



Administrative Support Guide

BTEC Level 2 Tech Award in Health and Social Care

Component 3: Health and
Wellbeing (21117K)

Change log

The purpose of this section is to provide centres with an audit trail of changes that have been made to this Administrative Support Guide (ASG) from the time it was originally published.

Why might an ASG be re-published?

We may re-publish our ASGs if there are changes to the original content, for example correcting an identified error and/or making improvements following feedback received from stakeholders.

What action must centres take?

The new ASG will be uploaded onto the Pearson website, and the previous version removed. If the change(s) impacts on assessment delivery, we will notify centres via one of our communication channels. Centres will need to download the new ASG immediately and delete the previous version from their records.

If centres do not receive a communication, this means that the change(s) does not impact on assessment delivery and therefore centres can continue to use the previous ASG they had originally downloaded this year.

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Last updated: 31/03/2023

Document version: 2.0

Date of Correction	Page number	Detail of Correction
31.03.2023	page 6	In the section 'After the assessment', the statement 'The submission deadline for sending the work to Pearson after the end of the assessment window is 2 working days.' has been corrected to 'The submission deadline for uploading the work to Pearson is the same day as the end of the assessment window.'

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Specific Information

This assessment contains:

Material	Information	Level of supervision and control	Dispatch Method
Set task paper	The paper must be completed in 2 hours in the period timetabled by Pearson.	Supervised, High control	Secure dispatch

Before the assessment

Centres 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 the JCQ 'Instructions for Conducting Examinations (ICE)' document and Pearson's 'Instructions for Conducting External Assessments (ICEA)' document, which can be found [here](#).
- Materials received from Pearson are kept secure by the centre until the start of the assessment window.
- Centres 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 sessions for the supervised assessment and any prior preparatory work.

During the assessment

Supervised assessment

This set task should be completed in **2 hours**, under supervised conditions, on the date timetabled by Pearson.

Centres **do not need to bring in external invigilators** to supervise the taking of the externally set task. The invigilator can be a class teacher but must not be the assessor or a member of the department who could provide assistance with completing the assessment.

Learners must be within direct sight of the invigilator throughout the supervised assessment period.

Learners must not have access to emails or the internet (this includes mobiles and other smart devices) during the supervised assessment.

Communication between candidates is not allowed during the supervised assessment. Learners must complete their work independently.

Learners must not take any class notes into the supervised assessment. Learners must only have access to materials and resources as defined in the task paper.

Learners are not allowed to remove anything from the examination room. Examination papers and any learner notes must be collected at the end of the supervised assessment.

Centres need to ensure that the exam room is appropriately set up and any display materials which might provide assistance to learners have been removed or covered.

The seating arrangements must prevent candidates from overlooking (intentionally or otherwise) the work of others. The minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres.

Under certain circumstances 1.25 metres may prove to be an insufficient distance to prevent candidates seeing, intentionally or otherwise, the work of others. The principal objective is to ensure that no candidate's work can be overseen by others. Appropriate steps must be taken to ensure that this can be achieved.

Although there is no requirement for BTEC examinations to be held in an exam hall and assessments can take place in a classroom setting, the centre needs to ensure that the room is appropriately set up and any display materials which might provide assistance to learners have been removed or covered.

Attendance register

The attendance register will be sent to centres along with the postage labels for you to return your learners' work to us.

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

After the assessment

Submission of work

Learners' work will be externally assessed and marked. You will be provided with postal labels for you to return your learners' work to us. These postal labels will have our script processing centre address on it. **Centres must not send the work to their Standards Verifier or to an examiner for another subject.**

The submission deadline for uploading the work to Pearson is the same day as the end of the assessment window. Submission deadlines can be found in your [exam timetable](#).

If you are unable to locate the original label, centres can request replacement labels via the following link: <https://collections.parcelforce.net/pearsonlabels>

Please ensure the following are submitted for this set task:

	Item	Number to be sent
1	Completed task paper	One per learner
2	Attendance register (the copy sent to you by post)	One copy for the cohort

General Information

This Administrative Support Guide (ASG) should be read in conjunction with the [Instructions for Conducting External Assessments \(ICEA\)](#) and specification.

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

- [Exams Officers](#)
- [Teachers](#)

Key Links

Key Dates and Deadlines	<ul style="list-style-type: none"> - entry deadlines and results dates - exam timetables
Post Results Services (PRS)	<ul style="list-style-type: none"> - Access to Scripts (ATS) - Review of Marking and Moderation (RoMMs) - Appeals
Special Requirements	<ul style="list-style-type: none"> - Special considerations - Access arrangements
Training from Pearson	<ul style="list-style-type: none"> - Training events
Support Materials	<p>Visit your qualification page to find:</p> <ul style="list-style-type: none"> - Past papers and Mark schemes - Lead examiner reports - Sample Assessment Materials

