

Functional Skills Exam Centre

Functional skills are the essential elements of English and Maths. Helping learners to develop higher levels of practical skill in English, and mathematics which can be applied to real life contexts. Universities and Colleges may accept these qualifications as alternatives to GCSE¹.



ENGLISH

FS English - Entry level 1, 2 or 3

The purpose of Functional Skills English Entry Level qualifications are to demonstrate the ability at an appropriate level to read, write, speak, listen and communicate in English, and to apply this knowledge and these skills in familiar situations.

Functional Skills qualifications in English at Entry Level are ideal for learners wishing to develop practical, transferable skills in English in order to work confidently, effectively and independently in life. It is suitable for a wide range of individuals and is fundamental to the successful completion of various wider qualifications and frameworks, such as Foundation Learning.

FS English - Level 1 and level 2

The purpose of Functional Skills English Level 1 and Level 2 qualifications are to prepare for work, study and life. Achievement of the qualification demonstrates the ability at an appropriate level to read, write, speak, listen and communicate in English, and to apply these skills effectively to a range of purposes in the workplace and in other real life situations.

Functional Skills English qualifications at these levels indicate that learners should be able to speak, listen, communicate, read and write clearly, accurately, confidently, and with effectiveness.

A key aspect of developing knowledge and skills in English, at Level 1 and 2, is to be able to communicate with confidence, effectiveness and with an increasing level of independence.

Achieving this qualification - ALL LEVELS

These qualifications are assessed via 3 controlled assessments (3 components) which cover:

- Reading
- Writing
- Speaking, Listening and Communicating (SLC)²

¹You must check with your Further Education or Higher Education provider to see if these qualifications are accepted as alternatives to GCSE.

²The English Speaking, Listening and Communication (SLC) component is face to face and may be completed with the qualification provider's tutor OR at our centre for an additional cost. This MUST be recorded as evidence for external moderation.

(NB - All entry level assessments are On-Paper NOT On-Screen)

Subject	Availability	Components	Fee	Resits
English ³ (2 Papers & SLC Component ²)	On-screen REMOTE	Reading paper Writing paper SLC (durations dependant on level)	£100 (Per Components)	£90 (Per Components)
English ³ (2 Papers & SLC Component ²)	On-Paper	Reading paper Writing paper Speaking, Listening and Communication (SLC) (durations dependant on level)	£110 (Per Components)	£95 (Per Components)

MATHS

FS Maths - Entry level 1, 2 or 3

The purpose of Entry Level Functional Skills Mathematics qualifications are to demonstrate a sound grasp of the underpinning skills and basics of mathematical skills appropriate to the level, and the ability to apply mathematical thinking to solve simple problems in familiar situations.

Functional Skills qualifications should enable the learner to gain confidence in using mathematics, provide a foundation for progression into employment or further technical education and develop skills for everyday life, where the skills gained can be applied to solve mathematical problems.

FS Maths - Level 1 and level 2

Functional Skills qualifications should enable the learner to develop confidence in using mathematics and provide a foundation for progression into employment or further technical education and develop skills for everyday life, where the skills gained can be applied to solve mathematical problems.

The purpose of Level 1 and Level 2 Functional Skills Mathematics qualifications are to demonstrate a sound grasp of mathematical skills at the appropriate level and the ability to apply mathematical thinking effectively to solve problems successfully in the workplace and in other real life situations.

To qualify for enrolment at our exam centre, the learner should have prior knowledge to sit the assessment. The learner or the independent provider will sign a form of competence to sit the exam at the level they select independently or through their provider.

(NB - All entry level assessments are On-Paper NOT On-Screen)

Subject	Availability	Components	Fee	Resits
Maths³ (2 Papers)	On-screen REMOTE	Paper 1 Non-Calculator (25 minutes) Paper 2 Calculator (90 minutes)	£100 (Per Components)	£90 (Per Components)
Maths³ (2 Papers)	On-Paper	Paper 1 Non-Calculator (25 minutes) Paper 2 Calculator (90 minutes)	£110 (Per Components)	£95 (Per Components)

*All fees are per subject, per level and per component. Resits are at a reduced cost.

