

# General Administrative Support Guide

T Level Technical Qualification:  
Employer Set Project and  
Occupational Specialism

**ESP and OS: Administration Support  
Guide**

This document gives administration support for conducting the Employer Set Project and the Occupational Specialism project for T Levels, it must be used in conjunction with:

- the Administration Support Guide (ASG) for the specific T Level assessment [located on our [Training and Admin](#) webpage]
- the Joint Council for Qualifications (JCQ) [Instructions for Conducting Examinations](#) (ICE) guidance
- the Assessment Timetables

This document references several support documents and training, also located on our [Training and Admin](#) webpage.

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## Employer Set Project

The Core Component of a T Level consists of two Core exams and an Employer Set Project. This guide supports the Employer Set Project (ESP).

The ESP is available in the Summer and Autumn series. Our ESP assessments take place in a window set by us. The Key Dates Schedule shows the window and/or date the assessment tasks must be taken on.

## **Occupational Specialism**

The Occupational Specialism (OS) project is available in the Summer series. Our OS assessments take place in a window set by us. The Key Dates Schedule shows the window and/or date the assessment tasks must be taken on.

OS assessments are wrapped around Easter and May Bank Holidays. We use general holiday dates in the UK when scheduling.

If your term break differs, assessment amendments, rescheduling or extensions will be handled on an individual basis. Please contact Pearson with any queries immediately.

## **Making an entry for the ESP and OS assessments**

As well as making a Technical Qualification registration you must make an entry for each assessment the student wishes to take.

Entry windows and deadlines can be found on the Key Dates Schedule. Plus, we have training support videos on how to make and manage entries.

## **Who is responsible for conducting the ESP and OS assessments**

The Head of Centre is responsible for ensuring the proper conduct for externally set tasks and ensuring everyone involved observes the instructions and guidelines.

For the purposes of this guide, we have defined the Head, Principal or Chief Officer of a centre approved by Pearson, as the Head of Centre.

## **Project structure and scheduling**

The ESP and OS assessments are large projects that assess your students' skills. The project is split into several set tasks, students must complete all the tasks.

Some tasks are scheduled on a set date, others in a window.

In addition to this document, you must use the Administration Support Guide (ASG) for the specific T Level assessment.

## **Tasks scheduled on a set date**

This means we set the date on which all students must take the assessment task. As a Provider, you are able to schedule the time, but all your students must take the task at the same time.

## **Tasks scheduled in a window**

This means we set the window in which your students must take the assessment task and you schedule the times when you students undertake the assessment task.

Scheduling within a window gives you control of when students take their assessments and enables you to manage any agreed reasonable adjustments.

Depending on the task, you may wish for all your students to be undertaking the task at the same time, in other cases you will need to schedule an individual slot for each student within the window [e.g. to allocate specific resource use or the recording of a presentation].

## How and when Providers receive set tasks

Exam staff will be able to access documents for set tasks on the date specified by Pearson in the timetable on the [Pearson Website Secure Test Page](#).

We issue all tasks; the Administration Support Guide (ASG) for the specific T Level assessment will inform you of when the tasks will be made available.

The tasks change for each assessment series, this means each task will only be 'live' for a specific series. You must use the correct task for the assessment series your students are undertaking the assessment in.

## Levels of control

Externally set tasks are considered as **medium control** or **high control**; each task could have a different level of control depending on the nature of the activity, such as access to the internet, pre-release material, access to resources, support notes or preparation work, or teamwork and collaboration. The control level of each task is specified in the qualification specific Administrative Support Guide found on the qualification pages [here](#).

### *Supervised conditions*

Some set tasks include time when students complete the activity or write up the final version of their work. For this, students follow the supervised conditions.

### *Non-supervised conditions*

Some set tasks include time when students conduct research, plan, prepare and develop their response. For this, students follow the non-supervised conditions.

Individual instructions can be found in the Administration Support Guide (ASG) for the specific T Level assessment, this will explain the balance between supervised and non-supervised conditions for each set task and indicates the amount of time assigned to each

task and the resources permitted. You must ensure you apply the correct conditions for each task within the project.

## What do supervised conditions actually involve?

The use of resources is clearly specified in the task paper. You must ensure that:

- all students are within direct sight of the supervisor throughout the session(s)
- display materials that might provide assistance are removed or covered
- there is no access to e-mail, the internet or mobile phones; unless the set task indicates students may have access to conduct research
- students must complete their work independently
- there is no interaction with other students
- there is no assistance of any description provided.

### *Advice and feedback for supervised conditions*

Once students have started work under supervised conditions, you must not give advice or feedback of any description.

## What do non-supervised conditions actually involve?

Students do not need to be directly supervised at all times.

The use of resources, including the internet, is not tightly prescribed. You must follow the instruction on the task paper or ASG for the specific T Level assessment.

You must ensure that:

- all students participate in the assessment
- there is sufficient supervision to ensure work can be authenticated
- the work a student submits is their own

### *Advice and feedback for non-supervised*

You must advise students on the following aspects **before** they commence the task.

- Sources of information
- Relevance of materials or concepts
- Structure of response
- Techniques of data collection

- Techniques of data presentation
- Skills of analysis and evaluation
- Health and safety considerations.

Unless stated in the task paper or ASG for the specific T Level assessment you must not provide model answers or writing frames specific to the task (such as outlines, paragraph headings or section headings).

You may give oral and written advice at a general level to propose broad approaches to the task or broad approaches for improvement, unless the task paper or ASG for the specific T Level assessment states otherwise.

