

TEST's controlled assessments are a type of formative assessment of the learning outcomes where supervision of the Learners' assessments are required.

The controlled assessments cover a range of assessment methods such as; practical tasks, producing reports, written questions, **multiple choice/short answer** and knowledge assessment tasks. Specific requirements for these assessments such as time constraints will be specified in the qualification manual or the learner guidance.

Qualifications may have different approaches defined as open or closed book assessment and practical assessments. These assessments require supervision controls to be in place during the assessments.

Supervision of controlled assessments

In the instance of a Controlled Assessment:-

- The Supervisor must check and ensure the appropriate assessment materials are available and they are the correct version.
- The Supervisor is not distracted by other activities such as marking and Learners are visible to the Supervisor during the assessments.
- The Supervisor is responsible for ensuring any resource specified to be used in the Learners' assessment is free from pre-prepared marking or referencing.
- Electronic devices such as PC's/Laptops/tablets/smart phone/watches/mobile phones and other devices that can connect to the internet or communicate outside of the room are not permitted unless stated. (This is not an exhaustive list)
- The Learners do not discuss their work with other students during the assessment.
- The Supervisor is responsible for ensuring that internal assessments are suitably controlled to ensure that assessment decisions are valid and reliable, and that work submitted for assessment by Learners is prepared and produced by them independently, without assistance from others, and free of plagiarism.
- The Centre's arrangements for quality assurance must include monitoring of these arrangements to ensure they are effectively applied.
- The internal assessments marked by the centre delivery staff are key assessment records and must be retained securely by the Centre and made available on request for external quality assurance.

Closed book assessment

Where the assessment takes the form of written/short answer and multiple choice question papers, these should be treated as a formal assessment therefore imposing the necessary restrictions on the Learner e.g. no conferring or referring to text books etc. This method tests the Learners' subject knowledge.

Where the guidance in a controlled assessment states that the learner will need 'Access to any relevant support/reference material (this could include notes)', this relates to the learner having access to material that is deemed **relevant** and **appropriate** for the specific assessment that they are undertaking.

Examples of relevant and appropriate materials could include:

- Engineering regulations.
- Engineering material that enables the learner to find information relating to regulations or codes of practices, where applicable.
- Formulas, written in the form of notes that will enable the learner to work out a calculation, where applicable.

Examples of materials that are **not** appropriate could include:

- Learner support/reference material or notes that provide them with the answers to the questions within the controlled assessment.

Open book assessment

Open book assessment allows the Learner to take notes, texts or resource materials into an assessment situation specified in the Learner guidance. This method tests the Learners' ability to find and apply information and knowledge, so are often used in subjects requiring direct reference to written materials such Health & Safety Laws and Regulations.

Practical assessments

Practical internal assessment may include assessments which have been designed to assess the knowledge, understanding and skills of Learners and the assessment material may include completing a practical task to a specified standard. Assessment records may include assessment marking criteria and/or observation records, reports, completed task sheets such as: inspection records, work process sheets, risk assessments etc.

Centres should also provide a written feedback record to each learner for all assessments, which details the evidence evaluated against the learning outcome and the feedback given to the learner.

Storage and security of internal assessment records is vitally important to maintain confidentiality and to meet Data Protection Act requirements Centres are required to retain records of evidence for seven year from the date of certification.

Signature:



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