

Guidance for Remote Assessment

Functional Skills (3748) Speaking, Listening and Communication (SLC)

Functional Skills (4748) Speaking, Listening and Communicating (SLC)

Please note that these arrangements apply with immediate effect and until further notice.

For the SLC assessment, the assessor does not have to be in the same location as the candidate or other participants.

In all cases, the centre **must**:

- meet all requirements of the assessment
- be able to verify the candidate's identity
- have video or audio evidence of each assessment
- keep records on which assessments were completed remotely
- inform their EQA.

The assessor must be confident about the identity of every candidate that completes an assessment. If the assessor suspects that a candidate has taken an assessment in the name of another candidate, this must be reported to City & Guilds immediately as potential malpractice.

Video or audio evidence

Where video or audio evidence is being used, the centre **must**:

- test all video or audio recording equipment before the assessment begins
- instruct candidates to clearly state their full name and candidate enrolment number at the beginning of each recording
- securely store all recordings, on the centre's computer system as soon as practically possible, not on the individual assessor's personal drive.
- provide good quality recording with clear audio and video

- ensure the voices of the candidate(s) and the assessor are clearly audible throughout the assessment
- use a quiet location for recording
- store all recordings until after the next EQA activity
- do not edit recordings.

All filenames of the recordings must be labelled with:

- centre name and number
- candidate enrolment number(s)
- level and assessment activity

Important information to be included in the recording by the assessor:

- Centre name
- Centre number
- Name of the assessor and interlocutor
- Date of activity
- Type of assessment taking place, eg Level 1 group discussion
- Name and candidate number(s) of the candidate(s) being assessed, and the names of any participants not being assessed
- Location of participants, eg workplace or home – not specific details
- The time the assessment begins and the time the assessment ends.