

## SKILLS FOR LIFE - ADMINISTRATIVE/ASSESSMENT PROCESS

	Key Skills	Adult Literacy/Numeracy	ESOL	Adult ICT (Entry 1, 2 and 3)
Approval/ Intention to Offer	Intention to Offer form Confirmation - Centre Support Pack	Intention to Offer form Confirmation - Centre Support Pack inc. Programme Codes	Intention to Offer form Confirmation - Centre Support Pack inc. Programme Codes	Intention to Offer form Confirmation - Centre Support Pack inc. Programme Codes
Registration	Edexcel Online or EDI Ongoing registration	Edexcel Online EDI/SA1 Levels 1 & 2 - ongoing registration Entry - registration at beginning of programme	Edexcel Online and EDI Registration at beginning of course for all levels Separate entries for Entry, L1 & L2	Edexcel Online and EDI Registration at beginning of course for all levels
Test Entries	Edexcel Online <ul style="list-style-type: none"> <li>▪ Level 1/2- monthly/bi-monthly windows for paper-based tests</li> <li>▪ Level 3/4 - 5 sessions per year (paper-based)</li> <li>▪ onscreen, on-demand</li> </ul>	Test materials supplied at registration for Entry  Test materials supplied after the entry has been made for level 1 and 2	Test materials supplied at registration for Entry  Test materials supplied after the entry has been made for level 1 and 2.	Test materials supplied at registration
Internal Assessment	Internal moderators PK33 Reports	Entry - Internal verification system required	Entry / Levels 1 & 2 Internal verification system required	Internal verification system required
External Verification	On-demand accreditation moderation	Entry - external verification on-demand and Centre self-assessment	Entry/Levels 1 & 2 external verification on-demand and centre self-assessment	External verification on-demand and Centre Self Assessment
Claims	Portfolio entries can be claimed once accredited, on-demand Proxy claims, on-demand Edexcel Online, instant claims	Claims via Edexcel Online, on-demand	Claims via Edexcel Online, on-demand	Claims via Edexcel Online, on-demand
Results	Test results after test window (paper)  Edexcel Online Test results available immediately after test (onscreen)	Notification of Performance available on request via Edexcel Online	Notification of Performance available on request via Edexcel Online	Notification of Performance available on request via Edexcel Online
Certification	Automatic when completed  Sent to the exams officer	Certificate requested via Edexcel Online  Sent to exams officer	Certificate requested via Edexcel Online  Sent to exams officer	Certificate requested via Edexcel Online  Sent to exams officer