Administrative Support Guide

BTEC Level 3 Nationals in
Health & Social Care

Unit 4: Enquiries into Current Research in Health and Social Care (31494H)

This Admin Support Guide has been created for customers to keep, please note this document will not be updated each year. This ASG should be read in conjunction with the BTEC ICEA.
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Glossary of Terms

Definition of conditions

The level of control will depend on the individual external assessment, and you'll find arrangements specific to each one detailed in the relevant BTEC specification and sample assessment material.

Non-supervised conditions - Many of the set tasks include a period during which learners can conduct research, plan, prepare and develop their response to the task. During this period, learners follow the non-supervised conditions.
 Supervised conditions - In many cases the set tasks include a period during which learners write up the final version of their work ready for submission. During this period, learners follow the supervised conditions.

Levels of control

Each external assessment has a defined degree of control under which it must take place. Some external assessments may have more than one part and each part may have a different degree of control. We define degrees of control as follows.

High control - This is the completion of assessment in formal invigilated examination conditions.
 Medium control - This is completion of assessment, usually over a longer period of time, which may include a period of controlled conditions. The controlled conditions may allow learners to access resources, prepared notes or the internet to help them complete the task.
 Low control - These are activities completed without direct supervision. They may include research, preparation of materials and practice. The materials produced by learners under low control will not be directly assessed.

There is no requirement for BTEC examinations to be held in an exam hall. You can use a classroom setting as long as the room is appropriately set up. Please see the BTEC ICEA for further guidance.
Methods of dispatch

Secure web release – these documents will be made available Exams staff to on the date specified by Pearson in the timetable on the Pearson Website Secure Tests page.

Secure dispatch – these documents will be sent securely to the centre in the same way as an Exam Paper, ahead of the release date in the BTEC Timetable.

Timetabling

Set tasks and performance tasks will usually have either:

• timetabled period during which the task must be completed
• a deadline for submission of work.

You are free to decide when and how to complete the tasks within the particular parameters set for each relevant unit.

Where this document references centre-timetabled, this indicates you must schedule time for your learners within the Pearson timetabled window.

For pre-release materials which are released ahead of a Christmas break, Easter or half term, we have accommodated for this within the window. This will mean a January window and a Summer window might have different lengths of time depending on when they are released.
## Summary of assessment conditions for BTEC external assessments

<table>
<thead>
<tr>
<th>Control Type</th>
<th>Exam Conditions</th>
<th>Supervised Conditions</th>
<th>Non-supervised Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Authenticity</strong></td>
<td>Learners complete all work under the direct supervision of an invigilator. Learners are within direct sight of the invigilator(s) throughout the assessment.</td>
<td>Learners complete work under direct supervision. Learners are within direct sight of the supervisor(s) throughout the assessment.</td>
<td>Learners do not need to be directly supervised at all times, but there is sufficient supervision to ensure that work submitted for assessment can be authenticated to confirm it is the learner's own.</td>
</tr>
<tr>
<td><strong>Time</strong></td>
<td>Learners have a limited amount of time in which to complete all work; the duration is specified by Pearson.</td>
<td>Learners may use as much time as they wish to work on the task up until the deadline for submission or start of the supervised conditions (depending on specific unit).</td>
<td></td>
</tr>
<tr>
<td><strong>Resource</strong></td>
<td>The use of resources is tightly prescribed, and if appropriate, restricted to material provided by Pearson (supplemented by preparatory notes if allowed). The centre must ensure that there is no access to internet (or mobile phones) or e-mail; display materials which might provide assistance are removed or covered.</td>
<td>Clearly specified in the task paper. The centre must ensure that learners only have access to materials and resources as defined in the task paper; display materials which might provide assistance are removed or covered.</td>
<td>The use of resources, including the internet or prepared notes, is not tightly prescribed.</td>
</tr>
<tr>
<td><strong>Collaboration</strong></td>
<td>Learners complete their work independently; there is no interaction with other learners.</td>
<td>Learners complete their work independently; there is no interaction with other learners.</td>
<td>Whilst interaction with other learners is not prohibited, the work that an individual learner submits for assessment must be their own.</td>
</tr>
<tr>
<td><strong>Feedback</strong></td>
<td>There must be no assistance of any description provided to the learner during the assessment.</td>
<td></td>
<td>General advice may be given unless BTEC specification or task instructions say otherwise.</td>
</tr>
</tbody>
</table>
### Unit Information

This set-task is to be completed on a date or window set by Pearson. This date can be found in our [BTEC timetable](#). The table below shows information specific to this unit.

