

Remote Assessment Guidance – COVID-19 Temporary Discretions

iPET Network

When carrying out remote end point assessments it is important that the assessments are carried out to replicate the original end point assessment as close as possible without causing advantage or disadvantage to the apprentice.

It only applies to those end-point assessment plans published before 1 January 2022. End-point assessment plans published on or after 1 January 2022 should have these flexibilities considered during their development and be built into the published version where applicable.

Where possible, apprentices should continue with scheduled EPAs, that are in line with the requirements set out in the assessment plan.

Access arrangements

Access arrangements must be agreed upon before an End Point Assessment takes place. These allow an apprentice with special educational needs or disabilities to:

- access the assessment; and
- demonstrate their skills and knowledge without changing the demands of the assessment.

Please refer to the *Reasonable Adjustment and Special Considerations End Point Assessment Policy* to identify the appropriate adjustment.

It is the Training Provider's responsibility to request access arrangements on behalf of the Apprentice and these must be agreed upon and in place before the end-point assessment.

Pre-assessment checks

The End Point Assessor will be responsible at the point of gateway to ensure they have the equipment and resources needed for remote assessment. This may include:

- Mobile device / Laptop
- Environment to carry out the end-point assessment
- Equipment for carrying the end-point assessment
- Equipment available to record assessment

Security checks for recorded assessment

At the start of session, the Assessor must confirm the identity of the Candidate prior to them sitting the assessment. The apprentice needs to provide a photographic ID and hold it up to the camera and beside their face to verify their identity. The Candidate can use:

- passport
- driving license
- or other Government Approved photographic identification

At the beginning of the video, the candidate must confirm their name, date of assessment, Employer name and Training Provider.

Recorded professional discussion

At the start of the professional discussion, both the Apprentice and the End Point Assessor join the meeting, using the chosen virtual meeting software. The Apprentice and EPA must enable their webcams and microphones using their selected device.

The IEPA must tell the apprentice to scan the room with their chosen device until they are satisfied, they have covered the whole room. The purpose of these checks is to ensure that they have no resources that may give them an advantage with the assessment.

This should include checking:

- the area behind a monitor
- for any sort of audio device that the Candidate is wearing (hearing aids are permitted)
- the area around the computer is clear
- any scrap paper is blank
- Test the sound quality to ensure both the candidate and the assessor can be easily heard
- Confirm the assessment will not be disturbed

If the IEPA identifies any unauthorised materials or equipment, they must ask the Apprentice to remove them from the room, failure to comply by the Apprentice will result in the assessment not taking place.

Assessment process and evidence

All recorded evidence will be uploaded onto the ACE360 apprenticeship, video evidence will be uploaded prior to the recorded professional discussion. This will then allow the IEPA to review and make any additional notes.

Adverse circumstances

In the event of either the Apprentices' or the End Point Assessors' device or software malfunctioning, both the Apprentice and the EPA should ideally have a backup device available. If the assessment cannot continue due to technical issues this should be recorded by the IEPA and kept on ACE360 for the agreed timescales. The End Point Assessment will then need to be rescheduled.

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