

Entry Level Certificate (ELC) remote assessment guidance February 2021

Reading and writing: remote invigilation using video conferencing software

Under normal circumstances ELC assessments are conducted face to face within the centre. However, if this is not possible due to COVID 19 restrictions, you can make use of video conferencing software – for example Teams, Zoom, Meet etc to assess candidates remotely.

The teacher at the centre will continue to act as the invigilator, monitoring the learner via the video conferencing software, and remains responsible for ensuring that the security and integrity of the assessment content is maintained at all times.

The centre must make clear arrangements to manage this process to ensure learners' remote location is appropriate.

The centre is responsible for first line support to their learners in relation to the installation of any required software and any issues which may arise during the assessment itself.

The centre must ensure any other associated risks related to the remote assessment of ELC will be managed to ensure the assessment is still completed securely.

Further details on our standard assessment rules are in the [specification](#).

Centres must note on the assessment record and authentication sheet any components which have been assessed remotely.

Speaking and listening remote assessment

As it is currently difficult for centres to conduct Speaking and Listening (S&L) Assessments face to face, Pearson will support centres who wish to carry out assessments remotely, using technology. This is a temporary measure to enable centres to complete S&L assessments during the 2020-21 academic year.

When setting up remote assessments the following points should be considered.

1. The assessments must be carried out using video conferencing software so that each learner can be seen as well as heard. Pearson does not endorse any particular platform, but possibilities include Microsoft Teams, Google Hangout, Skype, Zoom or any other conferencing software that offers the required functionality.
2. All assessments must be recorded to facilitate internal moderation.
3. The teacher must be able to see and hear each learner throughout the assessments.
4. Teachers need to complete the assessment record and authentication sheet for each learner as normal and these need to be retained by the centre.
5. The usual requirements apply for how the S&L assessment is conducted and the timings.
6. The assessments should be scheduled, and learners must be informed that they are being assessed before the activities begin. At the start of each assessment participating learners should give their names.

7. Each learner needs to be sat in a room on their own to ensure the security of the assessment and to avoid distractions. Learners cannot be assessed in a public place.

8. As with any assessed S&L activities, learners should be encouraged to prepare for the assessment. Learners will be able to refer to notes during the assessment but should not read out prepared responses.

9. It is strongly recommended that centres carry out practice assessments with learners before conducting 'live' assessments. This will enable the learners to be comfortable with the technology.

Pearson recognises that remote assessment will not be appropriate for all learners and it is being offered as an option for centres that wish to use it in the current situation. It is not expected that all centres will attempt to assess their learners in this way.

Signing the assessment record and authentication sheet

Both a teacher and candidate signature are required on the assessment record and authentication sheet. The usual arrangement is for teacher and candidate to sign the form by hand. If this is not possible and you have access to a digital signing platform such as DocuSign, teacher and candidate may sign the sheet digitally.