

ITEC Regulations and Procedures for Operating Practical Examinations



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REGULATION AND PROCEDURES FOR OPERATING PRACTICAL EXAMINATIONS

INTRODUCTION

This section gives the full guidelines for holding a practical examination at an ITEC registered Centre. Every Lecturer preparing Candidates for examinations should be given a copy, along with the Lecturer guidance notes which may be found on the ITEC website: www.itecworld.co.uk

CENTRE'S RESPONSIBILITY

The Centre must ensure the following:

- Candidates have completed the course fully and are able to achieve all the learning outcomes and assessment criteria within the ITEC syllabus
- Candidates are fully conversant with the ITEC Candidate guidance notes and ITEC's expectations of them during examinations
- Candidates are adequately prepared and have had a full practical internal assessment using the ITEC marking criteria and ITEC pre-assessment form/s which may be found on the ITEC website. A pre-assessment form is required for each unit where applicable
- The timetable for the examination day is agreed in writing by the ITEC Practical Examiner prior to publication to the Candidates. Failure to do so may result in disruptions to the examinations on the day
- Only 10 Candidates are seen at one time unless prior permission has been sought from the ITEC Practical Examiner for an absolute maximum of 12 (ITEC Examiners will not see more than 2 categories of practical examinations at one time. Please check with the ITEC Examiner before scheduling)
- All Candidates to be examined have been included on the ITEC examination enrolment form that has already been sent to the ITEC office or completed and submitted online. ITEC should have been notified in advance of any additional Candidates on the ITEC examination enrolment forms
- A reserved parking place and refreshments are available for the Practical Examiner. Also a room/area in which to prepare and verify documentation will be required by the ITEC Practical Examiner
- All the ITEC paperwork is completed (see below)
- The ITEC Practical Examiner is given all 5P forms (sent by ITEC to the Centre) with any medical or other certificates for Candidates booked for the examination who are absent. The ITEC Practical Examiner must be made aware of any Candidates requiring reasonable adjustments or special consideration and the written approval from ITEC where applicable
- The pre-examination assessment forms completed for each unit where applicable are handed to the ITEC Practical Examiner for each examination group in accordance with the examination timetable.



Assessment forms for units that are internally assessed must also be given to the ITEC Practical Examiner on the day of the practical examination (see the ITEC website.)

- Treatment evidence/case study/assignments have been assessed and internally quality assured and that all assessment forms are completed fully and are placed with the Candidates' evidence ready for the ITEC Practical Examiner to verify. Alternatively, all documentation must be completed fully, assessed and internally quality assured and uploaded to the ITEC E-Portfolio which is free of charge and available to all Learners. If Candidates' documentation/evidence has not been assessed and internally quality assured by the Lecturer/s or is not available for verification this will result in referral or delays in certification
- The room is suitable for the examination, i.e., space, temperature, lighting, noise levels
- Sufficient equipment is available and in good working order in accordance with the ratios set out within the Centre Registration Document
- All necessary products are available for the examination
- Candidates and clients must be punctual
- Candidates wear name badges with their ITEC Student ID number shown and have photographic identification available for inspection
- Suitable external clients are provided that will enable the Candidates to demonstrate **ALL** of the practical skills necessary to achieve the qualification (clients must not be Lecturers, Therapists or on a therapy training course.) Centre's must ensure that clients are agreeable to act as such and that they are not suffering from any contraindications that may cause a Candidate or the ITEC Practical Examiner to have to stop the procedure
- Candidates are not under the influence of recreational drugs or alcohol
- Candidates' bags are left outside the examination room
- **ALL** Candidates and clients switch off mobile telephones
- Lecturers refrain from entering the examination room once the examination has commenced unless asked to do so by the ITEC Practical Examiner
- Examination changeovers are performed smoothly and efficiently between groups, within 15 minutes
- A Lecturer or Centre Manager should be available throughout to ensure the smooth running of the practical examinations on the day
- **ALL** Lecturers delivering ITEC programmes are present to listen to the ITEC Practical Examiner's feedback
- All Lecturers understand that the ITEC Practical Examiner's decision is final
- All Lecturers and Candidates are familiar with ITEC procedures, in particular the process of acquiring results and the appeals, complaints and malpractice policy documents. All policy documents may be found at <http://www.itecworld.co.uk/school/centreguide/Policies.htm>
- Candidates do not attempt to discuss any aspect of the examination with the ITEC Practical Examiner
- In order to avoid disappointment, Lecturers do not discuss results with Candidates until all results have been aggregated and released into the ITEC results portal



PRACTICAL EXAMINATION REQUIREMENTS

During the examination visit, the ITEC Practical Examiner will:

- Practically assess all Candidates
- Meet with the Lecturers and check relevant documentation on Centre Quality Control
- Verify a sample of the Candidates' treatment evidence/case studies/ assignment work
- Sample Candidates' work
- Feedback the details of the practical examination(s) to the relevant Lecturers
- Seek clarification regarding Centre governance and Centre Policy
- Check action(s), if any, from previous examination visit report have been resolved/completed
- Agree an action plan if/when necessary

CENTRE CHECKLIST FOR PRACTICAL EXAMINATION DAY

On the day of the practical examination, Centre's will need to provide:

- A list of Candidates registered for the qualification(s) – the 5P form(s) with supporting documentation for reasonable adjustments/special considerations
- A completed pre-assessment form for each practical unit (as applicable)
- A copy of the previous Centre examination report
- Registers of attendance for each group and programme
- Assessment records during training for theory and practical
- Copies of the approved schemes of work
- Lecturers' teaching files/records
- Candidate files/notes/homework
- Equipment list and maintenance records
- CV's for any new staff and copies of their relevant diplomas
- Details of any personnel changes
- Details and feedback from Quality Assurance meetings that the Centre may have
- Details of any changes or updated policies that the Centre has

A full practical report will be produced and will be sent to the Centre detailing the Practical Examiner's findings.

An inspection of the Centre premises will be performed at every set of examinations.



RE-SUBMISSION OF REFERRED EVIDENCE

Where treatment evidence/case studies/assignments are verified and the ITEC Practical Examiner considers that they do not meet the ITEC standard, the ITEC Practical Examiner will produce a referral report indicating the additional work which must be completed in order to uplift the documentation to a Pass grade. The referral report will be left at the Centre for inclusion in the Candidate documentation to inform the Candidate of the re-submission requirements. Once the additional work has been completed by the Candidate, the documentation should be re-submitted to the Internal Assessor at the Centre for re-marking. The Centre is responsible for re-marking the documentation and when they can confirm that a Pass grade has been achieved, the relevant assessment form for the unit(s) should be signed as complete. The completed and signed assessment form only must be forwarded to ITEC in order to update the Candidate's records. Treatment evidence/case studies/assignments should not be forwarded to the ITEC office.

