

Qualification Specific Instructions for Delivery

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

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Revisions		
Version Number	Date	Changes
V1.2	09-2023	Final review changes recorded in change history sheet of this document. Document control sheet added.
V1.3	08-2024	Cosmetic update only – External copy, document control sheet updated to reflect external policy.
V1.4	09-2024	Annual review, reviewed by relevant stakeholders – updates recorded on page 7 of this document.
V1.5	03-2025	Ad hoc review – summary of updates recorded on page 7 of this document
V1.6	05-2025	Ad hoc review – references to blue ink throughout the document removed and replaced with black ink, only black ink should be used during assessments.

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Essential Reading for:	Centres/Customers
Method of Dissemination:	Available on QMS SharePoint – External copy available on NCFE website
Dissemination Date:	07-05-2025
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Table of Contents

Introductory Information	6
CACHE Children and Young People	9
CACHE Early Years Educator.....	15
CACHE Health and Social Care	20
Functional Skills English	26
Functional Skills Mathematics	31
Digital Functional Skills	36
T Level Technical Qualification in Education and Early Years (Level 3) (Delivered By NCFE) 603/5829/4.....	38
T Level Technical Qualification in Digital Business Services (Level 3) (Delivered By NCFE) 603/6902/4.....	43
T Level Technical Qualification in Digital Support Services (Level 3) (Delivered By NCFE) 603/6901/2.....	47
T Level Technical Qualification in Health (Level 3) (Delivered By NCFE) 603/7066/X.....	54
T Level Technical Qualification in Healthcare Science (Level 3) (Delivered By NCFE) 603/7083/X	61
T Level Technical Qualification in Science (Level 3) (Delivered By NCFE) 603/6989/9	66
V-Certs Art and Design	72
V-Certs Business and Enterprise	73
V-Certs Creative Design and Production.....	76
V-Certs Engineering.....	77
V-Certs Food and Cookery.....	78
V-Certs Graphic Design	79
V-Certs Health and Fitness	80
V-Certs CACHE Health and Social Care	81
V-Certs Music Technology	83
V-Certs Sports Studies.....	87
NCFE Level 1/2 Technical Award in Sports Studies	87
NCFE Level 1/2 Technical Award in Sports Studies	87
Dentistry.....	88
Health and Safety	90
Essential Digital Skills (EDSQ).....	91
Appendix 1 –Electronic Evidence	93
Appendix 2 – Use of Internet and/or Intranet.....	97
Appendix 3 – Assessment Windows	98

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Appendix 4 – Supervised Sessions	100
Contact Information.....	102

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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:

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

How to Use this Document

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

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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 and 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 qualification such as 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

Summary of Changes from Previous Version

Page number	Overview of Change
N/A	Removed references to numerous qualifications that are no longer offered by NCFE
N/A	Removed references to blue ink throughout the document, only black ink should be used during assessments
P28	Added information around restrictions for Functional Skills English assessments
P35	Added additional information for handling of pre-release files for Digital Functional Skills
P43	Paper B for Digital Business Services corrected to 2 hours
P50	Added occupational specialism information for Cyber Security
P63	Added information for different Science employer set project tasks
P63	Added occupational specialism information for Optical
P100	Addition of Appendix 4 regarding supervised sessions

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P101	Addition of return address for late entries
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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	Yes (Online Version)	External	Yes

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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 Theme 1 Theme 7	Select theme on entry and download from the NCFE website Return: Digital Submission (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/EDE A Theme 1 CCLDNI/EDE A Theme 2 CCLDNI/EDE A Theme 3 CCLDNI/EDE A Theme 4 CCLDNI/EDE A Theme 5	Select theme on entry and download from the NCFE website Return: Digital Submission (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 Return: Digital Submission (See Appendix 1)	8 hrs	No	No	Supervised (see Appendices 1 and 2)	Permitted (see Appendix 2)	Yes	External	No

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NCFE CACHE Level 2 Technical Award in Child Development and Care (603/3293/1)

Additional information

- Invigilated assessment
- Invigilator's Registers must be downloaded and printed from the Portal
- No digital submissions allowed

Essential resources

- Black ink

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 (EACS), which must be completed and attached to each learner assessment, and Requirements document, are available on [the NCFE website](#) on each individual qualification page, under the Additional Materials tab
- **Please note:** External assessment materials for independent self-study extended assessments are available on [the NCFE website](#) 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 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 [the NCFE website](#) on each individual qualification page, under the Additional Materials tab
- **Please note:** External assessment materials for independent self-study extended assessments are available on [the NCFE website](#) 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 can provide Qualification Specifications and assessment materials in Irish (Gaelic) where requested and appropriate.

Essential resources

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

NCFE CACHE Level 3 Applied General Award for Early Years, Childcare and Education (603/2987/7)

Additional information

- Invigilated assessment
- Invigilator's Registers must be downloaded and printed from the Portal
- No digital submissions allowed

Essential resources

- Black ink

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

Additional information

- Supervised assessment window
- Learners will have eight hours to complete the Controlled Extended Assessment. Two hours will be unsupervised, allowing learners to collate resources and materials. Learners should carefully use the two hours' preparation time to select up to one page of A4 of quotations to support their exam answers as required.
- After the first supervised session, learners are not permitted to bring in any additional notes, materials or research
- At the end of each supervised session, the Tutor must collect all external assessment materials, including learner notes and research, before all 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.
- 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 [the NCFE website](#) 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 [the NCFE website](#) for referencing guidance.
- 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 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)

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Additional information
<ul style="list-style-type: none"> • 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. <p>Remote Invigilation – online only:</p> <ul style="list-style-type: none"> • Learners must be booked on OdOI online assessments • Refer to the NCFE website for Centre Instructions for Remote Invigilation <p>Please note: CACHE has Welsh bilingual Examiners. An option of languages will be given when managing bookings on the Portal for these qualifications.</p>
Essential resources
<p>Online only:</p> <ul style="list-style-type: none"> • PC or laptop which must meet minimum technical requirements. Details can be found on the NCFE website • 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. <p>Remote Invigilation – Online only</p> <p>Access to required technologies set out within the User Guide for Remote Invigilation, Details can be found on the NCFE website</p>

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/EPS Theme 1 EYE/EPS Theme 2	Select theme on entry and download from the NCFE website Return: Digital Submission (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/EA Theme 1 EYE/EA Theme 2	Select theme on entry and download from the NCFE website	Published submission dates	No	No	Independent self-study	Required (see Appendix 2)	Yes	External
	EYE/EPS1 Theme 1 EYE/EPS2 Theme 2	Return: Digital Submission (See Appendix 1)	Published submission dates	No	No	Independent self-study	Required (see Appendix 2)	Yes	External

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NCFE CACHE Level 3 Diploma in Early Years Education and Care (EYE) (601/2147/6)	EYE/EE1 Theme 1 EYE/EE2 Theme2	Select theme on entry and download from the NCFE website	Published submission dates	No	No	Independent self-study	Required (see Appendix 2)	Yes	External
	EYE/RS1 Theme 1 EYE/RS2 Theme 2	Return: Digital Submission (See Appendix 1)	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	Dispatch: Digital Download and Return: Digital Submission	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	Dispatch: Digital Download and Return: Digital Submission	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

