Qualification Specification

ET2A1 – VTCT Skills (ITEC) Level 2 Award in Invigilating Remote Tests and Examinations

610/0000/2

About VTCT Skills

VTCT Skills is a market-leading specialist vocational and technical Awarding Organisation.

We offer a comprehensive range of qualifications, assessments and services in 17 sectors, including Hairdressing, Beauty, Logistics and Early Years. Working closely with employers and training providers, our ranges are backed by industry and trusted around the world.

With over 3,000 training locations, we help over 120,000 learners achieve professional skills that transform their lives, every year.

For more information, please visit our website or contact our dedicated Customer Support Team via email; customersupport@vtctskills.org.uk or call +44 (0)23 8068 4500.

www.vtctskills.org.uk

Contents

1 Qualification at a glance

Qualification title	VTCT Skills (ITEC) Level 2 Award in Invigilating Remote Tests and Examinations
Qualification number	610/0000/2
Product code	ET2A1
First registration date	1st October 2021
Age range	16+
Total Qualification Time (TQT)	9
Guided Learning (GL) hours	6
Assessment	Externally set and externally marked MCQ
Grading	Fail/Pass
Entry requirements	There are no formal entry requirements for this qualification.

2 About this qualification

2.1 Who is this qualification for?

The VTCT Skills (ITEC) Level 2 Award in Invigilating Remote Tests and Examination is a VRQ aimed at learners aged 16+ who are either in a full-time education programme, a part time programme at a college or with a private training provider, and wish to prepare individuals and centre for the invigilation of remote tests and examinations.

2.2 What does this qualification cover?

The qualification includes one mandatory unit:

- Principles of remote invigilation

Throughout this qualification, learners will develop their knowledge and understanding required to prepare examination rooms and resources, prepare learners for tests and examinations, implement invigilation requirements for internal and external tests and examinations and end tests and examinations. Learners will also explore the requirements for the development of good and bad practice in order to manage and mitigate remote invigilation risk to ensure valid assessment of learning.

2.3 What could this qualification lead to?

Learners undertaking this qualification may wish to progress to other Invigilation training courses, including:

- Invigilating tests and examinations
- Invigilation training for general qualifications

3 Qualification structure

3.1 Qualification structure

To be awarded the VTCT Skills (ITEC) Level 2 Award in Invigilating Remote Tests and Examinations learners must achieve all mandatory units.

The minimum TQT required to achieve this qualification is 9.

Product code	Unit title	Level	GL	Unit reference number
Mandatory unit				
UET17	Principles of remote invigilation	2	6	H/650/0017

3.2 Total Qualification Time (TQT)

TQT is defined under the Ofqual General Conditions of Recognition, General Condition J1.8, as the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a learner to achieve and demonstrate achievement of the level of attainment necessary for the award of a qualification.

TQT is comprised of the following two elements:

- the number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed – but, unlike Guided Learning, not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

4 Guidance on assessment

4.1 Summary of assessment methods

The assessment method for this qualification is external assessment. Learners must achieve the assessment detailed in the table below.

Mandatory units	External
Unit product code	Theory examination
UET17	✓

4.2 External assessment

4.2.1 External theory examination

The theory examination will be set and marked by VTCT Skills. The theory examination will consist of multiple-choice questions. Questions will cover all learning outcomes within the mandatory unit. The pass mark for the theory examination will be 70%.

External examinations must be undertaken by learners under controlled examination conditions in accordance with policies and procedures for external assessment which can be found on the VTCT Skills website.

4.2.2 Retaking external theory examinations

Learners who fail to achieve the required Pass mark are permitted to re-sit after having sufficient teaching and additional study time. There is no limit to the number of retakes a learner can carry out. External examinations will be subject to rotation by VTCT Skills. Re-sits are subject to charges as stated in the 'VTCT Skills Service Fees'.

4.2.2 Reasonable adjustments and special considerations

A reasonable adjustment is an adjustment made to an assessment for a qualification that is approved or set in place before an assessment activity takes place; it constitutes an arrangement to give the learner access to the qualification.

4.3 Spot Checking

In addition to the scheduled theory examination, targeted and unannounced spot checks of centres delivering this qualification will be undertaken as part of the awarding organisation's formal quality assurance process.

5 Support and guidance

A unit specification is available to support qualification delivery and assessment.

For more information, visit the VTCT Skills website (www.vtctskills.org.uk).

6 Unit structure

The unit is available as a separate specification and can be downloaded from the VTCT Skills website. The unit that makes up this qualification is structured as follows:

Product code	The code allocated by the awarding organisation. This should be used when communicating directly with the awarding organisation.
Title	Reflects the content of the unit.
Unit reference number	This is the unit reference number as detailed on Ofqual's Register of Regulated Qualifications.
Level	This represents the level of achievement. The National Qualifications Framework level descriptors and similar qualifications at this level inform the allocation of the unit level.
Guided Learning (GL) hours	All units have GL assigned to them. This is the time a learner spends: • being taught or given instruction by a lecturer, tutor, supervisor or other appropriate provider of education or training
Overview	Provides a summary of what learners will cover in a unit, and outlines the knowledge and understanding to be developed.
Learning outcomes	Specify what a learner will know and understand as a result of completing a unit.
Assessment criteria	Assessment criteria specify the minimum standard required by the learner to achieve the relevant grade. Learners must provide sufficient and valid evidence to achieve the grade.
Taught content	Provides the basis for the teaching, learning and assessment of each learning outcome. Teachers and tutors should ensure that the full breadth of unit content is delivered.
Assessment requirements	Details the assessments that must be completed and achieved to be awarded a unit. For more information on assessment methods see Section 4 of this specification.

Document History

Version	Issue Date	Changes	Role
V1.0	23/09/2021	First published	Product and Regulation Coordinator
v2.0	01/01/2025	New branding	Qualifications Administrator