Ascentis centre guidance to Adaption

Introduction

This guidance document has been created for Assessors, Internal Quality Assurers and Heads of Centre. The purpose of the document is to provide centre staff with details of the actions they need to follow for quality assurance processes, which relate to the Adaptation criteria during the Covid-19 situation. All Internal and External Quality Assurance processes still apply throughout the Adaptation mitigation approach. This guidance document must be used in conjunction with the Sector Guidance documents for Mitigation approaches, as not all qualifications can be adapted.

Learners Eligibility Criteria

This guidance relates to learners registered or on programme on or before 20th March 2020, who due were due to complete their qualification on or before 31st July 2020 and have completed a learning programme that addresses a significant proportion of the content of the qualification. These learners should also have met any specific requirements at qualification level. This document should be used in conjunction with the Ascentis Vocational Qualifications, Awarding Summer 2020 Guidance - Extraordinary Regulatory Framework and the Ascentis guidance page on our website.

Adaption

It may not be possible to issue calculated results for some vocational qualifications, because such results could not be awarded reliably or safely. This is likely to be the case for some qualifications that are used to signal occupational competence, and where such competence cannot be evidenced using the usual, expected methods at present. Providing a result that signals competency that has not been evidenced to the usual expected standards creates risks, including those relating to health and safety. It could mean that a learner does not possess the skills required by the role to which the qualification relates or does not meet the standards set by professional bodies or in regulations.

There might also be cases where it is not possible to generate a Centre Assessment Grade (CAG). In these cases, the principal mitigation is for us to adapt assessments. Where this is the case, and our Regulator has agreed this mitigation, we will consider whether we can suitably and manageably adapt our assessments and related processes, in order that learners might complete their qualifications.

To find out which Ascentis qualifications are in the 'Adapt' mitigation category please refer to the 'Summer 2020 Qualification explainer tool' produced by Ofqual and covers qualifications regulated by Ofqual, Qualifications Wales and CCEA Regulation.

General Requirements in Relation to Adaptions

There are a number of ways in which we may make changes to Vocational Qualifications, in order to maximise the number of learners that receive results this summer.

These include:

1. changing the way in which assessments are delivered, e.g. by using an online rather than paper-based test, or carrying out an assessment remotely rather than face-to-face
2. adapting assessment methods, e.g. by using a practical simulation in place of an observation, or professional discussion in place of a practical demonstration
3. changing invigilation requirements, e.g. by allowing the use of online invigilation so that assessments can take place in a wider range of settings
4. waiving or adjusting work experience or placement requirements, e.g. allowing learners to undertake a shorter period of work experience
5. changing the way in which a qualification is quality assured, e.g. by allowing for standardisation or External Quality Assurance to take place remotely or online.

We will give due regard to any specific requirements put in place by professional and sector bodies when making judgements about adaptions.

We will ensure, as far as possible, that any adaptions minimise any disadvantage to learners with special education needs or a protected characteristic. However, where it is only possible to offer an adapted assessment but only in a way that does disadvantage some learners, despite our best efforts, we will still offer the adapted assessment. This is in line with the overall aim of the government's policy of ensuring that as many learners as possible are provided with results this summer.

Assessment adaptation process

For learners who meet the eligibility criteria Assessors must take the following steps:

- Identify learners who meet the mitigation criteria for assessment adaptation arrangements.
- Undertake an audit of each learner's work to identify completed units and agree an assessment plan for the outstanding units.
- **The Assessor will contact the Quality Assurance email address:** qualityassurance@ascentis.co.uk to discuss any adaptions being proposed and to gain agreement from the Quality Assurance team.
- Once approved, the learner will complete the work assigned to them by the centre, in accordance with the allowed and agreed adaption. These must be clearly documented to show a clear audit trail on the 'ERF adapt form'
- For assessments where an adaptation is permitted, ensure that the assessor reviews all evidence, makes sound assessment decisions and clearly records these.
- Clearly identify which units adaptation has been applied to. Where multiple options of assessment adaptation are available, centres need to identify which adaptation was applied. Internal quality assurance procedures should be followed to agree final assessment decisions and all associated records retained by the centre.

In making provisions for adaptions, Ascentis will take all reasonable steps to minimise risks to validity by ensuring that coverage of the key areas of the construct of the qualification is retained within any adapted assessment. In doing so, we will act within the limits of our capacity and capability. Where we do not reasonably consider that any adaptions made will result in an assessment that provides valid and reliable results, we will instead delay the provision of assessments until a specified date.

Centres should not make any claims for adaptions unless first emailing qualityassurance@ascentis.co.uk. The Quality Assurance team will consider the adaption requested and confirm to the centre that this is possible centres will then make the necessary adaptions and submit claims under the ERF using the ERF Adapt form found on Quartzweb (please see below). IQA activity should continue to take place as normal.

Please note that the results release dates of 13th and 20th August are solely for qualifications which will have a calculated result and not for qualifications with adapted assessments. We will process all results within 4 weeks in order to support progression.

Adapting Assessments

Guidance on Completing Record Forms

ERF Adapt Report (Guidance)

As part of the Extraordinary Regulatory Framework, all centres who wish to Adapt assessments need to follow the below steps for documenting and approving the adaption.

