

National Energy Action / City & Guilds LEVEL 3 AWARD IN ENERGY AWARENESS 6281-01

Online Assessment Requirements

The Level 3 Award in Energy Awareness 6281-01 is a City & Guilds accredited qualification and as such, must be invigilated by an NEA registered examiner following the City & Guilds rules for assessment.

This document outlines what is required of the candidate in order to join the online assessment and what will happen on the exam day please read the full document carefully and contact NEA prior to the exam day if you have any queries.

TECHNICAL REQUIREMENTS

The following information is very important, please ensure that you follow the technical requirements and read carefully.

PLEASE NOTE that NEA examiners cannot support candidates with any I.T issues on the exam day so please test all links, equipment, internet access, Zoom etc prior to the exam day and seek further assistance from your IT department and / or NEA if needed.

- The candidate will be required to join the exam using **two** electronic devices, one to complete the exam sections and another device to show the room that they are working in. This will allow the examiner to invigilate and ensure that the candidate is not receiving outside assistance or reading from preprepared documentation (in line with City and Guilds requirements).
- The candidate will require internet access and access to Zoom (video conferencing).
- Device specification:
 - **DEVICE 1** – a laptop or desktop computer with: internet access; microphone; sound; video camera and access to Zoom (video conferencing platform).

This device will be used to login to the e-assessment website in order to complete exam papers 1 and 2 and also connect to Zoom in order to complete the simulation (one-to-one meeting with examiner). Further details are outlined further down this document.

- **DEVICE 2** – a mobile phone, tablet or laptop / desktop computer with: internet access; microphone; sound; video camera and access to Zoom (video conferencing platform).

This device will be used as a video camera to enable an NEA registered examiner to invigilate your assessment via Zoom. Further details are outlined further down this document.

This device should be positioned to allow the examiner to see the exam candidate, their desk space and computer screen

Please see page 3 for example image of equipment / room setup.

EXAM ROOM REQUIREMENTS

- The candidate should be in the room alone at all times during the exam.
- The candidate should not leave the room while the exam is in progress. Breaks are scheduled throughout the exam day (the longest section lasts 1 hour and 25 minutes).
- The candidate's desk and surrounding area should be free of any materials that could be used to look-up answers. The desk should be clear.
- The candidate is allowed three blank pieces of paper for working out calculations etc during the exam.
- Mobile phones may be used to invigilate the exam as outlined in this document but calls / messages should be switched to silent.
- The candidate will require a standard calculator to work out basic calculations (mobile phones, tablets or computers are not permitted for this function).

Please see page 3 for example image of equipment / room set up.

SECURITY ARRANGEMENTS

- The exam will be observed via Zoom using a second device (as outlined in this document). The camera should be positioned so that you and your computer screen are in view.
- The examiner will invigilate up to 8 candidates at each exam session.
- The candidate may be asked to show the examiner around their exam room and desk area before or during the exam.
- The candidate must close all other computer applications during the exam.
- The Zoom video call may be recorded as part of the City & Guilds verification process for exams.
- The candidate will be asked to show the examiner some identification during the exam. This will be done one to one so only the examiner will see details. Examples are: Passport, Driving licence, Photo ID as a student etc.

EXAMPLE OF ZOOM SETUP / VIEW FOR INVIGILATION



Device one (laptop) is in front of the learner with device 2 capturing the image with a view of the learner, their work space and room.

SPECIAL ARRANGEMENTS

Should you have any special needs or learning requirements for the exam please inform NEA as soon as possible prior to the exam starting so that the necessary arrangements can be made (contact details at the bottom of this document). If you fail to alert us of special requirements, we may be unable to accommodate your needs on the day.

WHAT WILL HAPPEN ON THE EXAM DAY

- The assessment will be delivered as a Zoom meeting and will include a series of online forms for candidates to complete, followed by a short one to one role-play with the examiner.
- The assessment will be carried out under exam conditions by an NEA registered examiner
- Full joining instructions will be sent the week prior the exam with timings and link / passwords etc to access the e-assessment website and Zoom meeting.
- At the beginning of the exam day, candidates should set up both devices as follows:
 - Login to the e-assessment platform using device 1
 - Login to the Zoom meeting using device 2
- The examiner will begin with a brief introduction to run through the format of the exam day, advise on any 'housekeeping' arrangements and answer any questions you may have then provide the relevant enrolment key to begin the exam.

EXAM PROGRAMME

- **REGISTRATION** – time advised in joining instructions, this is the time learners must join the exam.
- **INTRODUCTION**
- **EXAM PAPER 1** – a series of on-line questions (85 minutes to complete)

The examiner will instruct when to open the exam and provide an enrolment key to begin. The duration of this section is 85 minutes maximum, the examiner will advise when time is up. If you finish early and need to speak with the examiner please do so via the chat function in Zoom so to not disturb the other learners.

- **BREAK**
- **EXAM PAPER 2** – a series of on-line questions (75 minutes to complete)

Will follow the same format as paper 1.

- **LUNCH BREAK**
- **SIMULATION** – one to one interview with the examiner via Zoom (30 minutes per person)

The simulation role plays will take place after lunch, the examiner will allocate a time slot to each learner.

At the beginning of your simulation time slot please re-join the Zoom meeting (link in joining instructions) using device 1. The examiner will then provide further instructions.

AFTER THE EXAM

- The examiner will e-mail results to candidates within 5 working days
- Certificates are ordered from City & Guilds so it can take up to 8 weeks for them to be printed and returned to NEA to then send out to candidates.
- Candidates can re-sit if needed, further details will be provided by the examiner where necessary.

CONTACT

If you have any queries with regards to the assessment please contact:
trainingadmin@nea.org.uk