

AIM Awards Level 2 Award in Working in Community Sport

EXPIRING



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**AIM Awards Level 2 Award in Working in Community Sport
601/5733/1 EXPIRING 31/12/2018**

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Section 1

Qualification Overview

Section One

Qualification Overview

Introduction

Welcome to the AIM Awards Qualification Specification. We want to make your experience of working with AIM Awards as pleasant as possible.

AIM Awards is a national Awarding Organisation, offering a large number of Ofqual regulated qualifications at different levels and in a wide range of subject areas. Our qualifications are flexible enough to be delivered in a range of settings, from small providers to large colleges and in the workplace both nationally and internationally.

We pride ourselves on offering the best possible customer service, and are always on hand to help if you have any questions. Our organisational structure and business processes enable us to be able to respond quickly to the needs of customers to develop new products that meet their specific needs.

We are licensed by the Quality Assurance Agency (QAA) to approve and certificate Access to Higher Education Diplomas.

This Qualification Specification contains everything you need to know about this qualification/qualification suite and should be used by everyone involved with planning, delivery and assessment.

This is a live document and as such will be updated when required. Centres will be informed via email when changes are made and it is the responsibility of the approved centre to ensure the most up-to-date version of the Qualification Specification is in use.

This document is copyright but may be copied by approved centres for the purpose of assessing learners. It may also be copied by learners for their own use.

This Qualification Specification is mapped to the Ofqual General Conditions of Recognition with references cited for each section as appropriate and the whole document is mapped to Ofqual General Conditions of Recognition C2.5 and E3.2.

About the Qualification

Mapped to Ofqual General Conditions of Recognition: E3.2a/E3.3b

The **AIM Awards Level 2 Award in Working in Community Sport** has been designed as an introduction for all those involved in community sport, either as a volunteer or as an employee or paid sessional staff of a sports club. It will give an introduction to safeguarding and protecting children and vulnerable adults, equity, inclusive coaching and risks and hazards.

Qualification	
AIM Awards Level 2 Award in Working in Community Sport	
Assessment	This qualification is assessed through the following assessment method: <ul style="list-style-type: none"> Externally marked online multiple choice examination
Grading	Assessment is competent / not competent. There is no grading
Progression Opportunities	Learners may progress onto the AIM Awards Level 3 Certificate in Working in Community Sport and/or onto other qualifications such as the AIM Awards Suite of Spectator Safety Qualifications.
Operational Start Date	01-Mar-2015
Operational End Date	31/12/2018
Certification End Date	31/12/2021
Sector	8.1 Sport, Leisure and Recreation
Qualification Accreditation Number	601/5733/1
Learning Aim Reference	60157331
Guided Learning Hours	24
TQT	39
Learner Age Range	16-18; 19+
Rules of Combination	To achieve this qualification learners must complete the single essential component.

The End of the Accreditation Period

We review qualifications that are near the end of their accreditation period, working with sector representatives to make any changes necessary to meet sector needs and to reflect recent developments.

We will post information relating to changes or extensions to qualifications on our website and centres approved to offer the qualification will be kept updated.

Resource Requirements

This qualification has an externally assessed online examination which must be invigilated (see [Appendix 1](#) for further information).



Section 2

Structure and Content

Section Two

Structure and Content

Mapped to Ofqual General Conditions of Recognition E3.3a/b

Qualification Structure and Unit Content

Mapped to Ofqual General Conditions of Recognition: E3.2d /e/f/g/h/j

Please select the unit title to view the individual unit content and assessment guidance.

Rules of Combination for: AIM Awards Level 2 Award in Working in Community Sport EXPIRING 31/12/2018

To achieve this qualification learners must complete the single essential component.

Unit Reference Number	Unit Title	Assessment	Level	GLH
K/507/0501	Working in Community Sport	Externally marked online multiple choice examination The online sample assessment can be found here .	Two	24

Unit Format

Unit Title

The unit title will appear on the learner's certificate of achievement.

Unit Credit Value

When a learner achieves a unit, they gain the specified number of credits.

Unit Level

All units and qualifications within the RQF have a level assigned to them. There are nine levels of achievement, from Entry to Level 8.