Any advice given **must**:

- not refer to how to meet specific assessment criteria
- not provide detailed feedback on errors or omissions
- ensure students' work is their own and there has not been direct intervention from Provider staff to improve presentation or content.

You can...	You must not...
<ul style="list-style-type: none"> <li>✓ Remind students how to identify relevant sources of information.</li> <li>✓ Remind students how to structure their response.</li> </ul>	<ul style="list-style-type: none"> <li>✗ Give specific feedback on sources your students have used.</li> <li>✗ Directly provide them with additional sources to use.</li> <li>✗ Give students a specific action plan on how to develop their own response.</li> </ul>

The following table summarises the controls applied to these assessments.

## Undertaking the set task

Providers must	Providers don't need to
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<ul style="list-style-type: none"> <li>✓ ensure students understand what they need to do to comply with these regulations.</li> <li>✓ ensure students understand they must reference information from published sources.</li> <li>✓ give student's guidance on setting out references.</li> <li>✓ ensure students are aware that they must not plagiarise other material.</li> </ul>	<ul style="list-style-type: none"> <li>✗ use external invigilators to supervise the taking of set tasks; they can be supervised by the class teacher.</li> <li>✗ display the JCQ warning posters.</li> </ul>
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## Resources

You must follow the instructions in the task paper or ASG for the specific T Level to ensure students only have the permitted resources for the task they are completing.

These documents will specify what preparatory notes and materials students are permitted to use during supervised and non-supervised sessions.

Where students are working in a window scheduled by you, the task paper or ASG will indicate whether work must be held securely between sessions.

## Group work

Some tasks may be undertaken as part of a group; the task paper or ASG for the specific T Level assessment will give guidance and may place a maximum number for the group size.

It must be possible to attribute assessable outcomes to individual students – that each student must produce their own written work to accompany the submission. The contribution of each individual student must be clear from both the work itself and any record forms.

## Authentication

Where required, students must sign a declaration to confirm the work they submit for assessment is their own unaided work. Pearson provide relevant documentation with each set task. You will need to confirm the work:

- is solely that of the student
- was completed under the required conditions.

If you have any doubt about the authenticity of the work, you should not submit it for assessment.

## Secure storage

Secure storage is defined as a secure storage facility, e.g. safe, security cabinet.

Where students are producing artefacts (e.g. Craft and Design) secure storage can include a classroom, studio or workshop that is locked or supervised from the end of one session to the start of the next.

If you are required to store work securely between sessions this will be indicated in the task paper or ASG.

## Loss of work

Where work has been lost before being submitted, learners may be eligible for special consideration, depending on the circumstances.

<b>Student responsible for loss</b>	The loss is a consequence of negligence on the part of the student.	<b>X Not eligible</b> for special consideration.
<b>Provider responsible for loss</b>	The loss is not a consequence of negligence on the part of the student. The Provider can verify the work was completed or partially completed and had been monitored while it was in progress.	<b>✓ Eligible</b> for special consideration.

If work has been lost, you must report this to Pearson using JCQ Form 15 – JCQ/LCW.

## Absence from an assessment

Students may be absent from a set task at the time the remainder of the cohort complete it. Where this is the case, affected students may complete the task separately, as long as they complete the task within the specified window or the submission deadline for the specific task. Where the work can still be completed within the specified timeframe and following the required controls there is no need to contact Pearson to request this.

### *Illness during a task*

Students who fall ill during a task can return once recovered to complete the task in the remaining time left, therefore, within the specified window or the submission deadline for the specific task.



### *Unable to attempt or complete a task*

Where students are unable to attempt or complete the task within the specified window or by the submission deadline they must be marked as absent and special requirements applied for.

You can find more information about special requirements on our website (<https://qualifications.pearson.com/en/support/support-topics/exams/special-requirements/access-arrangements.html>)

## Malpractice

Students taking set tasks must not:

- Submit work that is not their own
- Lend work to other student or allow other students to copy their work
- Allow other student to have access to their own independently sourced material
- Assist other students to produce work
- Use books, the internet or other sources without acknowledgement or attribution
- Submit work that has been Word processed by a third party without acknowledgement.

Students are allowed to lend books or other resources to one another, but they must not plagiarise others' research.

If Pearson suspects malpractice the action, we will take, will depend on the stage of the assessment the student has reached:

Irregularities identified by:	Stage in the assessment process	Action taken
Provider	Before the student signs the authentication statement.	<ul style="list-style-type: none"><li>• The Provider must deal with the irregularity under its own internal procedures.</li><li>• In the submission, you must clearly indicate details of any work that is not the students' own.</li></ul>
Provider	After the student has signed the authentication statement.	<ul style="list-style-type: none"><li>• The Head of Centre must notify Pearson at the earliest opportunity at <a href="mailto:candidatemalpractice@pearson.com">candidatemalpractice@pearson.com</a>.</li><li>• If malpractice is confirmed, Pearson will apply a penalty.</li></ul>

<b>Examiner or moderator</b>	After the student has signed the authentication statement.	<ul style="list-style-type: none"><li>• Pearson will ask the Head of Centre to conduct a full investigation and report their findings.</li><li>• If malpractice is confirmed, Pearson will apply a penalty.</li></ul>
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If malpractice is confirmed Pearson will apply a penalty proportionate to the seriousness of the malpractice found. Malpractice can include (but are not limited to):

- a written warning
- loss of marks for a section or the task
- disqualification from the task or qualification as a whole
- debarred from entering assessments for a set period.

You can find more information on the JCQ website: (<https://www.jcq.org.uk/exams-office/malpractice/>)

## **We are here to help**

If you need more information or support, please contact us [here](#).

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