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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	Dispatch: Digital Download and Return: Digital Submission	20 hrs	No	No	Supervised (see Appendices 3 and 4)	Permitted (see Appendix 2)	Yes	External
	DEYEC2	Dispatch: Digital Download and Return: Digital Submission	20 hrs	No	No	Supervised (see Appendices 3 and 4)	Permitted (see Appendix 2)	Yes	External
	EYE/SAE	Courier delivery/ Secure return	2 hrs	No	No	Invigilated	Not permitted	No	External

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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 (EACS), which must be completed and attached to each learner assessment), and a Requirements document, are available on [the NCFE website](#) on each individual qualification page, under the Additional Materials tab
- **Please note:** External assessment materials for independent self-study extended assessments are available on [the NCFE website](#) 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 [the NCFE website](#) 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

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- 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

- Three assessments must be achieved for learners to achieve the overall qualification. These comprise two supervised and one 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 [the NCFE website](#) 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/CEA Theme 1 HSC/CEA Theme 2	Select theme on entry and download from the NCFE website Return: Digital Submission (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/EDEA Theme 1 HSC/EDEA Theme 2		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	Dispatch: Digital Download and Return: Digital Submission (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
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NCFE CACHE Technical Level 3 Extended Diploma in Health and Social Care (601/8435/8)	HSC1	Dispatch: Digital Download and Return: Digital Submission (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	Courier delivery / secure return	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/EDEA Theme 1 HSCNI/EDEA Theme 2 HSCNI/EDEA Theme 3 HSCNI/EDEA Theme 4	Select theme on entry and download from the NCFE website Return: Digital Submission (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	AGCHSC	Dispatch: Digital Download and	8 hrs	Supervised (see	No	No	Permitted (see Appendix 2)	Yes	External

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and Social Care (603/2914/2)		Return: Digital Submission (See Appendix 1)		Appendices 3 and 4)					
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NCFE CACHE Level 2 Technical Award in Health and Social Care (603/3294/3)

Additional information

- Invigilated assessment
- Invigilator's Registers must be downloaded and printed from the Portal
- No digital submissions allowed

Essential resources

- Black ink

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 [the NCFE website](#) on each individual qualification page, under the Additional Materials tab
- **Please note:** External assessment materials for independent self-study extended assessments are available on [the NCFE website](#) 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

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- 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 [the NCFE website](#) 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

- Three assessments must be completed altogether. These comprise two supervised and one invigilated
- Invigilator's Registers must be downloaded and printed from the Portal

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- 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 [the NCFE website](#) 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 Award in Health and Social Care (603/2913/0)

Additional information

- Invigilated assessment
- Invigilator's Registers must be downloaded and printed from the Portal
- No digital submissions allowed

Essential resources

- Black ink

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

Additional information

- Supervised assessment window
- Learners will have eight hours to complete the Controlled Extended Assessment. Two hours will be unsupervised, allowing learners to collate resources and materials. Learners should carefully use the two hours' preparation time to select up to one page of A4 of quotations to support their exam answers as required.
- After the first supervised session, learners are not permitted to bring in any additional notes, materials or research

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- At the end of each supervised session, the Tutor must collect all external assessment materials, including learner notes and research, before all 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.
- 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 [the NCFE website](#) 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 [the NCFE website](#) for referencing guidance.
- 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)

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 the View Controlled Assessment Bookings screen in The Portal	Writing: Spelling Test – 10 mins Question Paper – 35 mins Reading: 40 mins	Yes	No	No	No	Not permitted	No	Controlled	No
NCFE Entry Level 2 Functional Skills Qualification in English (603/5056/8)		Writing: Spelling Test – 10 mins Question Paper – 40 mins Reading: 40 mins								No

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

ODI - On demand – Invigilated

AWI – Assessment Window – 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 the View Controlled Assessment Bookings screen in The Portal	Writing: Spelling Test – 10 mins Question Paper – 45 mins Reading: 40 mins	Yes	No	No	No	Not permitted	No	Controlled	No

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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)	Reading and Writing - Courier delivery/secure return	Reading paper - 1hr Writing paper - 1hr	Yes	Yes	No	Not permitted	Yes (online only)	External	Yes
NCFE Level 2 Functional Skills Qualification in English (603/5054/4)									Yes
Restrictions									
Writing <ul style="list-style-type: none">No access to any external aid in relation to spelling, punctuation, grammar, e.g. dictionaries (including bilingual dictionaries), translation tools or spelling and grammar checking software.									
Reading <ul style="list-style-type: none">No access to any external aid in relation to spelling, punctuation, grammar, e.g. translations tools (physical bilingual dictionaries allowed) or spelling and grammar checking software.									
Essential (or optional) resources									
<ul style="list-style-type: none">Dictionaries including bilingual dictionary for Reading assessments only.									

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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 [the NCFE website](#) 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 <ul style="list-style-type: none">• The assessment will consist of two 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 All components <ul style="list-style-type: none">• 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, such as dictionary or spelling and grammar checking software Reading No access to a bilingual translation dictionary
Essential (or optional) resources
<ul style="list-style-type: none">• Pen only (with black ink, no pencil)• Rough paper (to be collected in and securely destroyed at the end of the assessment)• English dictionary only for Reading assessments

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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

- 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 [the NCFE website](#) 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, such as dictionary or spelling and grammar checking software.

Reading

No access to a bilingual translation dictionary.

Essential (or optional) resources

- Pen only (with black 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

On-screen only

- An administrator/technician should have access to Surpass in the event of any technological difficulties

Remote Invigilation – online only

- Access to required technologies set out within the User Guide for Remote Invigilation [the NCFE website](#)
- Rough paper (to be shown by the learner at the start and end of the remotely invigilated online external assessment, then destroyed)

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- 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 the View Controlled Assessment Bookings screen in The Portal	Section A (Non Calculator) - 20 minutes Section B (Calculator) – 1 hour Overall: 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)		Section A (Non Calculator) - 25 minutes Section B (Calculator) – 1 hour 15 minutes Overall: 1 hour 40 minutes								No

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NCFE Entry Level 3 Functional Skills Qualification in Mathematics (603/5061/1)		Section A (Non Calculator) - 30 minutes Section B (Calculator) – 1 hour 15 minutes Overall: 1 hour 45 minutes								No
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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	Section A (Non Calculator) - 30 mins Section B (Calculator) - 1 hr 30 mins Overall: 2 hours	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)

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

Additional information

- The assessment will consist of two sections (Section A – non-calculator and Section B - calculator) and can be administered across a maximum of two 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 ink), pencil and eraser
- 30cm ruler
- **Section B only – calculator** – minimum requirement of:
 - 4 operations
 - **Entry Level 1 and 2** – minimum of two decimal places on the display
 - **Entry Level 3** – minimum of three decimal places on the display (some basic calculators only provide two 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.