Unit Guided Learning Hours

The number of Tutor-led contact hours required to support learner achievement of the unit.

Ofqual Unit Reference Number

Each unit is assigned a unit code that appears with the unit title on Ofqual's Register of Regulated Qualifications.

Unit Review Date

The unit will be reviewed by this date. Any amendments will be notified to centres.

Unit Sector

This is the subject sector area of the unit.

Unit Summary

This gives a summary of what the unit aims to do. It provides a snapshot of the unit and the key knowledge, skills and understanding gained while studying the unit.

Learning Outcomes

The learning outcomes of a unit set out what a learner knows, understands or is able to do as the result of a process of learning.

Assessment Criteria

The assessment criteria specify the standard for which a learner must provide evidence in order to achieve the learning outcome. Additional guidance is available under the 'Assessment Guidance' section of the unit if any part of the Learning Outcomes and Assessment Criteria are in bold.

Assessment Guidance

This section provides additional guidance related to the unit to support Tutors and Assessors. This section gives information about the assessment evidence that learners must produce, together with any additional guidance if appropriate. This section should be read in conjunction with the assessment criteria.

Delivery Requirements

This sets out if there are any specialist resources needed for the delivery of this unit.

Evidence Requirements

This sets out if evidence of practical ability must be demonstrated and evidenced for the achievement of this unit.



Section 3

Assessment and Quality Assurance

Section 3

Assessment and Quality Assurance

Centre Staff Requirements

As an Awarding Organisation, we require that:

- **Tutors** have relevant teaching experience and/or a qualification, and experience and/or a qualification in the relevant subject area. Suitable teaching qualifications include:
 - Level 3 or 4 Preparing to Teach in the Lifelong Learning Sector (PTLLS) or above
 - Level 3 Education and Training or above
 - Diploma or Certificate in Education
 - Bachelors or Masters Degree in Education
- **Assessors** should have an assessor qualification or evidence of recent relevant experience. Suitable assessor qualifications include:
 - Level 3 Award in Assessing Competence in the Work Environment
 - Level 3 Certificate in Assessing Vocational Achievement
 - A1 Assess Candidate Performance using a Range of Methods
 - D32 Assess Candidate Performance and D33 Assess Candidate using Differing Sources of Evidence
- **In addition, Assessors must have:**
 - **a National Governing Body (NGB) Level 2 Award or two years previous experience in sports development**
- **Internal Verifiers (IV)** should have an internal verification qualification or evidence of recent relevant experience. Suitable internal verification qualifications include:
 - Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice
 - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
 - V1 Conduct Internal Quality Assurance of the Assessment Process
 - D34 Internally Verify the Assessment Process

How the Qualification is Assessed

Mapped to Ofqual General Conditions of Recognition: E3.2i

To be awarded the qualifications, learners must provide evidence of achievement of all the assessment criteria for all the units specified in the rules of combination (see [Section 2](#) for guidance on rules of combination). Assessment of these qualifications is through completion of the following assessment tasks: the online multiple choice examination and one of the following: the Assessment Resource Pack or the Assessment Portfolio.

The examination is an externally set multiple choice assessment available online and on-demand. Instructions for the invigilation of this assessment are in [Appendix 1 – Invigilation of Online Examinations](#). The online sample assessment can be found [here](#).

The Assessment Resource Pack and Assessment Portfolio in [Appendix 2](#) and [Appendix 3](#) include mandatory assessment tasks and record of learner achievement forms. Assessors and/or learners can choose to complete this Assessment Resource Pack and fill in the answers to a set of questions in the available spaces, or choose to complete the Portfolio of evidence where a range of tasks must be completed to cover the required assessment criteria.

For more detailed guidance on working with AIM Awards qualifications, please refer to the **Being an AIM Awards Centre** document available on the [website](#).

Methods of Assessment

All assessment tasks are transparent, fair, inclusive, reliable, rigorous, relevant and sufficient and allow learners to produce work that is authentic. Learners must be assessed in English in England, English or Welsh in Wales and English or Irish in Northern Ireland.

