

## COVID-19 Guidance to the Consolidated Assessment Strategy

This document can be considered guidance to the following:

- [Consolidated Assessment Strategy](#)
- [Assessment Strategy for Plant Operations and Lifting Operations](#)

**Version 2 Updated: 1<sup>st</sup> December 2021**

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

This **additional support** and **special assessment** guidance can be used for the period 1<sup>st</sup> July 2020 until 30<sup>th</sup> April 2022.

### 1. Context

- 1.1 COVID-19 has presented extraordinary circumstances that has required CITB to review the approach for the delivery of S/NVQ's and issue this temporary guidance of the consolidated assessment strategy.
- 1.2 This guidance does not remove any requirement for the delivery of the learning outcome or assessment criteria detailed within any of the qualification standards that sit within the scope of the ConstructionSkills' Consolidated Assessment Strategy.

### 2. Approach

- 2.1 Awarding Organisations must ensure their centres' approach remains fit for purpose and delivers a robust assessment where learners evidence is valid, authentic and sufficient to cover the learning outcomes and assessment criterion fully.
- 2.2 The delivery of S/NVQ often relies upon direct observation as the best form of evidence to support assessment decisions. During these extraordinary circumstances all individuals are expected to follow current government guidance. Therefore, assessors should be utilising all other methods of assessment that would cover the requirements of the unit/qualification.
- 2.3 The assessment cycle must not change as a result of the COVID-19 situation, the learner and assessor must agree a '**PLAN**'. The assessment must then be carried out ('**DO**') and provide the assessor the confidence to make a decision about the learner's competence. The assessor must '**FEEDBACK**' their decision to the learner and finally '**REVIEW**' the progress towards competence.
- 2.4 The options available to assessors that should be promoted to centres during the COVID-19 outbreak are detailed below.

### **3. Recorded Video (Assessor NOT present)**

- 3.1 Recorded Video is an option for all elements of the assessment process and communication with learners, witnesses and employers and can only be used to supplement primary evidence and not as direct observation.
- 3.2 The videographer must confirm that all members on the recorded video are happy to be recorded and the purpose of the recording.
- 3.3 The date, time and location must be given at the beginning of the recording to give context to the video.
- 3.4 The date and time must be stated at the end of the recording.
- 3.5 The assessor will need to be assured that the video is of the learner carrying out the work.
- 3.6 The video needs to be clear and at a distance that the task is clearly visible, and an assessment decision can be made confidently.
- 3.7 The video evidence must be accompanied by a written assessment decision that demonstrates that the video evidence has been assessed and feedback given to the learner.
- 3.8 The video is of the actual work being carried out in real time and not a synopsis of the work done when completed.

### **4. Live Video Streaming (Assessor present, remotely)**

- 4.1 Live Video Streaming is distinctly different to a Recorded Video (Section 3). In simplistic terms, a video stream is conducted live although the candidate and assessor are in different locations and communicating through audio and video stream.
- 4.2 If using this method, the assessor must capture enough information (as they would if they were present on site), complete an observation report, and it must be sufficient to support the assessment decision.
- 4.3 The assessor must identify who is doing what, where and when, and record this in the observation report, as well as the location of any products of work (evidence).
- 4.4 As with any assessment, there must be an assessment plan detailing the assessment and method of recording with the candidate. The assessment must be concluded with a feedback session of what was covered and if competence has been achieved.
- 4.5 The rules of evidence do not change for this medium; the assessor must demonstrate the evidence and decision is valid, authentic and sufficient to meet the requirements of the unit or qualification.

## 5. Recorded Audio (Assessor NOT present)

- 5.1 Recorded Audio is an option that can be used for all elements of the assessment process, with learners, witnesses and employers.
- 5.2 The person carrying out the recording must open the discussion with the time, date and location.
- 5.3 The person carrying out the recording must introduce all members present and their role and purpose for the audio recording.
- 5.4 The person carrying out the recording must confirm that all members on the audio recording are happy to be recorded and the purpose of the recording.
- 5.5 The person carrying out the recording must close the discussion with the end time and date.
- 5.6 When being presented to an assessor as evidence, the assessor must be able to confidently validate and authenticate the evidence being provided to enable an assessment decision. Therefore, the person carrying out the recording should use some other supporting evidence to plan and drive the conversation.
- 5.7 This method is not suitable for observations.

