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# Graded Practical Assessment - Attendance Record

An attendance list **must** be filled out by the assessor for each VTCT practical graded exam.

All parties i.e. Assessor, IQA and Employer (as applicable) must be made aware of the Appendix 1 Assessment controls applicable to the Graded Unit and Synoptic assessments from the Technical Specification Document.

**An example of which can be found at:**

<https://qualifications.vtct.org.uk/finder/qualfinder/1Qualification%20Specification/HB3D1.pdf>

## **Appendix 1 – Assessment controls A1.1 – A1.2 (pages 30-33)**

Assessment controls for practical assessments - The following assessment controls relate to the graded and non-graded practical assessments.

### **TASK SETTING – high control**

The following assessment controls relate to the graded and non-graded practical assessments. VTCT specifies the practical services to be undertaken and the components (i.e. techniques, equipment, products and tools) that must be covered in the assessment.

### **TASK TAKING – medium control**

**Time (externally defined):** Time is explicitly stated where appropriate. In some cases, clients may vary significantly in their presentation and therefore, it is not appropriate to specify assessment time. Assessors, however, must ensure that the entire service is completed in a commercially acceptable time frame. The exact time taken must be documented.

**Environment (externally defined):** Assessments must take place in a real or realistic working environment on a real client.

**Resources (externally defined):** Learners must be given access to the full range of products, tools and equipment required to carry out the practical assessment. These are detailed in unit specifications.

**Supervision/Authenticity (externally defined):** The complete assessment must be supervised at all times by an assessor.

**Collaboration (externally defined):** Whilst learners can work in groups to practise and prepare for this assessment, the practical assessment itself is an assessment of individual learner performance and does not permit collaboration or discussion between learners.

**Reflective discussion (externally defined):** Reflective discussion provides a holistic approach to assessing learners' analytical and decision-making abilities. Reflective discussions must be recorded. There are various options for recording reflective discussions such as audio, video or paper-based recording.

**Feedback (externally defined):** Learners must not be provided with feedback throughout the assessment. At the end of the assessment a provisional grade can be discussed with learners. Final results and grades can only be confirmed once internal verification and external verification has taken place, following VTCT's EQA visit.

## Assessment Attendance List

Learner name and number	Unit	Synoptic	Outcome grade	Date
<b>Example:</b> J smith - 1104553	UHB132	N/A	M	14.05.19
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Date:	
Start time:	
Finish time:	
Assessor name: <i>(Signature and print)</i>	
Internal Quality Assurer: <i>(Signature and print)</i>	
Employer: <i>(Signature and print)</i>	
External Quality Assurer: <i>(Signature and print)</i>	
Venue address/location:	

In the event of any unplanned incident the following Incidence Record must be logged and all parts sent to VTCT Quality Assurance [qualityassurance@vtct.org.uk](mailto:qualityassurance@vtct.org.uk) with a copy to the centre allocated External Quality Assurer (EQA).

## Incidence Record

Centre name:	
Centre number:	
Qualification:	
<p><i>Please provide a detailed, signed and dated summary of any unplanned events that took place during the exam.</i></p> <p>This should include:-</p> <ul style="list-style-type: none"><li>• a description of the unplanned incident</li><li>• time the incident occurred</li><li>• names of people involved in the incident</li><li>• how the incident was dealt with and any action taken</li></ul>	