

Regulations for the Conduct of External Assessment – V Certs

September 2016

Contents

About us	1
Section 1	2
1.1 Introduction	2
1.2 Who should read these regulations?	2
1.3 What is external assessment?.....	2
1.4 Requesting external assessments.....	3
Section 2	4
2.1 External assessment materials.....	4
2.2 Reasonable Adjustments and Special Considerations	4
2.3 Status in Wales and Northern Ireland.....	5
Section 3	5
3.1 Administering the external assessment	5
3.2 Centre responsibilities	6
3.3 Use of internet/intranet during supervised and invigilated external assessments	7
3.4 Assessment variation – date/time/site	8
Section 4	9
4.1 Before the external assessment	9
4.2 The conduct of the external assessment	10
4.3 Completing the external assessment.....	12
4.4 Cancelling/postponing the external assessment.....	13
Section 5	14
5.1 Supervised conditions	14
Section 6	15
6.1 Invigilated external assessments.....	15
6.2 Selection and number of Invigilators.....	15
6.3 NCFE set date and time of external assessment.....	16
6.3.1 Supervision of learners if external assessment variation is agreed.....	17
6.3.2 Overnight Supervision	17
6.4 Centre arranged invigilated sessions.....	17
6.5 Instructions for Invigilators.....	18
6.6 Identification of Learner identity.....	19
6.7 Observation of external assessments.....	20

Section 7	20
7.1 Declaration of evidence returned	20
7.2 Labelling of learner work	20
7.3 Ownership of external assessment material	21
7.4 Electronic work	21
Section 8	22
8.1 External assessment irregularities	22
Appendices	24
Appendix A: Teacher guidance for supervised external assessment sessions	24
Appendix B: Instructions for the Invigilator to read out before starting the invigilated external assessments	25
Appendix C: Assessment date/time/location variation request	27
Appendix D: Classification of V Cert qualifications	28
Appendix E: NCFE Level 2 Certificate in Creative Studies: Art and Design (600/6905/3)	31
Appendix F: NCFE Level 2 Certificate in Business and Enterprise (601/0048/5)	33
Appendix G: NCFE Level 2 Certificate in Computer Technology (601/0042/4)	34
Appendix H: NCFE Level 2 Certificate in Creative Studies: Craft (601/0043/6)	35
Appendix I: Level 1 and 2 Engineering	36
Appendix J: Level 1 and 2 Food and Cookery	38
Appendix K: NCFE Level 2 Certificate in Creative Studies: Graphic Design (600/6907/7)	39
Appendix L: Level 1 and 2 Health and Fitness	40
Appendix M: NCFE Level 2 Certificate in Creative Studies: Interactive Media (600/6906/5)	41
Appendix N: NCFE Level 2 Certificate in Creative Studies: Music Technology (600/6904/1)	43
Appendix O: NCFE Level 2 Certificate in Creative Studies: Performance Skills (600/6906/5)	45
Appendix P: Accepted format for Electronic evidence	48

About us

We create opportunities for success to enrich society

At NCFE, we're passionate about designing, developing and certificating diverse, nationally recognised qualifications and awards. These qualifications contribute to the success of millions of learners at all levels at colleges, schools and training organisations across the country. NCFE is a registered educational charity and has a strong heritage in learning, going back over 150 years. Dynamic and responsive with a buzz that sets us apart, we're proud to be recognised for our exceptional customer service and friendly approach.

We've a wide range of nationally accredited qualifications and awards in a variety of subject areas and levels. These qualifications include NVQs, CBQs, V Certs and Functional Skills across a range of sectors including:

- Arts, Media and Publishing
- Business, Administration and Law
- Education and Training
- Engineering and Manufacturing Technologies
- Health, Public Services and Care
- Leisure, Travel and Tourism
- Preparation for Life and Work
- Retail and Commercial Enterprise.

Customer Service – the NCFE way

We're passionate about providing exceptional customer service. Every single NCFE employee is focused on not just meeting, but exceeding your expectations. We believe our approach to customer service makes us easy to do business with, flexible and responsive.

We rely on your feedback to let us know whether we're providing the right kinds of products and service. We carry out a number of surveys and focus groups throughout the year, but you don't have to wait until then to tell us what you think. If you want to give us your thoughts you can email service@ncfe.org.uk, or just pick up the phone and tell us on 0191 239 8000.

Section 1

1.1 Introduction

This document is designed to assist centres in the correct administration of the external assessment components of NCFE V Cert qualifications, to ensure the integrity and security of the assessment is maintained at all times. These regulations apply to all external assessments provided by NCFE for our V Certs and do not in any way affect the responsibility of the centre for health, safety and safe working under current legislation and local government by-laws.

For other external assessments please refer to NCFE's Regulations for the Conduct of External Assessment or Regulations for the Conduct of Controlled Assessment – Functional Skills which are available on NCFE's website ncfe.org.uk.

1.2 Who should read these regulations?

To ensure that the regulations are correctly applied, they should be read and referred to by:

- The Head of Centre, Chief Officer of an institution or Chief Executive of a company
- Members of the senior leadership team
- The Examinations Officer or Quality Assurance Co-ordinator appointed by the Head of Centre
- Teachers/Assessors delivering V Cert qualifications
- Invigilators for all V Cert assessments.

1.3 What is external assessment?

To comply with the Department for Education (DfE) requirements for high quality, rigorous qualifications, NCFE has developed V Certs to include an element of external assessment.

The external assessments are set and marked by NCFE. This means that the centre **must not assess, internally quality assure or provide any feedback to the learner about their performance in the external assessment.**

The V Cert external assessments may consist solely, or a combination of:

- Set date and time (invigilated). NCFE specifies the exact date and time that the external assessment must be administered in the centre
- Assessment Window (supervised) consisting of centre arranged, Teacher supervised periods of external assessment
- Assessment Window (invigilated) consisting of centre arranged, invigilated periods of external assessment.

Details of the external assessment requirements for each qualification are provided within the relevant Qualification Specification. Centres should also refer to the Appendices section of this document to clarify which type of external assessment the qualification they are delivering falls into.

Learners must attempt all tasks in the external assessments in order to address all assessment criteria fully. They cannot achieve a minimum Pass grade unless all assessment criteria are met.

If a learner attempts the external assessment this entry cannot be withdrawn and will count as an attempt against the external assessment.

If a learner does not attend the external assessment (has not accessed the paper at all) then this entry can be withdrawn and will not count as an attempt.

1.4 Requesting external assessments

Centres must choose which Assessment Window they want their learners to be entered for. Details of the Assessment Windows can be found on our website ncfe.org.uk. Centres will only be sent the external assessment when learners have been **entered** for the chosen Assessment Window directly onto the NCFE Portal. This should not be confused with registering learners for the qualification. For information on **entering learners** for the external assessment, please see the Qualification Specification and the Customer Support Guide. From September 2016, centres will be required to enter their learners for an external assessment at the time of registration.

Please note: external assessment materials and the External Assessment Register(s) cannot be faxed or emailed. Centres should therefore ensure that learners have been entered 10 working days prior to:

- set date and time of the external assessment
- the start of the Assessment Window (supervised) sessions.

This will ensure external assessment documentation arrives in a timely manner appropriate for the qualification. Entries cannot be made after the entry cut-off date stated on the Assessment Window document which can be found on our website. External assessments will be sent to the registered address provided by the centre for the attention of the designated person. See **Section 3.4** if an alternative site is required.

Section 2

2.1 External assessment materials

Every care will be taken by NCFE to ensure that the external assessment material and External Assessment Register(s) are correctly issued and safely received. NCFE won't be responsible for any loss that may occur after receipt at the centre.

External assessment documentation will be dispatched to the designated person before the beginning of the Assessment Window. The designated person will be responsible for the security and integrity of the external assessment material. Centres will receive documentation for every learner **entered** via the NCFE Portal. NCFE does not provide spare papers or allow 'pirate' entries for V Certs. If you have a query regarding an entry, you should contact our Customer Support team.

External assessment material must not be opened before:

- the set date/time of the external assessment, or
- the start of the centre scheduled supervised or invigilated sessions.

Please note:

- **Photocopying and/or reproduction of the external assessment materials, is strictly forbidden under all circumstances.**
- **External assessments should not be altered or formatted in any way by the centre.**

NCFE reserves the right to investigate any irregular circumstances regarding the security of external assessment materials.

2.2 Reasonable Adjustments and Special Considerations

NCFE seeks to provide equal access to assessment for all learners taking its qualifications. NCFE recognises that reasonable adjustments or special considerations may be required at the time of the external assessment where:

- learners have a permanent disability or specific learning needs
- learners have a temporary disability, medical condition or specific learning needs
- learners are indisposed at the time of the external assessment
- adjustments reflect the "normal way of working" for learners.

Information about these arrangements can be found in NCFE's Reasonable Adjustments and Special Considerations Policy which is available from the NCFE website ncfe.org.uk or our Quality Assurance team. This will also explain how to submit an application for reasonable adjustments or special considerations and the associated timescales.

