

# Qualification Specific Instructions for Delivery (QSID)

This document provides qualification specific instructions relating to the administration of external and internal controlled assessments for NCFE and CACHE qualifications. Centres **must ensure** that all external and internal controlled assessments are delivered in line with the appropriate **Regulations**, which are available on our website. Further information is available in the relevant Qualification Specifications.

## Contents

<b>Introductory Information</b> .....	4
<b>CACHE Children and Young People</b> .....	6
<b>CACHE Early Years Educator</b> .....	12
<b>CACHE Health and Social Care</b> .....	17
<b>Functional Skills English</b> .....	23
<b>Functional Skills Mathematics</b> .....	29
<b>Functional Skills Information and Communication Technology (ICT)</b> .....	34
<b>T Level Technical Qualification in Education and Childcare (Level 3) (Delivered By NCFE) 603/5829/4</b> .....	36
<b>T Level Technical Qualification in Digital Business Services (Level 3) (Delivered By NCFE) 603/6902/4</b> .....	43
<b>T Level Technical Qualification in Digital Support Services (Level 3) (Delivered By NCFE) 603/6901/2</b> .....	47
<b>T Level Technical Qualification in Health (Level 3) (Delivered By NCFE) 603/7066/X</b> .....	55
<b>T Level Technical Qualification in Healthcare Science (Level 3) (Delivered By NCFE) 603/7083/X</b> .....	62
<b>T Level Technical Qualification in Science (Level 3) (Delivered By NCFE) 603/6989/9</b> .....	66
<b>V-Certs Art and Design</b> .....	71
<b>V-Certs Business and Enterprise</b> .....	73
<b>V-Certs Engineering</b> .....	75
<b>V-Certs Graphic Design</b> .....	76
<b>V-Certs Health and Fitness</b> .....	77
<b>V-Certs Interactive Media</b> .....	78
<b>V-Certs Music Technology</b> .....	80



<b>V-Certs Performance Skills</b> .....	85
<b>Mathematics – Level 3 Certificate in Mathematics for Everyday Life</b> .....	86
<b>Dentistry</b> .....	88
<b>Health and Safety</b> .....	89
<b>Essential Digital Skills (EDSQ)</b> .....	90
<b>Appendix 1 –Electronic Evidence</b> .....	92
<b>Appendix 2 – Use of Internet and/or Intranet</b> .....	97
<b>Appendix 3 – Assessment Windows</b> .....	98

## Introductory Information

- Qualifications are listed by sector.
- For certain qualifications, further information regarding the external or internal controlled assessment can be found in the Additional Qualification Specific External Assessment Delivery Information section.
- No electronic submissions are allowed unless specified. Where they are allowed, instructions on electronic evidence are found at the end of this document.
- Where written work is submitted, learners **must** use a pen unless specified otherwise.
- **All** set date and time and on demand assessments are subject to invigilated conditions.
- For all qualifications other than on demand, please refer to the Key Dates Schedule (T-Level qualifications) or to the External Assessment Timetable (all other qualifications) publication for entry and submission dates.
- Internal Controlled Assessments (ICA) have specific release and expiry dates for certain qualifications which will be published on our website.
- By External assessment, we mean an assessment produced by NCFE and administered under invigilated or supervised conditions, externally marked
- By Controlled assessment, we mean an assessment produced by NCFE and administered under invigilated or supervised conditions, internally marked

## Use of Internet/Intranet and computer

Follow the guidance in the table below to determine whether access to the Internet/Intranet or a computer is authorised for a qualification:

<b>Internet/Intranet use?</b>	<b>Not permitted = no access at any point during the assessment</b>
	<b>Permitted = can be allowed but not mandatory</b>
	<b>Required = essential to meet the assessment requirements</b>
<b>Computer required?</b>	<b>Permitted = where Internet/Intranet or specialist software is permitted and can be made available</b>
	<b>Yes = essential to meet the assessment requirements</b>

### How to Use this Document

Firstly, access the sector into which your particular qualification falls. Sectors are Functional Skills, CACHE, V-Certs, T Levels\* and Others.

Secondly, access the subdivision of this suite e.g. Functional Skills is listed by Legacy or Reformed and then by subject, CACHE is listed by subject area (Children and Young People, Early Years Educator and Health & Social Care), V-Certs are listed by Model (2, 3, 4 or Level 3) and then by subject.

Finally, for each subject there will be a brief checklist table against a range of common criteria e.g. duration of assessment, on-demand option, internet requirements etc. Where appropriate, you will be signposted to a particular Appendix for more information on any relevant aspect. After (or below) this table you will find additional information relevant to the particular qualification e.g. resources, restrictions etc

\*T Level is a registered trademark of the Institute for Apprenticeships and Technical Education

The T Level Technical Qualification is a qualification approved and managed by the Institute for Apprenticeships and Technical Education

## CACHE Children and Young People

**OD** - On demand    **OA** - Online assessment    **RI** – Remote Invigilation

Qualification	Assessment Code	Paper-based arrangements	Set date/ time	OD	OA	Assessment conditions	Internet/ Intranet use?	Computer required?	Controlled or External	RI
NCFE CACHE Level 2 Technical Award in Child Development and Care (603/3293/1)	TACDC	Courier delivery/ secure return	1hr 30	No	No	Invigilated	Not permitted	No	External	No
Unit – Understand How to Set Up a Home Based Childcare Service (Y/600/9770)	CYPOP5	Courier delivery/ secure return	1 hr	Yes	Yes	Invigilated	Not permitted	No	External	Yes

Qualification	Assessment Code	Paper-based arrangements	Set date/ time	OD	OA	Assessment conditions	Internet/ Intranet use?	Computer required?	Controlled or External	RI
NCFE CACHE Level 3 Extended Diploma for Children’s Care, Learning and Development (Wales and Northern Ireland) (600/7093/6)	CCLD T1 – T7	Select theme on entry and download from <a href="#">QualHub</a> (see Appendix 1)	Published submission dates	No	No	Independent self-study	Required (see Appendix 2)	Yes	Neither	No

NCFE CACHE Level 3 Extended Diploma for Children's Care Learning and Development (Northern Ireland) (603/7477/9)	CCLDNI/EDEA1 CCLDNI/EDEA2 CCLDNI/EDEA3 CCLDNI/EDEA4 CCLDNI/EDEA5	Select theme on entry and download from <a href="#">QualHub</a> (see Appendix 1)	Published submission dates	No	No	Independent self-study	Required (see Appendix 2)	Yes	Neither	No
NCFE CACHE Level 3 Applied General Award for Early Years, Childcare and Education (603/2987/7)	AGAEYCE	Courier delivery/secure return	1hr 45	No	No	Invigilated	Not permitted	No	External	No
NCFE CACHE Level 3 Applied General Certificate for Early Years, Childcare and Education (603/2988/9)	AGCEYCE	Courier delivery/secure return (see Appendix 1)	8 hrs	No	No	Supervised (see Appendices 1 and 2)	Permitted (see Appendix 2)	Yes	External	No
	AGAEYCE	Courier delivery/secure return	1hr 45	No	No	Invigilated	Not permitted	No	External	No

## NCFE CACHE Level 3 Extended Diploma for Children's Care, Learning and Development (Wales and Northern Ireland) (600/7093/6)

### Additional information – Independent Self-Study assessments

- Tutor and Learner Information, an external assessment cover sheet (EAC, which must be completed and attached to each learner assessment), and Requirements document, are available on [QualHub](#) on each individual qualification page, under the Additional Materials tab
- **Please note:** External assessment materials for independent self-study extended assessments are available on [QualHub](#) for centres to print and give to learners. NCFE **does not** despatch external assessment documentation/materials for these assessment types
- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment
- NCFE is able to provide Qualification Specifications and assessment materials in Welsh and/or Irish (Gaelic) where requested and appropriate.
- **Please note:** CACHE has Welsh bilingual Examiners. An option of languages will be given when managing bookings on the Portal for these qualifications.
- If a centre requests an external assessment in Welsh or Irish (Gaelic), 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, and that any work produced by the learner is marked by a bilingual examiner or 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 will carry out an investigation

### Essential resources

- Internet
- Course and reference material (books, journals)
- Printing facilities for final assessment

## NCFE CACHE Level 3 Extended Diploma for Children's Care Learning and Development (Northern Ireland) (603/7477/9)

### Additional information – Independent Self-Study assessments

- Tutor and Learner Information, an external assessment cover sheet (EAC, which must be completed and attached to each learner assessment), and Requirements document, are available on QualHub on each individual qualification page, under the Additional Materials tab
- **Please note:** External assessment materials for independent self-study extended assessments are available on Qualhub for centres to print and give to learners. NCFE **does not** despatch external assessment documentation/materials for these assessment types



- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment
- NCFE is able to provide Qualification Specifications and assessment materials in Irish (Gaelic) where requested and appropriate.
- If a centre requests an external assessment in Irish (Gaelic), NCFE will ensure that the external assessment will be translated into Irish (Gaelic) by a professional translation agency, which can currently take up to 4 months, and that any work produced by the learner is marked by a bilingual examiner or 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 will carry out an investigation

## Essential resources

- Internet
- Course and reference material (books, journals)
- Printing facilities for final assessment

## NCFE CACHE Level 3 Applied General Certificate for Early Years, Childcare and Education (603/2988/9)

### Additional information

- Supervised assessment window
- Invigilator's Registers must be downloaded and printed from the Portal
- An external assessment coversheet (EAC, which must be completed and attached to each learner assessment) is available on [QualHub](#) under the Additional Materials tab on the qualification page.
- Intranet/Internet – can be used to support research and the external assessment task. Learners **must not** copy directly from the Internet. Any information used from the Internet must be acknowledged and appropriately referenced, see the support guide section on [QualHub](#) for referencing guidance.
- Notes, materials and research produced prior to the external assessment can be taken into the first supervised session. They can also be accessed in the remainder of the sessions.
- After the first session, learners are not permitted to bring in additional notes, materials and research.
- At the end of each supervised session, the Tutor must collect all external assessment materials, including learner notes and research, before the learners leave the room to ensure that no assessment material is taken out of the room. This material should be securely stored between supervised sessions. Learners must not have access to this area outside the sessions
- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment

### Essential resources

- Printing facilities for final assessment
- **Supervised sessions only:**
  - Internet
  - Course and reference materials (books, journals)

## **CYPOP5 (unit programme) Understand how to set up a Home-Based Childcare Service (Y/600/9770) applies to;**

NCFE CACHE Level 2 Diploma for Children's Care, Learning and Development (Wales and Northern Ireland) (500/9661/8)

NCFE CACHE Level 3 Diploma for Children's Care, Learning and Development (Wales and Northern Ireland) (501/1024/X)

NCFE CACHE Level 3 Diploma for the Children and Young People's Workforce (England) (Learning, Development and Support Services) (601/3474/4/LDSS)

NCFE CACHE Level 3 Diploma for the Children and Young People's Workforce (England) (Social Care) (601/3474/4/SC)

### **Additional information**

- This is an optional standalone unit that is also an optional unit embedded in a number of qualifications, as identified in the qualification tables
- This is a MCQ paper
- **Paper-based only:** Optical mark sheets must be returned to the address provided. Assessment papers and Invigilator's Registers must be returned to NCFE
- NCFE is able to provide Qualification Specifications and assessment materials in Welsh and/or Irish (Gaelic) where requested and appropriate.

### **Remote Invigilation – online only:**

- Learners must be booked on OdOI online assessments
- Refer to [QualHub](#) for Centre Instructions for Remote Invigilation

**Please note:** CACHE has Welsh bilingual Examiners. An option of languages will be given when managing bookings on the Portal for these qualifications.

If a centre requests an external assessment in Welsh or Irish (Gaelic), 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, and that any work produced by the learner is marked by a bilingual examiner or 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 will carry out an investigation.

### Essential resources

#### Online only:

- PC or laptop which must meet minimum technical requirements. Details can be found on [QualHub](#)
- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment.

#### Remote Invigilation – Online only

Access to required technologies set out within the User Guide for Remote Invigilation, Details can be found on [QualHub](#)

## NCFE CACHE Level 3 Certificate in Child Care and Education (Wales) (601/4574/2)

### Additional information

- Set date and time assessment. Pre-release material – Case Study – sent to centres 5 days prior to the assessment
- Centres can use the pre-release material to help familiarise learners with the theme of the external assessment
- Learners are **not** allowed to take any notes or a copy of the pre-release material into the assessment. A clean copy will be provided with the external assessment paper
- NCFE is able to provide Qualification Specifications and assessment materials in Welsh and/or Irish (Gaelic) where requested and appropriate.

**Please note:** CACHE has Welsh bilingual Examiners. An option of languages will be given when managing bookings on the Portal for these qualifications.

If a centre requests an external assessment in Welsh or Irish (Gaelic), 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, and that any work produced by the learner is marked by a bilingual examiner or 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 will carry out an investigation

## CACHE Early Years Educator

**OD** - On demand    **OA** - Online assessment

Qualification	Assessment Code	Paper-based arrangements	Set date/time	OD	OA	Assessment conditions	Internet/ Intranet use?	Computer required?	Controlled or External
NCFE CACHE Level 3 Certificate in Preparing to Work in Early Years Education and Care (601/3955/9)	EYE/SAE	Courier delivery/ secure return	2 hrs	No	No	Invigilated	Not permitted	No	External
NCFE CACHE Level 3 Certificate in Childcare and Education (601/3999/7)	EYE/EPS1 EYE/EPS2	Select theme on entry and download from <a href="#">QualHub</a> (see Appendix 1)	Published submission dates	No	No	Independent self-study	Required (see Appendix 2)	Yes	External
NCFE CACHE Level 3 Diploma in Childcare and Education (Early Years Educator) (601/4000/8)	EYE/EA1 EYE/EA2	Select theme on entry and download from <a href="#">QualHub</a> (see Appendix 1)	Published submission dates	No	No	Independent self-study	Required (see Appendix 2)	Yes	External
	EYE/EPS1 EYE/EPS2		Published submission dates	No	No	Independent self-study	Required (see Appendix 2)	Yes	External

Qualification	Assessment Code	Paper-based arrangements	Set date/time	OD	OA	Assessment conditions	Internet/ Intranet use?	Computer required?	Controlled or External
NCFE CACHE Level 3 Diploma in Early Years Education and Care (EYE) (601/2147/6)	EYE/EE1 EYE/EE2	Select theme on entry and download from <a href="#">QualHub</a> (see Appendix 1)	Published submission dates	No	No	Independent self-study	Required (see Appendix 2)	Yes	External
	EYE/RS1 EYE/RS2		Published submission dates	No	No	Independent self-study	Required (see Appendix 2)	Yes	External
	EYE/SAE	Courier delivery/ secure return	2 hrs	No	No	Invigilated	Not permitted	No	External
NCFE CACHE Technical Level 3 Certificate in Childcare and Education (601/8436/X)	CCE1	Courier delivery/ secure return (see Appendix 1)	20 hrs	No	No	Supervised (see Appendices 3 and 4)	Permitted (see Appendix 2)	Yes	External
NCFE CACHE Technical Level 3 Diploma in Childcare and Education (Early Years Educator) (601/8437/1)	CCE1	Courier delivery/ secure return (see Appendix 1)	20 hrs	No	No	Supervised (see Appendices 3 and 4)	Permitted (see Appendix 2)	Yes	External
	DCE2		20 hrs	No	No	Supervised (see Appendices 3 and 4)	Permitted (see Appendix 2)	Yes	External

Qualification	Assessment Code	Paper-based arrangements	Set date/time	OD	OA	Assessment conditions	Internet/ Intranet use?	Computer required?	Controlled or External
NCFE CACHE Technical Level 3 Diploma in Early Years Education and Care (Early Years Educator) (601/8438/3)	DEYEC1	Courier delivery/ Secure return (see Appendix 1)	20 hrs	No	No	Supervised (see Appendices 3 and 4)	Permitted (see Appendix 2)	Yes	External
	DEYEC2		20 hrs	No	No	Supervised (see Appendices 3 and 4)	Permitted (see Appendix 2)	Yes	External
	EYE/SAE		2 hrs	No	No	Invigilated	Not permitted	No	External

### NCFE CACHE Level 2 Certificate in Child Care and Education (Wales) (601/2901/3)

#### Additional information

NCFE is able to provide Qualification Specifications and assessment materials in Welsh and/or Irish (Gaelic) where requested and appropriate.