## 6. Live Audio (Assessor present remotely. Audio recorded)

- 6.1 Live Audio is an option that can be used for all elements of the assessment process, with learners, witnesses and employers.
- 6.2 The assessor must introduce all members present on the live audio for the purpose of the recording and their role and purpose.
- 6.3 The assessor must confirm that all members on the live audio are happy to be recorded and the purpose of the recording.
- 6.4 The assessor must open the discussion with the time, date and location.
- 6.5 The assessor must close the discussion with the end time and date.
- 6.6 When being used to capture a professional discussion, the assessor must be able to confidently validate and authenticate the evidence being provided to enable an assessment decision. Therefore, the assessor should have some other evidence to use to plan and drive the conversation.
- 6.7 This method is not suitable for observations.

## 7. Simulation

- 7.1 The use of simulation is permitted during the period of the COVID-19 situation and must follow the requirements of the Consolidated Assessment Strategy, Appendix C, and any specific units that make up the qualification (where the allowable use of simulation is specified).

***In CITBs reasonable opinion the use of simulation will no longer be required for the extra ordinary events of COVID 19 from the 1<sup>st</sup> May 2022. Therefore, use this update to plan your delivery after this date.***

## 8. Plant Qualifications

- 8.1 Plant qualifications have a requirement specifically listed within the Assessment Strategy for Plant Operations and Lifting Operations - these requirements have not changed. There is still a requirement for the assessment to include **all** of the following:
- observation of performance by the assessor or assessors
  - witness testimony or testimonies by an expert witness/witnesses
  - professional discussion
- 8.2 The assessor can use modern technologies to carry out the assessment using the mandatory methods of assessment (as detailed in paragraph 8.1).

## 9. Skills Tests

- 9.1 As stated in the Modern Apprenticeship framework Construction Building at SCQF Level 6:

*There is a mandatory minimum duration in place for this apprenticeship of four years. The candidate may not sit the skills test unit of the SVQ before 3 years and 6 months from their start date.*

*Adult apprentices (over 22 years of age), who can demonstrate significant prior site experience, may be permitted to complete in a minimum of 2 years where their achievement and competence has been recognised by both the employer and provider. These candidates would need to meet the requirement for a full portfolio of evidence against the SVQ and may not sit the skills test unit before the last 6 months of their apprenticeship.*

- 9.2 In order to continue to provide support for Scottish apprentices who are in their final 6-months of their apprenticeship term. Those who still have gaps in their SVQ portfolio of evidence, can attempt the Skills Test prior to the full completion of their portfolio assuming the following four criteria are met and in accordance with the **Scottish Apprenticeships Practical Skills Tests Temporary Approach September 2021**:

- **Criteria 1** The apprentice has met the minimum duration requirements as stated in the 9.1.
- **Criteria 2** A Skills Test Readiness Declaration has been completed & signed by:
  - The Apprentice
  - The Assessor
  - The Internal Verifier
  - The Employer
- **Criteria 3** The Skills Test Readiness Declaration must be included within the apprentice's SVQ portfolio
- **Criteria 4** The Skills Test Readiness Declaration must be uploaded onto the candidate's MA Online record

- 9.3 Apprentices who fail the skills test will not be permitted a resit until all evidence for the SVQ is in place, the skills test can then be retaken as normal.

- 9.4 It must be noted that early completion of the skills test does not prove competence and is not completion of the SVQ or apprenticeship.

## 10. Guidance Review Date

- 10.1 This document will be reviewed by **30<sup>th</sup> April 2022** and extended, withdrawn or amended as required.

## 11. Revision Log

Version	Date	Changes
V1.1	<i>22<sup>nd</sup> April 2020</i>	First Published
V1.2	<i>29<sup>th</sup> May 2020</i>	Extension
V1.3	<i>25<sup>th</sup> June 2020</i>	Extension to 30th December 2020,
V1.4	<i>10<sup>th</sup> November 2020</i>	Update to the review date. Extended 31/12/2020 to 30th June 2021
V1.5	<i>28<sup>th</sup> April 2021</i>	Extension to 31st December 2021
V2	<i>1<sup>st</sup> December 2021</i>	Full document reviewed: <ul style="list-style-type: none"> <li>• Detail on Appendix C of Consolidated Assessment Strategy on simulation in extraordinary circumstances</li> <li>• Addition of Video Streaming</li> <li>• Changes to paragraph 11 on simulation, (moved from paragraph 9)</li> <li>• Updated paragraph 11.1 to give greater clarity on simulation</li> <li>• Skills Test guidance added</li> <li>• Removal of Simulation warning</li> <li>• Extension to 30<sup>th</sup> April 2022</li> </ul>