

Key Skills and Adult Basic Skills Test Results

Information and Guidance for Centres

Section A

Pass List

1. General notes
2. Results at a glance
3. Absence

Section B

Individual Candidate Statement of Provisional Results

Section C

Post Results

1. EAR Service 1
2. EAR Service 2
3. Access to Scripts
4. Missing Results

Annexe 1: Enquiries about Results (KS EAR 7 form)

Annexe 2: Access to Scripts

Annexe 3: Key Skills/Adult Basic Skills Results Query Form (RQ3 form)

SECTION A: PASS LIST

The following notes are intended to help in the interpretation and correct use of the pass lists.

1. General Notes

The candidates are listed in student number order. The results are printed immediately opposite the candidates' names.

The details shown on the Pass List should be carefully checked against the school or college records of candidates' student numbers, names and entries. Any discrepancies must be reported to Edexcel **before the results are sent out to the candidates concerned**. The Pass Lists and Individual Candidate Statement of Provisional Results contain information that is sent out in advance of certificates and, whilst every effort has been made to ensure accuracy, Edexcel reserves the right to make corrections.

2. Results at a glance:

2.1 Key Skills Results

A pass in each of the Key Skills qualifications, Communication, Information Technology and Application of Number is reported at one of four levels; Level 1, Level 2, Level 3 and Level 4, of which Level 4 is the highest and Level 1 the lowest.

The Pass List for Levels 1 & 2 show, immediately opposite the candidates' names, those candidates who have 'Passed', 'Not Yet Passed', 'Previously Passed', those 'Within10%' and those with 'No Result'.

A result 'Within 10%' indicates that the candidate has scored within 10% of the pass mark, however he/she has not yet passed the test.

The Pass List for Levels 3 & 4 show, immediately opposite the candidates' names, those candidates who have 'Passed', 'Not Yet Passed', 'Previously Passed' and those with 'No Result'.

2.2 Key Skills Certification

A candidate who achieves a pass in both the test and portfolio in Application of Number, Communication or Information and Communication Technology will receive a certificate for that Key Skill.

Where the candidate achieves a pass for both the test and portfolio however the achievements are not at the same level, a certificate will be issued at

the lowest level of achievement. For example, if a candidate achieves a pass for the communication level 2 test and a pass for the portfolio component at level 1, a certificate will be issued for Communication Level 1.

All certificates will be issued automatically once the candidate has achieved a pass for the required components. Centres are not required to make a claim for candidates' certification.

2.3 Adult Literacy and Adult Numeracy Results

The Pass List for Levels 1 & 2 show, immediately opposite the candidates' names, those candidates who have 'Passed', 'Not Yet Passed', 'Previously Passed', those 'Within10%' and those with 'No Result'.

2.4 Adult Literacy and Adult Numeracy Certification

A student who achieves a pass for the test will receive a certificate for that Adult Basic Skill. No portfolio evidence is required.

3. Absence

Absence from a Key Skills or Adult Basic Skill test, or a decision not to issue a result for any other reason is denoted by '**NO RESULT**'.

SECTION B: INDIVIDUAL CANDIDATE STATEMENT OF PROVISIONAL RESULTS

This document is not a certificate and Edexcel reserves the right to make corrections to the information printed.

The Individual Candidate Statements of Provisional Results must be checked before being distributed to candidates. Notes for the guidance of candidates are printed at the foot of the Individual Candidate Statement of Provisional Results.

The Individual Statement of Provisional Results shows the result obtained by the candidate in the last test series, together with a list of all tests and portfolios passed by the candidate to date.

SECTION C: POST RESULTS SERVICE

The following post results services are available for Key Skills and Adult Basic Skills:

- Enquiries About Results (EAR) Service 1
- Enquiries About Results (EAR) Service 2 (Level 3 and 4 Tests only)
- Access to Scripts (Level 3 and 4 Tests only)
- Missing Results

1. EAR Service 1

Service 1 will be completed within 3 working days of receipt of the EAR 7 request form.

Please refer to Annexe 1 for a copy of the EAR 7 form.

Service 1 includes:

- A re-check that all parts of the script have been marked
- A re-check that marks on the scripts have been correctly totalled
- A re-check that the total mark for each paper has been correctly recorded on the computer system
- A re-check that any examiner or moderation adjustment, if applicable, has been correctly applied
- A re-check on the totalling of the paper marks
- A re-check on the application of the 'Pass' threshold
- A re-check as to whether any allowances, e.g. special consideration has been applied.

