Provider Checklist: Employer Set Project

T Level Technical Qualification in Education and Early Years

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Provider checklist for the Education and Early Years T Level Employer Set Project

When completing the Employer Set Project (ESP) with your students, there will be several different delivery and logistical steps involved. To support you with these considerations, we've produced the following checklist. Please note that this is not an exhaustive list and individual providers may have other aspects to consider; additional spaces are provided for you to add to these tables.

Advance checks: what do I need to do before the students take the ESP?

Administration information	
Confirm student registrations onto the assessment: check with the exams department – this is a separate function to qualification registration, making sure the student has been booked onto the appropriate contextualised ESP	☐
Decide which staff member will receive the ESP assessment materials: check with exam department as appropriate	☐
Check and ensure that any arrangements to Access Arrangements and Reasonable Adjustments have been submitted to NCFE (this is different to Special Considerations, please see later reference)	☐
Aware of the Request for Assessment Variation (to change assessment locations, change the start/end time of an assessment)	☐
Aware of Special Considerations (for example, student illness on day of assessment, bereavement)	☐
Aware of malpractice/maladministration reporting (for example, reporting issues to NCFE quickly for investigation to reduce/prevent any potential adverse effects)	☐
Aware of the Regulations for the Conduct of External Assessment	☐
Aware of the Qualification Specific Instructions for Delivery (QSID)	☐
Wider provider activities and potential impact considered (for example, fire alarm tests, scheduled IT updates or downtime, other assessment occurring)	☐
Aware of how to contact NCFE with queries: • 0191 239 8000 • tlevelsupport@ncfe.org.uk.	☐
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Equipment	
IT equipment checked (computers, printers and so on)	☐
Creation of secure storage areas for student's evidence (can include sub-folders for tasks)	☐
Ability to enable/disable internet access for different tasks	☐
Ability to disable spelling and grammar checks for digitally produced work	☐
Audio-visual recording equipment checked, for example: • picture quality • audio quality/clarity • file size storage or any recording time limits.	☐
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Scheduling/delivery	
Outline delivery timetable accounting for any access arrangements and reasonable adjustments	☐
Outline of staff involvement/roles with the tasks (including support staff such as readers, scribes)	☐
Outline of rooms to be used (consider the audio-visual recordings and having suitable lighting, sound quality / background noise)	☐
Outline of student groupings (for example, cohort groupings for ESP delivery, peer discussion groups)	☐
Student arrival considered allowing for additional time to call/follow up on late students (for example, arrival time 30 minutes before the scheduled start time of the assessment task)	☐
Contingencies planned for possible issues (for example, absent or ill staff, late or absent students, rooming issues, reserve equipment)	☐
Arrangements made for technicians to be readily available during the assessment	☐
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On receiving the assessment materials

Administration	
Confirm assessment materials are correct and complete	☐
Place relevant task information into the secure students' storage area, if already created (assessment materials are not to be shared with students); check own protocol with exam department	☐
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Scheduling/delivery	
Review of briefs and confirm staffing arrangements and responsibilities for all tasks	☐
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Finalise the outlined delivery plan, staff involvement, rooms, student groupings and so on by making any refinements as necessary	☐
Finalised delivery plan/ESP timetable shared with students	☐
Provider process/contacts in place for the reporting and resolving of issues/queries during the live delivery	☐
NCFE contact information shared for reporting issues/queries during the live delivery	☐
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During the assessment window

Confirm student attendance/arrival prior to assessment start time	☐
Task resources available (for example, copies of previous task work, proformas)	☐
Task/system requirements checked (for example, internet access settings, access to external programs/apps)	☐
Process and contacts established for the reporting and resolution of issues within the provider (for example, technicians, exams officers)	☐
NCFE contact information/online forms readily available for reporting any issues/queries	☐
Key information for students available/displayed during assessment e.g: • time allowed including sub-task timing if applicable • NCFE provider number and student registration numbers • evidence to produce including formatting (for example, Arial font, page number in footer) • resources available to students (check Qualification Specific Instructions for Delivery (QSID)) • file naming conventions and file formats.	☐
Where previously produced task evidence is needed for a subsequent task, a copy of this evidence is provided to ensure the validity of the original evidence	☐
Student evidence securely stored ensuring assessment materials are only available during the supervised sessions	☐
A signed copy of the External assessment cover sheet (EACS) – declaration of authenticity form included to confirm that the student's work is their own	☐
Task evidence uploaded at the end of each supervised session (zipped to compress file size), or after all ESP tasks have been completed	☐
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After the assessment window

All assessment evidence submitted within 2 working days after the assessment window closing, contact NCFE with any issues	☐
Any special considerations have been submitted no later than 5 working days after the assessment window has closed	
Student evidence retained for 3 months following the release of results, for NCFE audit purposes only	☐
Aware of our Enquiries about Results and Assessment Decisions process	☐
Aware of our Access to Scripts and Student Assessment Evidence service	☐
Aware of our Appeals procedure (submitted within 30 calendar days following the outcome of an assessment enquiry)	☐
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Student Checklist

You will receive the pre-assessment brief 3 weeks prior to the ESP taking place; use this time to collate 4 pages of notes that will support you in the tasks	☐
The maximum time you will have to complete all tasks for this employer set project is 12 hours and your tutor will explain how each task will be broken down. At the end of each supervised session, your tutor will collect all ESP assessment materials before you leave the room. You must not take any assessment material outside of the room (for example, via a physical memory device). You must not upload any work produced to any platform that will allow you to access materials outside of the supervised sessions (including email).	☐
All of your work should be completed electronically using black font, Arial size 12pt unless otherwise specified and agreed with your tutor. Any work not produced electronically must be agreed with your tutor, in which case the evidence you produce should be scanned and submitted as an electronic piece of evidence.	☐
All your work should be clearly labelled with the relevant task number and your student details and be legible (for example, front page and headers) Electronic files should be given a clear file name for identification purposes; see tasks for any relevant naming conventions. All pages of your work should be numbered in the format 'Page X of Y', where X is the page number and Y is the total number of pages.	☐
You must complete and sign the external assessment cover sheet (EACS) and include it at the front of your assessment task evidence	☐
You must submit your evidence to the supervisor at the end of each session. Good luck with your assessment!	☐