



End Point Assessment Organisation

Assessment Policy and Processes

British Marine

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1. **Introduction**

- 1.1 This policy outlines British Marines approach to the End Point Assessment process.
- 1.2 This policy applies to any location that where a British Marine apprentice undertakes their End Point Assessment. This can include training venues and employer premises. Assessments can be carried out at the apprentice's home address if there is no requirement for the employer to be present.
- 1.3 To uphold the integrity of British Marines assessments, it is imperative that policies and procedures are put in place and strictly adhered to by all assessors.

2. **Pre-Assessment**

- 2.1 The apprentices training provider, apprentice and employer must agree and complete the relevant paperwork to enter the apprentice into End Point Assessment Gateway. This is done via ACE360.
- 2.2 The apprentice and employer, with support from the training provider, should complete the scheduling request form with a suggested 3 dates and times for the planning meeting to be booked, enabling the apprentice to meet the Independent End Point Assessor (IEPA) and plan their assessments. This document should be emailed to EPAO@britishmarine.co.uk when the gateway documents have been uploaded.
- 2.3 The British Marine EPA Team will contact the apprentice to book their end-point assessments, starting with a planning meeting. The planning meeting requires the attendance of the apprentice and employer representative and the IEPA undertaking the assessments. At this meeting we ask that the apprentice and employer make the assessor aware of any particular Health and Safety requirements that must be adhered to during the assessments, if face to face. We will also invite the training provider representative to join if they would like. This meeting will be recorded for quality monitoring purposes. There may be occasion that the British Marine IQA or Operations Manager attend these meeting for quality observation purposes.
- 2.4 During the planning meeting the apprentice will be required to provide / confirm

dates and times for all the aspects of the end point assessments, that suit both apprentice and employer, along with a request for either a remote assessment or for a face-to-face assessment. The location, date, time, attendees required to attend the assessment and the details for each assessment will be emailed via an outlook diary invite within 1 working day following the planning meeting to all attendees. This email also reminds the apprentice to have proof of ID ready at the start of the assessment (See section 3). The apprentices' training provider will be CC'd into the email for information purposes only.

- 2.5 Assessors should not be related to apprentices or have had any involvement in their on-programme training period. Any conflict of interest should be raised with the EPA / Training Operations Managers at British Marine in the first instance as soon as known.

3. **Apprentice Identification**

- 3.1 British Marine recommend one of the following as proof of the apprentices Identity:

- 3.1.1 Valid passport (any nationality).
- 3.1.2 Signed UK photo card driving license.
- 3.1.3 Valid warrant card issued by HM Forces, Police.
- 3.1.4 Other photographic ID card, e.g., employee ID card (must be current employer), student ID card, travel card.

- 3.2 If the apprentice cannot locate any of the above forms of ID prior to the assessment, they should notify British Marine immediately to arrange an alternative arrangement.

- 3.3 If an apprentice is unable to produce any of the forms of identification listed above, then a signed bank card will be accepted, and the signature checked against the Gateway Declaration and Authentication Statement which has been pre-loaded in ACE 360 by the provider.

- 3.4 If an apprentice is still unable to supply any of the above then verification of an apprentice's identity by a third-party representative, such as the apprentice's Line Manager, will be accepted. The person verifying the apprentice's identity must complete the Apprentice Identity Confirmation form which is a signed declaration stating the relationship to the apprentice and the length of time

known to them.

3.5 Should the assessor have any reason to suspect that a person attempting to take the assessment is not the person they are claiming to be, they must not allow that person to take the assessment.

3.6 All occurrences of a situation as described above must be reported to the EPA / Training Operations Manager at British Marine immediately. The Operations Manager will refer to the Malpractice Policy and proceed from there with the assessor.

4. **Assessment Preparation**

4.1 Arrive at the assessment venue in good time (10 minutes minimum) or connect to the online link at least 10 minutes before the assessment is due to start.

4.2 If the session is remote, the assessor should ensure their Teams background is using the professional backdrop provided, if this is not working the background should be tidy and blurred to prevent any distractions. There should be no one else entering the assessor's room when the assessment is taking place and background noise minimised as much as possible.

