Administrative Support Guide

T Level Technical Qualification in Digital Software Development

Employer Set Project

Autumn and Summer

Contents

Employer Set Project Specific Information

This assessment contains:

Material	Level of supervision and control	Dispatch Method
Pre-release	Supervised, medium control	Secure Web Release
Task 1: Planning a project	Supervised, medium control: 3 hours	Secure Web Release
Task 2: Identifying and fixing defects in existing code	Supervised, medium control: 3 hours	Secure Web Release
Task 3: Designing a solution	Supervised, medium control: 2.5 hours	Secure Web Release
Task 4a: Developing a solution	Supervised, medium control: 4 hours	Secure Web Release
Task 4b: Reflective evaluation	Supervised, medium control: 2 hours	Secure Web Release

The release dates and assessment windows can be found on the Key Dates Schedule.

Use of Spell check: Students are allowed to use spell check unless specific tasks state otherwise.

Materials given to Providers:

Task	Materials Provided
Pre-release	• Pre-release Booklet
Task 1	• Task 1 Booklet • Task 1 Project Plan Template
Task 2	• Task 2 Booklet • Task 2 Test Log Template • Task 2 Non-working Code
Task 3	• Task 3 Booklet • Task 3 Data
Task 4 (4a & 4b)	• Task 4a Booklet • Task 4a Data • Task 4a [business name] (this document will be named according to the name of the business used in the scenario) • Task 4b Booklet

Secure material will be released on our website **here.**

Supervised conditions and control definitions:

For T Level assessments Pearson allow use a mixture of supervised/unsupervised conditions with **high**, **medium,** or **low** control.

The Task information in this Administrative Support Guide will inform you of the conditions and controls that must be applied.

Supervised Conditions	
Authenticity	• Students complete work under direct supervision • Students are within direct sight of the supervisor(s) throughout the assessment
Time	• Students have a limited amount of time in which to complete all work; the duration is specified by Pearson
Resource	• Permitted resources are clearly specified on the Task paper • The Provider must ensure students only have access to the materials and resources as defined in the Task paper • Display materials that might help must be removed or covered
Collaboration	• Students complete their work independently; there is no interaction with other students
Feedback	• There must be no assistance of any description provided to the student during the assessment

High control supervised conditions: This is the completion of assessment in formal invigilated examination conditions as directed by the JCQ ICE Guidance.

Medium control supervised conditions: Supervision can be done by the teacher. Medium controlled supervised conditions **may** allow students to access resources, prepared notes, or the internet to help them complete the Task.

Students may access online software during the assessment. However, Providers must isolate access to the software to ensure students do not have access to any other area of the internet in tasks where internet use is not permitted.

Providers must put appropriate monitoring in place to ensure students only use blank templates and can only access their work during the supervised assessment sessions.

Low control conditions: These are Tasks completed without direct supervision. They may include research, preparation of materials and practice.

Use of the Internet:

For some Tasks students are allowed access to the internet. Where this is permitted, it will be clearly noted on the assessment documentation.

When using the internet students **must not**:

- Share their work with others

- Transfer any work relating to the Tasks to external sources including (but not limited to):

  o Personal cloud-based file storage

  o Community knowledge bases, discussion groups, social media or any other website

  o Removable storage media

Authenticity of work:

Providers should submit evidence that enables their students to be assessed against the assessment criteria. Providers must ensure that all materials can be identified as the student's own work. Group work or collaboration is permitted; however, students must produce their own independent responses and evidence.

Any sources of information, ideas, text, audio and/or visual assets created by others or artificial intelligence (AI) that students include in their work must be clearly identified and referenced including the source of the material.

Using generative AI without acknowledgement may have an impact on authenticity of the outcome, so use of AI must always be acknowledged.

Using the work of others as your own or without proper acknowledgement is considered plagiarism and can result in disqualification from the assessment.

Student work and all materials provided must be always kept securely.

Acknowledging AI use:

Pearson are aware of the continued dynamics surrounding the use of AI and particularly in response to our Assessments. We will continue to monitor this and where conditions for its use/non-use in our assessments are not explicitly stated, we encourage Providers to follow JCQ guidance.

Before the assessment:

Providers must ensure that:

- They 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.

- They have understood the delivery of the assessment and read General Administrative Support Guide.

- They do not discuss the details of the assessment content with students.

- Students have been registered onto the correct course and entered for the correct assessment and series.

- Students due to sit the assessment are made aware of the timetabled sessions for the preparatory work and the supervised assessment.

- The materials for each Task/Activity must be kept secure until the start of the assessment session for the Task/Activity scheduled by the Provider.

- In advance of the scheduled assessment the Provider will need to organise the specified materials and resources for the assessment.

The Assessment Window:

Below is an example of the assessment schedule for this assessment.