Externally marked multiple choice examination

Learners must complete and pass an invigilated online multiple choice examination which is available on-demand. The assessment comprises eighteen randomly generated questions, unique to the individual learner. Nine assessment criteria are tested, each by two questions. In order to pass the assessment, the learner must get at least one question correct for each assessment criterion and achieve a pass mark of at least 60%.

Centres are required to register learners with AIM Awards three working days before the examination and inform us of the date of the examination (see [Section 4](#)). This examination must be invigilated according to [Appendix 1 – Invigilation of Online Examinations](#).

Assessment Resource Pack or Assessment Portfolio

There are two internally assessment options available:

- Assessment Resource Pack or
- Assessment Portfolio

Assessors and/or learners can choose to complete this Assessment Resource Pack and fill in the answers to a set of questions in the available spaces, or choose to complete the Portfolio of evidence where a range of tasks must be completed to cover the required assessment criteria.

Marking Tasks

Mapped to Ofqual General Conditions of Recognition: H5.1/H5.2/H5.3/H5.4

Externally marked examinations

The examination for this qualification contains multiple choice questions and is available online. In order to pass the examination, learners must correctly answer at least one question for each assessment criteria. The online system will automatically mark learner's responses according to this rule.

Internally assessed Assessment Resource Pack or Assessment Portfolio

Assessors must mark learner work against the assessment criteria of the unit to ensure that it is at the correct level and is sufficient, appropriate, and authentic. Centres must ensure that learner evidence is generated by that learner, i.e. that plagiarism does not occur.

Assessors must judge and mark whether each assessment criteria is either achieved or not achieved using the Record of Learner Achievement forms available within the Assessment Resource Pack or Assessment Portfolio in [Appendix 2](#) and [Appendix 3](#). Units are achieved when all assessment criteria of that unit have been achieved. All reasonable steps must be taken to avoid any part of the assessment of a learner (including verification) being undertaken by any person who has a personal interest in the result of the assessment.

Recording Achievement

Assessors must make it clear to the Internal and External Verifiers where achievement of each assessment criteria has been evidenced using the Record of Learner Achievement forms contained within the Assessment Resource Pack or Assessment Portfolio in [Appendix 2](#) and [Appendix 3](#). Once the work has been marked and signed off as meeting the assessment criteria by the Assessor, final feedback should be provided to the learner. A Recommendation for the Award of Credit (RAC) form will be produced for each programme once learners are registered and the Assessor must tick the RAC to indicate which unit(s) each learner has achieved and sign to confirm the certification. See [Section 4: Operational Guidance](#) for further information.

Internal Verification

The completed marked work should be presented to the Internal Verifier for sampling according to the centre's internal verification plan. This plan must cover all internally assessed components, including the observation of Assessors assessing practical activities (further information is contained within the Assessment Resource Pack or Assessment Portfolio in [Appendix 2](#) and [Appendix 3](#)).

AIM Awards provide sample internal verification documentation available to centres on the website [here](#). These sample forms include:

- Assessment and Internal Verification Plan
- Internal Verification of Assessment Decisions
- Internal Verifier Report of Observed Assessor Performance

Once this process has been completed, the Internal Verifier must sign the RAC to confirm their approval of learner achievement. See [Section 4: Operational Guidance](#) for further information.

External Verification

Once learner work has been completed, assessed and internally verified according to the centre's internal verification plan, the work should be presented for external verification. The External Verifier (EV) will expect to be able to look at all completed and assessed learner work that is being claimed for on the RAC(s). The EV will review records of assessment, internal verification documentation, feedback to learners and any records of reasonable adjustments applied. The completed RAC(s) must also be made available for the EV to review. If the EV is satisfied with the standards of assessment and verification, they will sign the RAC(s) and learners will be certificated.

Reasonable Adjustments

Mapped to Ofqual General Conditions of Recognition H5.2

Reasonable adjustments are adjustments made to an assessment for a qualification so as to enable a learner to demonstrate their knowledge, skills and understanding. The nature of any reasonable adjustments depends on the particular requirements as well as on the qualification and assessment methods. Reasonable adjustments are generally not appropriate where the learner's particular difficulty directly affects performance in the actual attributes to be assessed.

