

Essential Skills Communication Entry level, Level 1 and Level 2: remote assessment of Speaking and Listening

Where a centre is unable to carry out face to face assessment of Speaking and Listening and wants to carry out the assessment remotely, they must notify City & Guilds by completing the [Centre Intention form](#). In addition, they must contact their EQA who may wish to observe the assessment as part of their sampling activities. The guidance contained here is designed to support centres to carry out the assessment while maintaining the rigour of assessment.

- For the Speaking and Listening component of the Communication qualification, 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
 - email their EQA with dates and times of any remote Speaking and Listening activities. The EQA may choose to attend a session as part of a sampling activity.
- 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.
- As the criteria at both Level 1 and Level 2 require the candidate to use an image to support discussion, assessors must consider how this image will be shared amongst the participants if the recording is an audio rather than a video recording. This must be clearly stated in the assessment record.
- If necessary, candidates may be given a short preparation time for discussion/presentation tasks off camera at Levels 1 and 2.

Video or audio evidence

- Where video or audio evidence is being used in remote assessment situations, the centre is responsible for:
 - testing all video or audio recording equipment before the assessment begins
 - instructing candidates to clearly state their full name and candidate enrolment number at the beginning of each recording

- securely storing all the recordings, on the centre's computer system as soon as practically possible, **not on** the individual assessor's personal drive
 - providing good quality recording with clear audio and video
 - ensuring the voices of the candidate(s) and the assessor are clearly audible throughout the assessment
 - using a quiet location for recording
 - storing all recordings until after the next EQA activity
 - ensuring that the recordings are not edited.
- 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
 - date of activity
 - type of assessment taking place e.g. Level 1 formal group discussion
 - name and candidate number(s) of the candidate(s) being assessed, and the names of any participants not being assessed
 - location of the participants e.g. workplace or home - not specific details
 - the time the assessment begins and the time the assessment ends

Online meeting security

Where online meeting software is used, the centre may want to consider the following:

- If the meeting can be locked to the invited attendees only or where this functionality is not available, a meeting password can be set and shared with the candidates in advance
- Reviewing the security, meeting best practice and privacy policy for the chosen virtual meeting software
- After the assessment has finished, the assessor should also end the meeting
- Regularly check for any security issues or technical issues that may affect your selected virtual meeting product.

Task guidance

Entry level 1

Activity 1a.

This is assessed on a one-to-one basis. The assessor can share the source material on their screen. They should not send any live assessment material to the candidate.

Entry level 2

Activity 2a.

This is assessed on a one-to-one basis. The assessor can share the source material on their screen. They should not send any live assessment material to the candidate.

Activity 2b Group discussion

As usual, the assessor can take part in the discussion at this level.

Entry level 3

Activity 3a.

This is assessed on a one-to-one basis. The assessor can share the source material on their screen. They should not send any live assessment material to the candidate.

Activity 3b Group discussion

As usual, the assessor can take part in the discussion at this level.

Levels 1 and 2

These tasks can be conducted remotely. As these tasks are centre-devised, centres will need to consider how this can be delivered remotely whilst upholding all other controls around the assessment.