2.3 Status in Wales and Northern Ireland

The V Cert qualifications have been regulated for use in England, Wales and Northern Ireland. Currently, NCFE provides qualifications to centres in England and Qualification Specifications and assessment materials are in English. These materials can also be made available in Wales and Northern Ireland. NCFE is able to provide Qualification Specifications and assessment materials in Welsh and/or Irish where requested and appropriate.

If a centre requests an external assessment in Welsh or Irish, NCFE will ensure:

- that the external assessment will be translated into Welsh or Irish (Gaelic) by a professional translation agency, which can currently take up to 4 months
- that the external assessment produced by the learner is translated into English by a professional translation agency for marking purposes. If any issue is identified the translator will report the incident to our Quality Assurance team who'll carry out an investigation.

All requests should be made in line with NCFE's Reasonable Adjustments and Special Considerations Policy.

Section 3

3.1 Administering the external assessment

The following requirements apply to administering V Cert external assessments:

- Externally assessed units must be **delivered** to the learners prior to the external assessment being sat.
- No stimulus materials used by the centre or work completed during the teaching of the unit can be used in the external assessment.
- Supporting documents, eg templates, worksheets etc, **should not** be provided
- External assessment tasks **must not** be altered in any way by the centre.
- Centres must plan in the full amount of time specified for supervised and invigilated sessions within the Assessment Window. Centres should ensure that timetabling accommodates the external assessment fully.
- Where applicable, an Examiner visit will be planned as soon as the Assessment Window starts (eg for NCFE Level 2 Certificate in Creative Studies: Art and Design 600/6905/3 - see **Appendix E**).

Centres must check the appendices in this document for specific requirements for each qualification.

3.2 Centre responsibilities

Centres are responsible for:

- providing a designated person who is responsible for co-ordinating the external assessment process
- **entering** learners for the external assessment on the NCFE Portal at the time of registration and prior to the cut-off date for the Assessment Window
- contacting NCFE to make arrangements if any assessment set dates/times clash with other Awarding Organisation's assessments - see **Section 3.4**
- making any application for reasonable adjustments for learners within the timescales stipulated in NCFE's Reasonable Adjustments and Special Considerations Policy – see **Section 2.2**
- informing learners of:
 - the date, time and location of the external assessment
 - their learner number
 - the NCFE specified conditions under which their external assessment must be sat
- ensuring learners are aware that they cannot take any materials or pre-prepared evidence, eg notes, class work relating to the qualification into the external assessment room unless specifically stated in the Qualification Specification, eg where an invigilated external assessment allows for work completed in supervised sessions to be used
- ensuring learners are aware of what resources they will be required to bring to the external assessment and what will be supplied for them by the centre
- ensuring Teachers are aware of specific arrangements for supervised sessions which are different to invigilated sessions – see **Section 5**
- providing suitably trained Invigilators for invigilated external assessments and ensuring they are familiar with the content of these regulations and any other specific regulations for certain qualifications
- providing Invigilators with all resources and documents necessary for the conduct of the external assessment. Resources are identified in the qualification specific appendices at the end of this document
- making Invigilators aware of any reasonable adjustment arrangements agreed for any learner
- providing suitable accommodation for the external assessment – see **Section 4.1**
- confirming if use of a computer is allowed for the external assessment. If allowed the centre should:
 - ensure that any computer/laptop/tablet provided to complete the external assessment belongs to the school
 - ensure that the device is free from any material that would give the learner an unfair advantage, eg preloaded templates, reference material etc
 - provide each learner with a separate storage medium
 - ensure only acceptable evidence is provided on a storage device (eg performances/music samples/audio/visual evidence). This must be saved in an acceptable format - see **Section 7.4**

- arranging drying, firing or setting time etc, if applicable. This is not part of the time allocated for the external assessment and learners must be given the opportunity for this to occur prior to the presentation of the final piece of work in context:
 - Teachers/Invigilators must ensure that work remains secure during this process and that any help with firing, for example, does not advantage or disadvantage the learner in anyway
- maintaining the confidentiality of external assessments at all times. This means that external assessment material (used and unused), partially or fully completed learner work, and the External Assessment Register are stored securely at all times
- ensuring that any unauthorised centre personnel do not have the opportunity to read the external assessment paper or completed learner work unless they are acting as an authorised reader for learners who require reasonable adjustments in line with NCFE's Reasonable Adjustments and Special Considerations Policy
- ensuring that all time for supervised and invigilated external assessments are recorded on the External Assessment Register by the relevant person, eg Supervisor(s)/Teacher(s) and/or Invigilator(s)
- ensuring the relevant external assessment material, partially or fully completed learner work, and the External Assessment Register(s) are returned to NCFE within **one working day of the completed external assessment**. Any completed external assessment material that is not received by the cut-off date specified in the marking window will be marked at NCFE's discretion. NCFE will investigate why the external assessment material has not been returned within this period
 - for qualifications which have an Examiner visit, such as NCFE's Level 2 Certificate in Creative Studies: Art and Design, only the External Assessment Register will need to be returned by the cut-off date, as the marking of learner work is carried out at the centre by NCFE. Centres must therefore ensure that all paperwork and completed learner work is stored securely - see **Appendix E**
- ensuring that if electronic copies of **completed** assessment material are retained, only a nominated person within the centre has access to this work for NCFE audit purposes only. Under no circumstances should any member of the centre review, assess or grade the work. This allows for:
 - enquiries about results from centres
 - any potential appeals from learners
 - NCFE to have access to the work for a remark
 - NCFE to follow up any quality assurance issues.
 See **Section 7.3** for further guidance.
- ensuring that no external assessment and/or learner evidence is tampered with
- taking all reasonable precautions to ensure that only genuine learners sit the external assessment
- taking all reasonable precautions to ensure that internet access is limited as identified in **Section 3.3** (as applicable).

3.3 Use of internet/intranet during supervised and invigilated external assessments

Internet may be allowed in some cases. Centres must check the appendices for arrangements for the qualification they are delivering. Where use of the internet is permitted, the following must be adhered to:

- any information used from the internet must be acknowledged by the learner in their work

- any links must be available to access externally by the NCFE Examiner
- the evidence must be the learner's own work
- external assessment material must not be loaded onto any social networking sites/put into the public domain.

Centres should refer to specific qualification information in the appendices to determine if the school intranet can be accessed during the external assessment. If such access is allowed, the learners should not access any teaching and learning material.

3.4 Assessment variation – date/time/site

If there are any date or time clashes for an assessment and/or the assessment is to be held at an alternative site to the registered address, the centre must complete the Assessment date/time/location variation request form (see **Appendix C**) with full details and send it to vcertseqa@ncfe.org.uk.

Requests for an assessment variation must be made no later than 20 working days before the external assessment (set date/time) or the start of the Assessment Window. Our Quality Assurance team will make a decision on alternative arrangements.

Alternative dates/times **will not** be considered for the following:

- work experience
- school function or closure
- field trip
- sporting events below international level
- holidays and weddings
- a learner's personal arrangements.

If you have a large cohort and it is not possible for all learners to sit the external assessment at the same time, the Assessment date/time/location variation request form must be completed and should include a list of learners for each group for which you are proposing a variation. If permission is granted, learners must be suitably supervised as per **Section 6.3.1**

When requesting permission to deliver an external assessment at an alternative site, centres must ensure that the regulations can be completely adhered to and that the integrity of the external assessment can be maintained at all times.

Centres should refer to **Section 6.3.2** for regulations to follow if learners require overnight supervision following agreement for an assessment variation.

Section 4

4.1 Before the external assessment

Upon receipt of the external assessment materials, the designated person should check the External Assessment Register immediately to ensure that the names are correct. The package with the external assessment question papers must not be opened at this point. Any amendments/additions/withdrawals should be discussed immediately with our Customer Support team. The external assessment materials must be placed in a secure (locked) cabinet in a secure location until the day of the external assessment/beginning of the Assessment Window (first session). Access to this cabinet must be restricted to authorised staff only. If the external assessment materials are damaged in any way upon receipt, the centre should inform our Customer Support team straight away.

The external assessment material must only be given to the learners:

- at the beginning of the supervised external assessment period (if applicable), or
- at the beginning of the invigilated external assessment period.

If any discrepancies or missing question papers are identified (**when the external assessments are opened at the allocated time/date**), the centre should contact our Customer Support team immediately.

The external assessment materials must be collected from their secure storage at the start of each external assessment session:

- by the Teacher for supervised assessments, **or**
- by the Invigilator for invigilated assessments.

It is the centre's responsibility to ensure safe transit of the external assessment materials to the nominated location (this may be an alternative site if an assessment variation has been agreed by NCFE). Required resources (see the Appendices section of this document), must be made available to learners, and learners must have been informed what they will need, or are allowed to bring.

