

## Administering e-testing

**UNIT TITLE:**       **Administering e-testing**

**LEVEL:**             **3**

**CREDIT VALUE:**   **3**

**UNIT CODE:**

This unit has 7 learning outcomes.

<b>Learning Outcomes</b>	<b>Assessment Criteria</b>
The learner will:  1. Set up and maintain operational processes and procedures for e-testing	The learner can:  1.1 Demonstrate how the centre's e-testing processes meet specified quality standards and the requirements of the awarding body.  1.2 Demonstrate sample processes for conducting e-testing, to include: <ul style="list-style-type: none"><li>• Managing registration and identification of learners</li><li>• Starting and ending e-tests</li><li>• Procedures for emergencies and technical failures</li><li>• Printing out learner reports</li></ul> 1.3 Explain how these processes are set up and maintained, including any checks that are used to ensure that they are followed by other staff and learners  1.4 Explain the checks and procedures for resolving and escalating problems related to the e-testing process
2. Be able to set up an e-testing environment	2.1 Explain the general criteria required for a valid, appropriate and secure e-testing environment,  2.2 Set up a designated e-testing area to meet the criteria for a specific e-test and learners  2.3 Explain the equipment required for a specific e-test and learners  2.4 Ensure that the appropriate equipment is in place and working prior to the start of an e-test session
3. Understand how to set up additional	3.1 Describe the criteria to be used to

## Administering e-testing

<p>facilities and e-test areas to meet the needs of learners and non-standard e-testing situations</p>	<p>decide when additional facilities and e-test areas are required</p> <p>3.2 Describe the process and equipment for setting up an e-test at a remote location</p> <p>3.3 Describe the type of equipment, facilities and support that can be offered to assist learners with accessibility requirements</p> <p>3.4 Agree the specific facilities and equipment required for a given situation</p> <p>3.5 Ensure that the appropriate equipment and additional facilities can be in place and working prior to the start of an e-test session</p>
<p>4. Understand the administrative steps involved in preparing a learner to participate in an e-test session</p>	<p>4.1 Support the identification of appropriate e-testing opportunities for a learner</p> <p>4.2 Register a designated learner with an awarding body</p> <p>4.3 Explain what support for learners is available at each stage of the e-testing process</p> <p>4.4 Identify any additional needs for a designated learner</p> <p>4.5 Set up and run a practice e-test session and explain its purpose and importance to the learner</p>
<p>5. Be able to run an e-test session</p>	<p>5.1 Liaise with the awarding body, technical and other staff as appropriate to ensure that specific facilities and equipment are approved and available for a given situation.</p> <p>5.2 Make the final checks to ensure that the e-test location, equipment (including assistive technology) and materials are set up correctly</p> <p>5.2 Make the final readiness checks with candidates prior to the start of the e-test, using a recognised process</p> <p>5.3 Explain the measures that need to be taken regarding planned and</p>

## Administering e-testing

	<p>unplanned breaks to ensure that security is not breached.</p> <p>5.4 Explain the processes in place related to emergencies, technical failures and irregularities, and how they are logged</p> <p>5.5 Explain the role of the invigilator and how they can be supported by other staff, including provision of appropriate support to candidates</p> <p>5.6 Check that the session is closed in accordance with approved procedures.</p>
6. Understand the administrative steps involved after the conclusion of an e-test session	<p>6.1 Ensure candidate details and responses are transmitted in line with awarding body requirements</p> <p>6.2 Explain the process for obtaining awarding body certification</p>
7. Evaluate own role and performance in the e-testing process	<p>7.1 Review the success of e-testing activities</p> <p>7.2 Review effectiveness of own contributions to the e-testing process (individually and as a member of a team where relevant)</p> <p>7.3. Produce a report suggesting possible improvements to e-testing arrangements in a centre</p>