QN Number & Qual Title: NCFE Level 1 Certificate in IT User Skills (ITQ) (600/1455/6), NCFE Level 2 Certificate in IT User Skills (ITQ) (501/1239/9), NCFE Level 3 Certificate in IT User Skills (ITQ) (600/1463/5)

Adaptation addendum

Qualification title(s)	NCFE Level 1 Certificate in IT User Skills (ITQ) NCFE Level 2 Certificate in IT User Skills (ITQ) NCFE Level 3 Certificate in IT User Skills (ITQ)
Qualification reference number(s)	600/1455/6 501/1239/9 600/1463/5
Summary of changes	V1.0 - 22.02.21 The new version number is to reflect 2021 updated template layout to include further information on alternative arrangements for awarding in 2020/21. Previous version title 'AT 50112399 IT Users'
Qualification Purpose	These qualifications are designed for learners who are using IT within their job or plan to pursue a career in a job requiring IT skills. They are suitable for learners using IT systems in a wide range of job roles.

Assessment adaptation

Assessment	Approach following autumn 2020 adaptations	Additional adaptations for 2020/21
	What we require for this type of assessment at present, including flexibilities already introduced in autumn 2020.	*The additional flexibilities and adaptations that will apply during 2020-21.*
Internal assessment: skills and knowledge	Internal assessment should continue remotely, where relevant, for all students where possible. We believe that the flexibilities which centres already have with respect to the types of evidence they may use to meet assessment criteria, are sufficient to enable most students to continue to mitigate the ongoing Covid related risks.	Internal assessment should continue remotely, where relevant, for all students where possible. Where internal assessment continues, all previously communicated adaptations still apply. This qualification is in scope for alternative arrangements and if required can be awarded via an assessed grade from the centre. The minimum evidence threshold requirements are outlined in our

		Approach to Alternative Awarding Arrangements 2020/21.
	We would also encourage centres to consider how they might use alternative and / or digital solutions to gather and store evidence including, for example: • centre-set short response or multi-choice tests • professional discussion recordings • annotated learning plans • photos and videos. We appreciate that to create and capture evidence for the skills aspect of these assessments, students may need access to specialist facilities / equipment. As our existing guidance permits, to mitigate Covid related challenges in accessing facilities / equipment, we would encourage centres to consider, for example; • using expert witness testimonies to confirm the observation of student competence over time where direct observation is not possible • using observation of simulated activity to evidence the demonstration of competence where direct observation is not possible • using digital solutions to capture evidence remotely where students can access required facilities / equipment away from the centre, but teaching staff cannot observe at that location • carefully considering how you schedule teaching, learning and assessment activity during the year, recognising that you may not be able to access specialist facilities / equipment in all weeks. You can find further advice and guidance on the preparation of portfolios of evidence here.	

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	We will also continue to offer remote EQA reviews and further guidance on how to prepare for this can be found here.	