



# Administrative Support Guide

## BTEC Level 3 Nationals in Computing

### Unit 3: Planning and Management of Computing Projects (31770H)

This Admin Support Guide has been created for customers to keep, please note this document will not be reviewed each year. This ASG should be read in conjunction with the [BTEC ICEA](#).

## Table of Contents

<b>Glossary of Terms.....</b>	<b>3</b>
<b>Definition of conditions.....</b>	<b>3</b>
<b>Levels of control .....</b>	<b>3</b>
<b>Methods of dispatch .....</b>	<b>3</b>
<b>Timetabling .....</b>	<b>3</b>
<b>Summary of assessment conditions for BTEC external assessments.</b>	<b>5</b>
<b>Unit Information .....</b>	<b>6</b>
<b>Before the assessment .....</b>	<b>7</b>
<b>During the Assessment .....</b>	<b>7</b>
<b>After the Assessment .....</b>	<b>9</b>
<b>Submission of work.....</b>	<b>9</b>
<b>Authentication Forms.....</b>	<b>9</b>

## 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.

**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

	Paper-based/ Written and onscreen tests	Set tasks and performance tasks	
Control Type	Exam Conditions	Supervised Conditions	Non-supervised Conditions
<b>Authenticity</b>	Learners complete all work under the direct supervision of an invigilator. Learners are within direct sight of the invigilator(s) throughout the assessment.	Learners complete work under direct supervision. Learners are within direct sight of the supervisor(s) throughout the assessment.	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.
<b>Time</b>	Learners have a limited amount of time in which to complete all work; the duration is specified by Pearson.		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)
<b>Resource</b>	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.	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.	The use of resources, including the internet or prepared notes, is not tightly prescribed.
<b>Collaboration</b>	Learners complete their work independently; there is no interaction with other learners.	Learners complete their work independently; there is no interaction with other learners.	Whilst interaction with other learners is not prohibited, the work that an individual learner submits for assessment must be their own.
<b>Feedback</b>	There must be no assistance of any description provided to the learner during the assessment.		General advice may be given unless BTEC specification or task instructions say otherwise.

## Unit Information

This assessment is to be completed during a window set by Pearson. The Web release dates are also scheduled for publication as found in our [BTEC timetable](#).

The table below shows information specific to this unit.

Part	Guidance	Level of Supervision and Control	How to access
A	To be undertaken within 3 hours, which must be completed under supervision in the one-week window, as specified by Pearson and must be completed before Part B begins.	Supervised, Medium control	<a href="#">Web release</a>
B	To be undertaken within 2 hours, under supervision over no more than 3 consecutive working days as timetabled by Pearson.	Supervised, Medium control	<a href="#">Web release</a>

The Part A Web release archive contains:

Item	What it is	What to do with it
Project_Initiation_Document.rtf	Template	Place one copy in each learner's user area. You are permitted to convert to a more useable format so long as you retain layout.
Part A - PDF	Task Paper	Print or save as PDF in each learner's user area

The Part B Web release archive contains:

Item	What it is	What to do with it
Email.rtf	Template	Place one copy in each learner's user area, you are permitted to convert to a more useable format so long as you retain layout.
Project_Checkpoint_Report.rtf	Template	Place one copy in each learner's user area, you are permitted to convert to a more useable format so long as you retain layout.
Part B - PDF	Task Paper	Print or save as PDF in each learner's user area

## Before the assessment

You must ensure that:

- An examination user area should be set up for each part (one for Part A work and a separate one for Part B), these user areas can have all the normal tools that the learner might use or might have used during the teaching and learning, but no internet connection is permitted. Learners should only have access to these materials during each part's scheduled supervised session.
- Any chosen project planning software can be used so long as it runs without internet access
- 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 [JCO 'Instructions for Conducting Examinations \(ICE\)'](#) document and [Pearson's 'Instructions for Conducting External Assessments \(ICEA\)'](#) 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.

## During the Assessment

Part A is a 3-hour session and Part B is a 2-hour session. Part A must be completed before Part B is begun. There is no preparation period for this assessment.

Learners require access to a computer to complete this assessment and learners must only be allowed access to their assessment user area during the completion of Part A – in the scheduled session(s) - and Part B – in the scheduled session(s).

### Part A

Part A can be delivered in more than one session, if it is delivered in one 3-hour session then you may schedule supervised rest break(s). This time is in addition to the time allocated for the session for the task. For example, if Part A is planned to be 3 hours and starts at 09:00 you could take a 15min break at 10:30 recommencing the 3 hour session at 10:45 and completing the 3 hour session at 12:15. Task booklets and learners' notes **must** be collected prior to any break, stored under secure conditions and re-issued when the session resumes.

Centre staff are responsible for maintaining security and for reporting issues to Pearson. Learners must not have access to email or internet during the assessment (this includes mobile and other smart devices).

Communication between learners during the completion of each part of the assessment is not allowed. Learners must be advised that communication between learners between sessions, relating to the content

of the set task, is not permitted throughout the assessment window.

During the session(s), learners are not allowed access to any work they may have created prior to the assessment.

## **Part B**

Part B can be delivered in more than one session.

Centres should print off copies of the Part B task paper for learners to use with each session.

During the completion of Part B, learners should be provided with locked down copies of their work from Part A.

Learners are not allowed to remove anything from the examination room between sessions.

The set task papers and learners' notes must be collected at the end of each session. Any unwanted documents produced during any session must be collected and should be destroyed.

All evidence sent for marking is digital.



## 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.

Part	Act	Item	Number to be sent
A	1	activity1PID_[Registration number #]_[surname]_[first letter of first name]	One per learner
A	2	activity2gantt_[Registration number #]_[surname]_[first letter of first name]	
A	2	activity2resource_[Registration number #]_[surname]_[first letter of first name]	
A	2	activity2cost_[Registration number #]_[surname]_[first letter of first name]	
B	3	activity3checkpoint_[Registration number #]_[surname]_[first letter of first name]	
B	4	activity4email_[Registration number #]_[surname]_[first letter of first name]	

## Submission of work

Methods for returning the work to Pearson can be found on our submitting assessment evidence webpage.

Work must be submitted to Pearson for marking on the submission deadline as stated in the [Pearson Timetable](#) for the relevant series.

## 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 submitting set-task work [webpage](#), previously published versions of the form are also acceptable.