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- Results for Awarded, existing papers will be provided within the standard six working-day turnaround. However, results for newly available papers will be subject to a delay, pending Awarding requirements.
- Invigilators 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.
- Reasonable Adjustments relating to extra-time should be applied to each section individually.
- 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
- Invigilators 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
- Reasonable Adjustments relating to extra-time should be applied to each section individually
- 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 [the NCFE website](#)
- 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 ink), pencil and eraser
- 30cm ruler (paper-based only)
- Protractor (paper-based only)
- Pair of compasses (Level 2 only)
- **Section B only – calculator** minimum requirement of four operations and six decimal place display (full instructions are detailed in Section 3 of NCFE Regulations for the Conduct of External Assessment)

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- Rough paper (to be collected in and securely destroyed at the end of the assessment)

Remote Invigilation

- **Section B only – calculator** minimum requirement of four operations and six 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

Digital Functional Skills

OD – On Demand

OA – Online Assessment

RI - Remotely Invigilated

Qualification	Paper-based arrangements	Duration / Structure	OD	OA	Internet / Intranet Use?	Computer Required	RI
NCFE Entry Level 3 Digital Functional Skills: 610/2807/1	No paper-based option	1 hour 30 minutes Section 1 (20 minutes) Optional 15-minute break Section 2 (1 hour 10 minutes)	Yes	Yes	Required	Yes	Yes
NCFE Level 1 Digital Functional Skills: 610/2808/3	No paper-based option	1 hour 45 minutes Section 1 (20 minutes) Optional 15-minute break Section 2 (1 hour 25 minutes)	Yes	Yes	Required	Yes	Yes

Additional information

- Pre-release data files must be set up in advance of the assessment by the centre and pre-release data files should be accessed and checked on a regular basis for updated files.
- Optional 15-minute break.

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- There is no option to return to Section 1 once completed.

Essential resources

- Pre-release data files.
- Internet access for searches (Learners are only permitted to use the internet for questions which require learners to conduct a web search)

Online Assessment:

- PC or laptop which must meet minimum technical requirements. Details can be found on [the NCFE website](#).
- 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 [here](#).
- Learners must be booked on OdOI online assessments.
- Any written notes taken, or resources downloaded, during the assessment, should be destroyed / deleted at its conclusion.

T Level Technical Qualification in Education and Early Years (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 and B	Dispatch: Courier delivery service and 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 and Return: Digital Submission	Assessment Window (12 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
Occupational Specialism – Early Years Educator (EYE) Assignment 1	Dispatch: Digital Download and	Assessment Window (4 hours)	Supervised	No	No	Not Permitted	Yes***	External** <i>(at the Provider)</i>

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	Return: Digital Submission							
Occupational Specialism – Early Years Educator (EYE) Assignment 2 – Part 1	Available from the start of delivery via the qualification page on our website 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 (observed on the industry placement)
Occupational Specialism – Early Years Educator (EYE) Assignment 2 – Part 2	Available from the start of delivery via the qualification page on our website to allow planning of observations at any appropriate point during advertised assessment window whilst on the industry placement		Supervised	No	No	Not Permitted	No	Controlled (observed on the industry placement)
Occupational Specialism – Early Years Educator (EYE) Assignment 3 – Part 1A	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (45 mins)	N/A	No	No	N/A	Yes***	External** (at the Provider)
Occupational Specialism – Early Years Educator (EYE) Assignment 3 – Part 1B	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (1 hour)	Supervised	No	No	Not Permitted	Yes***	External (at the Provider)

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Occupational Specialism – Early Years Educator (EYE) Assignment 3 – Part 2	Dispatch: Digital Download and Return: Digital Submission	Set date/time (2 hours)	Invigilated	No	No	Not Permitted	Yes***	External <i>(at the Provider)</i>
Occupational Specialism – Assisting Teaching (AT) Assignment 1	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (2 hours and 30 mins)	Supervised	No	No	Not Permitted	Yes***	External** <i>(at the Provider)</i>
Occupational Specialism – Assisting Teaching (AT) Assignment 2	Available from the start of delivery via the qualification page on our website to allow planning of observations at any appropriate point during the advertised assessment window whilst 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: Digital Download and Return: Digital Submission	Set date/time (4 hours)	Supervised	No	No	Not Permitted	Yes***	External <i>(at the Provider)</i>

Additional information

Core External Examinations Papers A and B

- Core External Examinations Papers A and B are available in paper format or through the NCFE online assessment system.

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- Both Paper A and 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 and B) only, Students are only permitted to resit both assessments. Students are unable to resit Paper A or Paper B individually.
- There will typically be two opportunities per year for students to complete the Core External Examinations (Papers A and B), Summer and Autumn. For the 1st year of delivery only, there will be a single opportunity, in Summer.
- For resits, students can retake either the Core External Examinations (Papers A and B) only, Employer Set Project only or Core External Examinations (Papers A and B) and Employer Set Project together.

Core Employer Set Project

- The Core Employer Set Project consists of two 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 15 working days before the start of the assessment window. Providers must then share the pre-release materials with their students three weeks (EYE and AT) 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 typically be two opportunities per year for students to complete the Core Employer Set Project, Summer and Autumn. For the 1st year of delivery only, there will be a single opportunity, in Summer.
- For resits, students can retake either the Core External Examinations (Papers A and B) only, Employer Set Project only or Core External Examinations (Papers A and 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 has pre-release materials. These will be issued to Providers approximately 7-10 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 one opportunity per year for students to complete the Occupational Specialism assessments

Other points to note:

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- Providers are required to make a booking onto either the Core External Examinations (Papers A and B) only, Employer Set Project only, or Core External Examinations (Papers A and B) and Employer Set Project together at the point of registration.
- 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 1 September – 1 November

Late Registration Period 2 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.
- Should any pre-release material delivery date fall within a standard academic holiday period, NCFE will arrange for distribution and delivery to be undertaken before the beginning of this holiday period.
- ***Where assessment material is distributed and returned digitally, providers may allow students to complete digitally, or may choose to print to allow students to complete paper based. Any evidence not produced electronically must be agreed with by the provider, and all evidence produced must be scanned and submitted as an electronic piece of evidence. Where work is completed digitally, spelling and grammar checks must be disabled.

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 and B	Dispatch: Courier delivery service and 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 and 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 and	Set Date/Time (5 hours)	Supervised	No	No	Required	Yes	External** <i>(at the Provider)</i>

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	Return: Digital Submission							
Occupational Specialism – Data Technician (DT) Task 2	Dispatch: Digital Download and 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 and 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 and Return: Digital Submission	Assessment Window (6 hours)	Supervised	No	No	Not Permitted	Yes	External** <i>(at the Provider)</i>

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Additional information

Core External Examinations Papers A and B

- Core External Examinations Papers A and B are available in paper format or through the NCFE online assessment system.
- Both Paper A and 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 and B) only, Students are only permitted to resit both assessments. Students are unable to resit Paper A or Paper B individually.
- There will typically be two opportunities per year for students to complete the Core External Examinations (Papers A and B), Summer and Autumn. For the 1st year of delivery only, there will be a single opportunity, in Summer.
- For resits, students can retake either the Core External Examinations (Papers A and B) only, Employer Set Project only or Core External Examinations (Papers A and B) and Employer Set Project together.

Core Employer Set Project

- The Core Employer Set Project consists of a project brief*.
- *The Core Employer Set Project has pre-release materials. These will be issued to Providers a minimum of 15 working days before the start of the assessment window. Providers must then share the pre-release materials with their students three 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 typically be two opportunities per year for students to complete the Core Employer Set Project, Summer and Autumn. For the 1st year of delivery only, there will be a single opportunity, in Summer.
- For resits, students can retake either the Core External Examinations (Papers A and B) only, Employer Set Project only or Core External Examinations (Papers A and 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 15 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 one opportunity per year for students to complete the Occupational Specialism assessments, starting in Summer 2022

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Other points to note:

- Providers are required to make a booking onto either the Core External Examinations (Papers A and B) only, Employer Set Project only, or Core External Examinations (Papers A and B) and Employer Set Project together at the point of registration.
- 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 1 September–1 November

Late Registration Period 2 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.
- Should any pre-release material delivery date fall within a standard academic holiday period, NCFE will arrange for distribution and delivery to be effected before the beginning of this holiday period.
- Where assessment material is distributed and returned digitally, providers may allow students to complete digitally or may choose to print to allow students to complete paper based. Any evidence not produced electronically must be agreed with by the provider, and all evidence produced must be scanned and submitted as an electronic piece of evidence. Where work is completed digitally, spelling and grammar checks must be disabled.

