

End-Point Assessment Declaration Form

This form must be completed by centres / EPA customers who wish to complete the EPA at their centre/site

Centre / EPA customer name		Centre number	1234567
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Please indicate which EPA you are intending on running:		✓
Level 3 Digital Support Technician – Digital Applications Technician (9700-12)		
Level 3 Digital Support Technician – Digital Service Technician (9700-13)		

I confirm that our centre/EPA customer meet both the venue & equipment requirements to support end-point assessment for the above occupations

Name	Name		
Job role	Job role		
Signature	Signature	Date	DD/MM/YY

If any parts of or all of the assessment is taking place at a different location(s)/venue(s) to your centre/EPA customer address please list the details below

Venue 1	
Name	Name
Address	Assessment location

Venue 2	
Name	Name
Address	Assessment location

I can confirm that as centre/EPA customer we have all the required equipment to offer the following assessment methods remotely in line with the guidance outlined in the Manual for the end-point assessment service.

Assessment method	Tick to confirm remote assessment
Interview with an Independent End Assessor	

End assessments

The focus of the End-point Assessment is for the Apprentice to demonstrate the values, knowledge, skills and behaviours set out in the Apprenticeship standard and to be able to demonstrate this level of professional competence in authentic workplace contexts.

End-point Assessments are formal summative assessments that conclude an Apprenticeship programme. Each Apprenticeship will be assessed in a number of ways to provide a clear indication of the Apprentice's knowledge and skills. For this Apprenticeship the following assessment methods need to be achieved:

- Summative Portfolio – including a short testimonial from the employer
- Knowledge Tests – one core unit test and one option unit test, relevant to their choice
- Case Study Presentation – including Questions and Answers
- Interview with an Independent End-point Assessor.

Remote Assessment

Remote assessment is live assessment that is supported by technology where the IEPA and the apprentice are not in the same physical location when the assessment takes place.

For this Apprenticeship the following assessments can be conducted remotely:

- Interview with an Independent End Assessor

For more detailed information around the conditions and requirements that must be met for remote assessment please refer to the **Manual for the end-point assessment service**.

End-point Assessment Resources list



Resource required	
Knowledge Tests	A quiet room with adequate lighting, space, privacy and IT facilities for online evolve knowledge tests to be completed under closed book, examination conditions. See the manual for end-point assessment services for details.
	A responsible person to administer and supervise the online knowledge tests.
Case Study Presentation (including Questions and Answers)	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 employers' premises.
	A responsible person to supervise the assessment activity during its entirety.
	<p>Digital Applications Technician (9700-12)</p> <p>Access to suitable digital information management systems, with opportunities to identify and resolve problems on these systems; opportunities to present data and information in a range of digital applications.</p>
	<p>Digital Service Technician (9700-13)</p> <p>Access to digital technology and opportunities to diagnose user problems in accessing and using a digital technology; opportunities to develop content in communication tools and record their actions, including any follow up, on an information system.</p>
Interview with an Independent End Assessor	A suitable room for the interview to take place, large enough to accommodate all those involved including panel member where applicable.
	Seating area or room for any other apprentices to wait.
	Access to water and cups.
	Where applicable, internet access and suitable equipment for remote assessment as outlined in the manual for end-point assessment services.