Centres must ensure:

- a seating plan is prepared showing the exact position of each learner. This information must be made available to NCFE on request. Any changes to this plan must be noted by the Invigilator. (Additional guidance on seating plans can be found in Section 5 of the JCQ regulations)
- that a suitable room or studio and specialist facilities/resources (including computers and printers if applicable), where relevant, are available for the external assessment
- learners are able to work with the equipment and materials with which they are accustomed, as far as permitted by the regulations
- the location is suitably quiet, undisturbed, with adequate space, heating, lighting and ventilation
- that there is no display/teaching and learning material (such as diagrams, wall charts etc) on show which might be helpful to the learner

- that an Assistant familiar with any equipment is available where the external assessment comprises practical tests or the use of equipment, eg computers. Assistants should be available in case of equipment malfunction only, and should have no other involvement with the external assessment
- that where there is more than one external assessment being held in the same room, there is no disruption to any learner.

On the day of the invigilated external assessment the Invigilator will:

- collect the materials and take them to the external assessment room/location
- set up the room correctly
 - in practical assessments, the normal teaching space may be used; however the Invigilator must ensure that learners focus on their own work
 - if learners are working at drawing boards, easels or computer workstations, learners should be arranged in an inward-facing pattern (or similar pattern) and each learner should be seated at a separate desk, table or workstation
 - in non-practical external assessments, the seating arrangements should prevent learners from overlooking, intentionally or otherwise, the work of other learners
- place a sign outside of the external assessment room to indicate an external assessment is in progress
- ensure the external assessment room is free of display/teaching and learning material that may be relevant to the external assessment
- ensure all learners are able to see a clock without the need to turn around. This may not always be possible for practical based external assessments, however, a clock must be visible in the room
- ensure start and finish times for the external assessment are clearly displayed
- ensure stationery and any specified items are available to the learners. All learners must be informed of the items they'll need for the external assessment
- ensure only learners entered for the external assessment taking place and authorised individuals are allowed in the room for the duration of the external assessment
- ensure the learners are in the external assessment room at least 10 minutes before the start of the external assessment to allow time for the Invigilator to read out the generic instructions to learners
- record a seating plan. In the case of an investigation, NCFE will ask for this information.

4.2 The conduct of the external assessment

For practical external assessments, where learners may need to collect materials etc, it's acceptable for learners to carry out essential movement, providing they do not cause disruption to other learners.

Where internet access is allowed, it must be monitored and restricted as indicated in **Section 3.3** and the Appendices. section of this document.

At the Invigilator's discretion, learners may be allowed to enter the room late within the parameters below, but no extra time may be given. Where a learner has been allowed into the room after the start time, the external assessment materials and learner's work should be submitted in the usual manner and the full circumstances of the late arrival should be recorded on the External Assessment Register.

Any late learners must be advised of the relevant sections of Appendix B before entering the room. An alternative member of staff or additional Invigilator can carry this out. Learners within the external assessment room must not be left unsupervised.

Length of assessment	Entering assessment	Leaving assessment
External assessment/session lasting 2 hours or more	Learners will not be permitted to enter the external assessment location after 1 hour after timetabled start of assessment (even if actual start time differs from that which was timetabled)	Learners will not be permitted to leave the external assessment location during the first hour of the assessment
External assessment/session lasting less than 2 hours	Learners will not be permitted to enter the external assessment location after half of the assessment time has passed	Learners will not be permitted to leave the external assessment location before half of the assessment time has passed

If a learner needs to leave the external assessment room temporarily because they're unwell or need to go to the toilet, the Invigilator must ensure the learner:

- is accompanied by a member of staff
- does not speak to anyone else
- does not consult any notes
- does not have access to a mobile phone or any other electronic devices, eg iPods, Smart watches etc or make any calls
- does not breach the security of the external assessment.

The remaining learners must not be left unattended at any stage.

If a qualification requires a costume change as part of the external assessment, this does not need to be invigilated - see **Appendix O**.

Any disturbances during the external assessment must be detailed on the External Assessment Register and NCFE notified immediately.

If an emergency occurs during the external assessment, eg fire alarm, bomb warning etc, the Invigilator must ensure:

- the external assessment room is evacuated in accordance with the instructions of the appropriate authority
- learners leave the external assessment materials in the room
- learners are kept apart and unable to converse with each other
- learners are unable to consult books, notes, mobile phones or the internet.

If the above has been adhered to then the external assessment can be resumed and the full remainder of allocated time applied.

If the Invigilator believes, at any time, there has been a breach of the external assessment security then they must void the external assessment immediately and notify NCFE with full details.

4.3 Completing the external assessment

The Invigilator must remind learners of time remaining at both 15 and 5 minutes from the end of the allocated time.

Upon the allocated time ending:

- learners must be told to stop writing or working. If learners fail to do so they must be warned they face disqualification
- learners should be instructed to check their name, learner number, centre name, centre number and task number are correct and completed on all evidence to be submitted, including all additional sheets of paper that learners have used, if applicable
- before being sent to NCFE, any accepted electronic files must be
 - clearly labelled
 - saved using a file format as detailed in **section 7.4** and **Appendix P**
 - downloaded to a suitable medium and sent to NCFE for marking
 - all non-electronic evidence must be printed out and attached securely to the external assessment paper. Invigilators must check that each page can be attributed to the learner
- learners must remain seated and silent while the Invigilator collects all the external assessment material. Only when all the paperwork is accounted for can learners leave the room.

The Invigilator must:

- complete the External Assessment Register
 - marking which learners have attended and which did not attend. This register may already have some details of a supervised/invigilated external assessment where applicable
 - keep track of how many hours each learner spent during the external assessment (if applicable)
 - include any notes of incidents that may have occurred
- ensure work is stored securely in between assessment sessions where the external assessment takes place over multiple sessions
 - no work should be altered or added to by the learner outside of the sessions
- collect all external assessment materials before learners leave the room to ensure that no learner takes their work with them
- at the end of the external assessment/final invigilated session, place all external assessment materials into the envelopes supplied, as per assessment instructions, and seal envelopes before leaving the external assessment room.

Envelopes should be returned to NCFE by special delivery/secure courier within 1 working day of the external assessment taking place.

If for any reason there's a delay in returning the assessment materials, NCFE must be notified immediately and all paperwork must be stored in locked secure storage.

Under no circumstances should any centre staff copy any of NCFE's external assessment paperwork or learners' evidence at any point during or at the end of the external assessment/Assessment Window.

For qualifications which require an Examiner visit, such as NCFE's Level 2 Certificate in Creative Studies: Art and Design, only the Invigilator's Register(s) must be returned within 1 working day, as the learners' work will be marked at the centre by NCFE. All the completed learner work must be stored securely - see **Appendix E**.

4.4 Cancelling/postponing the external assessment

If centres decide to cancel the external assessment for the chosen Assessment Window, NCFE must be informed immediately and all external assessment paperwork returned unopened, within 24 hours of the cancellation, by special delivery/secure courier.

If centres wish to transfer to a different Assessment Window they must consult our Customer Support team immediately and they'll explain the options available. All paperwork should be returned unopened as soon as the decision to transfer has been made.

Failure to comply with any of the above would be a breach of the regulations.

Section 5

5.1 Supervised conditions

Assessment Windows may consist of centre arranged Teacher **supervised** periods of external assessment.

For some external assessments there are elements which must be **supervised** by the Teacher and can be sat in the normal classroom environment. Centres can decide how the specified numbers of hours for the invigilated external assessment should be undertaken by learners **unless** specific requirements have been set for the qualification. Tasks completed during this time do not need to be invigilated. They must however be:

- treated **independently from the teaching of the unit**
- completed at the centre within the specified time allocation.

Guidance on how to prepare the learner for the supervised external assessment sessions can be found in **Appendix A**.

The following requirements apply to all supervised conditions:

- the supervised external assessment time must not be Teacher led
- all learners must complete the tasks independently
- templates/worksheets etc must not be provided by the Teacher
- learners must be supervised by the Teacher at all times. They can be supported as follows:
 - the Teacher can discuss the conditions in which the external assessment must be undertaken
 - Teachers can distribute labels to help the learner reference their work. These must only detail the learner name, learner number, centre number and task number
 - Teachers should encourage learners to use the tick list provided at the back of the learner's external assessment paper (if applicable) in order to help learners remind themselves what evidence they need to submit
 - if any electronic evidence is produced, the Teacher can discuss the acceptable file types that can be used -see **section 7.4 and Appendix P**
 - the Teacher should ensure that where learners need to save work electronically, they are able to access the secure storage medium
- the learner alone must decide how to approach the brief and associated tasks
- Teachers must supervise the external assessment in order to ensure compliance with these regulations and prevent plagiarism. If plagiarism occurs, it must be reported to NCFE immediately in accordance with NCFE's Maladministration and Malpractice Policy which is available on NCFE's website ncfe.org.uk.
- the centre must accommodate the full time for the supervised sessions:
 - Teachers should ensure the length of time allowed for the supervised external assessment does not fall short of the authorised time specified on the external assessment material to the detriment of learners

- Teachers should ensure that the length of time allowed for the supervised external assessment does not exceed the authorised time specified on the external assessment (unless a reasonable adjustment request has been agreed)
- Teachers should ensure the total time completed is recorded on the External Assessment Register
- Teachers should securely package all external assessment papers and external assessment material before taking them from the external assessment location between assessment sessions.