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 and B	Dispatch: Courier delivery service and Return: Secure Yellow Label Service	Set date/time Exam Paper A (2 hours) Exam 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 Task 1	Dispatch: Digital Download and Return: Digital Submission	Set date/time (2 hours and 30 minutes)	Supervised	No	No	Permitted	Yes	External <i>(at the Provider)</i>
Core Employer Set Project Task 2	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (2 hours and 10 minutes)	Supervised	No	No	Permitted	Yes	External <i>(at the Provider)</i>
Core Employer Set Project Task 3	Dispatch: Digital Download and Return: Digital Submission	Set date/time (4 hours)	Supervised	No	No	Permitted	Yes	External <i>(at the Provider)</i>

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Core Employer Set Project Task 4	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (3 hours and 30 minutes)	Supervised	No	No	Permitted	Yes	External <i>(at the Provider)</i>
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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 and 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 and 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 and Return: Digital Submission	Set Date / Time (5 hours)	Supervised	No	No	Permitted	Yes	External <i>(at the provider)</i>
Occupational Specialism – Digital Infrastructure (DI)	Dispatch: Digital Download and	Assessment Window	Supervised	No	No	Not Permitted	Yes	External** <i>(at the provider)</i>

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Assignment 2	Return: Digital Submission	(6 hours)						
Occupational Specialism – Digital Infrastructure (DI) Assignment 3 – Task 1	Dispatch: Digital Download and Return: Digital Submission	Set Date / Time (2 hours)	Supervised	No	No	Not Permitted	Yes	External** <i>(at the provider)</i>
Occupational Specialism – Digital Infrastructure (DI) Assignment 3 – Tasks 2 and 3	Dispatch: Digital Download and Return: Digital Submission	Set Date / Time (1 hour and 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 and 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 and 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 and 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 and	Assessment Window (9 hours)	Supervised	No	No	Not Permitted	Yes	External <i>(at the provider)</i>

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

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Assignment 2 – Task 1	Return: Digital Submission							
Occupational Specialism – Digital Support (DS) Assignment 2 – Task 2	Dispatch: Digital Download and 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 and Return: Digital Submission	Assessment Window (10 hours)	Supervised	No	No	Permitted	Yes	External <i>(at the provider)</i>
Occupational Specialism – Cyber Security (CS) Assignment 1 – Task 1	Dispatch: Digital Download and Return: Digital Submission	Set Date / Time (5 hours 30 minutes)	Supervised	No	No	Permitted	Yes	External <i>(at the provider)</i>
Occupational Specialism – Cyber Security (CS) Assignment 1 – Task 2	Dispatch: Digital Download and Return: Digital Submission	Set Date / Time (5 hours 30 minutes)	Supervised	No	No	Permitted	Yes	External <i>(at the provider)</i>
Occupational Specialism – Cyber Security (CS) Assignment 2	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (10 hours)	Supervised	No	No	Permitted	Yes	External <i>(at the provider)</i>
Occupational Specialism – Cyber Security (CS) Assignment 3 – Task 1	Dispatch: Digital Download and Return: Digital Submission	Set Date / Time (2 hours 30 minutes)	Supervised	No	No	Permitted	Yes	External <i>(at the provider)</i>
Occupational Specialism – Cyber Security (CS) Assignment 3 – Task 2	Dispatch: Digital Download and Return: Digital Submission	Set Date / Time (2 hours)	Supervised	No	No	Permitted	Yes	External <i>(at the provider)</i>

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Additional information

Core External Examinations Papers A and B

- Core External Examinations Papers A and B are available in paper format or through the NCFE online assessment system.
- Both Paper A and B must be completed using the same mode of assessment for example: both online or both paper based.
- When booking resits for Core External Examinations (Papers A and B) only, Students are only permitted to resit both assessments. Students are unable to resit Paper A or Paper B individually.
- There will typically be two opportunities per year for students to complete the Core External Examinations (Papers A and B), Summer and Autumn. For the 1st year of delivery only, there will be a single opportunity, in Summer.
- For resits, students can retake either the Core External Examinations (Papers A and B) only, Employer Set Project only or Core External Examinations (Papers A and B) and Employer Set Project together.

Core Employer Set Project

- The Core Employer Set Project consists of 3 project briefs, each pathway has a unique set of occupationally authentic project versions.
- There will be typically two opportunities per year for students to complete the Core Employer Set Project, Summer and Autumn. For the 1st year of delivery only, there will be a single opportunity, in Summer.
- For resits, students can retake either the Core External Examinations (Papers A and B) only, Employer Set Project only or Core External Examinations (Papers A and 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 and 3 for Digital Infrastructure all have pre-release materials, to Providers only, not to students. These will be issued to Providers a minimum of 15 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 one opportunity per year for students to complete the Occupational Specialism assessments, starting in Summer 2022

Other points to note:

- Providers are required to make a booking onto either the Core External Examinations (Papers A and B) only, Employer Set Project only, or Core External Examinations (Papers A and B) and Employer Set Project together at the point of registration.
- 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:

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Standard registration Period	1 September–1 November
Late Registration Period	2 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.
- Should any pre-release material delivery date fall within a standard academic holiday period, NCFE will arrange for distribution and delivery to be effected before the beginning of this holiday period.
- Where assessment material is distributed and returned digitally, providers may allow students to complete digitally, or may choose to print to allow students to complete paper based. Any evidence not produced electronically must be agreed with by the provider, and all evidence produced must be scanned and submitted as an electronic piece of evidence. Where work is completed digitally, spelling and grammar checks must be disabled.

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 and B	Dispatch: Courier delivery service and Return: Secure Yellow Label Service	Set date/time Paper A (2 hours and 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 and Return: Digital Submission	Assessment Window (14 hours and 30 minutes plus 2 hours preparation)	Supervised	No	Yes	Required	Yes	External* <i>(at the Provider)</i>

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

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

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

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Assignment 3	Return: Digital Submission	(1 hour plus 45 minutes preparation)						
Supporting the Therapy Teams (Option E) Assignment 1	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (4 hours and 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 and Return: Digital Submission	Assessment Window (1 hour – 1 hour and 30 minutes)	Supervised	No	No	N/A	Yes	Controlled**
Supporting the Therapy Teams (Option E) Assignment 2 (part 2)	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (1 hour 15 minutes – 2 hours and 15 minutes)	Supervised	No	No	N/A	Yes	Controlled**
Supporting the Therapy Teams (Option E) Assignment 3	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (1 hour plus 45 minutes preparation)	Supervised	No	Yes	Permitted	Yes	External <i>(at the provider)</i>

Additional information

Core External Examinations Papers A and B

- Core External Examinations Papers A and B are available in paper format or through the NCFE online assessment system.
- Both Paper A and 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 and B) only, Students are only permitted to resit both assessments. Students are unable to resit Paper A or Paper B individually.

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- There will typically be two opportunities per year for students to complete the Core External Examinations (Papers A and B), Summer and Autumn. For the 1st year of delivery only, there will be a single opportunity, in Summer.
- For resits, students can retake either the Core External Examinations (Papers A and B) only, Employer Set Project only or Core External Examinations (Papers A and B) and Employer Set Project together.

