Administrative Support Guide

T Level Technical Qualification in Marketing

Employer Set Project

Autumn and Summer

Contents

Employer Set Project Specific Information

This assessment contains:

Material	Level of Supervision and Control	Dispatch Method
Task 1a	Activity 1: Supervised, high control, 30 minutes Activity 2: Supervised, medium control, 30 minutes for discussion and 30 minutes for write-up Activity 3: Supervised, high control, 1 hour and 30 minutes	Secure Web Release
Task 1b	Activity 1: Supervised, medium control, 2 hours Activity 2: Supervised, medium control, 30 minutes Activity 3: Supervised, high control, 1 hour and 30 minutes	Secure Web Release
Task 2	Supervised, high control, 3 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
Task 1a	• Task 1b
Task 1b	• Task 1b Booklet
Task 2	• Task 2 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 <u>General Administrative Support Guide</u>.

- 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	Task 1a		Task 1b		
Week 2	Task 1b cont.			Task 2	

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.

Set Tasks

Task 1a

For the Task:

- Students **must** complete all the Task.
- Students **must** complete the Task in **3 hours.**
- Students **must** complete Activity 1 and 3 in **supervised conditions** under **high control**.
- Students **must** complete Activity 2 in **supervised conditions** under **medium control**.
- Students **are not permitted** access to the internet.

Activity 1:

- Students have **30 minutes** to complete.

Activity 2:

- Students have **1 hour** to complete:
  - **30 minutes** for the Discussion
  - **30 minutes** for the Write-up
- Students **must** be in groups of 2 or 3. The Tutor **must** decide how the students will be grouped.
- If there is a cohort of one student, then an appropriate student (who is not registered for the qualification) may be selected by the Tutor to take part in the group discussion. The appropriate student must be familiar with Activity 1 and the outcomes. They should also be given notes on the client brief provided by the Tutor.

Activities 1 and 2 are not directly marked.

There are no restrictions on the number of pages, font sizes, or the nature of the notes that students make.

Activity 3:

- Students have **1 hour and 30 minutes** to complete.

For this Task students need access to:

- Set Task Booklet (Task 1a)
- A PC (per student) with Word processing software

Submitting Task 1a:

At the end of the session, Students must:

- Save a copy of Activity 3 outcome in a PDF format (Students are not required to submit Activity 1 and 2 as they are not directly marked)
- Save the file in their folder for submission using the following naming conventions:
  - Task1A_Activity 3_Report_ [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 1a outcomes by the submission deadline

Task 1b

For the Task:

- Students **must** complete all the Task.
- Students **must** complete the Task in 4 **hours**.
- Students **must** complete Activity 1 and 2 in **supervised conditions** under **medium control**.
- Students **must** complete Activity 3 in **supervised conditions** under **high control**.
- Students **are permitted** access to the internet during Activity 1 and 2.
- Students **are not permitted** access to the internet during Activity 3.

Activity 1:

- Students have **2 hours** to complete.

Activity 2:

- Students have **30 minutes** to complete:
  - **20 minutes** to practice and prepare
  - **10 minutes** to deliver the presentation

Activity 3:

- Students have **1 hour and 30 minutes** to complete.

Requirements for recording and submitting video evidence:

- Providers **must** ensure they have the student's consent to record.
- Ensure all video files are saved in a secure location.
- Encrypt video files before they are stored.
- Only use devices belonging to the centre to record and store videos
- Video-recordings **must** never be made public.

For this Task students need access to:

- Set Task Booklet (Task 1b)
- A PC (per student) with presentation and Word processing software
- Video recording equipment to record the presentation
- 'Read only' version of Task 1a outcomes

Submitting Task 1b:

At the end of the session, Students must:

- Save their files in PDF and MP4 format

- Save all files in their folder for submission using the following naming conventions:
    - Task1b_Activity 2_recording _[Registration number]_[surname]_[first letter of first name]
    - Task1b_Activity 3_reflective_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 1b outcomes by the submission deadline

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 **high control**.
- Students **are not permitted** access to the internet.

For this Task students need access to:

- Set Task Booklet (Task 3)
- A PC (per student) with Word processing software
- A calculator

Submitting Task 2:

At the end of the session, Students must:

- Save their completed document as a PDF file.
- Save the file in their folder for submission using the following naming convention:
    - Task2_Plan_[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 2 outcomes by the submission deadline

After the assessment:

Submission of work

Students' work is externally set and marked by Pearson.

Providers will be provided with a secure OneDrive 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 OneDrive link provided	One per student
2	Attendance register	One copy per cohort

Provider submission deadlines:

All student work must be uploaded to the OneDrive 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 here for information on:

- Review of Marking and Moderation (RoMMs)

- Appeals

Special Requirements

Visit here for information on special considerations

Visit here for information on access arrangements

Training and Support from Pearson

Visit here 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