

Preparing learners for e-testing.

UNIT TITLE: Preparing learners for e-testing

LEVEL: Three

CREDIT VALUE: 3

UNIT CODE:

This unit has 6 learning outcomes.

Learning Outcomes	Assessment Criteria
The learner will: 1. Understand the processes that are in place to prepare learners for e-testing	The learner can: 1.1 Explain procedures for performing e-test activities related to the learner, eg printing out learner reports 1.2 Explain the processes for ensuring that the needs of learners are met, including <ul style="list-style-type: none">• Identifying appropriate e-tests• Identifying and providing assistive technology needs• Arranging practice e-test sessions• Supporting learners before, during and after e-test sessions 1.3 Explain the documentation and/or process used to log the support provided to learners, and any issues that arise from the application of this process/documentation 1.4 Explain the checks and procedures for resolving and escalating problems related to the e-testing process
2. Understand the e-testing environment in relation to learner requirements	2.1 Explain the general criteria required for an appropriate, valid and secure e-testing environment 2.2 Describe the criteria to be used to decide when additional facilities and e-test areas may be required 2.3 Describe and demonstrate the use of common assistive technology available for learners 2.4 Explain what additional equipment and facilities may be required for a specific e-test and specific learners

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<p>3. Understand the opportunities and support available to learners participating in e-testing</p>	<p>3.1 Explain the process for identifying appropriate e-testing opportunities for a learner</p> <p>3.2 Explain the support for learners that must be available at each stage of the e-testing process</p> <p>3.3 Explain the role of the invigilator and how they can be supported by other staff, including provision of appropriate support to candidates</p> <p>3.4 Identify and describe any additional support needs for a designated learner</p> <p>3.5 Liaise with technical, admin and other staff as appropriate to ensure that the relevant equipment and/or facilities are in place to meet the needs of specific learners, and are working prior to the start of an e-test session</p>
<p>4. Understand how to use practice e-tests effectively to help prepare learners for e-testing</p>	<p>4.1 Explain the process for ensuring that the learner knows how to use any additional equipment and/or assistive technology.</p> <p>4.2 Explain the purpose and importance of practice e-tests and provide appropriate explanation and support to learners on the following aspects:</p> <ul style="list-style-type: none"> • Navigation through the test and types and level of question • Help features • Features of the specific e-test • A sample of results and/or feedback • Best practice in relation to completing tests <p>4.3 Give constructive feedback to a candidate on the results of a practice e-test, together with advice and guidance on readiness to go on to formal assessment</p>
<p>5. Ensure that the learner has sufficient knowledge of the e-testing process</p>	<p>5.1 Give learners relevant information and guidance in advance of the e-test, to include:</p> <ul style="list-style-type: none"> ▪ any requirements related to proof of identity ▪ general centre procedures related to the e-test session that may affect the learner

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	<ul style="list-style-type: none">▪ support available to the learner throughout the process▪ specific security features of the assessment that the learner needs to know <p>5.2 Ensure that learners understand the relevant procedures for the conduct of e-tests, to include:</p> <ul style="list-style-type: none">• How the assessment will be conducted• Any invigilation rules and regulations they need to understand, including the procedure for supervising any breaks• When and how to ask for assistance during an e-test <p>5.3 Explain the process for obtaining awarding body certification</p>
<p>6. Evaluate own role and performance in the e-testing process</p>	<p>6.1 Review the success of planned e-testing activities</p> <p>6.2 Review the effectiveness of own contribution to the e-testing process, both individually and as a member of a team where relevant</p> <p>6.3. Produce a report recommending improvements to the process for preparing learners for e-testing in a centre</p>