

20 Entry Level Certificate in Adult Literacy, Numeracy and ICT

Contents

1	Introduction to the Entry Level Certificate in Adult Literacy, Numeracy and ICT	2
2	Internal and External Verification	2
	2.1 Internal verification	2
	2.2 External verification	3
3	Access Arrangements	3

20 Entry Level Certificate in Adult Literacy, Numeracy and ICT

I Introduction to the Entry Level Certificate in Adult Literacy, Numeracy and ICT

All assessments are available on demand.

The units within the qualifications are available at three entry sub-levels: E1, E2 and E3. Edexcel provides all the entry level assessments.

Adult Literacy	Reading	Writing	Speaking and Listening
Adult Numeracy	Measure Shape and Space	Data Handling	Number
Entry ICT	Using ICT systems	Finding and Exchanging Information	Developing and Presenting Information

The assessments are designed to be taken when the candidate is ready. There is a nominal time limit set for the candidate to complete the assessments, and each assessment must be completed at the one sitting, and administered under supervised conditions.

Edexcel provides all the assessments on a secure area on the Edexcel website, excluding Entry ICT which is provided to centres on CD ROM. Details on how to access the secure area, or copies of the Entry ICT assessment material, can be found in the Quality Assurance Handbook: <http://www.edexcel.com/quals/skillsforlife/alan/entry/Pages/default.aspx>.

The test materials should be treated as any other live test materials and kept securely at all times. They should not be used as practice materials. Practice papers can be found on the Edexcel website.

Entry Level 3 Literacy (Reading) and Entry Level 3 Numeracy units are also available using onscreen testing. For further details about onscreen testing, how to become an onscreen test centre and how to make test bookings, please visit www.edexcel.com/iwantto/Pages/onscreen-find.aspx.

Centres must adhere to procedures as outlined in the Instructions for the Conduct of the Tests booklet (<http://www.edexcel.com/quals/skillsforlife/alan/entry/Pages/default.aspx>) and the Instructions for Assessors (which is available with the assessment material) when conducting tests.

Completed assessments are marked by the centre and must be subject to internal verification. Edexcel will externally verify the marked assessments.

At Entry Level the only form of assessment for each component will be those set by Edexcel. There will be no need for candidates to construct portfolios of evidence or to submit additional coursework.

2 Internal and External Verification

2.1 Internal verification

Completed assessments are marked by the centre and must be subject to internal verification. Given the centre's responsibility for marking across unit tests, it is imperative that a robust system of internal verification is established from the outset.

Note: Internal verifiers must not verify evidence that they have assessed.

2.2 External verification

Edexcel will appoint a standards verifier to centres each academic year when registrations are made onto the programme. You will receive an email with the standards verifier's details when registrations have been made each academic year.

Please refer to the Quality Assurance Handbook for further details on Internal and External Verification.

3 Access Arrangements

Guidance on providing special arrangements for candidates with particular assessment requirements has been agreed between accredited awarding bodies.

Centres should refer to the Joint Council's document 'Access Arrangements, Reasonable Adjustments and Special Consideration, General and Vocational Qualifications' which is available to be downloaded from www.jcq.org.uk.