For externally marked online examinations

If reasonable adjustments are required for learners taking examinations, the centre must gain approval from AIM Awards prior to the date of the examination:

1. The Tutor should complete and submit a **Request for Reasonable Adjustments Form** for each learner with supporting evidence to AIM Awards at least 3 working days before the planned examination date
2. AIM Awards will confirm receipt of the form within 2 working days
3. AIM Awards will consider the application and give a decision before the planned examination date. AIM Awards will inform the centre if we will be unable to reach a decision in this timescale.

Types of evidence acceptable:

- Educational Psychologist's report – must be current/valid within two years of the date of the exams
- Specialist teachers assessment report - must be current/valid within two years of the date of the exams
- Medical letter – must be specific **AND** recommend, in detail, the support being requested. For a long term physical/medical condition which is not going to change i.e. hearing/visual impairment – a letter from a doctor/optician or hospital report is acceptable in most cases. A condition which is not permanent, but will not go away, will require a new letter confirming the diagnosis each academic year.

Further details are provided in our **Reasonable Adjustments and Special Considerations** document available on the AIM Awards [website](#).

For the internally assessed Assessment Resource Pack or Assessment Portfolio

The Internal Verifier may give permission for reasonable adjustments for a learner without having to apply to AIM Awards for approval, provided that such arrangements do not confer an unfair advantage. The Internal Verifier must approve and record the details of all reasonable adjustments made at the discretion of the centre and must make this available for external verification.

Special Considerations

Special consideration is consideration to be given to a learner who has temporarily experienced:

- an illness or injury, or
- some other event outside of their control

which has had or is reasonably likely to have had an effect on their ability to take an assessment or on their level of attainment in an assessment. Special consideration is not appropriate for a minor illness or a minor disturbance.

It may not be possible to apply special consideration where an assessment requires the learner to demonstrate practical competence. In some circumstances it may be more appropriate to offer the learner an opportunity to take the assessment at a later date rather than apply special considerations.

In the case of examinations:

1. The Head of Centre should complete and submit a **Request for Special Consideration Form** for each learner requesting special consideration with supporting evidence, which may include medical/psychological evidence or a statement from the Invigilator/Verifier to AIM Awards no later than 24 hours after the examination date
2. AIM Awards will confirm receipt of the form within 2 working days
3. AIM Awards will consider your application and give a decision within 10 working days of receipt. AIM Awards will inform the centre if we are unable to reach a decision in this timescale.

Further details are provided in our **Reasonable Adjustments and Special Considerations** document available on our [website](#).

Invigilation of Online Multiple Choice Examinations

Centres are responsible for appointing Invigilators, according to the Invigilation of Online Examinations in [Appendix 1](#). Centres must ensure there are no conflicts of interest between the Invigilator and learners by checking in advance of the examination (e.g. a relative of a learner, a teacher who has prepared learners for the examination being taken or there is a personal interest in the outcome of the assessment).

There must be at least one Invigilator present per ten learners. Where there are less than ten learners and a sole Invigilator, assistance must be available for the Invigilator without them having to leave the room or disturb the learners.

All learners in the room must be able to be seen by an Invigilator at all times. Invigilators must follow the instructions in the Invigilation of Online Examinations in [Appendix 1](#) and have a copy of these instructions to hand at all times during the examination.

Invigilators must confirm and be satisfied with the identity of all learners sitting the examination. By sending the confirmation email, the Invigilator/Head of Centre takes responsibility for confirmation of learner attendance at the examination and that there are no conflicts of interest between themselves and learners (see the Invigilation of Online Examinations in [Appendix 1](#)).

Should a conflict of interest be identified at the start of or during the invigilation of an examination, the procedures below must be followed:

Where there is a known potential conflict of interest, the Invigilator/Assessor must complete and submit a **Conflict of Interest Declaration form** (available on the AIM Awards website [here](#)) declaring the potential conflicts of interest prior invigilating an examination.

AIM Awards will consider all declarations and inform the examination centre of one of the following possible outcomes:

1. The Invigilator is accepted to manage the examination / Assessor approved to assess
2. Further information is required to demonstrate suitability
3. Further appropriate steps agreed to have the invigilation or assessment subject to scrutiny by another person
4. The Invigilator/ Assessor has a conflict of interest and the application has been rejected.

