Tips for Functional Skills Final Assessments BY '21

Tip 1

- When you start a Task do it in order, many of the questions are linked.
- Make sure you have completed the task fully e.g. do you need to say Yes or No and/or make a comment at the end?

Tip 2

- For the non-calculator paper:
  - Practice your subtraction, multiplication and division skills.
  - Know how to find a **fraction** or **percentage** of an amount
    - Find $\frac{3}{7}$ of 42,
    - Divide by the bottom number (denominator) and times by the top number (numerator)

      42 ÷ 7 = 6 **6 x 3 = 18**

    - **Find 15% of 350:**
    - **Non-calculator:**

      find 10%, 360 ÷ 10 = 36, then find 5%, half of 36 = 18

      add them together **36 + 18 = 54**

    - **Calculator: 360 ÷ 100 x 15 = 54**

  - Be able to **simplify** a fraction or ratio:
    - Simplify $\frac{20}{24}$
    - look for a number that will divide into the top and bottom, in this case 4 will:
    - $\frac{20}{24} \div 4 = \frac{5}{6}$
    - Simplify the ratio **36 : 12**
    - Same as before, what number will go into both? Answer **12;** divide both numbers by 12 and you get **3 : 1**
    - Use number lines and diagrams if they help

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Tip 3

- In the calculator paper make sure you use the calculator, it saves time, increases accuracy, saves losing marks!
- to show your workings write down what you enter into the calculator;
- Check you have put the correct numbers in, it is very easy to accidentally press the wrong button on the calculator.

Tip 4

- Read the question carefully, make sure you know what you are being asked to do.
- Underline the important information:

Example:

a) *Rana donated to **4** charities last year.*

*She gave **£180** to each of these charities.*

b) *This year Rana wants to donate the **same total amount** between **6** charities. Each charity will receive an equal amount.*

c) *How much will each charity receive this year?*

- *Step 1: read the question carefully*
- *Step 2: go back and underline important information*
- *Step 3: complete the calculations:*

a) ***£180** (each) x **4** (charities) = **£720** (1st part complete, you are in the marks!)*

b) ***£720** ÷ **6 = 120** write down the calculator answer exactly as it is shown, then round for the final answer*

c) *Each charity will receive **£120***

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Tip 5

- Don't miss or ignore the 'check' questions!! These are easy marks and could be up to 3 marks on the paper.
- Example: in b) of the previous question you are asked to check your answer by reversing; work backwards reversing the calculation as you go, see below:

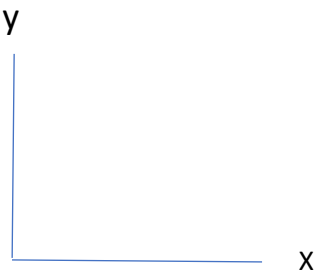
£120 x 6 = £720; **£720 ÷ 4 = £180**

- You might also be asked to check by estimation/approximation, this basically needs you to round the numbers.

- E.g. **198 x 9 = 1782** to check: **200 x 10 = 200**

Tip 6

- When drawing diagrams use a ruler and label.
- This could be doing a scale drawing or drawing a chart or graph.
- Always label your axis' so the examiner knows you understand the task.
- Use an appropriate scale for charts e.g. do you need to go up in 2s, 5s, 10s, 20s.
- Frequency goes on the y-axis



Tip 7

- Make sure you know how to find the mean average:
  - Add **all** the numbers and divide by how many there are
- Know how to find the Range
  - The difference between the biggest and smallest numbers
- Try and remember the rhyme:
  Hey Diddle Diddle
  *The **Median**'s the middle*
  *You add and divide for the **Mean***
  *The **Mode** is the one you see the most*
  *And the **Range** is the difference between*

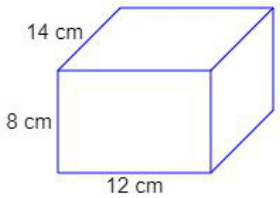
Tip 8

- **Formula:** using letters for numbers we don't yet know
  - **Area of a rectangle:** ***l x w***
  - **Area of a triangle:** $\frac{l \times w}{2}$
  - **Area of a circle:** $\pi \times r^2$

If you are given a formula, for example to find volume, substitute the numbers for the appropriate letters, e.g.

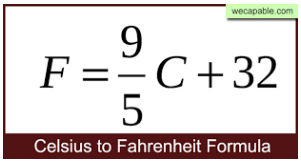
Volume of a cuboid: *l x w x h*

Substitute in the numbers; *14 x 12 x 8 = 1344cm³*



To convert **11⁰ C to F**

F = $\frac{9}{5}$ x 11 + 32 = 51.8⁰ F



If this is on the calculator paper, use the fraction button

Or ÷ by 5 x by 9 to get the fraction of amount then x 11 and add 32.

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Some quick tests to help you practice your skills:

Functional Skills 10-minute online tests.

https://www.cgpbooks.co.uk/resources/cgp-s-free-online-10-minute-tests/free-functional-skills-maths-online-10-minute-test

BBC Bitesize – link to Edexcel skills guides.

https://www.bbc.co.uk/bitesize/examspecs/z9p3mnb

https://www.bbc.co.uk/bitesize/subjects/zjd8jty