Core Employer Set Project

- The Core Employer Set Project consists of five project briefs, each pathway has a unique set of occupationally authentic project versions.
- * The materials can be accessed by the provider seven working days before the assessment window opens to support planning and preparation, allowing time to review the assessment requirements and guidance. Student pre-release research activity takes place **within** the 2-week assessment window. Students have two hours, under supervised conditions, to select and research one of the briefs. This must take place **before** the students are given the external assessment tasks, but **within** the 2-week assessment window. As per the tutor guidance document, this activity is classed as two hours preparation time, and is not included within the 14 hours 30 minutes allowed for the external assessment tasks.
- There will be typically two opportunities per year for students to complete the Core Employer Set Project, Summer and Autumn. For the 1st year of delivery only, there will be a single opportunity, in Summer.
- For resits, students can retake either the Core External Examinations (Papers A and B) only, Employer Set Project only or Core External Examinations (Papers A and 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 seven 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 one opportunity per year for students to complete the Occupational Specialism assessments, starting in Summer 2022

Other points to note:

- Providers are required to make a booking onto either the Core External Examinations (Papers A and B) only, Employer Set Project only, or Core External Examinations (Papers A and B) and Employer Set Project together at the point of registration.
- 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:

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Standard registration Period	1 September–1 November
Late Registration Period	2 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.
- Should any pre-release material delivery date fall within a standard academic holiday period, NCFE will arrange for distribution and delivery to be effected before the beginning of this holiday period.
- Where assessment material is distributed and returned digitally, providers may allow students to complete digitally, or may choose to print to allow students to complete paper based. Any evidence not produced electronically must be agreed with by the provider, and all evidence produced must be scanned and submitted as an electronic piece of evidence. Where work is completed digitally, spelling and grammar checks must be disabled.

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 and B	Dispatch: Courier delivery service and Return: Secure Yellow Label Service	Set date/time Paper A (2 hours and 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 – Task 1	Dispatch: Digital Download and Return: Digital Submission	Set date/time (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 and Return: Digital Submission	Set date/time (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 and Return: Digital Submission	Assessment Window (up to 9 hours and 45 minutes)	Supervised	No	No	Not Permitted	Yes	External <i>(at the Provider)</i>

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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 and Return: Digital Submission	Assessment Window (1 hour)	Supervised	No	Yes	Not Permitted	Yes	Controlled
Assisting with Healthcare Science Assignment 2	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (55 minutes)	Supervised	No	Yes	Not Permitted	Yes	Controlled
Assisting with Healthcare Science Assignment 3	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (2 hours and 30 minutes)	Supervised	No	Yes	Not Permitted	Yes	Controlled
Assisting with Healthcare Science Assignment 4	Dispatch: Digital Download and Return: Digital Submission	Set date / time (2 hours)	Invigilated	No	Yes	Not Permitted	Yes	External <i>(at the provider)</i>
Occupational Specialism – Optical Care Services Assignment 1 – Task 1	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (10 mins)	Supervised	No	No	Not Permitted	Yes	External <i>(at the provider)</i>

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Occupational Specialism – Optical Care Services Assignment 1 – Task 2	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (10 mins)	Supervised	No	No	Not Permitted	Yes	External <i>(at the provider)</i>
Occupational Specialism – Optical Care Services Assignment 2	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (30 mins)	Supervised	No	No	Not Permitted	Yes	External <i>(at the provider)</i>
Occupational Specialism – Optical Care Services Assignment 3 – Task 1	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (30 mins)	Supervised	No	No	Not Permitted	Yes	External <i>(at the provider)</i>
Occupational Specialism – Optical Care Services Assignment 3 – Task 2(a)	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (30 mins)	Supervised	No	No	Not Permitted	Yes	External <i>(at the provider)</i>
Occupational Specialism – Optical Care Services Assignment 3 – Task 2(b)	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (20 mins)	Supervised	No	No	Not Permitted	Yes	External <i>(at the provider)</i>
Occupational Specialism – Optical Care Services Assignment 3 – Task 3	Dispatch: Digital Download and Return: Digital Submission	Set Date / Time Assessment Window (15 mins/task. Tasks 3a +3b =30 mins)	Supervised	No	No	Not Permitted	Yes	External <i>(at the provider)</i>

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Occupational Specialism – Optical Care Services Assignment 4	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (2 hours)	Supervised	No	No	Not Permitted	Yes	External <i>(at the provider)</i>
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Additional information

Core External Examinations Papers A and B

- Core External Examinations Papers A and B are available in paper format or through the NCFE online assessment system.
- Both Paper A and 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 and B) only, students are only permitted to resit both assessments. Students are unable to resit Paper A or Paper B individually.
- There will typically be two opportunities per year for students to complete the Core External Examinations (Papers A and B), Summer and Autumn. For the 1st year of delivery only, there will be a single opportunity, in Summer.
- For resits, students can retake either the Core External Examinations (Papers A and B) only, Employer Set Project only or Core External Examinations (Papers A and B) and Employer Set Project together.

Core Employer Set Project

- The Core Employer Set Project consists of one project brief, each pathway has a unique set of occupationally authentic project versions.
- There will typically be two opportunities per year for students to complete the Core Employer Set Project, Summer and Autumn. For the 1st year of delivery only, there will be a single opportunity, in Summer.
- For resits, students can retake either the Core External Examinations (Papers A and B) only, Employer Set Project only or Core External Examinations (Papers A and 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 one opportunity per year for students to complete the Occupational Specialism assessments, starting in Summer 2022

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Other points to note:

- Providers are required to make a booking onto either the Core External Examinations (Papers A and B) only, Employer Set Project only, or Core External Examinations (Papers A and B) and Employer Set Project together at the point of registration.
- 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 1 September–1 November

Late Registration Period 2 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.
- Should any pre-release material delivery date fall within a standard academic holiday period, NCFE will arrange for distribution and delivery to be effected before the beginning of this holiday period.
- Where assessment material is distributed and returned digitally, providers may allow students to complete digitally, or may choose to print to allow students to complete paper based. Any evidence not produced electronically must be agreed with by the provider, and all evidence produced must be scanned and submitted as an electronic piece of evidence. Where work is completed digitally, spelling and grammar checks must be disabled.

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 and B	Dispatch: Courier delivery service and Return: Secure Yellow Label Service	Set date/time Paper A (2 hours and 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 – Task 1	Dispatch: Digital Download and Return: Digital Submission	Assessment window 3 hours and 30 minutes)	Supervised	No	Yes	Permitted for accessing links provided by NCFE	Yes	External (at the provider)
Core Employer Set Project – Task 2	Dispatch: Digital Download and Return: Digital Submission	Assessment window 3 hours and 30 minutes)	Supervised	No	Yes	Permitted for accessing links provided by NCFE	Yes	External (at the provider)
Core Employer Set Project – Task 3	Dispatch: Digital Download and Return: Digital Submission	Assessment window 3 hours and 30 minutes)	Supervised	No	Yes	Permitted	Yes	External (at the provider)

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Core Employer Set Project – Task 4	Dispatch: Digital Download and Return: Digital Submission	Assessment window (4 hours and 30 minutes)	Supervised	No	Yes	Permitted	Yes	External (at the provider)
Core Employer Set Project – Task 5	Dispatch: Digital Download and Return: Digital Submission	Assessment window 1 hour	Supervised	No	Yes	Not permitted	Yes	External (at the provider)
Core Employer Set Project – Task 6	Dispatch: Digital Download and Return: Digital Submission	Assessment window 2 hours	Supervised	No	Yes	Permitted for accessing links provided by NCFE	Yes	External (at the provider)