If an applicant is dissatisfied with the decision, they can appeal to AIM Awards within two weeks of receiving the outcome.

Should a conflict of interest between staff and learner be identified at the start of or during the examination/assessment, the centre must:

1. Replace the Invigilator/Assessor with another suitable member of staff
2. If this is not possible, move the learner to another assessment/examination room
3. If this is not possible, add an additional member of staff to invigilate/assess those learners
4. If this is not possible and there are no other opportunities for the learner to be examined/assessed, the examination/assessment may take place. Immediately following the examination/assessment, you must complete and submit by email (to the centre's AIM Awards Customer Support Officer) the **Conflict of Interest: Change in Circumstance Form** (available on the AIM Awards website [here](#)) explaining this. Any examinations that have taken place where a Conflict of Interest: Change in Circumstance Form has been submitted will be moderated to ensure that no unfair advantage has been given to those learners.

Malpractice/Maladministration

Confidentiality of assessment papers, mark schemes and learner work must be maintained at all times. Centres must ensure that the instructions set out in this document are followed and inform AIM Awards of any potential breach of confidentiality. Further details on Malpractice can be found on the AIM Awards website [here](#).

AIM Awards Qualification Standardisation

Centres will be required to provide samples of assessment tasks for AIM Awards qualification standardisation activity. Qualification standardisation is a process that promotes consistency in the understanding and application of standards and provides AIM Awards with important information for the qualification review process.

It is a requirement of the Centre Agreement that centres offering units from the qualification must contribute assessment materials and learners' evidence for standardisation if requested. AIM Awards will write to you to request samples if necessary.

Outcomes from qualification standardisation will be made available to those centres using that qualification.



Section 4

Operational Guidance

Section 4

Operational Guidance

Offering the Qualification

Centres wishing to offer this qualification must be an AIM Awards recognised centre. New centres can apply to become a centre using the **Centre Recognition Application Process** on our website or by contacting the AIM Awards office.

We can advise centres on the best and most efficient methods for offering this qualification. All procedures for the use of this qualification, including approval, registration of learners, verification and certification will be completed through AIM Awards and all centres will have an allocated Customer Support Officer to support them.

Approval to Offer the Qualification

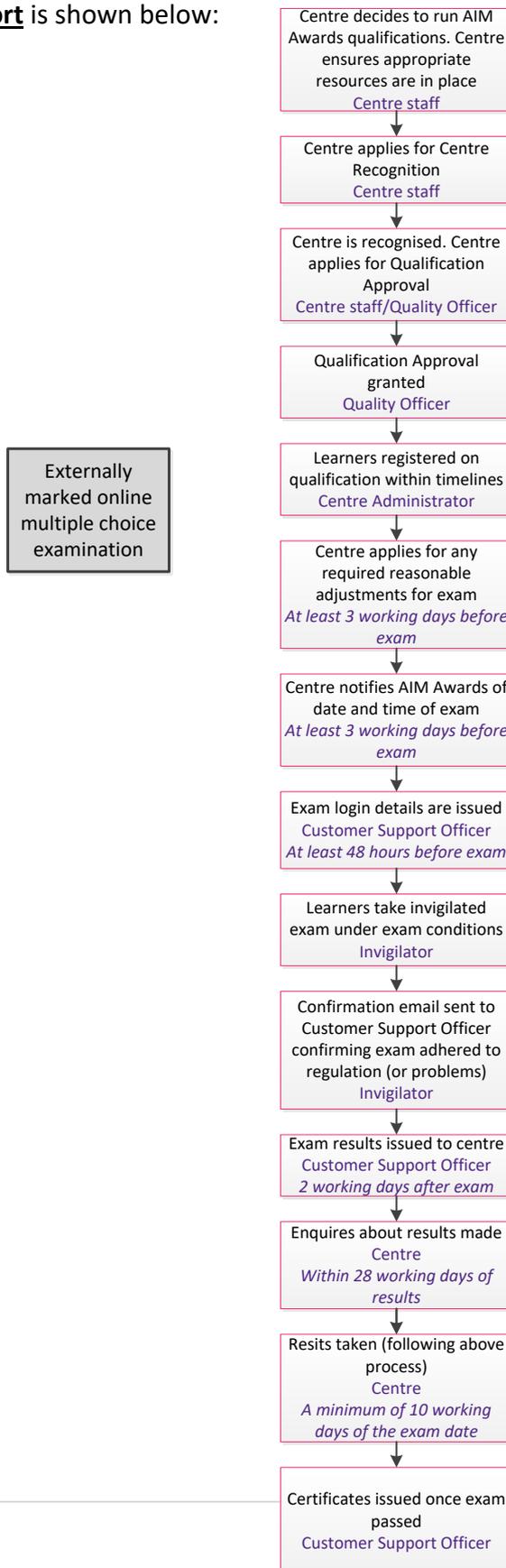
Centres wishing to offer this qualification must complete and submit a Qualification Approval Request on the AIM Awards website. Some qualifications require that centres have specific resources in place and/or that their Assessors/ Internal Verifiers hold certain qualifications. Where this is the case, centres must provide evidence of resources/staff qualifications when completing the Qualification Approval Request.

