

Appendix I: Adult Literacy and Numeracy Levels 1 and 2

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Appendix 1: Adult Literacy and Numeracy Levels 1 and 2

1 Introduction

Adult Literacy and Adult Numeracy Level 1 and Level 2 are assessed by external test only, using the same tests as Level 1 and Level 2 Key Skills Communication and Application of Number. Candidates can fallback to Adult Literacy and Adult Numeracy Level 1 and Level 2 from Key Skills if they do not successfully complete their portfolios; please see part 8 of this section of the Information Manual for further information.

Adult Literacy and Adult Numeracy Level 1 and Level 2 are now on Section 96 and available for pre-16 pupils.

1.1 Onscreen testing

Centres are also able to access tests for Level 1 and Level 2 Literacy and Numeracy, on demand, by using our onscreen testing system. This system is installed free of charge and centres receive results immediately after the tests are completed. Please see the Onscreen Testing section of this Information Manual for further information.

2 Registration Procedures

The registration deadline is 31 August 2012. You are not required to register your candidates until you are ready to make an entry for them. However, all candidates **must** be registered before, or at the time of making an entry.

The process of registration is free for Adult Literacy and Adult Numeracy Level 1 and 2 candidates. Fees for paper based tests will be charged when test entries are submitted. Fees for onscreen tests will be charged when the test is taken.

To prevent the generation of duplicate registration numbers centres must ensure that all candidates' details are entered in exactly the same way as they were upon initial candidate registration with Edexcel.

Please refer to the Vocational Registration section of the Information Manual for instructions on registering your learners.

3 Entry Procedures

The entry methods for paper-based tests are listed below. For onscreen entry procedures please see part 13 of this section of the Information Manual.

3.1 Electronic entry methods

EDI

Centres may make entries via EDI in both EDIFACT and JCQ Formats.

Edexcel Online

All candidates will have to be registered in order to use this facility. However, they can be registered online at the same time as you make your entry.

You can make entries using Edexcel Online by either entering candidates directly online or by attaching an eSAI when uploading your entries.

Successful completion of entries will be confirmed immediately onscreen, and this confirmation can also be printed off.

We recommend that centres check their entries (using the Entry Summary facility on Edexcel Online) to ensure that all entries on our system reflect those on their centre's records. This can be done by selecting 'Entries', then 'Entries Summary', and selecting the appropriate session.

eSAI

The eSAI is an electronic entry form which can be downloaded from the KeySkills/ALAN homepage (indicated by the KS/ALAN tab) on Edexcel Online. It may be created from information on your CMIS system and **must** meet the requirements listed in the eSAI paragraphs of this section of the Information Manual. The completed eSAI can be uploaded onto Edexcel Online.

3.2 Amendments and withdrawing entries

EDI

You can amend your entries via EDI up to the appropriate electronic entry and amendment deadline.

Edexcel Online

You can amend your entries via Edexcel Online up to the appropriate electronic entry and amendment deadline. Once this deadline has passed you will not be able to make any further withdrawals or amendments on Edexcel Online.

3.3 Late entries

Once the respective entry and amendment deadline has passed you **will not** be able to make any further entries, withdrawals or amendments via EDI or Edexcel Online.

If you wish to request additional entries please contact the Edexcel Customer Service team. We will try to accommodate your request, but it may be the case that we are unable to process your late entries.

Any entries made after the entry deadline will be charged at double the test entry fee.

If a candidate has not been entered, but completes a test, then their entry is referred to as a post-examination entry. If Edexcel receives any post-examination entries the entries will be made on behalf of the centre and test results will be processed.

Post-examination entries will be charged triple the test entry fee.

Please also see the Fees Information on the Edexcel website.

