

Assessment Readiness

T Level Technical Qualifications

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Executive Summary

The purpose of this document is to support T Level¹ providers in preparing for, and successfully delivering, assessments in a T Level assessment series.

This is aimed at both subject specific tutors, as well as operational colleagues such as exams officers. It will cover all current NCFE T Level qualifications, and their relevant occupational specialism.

It will outline the range of existing supportive materials available and their purpose across all T Level qualifications and assessments, and also contains a list of key points for providers to follow to ensure they are ready for any upcoming T Level external assessments.

¹ '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

Supporting Resources

The following documents are available on our website and should be used as reference documents to help prepare for upcoming T Level assessments.

- Our **Key Dates Schedule** contains all key dates for the delivery of T Levels within the academic session. This includes common dates shared by all T Levels relating to approval, registration, and results, through to qualification specific assessment dates. From 2022-23 onwards this will also include dates on which pre-release material will be shared with providers (where relevant).
- The Qualification Specific Instruction for Delivery ([QSID](#)) is a comprehensive instruction document that provides assessment specific instructions for all T Level components. It should be used as a reference to confirm details such as the required invigilation conditions for each assessment, and guidance on paper dispatch and return, as well as other assessment specific requirements.
- Details on reasonable adjustments and access arrangements, including paper modifications, can be found in our [Access Arrangements and Reasonable Adjustments](#) policy, which is supported by our **Guidance for Applying Access Arrangements and Reasonable Adjustments document**. These are actions that help reduce the effect of a disability or difficulty a student may have in accessing an assessment and must be arranged before any assessment.
- The [NCFE Regulations for the Conduct of External Assessment](#) set out the requirements for the conditions under which all T Level external assessments must be conducted. This includes instruction on invigilation requirements, as well as guidance on how to complete supervised sessions. Whilst NCFE are part of JCQ, we maintain our own assessment regulations which are separate to the JCQ ICE (instructions for Conducting Assessment).
- **Sample assessment material**, including tutor guidance documents, can be found on the relevant qualification page on our [QualHub website](#). These documents can help prepare students for forthcoming T Level assessments and familiarise both students and provider staff with the assessment format.
- Guidance on how to use our Portal can be found in our [T Level Portal and Online Assessment User Guide](#) which can be found on our website. This guide can support with all aspects of accessing and using our Portal.
- Core ESP sub-component, and Occupational Specialism assessments are shared digitally. Guidance on this process can be found in our [Digital Links for External Assessment](#) document, available alongside other support guides for delivery on our website.
- Students may sometimes be disadvantaged at the time of an assessment for reasons outside of the control, such as a temporary illness, injury, or other adverse circumstance. In these instances, a provider may consider submitting a [Special Consideration](#) on behalf of their students.
- Upon receiving results, providers may wish to submit a post-results request, which may include [Access to Scripts](#), or an [Enquiry about Results](#) (including a clerical check, review of marking, or review of moderation). Details of what these entail, and how and when to submit, can be found on our website.

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The below overview may help you prepare for key actions you need to complete in readiness for an upcoming T Level assessment:

Before the Assessment	
Registration and bookings	Ensure you have all required students registered onto the correct T Level qualification, and that they have bookings onto the necessary external assessments.
Reasonable adjustment and access arrangements	Ensure you have assessed all students and entered all required reasonable adjustments in The Portal, including requesting any paper modifications required in line with timescales required.
Key Dates Schedule	Ensure you are aware of when assessments are timetabled, their duration, and any other key information required to help you plan your timetable.
Pre-release material	Ensure that you know which, if any, assessments require pre-release material, and when you can expect this to be shared.
Assessment arrangements	Ensure you understand the varying requirements for each assessment and are prepared for each. This includes any provider preparation required (found in the provider or tutor guide where applicable), sharing or reviewing of pre-release material, confirming arrangements for students in advance etc.
Secure storage	Ensure you are prepared and have processes in place for the secure storage (both physical and digital) that meet the requirements of our Regulations for the Conduct of External Assessment.
Contingency planning	Ensure you have a contingency plan that can be implemented in a range of scenarios, from student level upwards.

On the day of the assessment	
Assessment paper security	Ensure you know when and how to store, handle, and distribute assessment materials to students.
Assessment room set-up	Ensure you have a room(s) suitable for completing the assessment, with required space, a suitable environment, and other required materials such as stationary, clocks etc.
Invigilation requirements	Ensure you know what the requirement levels or control are for all assessments and have the correct number of qualified invigilators or supervisors.
Return of assessments	Ensure you understand when and how to return completed assessment materials, whether paper-based or digitally.
After the assessment	
Special Consideration	Ensure you understand the scope and purpose for Special Considerations and know when and how to submit if required.
Results release	Ensure you know when results are released, how to access them, and when to share with students, as well as where to access other supporting documents related to results release.
Post-results	Ensure you know what post-results services are available, and how and when to access them.