Teachers must not:

- give any feedback about a learner's individual work
- assess, grade or internally quality assure the learners' work
- lead on any of the tasks - they are there in a supervision role only. The supervised tasks must be treated independently from the teaching of the unit and learners must complete all tasks by themselves
- label or reference completed work on behalf of the learner. Labels can be given out prior to the external assessment to help learners identify individual tasks but these can only detail the task number, learner name, learner number and centre number.

Learners **must** include all their evidence for submission to the Examiner.

Work produced in the external assessment must be stored securely and can only be accessed by the learner or the Teacher during the external assessment time. The Teacher must not assess, feed back or copy the work at any time during or at the end of the external assessment.

Teachers must ensure the External Assessment Register is completed at the end of the supervised external assessment period. Any anomalies that occur must also be recorded.

Section 6

6.1 Invigilated external assessments

Invigilated external assessments are split into 2 types:

- NCFE sets a date and time at which the external assessment must be delivered in the centre - see **Section 6.3**
- Assessment Windows - centres are free to set the dates and times of the invigilated sessions to complete the external assessment - see **Section 6.4**.

Centres must check in the Appendices section of this document for the specific qualification arrangements.

6.2 Selection and number of Invigilators

Invigilators play a key role in the quality control of the external assessment process. They should be suitably trained and ensure they're familiar with these regulations and any other specific regulations for certain qualifications.

The following applies to invigilation/Invigilators:

- Invigilators must be appointed by centres and act on behalf of the centre. The centre is responsible for their conduct
- Invigilators must be suitably trained people whose integrity can be relied upon
- NCFE doesn't accept responsibility for the payment of fees or expenses to Invigilators
- no person may be appointed to act as sole Invigilator for an external assessment involving learners who've been taught, assessed or internally quality assured by that person
- authorised people who can be present during an invigilated assessment are:
 - Invigilator(s)
 - The technical assistant, if applicable
 - Anyone who has been approved as part of a reasonable adjustment
 - NCFE representative (if applicable)
- no support is allowed for learners, unless they've applied for a specified reasonable adjustment, in line with NCFE' Reasonable Adjustments and Special Considerations Policy
- when readers/writers are provided for learners with reasonable adjustments requirements, an Invigilator must also be present. Readers/writers aren't allowed to act as Invigilators. Please refer to NCFE's Reasonable Adjustments and Special Consideration Policy for further information.

The minimum number of Invigilators required in each room used for the external assessment of learners is:

Set date and time external assessments	Assessment windows with centre arranged timed sessions
<i>Eg Food and Cookery, Health and Fitness</i>	<i>Eg Art, Graphic, Craft</i>
1 invigilator for 30 learners or less	1 invigilator for 20 learners or less

When there's only one Invigilator they must be able to summon assistance, without the need to leave learners unattended, in case of emergencies, eg an unwell learner. The number of Invigilators must never fall below the minimum numbers specified

Under no circumstances should learners be left unsupervised or unattended.

6.3 NCFE set date and time of external assessment

The set dates and times of external assessments will be advertised on NCFE's website ncfe.org.uk. Learners must be entered for an external assessment at the time of the registration.

Please see **Section 3.4** for information on requesting an assessment variation.

6.3.1 Supervision of learners if external assessment variation is agreed

Timing	Supervision	Assessment paper
Learner takes external assessment earlier than published time	Learner to be supervised* until 1 hour after published starting time (or for the full length of time of the external assessment if less than 1 hour)	Learner's assessment paper must be removed from the NCFE sealed package and the remaining assessment papers sealed until the published time
Learner takes external assessment later than published time	Learner to be supervised* from published time until they begin the external assessment	At the published time, the external assessment question papers for the majority of the cohort sitting the external assessment will be distributed. The learner's assessment paper must be sealed and placed in secure storage until the agreed later time

*Centre must arrange supervision. Contact **must not** be made with any other learners.

6.3.2 Overnight Supervision

If, following the receipt of an assessment variation request, agreement is given to allow the learner(s) to sit the external assessment on an alternative day, then JCQ arrangements apply to this situation and the centre must arrange suitable supervision of the learner(s).

6.4 Centre arranged invigilated sessions

Centres can decide how the specified numbers of hours for the invigilated external assessment should be undertaken by learners **unless** specific requirements have been set for the qualification. Centres should check the Qualification Specification and appendices in this document for further detail on the qualification they are delivering. NCFE may request the timetable of the external assessment sessions for qualifications which have an Assessment Window at any time. Sessions must therefore be planned in advance of the start of the Assessment Window.

- The permitted time must not be increased, unless a reasonable adjustment has been agreed for a learner, in accordance with NCFE's Reasonable Adjustments and Special Considerations Policy which can be found on the NCFE website. If a reasonable adjustment has been agreed for a learner this must be recorded on the External Assessment Register.
- The permitted time must not be decreased. Learners must be given the opportunity to complete the full amount of time for the external assessment. Centres must take this into account when timetabling the sessions.
- The invigilated assessment tasks must be treated independently from the teaching of the unit.
- No stimulus materials used by the centre during the teaching of the unit and/or work completed during the teaching of the unit can be used in the invigilated external assessment. Learners must complete all of the tasks independently.

- If applicable for the external assessment, work produced in the supervised sessions can be taken into the invigilated external assessment to support the learner in completing their invigilated tasks. Only the work completed to address the supervised tasks can be taken into the invigilated external assessment. Please refer to the detail in the Appendices section of this document.

During the invigilated external assessment, centres will be required to:

- administer the invigilated external assessment tasks in accordance with these regulations
- provide suitably trained Invigilators for the full period of the external assessment, ensuring that they're familiar with the Regulations for the Conduct of External Assessment – V Certs
- ensure that work or evidence produced in the invigilated external assessment is stored securely and can only be accessed by the learner or the Invigilator for the period of the invigilated external assessment. At no point should the Invigilator copy or comment on the work produced
- keep track of the number of hours spent on the invigilated external assessment and ensure the total is recorded on the External Assessment Register
- ensure that the External Assessment Register is completed at the end of the invigilated external assessment period and any anomalies that occur during the timed external assessment period are recorded on this document.

6.5 Instructions for Invigilators

Invigilation is the supervision of learners during the external assessment process. They play a key role in the quality control of the external assessment process and are required to:

- arrive at the external assessment location in good time
- ensure that the room is set up in accordance with the guidelines in Section 4 of these regulations
- ensure learners leave bags/personal items at the front of the room. Learners are not allowed iPods, mobile phones, MP3/4 players, Smart watches, wristwatches which have a data storage device
- ensure that where learners need to save work electronically, they are able to access the secure storage medium during their external assessment only
- ensure that the appropriate sections of **Appendix B** of these regulations are read out to learners prior to the external assessment
- check that a learner who sits an external assessment is the same person who has been entered for the external assessment - see **Section 6.6**
- distribute the external assessment materials (including any work completed during the supervised external assessment if applicable) to learners and allow time before the start of the external assessment for learners to add details to the external assessment paper as applicable
- advise learners to read all instructions carefully
- provide learners with additional materials/resources if required
- be alert and observe learners at all times during the external assessment. Invigilators must not read or carry out any other activities unless stated within these regulations
- ensure that the external assessment is monitored continuously

- not leave the external assessment room without another Invigilator being present
- ensure that the length of time allowed for the invigilated external assessment does not fall short of the authorised time specified on the external assessment material to the detriment of learners
- ensure that the length of time allowed for the invigilated external assessment does not exceed the authorised time specified on the external assessment (unless a reasonable adjustment has been agreed)
- take any external assessment material and learner work from any learners who leave the external assessment location before the specified end of the external assessment
- report any unauthorised access to the internet outside of the limitations identified in the Qualification Specification or appendices of this document
- collect in all external assessment material and learner work at the end of the external assessment
- ensure that the learner's name, learner's number, centre number and task numbers are included on the external assessment and any additional work, where applicable
- check that the number of completed external assessments submitted agrees with the names and number of learners attending the external assessment
- complete the External Assessment Register
- securely package all external assessment papers and external assessment materials before taking them from the external assessment location. This includes securely packaging material in between sessions.

Invigilators must not:

- read any words from the external assessment question paper other than the instructions on the second page
- rephrase or explain any terms to a learner
- make any comment where a learner believes that there's an error or omission on a paper. They must refer the matter immediately to the Exams Officer
- comment or offer advice to the learner about their work.

If at any time there's a violation of these regulations during the external assessment, the Invigilator has the right to void the external assessment immediately. If they do so they must also inform NCFE immediately with a report of what occurred – please see our Notification of Malpractice form available on our website ncfe.org.uk.

6.6 Identification of Learner identity

It is acceptable for an Invigilator to validate a learner who is known to them. If this is not possible then the learner must provide identification to enable the Invigilator/Teacher to verify their identity.

The learner must use the name that they have been registered with. Failure to do so may cause delays to the results release. If any amendments are required then the centre should contact our Customer Support team as soon as possible.