**Please note:** CACHE has Welsh bilingual Examiners. An option of languages will be given when managing bookings on the Portal for these qualifications.

If a centre requests an external assessment in Welsh or Irish (Gaelic), 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, and that any work produced by the learner is marked by a bilingual examiner or 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 will carry out an investigation.

**NCFE CACHE Level 3 Certificate in Childcare and Education (601/3999/7)**  
**NCFE CACHE Level 3 Diploma in Early Years Education and Care (Early Years Educator) (601/2147/6)**  
**NCFE CACHE Level 3 Diploma in Childcare and Education (Early Years Educator) (601/4000/8)**

**Additional information – Independent Self-Study assessments**

- Tutor and Learner Information, an external assessment cover sheet (EAC, which must be completed and attached to each learner assessment), and a Requirements document, are available on [QualHub](#) on each individual qualification page, under the Additional Materials tab
- **Please note:** External assessment materials for independent self-study extended assessments are available on [QualHub](#) for centres to print and give to learners. NCFE **does not** despatch external assessment documentation/materials for these assessment types
- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment

**Essential resources**

- Internet
- Course and reference material (books, journals)
- Printing facilities for final assessment

**NCFE CACHE Technical Level 3 Certificate in Childcare and Education (601/8436/X)**  
**NCFE CACHE Technical Level 3 Diploma in Childcare and Education (Early Years Educator) (601/8437/1)**

**Additional information**

- Supervised assessment window
- Invigilator's Registers must be downloaded and printed from the Portal
- Intranet/Internet – can be used to support research and inform final piece of work. Learners **must not** copy directly from the Internet. Any information used from the Internet must be acknowledged and appropriately referenced, see the support guide section on [QualHub](#) for referencing guidance.
- Learner notes and research can be taken into the first supervised session. At the end of each supervised session, the Tutor must collect all external assessment materials, including learner notes and research, before the learners leave the room to ensure that no assessment material is taken out of the room. This material should be securely stored between supervised sessions. Learners must not have access to this area outside the sessions

- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment

#### Essential resources

- Printing facilities for final assessment
- **Supervised sessions only:**
  - Internet
  - Course and reference materials (books, journals)

### NCFE CACHE Technical Level 3 Diploma in Early Years Education and Care (Early Years Educator) (601/8438/3)

#### Additional information

- 3 assessments must be completed altogether. These comprise 2 supervised and 1 invigilated
- Invigilator's Registers must be downloaded and printed from the Portal
- Intranet/Internet – can be used to support research and inform final piece of work. Learners **must not** copy directly from the Internet. Any information used from the Internet must be acknowledged and appropriately referenced, see the support guide section on [QualHub](#) for referencing guidance.
- Learner notes and research can be taken into the first supervised session. At the end of each supervised session, the Tutor must collect all external assessment materials, including learner notes and research, before the learners leave the room to ensure that no assessment material is taken out of the room. This material should be securely stored between supervised sessions. Learners must not have access to this area between the sessions
- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment

#### Essential resources

- Printing facilities for final assessment
- **Supervised sessions only:**
  - Internet
  - Course and reference materials (books, journals)



## CACHE Health and Social Care

**OD** - On demand    **OA** - Online assessment

Qualification	Assessment Code	Paper-based arrangements	Set date/time	Assessment conditions	OD	OA	Internet/ Intranet use?	Computer required?	Controlled or External
NCFE CACHE Level 2 Technical Award in Health and Social Care (603/3294/3)	TAHSC/SAE	Courier delivery/ secure return	1hr 30	Invigilated	No	No	Not permitted	No	External
NCFE CACHE Level 3 Certificate in Health and Social Care (601/6109/7)	HSC/CEA1 HSC/CEA2	Select theme on entry and download from <a href="#">QualHub</a> (see Appendix 1)	Submission dates	Independent self-study	No	No	Required (see Appendix 2)	Yes	External
NCFE CACHE Level 3 Extended Diploma in Health and Social Care (601/6110/3)	HSC/EDEA1 HSC/EDEA2		Submission dates	Independent self-study	No	No	Required (see Appendix 2)	Yes	External
NCFE CACHE Technical Level 3 Certificate in Health and Social Care (601/8434/6)	HSC1	Courier delivery/ secure return (see Appendix 1)	20 hrs	Supervised (see Appendices 3 and 4)	No	No	Permitted (see Appendix 2)	Yes	External

Qualification	Assessment Code	Paper-based arrangements	Set date/time	Assessment conditions	OD	OA	Internet/ Intranet use?	Computer required?	Controlled or External
NCFE CACHE Technical Level 3 Extended Diploma in Health and Social Care (601/8435/8)	HSC1	Courier delivery/ secure return (see Appendix 1)	20 hrs	Supervised (see Appendices 3 and 4)	No	No	Permitted (see Appendix 2)	Yes	External
	HSED2		20 hrs	Supervised (see Appendices 3 and 4)	No	No	Permitted (see Appendix 2)	Yes	External
	T/508/1565 HSC/SAE		2 hrs	Invigilated	No	No	Not permitted	No	External
	HSCNI/SAE	Courier delivery / secure return	1hr 30mins	Invigilated	No	No	Not permitted	No	External
NCFE CACHE Level 3 Extended Diploma in Health and Social Care (Adults) (Northern Ireland) (603/5355/7)	HSCNI/EDEA1 HSCNI/EDEA2 HSCNI/EDEA3 HSCNI/EDEA4	Select theme on entry and download from <a href="#">QualHub</a> (see Appendix 1)	Submission dates	Independent self-study	No	No	Required (see Appendix 2)	Yes	External
	HSCNI/SAE	Courier delivery / secure return	1hr 30mins	Invigilated	No	No	Not permitted	No	External
NCFE CACHE Level 3 Applied General Award in Health and Social Care (603/2913/0)	AGAHSC	Courier delivery/ secure return	1hr 45mins	Invigilated	No	No	Not permitted	No	External

NCFE CACHE Level 3 Applied General Certificate in Health and Social Care (603/2914/2)	AGCHSC	Courier delivery/ secure return (see Appendix 1)	8 hrs	Supervised (see Appendices 3 and 4)	No	No	Permitted (see Appendix 2)	Yes	External
	AGAHSC	Courier delivery/ secure return	1hr 45mins	Invigilated	No	No	Not permitted	No	External

**NCFE CACHE Level 3 Certificate in Health and Social Care (601/6109/7)**  
**NCFE CACHE Level 3 Extended Diploma in Health and Social Care (601/6110/3)**  
**NCFE CACHE Level 3 Extended Diploma in Health and Social Care (Adults) (Northern Ireland) (603/5355/7)**

**Additional information – Independent Self-Study assessments**

- Tutor and Learner Information, an external assessment cover sheet (EAC, which must be completed and attached to each learner assessment), and a Requirements document, are available on [QualHub](#) on each individual qualification page, under the Additional Materials tab
- **Please note:** External assessment materials for independent self-study extended assessments are available on [QualHub](#) for centres to print and give to learners. NCFE **does not** despatch external assessment documentation/materials for these assessment types
- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment

**Essential resources**

- Internet
- Course and reference material (books, journals)
- Printing facilities for final assessment

## NCFE CACHE Technical Level 3 Certificate in Health and Social Care (601/8434/6)

### Additional information

- Supervised assessment window
- Invigilator's Registers must be downloaded and printed from the Portal
- Intranet/Internet – can be used to support research and inform final piece of work. Learners **must not** copy directly from the Internet. Any information used from the Internet must be acknowledged and appropriately referenced, see the support guide section on [QualHub](#) for referencing guidance.
- Learner notes and research can be taken into the first supervised session. At the end of each supervised session, the Tutor must collect all external assessment materials, including learner notes and research, before the learners leave the room to ensure that no assessment material is taken out of the room. This material should be securely stored between supervised sessions. Learners must not have access to this area outside the sessions
- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment

### Essential resources

- Printing facilities for final assessment
- **Supervised sessions only:**
  - Internet
  - Course and reference materials (books, journals)

## NCFE CACHE Technical Level 3 Extended Diploma in Health and Social Care (601/8435/8)

### Additional information

- 3 assessments must be completed altogether. These comprise 2 supervised and 1 invigilated
- Invigilator's Registers must be downloaded and printed from the Portal
- Intranet/Internet – can be used to support research and inform final piece of work. Learners **must not** copy directly from the Internet. Any information used from the Internet must be acknowledged and appropriately referenced, see the support guide section on [QualHub](#) for referencing guidance.

- Learner notes and research can be taken into the first supervised session. At the end of each supervised session, the Tutor must collect all external assessment materials, including learner notes and research, before the learners leave the room to ensure that no assessment material is taken out of the room. This material should be securely stored between supervised sessions. Learners must not have access to this area between the sessions
- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment

## Essential resources

- Printing facilities for final assessment
- **Supervised sessions only:**
  - Internet
  - Course and reference materials (books, journals)

## NCFE CACHE Level 3 Applied General Certificate in Health and Social Care (603/2914/2)

### Additional information

- Supervised assessment window
- Invigilator's Registers must be downloaded and printed from the Portal
- An external assessment coversheet (EAC, which must be completed and attached to each learner assessment), is available on [QualHub](#) under the Additional Materials tab on the qualification page.
- Intranet/Internet – can be used to support research and the external assessment task. Learners **must not** copy directly from the Internet. Any information used from the Internet must be acknowledged and appropriately referenced, see the support guide section on [QualHub](#) for referencing guidance.
- Notes, materials and research produced prior to the external assessment can be taken into the first supervised session. They can also be accessed in the remainder of the sessions.
- After the first session, learners are not permitted to bring in additional notes, materials and research.
- At the end of each supervised session, the Tutor must collect all external assessment materials, including learner notes and research, before the learners leave the room to ensure that no assessment material is taken out of the room. This material should be securely stored between supervised sessions. Learners must not have access to this area outside the sessions
- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment

## Essential resources

- Printing facilities for final assessment
- **Supervised sessions only:**
  - Internet
  - Course and reference materials (books, journals)

## NCFE CACHE Level 3 in the Principles and Practice of Dental Nursing (601/2251/1)

### Additional information

- 17 mandatory units carried out by observations within the workplace or work experience
- 2 MCQ external assessments – online only, comprising of 2 parts

#### Remote Invigilation – online only:

- Learners must be booked on OdOI online assessments
- Refer to [QualHub](#) for Centre Instructions for Remote Invigilation

### Essential resources

#### Online

- Access to required technologies to complete online external assessment

#### Remote Invigilation – Online only

- Access to required technologies set out within the User Guide for Remote Invigilation. Details relating to this are available on [QualHub](#)
- Refer to [QualHub](#) for Centre Instructions for Remote Invigilation

## Functional Skills English

**OD** - On demand    **OA** - Online assessment    **ODI** - On demand – Invigilated    **AWI** – Assessment Window – Invigilated  
**RI** – Remotely Invigilated

Qualification	Paper-based arrangements	Duration / Structure	OD	OA	AWI	Set date/time	Internet/ Intranet use?	Computer required?	Controlled or External	RI
NCFE Entry Level 1 Functional Skills Qualification in English (603/5059/3)	After bookings have been made in the NCFE Portal, assessment materials can be retrieved securely from <a href="#">QualHub</a>	<b>Writing:</b> Spelling Test – 10 mins Question Paper – 35 mins <b>Reading:</b> 40 mins <b>SLC:</b> Preparation time <b>up to 30 minutes</b> immediately before the assessment. Assessment time – 5 mins	Yes	No	No	No	Not permitted	No	Controlled	No
NCFE Entry Level 2 Functional Skills Qualification in English (603/5056/8)		<b>Writing:</b> Spelling Test – 10 mins Question Paper – 40 mins <b>Reading:</b> 40 mins <b>SLC:</b> Preparation time <b>up to 30 minutes</b> Assessment time – 7-8 mins								No

**OD** - On demand   **OA** - Online assessment   **ODI** - On demand – Invigilated   **AWI** – Assessment Window – Invigilated  
**RI** – Remotely Invigilated

Qualification	Paper-based arrangements	Duration / Structure	OD	OA	AWI	Set date/time	Internet/ Intranet use?	Computer required?	Controlled or External	RI
NCFE Entry Level 3 Functional Skills Qualification in English (603/5052/0)	After bookings have been made in the NCFE Portal, assessment materials can be retrieved securely from <a href="#">QualHub</a>	<p><b>Writing:</b>            Spelling Test – 10 mins            Question Paper – 45 mins  <b>Reading: 40 mins</b>  <b>SLC: Scenario, topic and aim of discussions</b> – 2 teaching weeks prior to assessment (up to 2 hours initial preparation time)            Further preparation time <b>up to</b> 40 minutes            Assessment time – 8-12 mins</p>	Yes	No	No	No	<p>Not permitted for Reading or Writing</p> <p>Permitted for SLC research purposes only</p>	No	Controlled	No



**OD** - On demand    **OA** - Online assessment    **ODI** - On demand – Invigilated    **AWI** – Assessment Window – Invigilated  
**RI** – Remotely Invigilated

Qualification	Paper-based arrangements	Duration / Structure	OD	OA	AWI	Internet/ Intranet use?	Computer required?	Controlled or External	RI
NCFE Level 1 Functional Skills Qualification in English (603/5058/1)	<b>SLC</b> - After bookings have been made in the NCFE Portal, assessment materials can be retrieved securely from <a href="#">QualHub</a> (before 21 <sup>st</sup> September 2021) or from the Portal thereafter	<b>SLC</b> - Scenario, topic and aim must be given to the learner 2 teaching weeks prior to the assessment (up to 4 hours initial preparation time)  Further preparation time <b>up to</b> 40 minutes Assessment time – 12-16 mins (Level 1) 16-19 mins (Level 2)	Yes  (Reading and Writing – Invigilated)	No (SLC)  Yes (Reading and Writing)	No	Not permitted (Reading and Writing)  Permitted for SLC research purposes only	Yes (online only)	Controlled (SLC)  External (Reading and Writing)	Yes (Reading and Writing only)
NCFE Level 2 Functional Skills Qualification in English (603/5054/4)	<b>Reading and Writing</b> - Courier delivery/secure return	<b>Reading paper</b> - 1hr <b>Writing paper</b> - 1hr							Yes (Reading and Writing only)

## Internal Controlled Assessments

If you choose to devise your own tasks or contextualise **and it is appropriate to the assessment as indicated below**, please refer to the *Functional Skills Writing Guide – Adapting NCFE Devised Controlled Assessment Activities* available via [QualHub](#) for guidance.