Fees and Charges

The AIM Awards Fees and Charges Brochure includes all qualification charges and is available on our website. Please note that registrations will not be processed if centre fees have not been paid.

Registration and Certification Process

A summary of the registration and certification process for the Level 2 Award in Working in Community Sport is shown below:



Once centres have approval to offer the qualification, they will be able to register learners via the AIM Awards Online Portal. Centre staff will need to set up accounts in order to use the Portal to carry out administration of the centre. An allocated Customer Support Officer will guide centres through this process.

- The centre registers learners onto the correct qualification via the Portal within the following timescales:
 - Short Courses - Courses of **15 weeks or less**. Registrations must be received within 25 working days of the start date of the course **or** at least three working days before the planned examination date
 - Long Courses - Courses **over 15 weeks**. Registrations must be received within 60 working days of the start date of the course **or** at least three working days before the planned examination date.
 - Centres which fail to meet these deadlines will be charged late entry fees in accordance with the late entry charging policy.
- All learner registrations must be checked carefully in order to avoid Maladministration and Malpractice. We reserve the right to charge for replacement certificates issued as a result of inaccurate information provided by centres.

Externally Marked Examinations

Once registered onto the qualification within the timelines (above), learners are registered on the online examination system which can be taken on-demand according to the following instructions:

- Centres must check whether any Reasonable Adjustments are required for any learners and seek approval from AIM Awards **at least three working days before the intended examination** (see [here](#) for further information)
- Centres must inform their allocated Customer Support Officer of the intended date and time of the online examination by email **at least three working days before the intended examination**
- The AIM Awards Customer Support Officer will send examination login details for the examination to the centre's nominated Examinations Contact **at least 48 hours before the intended time/date of examination**.

On the day of the examination:

- The Invigilator must confirm each learner's identification and log learners into the online examination using the learner examination login details. By logging learners in the Invigilator is confirming their identity
- Learners take the online examination at the agreed time and date, having confirmed their adherence to the learners agreement

- The Invigilator ensures learners (up to ten) take the examination adhering to the learner agreement and time limit, that examination conditions are maintained and that learners do not access any other webpages or other resources
- AIM Awards will monitor the time and date that the examination is accessed and sanctions may be enforced if it is not carried out at the agreed time
- The Invigilator must inform AIM Awards of any issues with the examination or malpractice in order for an investigation to be instigated
- AIM Awards may attend examinations to confirm that regulations are being adhered to

At the end of the examination:

- At the end of the examination, the Invigilator must send a confirmation email (see [Appendix 1 - Invigilation of Online Examinations](#) for template confirmation email) to the allocated AIM Awards Customer Support Officer confirming: learner identity checked, list of learner names and confirmation of adherence to examination regulations
- Centres must inform AIM Awards immediately of any threat to the confidentiality of assessments
- The results are sent to AIM Awards. AIM Awards will issue the centre with these results **within 2 working days of the examination** being completed
- All enquires must be made within 28 working days of the issuing of the results and it is therefore vital for centres to pass on the results to learners straight away

Resits of Externally Marked Examinations (Online)

Learners who do not achieve a pass in the online multiple choice examination are eligible to be entered for a resit. Resits may take place a **minimum of 10 working days** from the original examination to allow for further teaching and learning activities to take place at the centre.

