



## **WJEC Entry Level Certificates, Entry Pathway qualifications, WJEC Level 1/2 Vocational Awards and Level 3 Applied Certificates and Diplomas: Arrangements for candidates completing controlled assessment work from home - Summer 2021**

### **Introduction**

In response to the current school and college closures, on-going public health restrictions, and learner absences due to self-isolation, we have agreed that candidates should be allowed to complete controlled assessment work from home, **where it is safe and practicable to do so**.

This document is intended to provide advice and guidance to teachers, exams officers, senior leaders and heads of centres on the arrangements for candidates completing controlled assessment work at home.

We have already made adaptations to the controlled assessment units within many of our vocational qualifications, including the removal of the requirement for direct supervision from many assessment tasks. The guidance in this document should be read in conjunction with the information on our adaptations.

You **must** ensure that the arrangements outlined below are made available to all eligible candidates, **as far as it is safe and practicable to do so**. You are **not** required to seek permission from or notify WJEC at the point the arrangements are implemented. However, you should keep a record of candidates that have completed controlled assessments using these arrangements. This must be made available should we request it.

### **Candidates completing written, practical, performance and oral work at home**

In many subjects, reports or other written work are either part of or the whole controlled assessment submission. In other subjects, practical work towards a product, performance or oral assessment is undertaken.

You may allow candidates to undertake written, practical, performance and oral work at home where:

- your centre has moved to online remote learning
- the candidate is self-isolating and is not able to attend the centre
- the candidate is not able to access specialist equipment within the centre but is able to do so at home
- the candidate has missed the opportunity to produce work within the centre
- time constraints mean that insufficient teaching time remains to complete written controlled assessment work in class.

Access to the internet is permissible for research where this is stated within the brief, but you **must** remind candidates that the work **must** be their own. Where a candidate has received assistance, this **must** be acknowledged and/or recorded on the candidate declaration form.

If you are suspicious of any work-in-progress being completed at home, you should feed back to the candidate your concerns and give them another opportunity to complete the work.

### **Advice to teachers where candidates are completing written and practical work at home**

Where you allow candidates to undertake written or practical work at home, it is important that you are still able to authenticate their work.

To maintain the authentication process, we advise that regular checks are undertaken. These could be achieved by:

- conducting a question and answer session with the candidate to check their understanding and to help decide whether work is authentic. You should keep a record of the questions you ask and notes on the candidate's responses.
- online video conferencing to observe working and discuss progress with the candidate.
- comparing candidate performance at home with work completed within the classroom
- setting specific timescales for the work to be started and finished, and keeping records of when the work was produced. This should be in days rather than weeks.
- reminding learners of the risks of getting help at home from family members which could constitute over assistance.

### **Advice to teachers where candidates are completing performance/oral tasks at home or outside the centre**

The principle remains that the teacher must be able to assess the performance or oral as accurately as they would usually and be able to authenticate it as the candidate's own. The ideal way to achieve this with remote supervision would be to view a live stream of the performance or oral assessment. However, this is not always possible and other evidence may be sufficient to permit teacher assessment and authentication. Depending on the subject, this could include one or more of the following as appropriate to the subject:

- video recording of all or part of a performance
- audio recording of a performance
- photographic and written evidence
- a discussion with the learner.

### **Safety and risk assessments**

WJEC is unable to provide health and safety advice. Centres should follow their own risk assessment and safeguarding policy when allowing candidates to complete practical work at home. This is particularly important in any subject where specialist equipment and facilities are normally used. Consideration should be given to:

- whether learners have safe access to resources
- (where practical work is involved) whether this can be recorded safely, and the learner will be able to produce the work to a sufficient quality
- whether the task involves the use of equipment which would usually require supervision within the centre
- whether there is a specific part of a task which could be safely completed at home
- whether the candidate has a suitable quiet area or home environment to enable the work to be completed.