**NCFE Entry Level 1 Functional Skills Qualification in English (603/5059/3)**

**NCFE Entry Level 2 Functional Skills Qualification in English (603/5056/8)**

**NCFE Entry Level 3 Functional Skills Qualification in English (603/5052/0)**

### Additional information

#### Writing

- The assessment will consist of 2 papers: a spelling paper and a written paper
- The test assessor will be required to read out words for the spelling paper
- The papers can be delivered on separate occasions or together. If delivered in the same sitting, the learner must **not** have access to both papers at the same time
- Centres may contextualise questions or tasks in the written paper, **not** the spelling test

#### SLC

- NCFE devised activities will be provided. Centres may contextualise the NCFE activity, subject to NCFE's approval
- Centres will record SLC assessments for every learner, selecting from a range of recording options that are auditable within EQA visits, e.g. audio file, which we promote as the most reliable form of recording
- There will be a number of tasks within the SLC assessment that can be completed in one sitting or each task can be broken down and administered across more than one sitting, e.g. a learner could sit task 1 at 9am on Monday, task 2 later that day, and task 3 the following day.
- All assessments require preparation time. Please refer to the activity specification for further detail
- Assessor commentary can be made available as an audio recording instead of written on the LOaAR. All other fields must be completed on the record sheet
- Passwords can be retrieved from the Bookings screen in the Portal

#### All components

- Where a resit is required, the learner **must** sit a different assessment
- All components must be sat and achieved **at the same level**. Where a learner fails one component but passes another, they are only required to re-sit the component failed
- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment

**Restrictions****Writing**

No access to an external aid in relation to spelling, punctuation and grammar, eg dictionary or spelling and grammar checking software

**Reading**

No access to a bilingual translation dictionary

**Essential (or optional) resources**

- Pen only (with black or blue ink, no pencil)
- Rough paper (to be collected in and securely destroyed at the end of the assessment, with the exception of SLC at EL2 and 3 which must be retained, for every learner, with the LOaAR)
- English dictionary only for **Reading** assessments

**NCFE Level 1 Functional Skills Qualification in English - Speaking, Listening and Communicating (SLC) (603/5058/1)****NCFE Level 2 Functional Skills Qualification in English - Speaking, Listening and Communicating (SLC) (603/5054/4)****Additional information**

- Activities can be completed in one sitting or administered as individual activities across sittings. (Presentations and Q and A are classed as one task and cannot be sat separately)
- NCFE devised activities will be provided. Centres may contextualise the NCFE activity, subject to approval by NCFE
- Centres will record SLC assessments for every learner, selecting from a range of recording options that are auditable within EQA visits, e.g. audio file, which we promote as the most reliable form of recording
- All assessments allow preparation time. Please refer to the activity specification for further detail
- Assessor commentary can be made available as an audio recording instead of written on the LOaAR. All other fields must be completed on the record sheet
- Where a resit is required, the learner **must** sit a different assessment

**Essential (or optional) resources**

- Pen only (with black or blue ink, no pencil)
- Rough paper (to be collected in and securely stored at the end of the assessment, for every learner, and retained with the LOaAR)

## External Assessments – (Reading and Writing)

**NCFE Level 1 Functional Skills Qualification in English - Reading and Writing (603/5058/1)**  
**NCFE Level 2 Functional Skills Qualification in English - Reading and Writing (603/5054/4)**

### **Additional information – paper-based only**

- The assessment will consist of two papers (Reading and Writing).
- Results for previously awarded papers will be provided within the standard 6 working-day turnaround. However, results for newly available papers will be subject to a delay, pending Awarding requirements.

### **Remote Invigilation**

- Learners must be booked on OdOI online assessments
- Refer to [QualHub](#) for Centre Instructions for Remote Invigilation
- Surpass Viewer must be used for online assessment

### **Restrictions**

#### **Writing**

No access to an external aid in relation to spelling, punctuation and grammar, e.g. dictionary or spelling and grammar checking software

#### **Reading**

No access to a bilingual translation dictionary

### **Essential (or optional) resources**

- Pen only (with black or blue ink, no pencil)
- Rough paper (to be collected in and securely destroyed at the end of the assessment)
- Dictionary for **Reading** assessments only
- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment

### **Remote Invigilation – online only**

- Access to required technologies set out within the User Guide for Remote Invigilation [QualHub](#)
- Pen only (with black or blue ink, no pencil)
- Rough paper (to be shown by the learner at the start and end of the remotely invigilated online external assessment, then destroyed)
- Physical dictionary for **Reading** assessments only (no access to a web based or computer dictionary)

## Functional Skills Mathematics

**OD** - On demand    **OA** - Online assessment    **ODI** - On demand – Invigilated    **AWI** – Assessment Window – Invigilated  
**RI** – Remotely Invigilated

Qualification	Paper-based arrangements	Duration/ Structure	OD	OA	AWI	Set date/time	Internet/ Intranet use?	Computer required?	Controlled or External	RI
NCFE Entry Level 1 Functional Skills Qualification in Mathematics (603/5057/X)	After bookings have been made in the NCFE Portal, assessment materials can be retrieved securely from <a href="#">QualHub</a>  (before 21 <sup>st</sup> September 2021) or from the Portal thereafter	<b>Section A</b> (Non Calculator) - 20 minutes <b>Section B</b> (Calculator) - 1 hour <b>Overall:</b> 1 hour 20 minutes	Yes	No	No	No	Not permitted	No	Controlled	No
NCFE Entry Level 2 Functional Skills Qualification in Mathematics (603/5053/2)		<b>Section A</b> (Non Calculator) - 25 minutes <b>Section B</b> (Calculator) - 1 hour 15 minutes <b>Overall:</b> 1 hour 40 minutes								No

NCFE Entry Level 3 Functional Skills Qualification in Mathematics (603/5061/1)		<b>Section A</b> (Non Calculator) - 30 minutes <b>Section B</b> (Calculator) - 1 hour 15 minutes <b>Overall: 1 hour 45 minutes</b>								No
--	--	--	--	--	--	--	--	--	--	----

**OD** - On demand    **OA** - Online assessment    **ODI** - On demand – Invigilated    **AWI** – Assessment Window – Invigilated  
**RI** – Remotely Invigilated

Qualification	Paper-based arrangements	Duration/ Structure	OD	OA	AWI	Internet/ Intranet use?	Computer required?	Controlled or External	RI
NCFE Level 1 Functional Skills Qualification in Mathematics (603/5055/6)	Courier delivery/ secure return	<b>Section A</b> (Non Calculator) - 30 mins  <b>Section B</b> (Calculator) - 1 hr 30 mins  <b>Overall: 2 hours</b>	Yes (online only, invigilated)	Yes	No	Not permitted	Yes (online only)	External	Yes
NCFE Level 2 Functional Skills Qualification in Mathematics (603/5060/X)		Yes							

## Internal Controlled Assessments

**NCFE Entry Level 1 Functional Skills Qualification in Mathematics (603/5057/X)**

**NCFE Entry Level 2 Functional Skills Qualification in Mathematics (603/5053/2)**

**NCFE Entry Level 3 Functional Skills Qualification in Mathematics (603/5061/1)**

### Additional information

- The assessment will consist of 2 sections (Section A – non-calculator and Section B - calculator) and can be administered across a maximum of 2 sittings. If delivered in the same sitting, the learner must **not** have access to both sections at the same time and must sit Section A before Section B
- Mixed sittings are not permitted across the different sections. The learners in the room must all be working on the same section
- Section A and B papers **must** be from the same assessment paper. This is identified by the paper number on the front of the paper
- Test assessors may need to provide calculators (for use in Section B only)
- Each section paper has a stated duration. Time **must not** be carried forward between sections
- Instructions will be included with the assessment papers
- Centres may contextualise questions and/or activities, subject to NCFE's approval

### Essential (or optional) resources

- Pen (with black or blue ink), pencil and eraser
  - 30cm ruler
  - **Section B only – calculator** – minimum requirement of:
    - 4 operations
    - **Entry Level 1 and 2** – minimum of 2 decimal places on the display
    - **Entry Level 3** – minimum of 3 decimal places on the display (some basic calculators only provide 2 decimal places)
- Full instructions are detailed in Section 3 of NCFE Regulations for the Conduct of Functional Skills Controlled Assessment
- Rough paper (to be collected in and securely destroyed at the end of the assessment)

## External Assessments

### **NCFE Level 1 Functional Skills Qualification in Mathematics (603/5055/6)**

### **NCFE Level 2 Functional Skills Qualification in Mathematics (603/5060/X)**

#### **Additional information – paper-based only**

- The assessment will consist of two sections (Section A – non-calculator and Section B - calculator) and these must be sat in the same sitting.
- Results for Awarded, existing papers will be provided within the standard 6 working-day turnaround. However, results for newly available papers will be subject to a delay, pending Awarding requirements.
- Test assessors may need to provide calculators for Section B only
- The sections must be delivered in order, Section A then Section B, and the learner must **not** have access to both papers at the same time
- Instructions will be included with the assessment papers. Please note; learners must only be provided with a calculator when completing Section B.
- Where calculators are only allowed for a section of a paper, it is acceptable for learners to put their calculator on the floor, under the desk, in full sight of the Invigilator for the prohibited section.

#### **Additional information – online assessment only**

- The assessment will consist of two sections to be sat in the same sitting
- Test assessors may need to provide calculators for Section B only
- Learners will not be able to move back to Section A once they progress to Section B. They will be advised of this on the screen
- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment.
- Where calculators are only allowed for a section of a paper, it is acceptable for learners to put their calculator on the floor, under the desk, in full sight of the Invigilator for the prohibited section.

#### **Remote Invigilation**

- Access to required technologies set out within the User Guide for Remote Invigilation. Details of this are available on [QualHub](#)



- Learners must be booked on OdOI online assessments
- Surpass Viewer must be used for online assessment
- A physical calculator must be used and only accessed for Section B

## **Essential (or optional) resources**

- Pen (with black or blue ink), pencil and eraser
- 30cm ruler (paper-based only)
- Protractor (paper-based only)
- **Section B only – calculator** minimum requirement of 4 operations and 6 decimal place display (full instructions are detailed in Section 3 of NCFE Regulations for the Conduct of External Assessment)
- Rough paper (to be collected in and securely destroyed at the end of the assessment)

## **Remote Invigilation**

- **Section B only – calculator** minimum requirement of 4 operations and 6 decimal place display (full instructions are detailed in Section 3 of NCFE Regulations for the Conduct of External Assessment)
- Rough paper to be shown by the learner at the start and end of the remotely invigilated online external assessment, then securely destroyed at the end of the assessment

## Functional Skills Information and Communication Technology (ICT)

**OD** - On demand

**OA** - Online assessment

**RI** – Remotely Invigilated

<b>Qualification</b>	<b>Paper-based arrangements</b>	<b>Duration</b>	<b>OD</b>	<b>OA</b>	<b>Internet/ Intranet use?</b>	<b>Computer required?</b>	<b>RI</b>
NCFE Functional Skills Qualification in Information and Communication Technology (ICT) at Entry Level 1 (600/1780/6)	Courier delivery/ secure return	Minimum of 1 hour, maximum of 2 hours	Yes	Yes	Required	Yes	No
NCFE Functional Skills Qualification in Information and Communication Technology (ICT) at Entry Level 2 (600/1353/9)							No
NCFE Functional Skills Qualification in Information and Communication Technology (ICT) at Entry Level 3 (600/1148/8)							No
NCFE Functional Skills Qualification in Information and Communication Technology (ICT) at Level 1 (600/0030/2)	Courier delivery/ secure return	2 hrs (plus 15 minutes printing time for paper-based assessments)	Yes	Yes	Required	Yes	Yes
NCFE Functional Skills Qualification in Information and Communication Technology (ICT) at Level 2 (600/0139/2)		2 hrs 30 (plus 15 minutes printing time for paper-based assessments)					Yes

## **Additional information – paper-based only (Levels 1 and 2)**

- Centre must set up pre-release data files ahead of assessment, these can be found on [QualHub](#)
- Access to Internet must be removed as instructed for Part B

## **Essential resources**

### **Paper-based assessment only:**

- Pre-release data files, Internet access, email access
- Printer
- Method of attaching print-out paper to learner assessment paper

### **Online and Paper-based:**

- Pen only (with black or blue ink) (no pencil)
- Rough paper (to be collected in and securely destroyed at the end of the assessment)

### **Online only:**

- PC or laptop which must meet minimum technical requirements. Details can be found on [QualHub](#)
- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment.