4.3 If the assessment is at a venue, then all parties should familiarise themselves with the evacuation procedure and confirm if there will be a fire alarm test during the assessment. If this is the case notify the apprentice and employer (if applicable) or where possible delay the start of the assessment until the test has been completed.

4.4 Ensure there is an "Examination in Progress – Do Not Disturb" sign visible on the door/s of the assessment room. Where the assessment is remote, ask the apprentice to post a sign on the door/s of the assessment room.

4.5 If the assessment is in a venue, try and have a clock in the room that is visible to the apprentice. When the assessment is remote, remind the apprentice of the clock at the bottom right-hand side of their display screen. The assessor should also make a note of the start and end times, and if necessary, set a timer on a suitable device to signify a 5-minute warning.

- 4.6 If any walls contain any relevant learning materials the assessor should remove them or cover them over until the assessment is concluded.
- 4.7 The assessor should advise the apprentice that they are not permitted to use any materials and/or devices to assist them with their assessment unless explicitly confirmed in the IfATE assessment plan. Where applicable, they must be turned off and stored away, securely and out of sight. This includes but is not limited to:
 - 4.7.1 Revision books, workbooks, notes.
 - 4.7.2 Water bottles without labels removed.
 - 4.7.3 Smart Phones.
 - 4.7.4 Tablets.
 - 4.7.5 Smart Watches.
 - 4.7.6 In ear devices, with the exception of hearing aids.
- 4.8 Ensure the apprentice has a suitable space to sit and appropriate equipment. (Desk, chair, laptop / Desktop PC, with video camera, microphone and speakers, the power cable and a power socket, if required for any of the assessment methods or a remote assessment.)
- 4.9 Confirm how long the assessment/s will be to the apprentice and explain that they are not permitted to leave the assessment until the assessor confirms the assessment is over.
- 4.10 The assessor should also ensure that the employer (if present) has read the 'Employer Guide to Attending Assessments' prior to commencing the assessment.
- 4.11 If the assessment is to be carried out in the workplace observing the apprentice at work, the assessor must cause minimal disruption to the workplace, but have sufficient ability to see what the apprentice is doing and hear the apprentice speaking. All Health and Safety requirements must be adhered to and we ask that the employer make us aware at the planning meeting of any specific requirements we need to adhere to.
- 4.12 The assessor should complete the appropriate End Point Assessment Record stating:
 - 4.12.1 The apprentice's full name.
 - 4.12.2 The apprentice's place of work.
 - 4.12.3 The apprentice's email address.
 - 4.12.4 The apprentice's contact number.
 - 4.12.5 The apprentice's ULN

4.12.6 The employer representatives name, email address and contact number

4.12.7 The training provider representatives name.

4.12.8 The assessor's name.

4.12.9 The date of the assessment.

4.12.10 Start and Finish Times

4.12.11 Whether any disturbances were recorded during the assessment. The separate assessment disturbances record should be completed if any have occurred.

5. **The Assessment**

5.1 The assessor should notify the apprentice that they are due to start the assessment having used the start of assessment process. If the session is remote this should be video and voice recorded, and the assessor should confirm this with the apprentice and any other attendees. Once the session has started the assessor must complete the following:

5.2 Ask the apprentice to provide suitable ID and if remote show it to the camera.

5.3 If the session is remote the assessor must ask the apprentice to show the assessor, the room and desk via their camera to ensure it complies with 4.6 and 4.7 of this policy.

5.4 The assessor must record the start time and end time on the End Point Assessment Record once all checks have been completed.

5.5 The assessor should speak clearly when asking questions.

5.6 The assessor should allow the apprentice enough time to answer questions.

5.7 Both assessor and apprentice can repeat the question and answer if required / asked.

5.8 If a remote assessment is being carried out, the assessor must check that the apprentice can hear the questions being asked.

5.9 If the Wi-Fi signal during a remote assessment is intermittent or of a poor quality the assessor should make a decision as to whether pause the assessment and

rebook for a later time and / or date.