4 Adult Literacy and Adult Numeracy Test Schedule 2011—2012 (Level 1 and 2)

Test Series	Level	Test dates	Electronic entry and amendment deadline *	Receipt of requests for modified papers and special arrangements for tests by	Apply for all access arrangements by	Deadline for applications for special consideration of tests	Level 1 and 2 paper results in centres by **	Deadline for the receipt of Enquiries About Results for Level 1 and 2 tests	Level 1 and 2 certificates in centres from
September 2011	1 & 2 Num	5 September	12 August 2011	8 July 2011	22 July 2011	7 days after the date of the test	30 September 2011	14 October 2011	21 October 2011
	1 & 2 Lit	6 September							
October 2011	1 & 2 Num	3 October	9 September 2011	5 August 2011	19 August 2011	7 days after the date of the test	28 October 2011	11 November 2011	18 November 2011
	1 & 2 Lit	4 October							
November 2011	1 & 2 Num	1 November	7 October 2011	2 September 2011	16 September 2011	7 days after the date of the test	25 November 2011	9 December 2011	16 December 2011
	1 & 2 Lit	2 November							
December 2011	1 & 2 Num	5 December	11 November 2011	7 October 2011	21 October 2011	7 days after the date of the test	6 January 2012	20 January 2012	27 January 2012
	1 & 2 Lit	6 December							
January 2012	1 & 2 Num	4 January	2 December 2011	4 November 2011	18 November 2011	7 days after the date of the test	27 January 2012	10 February 2012	17 February 2012
	1 & 2 Lit	5 January							
February 2012	1 & 2 Num	6 February	13 January 2012	9 December 2011	23 December 2011	7 days after the date of the test	2 March 2012	16 March 2012	23 March 2012
	1 & 2 Lit	7 February							
March 2012	1 & 2 Num	5 March	10 February 2012	6 January 2012	20 January 2012	7 days after the date of the test	30 March 2012	13 April 2012	20 April 2012
	1 & 2 Lit	6 March							
April 2012	1 & 2 Num	2 April	9 March 2012	3 February 2012	17 February 2012	7 days after the date of the test	27 April 2012	11 May 2012	18 May 2012
	1 & 2 Lit	3 April							
May 2012	1 & 2 Num	9 May	13 April 2012	9 March 2012	23 March 2012	7 days after the date of the test	1 June 2012	15 June 2012	22 June 2012
	1 & 2 Lit	10 May							
June 2012	1 & 2 Num	11 June	11 May 2012	5 April 2012	20 April 2012	7 days after the date of the test	6 July 2012	20 July 2012	27 July 2012
	1 & 2 Lit	12 June							
July 2012	1 & 2 Num	2 July	8 June 2012	4 May 2012	18 May 2012	7 days after the date of the test	27 July 2012	10 August 2012	17 August 2012
	1 & 2 Lit	3 July							
August 2012	1 & 2 Num	6 August	6 July 2012	8 June 2012	22 June 2012	7 days after the date of the test	31 August 2012	14 September 2012	21 September 2012
	1 & 2 Lit	7 August							
September 2012	1 & 2 Num	5 September	10 August 2012	6 July 2012	20 July 2012	7 days after the date of the test	28 September 2012	12 October 2012	19 October 2012
	1 & 2 Lit	6 September							

5 Unit Entry Codes

LIT1 — Literacy Level 1

LIT2 — Literacy Level 2

NUM1 — Numeracy Level 1

NUM2 — Numeracy Level 2

6 Certification

Certification is issued automatically, following achievement of a test pass.

6.1 QCDA accreditation numbers

Certificates will be printed with the following QCDA accreditation numbers.

Level 1	Adult Basic Skills in Literacy	100/1378/7
Level 1	Adult Basic Skills in Numeracy	100/1361/1
Level 2	Adult Basic Skills in Literacy	100/1379/9
Level 2	Adult Basic Skills in Numeracy	100/1362/3

All QCDA accreditation numbers can be found on www.accreditedqualifications.org.uk.

6.2 Literacy and Numeracy Level 1 and Level 2 unit numbers

These unit numbers will be used on all test materials and confirmation of entry documents.

Unit number	Level	Name
U5050061	1	Numeracy
U5050062	2	Numeracy
U5050011	1	Literacy
U5050012	2	Literacy

7 How to use the eSAI

7.1 Completing the eSAI

Download the eSAI template from the Key Skills/ALAN homepage on Edexcel Online. The eSAI should be saved on your personal drive so this can be accessed easily at a later time.

The screenshot shows the Edexcel Key Skills/ALAN online interface. At the top, there is a navigation bar with the Edexcel logo and the tagline 'advancing learning, changing lives'. Below this, there are links for 'Home', 'Mailbox', 'Edit My Account', and 'Ask a question'. A 'Log-out' button is visible in the top right corner. The main content area is titled 'Home Page' and contains a welcome message: 'Welcome to Key Skills on Edexcel Online.' Below this, there is a section for 'Key Test Dates for 2005/06' and a note about the Test Schedule for 2005-2006. A prominent box highlights the 'e-SA1' section, which includes a link to view the template and instructions to right-click and select 'Save Target As' to download the template. The left sidebar contains a navigation menu with options like 'Search By Candidate', 'Entries', 'Results', 'Register Candidates', 'Upload eSAI Spreadsheet', 'Post Results', 'Examiner/Moderator Details', and 'Tracking'.

Once the eSAI has been saved it is now ready to be populated with the candidates' details for which you wish to make an entry.