### **Remote Invigilation:**

- Access to required technologies set out within the User Guide for Remote Invigilation. Details can be found on [QualHub](#)
- Learners must be booked on OdOI online assessments
- Surpass Viewer must be used for online assessment
- Any written notes taken, or resources downloaded, during the assessment, should be destroyed/deleted at its conclusion

## T Level Technical Qualification in Education and Childcare (Level 3) (Delivered By NCFE) 603/5829/4

### Core Components

**OD** - On demand    **OA** - Online assessment

Assessment	Paper-based arrangements	Set date/time or Assessment Window	Assessment conditions	OD	OA	Internet/ Intranet use?	Computer required?	External or Controlled Assessment
Core External Examinations Papers A & B	Dispatch: Courier delivery service & Return: Secure Yellow Label Service	Set date/time  Paper A (2 hours)  Paper B (2 hours)	Invigilated	No	Yes	Not Permitted	Yes (online version)	External  <i>(at the Provider)</i>
Core Employer-set Project	Dispatch: Digital Download & Return: Digital Submission	Assessment Window  (12 hours)	Supervised	No	No	Not Permitted	No	External*  <i>(at the Provider)</i>

## Occupational Specialism Components

**OD** - On demand    **OA** - Online assessment

Assessment	Paper-based arrangements	Set date/time or Assessment Window	Assessment conditions	OD	OA	Internet/ Intranet use?	Computer required?	External or Controlled Assessment
Occupational Specialism – Early Years Educator (EYE) Assignment 1	Dispatch: Courier delivery service & Return: Secure Yellow Label Service	Set date/time (4 hours)	Invigilated	No	No	Not Permitted	No	External** <i>(at the Provider)</i>
Occupational Specialism – Early Years Educator (EYE) Assignment 2 – Part 1	Available from the start of delivery via CACHE Members Area to allow planning of observations at any appropriate point during the industry placement	Assessment Window (18-22 hours)	Supervised	No	No	Not Permitted	No	Controlled <i>(observed on the industry placement)</i>
Occupational Specialism – Early Years Educator (EYE) Assignment 2 – Part 2	Available from the start of delivery via CACHE Members Area, to allow planning of observations at any appropriate point during advertised		Supervised	No	No	Not Permitted	No	Controlled <i>(observed on the industry placement)</i>

	assessment window whilst on the industry placement							
Occupational Specialism – Early Years Educator (EYE) Assignment 3 – Part 1A	Dispatch: Courier delivery service & Return: Secure Yellow Label Service	Assessment Window (45 mins)	N/A	No	No	N/A	N/A	External** <i>(at the Provider)</i>
Occupational Specialism – Early Years Educator (EYE) Assignment 3 – Part 1B	Dispatch: Courier delivery service & Return: Secure Yellow Label Service	Assessment Window (1 hour)	Invigilated	No	No	Not Permitted	No	External** <i>(at the Provider)</i>
Occupational Specialism – Early Years Educator (EYE) Assignment 3 – Part 2	Dispatch: Courier delivery service & Return: Secure Yellow Label Service	Set date/time (2 hours)	Invigilated	No	No	Not Permitted	No	External** <i>(at the Provider)</i>
Occupational Specialism – Assisting Teaching (AT) Assignment 1	Dispatch: Courier delivery service & Return: Secure Yellow Label Service	Set date/time (2 hours & 30 mins)	Invigilated	No	No	Not Permitted	No	External** <i>(at the Provider)</i>

Occupational Specialism – Assisting Teaching (AT)  Assignment 2	Available from the start of delivery, to allow planning of observations at any appropriate point during a window from 1 February to 27 May on the industry placement	Assessment Window  (8-10 hours)	Supervised	No	No	Not Permitted	No	Controlled  <i>(observed on the industry placement)</i>
Occupational Specialism – Assisting Teaching (AT)  Assignment 3	Dispatch: Courier delivery service & Return: Secure Yellow Label Service	Set date/time  (4 hours)	Invigilated	No	No	Not Permitted	No	External  <i>(at the Provider)</i>
Occupational Specialism – Mentoring (M)  Assignment 1	Dispatch: Courier delivery service & Return: Secure Yellow Label Service	Set date/time  (2 hours & 30 minutes)	Invigilated	No	No	Not Permitted	No	External  <i>(at the Provider)</i>
Occupational Specialism – Mentoring (M)  Assignment 2A	Dispatch: Digital Download & Return: Digital Submission	Assessment Window  (1 hour 30 minutes)	Supervised	No	No	Not Permitted	No	External  <i>(at the Provider)</i>

Occupational Specialism – Mentoring (M) Assignment 2B	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (3 hours)	Supervised	No	No	Not Permitted	No	External <i>(at the Provider)</i>
Occupational Specialism – Mentoring (M) Assignment 3	Dispatch: Courier delivery service & Return: Secure Yellow Label Service	Set date/time (4 hours)	Invigilated	No	No	Not Permitted	No	External <i>(at the Provider)</i>

#### Additional information

##### Core External Examinations Papers A & B

- Providers are required to book students for their Core External Examinations Papers A & B (including preferred series and mode) at the point of registration.
- Core External Examinations Papers A & B are available in paper format or through the NCFE online assessment system.
- Both Paper A & B must be completed using the same mode of assessment e.g. both online or both paper based.
- When booking resits for Core External Examinations (Papers A & B) only, Students are only permitted to resit both assessments. Students are unable to resit Paper A or Paper B individually.
- There will be 2 opportunities per year for students to complete the Core External Examinations (Papers A & B), Summer and Autumn
- For their first attempt, students are required to complete both the Core External Examinations (Papers A & B) and the Employer-set Project in the same assessment series.
- For resits, students can retake either the Core External Examinations (Papers A & B) only, Employer-set Project only or Core External Examinations (Papers A & B) and Employer-set Project together.

##### Core Employer-set Project

- Providers are required to book students for their Core Employer-set Project assessment (including chosen series and specialism) at the point of registration.
- The Core Employer-set Project consists of 2 project briefs, each pathway has a unique set of occupationally authentic project versions.



- \*The Core Employer-set Project has pre-release materials. These will be issued to Providers a minimum of 10 working days before the start of the assessment window. Providers must then share the pre-release materials with their students 3 weeks (EYE and AT) or 1 week (M) before the first scheduled supervised session takes place.
- Students are permitted to take research into the Core Employer-Set Project assessment based on the pre-release material. All student notes must be reviewed by the Tutor prior to the assessment commencing.
- There will be 2 opportunities per year for students to complete the Core Employer-set Project, Summer and Autumn.
- For their first attempt, students are required to complete both the Core External Examinations (Papers A & B) and the Employer-set Project in the same assessment series.
- For resits, students can retake either the Core External Examinations (Papers A & B) only, Employer-set Project only or Core External Examinations (Papers A & B) and Employer-set Project together.

### **Occupational Specialism**

- Providers are not required to book students for their chosen Occupational Specialism at the point of registration, however bookings can be made at the point of registration if the specialist area is known.
- \*\*Assignment 1 for Early Years Educator and Assisting Teaching, and Assignment 3 (both parts) for Early Years Educator, all have pre-release materials. These will be issued to Providers a minimum of 10 working days before the start of the assessment. Providers must then share the pre-release materials with their students 1 week before the start of the assessment.
- When booking resits for the Occupational Specialism assessments, Students are required to resit the same specialism area and must resit all assignments. Students are unable to resit individual assignments only.
- There will be 1 opportunity per year for students to complete the Occupational Specialism assessments, starting in Summer 2022

### **Other points to note:**

- This qualification will incur late and very late registration fees for any registrations made outside of the standard registration period per academic session as outlined below:

<b>Standard registration Period</b>	01 September – 01 November
<b>Late Registration Period</b>	02 November – 23 December
<b>Very Late Registration Period</b>	24 December – 31 July

- Providers are encouraged to register students at the start of the academic year in which delivery begins, and before the standard registration cut-off date to avoid incurring late registration fees. This applies even in cases where the Provider does not intend to book students onto assessments until the second year of delivery.

- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment.

## T Level Technical Qualification in Digital Business Services (Level 3) (Delivered By NCFE) 603/6902/4

### Core Components

**OD** - On demand    **OA** - Online assessment

Assessment	Paper-based arrangements	Set date/time or Assessment Window	Assessment conditions	OD	OA	Internet / Intranet use?	Computer required?	External or Controlled Assessment
Core External Examinations Papers A & B	Dispatch: Courier delivery service & Return: Secure Yellow Label Service	Set date/time  Paper A (2 hours)  Paper B (2 hours & 15 minutes)	Invigilated	No	Yes	Not Permitted	Yes (online version)	External  <i>(at the Provider)</i>
Core Employer-set Project	Dispatch: Digital Download & Return: Digital Submission	Assessment Window  (15 hours)	Supervised	No	No	Limited	Yes	External*  <i>(at the Provider)</i>

## Occupational Specialism Components

**OD** - On demand    **OA** - Online assessment

Assessment	Paper-based arrangements	Set date/time or Assessment Window	Assessment conditions	OD	OA	Internet / Intranet use?	Computer required?	External or Controlled Assessment
Occupational Specialism – Data Technician (DT) Task 1	Dispatch: Digital Download & Return: Digital Submission	Set Date/Time (5 hours)	Supervised	No	No	Required	Yes	External** <i>(at the Provider)</i>
Occupational Specialism – Data Technician (DT) Task 2	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (10 hours)	Supervised	No	No	Not Permitted	Yes	External** <i>(at the Provider)</i>
Occupational Specialism – Data Technician (DT) Task 3	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (8 hours)	Supervised	No	No	Not Permitted	Yes	External** <i>(at the Provider)</i>
Occupational Specialism – Data Technician (DT) Task 4	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (6 hours)	Supervised	No	No	Not Permitted	Yes	External** <i>(at the Provider)</i>

**Additional information****Core External Examinations Papers A & B**

- Providers are required to book students for their Core External Examinations Papers A & B (including preferred series and mode) at the point of registration.
- Core External Examinations Papers A & B are available in paper format or through the NCFE online assessment system.
- Both Paper A & B must be completed using the same mode of assessment e.g. both online or both paper based.
- When booking resits for Core External Examinations (Papers A & B) only, Students are only permitted to resit both assessments. Students are unable to resit Paper A or Paper B individually.
- There will be 2 opportunities per year for students to complete the Core External Examinations (Papers A & B), Summer and Autumn
- For their first attempt, students are required to complete both the Core External Examinations (Papers A & B) and the Employer-set Project in the same assessment series.
- For resits, students can retake either the Core External Examinations (Papers A & B) only, Employer-set Project only or Core External Examinations (Papers A & B) and Employer-set Project together.

**Core Employer-set Project**

- Providers are required to book students for their Core Employer-set Project assessment (including chosen series and specialism) at the point of registration.
- The Core Employer-set Project consists of 2 project briefs.
- \*The Core Employer-set Project has pre-release materials. These will be issued to Providers a minimum of 10 working days before the start of the assessment window. Providers must then share the pre-release materials with their students 3 weeks before the first scheduled supervised session takes place.
- Students are permitted to take research into the Core Employer-Set Project assessment based on the pre-release material. All student notes must be reviewed by the Tutor prior to the assessment commencing.
- There will be 2 opportunities per year for students to complete the Core Employer-set Project, Summer and Autumn.
- For their first attempt, students are required to complete both the Core External Examinations (Papers A & B) and the Employer-set Project in the same assessment series.
- For resits, students can retake either the Core External Examinations (Papers A & B) only, Employer-set Project only or Core External Examinations (Papers A & B) and Employer-set Project together.

**Occupational Specialism**

- Providers are not required to book students for their chosen Occupational Specialism at the point of registration, however bookings can be made at the point of registration if the specialist area is known.

- **\*\*All tasks for all Occupational Specialisms have pre-release materials, to Providers only, not to students. These will be issued to Providers a minimum of 10 working days before the start of the assessment.**
- When booking resits for the Occupational Specialism assessments, Students are required to resit the same specialism area and must resit all assignments. Students are unable to resit individual assignments only.
- There will be 1 opportunity per year for students to complete the Occupational Specialism assessments, starting in Summer 2022

**Other points to note:**

- This qualification will incur late and very late registration fees for any registrations made outside of the standard registration period per academic session as outlined below:

**Standard registration Period** 01 September – 01 November

**Late Registration Period** 02 November – 23 December

**Very Late Registration Period** 24 December – 31 July

- Providers are encouraged to register students at the start of the academic year in which delivery begins, and before the standard registration cut-off date to avoid incurring late registration fees. This applies even in cases where the Provider does not intend to book students onto assessments until the second year of delivery.
- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment.

## T Level Technical Qualification in Digital Support Services (Level 3) (Delivered By NCFE) 603/6901/2

### Core Components

**OD** - On demand    **OA** - Online assessment

Assessment	Paper-based arrangements	Set date/time or Assessment Window	Assessment conditions	OD	OA	Internet / Intranet use?	Computer required?	External or Controlled Assessment
Core External Examinations Papers A & B	Dispatch: Courier delivery service & Return: Secure Yellow Label Service	Set date/time Exam Paper 1 (2 hours) Exam Paper 2 (2 hours & 30 minutes)	Invigilated	No	Yes	Not Permitted	Yes (online version)	External <i>(at the Provider)</i>
Core Employer-set Project Task 1	Dispatch: Digital Download & Return: Digital Submission	Set date/time (2 hours & 30 minutes)	Supervised	No	No	Permitted	Yes	External <i>(at the Provider)</i>
Core Employer-set Project Task 2	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (2 hours & 10 minutes)	Supervised	No	No	Permitted	Yes	External <i>(at the Provider)</i>

Core Employer-set Project Task 3	Dispatch: Digital Download & Return: Digital Submission	Set date/time (4 hours)	Supervised	No	No	Permitted	Yes	External <i>(at the Provider)</i>
Core Employer-set Project Task 4	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (3 hours & 30 minutes)	Supervised	No	No	Permitted	Yes	External <i>(at the Provider)</i>



## Occupational Specialism Components

**OD** - On demand    **OA** - Online assessment

Assessment	Paper-based arrangements	Set date/time or Assessment Window	Assessment conditions	OD	OA	Internet / Intranet use?	Computer required?	External or Controlled Assessment
Occupational Specialism – Digital Infrastructure (DI) Assignment 1 – Task 1	Dispatch: Digital Download & Return: Digital Submission	Set Date / Time (3 hours)	Supervised	No	No	Not Permitted	Yes	External <i>(at the provider)</i>
Occupational Specialism – Digital Infrastructure (DI) Assignment 1 – Task 2	Dispatch: Digital Download & Return: Digital Submission	Set Date / Time (5 hours)	Supervised	No	No	Permitted	Yes	External <i>(at the provider)</i>
Occupational Specialism – Digital Infrastructure (DI) Assignment 1 – Task 3	Dispatch: Digital Download & Return: Digital Submission	Set Date / Time (5 hours)	Supervised	No	No	Permitted	Yes	External <i>(at the provider)</i>
Occupational Specialism – Digital Infrastructure (DI) Assignment 2	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (6 hours)	Supervised	No	No	Not Permitted	Yes	External** <i>(at the provider)</i>
Occupational Specialism – Digital Infrastructure (DI)	Dispatch: Digital Download &	Set Date / Time	Supervised	No	No	Not Permitted	Yes	External**

