



# **Skillsfirst Functional Skills Requirements for Remote Speaking, Listening and Communicating (SLC) Assessments**

**August 2020  
v1**

## Principles and requirements

SLC assessments at both Level 1 and Level 2 must be carried out with a minimum group of 3 and a maximum group of 5 learners.

To meet Skillsfirst's requirements for carrying out a remote SLC assessment, all learners must be seen by the assessor (not just talking heads). In all cases, all of the upper body, including arms, must be visible as body language and non-verbal communication are an implicit part of presentations and discussions and assist the overall assessment of competence.

## Delivery

Ideally, the remote SLC assessment will be conducted with the group of three to five learners in one location, being observed using video-conferencing in 'real time' by their assessor and IQA in another location.

In the event that learners, are not able to come together, the above principles and requirements must still be met. Skillsfirst recommend the use of "Microsoft Teams", or 'Zoom' for the remote, controlled assessment, as they provide a split screen of all the individuals within the group. The camera must be set correctly, ensuring the learners' upper body can be seen, allowing the assessor to see the learners' body language and non-verbal communication.

Centres must **video-record all** SLC assessments which are carried out remotely. This is to enable the internal and external moderation sampling of the assessment process.

Voice recordings **are not** an acceptable form of recording the SLC assessment.

## Internal moderation

The SLC assessment is a component of the Functional Skills English qualification, it must be internally moderated in line with the centre's IQA / QA strategy.

Not all SLC assessments need to be internally moderated. It is expected, however, that the IV / IQA would sample each assessor carrying out an SLC assessment at least once, for both levels of the qualification, over a twelve-month period, or in line with the centre's IQA / QA strategy.

## External quality assurance

Centres must ensure the External Verifier (EV) either observes the first 'live' remote SLC assessment taking place, or be provided with the video recording, in order to carry out an external quality assurance activity.

The SLC assessment is a 'centre-marked' assessment and therefore must be externally quality assured by a Skillsfirst EV at least once for each level, over a twelve-month period. The frequency of EQA monitoring is determined by Skillsfirst and is based upon the risk rating of the centre.

As part of the external quality assurance process, the recording and accompanying learner, assessor and IQA documentation has to be sent to the EV for sampling.

The number of recordings required for sampling, should be agreed with the EV prior to the external quality assurance activity taking place.

## Direct Claim Status

In order for direct claim status (DCS) to be considered, the EV must sample a minimum of five learner SLC assessments. Where remote assessments are conducted, this should be made up of recordings of five learners completing an SLC controlled assessment and must be accompanied by the corresponding SLC assessment documentation.

DCS will only be considered if the EV has either observed the live assessment, or been provided with a video recording of the SLC assessment taking place. This is applicable to both level 1 and level 2.

In addition to the above, the following must be included in the external quality assurance activity:

- a sample of a minimum of five completed learner SLC assessment records at both Level 1 and Level 2
- confirmation that SLC assessments are conducted by appropriately qualified and occupationally expert Assessors
- evidence of standardisation activities taking place
- evidence that centre staff are using up-to-date versions of all qualification documentation
- confirmation that the administration and invigilation of controlled assessments (exams) are conducted in line with Skillsfirst's requirements
- a review of the examination room to ensure it meets Skillsfirst requirements and
- a sample of a minimum five cohorts of completed invigilation records (seating plan, attendance register and invigilation report)

Direct Claims Status will only be granted once the EV is satisfied through appropriate sampling, that assessment arrangements are fit-for-purpose and are being delivered in accordance with the qualification and Skillsfirst requirements.