<table>
<thead>
<tr>
<th>Part</th>
<th>Guidance</th>
<th>Level of Supervision and Control</th>
<th>How to access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part S</td>
<td><strong>Part A</strong> is given to learners 4 weeks before Part B is scheduled. Learners should be allowed <strong>8-10 hours</strong> to conduct independent research to select and read secondary source materials such as articles and journals. Learners then have <strong>6 hours</strong> of monitored preparation to compile notes on their secondary research (including list of sources) on <strong>Part A</strong>.</td>
<td><strong>Independent research</strong>&lt;br&gt;Non-supervised and low control</td>
<td><strong>Web release</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Part B</strong> is undertaken under formal supervision in a single session of <strong>3 hours</strong> in the session timetabled by Pearson.</td>
<td><strong>Monitored preparation</strong>&lt;br&gt;Supervised and medium control</td>
<td></td>
</tr>
</tbody>
</table>

### Before the assessment

You must ensure that:

- You have read the instructions for delivery provided on the live assessment material, as well as any publication or communication from Pearson, to ensure you have the most relevant guidance to deliver this unit.
- You have understood the delivery of the assessment and read the [JCQ 'Instructions for Conducting Examinations (ICE)'](https://example.com) document and [Pearson's 'Instructions for Conducting External Assessments (ICEA)'](https://example.com) document.
- Materials received from Pearson are kept secure until the start of the assessment window.
- Centre staff must not discuss the details of the examination content with learners.
- Learners have been registered onto the correct course and entered for the correct assessment and series.
- Learners due to sit the assessment are made aware of the timetabled session for the supervised assessment and any prior preparatory work.
During the Assessment

Preparatory work (Part A)

**Part A** will be released for download on the website on the date specified by Pearson. It is given to learners within the timetabled assessment window, **four weeks before Part B** is taken, to allow learners to conduct independent research.

The **8-10 hours** of independent research is to allow learners to select and read secondary source materials such as articles and journals. Centres may need to make facilities available to learners to support independent preparation. Learners are advised to spend approximately 8-10 hours on selecting and reading their secondary sources. Learners may take their selected secondary sources into the monitored sessions, which will be subject to monitoring by the teacher/tutor.

Following the independent research, the centre should arrange **6 hours** of monitored preparation, where learners compile notes on their secondary research. **Learners may be supervised by individuals involved in the delivery of the subject during the monitored preparation.**

Learners must work independently and must not be given guidance or feedback on the completion of the preparatory work.

During this time learners may only have access to the:

- Internet to carry out searches and to access secondary sources related to their research
- Outcomes of independent research such as sources they have selected

Learners may take up to **four A4 single sides of notes** into the Part B supervised assessment. Learners’ notes are the outcome of independent preparation and to support them in responding to the additional information and activities presented only in Part B.

**The notes may be handwritten or typed in a 12-point size font.** Learners’ notes can only include:

- Facts, figures and data relating to secondary sources covering the article’s area of research
- The research methods used in the learner’s own secondary research

Any additional content is not permitted. Learners must not prepare potential responses.

**In addition to the four pages of notes,** learners should use the monitored preparation sessions to **prepare a list of sources** they have used, to take into the supervised assessment.

Teachers/tutors should note that:
• Learners’ notes produced under monitored conditions must be checked to ensure they comply with the limitations.
• Teachers/Tutors cannot give any support to learners during the independent research and monitored preparation of Part A.
• Once Part A has been completed, learners’ work must be kept securely and issued to learners for the timetabled session of Part B.
• Learners’ notes should be retained by the centre after the completion of assessment as it may be requested by Pearson at a later date. The notes and list of sources do not need to be submitted to Pearson with the Part B booklet.

The examination (Part B)

Part B is a formal external assessment taken under supervision in a single session of 3 hours in the timetabled session. It must be conducted with reference to the instructions in this task booklet and the Instructions for Conducting External Assessments (ICEA) document. Centres may schedule a supervised rest break during the session.

Centres must ensure that the supervised assessment is conducted correctly and that learners submit evidence that is their own work. The Head of Centre must ensure that suitably qualified and experienced adults carry out the supervision. Any relative of a learner in the test room and individuals who are involved in the delivery of the subject are specifically not eligible to serve as the sole supervisor.

Learners’ notes from the Part A session should be made available to them at the start of the Part B session. The teacher/tutor needs to ensure that notes comply with the requirements mentioned in the previous section.

Learners must not bring or remove anything from the supervised environment. Examination papers and learners’ notes must be collected at the end of the examination.

Centres are responsible for putting in place appropriate checks to ensure only permitted material is introduced into the supervised environment.

Learners may not have access to email or the internet during the Part B examination.
After the Assessment

You must ensure that a learner’s work is submitted to Pearson for marking in the format in which the learner completed it. A learner’s work cannot be amended or changed by anyone once the Assessment has been completed.

Submission of work

Methods for returning the work to Pearson can be found on our submitting set-task work webpage.

Work must be submitted to Pearson for marking on the submission deadline as stated in the Pearson Timetable for the relevant series.

The following materials must be submitted to Pearson:

<table>
<thead>
<tr>
<th>Item</th>
<th>Number to be sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A completed Part B task booklet</td>
</tr>
<tr>
<td>2</td>
<td>Attendance register</td>
</tr>
<tr>
<td>3</td>
<td>Centre register</td>
</tr>
</tbody>
</table>

NB: learners’ notes including list of sources do not need to be submitted to Pearson with the Part B booklet. These should be retained by the centre.

Authentication Forms

An authentication form is required for every learner completing the Assessment and must be retained in centre until results have been issued.

The authentication form can be found on our Submission of work webpage, previously published versions of the form are also acceptable.