**Paper-based Assessment Guidance**

**Partner staff should not do the following before, during or after an end-point assessment (EPA):**

* open the sealed envelope, containing the EPA papers, outside of the assessment room
* assist the apprentice in answering questions
* write down the apprentice’s answer (if a scribe is required an application for a reasonable adjustment should be made)
* read the EPA papers
* keep any copies of the EPA live papers
* copy the EPA live papers, even if the apprentice requires a different paper colour (this should be requested as a reasonable adjustment)
* remove the EPA papers from the examination room without first sealing them in the envelope provided
* send EPA papers back by 1st class post or recorded delivery (they should ONLY be returned by special delivery or secure courier).

**Frequently Asked Questions about EPAs**

 **Q: What is the primary role of an Invigilator?**

 A: Invigilators are responsible for ensuring all of NCFE’s Regulations are adhered to before, during and after the assessment. The purpose of invigilation is to ensure that every apprentice experiences the same assessment conditions.

**Q: How does an Invigilator identify end-point assessment apprentices?**

 A: Those apprentices **must** be asked, in advance, to bring the appropriate identifications to their EPA.

**Q: Can the apprentice’s employer/Independent Training Provider (ITP) representative be present to identify the apprentices and put them at ease at the start?**

 A: Yes, the employer/ITP representative can validate the apprentice but once the assessment begins, they must leave the assessment room unless they are joint Invigilators.

**Q: What should an Invigilator do if an apprentice enters the assessment room with a mobile phone?**

 A: The apprentice **must** turn off the phone and hand it in to the Invigilator or place it in a secure area out of their reach **before the EPA begins.**

**Q: A partner wishes to be present in the assessment room?** **What is their role?**

 A: Only staff who are trained in the Invigilation role **and** carrying out that role during the EPA can be present. Staff are not allowed in the room in any other capacity unless a reasonable adjustment is being applied or they are carrying out a role as an Invigilator.

**Q: If the fire/security alarm sounds during an end-point assessment and an Invigilator evacuates the room, what actions should be taken with the apprentices during EPA?**

 A: The Invigilator should advise the apprentices to leave everything where it is and evacuate the room safely. No apprentice should re-enter the room before the Invigilator has re-entered.

**Q: Can a partner securely destroy NCFE end-point assessments?**

 A: **No.** All EPA material **must** be returned, even any spares, unused papers and question papers. If a paper is not returned, we may need to conduct an investigation in line with the *NCFE Malpractice and Maladministration Policy.*

**Q: The partner has their own invigilation regulations to be used for EPA, is this sufficient?**

 A: **ALL** EPAs should be carried out by *following NCFE’s Regulations for the Conduct of End-Point Assessment.*

**Q: An apprentice is unsure on what a question is asking them as they think it has been badly worded, can I clarify the question to the apprentice?**

 A: No, all our EPAs have gone through a rigorous process to ensure there are no errors and all questions are at the right level. You should ask the apprentice to read the question again and answer the questions as best they can. They can raise any queries once the assessment is finished.

**Q: If the EPA time is up and an Invigilator has instructed apprentices to stop writing/typing, are apprentices allowed to get up and walk around or talk?**

 A: No, apprentices must remain seated under EPA conditions until they are instructed to leave the assessment room.

**Q: After the EPA, the Invigilator is unable to get papers sent back or return them to the office (secure cupboard), what do they do?**

 A: Considerations should be taken by the partner when booking paper-based EPAs in regards to being able to return or store EPAs papers securely. If the end-point assessment is being held offsite and outside of office hours, it may be preferable to use the online assessment platform.

**Q: If I am conducting several EPAs** **in one day, is it okay to bag all the papers together?**

 A: At the end of each EPA, the papers should **all** be placed in the bags provided **before** the Invigilator leaves the room. If the partner then wants to group the envelopes together and return in a large envelope, that is acceptable.

**Q: Can the apprentice separate their exam papers (i.e. remove staples)?**

 A: Yes, the apprentice can separate the pages. However, they must reattach the paper at the end of the assessment to ensure the apprentice’s responses are not lost.

**Example Seating Plan**

NCFE requires you to use a seating plan for each EPA. This allows a partner to track which apprentices have attended an EPA and helps when conducting investigations, should they occur.

This seating plan is an example of how you could plan a room and record it.

We would recommend seating apprentices in the order as to which they appear on the EPA documentation supplied with the EPA papers.