The Employer Set Project takes place on dates set by Pearson.

Week	Mon	Tues	Wed	Thurs	Fri
Week 1	Pre-release		Task 1		Task 2
Week 2	Task 3		Task 4a		Task 4b

During the assessment:

To maintain security during the formal assessment period:

- The assessment areas must only be accessible to the individual student and named members of staff.

- Students can only access their work under supervision.

- All student work must be kept secure.

- During any permitted break, materials must be kept securely and no items removed from the supervised environment.

- Students are permitted to have access to the internet during **some** of the supervised assessment periods and this is specified within each Task description in this document

Attendance Register

The attendance register is accessed online and available to Providers with their OneDrive link that they will get 48 hours before Task 1 submission deadline. This will be sent to Providers via **email**.

If a student is absent or has been withdrawn from the assessment, you must mark the student as 'Absent' on the attendance register. All students who complete work should be marked as 'Present'.

If a student is absent from a Task, you must mark them as 'Absent' to indicate that they did not complete that part of the assessment.

Familiarisation (Pre-release)

The Pre-release Set Task Brief will be issued before the start of Task 1. This is to allow students to familiarise themselves with the industry context of the business prior to the first task. Students should complete familiarisation during the timetabled window allocated.

During the pre-release window students should spend time familiarising themselves with the ways in which digital tools and technologies are used within the identified sector.

Students are advised to spend around **4 hours** on this task, but they may choose to spend more time if they wish. Providers will need to schedule a **minimum of 4 hours** to allow students to complete this familiarisation. This does **not** need to be supervised.

During the pre-release students are permitted to:
- Access the internet
- Work with others
- Share and receive findings from the investigations being carried out
- Complete investigations both during and outside of supervised sessions
- Make notes about findings

Students will **not** be allowed to take notes into the supervised assessment sessions.

Set Tasks

Task 1

For the Task:
- Students **must** complete all the Task.
- Students **must** complete the Task in **3 hours.**
- Students **must** complete the Task in **supervised conditions** under **medium control**.
- Students **are not permitted** access to the internet.
- Students **are not permitted** to use AI or any other tool designed to automate producing a solution
- Students **are permited** to use offline versions of relevant software to produce evidence for this task. Any local LLM functionality built into the application must be disabled.

For this Task students need access to:
- Set Task Booklet (Task 1)
- Project Plan Template provided by Pearson

Submitting Task 1:
At the end of the session, Students must:
- Save their Project Plan as an .xlsx file (Excel)
- Save their Rationale as a PDF file
- Save all files in their folder for submission using the following naming conventions:
    - Task1_DSD_ProjectPlan_[Registration number]_[surname]_[first letter of first name]
    - Task1_DSD_Rationale_[Registration number]_[surname]_[first letter of first name]

Note: Students must **not** make any further changes to the outcomes for this Task once it has concluded.

At the end of the session, the Provider must:
- Copy all student files to a secure area ready for submission to Pearson.
- Submit the Task 1 outcomes by the submission deadline

Suggested practice:
- Providers should set up individual Task 1 user profiles only accessible during the supervised sessions
- Providers should ensure that the company name matches the one given in the Task Booklet to ensure they are providing the correct file for each assessment window.

Task 2

For the Task:
- Students **must** complete all the Task.
- Students **must** complete the Task in **3 hours**.
- Students **must** complete the Task in **supervised conditions** under **medium control**.
- Students **are not permitted** access to the internet.
- Students **are not permitted** to use AI or any other tool designed to automate producing a solution
- Students **are permitted** to use offline versions of relevant software to produce evidence for this task. Any local LLM functionality built into the application must be disabled.

For this Task students need access to:
- Set Task Booklet (Task 2)
- Non-working Code
- Test Log Template provided by Pearson

Submitting Task 2:

At the end of the session, Students must:
- Save their updated Network Simulation as a .py file
- Save their Testing document as a PDF file
- Save all files in their folder for submission using the following naming conventions:
  - Task2_DSD_Code_[Registration number]_[surname]_[first letter of first name]
  - Task2_DSD_Test_Log_[Registration number]_[surname]_[first letter of first name]

Note: Students must **not** make any further changes to the outcomes for this Task once it has concluded.

At the end of the session, the Provider must:
- Copy all student files to a secure area ready for submission to Pearson.
- Submit the Task 2 outcomes by the submission deadline

Suggested practice:
- Providers should set up individual Task 2 user profiles only accessible during the supervised sessions
- Providers should ensure that the company name matches the one given in the Task Booklet to ensure they are providing the correct file for each assessment window.