If identification is not possible due to religious garments being worn, eg a veil, then the learner should be taken to a private location and respectfully asked to remove the garment so that identification can take place. The request should be made sensitively, (where possible by a female member of staff for "covered" females) and asking the person to

uncover as minimally as possible to allow for identification to be made for the shortest possible duration. Once identification has been confirmed, the learner can put on the garment that was removed and return to the external assessment room and proceed with the external assessment. Centres should ensure they follow their own guidelines/policies in these circumstances.

Please note that if a learner sits an external assessment in another learner's name (whether this is intentional or not), this will be investigated in line with NCFE's Maladministration and Malpractice Policy.

6.7 Observation of external assessments

NCFE reserves the right to observe the external assessment process (supervised and/or invigilated sessions), without prior notification, to confirm that these regulations are being adhered to. On arrival at the centre, the NCFE representative will introduce themselves and explain the reason for the visit.

The NCFE representative should be accompanied by a senior member of staff or a member of the exams office throughout the course of their External Assessment Monitoring Visit. This will include an inspection of the centre's secure storage facilities.

If an NCFE representative observes any malpractice or non-compliance with these regulations, they have the right to declare the external assessment void. In such cases, the NCFE representative will report the incident to our Quality Assurance team who will arrange to carry out an investigation. A completed External Assessment Monitoring Visit Report will be made available to the centre within 5 working days after the visit.

Section 7

Learners' work

7.1 Declaration of evidence returned

Centres should ensure that the External Assessment Register is completed fully providing detail of the:

- type of work returned
- size
- quantity.

Any discrepancies between this declaration and what is received by NCFE will be queried with the centre upon receipt.

7.2 Labelling of learner work

All work produced during NCFE external assessments must be clearly labelled with:

- centre name
- centre number

- learner name
- learner number
- task number.

If the learner's evidence is in more than one form, all pieces must be labelled individually ensuring it is cross referenced to the tasks on the external assessment. Centres should not label the work on behalf of the learner - this must be completed by the learner. If an Examiner is unable to identify the evidence that relates to each task, then the work may not be graded.

Learners must sign the learner declaration on their external assessment paper.

7.3 Ownership of external assessment material

All completed external assessment material remains the property of NCFE. This includes all written scripts, audio and video recordings. Where applicable, if a V Cert assessment is marked in the centre by NCFE Examiners, eg for qualifications such as NCFE's Level 2 Certificate in Creative Studies: Art and Design – see **Appendix E**, the centre must retain the final piece of art for 3 months after results have been released. This allows for:

- enquiries about results from centres
- any potential appeals from learners
- NCFE to have access to the work for a remark
- NCFE to follow up any quality assurance issues.

Examples of learners' work may be retained by NCFE for future use in standardisation exercises. Such work will be appropriately edited to ensure anonymity and may be used in the future as exemplars in training and guidance documents. In cases where the external assessment is marked in the centre, NCFE Examiners will be required to take a sample of the final piece of work away with them for use at standardisation - see **Appendix E**.

NCFE will dispose of all external assessment material after 3 months from the results release date, after those required for enquiries about results, appeals, standardisation and future exemplar material have been extracted. This includes all forms of storage media.

7.4 Electronic work

NCFE allows submission of electronic evidence for some elements of the external assessments in particular subjects. Centres should check the relevant appendices to ensure they comply with the requirements for the qualification they are delivering.

When learners are submitting work electronically it must be in a suitable format. See **Appendix P** for the accepted formats (audio, video, image, document, compressed). Storage mediums will not be returned to the centre.

If electronic evidence is received which is in a format not on the list of acceptable file formats, then the Examiner will not be able to grade the work. NCFE will make the centre aware of such an issue as soon as possible.

Evidence for the external assessment unit should be organised in a structured way so that the work can be accessed easily by the Examiner. The work can be stored on:

- a separate storage medium per learner, or
- one storage medium for all learners:
 - learners must ensure the location of particular evidence is clear by naming each file and folder appropriately. If the work cannot be attributed to a particular learner the Examiner will not be able to grade the work.

Only authorised memory sticks/external hard drives clear of any previously stored data must be provided for the learner to save their evidence.

All tasks must be clearly separated and each individual task must be labelled clearly. If NCFE is unable to grade the work then a 'Not Yet Achieved' grade will be given.

Electronic work may be retained for NCFE audit purposes until results have been released. Only a designated member of staff should have access to this if instructed by NCFE to do so.

If a learner has used a computer to produce evidence which is not allowed to be submitted electronically, eg word documents, presentations, leaflets etc, this evidence should be printed out and attached securely to the external assessment. Learners should be reminded that their name, learner number and centre number should appear as a header or footer on each page. It should also be clearly labelled with the task/question it applies to. Any work that is not clearly labelled will not be able to be marked by the Examiner.

Section 8

8.1 External assessment irregularities

If any of these regulations are breached by a learner, Invigilator or other person(s) involved in the conduct of the external assessment, then NCFE may declare the external assessment void. In the event of a suspected or actual breach of these regulations by learners:

- the work completed by the learner(s) concerned must be confiscated
- all learners suspected of breaching these regulations should be instructed to leave the room immediately
- at the end of the external assessment the Invigilator must report all relevant facts on the External Assessment Register
- the Invigilator should also indicate if the learner was removed from the external assessment
- the Invigilator should report the incident to the Head of Centre as soon as possible
- the centre should conduct its own investigation into the incident and report the incident and their findings to our Quality Assurance team.

NCFE will investigate each case of alleged or actual irregularity committed by a learner, Invigilator or other person(s) involved in the conduct of the external assessment in order to establish all of the facts and circumstances surrounding the case. This investigation will be carried out in accordance with NCFE's Maladministration and Malpractice Policy.

Each case will be considered by NCFE on an individual basis in the light of all available information.

Failure to comply with these regulations may result in a centre's approved status being temporarily or permanently removed and/or learners being withdrawn from the qualification.

Appendices

Appendix A: Teacher guidance for supervised external assessment sessions

Prior to the first supervised external assessment session, the Teacher should:

- ensure the learners have a list of all dates and times for the supervised and invigilated sessions
- distribute papers to learners in sufficient time for the specified period of the supervised assessment. (See individual Qualification Specification and appendices for details)
- ensure that learners read the instructions in their external assessment paper.

For all sessions, Teachers should:

- ensure that learners are focused on the external assessment
- supervise the external assessment in order to prevent plagiarism:
 - if plagiarism occurs, this must be reported to NCFE immediately in accordance with NCFE's Maladministration and Malpractice Policy
- ensure that the external assessment evidence is only completed during the assessment sessions.

The following should be read out at the beginning of each supervised session:

- this external assessment consists of supervised and invigilated assessments. You have a list of dates and times when the supervised and invigilated sessions will take place. You must complete both the supervised and invigilated sessions
- (if applicable) the timings for each task have been provided on the external assessment paper. Use these as a guide to how long you should spend on each task. (See Appendices for the information relating to the particular qualification)
- all the work produced for the external assessment must be your own
- you must work independently and decide yourself how to approach the brief and all the tasks
- you must decide yourself how to present your evidence. This must be the most appropriate method which will fit the requirements of the brief and the tasks
- all your evidence must be clearly labelled with our centre number, your name and your learner number. Each piece of evidence should have the task number written clearly:
 - if the Examiner is not able to identify which task a piece of evidence relates to then they may not be able to mark that work
- as this is an external assessment you should not upload or share any work or evidence on any social media sites, or discuss with anyone
- if there's any evidence which is allowed to be submitted electronically you are responsible for saving this in an acceptable format. All other work completed on the computer must be printed out and attached to the external assessment:
 - if the Examiner is not able to access the evidence then they will not be able to mark the work.

Appendix B: Instructions for the Invigilator to read out before starting the invigilated external assessments

These instructions should be read out at the beginning of each invigilated external assessment session:

- please complete your name, learner number, centre number and name on the front of the workbook
- read the “instructions for learners” in the external assessment paper and make sure that you understand them
- read each task carefully and attempt to complete all parts of the task as instructed in the external assessment
- please ensure that your answers are clear and legible
- do not begin your external assessment until I/we instruct you to do so
- you mustn't have any notes, books, dictionaries or other information with you unless it is specifically allowed by the rules of the external assessment. If you have brought anything into the room you must give it to me/us before the external assessment begins
- you must not use the internet unless it is specifically permitted by the rules of the external assessment
- mobile phones, smart phones, iPods, tablets and Kindles and any other means of electronic communication aren't allowed in the external assessment room. If you've brought these into the external assessment room please switch them off and place the item(s) in your bag. Bags, coats and any other belongings should be left in the designated area of the external assessment room out of your reach

****Please note that for the NCFE Level 2 Certificate in Creative Studies: Performance Skills, specific props may be required**

- you must not communicate with anyone other than me/us in any way. If you have any problems and need to speak to me/us, please raise your hand to attract my/our attention. Don't make a noise or distract other learners. (In the case of the NCFE Level 2 Certificate in Creative Studies: Performance Skills, learners are permitted to communicate with each other if they're carrying out a group performance)
- if you need to collect materials etc, it's acceptable for you to do so, but please do not distract other learners
- I/we will not be able to explain the tasks; I can however give you technical assistance, eg if there is a power failure or your computer crashes etc
- food and drink is allowed, however, all packaging and labels must be removed. (This point is at the Head of Centre's discretion)

- if you finish your work and wish to leave, please raise your hand and I/we will check the time before giving you permission to go. Please leave as quietly as possible, so as not to disturb other learners. Make sure that you have left your work behind. Please note that you will not be able to return to the room. (For the NCFE Level 2 Certificate in Creative Studies: Performance Skills, it may not be appropriate for the learners to leave until the performance has finished)
- you mustn't take any paperwork relating to the external assessment out of the external assessment room
- by starting the external assessment you are agreeing that you have understood and accepted these rules. Any breach may be considered malpractice.