	A	E	C	D	E	F	G	H	I	J	K
1	Centre's Reference Only	Student's Forenames	Student's Surname	Gender	Date of Birth	ULN	Entry 1	Entry 2	Entry 3	Entry 4	Entry 5
2	no more than 10 characters	no more than 20 characters	no more than 30 characters	M or F	DD-MON-YY	10 characters					
3											
4											
5											
6											
7											

The following rules must be observed when completing the eSAI to enable quick and easy processing:

- only one row should be used per candidate. Where there are multiple entries, these should be specified in 'Entry 1', 'Entry 2'... up to 'Entry 6'
- entry codes must be correct Adult Basic Skill unit entry codes, as specified in this Information Manual
- student's forename, surname, gender and date of birth should be specified in the format shown. Where entries are being made for previously registered candidates, all details must be stated in exactly the same way as for the initial registration. Failure to do so will result in candidates being issued with a duplicate registration, leading to problems with certification.

Note: Should you only wish to register candidates using the eSAI, do not complete the entry type fields. Only the student forename, surname and gender fields should be filled.

7.2 Unique Learner Number (ULN)

The ULN is a learner identifier that is allocated by the government agency LRS (Learning Records Service) and is used in the aggregation of learner results across awarding bodies for the Diploma qualification.

Edexcel is able to accept the ULN in EDI entry, amendment and registration files. We also plan to accept the ULN through any entries/registrations made through Edexcel Online. The ULN must be provided with any learner registrations or entries where the qualification or unit concerned is to be used as a component of a Diploma, in order that Edexcel can provide the learner's achievement data to the Diploma Aggregation Service (DAS).

It is not necessary for you to provide the ULN with entries or registrations for learners who are not taking Diplomas.

The ULN is a 10 digit number and it is important that you validate the ULN against the central Learner Registration Service (LRS) before submitting the learner's entry/registration to Edexcel. Please ensure that the personal details (name, gender and date of birth) being provided with the learner's entry or registration match exactly the details on the LRS. Edexcel will check the ULN against the LRS and if there is a mismatch the ULN will not be accepted and a query will be raised with you.

For further information about the ULN, and to find out how to obtain ULNs for your learners, please refer to the LRS website www.learningrecordsservice.org.uk.

Once you have finished completing the eSAI save a copy to an accessible drive on your pc.

7.3 Uploading the eSAI

Registrations

On completing the eSAI (see section 7.1 of this section of the Information Manual) log into Edexcel Online and click on the Key Skills/ALAN tab.

Select 'Upload eSAI Spreadsheet', then click on 'Register Candidates'.

The screenshot shows the Edexcel Online interface. At the top, the Edexcel logo is on the left, and the tagline 'advancing learning, changing lives' is in the center. On the right, there is a 'Log-out' button. Below the logo, there is a navigation bar with links for 'Home', 'Mailbox', 'Edit My Account', and 'Ask a question'. A dropdown menu for 'Other Edexcel Sites' is visible on the left. The main content area has a 'Centre number' field with a 'GO' button and a message 'Please Enter A Centre Number.'. Below this is a 'Select site:' dropdown menu. A horizontal navigation bar contains tabs for 'BTEC', 'GCE', 'GCSE', 'GNVQ', 'Key Skills/ALAN', 'NVQ', 'VCE', and 'DIDA'. The 'Key Skills/ALAN' tab is selected. The main content area displays 'Home Page' and a 'Welcome to Key Skills on Edexcel Online.' message. A sidebar on the left contains a menu with options: 'Search By Candidate', 'Entries', 'Results', 'Register Candidates', 'Upload eSAI Spreadsheet', and 'Post Results'. The 'Register Candidates' option is highlighted, and a tooltip shows 'Register Candidates' and 'Register Candidates & Make Entries'.

Select the appropriate qualification type from the drop-down list 'Qualification Type'.

State the candidates' enrolment date in this format: DD/MM/YY. The enrolment date must be the date the registrations are being made.

Completion of the field 'Cohort' is optional.

Click on 'Browse' to locate the eSAI which is to be uploaded.

Click on 'Upload'.

The candidates, as indicated in the eSAI, will be listed on the screen.

Click on 'Submit'. The candidates will now be allocated a unique registration number.

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Home | Mailbox | Edit my Account | Ask a question

Centre number:

Select site:

Friday 28 July 2006

Search by Candidate
Entries
Results
Register Candidates
Upload eSAI Spreadsheet
Post Results
Examiner/Moderator Details
Tracking

BTEC GCE GCSE GNVQ **Key Skills/ALAN** NVQ VCE DDA

Registration

Qualification: Key Skills - Paper based

Enrolment Date: 28/07/06 (dd/mm/yy)

Cohort:

Successfully uploaded 1 candidates.

For Key Skills Onscreen tests registrations and entries please visit www.exambase.org.uk

D.O.B.	Centre Ref.	Cohort	First Name	Last Name	Gender	
03/03/06	OPTIONAL		ANN	EXAMPLE	M	Edit Delete

Registrations and entries

On completing the eSAI (see section 7.1) log into Edexcel Online and click on the 'Key Skills/ALAN' tab.

