

Assessment instructions for EDSQ controlled assessment

To be used for:

- **NCFE Entry Level 3 Essential Digital Skills (603/7119/5)**
- **NCFE Level 1 Essential Digital Skills (603/7118/3)**

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Introduction

This document **must** be read and followed prior to the delivery and assessment of NCFE essential digital skills qualifications (EDSQ) at entry level 3 and level 1.

Centres **must** adhere to the regulations for the conduct of controlled assessments when carrying out the EDSQ controlled assessment.

Assessment overview

NCFE essential digital skills qualifications at entry level 3 and level 1 are externally set by NCFE and internally assessed through controlled, summative assessment. These controlled assessments are internally marked and internally quality assured by the centre, and externally quality assured by NCFE.

Each learner will complete controlled assessments set by NCFE to create evidence which demonstrates achievement of the required skills standard and subject content.

Assessment structure

There is a single assessment for each of entry level 3 and level 1. Each of these assessments comprises **2 sections**: section A (knowledge) and section B (skills). It is not permitted for learners to sit section A of one question paper and then sit section B of a different question paper.

Role of a supervisor

Supervisors **must** read and use the regulations for the conduct of controlled assessments – EDSQ:

- no guidance on how to meet subject content statements from the assessor is allowed
- group work is not permitted; learners must work independently at all times
- steps to prevent plagiarism are taken
- templates and other scaffolding techniques may not be provided to learners
- no work completed during teaching and learning is allowed to be used in the assessment
- specific, detailed feedback on how to improve their response or answer the assessment questions must not be provided to learners
- assessments must not be completed by learners at home

Role of an assessor

The role of an assessor is to assess the learner evidence produced against the subject content and to provide feedback to the learner regarding their achievement.

It is always worth reminding your learners of your varying roles as a tutor, assessor and supervisor, so they know what to expect during both teaching and learning and assessment.

Supervision

All controlled assessments must be formally supervised by an appropriate person. This may be an appropriately qualified member of staff from the centre or place of employment whose integrity can be relied on.

At entry level 3 and level 1, it is recommended that learners are assessed on a one-to-one basis. Where this is not practical, centres must ensure that the assessment conditions are such that help, or guidance can be given without affecting other learners adversely, advantageously or otherwise.

Assessment timings

Controlled assessments are administered under specified assessment conditions, and last for the following durations:

	Entry Level 3	Level 1
Section A (knowledge)	20 minutes	25 minutes
Section B (skills)	65 minutes	120 minutes
Total time	85 minutes	145 minutes

Learners may not need the full allocation of time; however, it should be noted that each section has a fixed duration. Centres **must not** carry forward any time from section A to section B.

The assessment can be sat in a continuous session for a total of 85 minutes, or across separate sittings, with a 15 minute supervised break in between each section.

If learners make use of the break, they must complete and submit section A first. The supervisor will be responsible for ensuring section A has been submitted and section B has not been started prior to the learner beginning the break.

Instructions for supervisors

Prior to the assessment

Centres are responsible for scheduling an appropriate date, time and location for a controlled assessment to take place. Once a learner is ready to sit their assessment, the centre must make a booking for the assessment on the NCFE portal in advance of their assessment date (instructions for this are contained in the portal user guide).

Learners must sit their assessment within 6 weeks of the booking.

Once the learner is booked for an assessment, your designated person will have access to the assessment pack, which includes specific preparation instructions for each assessment, and will be able to retrieve an invigilation pack with the learner's key code.

It is the supervisor's responsibility to ensure that:

- the assessment is prepared in line with the assessment instruction
- learners have access to the appropriate equipment required to complete their assessment
- learners' work is saved securely and is not accessible to other learners
- learners sit their assessment via Surpass on a web browser and agree to a declaration when logging into their assessment

- all assessment materials must be stored securely until the date of assessment and must not be shared with learners, as per the regulations for the conduct of controlled assessments – EDSQ
- witness observation records are complete and passed to the assessor

There is further information on how to book and access controlled assessments within the portal user guide.

Assessment conditions

All controlled assessments must be completed in controlled conditions. Learners should be provided with a quiet, undisturbed assessment location, such as their usual learning area.

For more information on assessment conditions, please refer to the following documents available on the NCFE website:

- regulations for the conduct of controlled assessments – EDSQ
- essential digital skills qualification specifications

Assessment delivery

Supervisors **must** familiarise themselves with this document prior to delivery and it must be read in conjunction with the regulations for the conduct of controlled assessments – EDSQ.

At the start of the internal assessment taking place, assessors should:

- provide the learner with information regarding the time available for the internal assessment
- make the learner aware that you cannot provide guidance and support, including feedback on what to do in order to complete and achieve this assessment
- make the learner aware that the question paper they will be completing is an assessed piece of work that will go towards their qualification
- brief the learner on plagiarism and explain that it must be their own work or clearly referenced if sourced research material is used
- explain to the learner when and who will mark/assess their work and when they will receive feedback
- raise your appeals procedure with the learner and make sure they are aware of this if they disagree with your mark

During the assessment

Once the learner begins working on the internal assessment, the supervisor **must not** provide any specific feedback on the evidence produced by the learner before it is submitted for assessment or confirm achievement until the work has been assessed.

Learners must demonstrate themselves that they can provide evidence for the controlled assessment independently, using their knowledge, skills and understanding gained through the teaching and learning of the qualification delivery.

Assessment documents must always be stored securely when not in use. For further information, centres should refer to the regulations for the conduct of controlled assessments – EDSQ.

Resources

For EDSQ controlled assessment, learners should use a web browser to access Surpass to complete their online assessment. In addition, the following resources may be permitted depending on the assessment (however, specific assessor instructions are provided per assessment paper and must be followed):

- any source documentation relevant to the assessment
- a device to complete their assessment with full internet access, email access, word processing software and spreadsheet software, local drive storage and cloud storage
- access to a centre smartphone

Centres are responsible for ensuring that there are no pre-prepared materials on the hard drive or otherwise that can be accessed by learners.

Reasonable adjustments

For information on the access arrangements available for EDSQ, please see the guidance on applying for access arrangements and reasonable adjustments.

Levels of support

Supervisors can read the instructions of the assessment before beginning the assessment; however, learners should not receive any support beyond this, including:

Unacceptable support
<ul style="list-style-type: none">• telling the learner what to do• repeatedly asking the learner to try again until they meet the requirement• giving verbal or written suggestions for learner responses• checking or giving feedback on the accuracy of the learner's actions or responses

Evidence requirements

All assessment and internal quality assurance outcomes must be recorded within the mark and moderate sections of Surpass. The following evidence must be available for internal and external quality assurance purposes:

- internal quality assurance reports and sampling plans
- learner feedback forms

Any supplementary evidence generated should be provided for quality assurance purposes. Supplementary evidence should be fully signposted on the learner mark sheet, as appropriate, and must be clearly labelled with the learner's details and details of the assessment.

Authentication

The authenticity of learner work is the responsibility of the centre. Learners' work must be authenticated by the learner on the Surpass system when they commence their online assessment.