T-LEVELS | Institute for Apprenticeships & Technical Education

Provider checklist: employer set project

T Level Technical Qualification in Digital Business Services

NCFE

Provider checklist for the T Level Technical Qualification in Digital Business Services

When administrating the employer set project (ESP) to your students, there will be several different delivery and logistical aspects to account for. To support you with these considerations, NCFE has produced the following checklist. Please note that this is not an exhaustive list and individual providers may have other aspects to consider, and additional spaces are provided for you to add to these tables.

Advance checks

Administration information	
Confirm student booking onto the correct ESP assessment (Data Technician ESP)	
Identification of the internal staff member that will receive the ESP assessment materials (for example, exams officer/head of department)	
Any access arrangements and reasonable adjustments requests have been submitted to NCFE	
Awareness and understanding of the request for assessment variation process (to change assessment locations, change the start/end time of an assessment)	
Awareness and understanding of any special considerations (for example, student illness on the day of assessment, bereavement)	
Awareness and understanding of malpractice/maladministration reporting (for quickly reporting issues to NCFE for investigation to reduce/prevent any potential negative impacts)	
Awareness and understanding of the regulations for the conduct of external assessment	
Awareness and understanding of the qualification specific instructions for delivery (QSID)	
Identification of 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	

Administration information	

Equipment	
IT equipment checked (for example, are the computers and their software, printers and internet all working correctly, and as appropriate/required)	
Creation of secure storage areas for students' evidence (can include sub-folders for tasks)	
Ability to disable privacy mode and apply policies to prevent deletion of browsing history	
Ability to capture and compile copies of students' browsing history, for example via screenshots	
Ability to restrict access to online cloud storage services and/or online chat clients	
Ability to disable spelling and grammar checks for digitally produced work	

Delivery planning	
Schedule of delivery timetable created accounting for any access arrangements and reasonable adjustments	
Identification of staff involvement/roles with the tasks (including support staff, such as readers and scribes)	
Organisation of student groupings (for example, cohort groupings for ESP delivery)	
Student arrival considered allowing for additional time to call/follow up on late students (such as having an arrival time 30 minutes before the scheduled start time of the assessment task)	
Contingencies planned for possible issues (such as absent or ill staff, late or absent students, rooming issues, reserve equipment)	
Arrangements made for technicians to be readily available during the assessment	

On receiving the assessment materials

Assessment materials	
Confirm assessment materials are correct and complete	
Confirm any links in the assessment materials (if required) are accessible and not blocked by internal security measures, such as network firewalls	
Place relevant task information into the secure students' storage area, if already created (assessment materials are not to be shared with students)	

Finalise delivery	
Finalise the outlined delivery plan, staff involvement and rooms 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 is shared for reporting issues/queries during the live delivery	

During the assessment window	
Confirm student attendance/arrival prior to assessment start time	
Task resources available (for example, copies of previous task work, relevant tools or software)	
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 (such as technicians and exams officers)	
NCFE contact information/online forms readily available for reporting any issues/queries	
Key information for students available/displayed during assessment: • time allowed including sub-task timing, if applicable • NCFE provider number and student registration numbers • evidence to produce, including formatting (such as Arial font and page number in footer) • resources available to students • 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 is securely stored, ensuring assessment materials are only available during the supervised sessions	
Evidence checked immediately following each recording before the student leaves the room. Where a technical issue has impacted the recording, an immediate re-record can be completed, and NCFE notified.	
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 is uploaded at the end of each supervised session, or after all ESP tasks have been completed	

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	
Awareness of the enquiries about results and assessment decisions process	
Awareness of the access to scripts and student assessment evidence service	
Awareness of the appeals procedure (submitted within 30 calendar days following the outcome of an assessment enquiry)	