

Coronavirus (COVID 19) - FAQs

If I wish to cancel an assessment, do I contact the IEPA directly or the central helpdesk?

As usual, always contact the IEPA directly.

Are assessments still going ahead if the employer is open?

Only remote assessments are taking place, however, if the employer is open and they are able to invigilate the online exams, this can be arranged.

Can assessments take place away from the workplace e.g. at home or with a training provider?

Yes. Assessments such as Professional Discussions can be conducted over Microsoft Teams or via our Smart Room and invigilators can be from the workplace or, again via teams or smart room by the EPA team.

Are we still working towards the current SLAs?

At the moment yes we will reassess this weekly.

If an apprentice has to re-sit / re-take an assessment due to a cancellation linked to the virus will they still be capped at a pass?

No. However, this cap will apply if the apprentice has taken and failed another assessment component that was not affected by the Coronavirus situation.

If an apprentice cant complete Functional Skills or Mandatory qualification can they still pass Gateway and move onto EPA?

No, they must pass all mandatory qualifications prior to meeting gateway, if this is not possible a break in learning must be put in place.

What equipment will an apprentice need to carry out their assessment remotely?

Apprentices will need access to a laptop with a webcam. This will enable the IEPA to assess through Microsoft teams or our Smart Room. Apprentices can also carry our professional discussions via their android or apple phones, the app for teams would need to be downloaded prior to the appointment.

How can the gateway meeting take place when signatures cannot be gained?

Hard copy signatures are not required. This can be done via an electronic signature, via email, or via scanning documents and emailing them. We can also accept recording conversations with the learner and Employer.

What are the invigilation procedures if an invigilator cannot be present during the test?

A remote invigilation can be agreed, this can be either the Employer or a member of the EPA team. Conflict of interest and invigilation forms will be completed by the invigilator and records kept by GPSAS.

Do we still require 5 working days' notice?

Yes we still require the 5 working days' notice for all new bookings.

Will the test be online or paper based?

We can offer both, online the preferred method, full instructions will be sent to the apprentice on how to access the test. Paper tests can be emailed securely.

Are there any changes to the assessment plans during this time?

Yes changes have been made by the External Quality Assurance providers. Guidance, along with IfATE can be found here:

<https://www.instituteforapprenticeships.org/response-to-covid-19/>
<https://openawards.org.uk/centres/covid-19-faqs/>
<https://www.nsar.co.uk/corona-virus-covid-19-guidance/>