Task 3

For the Task:

- Students **must** complete all the Task.
- Students **must** complete the Task in **2 hours and 30 minutes**.
- Students **must** complete the Task in **supervised conditions** under **medium control**.
- Students **are not permitted** access to the internet.
- Students **are not permitted** to use AI or any other tool designed to automate producing a solution Any local LLM functionality built into the application must be disabled.

For this Task students need access to:

- Set Task Booklet (Task 3)
- Task 3 Data

Submitting Task 3:

At the end of the session, Students must:

- Save their completed Design documents as PDF files.
- Save the file in their folder for submission using the following naming convention:
    - Task3_DSD_[document name]_[Registration number]_[surname]_[first letter of first name]

Note: Students must **not** make any further changes to the outcomes for this Task once it has concluded.

At the end of the session, the Provider must:

- Copy all student files to a secure area ready for submission to Pearson.
- Submit the Task 3 outcomes by the submission deadline

Suggested practice:

- Providers should set up individual Task 3 user profiles only accessible during the supervised sessions
- Providers should ensure that the company name matches the one given in the Task Booklet to ensure they are providing the correct file for each assessment window.

HM Government

Task 4a

For the Task:
- Students **must** complete all the Task.
- Students **must** complete the Task in **4 hours**.
- Students **must** complete the Task in **supervised conditions** under **medium control**.
- Students **are not permitted** access to the internet.
- Students **are not permitted** to use AI or any other tool designed to automate producing a solution Any local LLM functionality built into the application must be disabled.

For this Task students need access to:
- Set Task Booklet (Task 4a)
- Task 4a Data files

Submitting Task 4a:

At the end of the session, Students must:
- Save their code as PDFs **and**.txt files.
- Save a working version of their Solution as a .py file.
- Save all files in their folder for submission using this naming convention:
  - Task4a_DSD_Code_[Registration number]_[surname]_[first letter of first name]

Note: Students must **not** make any further changes to the outcomes for this Task once it has concluded.

At the end of the session, the Provider must:
- Copy all student files to a secure area ready for submission to Pearson.
- Submit the Task 4a outcomes by the submission deadline

Suggested practice:
- Providers should set up individual Task 4a user profiles only accessible during the supervised sessions
- Providers should ensure that the company name matches the one given in the Task Booklet to ensure they are providing the correct file for each assessment window.

Pearson

HM Government

Task 4b

For the Task:
- Students **must** complete all the Task.
- Students **must** complete the Task in **2 hours**.
- Students **must** complete the Task in **supervised conditions** under **medium control**.
- Students **are not permitted** access to the internet.
- Students **are not permitted** to use AI or any other tool designed to automate producing a solution. Any local LLM functionality built into the application must be disabled.

For this Task students need access to:
- Set Task Booklet (Task 4b)
- 'Read only' copy of Task 4a outcomes.

Submitting Task 4b:
At the end of the session, Students must:
- Save their Report as a PDF file
- Save the file in their folder for submission using this naming convention:
  - Task4b_DSD_Review_[Registration number]_[surname]_[first letter of first name]

Note: Students must **not** make any further changes to the outcomes for this Task once it has concluded.

At the end of the session, the Provider must:
- Copy all student files to a secure area ready for submission to Pearson.
- Submit the Task 4b outcomes by the submission deadline

Suggested practice:
- Providers should set up individual Task 4b user profiles only accessible during the supervised sessions
- Providers should ensure that the company name matches the one given in the Task Booklet to ensure they are providing the correct file for each assessment window.

Pearson

After the assessment:

Submission of work

Students' work is externally set and marked by Pearson.

Providers will be provided with a secure SharePoint link to submit student work 48 hours before the submission deadline.

Please ensure the following are submitted for each student who sat this Task.

Item		Number to be sent
1	Student evidence upload via SharePoint link provided	One per student
2	Attendance register	One copy per cohort

Provider submission deadlines:

All student work must be uploaded to the SharePoint links by 12-midday on the next working day from the submission deadline. Submission deadlines can be found in your exam timetable.

You must inform Pearson immediately if any submission deadline is going to be missed.

General Information

If you have any further queries regarding this administrative support guide, please visit the contact pages below for:

- Exams Officers

- Teachers

Visit here for information on entry deadlines and results dates

Visit here for information on exam timetables

Post Results Services (PRS)

Visit <u>here</u> for information on:

- Review of Marking and Moderation (RoMMs)

- Appeals

Special Requirements

Visit <u>here</u> for information on special considerations

Visit <u>here</u> for information on access arrangements

Training and Support from Pearson

Visit <u>here</u> for our Training and Admin Support Hub where you can access all the administrative and delivery documentation and training.

Support Materials

Please visit the [Technical Qualification webpage](#) and the course materials to find the following:

- Specification

- Teaching and Learning Support

- Past papers and mark schemes

- Principal Examiner reports

- Specimen Assessment Materials