activities evidence against the criteria set out in the Essential Skills Tutor Guide, using any guidance and/or exemplar materials issued by CCEA or the Regulatory Authorities. Desktop Tasks must be marked in accordance with the relevant mark scheme.

Completion of Assessment Documentation

In order to leave sufficient time for internal moderation tutors should collect Action-based Activity portfolios from learners in advance of the date for submission of online learners’ outcome forms. Please ensure all documentation is fully and accurately completed using guidance issued in the Tutor Guide. The following documentation must be completed:

Application of Number

- Online Learner Outcomes;
- Overall Record of Outcomes (Action-based Activity portfolio)
- Desktop Task (marked Learner Answer Booklet)

Communication

- Online Learner Outcomes;
- Overall Record of Outcomes (Action-based Activity portfolio)
- One to One Group Recording Sheet (Level 1)
- Group Discussion Recording Sheet (Level 2)
- Short Talk Recording Sheet (Level 2)
- Desktop Task (marked Learner Answer Booklet)

When to Assess

The Action Based Activity and Desktop Task should be completed during the learner's course of study.

Action Based Activities should be completed and assessed before a Desktop Task is administered to confirm the Action Based Activity outcome. The Desktop Task must be completed by a learner in 75 minutes for level 1 and 90 minutes for level 2.

Choosing Assessment Tasks

Teachers/tutors should review the tasks available and decide which activities and tasks would suit their teaching and learning programme.

Ordering Additional Assessment Materials

A new online service has been developed to enable centres to order Essential Skills tasks electronically. This will replace the current paper based system; therefore the paper forms should no longer be used.

If your centre already has access to the Centralised Login System for other examinations you should ask the Examinations Officer to log on and apply for you to have access to '*ES Materials Ordering*'.

If your centre does not already have access to the Centralised Login System please apply via the CCEA home page www.ccea.org.uk. Select the tab for '*Exams Officers*' and the select '*this form*' link for new centres and Examinations Officers.

Once access has been authorized, users can enter the Essential Skills Ordering system via the Centralised Login. Then select the appropriate tasks and the number of packs required. When your order is complete select '*submit order*' and it will automatically be sent to CCEA.

Confidentiality

The Desktop Tasks are **confidential** materials and should be taken **unseen** by the learner. They must be stored securely at all times when not in use.

The Action Based Activities are **not confidential** materials. Following moderation they will be returned to centres along with the certificates awarded to the learners.

Marking the Action Based Activities

Detailed guidance on the marking of the Action Based Activities is included in the Tutor Guides for Communication and Application of Number.

Marking the Desktop Tasks

The teacher/tutor should mark all questions according to the criteria detailed in the Assessment Guide.

For Level 2 only where a learner has not achieved the pass mark for Level 2, a Level 1 may be awarded if 50% or more of the marks have been achieved. At Level 1 there is **not** an option of allowing and Entry 3 outcome as these are separately accredited qualifications.

Replacement Certificates

To order replacement certificates use the form on the Essential Skills microsite at http://www.cccea.org.uk/essential_skills .