- 5.10 If the assessment is interrupted for any reason the assessor must:
- 5.10.1 Make a note of the time.
 - 5.10.2 Pause the assessment until the interruption has been resolved.
 - 5.10.3 Make a note of the interruption on End Point Assessment Disturbances Log and confirm the apprentice wishes to continue.
- 5.11 If the assessor identifies that the apprentice looks stressed, emotional, or ill, the assessor may ask the apprentice if they wish to continue. If the apprentice does not wish to continue this should be noted on the End Point Assessment Disturbances Log with the time and reason. Alternatively, the apprentice may decide to continue the assessment. If this is the case the assessor must note on the End Point Assessment Disturbances Log the time the apprentice was asked and confirmed continuation of the assessment.
- 5.12 If an assessor observes or suspects an apprentice of malpractice (cheating), then the assessor must stop the assessment immediately. The assessor must advise the apprentice with the rationale for stopping the assessment and details of the suspected breach should be noted on the End Point Assessment Disturbances Log along with the time. (Please refer to the malpractice policy at this stage and contact the EPA / Training Operations Manager immediately.)

6. **Emergencies**

- 6.1 In the event of an emergency, the assessor should evacuate the venue in accordance with venues procedures. All assessment papers completed by the assessor should be left on the desk, along with any belongings. Where the session is the remote the person who experiences the emergency should leave the assessment room until it is safe to return.
- 6.2 If the assessor is satisfied that the integrity of the assessment has not been compromised, the assessment can be resumed for the remaining allocated time. All the above should be documented on the End Point Assessment Disturbances Log.

7. **The end of the Assessment**

- 7.1 The assessor should notify the apprentice that they have reached the end of the assessment.
- 7.2 The end time should be noted on the End Point Assessment Record.
- 7.3 Under no circumstance should the assessor change any answers on the End Point Assessment Record.

8. **After the Examination/Assessment**

- 8.1 The assessor must mark the assessment based on the information supplied in the assessment.
- 8.2 The assessor must load the marked assessment into the apprentice's electronic file, under the appropriate assessment method, on ACE360, along with any supporting evidence within 7 working days. This timeframe applies to the assessment of presentation and structured interviews only. (The assessment record can be typed up if necessary for ease of review if it was originally completed by hand, but the original record must be uploaded as well and there should be no differences in the answers on the two documents.) If the assessment was remote the video must be uploaded to the British Marine secure shared drive for review if it will not upload onto ACE360. Any voice recording should be put in a zipped file and added to ACE360.
- 8.3 The assessment of Portfolios, and Reports, must be uploaded within 2 working days of the assessment being completed to enable the apprentice to receive the relevant feedback to prepare for the next assessment.
- 8.4 Following this the assessor will notify the IQA that the assessment has been completed and an assessment decision has been made and is ready for IQA review. The assessor should copy in the EPAO@britishmarine.co.uk inbox. The IQA should be completed within *7 working days of receipt from the assessor.

*This timeframe only applies to final assessment IQA.

Any IQA that needs to be completed on assessments that require feedback, as a minimum 7 working days prior to the next assessments taking place must be completed within 2 working days.

- 8.5 Upon IQA completion, the completed IQA record should be sent to the EPAO inbox, (EPAO@britishmarine.co.uk) within the allotted window, to allow the EPAO administrator 1 working day to process and send out the result and feedback. The result and feedback must be sent to the apprentice and CC the employer and training provider
- 8.6 The final outcome of the full set of assessments will be provided in writing (via email from the EPAO inbox) within 15 working days of the last assessments completion and following appropriate IQA review. This will be provided to the apprentice, the employer representative and training provider representative as per registered details on ACE360. A copy of the email should be saved in PDF format and added to the shared document section of the apprentice electronic file on ACE360. This action will be carried out by the EPAO administrator.

Table of assessment feedback and results timescales.

Standard	Assessment	Assessment feedback completed	IQA if required to be completed	Feedback and result issued to apprentice
Marine Engineer	Professional Report	2 working days	2 working days	Within 5 working days of the assessment and a minimum of 7 working days prior to the next assessment
Marine Engineer	Presentation and Structured Interview	7 working days	7 working days	Within 15 working days of the final assessment.
Boatbuilder	Project Portfolio	2 working days	2 working days	Within 5 working days of the assessment and a minimum of 7 working days prior to the next assessment
Boatbuilder	Presentation and Structured Interview	7 working days	7 working days	Within 15 working days of the final assessment.
Marina & Boatyard Operative	Observation and Professional Discussion	7 working days	7 working days	Within 15 working days of the final assessment.

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