The fee for Service 1 is £7.50 per candidate.

Please note that only one re-mark service is allowed for each candidate per subject, but requests can be made for the same or different services for the same candidate in more than one subject

2. EAR Service 2 (Level 3 and 4 Tests only)

Service 2 will be completed within 15 working days of receipt of the EAR 7 request form.

Please refer to Annexe 1 for a copy of the EAR 7 form.

Service 2 includes:

- A clerical re-check consisting of the items described in Service 1 above
- An assessment of the externally assessed paper, against the approved mark scheme, by a senior examiner, who will confirm or amend the mark(s).

The fee for Service 2 is £35.00 per candidate.

Please note that only one re-mark service is allowed for each candidate per subject, but requests can be made for the same or different services for the same candidate in more than one subject

3. Access to Scripts (Level 3 and 4 Tests only)

A photocopy of a candidate's script is available for a fee of £10 per script, and includes a copy of the mark scheme for that component.

Please submit an Access to Scripts form before the Enquiries About Results deadline as published in the Edexcel Information Manual.

Please refer to Annexe 2 for a copy of the Access to Script form.

3. Missing Results

A missing result enquiry should be requested where a candidate has sat a test but no result has been issued.

A missing result enquiry will be completed within 3 days of receipt of the Key Skills/Adult Basic Skills Test Result Query Form (RQ3).

Please refer to Annexe 3 for a copy of the RQ3 form.

There is no fee for a missing results enquiry.

REQUEST FOR ENQUIRIES ABOUT RESULTS SERVICE (EAR 7)

KEY SKILLS LEVEL 3 & 4

Centre Name _____

Centre Number

1	2	3	4	5	A
---	---	---	---	---	---

Key Skill _____ Session: _____

Student Registration No(s)							Student Name: Surname first in block capitals	Unit No.	Level	Service required (1,2)

Name _____ Position _____ (CAPITALS)

Date _____

If you have not received acknowledgement within seven working days, please contact the Edexcel Processing Team on 0870 240 9800.

Notes

- This form may be photocopied.
- For ease, the student registration number can be obtained from the Individual Candidate Statement of Provisional Results.
- When completed, please photocopy this form for your own records.
- Edexcel must receive requests no later than the deadline published in the accompanying letter.

Return requests to:

Edexcel Processing team
 Edexcel
 8 - 50 Blundell St.
 LONDON
 N7 9ED

Fax: 0207 190 5729

Please do not include fees with this form, as invoices will be sent when the enquiry is complete

KEY SKILLS- ACCESS TO SCRIPTS (ATS)

CENTRE NO:	CENTRE NAME:
TEL NO:	FAX NO:
CONTACT NAME:	
TEST SERIES:	

Student Registration Number	Student Name	Subject - AON/ Communication/ IT	Level (3 or 4)

Total no. of scripts requested _____

Declaration: I confirm that upon receipt, the scripts will either be returned directly to the candidate or stored securely at the centre and issued for teacher and student development only.

I undertake to ensure scripts used by the centre are not tampered with.

Prior written permission will be obtained from any candidates concerned where teachers intend to use their scripts as examples with other students.

Signature:..... Date.....

Name:.....

Once completed please fax this form to the Edexcel Processing Team on 0207 190 5729

Key Skills/Adult Basic Skills Tests Results Query Form

Series Date (e.g. October 2007)	
---------------------------------	--

Please use a separate RQ3 sheet for each series and type: each RQ3 should only be used for 1 series.

Once completed please fax this form to the Closure and Completion team on 0207 190 5703
Please complete all details before faxing to ensure quickest possible resolution

Centre Details	
Centre Number	
Centre Name	
Contact Name	
Position	
Telephone	
Fax	
Email	
Date	
Signed	

Student Details			
Registration Number	Name	Subject & Level	Problem
Such as U123456 <small>(You may use a range of registration numbers if appropriate)</small>	Students Full Name	Such As AoN 2 etc	Such as missing result, incorrect result <small>(e.g. 'should be lvl 3 not lvl 2' etc) or should have been withdrawn, etc..</small>