Appendix C: Assessment date/time/location variation request

Centre name	
Centre number	
Qualification name	
Qualification number	
Set assessment date/time:	
Request date/time changed to:	
Approved address	
Requested site change	
Reason why variation is being requested:	
State the controls that would be put in place to ensure the integrity of the external assessment is not breached should this change be agreed:	

Date of request:

Signed:

Title:

Email:

Please email this form to vcertsega@ncfe.org.uk no later than 20 working days before the start of the assessment window/assessment date.

Appendix D: Classification of V Cert qualifications

Level 1

Number	Qualification	Supervised conditions	Invigilated conditions	Comments
601/4592/4	Level 1 Certificate in Engineering Studies	None	Set date and time Task 1 - 30 minutes Task 2 - 2 hours	See Appendix I
601/4661/8	Level 1 Certificate in Food and Cookery	None	Set date and time 50 mins	See Appendix J
601/4662/X	Level 1 Certificate in Health and Fitness	None	Set date and time 1 hour 30 mins	See Appendix L
601/6777/4	Level 1 Technical Award in Music Technology	None	Set date and time 2 hours – written 2 hours - practical	To be confirmed. First Assessment January 2018

Level 2

Number	Qualification	Supervised conditions	Invigilated conditions	Comments
600/6905/3	Level 2 Certificate in Creative Studies: Art and Design	Centre arranged 20 hours	Centre arranged 10 hours	See Appendix E
601/0048/5	Level 2 Certificate in Business and Enterprise	None	Set date and time 1 hour Centre arranged 4 hours	See Appendix F

Appendix D: Classification of V Cert qualifications
Level 2 (cont'd)

Number	Qualification	Supervised conditions	Invigilated conditions	Comments
601/0042/4	Level 2 Certificate in Computer Technology	None	Centre arranged 20 hours	See Appendix G
601/0043/6	Level 2 Certificate in Creative Studies: Craft	Centre arranged 15 hours	Centre arranged 15 hours	See Appendix H
601/4532/8	Level 2 Certificate in Engineering Studies	None	Set date and time Task 1 – 45 mins Centre arranged Task 2 – 2 hours Task 3 – 2 hours	See Appendix I
601/4533/X	Level 2 Certificate in Food and Cookery	None	Set date and time 2 hours	See Appendix J
600/6907/7	Level 2 Certificate in Creative Studies: Graphic Design	Centre arranged 20 hours	Centre arranged 10 hours	See Appendix K
601/4534/1	Level 2 Certificate in Health and Fitness	None	Set date and time 2 hours	See Appendix L
600/6906/5	Level 2 Certificate in Creative Studies: Interactive Media	Centre arranged 20 hours	Centre arranged 10 hours	See Appendix M
600/6904/1	Level 2 Certificate in Creative Studies: Music Technology	Centre arranged 10 hours	Centre arranged 20 hours	See Appendix N

Appendix D: Classification of V Cert qualifications

Level 2 (cont'd)

601/6774/9	Level 2 Technical Award in Music Technology	None	Set date and time 2 hours – written 2 hours - practical	To be confirmed. First Assessment January 2018
600/6990/9	Level 2 Certificate in Creative Studies: Performance Skills	Centre arranged 20 hours	Centre arranged 10 hours	See Appendix O

Level 3

Number	Qualification	Supervised conditions	Invigilated conditions	Comments
601/6779/8	Level 3 Applied General Certificate in Music Technology	To be confirmed	To be confirmed	To be confirmed. First Assessment January 2018

Appendix E: NCFE Level 2 Certificate in Creative Studies: Art and Design (600/6905/3)

Overall assessment period – 30 hours

An Examiner visit is required for this qualification. This means that:

- the Examiner will contact the centre at the beginning of the Assessment Window to arrange the Examiner Visit. The visit will be planned for after the last timetabled session of the assessment, (this may be before the cut-off date of the Assessment Window if the centre have finished all the sessions)
- the Examiner visit **must** take place in accordance with the Assessment Windows. The Assessment Windows can be found on our website ncfe.org.uk, or by contacting our Customer Support team
- the Examiner visit does not form any part of the external quality assurance process and the Examiner will not provide any feedback during this visit
- at the end of the Assessment Window the learner work must be stored securely until the Examiner visit has taken place.

If the visit does not take place by the specified deadline as detailed in the Assessment Windows, then NCFE may not accept the work.

After the assessment

Once an Examiner visit has taken place:

- the Examiner will take a sample of the final piece of art away with them, or they may arrange for an external courier to do this
- centres will send all the learners' evidence (apart from the final piece of art) to NCFE within 1 working day of the Examiner visit. The centre must retain the final piece of art for 3 months after results have been released. This allows for:
 - enquiries about results from centres
 - any potential appeals from learners
 - NCFE to have access to the work for a remark
 - NCFE to follow up any quality assurance issues.

No work, apart from the final piece of art work, should be retained by the centre.

Use of internet/intranet

- Allowed during both supervised and invigilated external assessment sessions.

Supervised assessment - 20 hours

- There are set tasks within the external assessment which must be completed within the 20 hours.
- Guidance on the timings for each task will be in the external assessment paper.

Centres may manage the 20 hours supervised assessment as a series of sessions (eg 10 x 2 hour sessions). Centres must ensure that they have adequate supervision and management of the 20 hours and keep appropriate records.

Invigilated assessment - 10 hours

- There are set tasks within the external assessment which must be completed within the 10 hours invigilated period.
- Guidance on the timings for each task will be in the external assessment paper.

Centres may manage the 10 hours invigilated assessment as a series of sessions (eg 5 x 2 hour sessions).

Centres must arrange drying, firing or setting time etc, if applicable. This is not part of the time allocated for the external assessment. Learners must be given the opportunity for this to occur prior to the presentation of the final piece of work in context. Teachers must ensure that work remains secure during this process and that any help with firing, for example, does not advantage or disadvantage the learner in anyway.

Resources

Learners may use:

- any specialist equipment to produce their artwork
- in the invigilated external assessment, all the materials they have produced during the supervised assessment.

Learners may require the following when working through the external assessment:

- research sources, eg reference books, magazines
- internet and digital access with printing facilities
- general art materials, paper, sketchbooks
- additional 2D/3D materials and equipment to enable development and experimentation methods of enabling learners to suggest an appropriate siting for the finished piece, eg digital imagery, scale models.

No electronic submissions will be allowed for the external assessment for this qualification. All learner work should be printed out and attached securely to the external assessment.

Appendix F: NCFE Level 2 Certificate in Business and Enterprise (601/0048/5)

Overall assessment period – 5 hours

Use of internet/intranet

- **Not allowed** during this invigilated external assessment.

Set date and time assessment – 1 hour

- There is 1 set task within the external assessment which must be completed within the 1 hour set date and time assessment.

Invigilated external assessment – 4 hours

- There are set tasks within the external assessment which must be completed within the 4 hours.

Centres may manage the 4 hours invigilated external assessment as a series of sessions (eg 4 x 1 hour, 2 x 2 hours).

Resources

Learners may use:

- all of the material given within the external assessment paper but no other resources should be taken into the external assessment room.

No electronic submissions will be allowed for the external assessment for this qualification. All learner work should be printed out and attached securely to the external assessment.

Appendix G: NCFE Level 2 Certificate in Computer Technology (601/0042/4)

Overall assessment period – 20 hours

Use of internet/intranet

- **Not allowed** during this invigilated external assessment.

Invigilated assessment - 20 hours

- There are set tasks within the external assessment which must be completed within the 20 hours:
 - 20 hours of timed external assessment must be set as a series of timed sessions, eg 10 x 2 hour sessions)
 - guidance on the timings for each task will be in the external assessment paper.

Learners must also be made aware that the program created must be in one of the following programming languages:

- Python
- Java
- Visual basic
- BBC basic
- BBC small.

If any other programming language is used, the work will not be graded and the learner will receive a 'Not Yet Achieved' grade.

No electronic submissions will be allowed for the external assessment for this qualification other than the computer program which must be saved in an accepted format. All learner work should be printed out and attached securely to the external assessment.

Resources

Learners may use:

- a computer and one of the programming languages permitted for this external assessment.

Learners may require the following when working through the external assessment:

- word processing software
- presentation software
- any programming language from NCFE's list of permitted languages: Python, Java, visual Basic, BBC basic, BBC small.