Centres must inform their allocated Customer Support Officer of the intended new date and time of the online examination by email at least three working days before the intended examination.

The AIM Awards Fees and Charges Brochure includes details on resit charges and is available on our website.



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APPENDIX 1

INVIGILATION OF ONLINE EXAMINATIONS

Invigilation of Online Examinations

Invigilation Guidelines

The requirements for invigilation are as follows –

- The venue must be an office, training centre, school, college or university
- The Invigilator must speak English
- The Invigilator must not be a family member or relative of the learner
- Invigilators may invigilate up to a maximum of ten learners at any one time. If more learners are to be taking the examination, additional approved Invigilators will be required.

Invigilation

To be read and followed by each Invigilator at every online examination:

Before the examination begins

Invigilator is responsible for ensuring the following:

1. The online **examination room**:
 - has a notice advising the conduct of examinations and shall be displayed
 - is clear of all material/information (e.g. from the walls), which could be of help to learners
 - has a clock, which is visible to all learners
2. All personal belongings (e.g. bags, coats etc) must be left, at the learners' own risk, at the front of the online examination room
3. Maximum of ten learners at any one time. If more learners are to be taking the examination additional approved Invigilators will be required
4. Learners (up to ten) take examination adhering to learner agreement and time limit. Invigilator informs AIM Awards of any issues with examination or malpractice in order that an investigation can be instigated
5. Learners are seated 15 minutes before the online examination is due to start
6. Learners who arrive up to 15 minutes late for an online examination will be allowed to sit the online examination, however, extra time will not be allowed unless previously arranged with AIM Awards
7. Confirming learner identification. Accepted forms of photographic identification: signed valid passport of any nationality, signed valid UK photo driving licence (both parts of the full or provisional licence are required), UK original birth certificate issued within 12 months of birth, UK biometric residence permit
8. Ensuring no conflicts of interest exist between the Invigilator and learner. If a conflict of interest is identified with a learner, then AIM Awards must be informed before the examination in order that alternate arrangements can be made. Full details can be found in the AIM Awards **Conflicts of Interest Policy**

9. Logging learner into online examination using **examination login details**. By logging learner in, the Invigilator is confirming the learner's identity. Only learners whose identity has been checked and verified can undertake the online examination at the agreed time and date
10. Learner takes online examination at the agreed time and date, having confirmed their adherence to the **learner agreement**. **AIM Awards will monitor the time and date that the examination is accessed and if it is not carried out at the agreed time, sanctions may be enforced.**
11. Informing learners that they are now subject to strict examination regulations
12. Drawing the learners' attention to and explaining all instructions on the online examination login screen
13. Learners are not allowed to leave the online examination room if this is disruptive to other learners

During the examination

Invigilator is responsible for the following:

1. Ensuring that examination conditions are maintained (for up to ten learners) as follows:
 - a. Learners complete their on-screen test on the pre-arranged date and time
 - b. Learners complete all the answers by themselves without reference to any other materials, notes, websites, documents, text books or people
 - c. Learners do not have any notes, texts, websites, files, templates or other media near whilst completing the examination
 - d. Learners do not use a mobile phone, tablet, media player or any other data storing device whilst completing the examination
 - e. Learners do not communicate with any other learner or other person once the on-screen test has started (other than the Invigilator)
 - f. Learners do not leave the on-screen examination until it is finished, unless by arrangement with and accompanied by the second Invigilator (learners will not be allowed to return until the examination is finished)
 - g. Learners are only in possession of materials expressly permitted for the online examination (e.g. pens, blank paper for problem solving, calculator)
2. Monitoring all learners completing the online examination to ensure that no examination misconduct takes place. An Invigilator may expel a learner from the online examination room but such action should only be taken when it is considered to be essential. Any actual or suspected misconduct must be reported to AIM Awards on **01332 861999** by the Invigilator. The learners concerned should be asked to state their case in writing.
3. Stopping the examination after the **time limit** has passed