Assignment 3 – Task 1	Return: Digital Submission	(2 hours)						<i>(at the provider)</i>
Occupational Specialism – Digital Infrastructure (DI) Assignment 3 – Tasks 2 & 3	Dispatch: Digital Download & Return: Digital Submission	Set Date / Time (1 hour & 30 minutes)	Supervised	No	No	Not Permitted	Yes	External** <i>(at the provider)</i>
Occupational Specialism – Digital Infrastructure (DI) Assignment 3 – Task 4	Dispatch: Digital Download & Return: Digital Submission	Set Date / Time (2 hours)	Supervised	No	No	Permitted	Yes	External** <i>(at the provider)</i>
Occupational Specialism – Network Cabling (NC) Assignment 1 – Task 1	Dispatch: Digital Download & Return: Digital Submission	Set Date / Time (8 hours)	Supervised	No	No	Not Permitted	Yes	External <i>(at the provider)</i>
Occupational Specialism – Network Cabling (NC) Assignment 1 – Task 2	Dispatch: Digital Download & Return: Digital Submission	Set Date / Time (5 hours)	Supervised	No	No	Not Permitted	Yes	External <i>(at the provider)</i>
Occupational Specialism – Network Cabling (NC) Assignment 2 – Task 1	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (9 hours)	Supervised	No	No	Not Permitted	Yes	External <i>(at the provider)</i>

Occupational Specialism – Network Cabling (NC) Assignment 2 – Task 2	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (3 hours & 30 minutes)	Supervised	No	No	Not Permitted	Yes	External <i>(at the provider)</i>
Occupational Specialism – Network Cabling (NC) Assignment 3 – Task 1	Dispatch: Digital Download & Return: Digital Submission	Set Date / Time (1 hour & 30 minutes)	Supervised	No	No	Not Permitted	No	External** <i>(at the provider)</i>
Occupational Specialism – Network Cabling (NC) Assignment 3 – Task 2	Dispatch: Digital Download & Return: Digital Submission	Set Date / Time (2 hours)	Supervised	No	No	Not Permitted	Yes	External <i>(at the provider)</i>
Occupational Specialism – Network Cabling (NC) Assignment 3 – Task 3	Dispatch: Digital Download & Return: Digital Submission	Set Date / Time (2 hours)	Supervised	No	No	Not Permitted	Yes	External <i>(at the provider)</i>
Occupational Specialism – Digital Support (DS) Assignment 1	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (19 hours)	Supervised	No	No	Permitted (Task 2 only)	Yes	External <i>(at the provider)</i>
Occupational Specialism – Digital Support (DS)	Dispatch: Digital Download &	Set Date / Time (3 hours)	Supervised	No	No	Permitted	Yes	External <i>(at the provider)</i>

Assignment 2 – Task 1	Return: Digital Submission							
Occupational Specialism – Digital Support (DS) Assignment 2 – Task 2	Dispatch: Digital Download & Return: Digital Submission	Set Date / Time (2 hours)	Supervised	No	No	Permitted	Yes	External <i>(at the provider)</i>
Occupational Specialism – Digital Support (DS) Assignment 3	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (10 hours)	Supervised	No	No	Permitted	Yes	External <i>(at the provider)</i>

**Additional information****Core External Examinations Papers A & B**

- Providers are required to book students for their Core External Examinations Papers A & B (including preferred series and mode) at the point of registration.
- Core External Examinations Papers A & B are available in paper format or through the NCFE online assessment system.
- Both Paper A & B must be completed using the same mode of assessment e.g. both online or both paper based.
- When booking resits for Core External Examinations (Papers A & B) only, Students are only permitted to resit both assessments. Students are unable to resit Paper A or Paper B individually.
- There will be 2 opportunities per year for students to complete the Core External Examinations (Papers A & B), Summer and Autumn
- For their first attempt, students are required to complete both the Core External Examinations (Papers A & B) and the Employer-set Project in the same assessment series.
- For resits, students can retake either the Core External Examinations (Papers A & B) only, Employer-set Project only or Core External Examinations (Papers A & B) and Employer-set Project together.

**Core Employer-set Project**

- Providers are required to book students for their Core Employer-set Project assessment (including chosen series and specialism) at the point of registration.
- The Core Employer-set Project consists of 2 project briefs, each pathway has a unique set of occupationally authentic project versions.
- There will be 2 opportunities per year for students to complete the Core Employer-set Project, Summer and Autumn.
- For their first attempt, students are required to complete both the Core External Examinations (Papers A & B) and the Employer-set Project in the same assessment series.
- For resits, students can retake either the Core External Examinations (Papers A & B) only, Employer-set Project only or Core External Examinations (Papers A & B) and Employer-set Project together.

**Occupational Specialism**

- Providers are not required to book students for their chosen Occupational Specialism at the point of registration, however bookings can be made at the point of registration if the specialist area is known.
- \*\*Assignment 3 for Network Cabling and Assignments 2 & 3 for Digital Infrastructure all have pre-release materials, to Providers only, not to students. These will be issued to Providers a minimum of 10 working days before the start of the assessment.
- When booking resits for the Occupational Specialism assessments, Students are required to resit the same specialism area and must resit all assignments. Students are unable to resit individual assignments only.

- There will be 1 opportunity per year for students to complete the Occupational Specialism assessments, starting in Summer 2022

**Other points to note:**

- This qualification will incur late and very late registration fees for any registrations made outside of the standard registration period per academic session as outlined below:

**Standard registration Period** 01 September – 01 November

**Late Registration Period** 02 November – 23 December

**Very Late Registration Period** 24 December – 31 July

- Providers are encouraged to register students at the start of the academic year in which delivery begins, and before the standard registration cut-off date to avoid incurring late registration fees. This applies even in cases where the Provider does not intend to book students onto assessments until the second year of delivery.
- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment.

## T Level Technical Qualification in Health (Level 3) (Delivered By NCFE)

### 603/7066/X

### Core Components

**OD** - On demand    **OA** - Online assessment

Assessment	Paper-based arrangements	Set date/time or Assessment Window	Assessment conditions	OD	OA	Internet / Intranet use?	Computer required?	External or Controlled Assessment
Core External Examinations Papers A & B	Dispatch: Courier delivery service & Return: Secure Yellow Label Service	Set date/time  Paper A (2 hours & 30 minutes)  Paper B (2 hours and 30 minutes)	Invigilated	No	Yes	Not Permitted	Yes (online version)	External  <i>(at the Provider)</i>
Core Employer-set Project	Dispatch: Digital Download & Return: Digital Submission	Assessment Window  (14 hours & 30 minutes plus 2 hours preparation)	Supervised	No	Yes	Required	Yes	External*  <i>(at the Provider)</i>

## Occupational Specialism Components

**OD** - On demand    **OA** - Online assessment

Assessment	Paper-based arrangements	Set date/time or Assessment Window	Assessment conditions	OD	OA	Internet / Intranet use?	Computer required?	External or Controlled Assessment
Supporting the Adult Nursing Team (Option A) Assignment 1	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (4 hours & 30 minutes)	Supervised	No	Yes	Required (for specified links in stimulus materials)	Yes	External <i>(at the provider)</i>
Supporting the Adult Nursing Team (Option A) Assignment 2 (part 1 – Supporting Healthcare)	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (1 hour – 1 hour & 30 minutes)	Supervised	No	No	N/A	N/A	Controlled**
Supporting the Adult Nursing Team (Option A) Assignment 2 (part 2)	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (1 hour 15 minutes – 2 hours & 15 minutes)	Supervised	No	No	N/A	N/A	Controlled**
Supporting the Adult Nursing Team (Option A) Assignment 3	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (1 hour plus 45 minutes preparation)	Supervised	No	Yes	N/A	N/A	External <i>(at the provider)</i>



Supporting the Midwifery Team (Option B) Assignment 1	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (4 hours & 30 minutes)	Supervised	No	Yes	Required (for specified links in stimulus materials)	Yes	External <i>(at the provider)</i>
Supporting the Midwifery Team (Option B) Assignment 2 (part 1 – Supporting Healthcare)	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (1 hour – 1 hour & 30 minutes)	Supervised	No	No	N/A	N/A	Controlled**
Supporting the Midwifery Team (Option B) Assignment 2 (part 2)	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (1 hour 15 minutes – 2 hours & 15 minutes)	Supervised	No	No	N/A	N/A	Controlled**
Supporting the Midwifery Team (Option B) Assignment 3	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (1 hour plus 45 minutes preparation)	Supervised	No	Yes	Permitted	Permitted	External <i>(at the provider)</i>
Supporting the Mental Health Team (Option C) Assignment 1	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (4 hours & 30 minutes)	Supervised	No	Yes	Required (for specified links in stimulus materials)	Yes	External <i>(at the provider)</i>

Supporting the Mental Health Team (Option C) Assignment 2 (part 1 – Supporting Healthcare)	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (1 hour – 1 hour & 15 minutes)	Supervised	No	No	N/A	N/A	Controlled**
Supporting the Mental Health Team (Option C) Assignment 2 (part 2)	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (1 hour 15 minutes – 1 hours & 45 minutes)	Supervised	No	No	N/A	N/A	Controlled**
Supporting the Mental Health Team (Option C) Assignment 3	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (1 hour plus 45 minutes preparation)	Supervised	No	Yes	Permitted	Permitted	External <i>(at the provider)</i>
Supporting the Care of Children and Young People (Option D) Assignment 1	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (4 hours & 30 minutes)	Supervised	No	Yes	Required (for specified links in stimulus materials)	Yes	External <i>(at the provider)</i>
Supporting the Care of Children and Young People (Option D) Assignment 2 (part 1 – Supporting Healthcare)	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (1 hour – 1 hour & 30 minutes)	Supervised	No	No	N/A	N/A	Controlled**

Supporting the Care of Children and Young People (Option D) Assignment 2 (part 2)	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (1 hour 15 minutes – 2 hours & 15 minutes)	Supervised	No	No	N/A	N/A	Controlled**
Supporting the Care of Children and Young People (Option D) Assignment 3	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (1 hour plus 45 minutes preparation)	Supervised	No	Yes	Permitted	Permitted	External <i>(at the provider)</i>
Supporting the Therapy Teams (Option E) Assignment 1	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (4 hours & 30 minutes)	Supervised	No	Yes	Required (for specified links in stimulus materials)	Yes	External <i>(at the provider)</i>
Supporting the Therapy Teams (Option E) Assignment 2 (part 1 – Supporting Healthcare)	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (1 hour – 1 hour & 30 minutes)	Supervised	No	No	N/A	N/A	Controlled**
Supporting the Therapy Teams (Option E) Assignment 2 (part 2)	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (1 hour 15 minutes – 2 hours & 15 minutes)	Supervised	No	No	N/A	N/A	Controlled**

Supporting the Therapy Teams (Option E)  Assignment 3	Dispatch: Digital Download & Return: Digital Submission	Assessment Window  (1 hour plus 45 minutes preparation)	Supervised	No	Yes	Permitted	Permitted	External  <i>(at the provider)</i>
---	--	---	------------	----	-----	-----------	-----------	--

### Additional information

#### Core External Examinations Papers A & B

- Providers are required to book students for their Core External Examinations Papers A & B (including preferred series and mode) at the point of registration.
- Core External Examinations Papers A & B are available in paper format or through the NCFE online assessment system.
- Both Paper A & B must be completed using the same mode of assessment e.g. both online or both paper based.
- When booking resits for Core External Examinations (Papers A & B) only, Students are only permitted to resit both assessments. Students are unable to resit Paper A or Paper B individually.
- There will be 2 opportunities per year for students to complete the Core External Examinations (Papers A & B), Summer and Autumn
- For their first attempt, students are required to complete both the Core External Examinations (Papers A & B) and the Employer-set Project in the same assessment series.
- For resits, students can retake either the Core External Examinations (Papers A & B) only, Employer-set Project only or Core External Examinations (Papers A & B) and Employer-set Project together.

#### Core Employer-set Project

- Providers are required to book students for their Core Employer-set Project assessment (including chosen series and specialism) at the point of registration.
- The Core Employer-set Project consists of 2 project briefs, each pathway has a unique set of occupationally authentic project versions.
- \*The Core Employer-set Project has pre-release materials, for Providers, not for students. These will be issued to Providers a minimum of 10 working days before the start of the assessment window.
- There will be 2 opportunities per year for students to complete the Core Employer-set Project, Summer and Autumn.
- For their first attempt, students are required to complete both the Core External Examinations (Papers A & B) and the Employer-set Project in the same assessment series.
- For resits, students can retake either the Core External Examinations (Papers A & B) only, Employer-set Project only or Core External Examinations (Papers A & B) and Employer-set Project together.

## **Occupational Specialism**

- Providers are not required to book students for their chosen Occupational Specialism at the point of registration, however bookings can be made at the point of registration if the specialist area is known.
- **\*\*Assignment 2** for all Occupational Specialisms has pre-release materials, for Providers only, not for students. These will be issued to Providers a minimum of 7 working days before the start of the assessment.
- When booking resits for the Occupational Specialism assessments, Students are required to resit the same specialism area and must resit all assignments. Students are unable to resit individual assignments only.
- There will be 1 opportunity per year for students to complete the Occupational Specialism assessments, starting in Summer 2022

## **Other points to note:**

- This qualification will incur late and very late registration fees for any registrations made outside of the standard registration period per academic session as outlined below:

**Standard registration Period** 01 September – 01 November

**Late Registration Period** 02 November – 23 December

**Very Late Registration Period** 24 December – 31 July

- Providers are encouraged to register students at the start of the academic year in which delivery begins, and before the standard registration cut-off date to avoid incurring late registration fees. This applies even in cases where the Provider does not intend to book students onto assessments until the second year of delivery.
- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment.