All the relevant staff members involved in the ERF must be aware of this process.

Step 1- Downloading the QuartzWeb ERF Adapt Report:

The following report is to be generated for each class where an adaption is to be made. This report will then allow centres to document the adaption process.

To generate an ERF Adapt report, navigate to the relevant class in QuartzWeb via 'Actions' > 'Your Classes' and click the required Class ID:

Once the Class is open, click 'Class Documentation':

Under the 'View Report' section, click the 'ERF Adapt Report':

This will generate an ERF Adapt Report, which will contain details of all the learners within the class. This report can be exported in a number of ways for completion. We suggest using Excel, as this will allow you to enter the relevant information directly to the report. To export the report, click the icon and select 'Excel':

Step 2- Completing the ERF Adapt Report:

Once the ERF Adapt Report has been downloaded from QuartzWeb for the relevant class(es), the Tutor/Assessor who taught and assessed the previous work for the learners is now responsible for the Assessment Adaption process and is required to complete the form for the learners.

Please ensure you read the guidance carefully before completing the report.

Each column must be completed as follows:

1. Adapt? – Please indicate 'yes' if you are claiming for this learner under the ERF. If you state 'no', please leave the rest of the columns blank.
2. Units completed with no adaptions.
    Please list any units that have been completed with no Adaptions.
3. Units completed with Adaptions.
    Please list all the units that have adapted Assessments.
4. Adaption approved by Ascentis (Date)
    Please indicate the date that your Adaption was approved by Ascentis Quality Assurance.
5. Details of adaption and rationale to support this.
    Please provide details of the assessment adaption that you have made and why this was appropriate for the assessment criteria that it is required to cover.

Example completed ERF report:

ERF Adapt Report

Lune Valley College

BayView Campus

Tutor: Tony Tutor　　Programme: Award in Education and Training

Start Date: 07-02-2020　　End Date:

Learner ID	Forename	Surname	DOB	Status	Adapt? (yes/no)	Units completed with no adaptions	Units completed with adaptions	Adaption approved By Ascentis (Date)	Details of adaption and rationale to support this
1090535	Andy	Learner	01-01-01	Registered	Yes	D/505/0052 Understanding and using inclusive teaching and learning approaches in education and training. F/502/9548 Facilitate learning and development in groups (Learning and development unit), D/601/5313 Understanding the principles and practices of assessment (Learning and development unit)	H/505/0053 Understanding roles, responsibilities and relationships in education and training	17/06/2020	The Micro teach assessment will now be delivered through an online platform rather than face to face. This is the approved adaption from the regulatory professional body for Education and Training.
1090600	Hannah	Learner	06-01-01	Registered	No				
1090539	Jack	Learner	05-01-01	Registered	Yes	D/505/0052 Understanding and using inclusive teaching and learning approaches in education and training. F/502/9548 Facilitate learning and development in groups (Learning and development unit), D/601/5313 Understanding the principles and practices of assessment (Learning and development unit)	Understanding roles, responsibilities and relationships in education and training		The Micro teach assessment will now be delivered through an online platform rather than face to face. This is the approved adaption from the regulatory professional body for Education and Training.
1090601	James	Learner	07-01-01	Registered	Yes	D/505/0052 Understanding and using inclusive teaching and learning approaches in education and training. F/502/9548 Facilitate learning and development in groups (Learning and development unit), D/601/5313 Understanding the principles and practices of assessment (Learning and development unit)	Understanding roles, responsibilities and relationships in education and training		The Micro teach assessment will now be delivered through an online platform rather than face to face. This is the approved adaption from the regulatory professional body for Education and Training.
1090538	Jo	Learner	04-01-01	Registered	Yes	D/505/0052 Understanding and using inclusive teaching and learning approaches in education and training. F/502/9548 Facilitate learning and development in groups (Learning and development unit), D/601/5313 Understanding the principles and practices of assessment (Learning and development unit)	Understanding roles, responsibilities and relationships in education and training		The Micro teach assessment will now be delivered through an online platform rather than face to face. This is the approved adaption from the regulatory professional body for Education and Training.
1090537	Joanne	Learner	03-01-01	Registered	No				
1090536	Louise	Learner	02-01-01	Registered	Yes	D/505/0052 Understanding and using inclusive teaching and learning approaches in education and training. F/502/9548 Facilitate learning and development in groups (Learning and development unit), D/601/5313 Understanding the principles and practices of assessment (Learning and development unit)	Understanding roles, responsibilities and relationships in education and training		The Micro teach assessment will now be delivered through an online platform rather than face to face. This is the approved adaption from the regulatory professional body for Education and Training.

Total Number of Students: 7

Claims for Fully Completed Assessments, where a learner has fully completed the assessment/unit, centres must continue to claim for these as normal. This only applies where all of the unit's learning

Internal Quality Assurance/External Quality Assurance Process

Once the units are complete, either with or without adapted assessments, these should go through the Internal Quality Assurance process within the centre. Once the assessed work has satisfied the internal processes within the Centre, and Certification is ready to be claimed, Centres can arrange verification from the Ascentis External Quality Assurer by submitting the ERF Adapt form to qualityassurance@ascentis.co.uk