

COVID-19

Guidance to Consolidated Assessment Strategy

Updated 24th November 2020

Appendix C of the consolidated assessment strategy has been updated to include extra-ordinary events. As a result, appendix C can be used by awarding organisations to assist candidates and apprentices who have been made redundant, displaced or unable to generate evidence for their (S)NVQ.

This additional support and special assessment arrangements can be used for the period 1st July 2020 until 30th June 2021.

Context

1. COVID-19 has presented extraordinary circumstances that has required CITB to review the approach for the delivery of S/NVQ's and a temporary revision of the consolidated assessment strategy.
2. This addendum does not remove any requirement for the delivery of the learning outcome or assessment criteria detailed within any of the qualification standards that sit within the scope of the ConstructionSkills consolidated assessment strategy.

Approach

3. Awarding Organisations must ensure their centre's approach remains fit for purpose and delivers a robust assessment where learners evidence is Valid, Authentic and Sufficient to cover the learning outcomes and assessment criterion fully.
4. The delivery of S/NVQ often relies upon direct observation as the best form of evidence to support assessment decisions, during social distancing this method of assessment would not meet with the current government guidance. Therefore, assessors should be alive to other methods of assessment that would cover the requirements of the unit/qualification.
5. The assessment cycle must not change as a result of the COVID-19 situation, the learner and assessor must agree a '**PLAN**'. The assessment must be carried out **DO** and provide the assessor the confidence to make a decision about the learner's competence. The assessor must **FEEDBACK** their decision to the learner and finally **REVIEW** the progress towards competence.
6. The options available to assessors that should be promoted to centres during the COVID-19 outbreak are as follows;
7. **Recorded Video; (Assessor NOT present)**
 - 7.1. This is an option for all elements of the assessment process and communication with learners, witnesses and employers.
 - 7.2. The videographer must agree with all parties they agree to being recorded;

- 7.3. The date, time and location must be given to give context to the video;
- 7.4. The date and time must be stated at the end of the recording;
- 7.5. When being used as a tool for observation the assessor will need to be assured that the video is of the learner carrying out the work.
- 7.6. The video needs to be clear and at a distance that the task is clearly visible, and an assessment decision can be made confidently.
- 7.7. The video evidence must be accompanied by a written assessment decision that demonstrates that the video evidence has been assessed and feedback given to the learner.
- 7.8. The video is of the actual work being carried out in real time and not a synopsis of the work done when completed (if being used as an observation)

8. Live Video Streaming (Assessor present, remotely)

- 8.1. Live video streaming is distinctly different to a video recording (**Recorded Video Link**), in simplistic terms a video stream is conducted live although the candidate and assessor are in different locations and communicating through video.
- 8.2. If using this method, the assessor must capture enough information to support an assessment decision, as they would if they were present on site and complete an observation report, and it must be sufficient to support the assessment decision.
- 8.3. The assessor must identify who is doing what, where and when, and record this in the observation report, as well as the location of any products of work (evidence).
- 8.4. As with any assessment, there must be an assessment plan detailing the assessment and method of recording with the candidate. The assessment must be concluded with a feedback session of what was covered and if competence has been achieved.
- 8.5. The rules of evidence do not change for this media, the assessor must demonstrate the evidence and decision is Valid, Authentic and Sufficient to meet the requirements of the unit or qualification.

9. Recorded Audio; (Assessor NOT present)

- 9.1. This is an option that can be used for all elements of the assessment process, with learners, witnesses and employers;
- 9.2. The person carrying out the recording must introduce all members of the call and their role and purpose for the call;

- 9.3. The person carrying out the recording must confirm that all members on the conference are happy to be recorded and the purpose of the recording;
- 9.4. The person carrying out the recording must open the discussion with the time, date and location;
- 9.5. The person carrying out the recording must close the discussion with end time and date;
- 9.6. When being presented to an assessor as a professional discussion, the assessor must be able to confidently validate and authenticate the evidence being provided to enable an assessment decision. Therefore, the person carrying out the recording should use some other evidence to use, plan and drive the conversation;
- 9.7. This method is not suitable for observations;

10. Live Audio; (Assessor present remotely)

- 10.1. This is an option that can be used for all elements of the assessment process, with learners, witnesses and employers;
- 10.2. The assessor must introduce all members of the call and their role and purpose for the call;
- 10.3. The assessor must confirm that all members on the conference are happy to be recorded and the purpose of the recording;
- 10.4. The assessor must open the discussion with the time, date and location;
- 10.5. The assessor must close the discussion with end time and date;
- 10.6. When being used to capture a professional discussion, the assessor must be able to confidently validate and authenticate the evidence being provided to enable an assessment decision. Therefore, the assessor should have some other evidence to use to plan and drive the conversation;
- 10.7. This method is not suitable for observations;

11. Simulation

- 11.1. The **increased** use of simulation is not permitted during the period of the **Covid 19 Pandemic** and must follow the requirements of the consolidated assessment strategy, Appendix C and **any** specific units that make up the qualification, **where the allowable use of simulation is specified**

12. Plant Qualifications

12.1. Plant qualifications have a requirement specifically listed within the consolidated assessment strategy; these requirements have not changed. You must still require the assessment to include **all** the following;

- observation of performance by the assessor or assessors;
- witness testimony or testimonies by an expert witness/witnesses;
- professional discussion.

12.2. You may however use modern technologies to carry out the assessment using the mandatory methods of assessment detailed in paragraph 10.1

13. This document will be reviewed **31st May 2021** and extended, withdrawn or amended as required.

Version	Date	Changes
V 1.1	22 April 2020	First Published
V 1.2	29 May 2020	Extension
V 1.3	25 June 2020	Extension to 30 December 2020 and detail on Appendix C of Consolidated Assessment Strategy on simulation in extra-ordinary circumstances
V 1.4	17 July 2020	Addition of Video Streaming and changes to paragraph 11 on simulation, (moved from paragraph 9).
V 1.5	10 November 2020	Update to the review date. Extended 31/12/2020 to 30 th June 2021
V1.6	24 November 2020	Updated paragraph 11.1 to give greater clarity on simulation.