

End-Point Assessment resources list:

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Resource required	
Professional Discussion underpinned by Portfolio	Internet access and suitable equipment for remote assessment, such as a computer with audio and video capacity, as outlined in the manual for End-point Assessment services.
	A suitable, quiet room for the remote professional discussion to take place (under exam conditions). The room should have lighting, space and privacy and be free from interruptions. It must be away from the pressures of work activities, in a controlled environment. This may be on or off the employer's premises.
	The apprentice and the IEPA must each have a copy of the apprentice's portfolio of evidence to refer to.
Scenario Demonstrations with Questioning	<p>For the Scenario Demonstration tasks:</p> <ul style="list-style-type: none"> • An appropriate, quiet room that is suitable for assessment under controlled conditions, free from distractions and external influence. • A suitable IT system that has an office productivity package installed and internet connectivity that will allow access to complete the online assessment scenarios. • Where firewalls are used to control access to external resources, there may be a need for access to be configured to allow access to the CloudShare virtual labs. • A responsible person to supervise the assessment

Resource required	
	<p>For the Questioning component:</p> <ul style="list-style-type: none"> • A suitable, quiet room for the remote questioning to take place (under exam conditions). The room should have lighting, space and privacy and be free from interruptions. • It must be away from the pressures of work activities, in a controlled environment. This may be on or off the employer's premises. • If the meeting is to be carried out remotely, internet access and suitable equipment for remote assessment, such as a computer with audio and video capacity, as outlined in the City & Guilds Manual for the End-point Assessment Service. • If a video link is used, appropriate measures must be in place to ensure that City & Guilds is satisfied that the responses given are those of the candidate, e.g. use of a 360-degree camera to allow the IEPA to look around the room during the session. • The apprentice and the IEPA must each have a copy of the outputs of the completed Scenario Demonstrations for their reference during the Questioning session.
Project Report	The apprentice should be subject to normal workplace supervision whilst completing their project.
	The employer should ensure the apprentice has sufficient time and the necessary resources to plan and undertake the project within the required 6 week period.
Knowledge Test	Suitable IT systems for e-volve as outlined in the City & Guilds Manual for the End-point Assessment Service.
	A responsible person to supervise the assessment.
	A quiet room with adequate lighting, space and privacy. It must be away from the pressures of work activities, in a controlled environment. This may be on or off the employer's premises.