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 Sciences Assignment 1	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (7 hours and 30 minutes)	Supervised	No	Yes	Permitted	Yes	External** <i>(at the provider)</i>
Food Sciences Assignment 2	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (7 hours and 30 minutes)	Supervised	No	Yes	Not Permitted	Yes	Controlled

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Food Sciences Assignment 3	Dispatch: Digital Download and Return: Digital Submission	Set date/ time (3 hours and 30 minutes)	Supervised	No	Yes	Not Permitted	Yes	External <i>(at the provider)</i>
Food Sciences Assignment 4	Dispatch: Digital Download and Return: Digital Submission	Set date/ time (4 hours and 30 minutes)	Supervised	No	Yes	Not Permitted	Yes	External <i>(at the provider)</i>
Laboratory Sciences Assignment 1	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (7 hours)	Supervised	No	Yes	Permitted only for select links provided by NCFE	Yes	External*** <i>(at the provider)</i>
Laboratory Sciences Assignment 2	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (6 hours)	Supervised	No	Yes	Not Permitted	Yes	External and Controlled***
Laboratory Sciences Assignment 3	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (3 hours)	Supervised	No	Yes	Not Permitted	Yes	External <i>(at the provider)</i>
Metrology Sciences Assignment 1	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (4 hours and 30 minutes)	Supervised	No	Yes	Not Permitted	Yes	External and Controlled <i>(at the provider)</i> ***

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Metrology Sciences Assignment 2	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (7 hours)	Supervised	No	Yes	Not Permitted	Yes	External and Controlled
Metrology Sciences Assignment 3	Dispatch: Digital Download and Return: Digital Submission	Assessment Window (4 hours and 30 minutes)	Supervised	No	Yes	Not Permitted	Yes	External (at the provider)

Additional information

Core External Examinations Papers A and B

- Core External Examinations Papers A and B are available in paper format or through the NCFE online assessment system.
- Both Paper A and 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 and B) only, Students are only permitted to resit both assessments. Students are unable to resit Paper A or Paper B individually.
- There will typically be two opportunities per year for students to complete the Core External Examinations (Papers A and B), Summer and Autumn. For the 1st year of delivery only, there will be a single opportunity, in Summer.
- For resits, students can retake either the Core External Examinations (Papers A and B) only, Employer Set Project only or Core External Examinations (Papers A and B) and Employer Set Project together.

Core Employer Set Project

- The Core Employer Set Project consists of three project briefs, each pathway has a unique set of occupationally authentic project versions.
- There will typically be two opportunities per year for students to complete the Core Employer Set Project, Summer and Autumn. For the 1st year of delivery only, there will be a single opportunity, in Summer.
- For resits, students can retake either the Core External Examinations (Papers A and B) only, Employer Set Project only or Core External Examinations (Papers A and B) and Employer Set Project together.

Occupational Specialism

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- 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 seven working days before the start of the assessment window. Providers must then share the pre-release materials with their students seven 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 seven 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 one opportunity per year for students to complete the Occupational Specialism assessments, starting in Summer 2022

Other points to note:

- Providers are required to make a booking onto either the Core External Examinations (Papers A and B) only, Employer Set Project only, or Core External Examinations (Papers A and B) and Employer Set Project together at the point of registration.
- 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	1 September–1 November
Late Registration Period	2 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.
- Should any pre-release material delivery date fall within a standard academic holiday period, NCFE will arrange for distribution and delivery to be effected before the beginning of this holiday period.
- Where assessment material is distributed and returned digitally, providers may allow students to complete digitally, or may choose to print to allow students to complete paper based. Any evidence not produced electronically must be agreed with by the provider, and all evidence produced must be scanned and submitted as an electronic piece of evidence. Where work is completed digitally, spelling and grammar checks must be disabled.

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V-Certs Art and Design

AWS - Assessment window – supervised sessions **AWI** - Assessment window – invigilated sessions

Qualification	External or Controlled	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	Courier delivery/ secure return	18 hrs	No	5 hrs	13 hrs (see Appendix 3)	Permitted (See Appendix 2)	No

Additional information
<ul style="list-style-type: none"> • Invigilators Register of Learners Assessment Window document, 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 two 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
<ul style="list-style-type: none"> • Any specialist equipment/workspace to produce their artwork in the invigilated external assessment
Optional resources
<ul style="list-style-type: none"> • Access to digital software with printing facilities

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V-Certs Business and Enterprise

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

Qualification	Exam assessment or non-exam assessment	Paper-based arrangements	Duration	Set date/time	OD	OA	Internet/ Intranet use?	Computer required?
NCFE Level 1/2 Technical Award in Business and Enterprise (603/7004/X)	Exam Assessment (EA)	Courier delivery/ secure return	1hr 30 minutes	Yes	No	Optionally	Not permitted	No – unless undertaken online
NCFE Level 1/2 Technical Award in Business and Enterprise (603/7004/X)	Non-Exam Assessment (NEA)	Assessment materials can be retrieved securely from the bookings section of the portal	21 hours (plus 2 hours preparation and research time)	No	No	No	To undertake research only	Yes

Additional information

For NEA information please refer to the [Tutor Guidance](#) on the NCFE website.

Essential resources

- Black ink, ruler

Optional resources

N/A

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Qualification	External or Controlled	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	Courier delivery/ secure return Pre-release digital files	2hr	Yes	Not permitted	No

Additional information
<ul style="list-style-type: none"> Pre-release material will be provided by NCFE as part of this external assessment. This can be accessed from the bookings screen in the NCFE portal approximately 4 weeks before the assessment date 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 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.
Essential resources
<ul style="list-style-type: none"> Ruler, pencil, calculator
Optional resources
<ul style="list-style-type: none"> Access to digital software with printing facilities

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V-Certs Child Development and Care in the Early Years

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

Qualification	Exam assessment or non-exam assessment	Paper-based arrangements	Duration	Set date/ time	OD	OA	Internet/ Intranet use?	Computer required?
NCFE CACHE Level 1/2 Technical Award in Child Development and Care in the Early Years (603/7012/9)	Exam Assessment (EA)	Courier delivery/ Secure return	1hr 30 minutes	Yes	No	Yes	No	No – unless undertaken online
NCFE CACHE Level 1/2 Technical Award in Child Development and Care in the Early Years (603/7012/9)	Non-Exam Assessment (NEA)	Assessment materials can be retrieved securely from the bookings section of the portal	14 hours (plus 2 hours preparation and research time)	No	No	No	No	Yes

Additional information
For NEA information please refer to the Tutor Guidance on the NCFE website.
Essential resources
<ul style="list-style-type: none"> Black ink
Optional resources
<ul style="list-style-type: none"> Calculator

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V-Certs Creative Design and Production

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

Qualification	Exam assessment or non-exam assessment	Paper-based arrangements	Duration	Set date/ time	OD	OA	Internet/ Intranet use?	Computer required?
NCFE Level 1/2 Technical Award in Creative Design and Production (603/7003/8)	Exam Assessment (EA)	Courier delivery/ secure return	1hr 30 minutes	Yes	No	Yes	No	No
NCFE Level 1/2 Technical Award in Creative Design and Production (603/7003/8)	Non-Exam Assessment (NEA)	Assessment materials can be retrieved securely from the bookings section of the portal	16 hours (plus 2 hours preparation and research time)	No	No	No	Yes	Yes