## T Level Technical Qualification in Healthcare Science (Level 3) (Delivered By NCFE) 603/7083/X

### Core Components

**OD** - On demand    **OA** - Online assessment

Assessment	Paper-based arrangements	Set date/time or Assessment Window	Assessment conditions	OD	OA	Internet/ Intranet use?	Computer required?	External or Controlled Assessment
Core External Examinations Papers A & B	Dispatch: Courier delivery service & Return: Secure Yellow Label Service	Set date/time  Paper A (2 hours & 15 minutes)  Paper B (2 hours)	Invigilated	No	Yes	Not Permitted	Yes (online version)	External  <i>(at the Provider)</i>
Core Employer-set Project – Task 1	Dispatch: Digital Download & Return: Digital Submission	Assessment Window  (5 hours)	Supervised	No	No	Required (for accessing links and sources provided)	Yes	External  <i>(at the Provider)</i>
Core Employer-set Project – Task 2	Dispatch: Digital Download & Return: Digital Submission	Assessment Window  (3 hours)	Supervised	No	No	Required (for accessing links and sources provided)	Yes	External  <i>(at the Provider)</i>

Core Employer-set Project – Tasks 3 - 5	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (6 hours)	Supervised	No	No	Not Permitted	Yes	External <i>(at the Provider)</i>
---	---	--------------------------------	------------	----	----	---------------	-----	--------------------------------------

## Occupational Specialism Components

**OD** - On demand    **OA** - Online assessment

Assessment	Paper-based arrangements	Set date/time or Assessment Window	Assessment conditions	OD	OA	Internet/ Intranet use?	Computer required?	External or Controlled Assessment
Assisting with Healthcare Science Assignment 1	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (1 hour)	Supervised	No	Yes	Not Permitted	No	Controlled
Assisting with Healthcare Science Assignment 2	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (55 minutes)	Supervised	No	Yes	Not Permitted	Yes	Controlled
Assisting with Healthcare Science Assignment 3	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (2 hours & 30 minutes)	Supervised	No	Yes	Not Permitted	Yes	Controlled

Assisting with Healthcare Science  Assignment 4	Dispatch: Digital Download & Return: Digital Submission	Set date / time  (2 hours)	Invigilated	No	Yes	Not Permitted	Yes	External  <i>(at the provider)</i>
--	---	-------------------------------------	-------------	----	-----	------------------	-----	--

### Additional information

#### Core External Examinations Papers A & B

- Providers are required to book students for their Core External Examinations Papers A & B (including preferred series and mode) at the point of registration.
- Core External Examinations Papers A & B are available in paper format or through the NCFE online assessment system.
- Both Paper A & B must be completed using the same mode of assessment e.g. both online or both paper based.
- When booking resits for Core External Examinations (Papers A & B) only, Students are only permitted to resit both assessments. Students are unable to resit Paper A or Paper B individually.
- There will be 2 opportunities per year for students to complete the Core External Examinations (Papers A & B), Summer and Autumn
- For their first attempt, students are required to complete both the Core External Examinations (Papers A & B) and the Employer-set Project in the same assessment series.
- For resits, students can retake either the Core External Examinations (Papers A & B) only, Employer-set Project only or Core External Examinations (Papers A & B) and Employer-set Project together.

#### Core Employer-set Project

- Providers are required to book students for their Core Employer-set Project assessment (including chosen series and specialism) at the point of registration.
- The Core Employer-set Project consists of 1 project brief, each pathway has a unique set of occupationally authentic project versions.
- There will be 2 opportunities per year for students to complete the Core Employer-set Project, Summer and Autumn.
- For their first attempt, students are required to complete both the Core External Examinations (Papers A & B) and the Employer-set Project in the same assessment series.
- For resits, students can retake either the Core External Examinations (Papers A & B) only, Employer-set Project only or Core External Examinations (Papers A & B) and Employer-set Project together.



## **Occupational Specialism**

- Providers are not required to book students for their chosen Occupational Specialism at the point of registration, however bookings can be made at the point of registration if the specialist area is known.
- When booking resits for the Occupational Specialism assessments, Students are required to resit the same specialism area and must resit all assignments. Students are unable to resit individual assignments only.
- There will be 1 opportunity per year for students to complete the Occupational Specialism assessments, starting in Summer 2022

## **Other points to note:**

- This qualification will incur late and very late registration fees for any registrations made outside of the standard registration period per academic session as outlined below:

<b>Standard registration Period</b>	01 September – 01 November
<b>Late Registration Period</b>	02 November – 23 December
<b>Very Late Registration Period</b>	24 December – 31 July

- Providers are encouraged to register students at the start of the academic year in which delivery begins, and before the standard registration cut-off date to avoid incurring late registration fees. This applies even in cases where the Provider does not intend to book students onto assessments until the second year of delivery.
- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment.

## T Level Technical Qualification in Science (Level 3) (Delivered By NCFE)

### 603/6989/9

### Core Components

**OD** - On demand    **OA** - Online assessment

Assessment	Paper-based arrangements	Set date/time or Assessment Window	Assessment conditions	OD	OA	Internet / Intranet use?	Computer required?	External or Controlled Assessment
Core External Examinations Papers A & B	Dispatch: Courier delivery service & Return: Secure Yellow Label Service	Set date/time  Paper A (2 hours)  Paper B (2 hours & 15 minutes)	Invigilated	No	Yes	Not Permitted	Yes (online version)	External  <i>(at the Provider)</i>
Core Employer-set Project	Dispatch: Digital Download & Return: Digital Submission	Assessment Window  (18 hours)	Supervised	No	No	Permitted	Yes	External  <i>(at the Provider)</i>

## Occupational Specialism Components

OD - On demand OA - Online assessment

Assessment	Paper-based arrangements	Set date/time or Assessment Window	Assessment conditions	OD	OA	Internet / Intranet use?	Computer required?	External or Controlled Assessment
Food Science Assignment 1	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (7 hours & 30 minutes)	Supervised	No	Yes	Permitted <b>(Planning Task only)</b>	Yes	External** <i>(at the provider)</i>
Food Science Assignment 2	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (7 hours & 30 minutes)	Supervised	No	Yes	N/A	Permitted	Controlled
Food Science Assignment 3	Dispatch: Digital Download & Return: Digital Submission	Set date/time (3 hours & 30 minutes)	Supervised	No	Yes	Not Permitted	Permitted	External <i>(at the provider)</i>
Food Science Assignment 4	Dispatch: Digital Download & Return: Digital Submission	Set date/time (4 hours & 30 minutes)	Supervised	No	Yes	Not Permitted	Yes	External <i>(at the provider)</i>
Laboratory Science Assignment 1	Dispatch: Digital Download &	Assessment Window	Supervised	No	Yes	Not Permitted	Yes	External***

	Return: Digital Submission	(7 hours)						<i>(at the provider)</i>
Laboratory Science Assignment 2	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (6 hours)	Supervised	No	Yes	Permitted	Yes	Controlled***
Laboratory Science Assignment 3	Dispatch: Digital Download & Return: Digital Submission	Set Time / Date (3 hours)	Supervised	No	Yes	Not Permitted	Yes	External <i>(at the provider)</i>
Metrology Science Assignment 1	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (4 hours & 30 minutes)	Supervised	No	Yes	Not Permitted	Yes	External*** <i>(at the provider)</i>
Metrology Science Assignment 2	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (7 hours)	Supervised	No	Yes	Not Permitted	Yes	Controlled
Metrology Science Assignment 3	Dispatch: Digital Download & Return: Digital Submission	Assessment Window (4 hours & 30 minutes)	Supervised	No	Yes	Not Permitted	Yes	External <i>(at the provider)</i>

**Additional information****Core External Examinations Papers A & B**

- Providers are required to book students for their Core External Examinations Papers A & B (including preferred series and mode) at the point of registration.
- Core External Examinations Papers A & B are available in paper format or through the NCFE online assessment system.
- Both Paper A & B must be completed using the same mode of assessment e.g. both online or both paper based.
- When booking resits for Core External Examinations (Papers A & B) only, Students are only permitted to resit both assessments. Students are unable to resit Paper A or Paper B individually.
- There will be 2 opportunities per year for students to complete the Core External Examinations (Papers A & B), Summer and Autumn
- For their first attempt, students are required to complete both the Core External Examinations (Papers A & B) and the Employer-set Project in the same assessment series.
- For resits, students can retake either the Core External Examinations (Papers A & B) only, Employer-set Project only or Core External Examinations (Papers A & B) and Employer-set Project together.

**Core Employer-set Project**

- Providers are required to book students for their Core Employer-set Project assessment (including chosen series and specialism) at the point of registration.
- The Core Employer-set Project consists of 2 project briefs, each pathway has a unique set of occupationally authentic project versions.
- There will be 2 opportunities per year for students to complete the Core Employer-set Project, Summer and Autumn.
- For their first attempt, students are required to complete both the Core External Examinations (Papers A & B) and the Employer-set Project in the same assessment series.
- For resits, students can retake either the Core External Examinations (Papers A & B) only, Employer-set Project only or Core External Examinations (Papers A & B) and Employer-set Project together.

**Occupational Specialism**

- Providers are not required to book students for their chosen Occupational Specialism at the point of registration, however bookings can be made at the point of registration if the specialist area is known.
- **\*\*Assignment 1** for the Food Occupational Specialisms has pre-release materials. These will be issued to Providers a minimum of 7 working days before the start of the assessment window. Providers must then share the pre-release materials with their students 7 working days before the start of the assessment.
- **\*\*\*Assignment 1** for all Occupational Specialisms, and **Assignment 2** for Laboratory Science, have pre-release materials for Providers only. These will be issued to Providers 7 working days before the start of the assessment window.

- When booking resits for the Occupational Specialism assessments, Students are required to resit the same specialism area and must resit all assignments. Students are unable to resit individual assignments only.
- There will be 1 opportunity per year for students to complete the Occupational Specialism assessments, starting in Summer 2022

**Other points to note:**

- This qualification will incur late and very late registration fees for any registrations made outside of the standard registration period per academic session as outlined below:

**Standard registration Period** 01 September – 01 November

**Late Registration Period** 02 November – 23 December

**Very Late Registration Period** 24 December – 31 July

- Providers are encouraged to register students at the start of the academic year in which delivery begins, and before the standard registration cut-off date to avoid incurring late registration fees. This applies even in cases where the Provider does not intend to book students onto assessments until the second year of delivery.
- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment.

## V-Certs Art and Design

**OD** - On demand    **OA** - Online assessment

Qualification	External or Controlled	Assessment Code	Paper-based arrangements	Duration	Set date/time	OD	OA	Internet/ Intranet use?	Computer required?
NCFE Level 1/2 Technical Award in Art and Design (603/2964/6)	External	TAAD	Courier delivery/ secure return	1hr 30	Yes	No	No	Not permitted	No
NCFE Level 1/2 Technical Award in Art and Design (603/2964/6)	Controlled	TAAD	Assessment materials can be retrieved securely from the bookings section of the portal	21 hrs	No	No	No	Permitted (see Appendix 2)	If applicable

Additional information
<ul style="list-style-type: none"> <li>No digital submissions allowed</li> </ul>
Essential resources
<ul style="list-style-type: none"> <li>Black or blue ink, ruler</li> </ul>
Optional resources
<ul style="list-style-type: none"> <li>Pencil, calculator</li> </ul>

**AWS** - Assessment window – supervised sessions

**AWI** - Assessment window – invigilated sessions

Qualification	External or Controlled	Assessment Code	Paper-based arrangements	Duration	Set date/time	AWS	AWI	Internet/ Intranet use?	Computer required?
NCFE Level 3 Applied General Certificate in Art and Design (601/8898/4)	External	AD3	Courier delivery/ secure return	18 hrs	No	5 hrs	13 hrs (see Appendix 3)	Permitted (See Appendix 2)	No

#### Additional information

- External Assessment Register, accessible through the Portal, must be returned to NCFE after the last invigilated session. Copy to be retained by the Exams Officer
- An Examiner visit is required for this qualification which will be arranged by NCFE in association with the centre and the allocated Examiner, to take place once the final session has been completed and within 2 weeks of the close of the window
- Examiners may take a sample of learners' work at the visit or arrange a courier to collect
- Where applicable, an Examiner visit will be planned as soon as the Assessment Window starts. The Examiner will contact the centre directly to arrange this. For qualifications such as this, as the marking of learner work is carried out at the centre by an NCFE Examiner, centres must therefore ensure that all paperwork and completed learner work is stored securely.

#### Essential resources

- Any specialist equipment/workspace to produce their artwork in the invigilated external assessment

#### Optional resources

- Access to digital software with printing facilities



## V-Certs Business and Enterprise

**OD** - On demand    **OA** - Online assessment

Qualification	External or Controlled	Assessment Code	Paper-based arrangements	Duration	Set date/time	OD	OA	Internet/ Intranet use?	Computer required?
NCFE Level 1/2 Technical Award in Business and Enterprise (603/2955/5)	External	TABE	Courier delivery/ secure return	1hr 30	Yes	No	No	Not permitted	No
NCFE Level 1/2 Technical Award in Business and Enterprise (603/2955/5)	Controlled	TABE	Assessment materials can be retrieved securely from the bookings section of the portal	21 hrs	No	No	No	Permitted (see Appendix 2)	If applicable

Additional information
<ul style="list-style-type: none"> <li>No digital submissions allowed</li> <li>The maximum mark for the set date/time paper is 80</li> </ul>
Essential resources
<ul style="list-style-type: none"> <li>Black or blue ink, ruler</li> </ul>
Optional resources
<ul style="list-style-type: none"> <li>Pencil, calculator</li> </ul>

Qualification	External or Controlled	Assessment Code	Paper-based arrangements	Duration	Set date/time	Internet/ Intranet use?	Computer required?
NCFE Level 3 Applied General Certificate in Business and Enterprise (601/8908/3)	External	BE3	Courier delivery/ secure return Pre-release digital files	2hr	Yes	Not permitted	No

Additional information
<ul style="list-style-type: none"> <li>• Pre-release material will be provided by NCFE as part of this external assessment. This will be sent out approximately 4 weeks before the assessment date</li> <li>• Centres can use the pre-release material to help familiarise learners with the theme of the external assessment. Learners are not allowed to take any notes or a copy of the pre-release material into the assessment. A clean copy will be provided with the external assessment paper</li> <li>• The external assessment is in two parts: Part A and Part B. Learners should spend about 85 minutes on Part A and 35 minutes on Part B.</li> </ul>
Essential resources
<ul style="list-style-type: none"> <li>• Ruler, pencil, calculator</li> </ul>
Optional resources
<ul style="list-style-type: none"> <li>• Access to digital software with printing facilities</li> </ul>

## V-Certs Engineering

**OD** - On demand    **OA** - Online assessment

Qualification	External or Controlled	Assessment Code	Paper-based arrangements	Duration	Set date/time	OD	OA	Internet/ Intranet use?	Computer required?
NCFE Level 1/2 Technical Award in Engineering (603/2963/4)	External	TAE	Courier delivery/ secure return	1hr 30	Yes	No	No	Not permitted	No
NCFE Level 1/2 Technical Award in Engineering (603/2963/4)	Controlled	TAE	Assessment materials can be retrieved securely from <a href="#">QualHub</a>	21 hrs	No	No	No	Permitted (see Appendix 2)	If applicable