Appendix H: NCFE Level 2 Certificate in Creative Studies: Craft (601/0043/6)

Learners' work throughout this external assessment must relate to one craft area, eg textiles, ceramics, floristry etc.

Overall assessment period – 30 hours

Use of internet/intranet

- Allowed during supervised external assessment period and invigilated external assessment.
- Learners cannot copy directly from the internet.

Supervised assessment - 15 hours

- There are set tasks within the external assessment which must be completed within the 15 hours:
 - centres may manage the 15 hours of supervised time as a series of sessions (eg 6 x 2.5 hour sessions). Centres must ensure that they have adequate supervision and management of the 15 hours and keep appropriate records
 - guidance on the timings for each task will be in the external assessment paper.

Invigilated assessment - 15 hours

- There are set tasks within the external assessment which must be completed within the 15 hours:
 - 15 hours of timed external assessment must be set as a series of timed sessions (eg 6 x 2.5 hour sessions)
 - guidance on the timings for each task will be in the external assessment paper.

Resources

Learners may use:

- any specialist equipment to produce their craftwork
- in the invigilated external assessment, all the materials they have produced during the supervised assessment.

Learners may require the following when working through the external assessment:

- research sources which can include internet, audio visual, magazines, books, photographs, PC access, tools, craft practical resources, etc
- electronic access to appropriate planning software, graph paper etc
- electronic audio/visual recording.

No electronic submissions will be allowed for the external assessment for this qualification **other than** the final craft idea, if applicable, which must be saved in an accepted file format. All learner work should be printed out and attached securely to the external assessment.

Appendix I: Level 1 and 2 Engineering

NCFE Level 1 Certificate in Engineering Studies (601/4592/4)

Overall assessment period – 2 hours 30 minutes

Use of internet/intranet

- **Not allowed** during this invigilated external assessment.

Use of computers is not required to complete this external assessment.

Set date and time invigilated assessment - 30 minutes

- There is 1 set task within the external assessment:
 - Task 1 – 30 minutes

Set date and time invigilated external assessment – 2 hours

- There is 1 set task within the external assessment:
 - Task 2 – 2 hours

Resources

Essential:

- 2H and 4H pencils
- A3/A4 Paper
- rule
- set square/T-square
- compass
- protractor
- eraser
- pencil sharpener.

Optional (this list is not exhaustive):

- drawing boards
- templates
- clutch pencil
- French curve.

No electronic submissions will be allowed for the external assessment for this qualification. All learner work should be printed out and attached securely to the external assessment.

NCFE Level 2 Certificate in Engineering Studies (601/4532/8)

Overall assessment period – 4 hours 45 minutes

Use of internet/intranet

- **Not allowed** during this invigilated external assessment.

Set date and time invigilated external assessment – 45 minutes

- There is 1 set task within the external assessment:
 - Task 1 – 45 minutes

Set date and time invigilated external assessment – 4 hours

- There are 2 set tasks within the external assessment:
 - Task 2 – must be completed in 1 x 2 hour invigilated session
 - Task 3 – must be completed in 1 x 2 hour invigilated session
 - centres can schedule the 2 blocks of 2 hours for the invigilated assessments during the 2 week Assessment Window
- Computers are required if the learners produce their drawings for tasks 2 and 3 on CAD software:
 - digitally produced drawings **must** be submitted in hard copy only
 - centres must provide printing facilities
 - centres must not provide pre-prepared drawing layout templates – either in hardcopy or on CAD software.

Resources

Essential:

- 2H and 4H pencils
- A3/A4 Paper
- rule
- set square/T-square
- compass
- protractor
- eraser
- pencil sharpener.

Optional (this list is not exhaustive):

- drawing boards
- templates
- clutch pencil
- French curve
- CAD software and printing facilities.

No electronic submissions will be allowed for the external assessment for this qualification. All learner work should be printed out and attached securely to the external assessment.

Appendix J: Level 1 and 2 Food and Cookery

NCFE Level 1 Certificate in Food and Cookery (601/4661/8)

Overall assessment period – 50 minutes

Use of internet/intranet

- **Not allowed** during this invigilated external assessment.

Invigilated assessment – 50 minutes set date and time

- There are set tasks within the external assessment which must be completed within the 50 minutes.

No electronic submissions will be allowed for the external assessment for this qualification. All learner work should be printed out and attached securely to the external assessment.

NCFE Level 2 Certificate in Food and Cookery (601/4533/X)

Overall assessment period – 2 hours

Use of internet/intranet

- **Not allowed** during this invigilated external assessment.

Invigilated external assessment – 2 hours set date and time

- There are set tasks within the external assessment which must be completed within the 2 hours.

No electronic submissions will be allowed for the external assessment for this qualification. All learner work should be printed out and attached securely to the external assessment.

Appendix K: NCFE Level 2 Certificate in Creative Studies: Graphic Design (600/69077)

Overall assessment period – 30 hours

Use of internet/intranet

- Allowed during supervised external assessment period and invigilated assessment.

Supervised external assessment - 20 hours

- There are set tasks within the external assessment which must be completed within the 20 hours.
- Guidance on the timings for each task will be in the external assessment paper. This is only a guide and these timings are flexible within the available 20 hours.

Centres may manage the 20 hours of supervised time as a series of sessions (eg 10 x 2 hour sessions). Centres must ensure that they have adequate supervision and management of the 20 hours and keep appropriate records.

Invigilated external assessment - 10 hours

- There are set tasks within the external assessment which must be completed within the 10 hours:
 - 10 hours of timed external assessment must be set as a series of timed sessions (eg 5 x 2 hour sessions)
 - guidance on the timings for each task will be in the external assessment paper.

Resources

Learners may use:

- any specialist equipment to produce their work
- in the invigilated external assessment, all the materials they have produced during the supervised assessment.

Learners may require the following when working through the external assessment:

- paper, sketch pads, graph paper, graphics tablets, drawing tools, painting tools, access to a PC, Image Editing Software, Word Processing Software.

No electronic submissions will be allowed for the external assessment for this qualification. All learner work should be printed out and attached securely to the external assessment.

Appendix L: Level 1 and 2 Health and Fitness

NCFE Level 1 Certificate in Health and Fitness (601/4662/X)

Overall assessment period – 1 hour 30 minutes

Use of internet/intranet

- **Not allowed** during this invigilated external assessment.

Invigilated external assessment – 1 hour 30 minutes set date and time

- There are set tasks within the external assessment which must be completed within the 1 hour 30 minutes.

No electronic submissions will be allowed for the external assessment for this qualification. All learner work should be printed out and attached securely to the external assessment.

NCFE Level 2 Certificate in Health and Fitness (601/4534/1)

Overall assessment period – 2 hours

Use of internet/intranet

- **Not allowed** during this invigilated external assessment.

Invigilated external assessment – 2 hours set date and time

- There are set tasks within the external assessment which must be completed within the 2 hours.

No electronic submissions will be allowed for the external assessment for this qualification. All learner work should be printed out and attached securely to the external assessment.

Appendix M: NCFE Level 2 Certificate in Creative Studies: Interactive Media (600/6906/5)

Overall assessment period – 30 hours

Use of internet/intranet

- allowed during supervised external assessment period and invigilated external assessment
- learners may acquire from the internet: text blocks, photographs, video, animation etc to be used as assets:
 - (Copyright assets are allowed in the learner's evidence but must be used solely for educational purposes). Sources for assets taken from the internet must be appropriately referenced
- learners can use the school's intranet for the purpose of developing and hosting their final product (if applicable). The internet can also be used to test and launch the final product (if applicable). The product must be available to access externally by the Examiner. The final product must be the learner's own work
- learners cannot copy directly from the internet. Any information used from the internet must be acknowledged in the work.

Mobile and portable devices

Learners may not use personal mobile phones or other personal devices. If the learners produce a mobile application, any testing must only be done on a centre-only device.

Supervised external assessment - 20 hours

- There are set tasks within the external assessment which must be completed within the 20 hours:
 - guidance on the timings for each task will be in the external assessment paper.

Centres may manage the 20 hours of supervised time as a series of sessions (eg 10 x 2 hour sessions). Centres must ensure that they have adequate supervision and management of the 20 hours and keep appropriate records.

Invigilated external assessment - 10 hours

- there are set tasks within the external assessment which must be completed within the 10 hours
 - 10 hours of timed external assessment must be set as a series of timed sessions (eg 5 x 2 hour sessions)
 - guidance on the timings for each task will be in the external assessment paper.

Resources

Learners may use:

- any specialist equipment to produce their work
- in the invigilated external assessment, all the materials they have produced during the supervised assessment.

Learners may require the following when working through the external assessment:

- paper, sketch pads, graphics tablets, drawing tools, painting tools, graph paper, access to a PC, Image Editing Software, Authoring Software, Word Processing Software.

No electronic submissions will be allowed for the external assessment for this qualification **other than** the interactive media product which must be saved in an accepted format. All learner work should be printed out and attached securely to the external assessment.