** Under 18 year olds will receive a discounted price (Proof of age will be checked at enrolment)

³All levels - entry level 1, entry level 2, entry level 3, Level 1 and Level 2

Assessment Timetable

Dates of (Paper based) On-Paper or (On- screen) On-demand Assessment windows:

*Assessment WINDOW	TIMES	Component	PAYMENT BY⁵
<i>AM window (Fridays or Saturdays)</i> 2025 - 2026	10.00am-12.30pm	<ul style="list-style-type: none"> English -Reading & Writing or Maths Non-Calc & Calc 	3 weeks prior
<i>PM window (Fridays or Saturdays)</i> 2025 - 2026	1.00pm - 3.30pm	<ul style="list-style-type: none"> English -Reading & Writing or Maths Non-Calc & Calc 	3 weeks prior

* The external assessment for English Consists of two external assessments - Reading (1 hour duration) and Writing (1 hour duration). Learners can complete the Reading and Writing external assessments either in the same or in different assessment windows. There is no requirement to complete both components in the same assessment window.

* The external assessment for Mathematics is split into two sections; Section A- Non-Calculator (30 minutes duration) and Section B - Calculator (1 hour 30 minutes duration). Learners **must** complete both sections of the assessment within the same sitting and within the same assessment window on the same day and time.

*Our exam dates are Fridays and Saturdays however, other on-screen/on-demand exam dates are available. Please contact the LVS Training team.

⁵Full payment is due 3 week BEFORE the assessment date to allow for registration paperwork in a timely manner.

NOTE

To know the exact dates of the assessments within your chosen month please email us with your chosen month.



Our procedure

All exams are based at [The Lewinson Centre, 165-167 High Road, Willesden, London, NW10 2SG](#)

According to availability, LVS Training will confirm the date and time per component and subject level within the assessment window to finalise when each assessment will take place.

Assessments are taken at the learners/ independent providers' discretion and may sit any 'component' they wish. If the learner requires only one component to pass the qualification then proof of passing the other components is required for LVS Training to give the complete qualification.

You may book up to 2 months in advance once you have followed the payment by date.

Our [Registration form and competence agreement](#) **MUST** be completed to receive an [assessment confirmation](#) from us at LVS Training **BEFORE** attending the exam.

Learners **MUST** arrive at least 20 minutes prior to the start time and bring their confirmation letter as well as a valid photo ID to be able to enter the examination room.

Results

All paper based and on-screen assessments component for both Maths and English papers are automatically generated by ncfе.

Results are issued, via email, after completion of assessment and payment plan paid in full, if applicable. Certificates will be available after internal verification by LVS Designs Training (LVST) and external moderation by the Awarding Body (AB), however, this is subject to change by the ncfе awarding body. All learners are updated accordingly.

Please note - all assessments, regardless of format, are randomly generated so each learner receives different papers at different times. However, if a 'new' assessment is automatically generated for learners they will receive the results at a later date than mentioned above.

We are unable to advise if a learner has been automatically allocated a new paper in advance.

Online and paper based assessments are conducted in line with ncfе Regulations for the Conduct of External Assessment.

Payment details are given upon issuing our invoice.

Once enrolled, [Contact us](#) if you have any queries, stating your full name and date of birth.

Rescheduling/Cancellations

All confirmed assessments cannot be changed after qualification registration has complete and dates confirmed. Any rescheduling or cancellation may be subject to a fee, per paper. For example:

Rescheduling an assessment - £50.00

Cancelling an assessment - £80.00

You will be notified and invoiced accordingly. Thank you for understanding.

Functional Skills qualification with guidance or lessons

Within the Functional Skills Qualifications (FSQ), exams with lessons are offered at various levels on rolling start dates.

Please request '[a call back](#)' to ask a LVS Training Team member for more details or see the lessons we offer in [ncfe Functional Skills - English](#) and [ncfe Functional Skills - Maths](#) at our LVS Training Centre.



Duration: various options (+ distance learning)

MATHS
ENQUIRE

ENGLISH
ENQUIRE