

# End Point Assessment Policy

## 1. Application to the register

- 1.1 Application to the Register of End Point Assessment Organisations is coordinated by the Apprenticeships team with support from CADQ. Course teams wishing to apply to the Register of End Point Assessment Organisations should contact their School's Degree Apprenticeship Manager.
- 1.2 An application to the register can be made at any point in the year.
- 1.3 All course teams planning to deliver an end point assessment (EPA) must complete an End Point Assessment operational document which includes evidence required as part of the application to the register.
- 1.4 As part of the application process, course teams must provide evidence that staff have the necessary occupational competence, experience and assessment expertise for the relevant apprenticeship standard.
- 1.5 It is the responsibility of course teams to ensure that they are familiar with the End Point Assessment Organisation Conditions of Acceptance.

## 2. Assessor recruitment and training

- 2.1 For each apprenticeship standard where the University is the End Point Assessment Organisation (EPAO), the University needs to be able to demonstrate that an independent assessor(s) has been appointed.
- 2.2 The University will seek to recruit assessors who meet the requirements set out below.
- 2.3 Each course team will be responsible for identifying and nominating the appropriate number of assessors and ensuring that this is managed throughout the life of the apprenticeship. Assessors must be independent of the course and appointed to all apprenticeships where the University is the End Point Assessment Organisation.

### Explanatory notes

- Where appropriate, this process of nomination and appointment mirrors that for the appointment of external examiners.
- Nominations will be considered by the External Examiner and Assessor Appointments Panel (EEAP).

- 2.4 The EEAP will be responsible for the approval of all assessors, whether existing University employees or new (external) appointments.
- 2.5 Course teams, SASQCs, Degree Apprenticeship Managers and EEAP are guided by the criteria below when considering assessor nominations. If required, EEAP may consult the Apprenticeships team on matters of assessor appointment.
- 2.6 Assessors are nominated by course leaders using the AA1 form, available from CADQ. Their nomination is considered by SASQC and forwarded to the EEAP for approval. Nominations will be considered by EEAP prior to the commencement of the appointment.
- 2.7 School-approved assessor nomination forms, signed by the Chair of SASQC, are forwarded to CADQ. The correct nomination form must be used. It should be noted that the nominee is not an assessor until they receive an appointment letter and have undertaken a satisfactory right to work process with the relevant University HR team.
- 2.8 The course team, with the support of their Degree Apprenticeship Manager, should ensure that the potential assessor is provided with sufficient information to enable them to identify whether they can carry out their responsibilities effectively and meet the appointment criteria before commencing the nomination process. In the interests of impartiality, assessors will not be appointed where this will establish a reciprocal arrangement with another End Point Assessment Organisation. An assessor must:
  - a. Be independent of the course, the apprentice and their employer;
  - b. Be experienced in carrying out training and assessment in a work place or academic environment;
  - c. Hold recent and relevant industry experience, normally within the last five years;
  - d. Hold a degree in a related subject area to the apprenticeship they are appointed to;
  - e. Meet any other requirements stipulated in the apprenticeship standard End Point Assessment plan for the apprenticeship for which they are appointed.

#### **Explanatory notes**

- Each apprenticeship will have a minimum of two assessors.
- Cohort size will need to be considered when agreeing the number of assessors on a case by case basis.
- Where a nominee has previously held an external examiner position at NTU, they will not normally be considered for an independent assessor role where they have had direct external examining duties connected with the same cohort of learners being entered for EPA.

- Schools are advised to discuss the nomination process with the nominee including the timeframes/steps involved. Schools can seek additional advice from their Degree Apprenticeship Manager.
  - CADQ maintains a list of assessor appointments held by NTU staff, which Schools are required to formally update once each academic year.
  - Exceptions to the appointment criteria will only be approved by the EEAP where there are compelling reasons set out in the nomination form.
  - Additional guidance will be provided on the assessor nomination form (AA1).
- 2.9 Providing assessors continue to meet the appointment criteria upon a biennial review (every two years) by Schools, there is no limit to the length of tenure.
- 2.10 To ensure consistency of approach and in-depth understanding of the Apprenticeship Standards and Assessment Plan, all assessors are required to undertake training in order to prepare them for the assessor role, including an induction.
- 2.11 At induction, the University ensures that all assessors are informed about relevant institutional procedures, practices and academic regulations, about their role and about the apprenticeships and modules to which they are appointed.
- 2.12 Ongoing training will be provided jointly by Schools and the Apprenticeships team to ensure that all requirements are met, to ensure that all assessments conducted are valid, fair and reliable and in line with the relevant end point assessment plan.
- 2.13 All assessors are expected to attend an annual standardisation event. The purpose of these events is to ensure the fair, consistent and reliable grading of all assessments. They also allow the course team to update the assessors on any changes to the apprenticeship or standard. Course teams will be expected to communicate with assessors during the year and provide updates as appropriate.