Appendix N: NCFE Level 2 Certificate in Creative Studies: Music Technology (600/6904/1)

Overall assessment period – 30 hours

Use of internet/intranet

- Allowed during supervised external assessment period and invigilated external assessment.

Learners can use the school's intranet/internet for supervised assessment to support research and inform their final piece of work.

Learners can use the school's intranet/internet for the purpose of developing and hosting their final product (invigilated external assessment) (if applicable).

For both the supervised and invigilated external assessments, the learner cannot copy directly from the internet. Any information used from the internet must be acknowledged.

Supervised assessment - 10 hours

- There are set tasks within the external assessment which must be completed within the 10 hours:
 - guidance on the timings for each task will be in the external assessment paper.

Centres may manage the 10 hours of supervised time as a series of sessions (eg 5 x 2 hour sessions). Centres must ensure that they have adequate supervision and management of the 10 hours and keep appropriate records.

During the supervised time, at the Teacher's discretion, learners may leave the classroom to carry out recordings in a more suitable environment if needed. Appropriate supervision needs to be considered for these learners.

Invigilated external assessment - 20 hours

- There are set tasks within the external assessment which must be completed within the 20 hours:
 - 20 hours of timed external assessment must be set as a series of timed sessions (eg 10 x 2 hour sessions)
 - guidance on the timings for each task will be in the external assessment paper.

Resources

Learners may use:

- any specialist equipment to produce their work
- in the invigilated external assessment, all the materials they have produced during the supervised external assessment.

Learners may require the following when working through the assessments:

- access to word processing and/or presentation packages
- hardware and software to enable learners to record, edit and combine audio and MIDI, software instruments, pre-recorded audio samples, and apply post production effects and EQ.

No electronic submissions will be allowed for the external assessment for this qualification **other than** the music samples which must be saved in an accepted format - **see Appendix P**. All learner work should be printed out and attached securely to the external assessment.

Appendix O: NCFE Level 2 Certificate in Creative Studies: Performance Skills (600/6906/5)**Use of internet/intranet**

- Allowed during supervised external assessment period and invigilated external assessment.

Learners can use the school's intranet for the purpose of developing and hosting their final product (if applicable). The internet can also be used to test and launch the final product (if applicable). The product must be available to access externally by the Examiner. The final product must be the learner's own work.

Supervised external assessment - 20 hours

- There are set tasks within the external assessment which must be completed within the 20 hours:
 - guidance on the timings for each task will be in the external assessment paper.

Centres may manage the 20 hours of supervised time as a series of sessions (eg 10 x 2 hour sessions). Centres must ensure that they have adequate supervision and management of the 20 hours and keep appropriate records.

If any group work is undertaken during the preparatory period, the unique contribution of each learner must be clearly attributable to that individual and securely authenticated.

Invigilated external assessment - 10 hours

- There are set tasks within the external assessment which must be completed within the 10 hours:
 - 10 hours of timed external assessment must be set as a series of timed sessions (eg 5 x 2 hour sessions).
 - guidance on the timings for each will be in the external assessment paper.

Please note that task 3 is part of the 10 hours invigilated period, however, this can be conducted under supervised conditions.

Performance Skills evidence

Where audio/visual evidence of multiple learners is used, centres must ensure that each learner being assessed is clearly visible and can be identified by the Examiner.

The recorded evidence should allow each learner to demonstrate the assessment criteria clearly but should only show work relevant to what's being assessed. For example, if a performance/participation is done as a group, the Examiner will need to be able to assess each learner individually.

To help our Examiners to identify clearly when a particular learner is performing/participating, NCFE recommends including the following information:

- the exact timing of the start and finish times, or the on-going numbered record of the recorded evidence so that the Examiner can go straight to that spot on the recording
- a running order list **and** a description of each learner (see below)

- information about where the performance/recorded evidence took place
- what type of audience they were performing to, if applicable.

Example

Test High School

Record evidence starts: 4 mins 30 seconds into the recording and finishes at 16 mins 27 seconds.

Venue: School hall

Audience: Teachers, parents and friends

Individual performance, eg singer, solo dancer, monologue performer

Recorded evidence starts: 4 minutes 30 seconds into the recording and finishes at 8 minutes 30 seconds.

Group Performance, eg band, drama group, dance troupe

Recorded evidence start: eg 2 performers.

Recorded evidence starts: 4 minutes 30 seconds and finishes at 15 minutes 30 seconds.

Learner 1 – Stan Brown (blue jumper, left hand side).

Recorded evidence starts: 4 minutes 30 seconds and finishes at 7 minutes 45 seconds.

Learner 2 – Omar Khan (red jumper, right hand side).

Recorded evidence starts: 4 minutes 30 seconds and finishes at 5 minutes 20 seconds; starts at 8 minutes 20 seconds and finishes at 9 minutes 10 seconds; starts at 12 minutes 30 seconds and finishes at 15 minutes 30 seconds.

If learners are dressed identically, it's important to provide a description or detail for each learner so that the Examiner can identify them or a photograph is included.

If learners are not clearly identified, NCFE may not be able to examine the work.

Rehearsals

Rehearsals should be an ongoing process and not a one off event therefore evidence of more than one rehearsal should be evidenced:

- rehearsals must be videoed
- learners are allowed to video their own clips of rehearsals but this must be carried out in accordance with the supervision conditions
- short video clips taken from a range of rehearsals are expected to be submitted to NCFE.

Technical preparation

The technical preparation that may need to take place before the performance is allowed to happen outside of the time allocated. For example, preparation for recording equipment, costumes, props, sets, make up etc can be prepared before the timed tasks start.

Centres must also ensure that the camera and microphone are set up in a suitable place to ensure good quality audio. This will allow the Examiner to hear both the learner(s) and the Assessor, if applicable.

Learner's actual performance:

- to be performed under invigilated conditions
- must be completed in front of an audience. The audience must be captured on the video recording:
 - video recording equipment must be set up to capture both the performance and the audience (see Technical preparation section above)
 - it's unlikely that the response of the audience can be gauged if there are fewer than 6 people in the audience
- pieces should be between 3-5 minutes in length:
 - if pieces are much shorter than this they are unlikely to meet the required standard
 - if pieces are too long, the material beyond the time limit may not be graded
 - if learners are working as a group, the overall performance may need to be longer than 5 minutes but each member of the group must be seen actively performing at an appropriate standard for 3 to 5 minutes
- Teachers and/or other learners not sitting the external assessment can have a role in the performance providing they are not doubling up on the learner's part or providing the learner with an advantage over other learners. The evidence submitted must focus on the learner being externally assessed
- if a costume change is required as part of the external assessment this does not need to be invigilated
- an unedited recording of the live performance must be submitted to NCFE
- evaluation of the performance is part of the assessment and so learners need to be able to watch the video back. This must be administered in accordance with the timed conditions and must be incorporated into the time allowed.

Resources

Learners may use:

- any specialist equipment to produce their work
- in the invigilated assessment, all the materials they have produced during the supervised external assessment.

Learners may require the following when working through the assessments:

- paper, pens, discs, memory sticks, Tablets, PC access/printer, research materials
- rehearsal space, video/audio facilities, props, costumes, amplification/lighting facilities, video playback facilities and audience.

No electronic submissions will be allowed for the external assessment for this qualification **other than** the recorded performances which must be saved in an accepted format. All learner work should be printed out and attached securely to the external assessment.

Appendix P: Accepted format for Electronic evidence

Please refer to individual qualification information to see what evidence is allowed to be submitted electronically.

Audio files

Audio files should be stored on a CD, DVD or memory stick at near CD quality or better – eg stereo, 16bit, 44.1kHz.

NCFE's preferred formats are:

- Mp3
- Wav
- Aif/Aiff

The following file formats are also acceptable (Not allowed for Music Technology):

- Flac
- Wma
- AAC
- M4a

DAW project files, eg from Cubase, Protocols, Logic, Garageband, Reason must **NOT** be submitted.

Video files

Video files should be tested so that they can be viewed on common cross-platform media playback applications. We'll be recommending that our Examiners view the video files on VLC player so learners should ensure that the video can be viewed on this.

The following file formats are acceptable:

- Avi
- Flv
- Mov
- Mp4
- Mpg/Mpeg
- Cwf
- Mkv
- Wmv

Image files

The following file formats are acceptable:

- Bmp
- Gif
- Jpg/Jpeg
- Png
- Psd
- Tga
- Tif/tiff
- Wmf

Documents (including spread sheets, text files, presentations etc)

The standard for submitting these types of documents is to print out and attach to the external assessment. However, for some qualifications electronic submission is accepted. Please refer to individual qualification information to see what evidence is allowed to be submitted electronically.

If evidence is accepted, then NCFE's preferred format is:

- Pdf

The following file formats are also acceptable:

- Csv
- Doc
- Odg
- Odp
- Ods
- Odt
- PPs
- PPt
- Rtf
- Sxc
- Sxd
- Sxi
- Sxw
- Txt
- Xls

Compressed files

The following file formats are acceptable:

- Rar compressed file
- Zip compressed files