

Dear Learner,

Following the announcement that the Functional Skills exams are cancelled this summer due to the Covid-19 outbreak, we are now able to offer you further advice about how your qualifications will be awarded.

Each exam component, i.e. reading, writing and maths, will be awarded based on your progress over the course of your learning. This means that the work you have produced throughout your course and your assessment results will need to be compiled and a panel of tutors will now re-assess the work based on the new criteria – your individual progression.

Your tutor, the person that knows you best, will be involved in this process. They will be on the panel for your class and will be able to offer the other panellists valuable insight into your development. However, your tutor will not be able to make the decision alone; all panel members must agree with the decision that is made about you, based on evidence and fact.

If you have already passed some elements of your course by taking an exam or internal assessment (speaking and listening only), these will not need to be re-assessed. These passes won't change; this process is only for exam components that you have not previously passed.

This is a very challenging time, but we are here if you need anything or have any questions. Please contact your tutor or email sp Perkins@citycollegepeterborough.ac.uk if you need further advice.

Yours faithfully



Sarah Perkins

Adult Skills Curriculum Manager.

City College Peterborough
Brook Street, Peterborough PE1 1TU
t **01733 761361** f 01733 708067
e admin@citycollegepeterborough.ac.uk
www.citycollegepeterborough.ac.uk

Principal/Assistant Director Skills and Employment: Pat Carrington, MBE, FCMI, MBA