Select 'Upload eSAI Spreadsheet', then click on 'Register Candidates and Make Entries'. If candidates detailed in the eSAI are already registered this option should still be selected. Previously registered candidates will not be assigned a new registration number provided all details used are exactly the same as those used when creating the initial registration.

Select the appropriate qualification type from the drop-down list 'Qualification Type'.

Select the appropriate entry type from the drop-down list 'Entry Type'. If multiple entry types have been specified in the eSAI, the eSAI should be uploaded separately, by selecting each entry type on each occasion.

State the candidate's enrolment date in the format DD/MM/YY. The enrolment date specified must be the date for which the registration is being made.

The field 'Cohort' is optional.

Click on 'Browse' to locate the eSAI which is to be uploaded.

Click on 'Upload'.

The candidates, as indicated in the eSAI, will be listed on the screen. All candidates who have been registered previously will be highlighted in blue. Any candidates who were not registered before will at this stage be assigned a registration number.

Click on 'Submit'. A pop-up screen will be displayed indicating the proposed entries. You will then be given the option to withdraw any candidates before the entries are finalised.

If all entries are correct, click on 'Save'. A message will then be displayed stating 'The entries have now been made'. Click on 'Finish'.

8 Fallback

8.1 Transfers from Key Skills to Adult Literacy and Adult Numeracy (Level 1 and Level 2)

Centres may transfer Key Skills pass test achievement to Adult Literacy or Adult Numeracy qualifications. This is referred to as fallback. Any candidate who has achieved a Key Skills Level 1 or Level 2 test in Communication or Application of Number may fallback to the respective Adult Literacy or Adult Numeracy qualification. He/she must have achieved that Key Skills test within three years of the date of the transfer request.

You can claim the following Adult Literacy and Adult Numeracy certificates with the corresponding Key Skills unit:

Key Skills units	Adult Literacy and Adult Numeracy certificates
Application of Number Level 1 (KA1T)	Numeracy Level 1 (NUM1)
Application of Number Level 2 (KA2T)	Numeracy Level 2 (NUM2)
Communication Level 1 (KC1T)	Literacy Level 1 (LIT1)
Communication Level 2 (KC2T)	Literacy Level 2 (LIT2)

To process a fallback on Edexcel Online follow the steps below:

- 1 Search for the candidate, using either the registration number or name
- 2 Click on 'Details'
- 3 Click on 'Results History' — all achievement will now be listed
- 4 Click on 'Fallback to ABS' — all achievement which is eligible to be converted will be identified. You will then need to accept the details to confirm the transfer.

There is an administrative fee for this service. Please see the Fees Information on the Edexcel website.

9 Transferring Achievement

9.1 Transferring from Adult Literacy and Adult Numeracy (Level 1 and Level 2) to Key Skills (Proxy)

Candidates who wish to transfer from Adult Literacy and Adult Numeracy to Key Skills should register for the Key Skills qualification and claim the Adult Literacy and Adult Numeracy tests passed as proxies for the corresponding Key Skills tests, as listed on the QCA website.

10 Instructions for the Conduct of Tests

The 'Instructions for the Conduct of Tests' for both the onscreen and paper-based tests can be downloaded from the Edexcel website, www.edexcel.com.

11 Access Arrangements and Special Considerations

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 booklet 'Access Arrangements, Reasonable Adjustments and Special Consideration, General and Vocational Qualifications' which is available to be downloaded from www.jcq.org.uk.

12 General Queries

If any of the following issues are encountered please contact the Edexcel Customer Service team for advice on how to proceed:

- duplicate registrations
- invoices queries
- missing test materials.

See the Contact Information section of this Information Manual for details of how to get in touch with us.

13 Onscreen Testing

Onscreen testing is available for Adult Literacy and Numeracy at Level 1 and Level 2.

For further details about onscreen testing, how to become an onscreen test centre and how to make test bookings, please visit the Onscreen Testing section of this Information Manual or visit www.edexcel.com/iwantto/Pages/onscreen-find.aspx.

13.1 Benefits

- On demand testing
- Schedule up to 365 days in advance
- Only pay for tests taken
- Portable
- Free installation
- No limit to number of re-sits
- Instant printable results
- Item level feedback on Edexcel Online
- Practice tests available

13.2 Results

Provisional results are available instantly to centre staff once the tests have been completed. These can also be printed out and given to candidates.

Key Skills tests require a completion of a portfolio before a certificate is issued.

13.3 Invoices

Invoices are generated once a result has been uploaded to Edexcel, there are no late entry or withdrawal charges for onscreen tests. In addition, there is no charge for tests not taken.

Please see the onscreen testing section of the Information Manual to obtain an overview of the system, and to find out how to apply to deliver onscreen tests.