

# Extended Extraordinary Regulatory Framework (EERF): Vocational and Technical Qualifications, COVID-19 Conditions and Requirements – Guidance for Centres

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Adaptation of Delivery and Assessment for CIOL Qualifications (CIOLQ) Vocational and Technical Qualifications, under the EERF

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## Introduction and rationale

The Covid-19 pandemic has resulted in a loss of opportunity of learning and assessment since March 2020. It is also likely that a number of further public health restrictions will be in place during the next academic year on a localised or national basis.

The expectation from Government and the regulatory bodies is that there is continuation of learning and that assessment should continue to take place in 2021 to protect and enable the achievement of candidates.

Therefore, following on from the Extraordinary Regulatory Framework (ERF) that was introduced this year, we now move to an EERF which came into effect on the 12<sup>th</sup> October 2020, to further support this.

The purpose of the EERF is to enable Awarding Organisations to assist with mitigating the impact of disruption to teaching, learning and assessment, where it has occurred, or continues to occur to ensure that as many candidates as possible have the opportunity to receive a result and are not disadvantaged by the longer-term impact of the pandemic.

Calculated results will not feature in future, but we will be making adaptations to our assessments to enable them to go ahead for 2020 and 2021.

Our adaptations will primarily mean that our assessment will move online via our Virtual Centre to enable candidates to take their assessment in their own home.

## Scope

This guidance is to support CIOLQ centres and their learners, plus our independent candidates, under the EERF.

This document applies to all of our regulated provision for candidates taking qualifications in 2020 or 2021. It is designed to communicate details of adaptations which have been or will be applied to our qualifications.

## Applying Adaptations - Approach

Adaptations are changes made by an awarding organisation to a qualification or an assessment for the qualification. There are a number of ways in which changes could be made to a qualification. Changes could be applied to:

- The mode of assessment delivery
- Assessment methodology
- The sequence in which units are assessed

We have reviewed our suite of qualifications and their respective normal assessment and have judged them to be adaptable without compromising their standard and consistency. None of our current qualifications confer a licence to practice and therefore are not deemed high risk, our qualifications are those that support career progression and enrichment.

In determining appropriate adaptations for our qualifications, we are required to comply with the following principles under the EERF:

Principle 1 – As far as possible and without prejudice to the other principles, an awarding organisation must seek to ensure that the Adaptations which it makes to a qualification assist with mitigating the impact on teaching, learning or assessments caused by the Covid-19 pandemic for Learners taking that qualification.

Principle 2 – An awarding organisation must seek to ensure, as far as possible, that the Adaptations which it makes to a qualification do not serve to advantage or disadvantage Learners taking that qualification against their peers taking general qualifications not covered by the ExtVTQCov Framework.

Principle 3 – An awarding organisation must seek to ensure that, where it makes any Adaptations to its qualifications in accordance with the ExtVTQCov Conditions, the Validity and Reliability of those qualifications is sufficiently maintained.

Principle 4 – An awarding organisation must seek to maintain standards, as far as possible, within the same qualification in line with previous years, and across similar qualifications made available by the awarding organisation and by other awarding organisations.

Our adaptations are aimed at reducing any burden on centres, learners and independent candidates and have adopted an approach that is aimed at manageability, but at the same time protecting the integrity of the qualification.

## Qualification level adaptations

### L2 Certificate in Languages for Business 601/4605/9

#### Delivery and formative assessment

We appreciate that face to face delivery within centres may be impacted by COVID-19. We encourage all delivery centres to adapt their resources to offer digital delivery where face to face is not possible.

In these circumstances it is our expectation that centres plan arrangements for the continued delivery and let us know as soon as possible the details of their arrangements by emailing [qualifications@ciol.org.uk](mailto:qualifications@ciol.org.uk).

We believe that the flexibilities which centres already have with respect to the types of evidence they may use to meet assessment criteria are sufficient to mitigate risks.

Centres are encouraged to consider remote delivery, utilising e-portfolios, Zoom, Microsoft Teams, Google Meet or Skype and to also consider how they might use alternative solutions to gather and store evidence for example:

- LMS learner achievement tracking
- professional discussion recordings
- e-portfolios of evidence
- photos and videos

There will be no change to any Learning Outcomes or Assessment Criteria and the requirement to meet (as far as possible) the guided learning hours is still in place. All relevant qualification content must still be delivered, and all assessment criteria met in order to achieve the qualification.

Please refer to the qualification specification for full details of Learning Outcomes and Assessment Criteria. [https://www.ciol.org.uk/sites/default/files/Qualification%20spec-CLB\\_0.pdf](https://www.ciol.org.uk/sites/default/files/Qualification%20spec-CLB_0.pdf)

## Summative assessment

CIOLQ is planning to offer summative assessment for all units via our Virtual Centre whereby candidates may sit the exam from home. This will inevitably mean that this qualification is more exam based so your learners need to be prepared for this.

The current summative assessment comprises:

- A. Internally set and marked controlled assessment - Centres
- B. Synoptic externally set and marked assessment - CIOLQ

Adaptations for summative assessment:

- A. The internally set and marked controlled assessment will now be externally set and marked by CIOLQ and undertaken by all candidates online via our Virtual Centre, either in the centre or from home.

We are adopting this option to mitigate any issues that may arise from being unable to call in sufficient samples for external moderation due to centre closure as well as to enhance quality assurance. The content, level and standard will be the same, but the centre controlled element will be removed to support continuation during any centre closure and to forward plan in the case of further disruption as a result of the pandemic.

- B. Whilst the external synoptic exam will not have any adaptations to assessment methodology it will also be delivered via the Virtual Centre.

*Further details on the precise methodology will be published in December for those centres with registered learners.*

If centres remain open and not subject to further lockdown closure, learners may undertake both A and B from their centre providing there is sufficient technology in which to do so.

Centres can concentrate on what they do best which is teaching and preparing learners for summative assessment at this challenging time.

## Approach to adaptations for all qualifications

Our other qualifications are undertaken by independent candidates not formally attached to a delivery centre and comprise external controlled assessment in the form of formal exams.

The assessment for these will continue as normal but will be taken via our Virtual Centre, either from a home base or in an exam centre with technology capabilities.

To provide candidates and centres with support and guidance we have published Regulations and Guide for Remote Exams.

QAN number	Qualification title	Adaptation
600/1990/6	CIOL Qualifications Level 3 Certificate in Bilingual Skills – Police	No current scheduled assessment for 2021
601/4605/9	CIOL Qualifications Level 2 Certificate in Languages for Business	All units of assessment for this qualification will be adapted so that it can be delivered via our Virtual Centre in Summer 2021
601/2129/4	CIOL Qualifications Level 6 Diploma in Police Interpreting	All assessment modes for this qualification will be adapted so that it can be delivered via our Virtual Centre in November 2020
501/1250/8	CIOL Qualifications Level 6 Diploma in Public Service Interpreting	All assessment modes for this qualification will be adapted so that it can be delivered via our Virtual Centre in November 2020
501/1445/1	CIOL Qualifications Level 7 Diploma in Translation	All assessment modes for this qualification will be adapted so that it can be delivered via our Virtual Centre in January 2021

For further information and any updates please visit our website and refer to the FAQs published. Additionally, you may email [qualifications@ciol.org.uk](mailto:qualifications@ciol.org.uk)