Functional Skills



Entry Level Functional Skills FAQs

Maths

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General qualification information

Which levels are available for the TQUK Functional Skills Qualification in Mathematics at Entry Level?

There are three levels – Entry Level 1, Entry Level 2, and Entry Level 3. Learners should be entered at the level most appropriate to their skills, determined through an initial diagnostic assessment.

What is the Total Qualification Time (TQT)?

The TQT for each qualification is 60 hours, which includes both guided learning and independent study.

Are these qualifications funded?

Yes. They are eligible for funding for 14–16, 16–18, and adult learners. Centres should check the DfE funding hub for the most up-to-date eligibility information.

Assessment structure and delivery

How are learners assessed?

Each Entry Level qualification is assessed through one summative controlled assessment with two sections:

- Section A (Non-calculator) – 25% of marks
- Section B (Calculator) – 75% of marks

Both sections must be completed under controlled conditions.

Can centres create their own assessments?

No. Assessments are externally set by TQUK and must not be adapted. Four versions of each assessment will be released per TQUK cycle (1 September – 31 August).

How long do the assessments last?

- **Entry 1:** 85 minutes total
- **Entry 2:** 95 minutes total
- **Entry 3:** 105 minutes total

Can the assessment be taken online?

No. Assessments are paper-based and must be conducted in-centre in a controlled environment.

When can assessments be scheduled?

Centres have flexibility to schedule assessments when learners are ready, as long as delivery follows TQUK's security and conduct regulations.

Resits and results

How many times can a learner resit the assessment?

Learners may attempt each assessment up to four times per TQUK cycle (one initial attempt and up to three resits).

Is there a waiting period between resits?

There is no mandatory interval, but centres must ensure learners have received sufficient support before retaking.

What if a learner fails?

If the learner does not meet the pass mark, they must retake both Section A and Section B using a new assessment paper.

Centre delivery and security

How are assessments accessed?

Assessments and mark schemes are downloaded from TQUK's secure Verve Management Suite. Only approved staff may access and print materials.

What are the key security requirements for centres?

- Assessment materials must be stored securely.
- Access is limited to authorised personnel.
- Assessments must not be used for practice or revision.
- Assessments must be invigilated following TQUK's Regulations for the Conduct of the Controlled Assessment.

What happens if there's suspected malpractice or a breach?

TQUK will investigate any reported malpractice or maladministration in line with its policy. Centres must record and report any incidents.

Reasonable adjustments and special considerations

Can learners request reasonable adjustments?

Yes. Centres must seek approval from TQUK before implementing any reasonable adjustments or special considerations.

Where can centres find more details?

Full guidance is available in TQUK's Reasonable Adjustments and Special Considerations Policy on the TQUK website.

Centre approval and staff requirements

What are the centre approval requirements?

Centres must be recognised by TQUK and approved to deliver Entry Level Functional Skills. Approval includes demonstrating suitable resources, staff competence, and robust IQA processes.

Support and guidance

What support materials does TQUK provide?

Centres have access to:

- Sample assessment materials
- Mark schemes
- Quality Assurance and Standardisation Guide
- Regulations for the Conduct of the Controlled Assessment
- Operational Handbook

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