**Explanatory note**

- Assessors should complete induction and standardisation training before the Gateway.

### **3. Delivery of End Point Assessment**

- 3.1 A minimum of two end point assessors will be appointed to each apprenticeship to ensure independence in moderation. Each assessor will have responsibility for marking and moderation. Moderation of assessment decisions will be undertaken in line with NTU's marking and moderation policy practice, as set out in Quality Handbook Section 15: Assessment.

- 3.2 Re-sits and re-takes will be undertaken in line with standard NTU practice except where the Apprenticeship Assessment plan sets out specific procedures in which case the assessment plan will take precedence.
- 3.3 Results will be confirmed to the apprentice following ratification by the Board of Examiners which will operate in accordance with NTU Board of Examiners requirements (see Quality Handbook Supplement 15B).
- 3.4 The Apprenticeships team is responsible for claiming the apprenticeship certificate from the Apprenticeship Assessment Service.
- 3.5 Apprentices will be issued with a transcript of their performance in line with standard NTU procedures for undergraduate and postgraduate degree awards.

#### **Explanatory note**

- Moderation includes all aspects of end-point assessment including written work, professional discussions and presentations. Moderation of assessments such as a professional discussion or presentation can be carried out either through 'live' observation of the assessment where the moderator observes the assessment as it is happening, or after the assessment via a recording. The moderation procedure must be agreed in advance by each End Point Assessor and the course team.

## **4. Failure and reassessment**

- 4.1 Each apprenticeship End Point Assessment Plan will normally stipulate the procedures to be followed where an apprentice fails the End Point Assessment. Where this is not the case, the regulations set out in this policy will apply.
- 4.2 For on-programme assessment, NTU Common Assessment Regulations will apply. The regulations below apply to failure and reassessment decisions relating to end point assessment only:
  - a. Following a failure of End Point Assessment, an apprentice has the right to be reassessed on one further occasion.
  - b. Where there is more than one element to the End Point Assessment, the apprentice will only be reassessed in the failed element.
  - c. In all circumstances of reassessment, where a student has passed other elements, the grades associated with these elements should go forward and the student should not be reassessed in them.
  - d. The maximum grade for reassessment where no elements have already achieved above a pass is a low 3rd or pass.
  - e. When an apprentice has already passed at the first attempt one or more of the elements within the End Point Assessment, the apprentice retains their grade(s) for that (those) elements. In these circumstances the apprentice may

- achieve a maximum overall End Point Assessment grade which is higher than a low 3rd or pass.
- f. Apprentices will not be offered the opportunity to be reassessed for end point assessment until the exam board has confirmed the decision.
- 4.3 When an apprentice has upheld extenuating circumstances and has been given an extension to complete the end point assessment, the delayed assessment submission is graded as normal and no further compensatory measures are required.
- 4.4 When the extenuating circumstances have resulted in the offer of a first attempt at the assessment at the next available opportunity, the outcome of this attempt will be decided in the same way as if there had been no extenuating circumstances.
- 4.5 Academic irregularities relating to end point assessment are managed in line with NTU Academic Irregularities policy.

## **5. Quality Monitoring and Review**

- 5.1 End Point Assessment will be considered as part of standard quality monitoring processes, as set out in Quality Handbook Section 6.
- 5.2 Moderation of assessment decisions will be in line with NTU policy, as set out in Quality Handbook Section 15.
- 5.3 Where individual assessment plans require deviation from University policy, this will be noted at approval.
- 5.4 Schools are responsible for organising an annual standardisation event in line with the relevant apprenticeship standard to ensure the comparability and consistency of assessment decisions.

## **6. Complaints and Appeals**

- 6.1 The University has robust complaints and appeals policies in place as set out in Section 17B and Section 17E of the NTU Quality Handbook and in the NTU Employer Complaints policy.
- 6.2 Where an apprentice wishes to appeal against the decision of the Board of Examiners, the Academic Appeals Process set out in Section 17B of the NTU Quality Handbook should be followed.
- 6.3 Where an employer wishes to raise a concern about End Point Assessment, the NTU Employer Complaints Policy should be followed.

<b>Policy owner</b>
CADQ

<b>Change history</b>			
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