<b>Additional information</b>
<ul style="list-style-type: none"> <li>No digital submissions allowed</li> </ul>
<b>Essential resources</b>
<ul style="list-style-type: none"> <li>Black or blue ink, ruler</li> </ul>
<b>Optional resources</b>
<ul style="list-style-type: none"> <li>Pencil, calculator</li> </ul>

## V-Certs Graphic Design

**AWS** - Assessment window – supervised sessions

**AWI** - Assessment window – invigilated sessions

Qualification	External or Controlled	Assessment Code	Paper-based arrangements	Duration	AWI	Internet/ Intranet use?	Computer required?
NCFE Level 1 Technical Award in Graphic Design (603/0844/8)	External	GD12	Courier delivery/ secure return	10 hrs	10 hrs (see Appendix 3)	Permitted (see Appendix 2)	Yes
NCFE Level 2 Technical Award in Graphic Design (603/0845/X)	External	GD12	Courier delivery/ secure return	10 hrs	10 hrs (see Appendix 3)	Permitted (see Appendix 2)	Yes

### Additional information

- Evidence can be submitted electronically or hard copy **(see appendix 1)**
- Physical submissions should be no bigger than A3
- Digital evidence must be in an acceptable file format (for this qualification this is PDF or Powerpoint) on an appropriate storage media
- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment

### Essential resources

- Any specialist equipment required to produce work

### Optional resources

- Pens, pencils, paper, paint, inks
- Digital manipulation software, drawing tools, painting tools, DTP software, word processing software, video/audio recording equipment

## V-Certs Health and Fitness

**OD** - On demand    **OA** - Online assessment

Qualification	External or Controlled	Assessment Code	Paper-based arrangements	Duration	Set date/time	OD	OA	Internet/ Intranet use?	Computer required?
NCFE Level 1/2 Technical Award in Health and Fitness (603/2650/5)	External	TAHF	Courier delivery/ secure return	1hr 30	Yes	No	No	Not permitted	No
NCFE Level 1/2 Technical Award in Health and Fitness (603/2650/5)	Controlled	TAHF	Assessment materials can be retrieved securely from the bookings section of the portal	21 hrs	No	No	No	Permitted (see Appendix 2)	If applicable

<b>Additional information</b>
<ul style="list-style-type: none"> <li>No digital submissions allowed</li> </ul>
<b>Essential resources</b>
<ul style="list-style-type: none"> <li>Black or blue ink, ruler</li> </ul>
<b>Optional resources</b>
<ul style="list-style-type: none"> <li>Pencil, calculator</li> </ul>

## V-Certs Interactive Media

**AWS** - Assessment window – supervised sessions

**AWI** - Assessment window – invigilated sessions

Qualification	External or Controlled	Assessment Code	Paper-based arrangements	Duration	AWI	Internet/ Intranet use?	Computer required?
NCFE Level 1 Technical Award in Interactive Media (603/0851/5)	External	IM12	Courier delivery/ secure return (see Appendix 1)	15 hrs	15 hrs (see Appendix 3)	Permitted (see Appendices 1 & 2)	Yes
NCFE Level 2 Technical Award in Interactive Media (603/0852/7)	External	IM12	Courier delivery/ secure return (see Appendix 1)	15 hrs	15 hrs (see Appendix 3)	Permitted (see Appendices 1 & 2)	Yes

### Additional information

- Evidence can be submitted digitally (**see appendix 1**)
- Digital evidence must be in acceptable file format (see accepted formats at the end of this document)
- Learners may acquire text blocks, photographs, video, animation, etc. from the Internet 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
- Learners must 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
- Learners must hand in all of their work to the invigilator between each external assessment session
- The maximum mark for the paper is 90
- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment

<b>Essential resources</b>
<ul style="list-style-type: none"><li>• Access to a computer with authoring software</li><li>• Any specialist equipment to produce work</li></ul>
<b>Optional resources</b>
<ul style="list-style-type: none"><li>• Image editing software</li><li>• Word processing software</li><li>• Paper, sketch pads, graphics tablets, drawing tools, painting tools, graph paper</li></ul>

## V-Certs Music Technology

**AWS** - Assessment window – supervised sessions

**AWI** - Assessment window – invigilated sessions

Qualification	External or Controlled	Assessment Code	Paper-based arrangements	Duration	AWI	Internet/Intranet Use?	Computer Required?
NCFE Level 1 Technical Award in Music Technology (601/6777/4)	External	MTP12	Courier delivery/ secure return	Practical paper 2 hrs	2 hrs (see Appendix 3)	Not permitted	Yes
	External	MTW12	Pre-release digital files to transfer (see Appendix 1)	Written paper 2 hrs	2 hrs (see Appendix 3)	Not permitted	Yes
NCFE Level 2 Technical Award in Music Technology (601/6774/9)	External	MTP12	Courier delivery/ secure return	Practical paper 2 hrs	2 hrs (see Appendix 3)	Not permitted	Yes
	External	MTW12	Pre-release digital files to transfer (see Appendix 1)	Written paper 2 hrs	2 hrs (see Appendix 3)	Not permitted	Yes

### Additional information

#### Written paper:

- **Pre-release audio files will be provided by NCFE as part of this external assessment**
- Centres must ensure that the provided audio files work on the relevant workstations prior to the assessment to avoid technical problems during the assessment
- Centres must issue the **audio files** to all learners on the date and time of the external assessment
- Learners should only have access to software required to listen to audio files. All other software, Intranet and Internet **must** be disabled
- Learners should not have access to DAW, audio editing or similar software during the external assessment



- A link to the pre-release materials will be sent 10 working days prior to the external assessment starting and will be sent to the nominated email contact, normally the Centre's designated Exams contact. This will be the same email address used to send the link for the digital learner work to be submitted. If this is not the correct nominated Centre staff member, please contact [assessmentdelivery@cache.org.uk](mailto:assessmentdelivery@cache.org.uk) to provide an alternative email address.
- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment

### Practical paper:

- A digital link will be provided
- **Audio/midi files will be provided by NCFE as part of this external assessment.** [A link to the pre-release materials will be sent 10 working days prior to the external assessment starting and will be sent to the nominated email contact, normally the Centre's designated Exams contact. This will be the same email address used to send the link for the digital learner work to be submitted. If this is not the correct nominated Centre staff member, please contact \[assessmentdelivery@cache.org.uk\]\(mailto:assessmentdelivery@cache.org.uk\) to provide an alternative email address.](#)
- Centres must issue the **audio/midi** files to all learners on the date of the external assessment
- Internet/Intranet access must be disabled on each learner's individual workstation/device for the duration of the external assessment
- Learners will be required to save electronic evidence during the assessment. They must be advised where to save this evidence prior to the start of the external assessment and again at least 15 minutes before the end of the assessment
- Learners **must** be reminded to save all electronic evidence in line with the instructions in the paper. All filenames must include the learner's name and learner number; if this has **not** been included by the learner, it must be added by the centre prior to submission to NCFE. **No** other alterations are to be made to any learner evidence
- Learners will be required to take screenshots and present them in a single document for electronic submission. They must be advised how to do this in advance of the external assessment
- When necessary, Invigilators may provide limited technical support where this doesn't affect the assessment objectives, such as with taking screenshots
- Learners will be required to provide written responses and will have the option to do so either in the question paper or on a single word processed document for electronic submission. They must be informed of this option prior to the assessment
- Digital evidence must be submitted with other external assessment materials in accordance with instructions provided by NCFE prior to the external assessment window
- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment

Essential resources
<p><b>Written paper:</b></p> <ul style="list-style-type: none"> <li>• Headphones</li> <li>• Individual workstation/device with listening capabilities</li> <li>• Audio files provided by NCFE via secure digital link</li> </ul> <p><b>Practical paper:</b></p> <ul style="list-style-type: none"> <li>• Headphones</li> <li>• Individual workstation/device with listening capabilities</li> <li>• Access to DAW software and associated hardware (eg audio interface, MIDI controller)</li> <li>• Capacity to save/store digital files</li> <li>• Audio and midi files provided by NCFE</li> <li>• <a href="#">Electronic evidence to be returned by NCFE provided digital link (see appendix 1)</a></li> <li>• <a href="#">Audio files provided by NCFE via secure digital link</a></li> </ul>

**AWS** - Assessment window – supervised sessions

**AWI** - Assessment window – invigilated sessions

Qualification	External or Controlled	Assessment Code	Paper-based arrangements	Duration	Set date/time	AWI	Internet/ Intranet use?	Computer required?
NCFE Level 3 Applied General Certificate in Music Technology (601/6779/8)	External	MTP3	Courier delivery/ secure return Pre-release digital files	Practical Paper 10 hrs	No	10 hrs (see Appendix 3)	Not Permitted	Yes
	External	MTP3		Written Paper 2hrs	No	2hrs (see Appendix 3)	Not Permitted	Yes

Additional information
<p><b>Written paper:</b></p> <ul style="list-style-type: none"> <li>• <b>Audio files will be provided by NCFE as part of this external assessment via secure digital link</b></li> <li>• Centres must issue these files to all learners on the date and time of the external assessment</li> </ul>

- Learners should only have access to software required to listen to audio files. All other software, Intranet and Internet should be disabled
- Learners must not have access to DAW, audio editing or similar software during the external assessment

### **Practical paper:**

- **Audio/midi/PDF files will be provided electronically by NCFE as part of this external assessment via secure digital link**
- Centres must ensure that the provided audio files work on the relevant workstations prior to the assessment to avoid technical problems during the assessment
- Centres must issue these files to all learners on the date of the external assessment. Electronic or paper copies of PDFs can be provided to learners; if electronic copies are provided, centres must ensure that learners' workstations have PDF-viewing capabilities
- Internet/Intranet access must be disabled on each learner's individual workstation/device for the duration of the external assessment
- Learners will be required to save electronic evidence during the assessment. They must be advised where to save this evidence prior to the commencement of the external assessment and again at least 15 minutes before the end of the assessment
- Learners must be reminded to save all electronic evidence in line with the instructions in the paper. All file names must include the learner's name and learner number; if this has not been included by the learner, it should be added by the centre prior to submission to NCFE. No other alterations should be made to any learner evidence
- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment
- Learners have the option of providing evidence in the form of annotated screenshots and/or screencasts, for electronic submission. They must be advised of this in advance of the external assessment
- Learners will be required to provide written responses and will have the option to do so either in the question paper or on a single word processed document for electronic submission. They must be informed of this option prior to the external assessment
- Digital evidence must be submitted after the external assessment in accordance with instructions provided by NCFE prior to the assessment window **(see appendix 1)**
- Practical (10 hours) can be undertaken across a number of sessions in the window and any work produced must be securely stored between sessions

### **Essential resources**

### **Written paper:**

- Headphones
- Individual workstation/device with listening capabilities/software
- Audio files provided by NCFE

**Practical paper:**

- Headphones
- Individual workstation/device with listening capabilities
- Access to DAW software and associated hardware (eg audio interface, MIDI controller)
- Capacity to save/store digital files
- Audio and midi files provided by NCFE

**Optional resources**

**Practical paper:**

- Although not specifically required in order to complete the assessment, learners are permitted to provide evidence in the form of:
  - Screencasts
  - Audio commentary

## V-Certs Performance Skills

**OD** - On demand    **OA** - Online assessment

Qualification	External or Controlled	Assessment Code	Paper-based arrangements	Duration	Set date/time	OD	OA	Internet/ Intranet use?	Computer required?
NCFE Level 1/2 Technical Award in Performance Skills (603/2960/9)	External	TAPS	Courier delivery/ secure return	1hr 30	Yes	No	No	Not permitted	No
NCFE Level 1/2 Technical Award in Performance Skills (603/2960/9)	Controlled	TAPS	Assessment materials can be retrieved securely from the bookings section of the portal	21 hrs	No	No	No	Permitted (see Appendix 2)	If applicable

Additional information
<ul style="list-style-type: none"> <li>No digital submissions allowed for the external assessment</li> <li>As the controlled assessment is not numerically marked it can potentially be submitted (internally) as digital files (e.g. wp documents, video etc)</li> <li>The maximum mark for the external paper is 80</li> </ul>
Essential resources
<ul style="list-style-type: none"> <li>Black or blue ink, ruler</li> </ul>
Optional resources
<ul style="list-style-type: none"> <li>Pencil, calculator</li> </ul>

## Mathematics – Level 3 Certificate in Mathematics for Everyday Life

**AWS** - Assessment window – supervised sessions

**AWI** - Assessment window – invigilated sessions

Qualification	Paper-based arrangements	Duration	Set date / time	AWS	AWI	Internet/ Intranet use?	Computer required?	Controlled or External
Level 3 Certificate in Mathematics for Everyday Life (603/3437/X)	Courier delivery/ secure return	Paper 1 1 hour 30 mins	Yes	No	No	Not permitted	No	External
	Pre-release digital files for Paper 2 (see below)	Paper 2 2 hours	Yes	No	No	Not permitted	No	External
<b>Additional information</b>								
<ul style="list-style-type: none"> <li>• The assessment will consist of two papers. Paper 1 is a mandatory knowledge paper and Paper 2 is a contextualised paper split into the following vocations and areas of interest:               <ul style="list-style-type: none"> <li>- Business &amp; administration</li> <li>- Engineering &amp; manufacturing</li> <li>- Health &amp; science</li> </ul> </li> <li>• Pre-release materials will be provided by NCFE 4 weeks prior to the assessment date for Paper 2.</li> <li>• NCFE will also issue a clean copy of the pre-release material when external assessment material is sent out. Only the clean version is to be used in the external assessment</li> <li>• Centres must return both Paper 1 and Paper 2 together within 48 hours of Paper 2 being completed. Completed learner work from Paper 1 must be kept secure at all times.</li> <li>• Learners must achieve enough marks from both external assessment papers to achieve this qualification.</li> <li>• Learners must complete both papers in the same assessment window.</li> </ul>								
<b>Essential resources</b>								
<ul style="list-style-type: none"> <li>• Pen, with black or blue ink</li> <li>• Scientific calculator or a graphics calculator with 2 variable statistical functions (for example, Casio fx-991EX, Texas Ti30-XS); please note - calculators that feature symbolic algebraic manipulation are not allowed.</li> </ul>								

- Pencil and eraser (for use in diagrams only – no colour pencils).
- 30cm ruler
- Pair of compasses
- Protractor
- Rough paper (to be collected in and securely destroyed at the end of the assessment)
- Pre-release materials for Paper 2.