Emergencies/Internet outage

In the event of a fire evacuation, the Invigilator must inform the learners:

- To cease work immediately, leave belongings behind and find the nearest emergency exit

- On return to the building, the Invigilator must contact AIM Awards to arrange for a new examination to be issued
- If unforeseen circumstances unavoidably prevent a learner from either starting or completing the online examination, alternative additional opportunities for online examination must be negotiated with the learner in consultation with AIM Awards

Should there be an internet outage which prevents learners from completing their online examination then the Invigilator must contact AIM Awards to arrange for a new examination to be issued.

After the examination

1. At the end of examination, the results are immediately sent to AIM Awards. AIM Awards will issue the centre with these results within 2 working days of the test being completed.
2. Invigilator sends **confirmation email** (template below) to AIM Awards confirming: learner identity checked, list of learner names and confirmation of adherence to examination regulations. This must be completed using the template shown below
3. Overseeing examination process in an emergency (e.g. fire alarm, Internet issue) - the Invigilator must contact AIM Awards to arrange for a new examination to be issued
4. Assisting AIM Awards with investigations into examination misconduct/malpractice

Template confirmation email:

The Invigilator must send the following confirmation email on completion of an online examination to the AIM Awards Customer Support Officer:

I confirm that the following learners sat the online examination for

QUALIFICATION

At

ORGANISATION

On

DATE/TIME

LIST OF FULL LEARNER NAMES

I confirm that each learner's identity was checked through one of the following forms of photographic identification:

Signed valid passport of any nationality

Signed valid UK photo driving licence (both parts of the full or provisional licence are required)

UK original birth certificate issued within 12 months of birth

UK biometric residence permit

I confirm that the examination took place according to the conditions stated in the learner and organisation agreements, that there were no conflicts of interest between myself and any of the learner, that no malpractice took place and that all work submitted is each learner's own work.

INVIGILATOR NAME

DATE



APPENDIX 4

GLOSSARY OF ASSESSMENT TERMS

Glossary of Assessment Terms

There are two main types of assessment: summative and formative. The key to good assessment practice is for Assessors to understand what each method contributes and to build their practice to maximise the effectiveness of each.

Assessment Criteria: descriptions by which the Assessor determines whether a learner has demonstrated achievement of the intended learning outcomes for a particular level.

Formative Assessment: designed to provide learners with feedback on progress and inform development.

Summative Assessment: provides a measure of achievement in respect of a learner's performance in relation to the intended learning outcomes. It contributes to the overall result of achieved/not achieved.

Assessment Terms

Analyse	Identify separate factors, show how they are related and how each one contributes to the whole
Appraise	Consider the positive and negative points and give a reasoned judgement
Assess	Give consideration to all the factors or events that apply and then make a careful and valued judgement as to which are the most important or relevant
Comment critically	Give a view after consideration of all the evidence. In particular decide the importance of all the relevant positive and negative aspects
Compare/Contrast	Using the main factors that apply in two or more situations unpick the similarities and differences or advantages and disadvantages
Define	Make clear what a particular term means and give an example, if appropriate, to show what is meant
Demonstrate	Show by example
Describe	Give a clear overview that includes all the relevant features – 'painting a picture with words'

Design	Create a plan, proposal or brief to illustrate a concept or idea
Discuss	Take part in a conversation about a topic
Draw conclusions	Use the evidence provided to reach a reasoned judgement
Evaluate	Decide the degree to which a statement is true or the importance or value of something by reviewing the information.
Explain	Set out in detail the meaning of something, with reasons. More complex than describe or list, so it can help to give an example to show what is meant. Introduce the topic then give the 'how' or 'why'
Identify	Pin point or choose the right one or give a list of the main features
Illustrate	Include examples, a diagram, pictures or photographs to show what is meant
Interpret	Give the meaning of something
List	Provide the information in a list, rather than in continuous writing
Outline	Give a brief overview
Plan	Work out and decide how to carry out a task or activity
Select	Choose from a given range
State	Give a clear but brief account
Summarise	Write or articulate briefly the main points or essential features



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