

Registering for Functional Skills assessments

Please note that registrations for Functional Skills assessments should only be made on behalf of bona fide candidates. Tutors and centre staff should not enter for any Functional Skills assessments on their own behalf, but should instead use the sample content available from the SQA website at <http://www.sqa.org.uk/sqa/64681.html> to familiarise themselves with the format and operation of the assessments.

There are several reasons for this approach: where assessments are submitted by centre staff sampling the content in the live environment, results are treated as though they are for genuine candidates and are presented for marking. SQA has no way of distinguishing between centre staff and genuine candidates. If a Scottish Candidate Number is requested, issued and an entry submitted for a Functional Skills assessment, the entry is treated as though it is for a valid candidate. When this happens, and in particular where assessments haven't been fully completed, or have been completed jointly, there are impacts upon the assessment results. In some circumstances, submitted scripts have been referred to the examination team by our markers as the way in which the assessments have been completed gives rise to a suspicion of collusion. The result is that SQA incurs significant expense in investigating the referrals. It may also cast unwarranted suspicion on the quality assurance processes and procedures in place within a centre. Where assessments are completed in full by tutors and centre staff rather than by candidates, the statistical analysis of the examination results is flawed as they are not truly representative of "live" candidate evidence.

SQA would appreciate your co-operation in this matter and if we can be of any assistance regarding access to the sample content on our website, please do not hesitate to contact our Customer support team by emailing mycentre@sqa.org.uk or telephoning 0303 333 0330.