## Dentistry

**OD** - On demand    **OA** - Online assessment

Qualification	External or Controlled	Assessment Code	Paper-based arrangements	Set date/time	OD	OA	Assessment Conditions	Internet/ Intranet Conditions	Computer required?
NCFE CACHE Level 3 Diploma in the Principles and Practice of Dental Nursing (601/2251/1)	External	MCQ Dental Paper 1	Online Assessment only	1 hr 30	Yes	Yes	Invigilated	Required (see Appendices 1 and 2)	Yes
	External	MCQ Dental Paper 2							

### Additional information

- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment



## Health and Safety

**OD** - On demand    **OA** - Online assessment

Qualification	External or Controlled	Paper-based arrangements	Duration	OD	OA	Internet/Intranet User?	Computer Required?
NCFE Level 1 Award in Introduction to Fire Safety for the Workplace (601/5650/8)	External	Courier delivery/ secure return	30 mins	Yes	Yes	Not Permitted	Yes (online only)
NCFE Level 1 Award in Introduction to Health and Safety for the Workplace (601/5652/1)	External		30 mins				
NCFE Level 2 Award in Principles of Fire Safety for the Workplace (601/5651/X)	External		45 mins				
NCFE Level 2 Award in Principles of Health and Safety for the Workplace (601/5653/3)	External		45 mins				
NCFE Level 2 Award in Principles and Practice of Safe Manual Handling for the Workplace (601/5654/5)	External		45 mins				
NCFE Level 2 Award in Principles of Risk Assessment for the Workplace (601/5655/7)	External		45 mins				
NCFE Level 3 Award in Health and Safety for the Workplace (601/5876/1)	External		45 mins				
<b>Additional information</b>							
<ul style="list-style-type: none"> <li>The assessment is available in paper format or through the NCFE online assessment system</li> <li>If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment</li> </ul>							

## Essential Digital Skills (EDSQ)

**OD** - On demand    **OA** - Online assessment    **AWI** – Assessment Window – Invigilated    **RI** – Remotely Invigilated

Qualification	Paper-based arrangements	Duration/ Structure	OD	OA	AWI	Set date/ time	Internet/ Intranet use?	Computer required?	Controlled or External?	RI
NCFE Entry Level 3 in Essential Digital Skills (603/7119/5)	N/A	Section A – 20 minutes  Section B – 65 minutes  Overall: 85 minutes	Yes	Yes	No	No	Yes	Yes	Controlled	No
NCFE Level 1 in Essential Digital Skills (603/7118/3)	N/A	Section A - 25 minutes  Section B- 120 minutes  Overall: 145 minutes	Yes	Yes	No	No	Yes	Yes	Controlled	No

## Controlled Assessments

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

### **Additional information**

The single controlled assessment contains 2 sections:

- section A: knowledge – this section will assess a learner’s knowledge of the national standards
- section B: skills – this section will assess a learner’s application of the national standards

For centre manageability purposes and accessibility, the assessment can be sat in a continuous session minutes, or across separate sittings of Section A and Section B, with a 15-minute supervised break in between each section.

- If applicable, the Head of Centre or Appointed Person needs to provide suitably trained Technical Assistants who are readily available in case of equipment malfunction only and have no other involvement with the assessment

### **Essential resources**

Computer hardware and software that meets the minimum specifications as outlined in the Regulations for the Conduct of Controlled Assessments -EDSQ, and Appendix 1 below, both of which centres will be able to access from [QualHub](#).

# Appendix 1 – Electronic Evidence

## Accepted Format for Electronic Evidence

Please refer to individual Qualification Specification to see what evidence is allowed to be submitted electronically.

File Type	File Format												
	<p>NCFE’s <b>preferred</b> formats are:</p> <p>Mp3 Wav Aif/Aiff</p> <p><b>DAW project files, eg from Cubase, Protocols, Logic, Garageband, Reason, must NOT be submitted.</b></p>												
<p><b>Video files</b></p> <ul style="list-style-type: none"> <li>Should be tested so that they can be viewed on common cross-platform media playback applications. We recommend that our Examiners view the video files on VLC player so learners should ensure that the video can be viewed on this.</li> </ul>	<p>The following file formats are preferred:</p> <p>AVI FLV MOV MP4 MPG/MPEG CWF MKV WMV</p>												
<p><b>Image files</b></p>	<p>The following file formats are preferred:</p> <table data-bbox="1032 1075 1906 1139"> <tr> <td>BMP</td> <td>PSD</td> <td>PNG</td> <td>WMF</td> </tr> <tr> <td>GIF</td> <td>TGA</td> <td>JPG/JPEG</td> <td>TIF/TIFF</td> </tr> </table>	BMP	PSD	PNG	WMF	GIF	TGA	JPG/JPEG	TIF/TIFF				
BMP	PSD	PNG	WMF										
GIF	TGA	JPG/JPEG	TIF/TIFF										
<p><b>Documents (including text files, presentations, etc)</b></p> <p><b>NCFE’s preferred file format is PDF.</b></p>	<p>The following file formats are preferred:</p> <table data-bbox="1032 1248 1823 1347"> <tr> <td>CSV</td> <td>PPT</td> <td>DOC</td> <td>RTF</td> </tr> <tr> <td>ODS</td> <td>SXI</td> <td>ODT</td> <td>SXW</td> </tr> <tr> <td>PPS</td> <td>TXT</td> <td></td> <td></td> </tr> </table>	CSV	PPT	DOC	RTF	ODS	SXI	ODT	SXW	PPS	TXT		
CSV	PPT	DOC	RTF										
ODS	SXI	ODT	SXW										
PPS	TXT												
<p><b>Compressed files</b></p>	<p>Zip compressed files</p>												

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 mark the work. NCFE will make the centre aware of such an issue as soon as possible.

Evidence must be clearly labelled and structured to allow easy access for the Examiner

Learners should ensure all files have been saved on the storage platform for the assessment and that the file can be opened. Omitted evidence will **not** be accepted after submission unless there are exceptional circumstances that have prevented the correct submission.

If a learner has used a computer to produce evidence which is not allowed to be submitted electronically (please see individual qualification entry in QSID for clarity on permissions), 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, NCFE learner number, centre name and centre number should appear as a header or footer on each page and that the task/question is attributed to the answer.

Where audio/visual evidence of multiple learners is used, centres must ensure that

- each learner being assessed is clearly visible and identifiable
- only work relevant to the assessment is provided, with the assessment criteria clearly demonstrated.

## Naming Electronic Evidence

Where the submission of electronic evidence is permitted, it is the centre's responsibility to ensure that files are clearly attributable to the learners.


Transferring or copying evidence to the NCFE Centre digital upload folder should be completed in such a way as to clearly label each learner's evidence and care should be taken to ensure all relevant files are uploaded. This should be completed by a member of Centre staff that is independent of the teaching and delivery of the relevant NCFE qualification. Failure to upload all evidence or clearly identify evidence could result in the late release of results, an Examiner being unable to consider all learner evidence, or considering incorrect evidence when marking.

## Best practice indicators:

Follow the steps below to provide electronic learner evidence for marking. All assessment evidence must meet the following requirements to be marked, as well as meeting the individual task requirements:

### 1. Learners are instructed to name their files:


- Surname\_Initial\_learner number\_TaskNumber\*

 Burton\_J\_103722918\_Task 1

Files that are not correctly named or saved as the appropriate file type may not be accepted and learner evidence may not be marked. The external assessment paper will provide learners with the relevant task instructions to enable the learner to meet these requirements. Note: centres are responsible for ensuring learners know their learner number.

### 2. Learners must have an individual folder created and named as followed:

- Surname\_Initial\_External Assessment Paper No (P000xxx)

 Burton\_J\_P000123

All completed learner evidence must be saved in their named folder. Invigilators can supervise this process at the end of the assessment but must not amend/view the evidence.

## Returning Electronic Evidence

NCFE allows the submission of electronic evidence for specific external assessments. Please refer to the Qualification within this document to determine if electronic submission is accepted.

Where learners produce electronic evidence, centres are responsible for ensuring learner work is backed-up regularly and stored securely during and immediately after the assessment. Measures must also be in place to protect learner work from corruption. Without doing so learner evidence may not be marked. This is in line with our Regulations for the Conduct of External Assessment.

A secure digital link will be provided by NCFE for each centre to upload any electronic evidence using the naming conventions listed in the previous section.

### **Learners without electronic evidence (if applicable):**

If there are learners that have not submitted electronic evidence, the names of these learners should be listed within the Comments and Irregularities box on the Invigilators Register so this is clearly visible to Examiners.

Note: This is only necessary for subjects that allow submission of electronic evidence.

### **The Exams Officer or Appointed Person must confirm;**

All learner evidence for submission is present on the secure digital link provided by NCFE and that the learner electronic evidence has been uploaded by an independent member of Centre staff that has not been involved with the teaching and delivery of the relevant NCFE qualification. This should be communicated with NCFE by completing the Additional Evidence Submission Details box on the Invigilators Register.

Partially or fully completed learner work, and the Invigilators Register, must be returned to NCFE by special delivery/secure courier within one working day of the external assessment taking place or the final timetabled supervised/invigilated session.

In line with our Regulations, the Head of Centre or Appointed Person must retain electronic evidence for 3 months following results release, in case it is required by NCFE. No one else is to access this information.

Please refer to NCFE's Regulations for the Conduct of External Assessments for further information on electronic evidence.

## Retaining electronic evidence

All external assessment material remains the property of NCFE. This includes all answer sheets/booklets and electronic evidence. Assessment materials are not returned to centres. Some qualifications offer an access to scripts service. Please refer to the Fees and Pricing document on [QualHub](#) for further detail. Where applicable, if an external assessment is marked in the centre by NCFE Examiners, the centre must retain all the evidence for 3 months after results have been released.

Evidence completed electronically by the learner as part of the external assessment must be retained by the centre for NCFE audit purposes **only** and retained for 3 months following the release of results. It must be saved at the time it is created, either on the external assessment date or last date of assessment within a window, in a suitable location and format. Only the Head of Centre or Designated Person should have access to this and it must only be accessed if instructed by NCFE to do so. Under no circumstances should any other member of staff or any individual have access to the electronic work. The purpose of retention of electronic evidence is to support any post-delivery or results investigations. **Evidence must not be accessed for any other**



## Appendix 2 – Use of Internet and/or Intranet

**Internet** – access may be allowed as part of the external assessment for some qualifications. Centres must check the QSID 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 appropriately acknowledged by the learner in their work.
- Any links must be available to access externally by the NCFE Examiner. An outcome of Not Yet Achieved may be given if the Examiner is not able to access webpages.
- The evidence must be the learner's own work.
- External assessment material must not be uploaded onto any social networking sites/put into the public domain.

If Internet access is not permitted during the external assessment, centres must ensure that it is disabled to avoid learners accessing it.

**Intranet** – centres should refer to specific qualification information in this document to determine if the centre Intranet can be accessed during the external assessment. If Intranet access is allowed, the learners should not be able to access any teaching and learning material unless specifically stated in the Qualification Specification or the QSID.

**Labelling of work** - All individual pieces of evidence produced/storage mediums and additional paper used by the learner during NCFE external assessments must be clearly labelled by the learner with:

- centre name
- centre number
- learner name
- learner number
- task number.

If an Examiner is unable to identify the evidence that relates to each task, then the work may not be marked.

## Appendix 3 – Assessment Windows

For those qualifications that allow the centre to plan invigilated external assessment sessions, all requirements for administering and invigilating external assessments must be followed. In addition, the following apply:

- If applicable for the external assessment, work produced in the supervised sessions addressing specific tasks can be taken into the invigilated external assessment to support the learner in completing their invigilated tasks. The Invigilator **must** ensure that any preparatory work belongs to the learner. Please refer to the detail in the QSID.
- All assessment material must be securely stored in between sessions.
- External assessment documentation must be completed at the end of each session.

The relevant content of the Qualification Specification must be delivered prior to the external assessment.

Revision sessions must not be held prior to the external assessment commencing in the designated assessment room. The use of unauthorised materials such as subject-specific presentations or material within the examination room will be considered as malpractice.

For assessment window assessments, learners are able to revise and re-draft their work **without** Teacher involvement before submitting their final assessment.

Centres must inform learners of:

- the date, time and location of the external assessment. A full list of dates must be provided if the assessment is delivered over multiple sessions (supervised and invigilated assessment window)
- their NCFE learner number
- the conditions under which their external assessment will be conducted
- the fact that they cannot take any materials or pre-prepared evidence (eg, notes, class work relating to the qualification) into the external assessment unless specifically stated in the Qualification Specification or the QSID (eg, where an invigilated external assessment allows for work completed in supervised sessions to be used)
- the resources they are required to bring to the external assessment and what will be supplied by the centre.

Learners must be able to work with the equipment and materials with which they are accustomed as far as permitted by these Instructions.

**Please note:** For Assessment Windows (supervised sessions), we recommend that these sessions are supervised by an independent person where possible. If this is not possible, then the Tutor/Teacher may act as a Supervisor and must ensure they make their responsibilities as a Supervisor clear to learners.

Where an Assessment Window is stipulated, NCFE reserves the right for this not to be extended and so provision must allow for school holidays if applicable.

Centres must keep a record of timetables which may be requested by NCFE at any time; therefore, sessions must be planned prior to the start of the assessment window. A timetable template is available on our website.

The permitted time must not be increased unless a specific reasonable adjustment has been agreed for a learner. This adjustment must be recorded on the external assessment documentation.

Drying, firing or setting time (if applicable) is not part of the time allocated for external assessments and learners must be given the opportunity for this prior to the presentation of the final piece of work in context. Tutors/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 any way.

Time to label work after the assessment may be provided. Centres can provide stickers with these details on if required. Labelling can be completed after the external assessment under supervision to ensure the learner is not changing/adding to their answers.

The permitted time must not be decreased. Learners must be given the opportunity to complete the full amount of time for the external assessment.

**Please note:** If the same assessment booking is split across tasks or sittings, please retain completed assessments, storing all materials securely, and only return all assessment papers and associated paperwork when all learners have completed in line with the appropriate deadlines.



## Contacts

If you have any queries about the content of these Instructions, please contact the Assessment Delivery team.

Email: [assessmentdelivery@cache.org.uk](mailto:assessmentdelivery@cache.org.uk)

Telephone\*: 0191 239 8000

Post for NCFE and CACHE qualifications:

NCFE  
Q6  
Quorum Business Park  
Benton Lane  
Newcastle upon Tyne  
NE12 8BT

\*To continue to improve our levels of customer service, telephone calls may be recorded.