Additional information
For NEA information please refer to the Tutor Guidance on the NCFE website.
Essential resources
<ul style="list-style-type: none"> Black ink
Optional resources
<ul style="list-style-type: none"> Calculator

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V-Certs Engineering

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

Qualification	Exam assessment or non-exam assessment	Paper-based arrangements	Duration	Set date/ time	OD	OA	Internet/ Intranet use?	Computer required?
NCFE Level 1/2 Technical Award in Engineering (603/7006/3)	Exam Assessment (EA)	Courier delivery/ secure return	1hr 30 minutes	Yes	No	Yes	Not permitted	No – unless undertaken online
NCFE Level 1/2 Technical Award in Engineering (603/7006/3)	Non-Exam Assessment (NEA)	Assessment materials can be retrieved securely from the bookings section of the portal	18 hours (plus 2 hours preparation and research time)	No	No	No	To undertake research only	Yes

Additional information
For NEA information please refer to the Tutor Guidance on the NCFE website.
Essential resources
<ul style="list-style-type: none"> Black ink
Optional resources
<ul style="list-style-type: none"> Calculator

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V-Certs Food and Cookery

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

Qualification	Exam assessment or non-exam assessment	Paper-based arrangements	Duration	Set date/time	OD	OA	Internet/ Intranet use?	Computer required?
NCFE Level 1/2 Technical Award in Food and Cookery (603/7014/2)	Exam Assessment (EA)	Courier delivery/ secure return	1 hour 30 minutes	Yes	No	Yes	No	No – unless undertaken online
NCFE Level 1/2 Technical Award in Food and Cookery (603/7014/2)	Non-Exam Assessment (NEA)	Assessment materials can be retrieved securely from the bookings section of the portal	18.5 hours (plus 2 hours preparation and research time)	No	No	No	Permitted	Yes

Additional information
For NEA information please refer to the Tutor Guidance on the NCFE website.
Essential resources
<ul style="list-style-type: none"> Black ink
Optional resources
<ul style="list-style-type: none"> Calculator

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V-Certs Graphic Design

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

Qualification	Exam assessment or non-exam assessment	Paper-based arrangements	Duration	Set date/ time	OD	OA	Internet/ Intranet use?	Computer required?
NCFE Level 1/2 Technical Award in Graphic Design (603/7011/7)	Exam Assessment (EA)	Courier delivery/ secure return	1 hour 30 minutes	Yes	No	Yes	No	No – unless undertaken online
NCFE Level 1/2 Technical Award in Graphic Design (603/7011/7)	Non-Exam Assessment (NEA)	Assessment materials can be retrieved securely from the bookings section of the portal	18 hours (plus 2 hours preparation and research time)	No	No	No	Yes	Yes

Additional information

For NEA information please refer to the [Tutor Guidance](#) on the NCFE website.

Essential resources

- Use black ink

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V-Certs Health and Fitness

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

Qualification	Exam assessment or non-exam assessment	Paper-based arrangements	Duration	Set date/ time	OD	OA	Internet/ Intranet use?	Computer required?
NCFE Level 1/2 Technical Award in Health and Fitness (603/7007/5)	Exam Assessment (EA)	Courier delivery/ secure return	1hr 30 minutes	Yes	No	No	No	No – unless undertaken online
NCFE Level 1/2 Technical Award in Health and Fitness (603/7007/5)	Non-Exam Assessment (NEA)	Assessment materials can be retrieved securely from the bookings section of the portal	22 hrs (plus 2 hours preparation and research time)	No	No	No	Permitted for certain tasks to undertake research only	Yes

Additional information
For NEA information please refer to the Tutor Guidance on the NCFE website.
Essential resources
<ul style="list-style-type: none"> • Use black ink
Optional resources
<ul style="list-style-type: none"> • Calculator

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V-Certs CACHE Health and Social Care

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

Qualification	Exam assessment or non-exam assessment	Paper-based arrangements	Duration	Set date/time	OD	OA	Internet/ Intranet use?	Computer required?
NCFE CACHE Level 1/2 Technical Award in Health and Social Care (603/7013/0)	Exam Assessment (EA)	Courier delivery Secure return	1hr 30 minutes	Yes	No	Yes	No	No – unless undertaken online
NCFE CACHE Level 1/2 Technical Award in Health and Social Care (603/7013/0)	Non-Exam Assessment (NEA)	After bookings have been made, assessment materials can be retrieved securely from the View Controlled Assessment Bookings screen in The Portal	13 hours (plus 2 hours preparation and research time)	No	No	No	To undertake research only	Yes

Additional information
For NEA information please refer to the Tutor Guidance on the NCFE website.
Essential resources
<ul style="list-style-type: none"> • Use black ink
Optional resources
<ul style="list-style-type: none"> • Calculator

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V-Certs Interactive Media

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

Qualification	Exam assessment or non-exam assessment	Paper-based arrangements	Duration	Set date/ time	OD	OA	Internet/ Intranet use?	Computer required?
NCFE Level 1/2 Technical Award in Interactive Media (603/7005/1) (First assessment Summer 2024)	Exam Assessment (EA)	Courier delivery/ secure return	1hr 30 minutes	Yes	No	Yes	No	No – unless undertaken online
NCFE Level 1/2 Technical Award in Interactive Media (603/7005/1) (First assessment Summer 2024)	Non-Exam Assessment (NEA)	Assessment materials can be retrieved securely from the bookings section of the portal	17 hours (plus 2 hours preparation and research time)	No	No	No	Yes	Yes (If applicable)

Additional information
For NEA information please refer to the Tutor Guidance on the NCFE website.
Essential resources
<ul style="list-style-type: none"> • Use black ink
Optional resources
N/A

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V-Certs Music Technology

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

Qualification	Exam assessment or non-exam assessment	Paper-based arrangements	Duration	Set date/time	OD	OA	Internet/Intranet use?	Computer required?
NCFE Level 1/2 Technical Award in Music Technology (603/7008/7)	Exam Assessment (EA)	Courier delivery/ secure return	1hr 30 minutes	Yes	No	Yes	Not permitted	Yes – For audio files
NCFE Level 1/2 Technical Award in Music Technology (603/7008/7)	Non-Exam Assessment (NEA)	Assessment materials can be retrieved securely from the bookings section of the portal	17 hrs (plus 2 hours preparation and research time)	No	No	No	Not permitted	Yes

Additional information

Examined Assessment:

- **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 and Intranet/Internet access **must** be disabled
- Learners should **not** have access to DAW, audio editing or similar software during the external assessment
- Access to the pre-release materials will be sent 10 working days prior to the external assessment starting and will be available on the NCFE portal
- 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

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For NEA information please refer to the [Tutor Guidance](#) on the NCFE website.

