



Initial Assessments: Maths & English

What are the initial assessments in English and maths?

It is important for you to complete the Pass Functional Skills (PassFS) Initial Assessments as this will help your coach to assess if you require any further support with your learning journey. The Initial Assessments are a required component set by the Department for Education (DfE) which all learners need to complete.

Please do the best you can when completing these initial assessments, as they are linked to your eligibility on the programme.

How do I complete the initial assessments?

Please complete the following steps:

1. Click on the link [here](#) to set up your PassFunctionalSkills account.
[Here](#) is a helpful video to guide you through this part of the process:
Username = your work email address
Password = a memorable and secure password
2. Complete the initial assessments in English and in maths. They take approximately 20 – 30 minutes each.
3. Take a screen-snip of each of your initial assessment results and upload them to section 11 of your Aptem Onboarding Wizard, 'English and Maths Initial Assessments Evidence'. These will be reviewed by your enrolment coach and discussed during your enrolment meeting.

How long do the initial assessments take?

Maths (approx. 20-30 mins)

English (approx. 20-30 mins)

What do my initial assessment results mean?

The results page of the Initial Assessments, and your score, can be found in your account on PassFunctionalSkills, please view screen snip examples [here](#).

You can use the table below to calculate your Initial Assessments score. Your coach will also do this.

Initial Assessment Results	
Calculated Level	English/ Maths Level
2.00 - higher	Level 2
1.00 – 1.99	Level 1
0.01 – 0.99	Entry Level

Level 1 or Level 2:

If you score level 1 or level 2 on your 1st or 2nd attempt at the initial assessments then your English/ maths skills are at the level required for the programme. Please upload evidence of this, as per step 3 above.

Entry Level:

If you score Entry Level in your first attempt then please have a second attempt. You can use the same link and login details. If you score Entry Level on your second attempt then please upload evidence of this, as per step 3 above. Your coach will discuss your eligibility for the programme during your enrolment meeting.