



Pearson

Invigilation of paper-based EPA tests - 24 March 2020

Dear Partner,

I hope this communication finds you well.

During these unprecedented times, Pearson have made arrangements to ensure as many end-point assessment components can be undertaken using remote methods.

One of the arrangements is to enable employers to invigilate paper-based tests. To ensure we comply with external rules surrounding invigilation, we must ensure that all invigilators are provided with information on what this role involves.

The [Pearson website](#) provides specific information around testing and it is important that you are familiar with the rules and regulations, which must be complied with.

To invigilate a test, we will share the test paper using Pearson Secure File Transfer. This is a secure email facility which will allow you to receive the test and also scan and return the completed test paper.

To set up a Secure File Transfer account, please [click this link](#) and then register for an account.

Once you have an account set up, please enter your username and password as directed.

Please leave the domain box empty

Please enter your username and password to sign in

Username

Password

Domain

Remember my username

Sign in

[Forgot your password?](#)

Register
If you do not have a username, register [here](#).

Please note!
Registration is for external users only. Sign in using your usual computer username, password and domain if you are an employee.

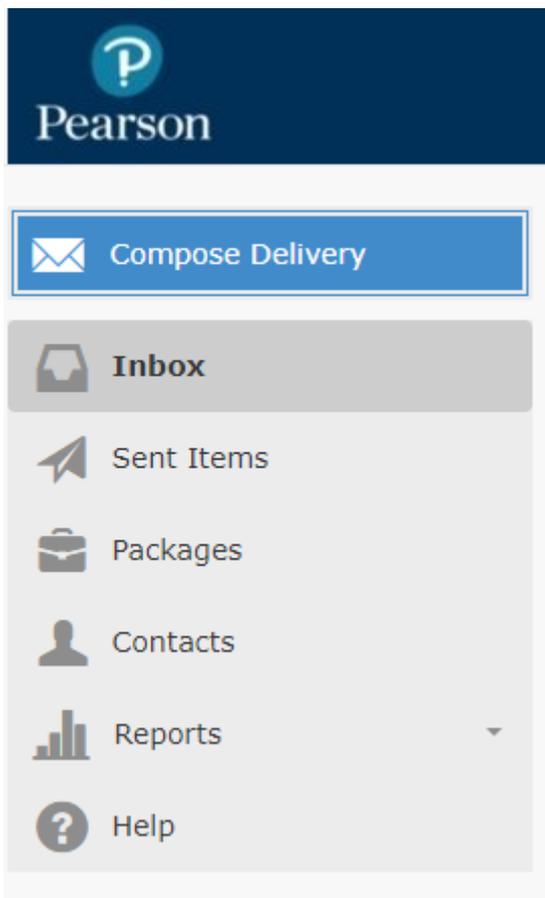
Once you have an account, please inform epadelivery@pearson.com with the following pieces of information

1. Name of invigilator and confirmation that they have read and understood the rules around invigilation. Confirmation will also need to be provided advising that the invigilator has not been involved in the training, preparation or line management of the apprentice.
2. Name of apprentice, test date, EPA standard
3. Location of where the test will take place

With regards to point 1, this will ensure that the guidance provided by the Institute for Apprenticeships & Technical Education has been adhered to. The [full guidance](#) can be found here.

Once the test request has been received, we will use Secure File Transfer to email the candidate pack to you. The pack will include a question sheet and answer sheet.

Once the apprentice has sat their test, please scan their answer sheet and using Secure File Transfer return this to us, using “compose a delivery”.



When you click on compose delivery, this will then allow you to construct an email to attach the scanned answer sheet.

The screenshot shows the 'Express Delivery' interface. At the top, it says 'Express Delivery' with an 'Action' dropdown. Below that, it says 'Create a package and deliver it in one step'. There are four tabs: 'Attach files', 'Cc/Bcc', 'Secure message', and 'Advanced options', with a 'Send' button to the right. The main area has a 'To' field, a 'Subject' field, and a large 'Email notification message (Preview)' text area. At the bottom, there are 'Date available' and 'Date expires' fields with time and AM/PM dropdowns. The 'Date expires' field is set to '05/23/2020'.

In the address bar, please address the email to the sender of the test paper.

Subject line - Name of Apprentice EPA Standard

Then send

This will then deliver the test answer sheet, which will then be shared with the testing team, who will mark and return the results within the 10-working day Service Level Agreement. Pearson are currently unable to offer online testing to employers; however, this is being explored.

If you have any queries, please contact EPAdelivery@pearson.com

References:

[Pearson Conducting Exams Link](#)
[Institute for Apprenticeships & Technical Education: Response to COVID 19 23 March 2020](#)