Essential resources

- Headphones
- Individual workstation/device capable of playing digital audio files
- Audio files, provided by NCFE and accessed via the NCFE portal
- Pen, with black ink

Optional resources

- N/A

AWS - Assessment window – supervised sessions **AWI** - Assessment window – invigilated sessions

Qualification	External or Controlled	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	Written Courier delivery/ secure return Return: Digital Submission (See Appendix 1)	Practical Paper 10 hrs	No	10 hrs (see Appendix 3)	Not Permitted	Yes
	External	Practical Dispatch: Digital Download and Return: Digital Submission (See Appendix 1)	Written Paper 2hrs	No	2hrs (see Appendix 3)	Not Permitted	Yes

Additional information

Written paper:

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- **Audio files will be provided by NCFE as part of this external assessment via the NCFE Portal**
- Centres must issue these 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 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 the NCFE Portal**
- 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 on a single word-processed document for electronic submission.
- Digital evidence must be submitted after the external assessment in accordance with instructions provided by NCFE prior to the assessment window
- 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

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Practical paper:

- Headphones
- Individual workstation/device with listening capabilities
- Access to DAW software and associated hardware (such as 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 to complete the assessment, learners are permitted to provide evidence in the form of:
 - Screenscasts
 - Audio commentary

V-Certs Sports Studies

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

Qualification	Exam assessment or non-exam assessment	Paper-based arrangements	Duration	Set date/time	OD	OA	Internet/ Intranet use?	Computer required?
NCFE Level 1/2 Technical Award in Sports Studies (603/7010/5)	Exam Assessment (EA)	Courier delivery/ secure return	1hr 30 minutes	Yes	No	Yes	Not permitted	No – unless undertaken online
NCFE Level 1/2 Technical Award in Sports Studies (603/7010/5)	Non-Exam Assessment (NEA)	Assessment materials can be retrieved securely from the bookings section of the portal	20 hrs (plus 2 hours preparation and research time)	No	No	No	Not permitted	No

Additional information
For NEA information please refer to the Tutor Guidance on the NCFE website.
Essential resources
<ul style="list-style-type: none"> • Use black ink
Optional resources
<ul style="list-style-type: none"> • Calculator

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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

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
- Two MCQ external assessments – online only, comprising of two parts

Remote Invigilation – online only:

- Learners must be booked on OdOI online assessments if they are undertaking the Remote Invigilation option
- Refer to [the NCFE website](#) for Centre Instructions for Remote Invigilation

Essential Resources

Online

- Access to required technologies to complete online external assessment

Remote Invigilation – Online only

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

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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				
Additional information							
<ul style="list-style-type: none">• The assessment is available in paper format or through the NCFE online assessment system• 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							

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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

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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 two 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, 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 [the NCFE website](#).

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
Audio files	NCFE's preferred formats are: Mp3, Wav, Aif/Aiff DAW project files, eg from Cubase, Protocols, Logic, Garageband, Reason, must NOT be submitted.
Video files <i>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.</i>	The following file formats are preferred: AVI, FLV, MOV, MP4, MPG/MPEG, CWF, MKV, WMV
Image files	The following file formats are preferred: BMP, PSD, PNG, WMF, GIF, TGA, JPG/JPEG, TIF/TIFF
Documents (including text files, presentations, etc)	The following file formats are preferred: CSV, PPT, DOC, RTF, ODS, SXI, ODT, SXW, PPS, TXT NCFE's preferred file format is PDF.

The maximum size accepted by the NCFE Portal for any individual file is 2 GB¹ (gigabytes).

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

¹ This is sufficient for a full length, high-definition movie, or more than 500 songs (depending on length), so should be sufficient for the purposes of most NCFE external assessments. Where a file is larger, and a centre cannot reduce in size, they should contact NCFE to discuss possible options.

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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), such as 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)

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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.

Learner evidence can be submitted via the NCFE portal by searching for the batch. For any uploads, centres will need a minimum upload speed of 2Mbps to avoid issues with uploads timing out. Details on uploading evidence via the NCFE Portal can be found in the Portal User Guide, [available on our website](#).

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 two working days 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 three 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.

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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 [the NCFE website](#) 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 three 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 three 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 reason.

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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 can 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 (such as notes, class work relating to the qualification) into the external assessment unless specifically stated in the Qualification Specification or the QSID (for example, 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.

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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.

Appendix 4 – Supervised Sessions

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.

Prior to the first supervised external assessment session, the supervisor should:

- ensure the learners have a list of all dates and times for the supervised and invigilated sessions
- distribute papers to learners in sufficient time for the specified period of the supervised assessment (see individual Qualification Specification and the QSID for details);
- ensure that learners read the instructions in their external assessment paper.

For all sessions, supervisors must:

- ensure that there are no distractions during the external assessment
- supervise the external assessment to ensure compliance with NCFE's regulations
- ensure that the external assessment evidence is only completed during the assessment sessions.

During the supervised sessions:

- sessions must take place within the centre and can be completed in the normal classroom environment
- supervisors can discuss the following with the learners:
 - the conditions in which the external assessment must be undertaken
 - use of the tick list provided at the back of the learner's external assessment paper (if applicable);
 - acceptable file types that can be used (if appropriate) – see QSID. Learners should be instructed where to save their electronic work and be able to access the secure storage medium.
- supervisors must prevent copying from or colluding with another learner. If any incident occurs, it must be reported to NCFE immediately in accordance with NCFE's Maladministration and Malpractice Policy, which is available on our [website](#).

Following the supervised session, supervisors must:

- complete the external assessment documentation
- securely package all external assessment material before taking them from the location between assessment sessions. This includes any electronic storage devices
- ensure all external assessment materials are stored in the secure storage facility between assessment sittings.

Supervisors must not:

- give any feedback about a learner's individual work. Learners must independently decide how to approach the brief and associated tasks
- assess, grade or internally quality assure learners' work
- lead on any of the tasks
- direct learners.

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- provide templates or writing frames for learners to complete
- take copies of learner work
- label or reference completed work on behalf of the learner.

Instructions for the supervisor to read out before starting supervised sessions

The following should be read out at the beginning of each supervised session:

- I am now in the role of Supervisor for this assessment, not your tutor/teacher (if applicable).
- This external assessment consists of supervised *(and invigilated if applicable)* assessments. You have a list of dates and times when the supervised/invigilated sessions will take place. You must complete both the supervised and invigilated sessions if appropriate.
- You must work independently and decide how to approach the assessment task(s) yourself.
- Read the “instructions for learners” in the external assessment paper and make sure that you understand them. If you are unsure of any instructions, please attract the attention of an invigilator who will provide assistance.
- You must decide how to present your evidence yourself. This must be the most appropriate method which will fit the requirements of the assessment task(s).
- I cannot provide you with any feedback or help with any tasks (if applicable). Where appropriate, the timings for the assessment task(s) have been provided on the external assessment paper. Use these as a guide to how long you should spend on each task.
- All the work produced for the external assessment must be your own.
- All your evidence must be clearly labelled with our centre name, number, your name and your NCFE learner number. Each piece of evidence should have the task number written clearly.
 - If the Examiner is not able to identify which task a piece of evidence relates to, then they may not be able to mark that work.
- As this is an external assessment, you should not upload or share any work or evidence on any social media sites or discuss with anyone.
- If there's any evidence which is allowed to be submitted electronically, you are responsible for saving this in an acceptable format. All other work completed on the computer must be printed out and attached to the external assessment. You must ensure that all files are submitted for your assessment.
If the Examiner is not able to access the evidence, then they will not be able to mark the work.

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Contact Information

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

Email: assessmentdelivery@ncfe.org.uk

Telephone*: 0191 239 8000

Where a late booking is made meaning no label (either yellow or white) is received, please use the following addresses to return. Again this must be using a secure, traceable courier or postage service, such as [Royal Mail Special Delivery](#).

Address for white label return:

Paper-based Functional Skills:

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

T Level, V Cert, and CACHE paper-based assessments:

Restore Digital
1 Dewar Square
Deans Industrial Estate
Livingston
EH54 8SA

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.

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