



ARK AEP Exam Arrangements-September 2026

Functional Skills Assessment Arrangements via Pass Functional Skills

Purpose

This document outlines the exam arrangements for ARK AEP learners undertaking Functional Skills assessments through Pass Functional Skills. The arrangements are designed to ensure that every learner receives a tailored and bespoke offer that supports confidence, readiness and the very best possible outcomes. Please be mindful this is not exhaustive and may be adjusted to support the individual learner. Any changes and/or adjustments will be communicated with providers, parents/carers and external professionals if appropriate.

Principles of Exam Planning

ARK AEP exam arrangements prioritise fairness, preparation and learner success. Exam planning is based on each learner's individual needs, progress, readiness and normal way of working, while maintaining the integrity of the assessment.

Role of ARK Leaders

ARK Leaders ensure that each learner is entered for the most appropriate exam opportunity and prioritise the best available time slot for the learner. This includes considering attendance patterns, learner confidence, readiness, support needs and any other relevant factors that may affect performance.

ARK Leaders also ensure that learners adhere to their progress trackers, complete planned preparation activities and remain on track towards exam readiness. Progress trackers are used to monitor skills development, identify gaps and confirm when learners are ready to move from preparation to assessment.

Learner Preparation

Learners complete a structured programme of preparation before being entered for their Functional Skills exam. This includes a series of online mock exams and practice papers so that learners can practise and repeat the exam experience in a supported way.

Mock exams and practice papers are used to build familiarity with exam format, timing, question styles and online assessment expectations. Repeated practice helps learners develop resilience, reduce anxiety and improve outcomes through targeted feedback and intervention.

Reasonable Adjustments and Access Arrangements

Where appropriate, ARK Leaders apply for reasonable adjustments and access arrangements in line with awarding body and exam provider requirements. This may include, but is not limited to, a reader, extra time, supervised rest breaks, prompts or other approved support that reflects the learner's normal way of working.

Reasonable adjustments are considered on an individual basis and must be supported by relevant evidence where required. Applications are made in advance so that arrangements can be approved before the learner's exam booking is confirmed.

Pass Functional Skills Exam Booking

Exam bookings are arranged through ARK AEP leaders and Pass Functional Skills once the learner has demonstrated readiness through progress tracking, mock exam performance and completion of preparation tasks. The current examining board for these Functional Skills assessments is Open Awards. ARK AEP ensures that learners are only entered when there is clear evidence that they are prepared and able to access the assessment successfully. Factors such as attendance, engagement and attitude to learning are all considered.

Resit Arrangements

ARK AEP exam arrangements include one resit opportunity where required and appropriate. Following an unsuccessful attempt, ARK Leaders review the learner's performance, update the progress tracker and agree a targeted support plan before the resit is booked.

Quality Assurance

ARK AEP monitors exam arrangements to ensure that learners receive consistent, fair and effective support. Leaders review preparation, attendance, progress tracker evidence, mock exam outcomes, reasonable adjustment applications and resit planning to maintain high standards and secure the best outcomes for learners. ARK Learner Individual Support Plans are in line with learner's individual needs and, where appropriate, learners who have an EHCP with specific needs and outcomes.

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