

Getting ready for Remote Sampling and/or a Remote EQA Visit

A Guide for Centres

Introduction

In some circumstances it will be necessary, or preferable to carry out remote sampling or a remote Centre visit.

The requirements for remote sampling and any visit are the same as where an EQA visits a Centre.

This guidance provides information on how we will work with you.

If your Centre holds DCS we may not require to see samples of learners' work.

If your Centre does not hold DCS and you want to complete your learners and claim for certificates, please contact your EQA as far in advance as possible of the date by which your learners will be completing. This will help us plan time to complete the sampling and any remote visit if needed.

Remote Sampling

Why sample learner work?

The purpose of sampling is to ensure that:

- Assessments are valid, fair and reliable
- Assessment judgements are appropriate and consistent
- Assessment evidence is valid, authentic, current, sufficient, reliable and inclusive
- IQA sampling is taking place and there are robust internal quality assurance procedures in place.

4-step process for remote sampling

Step 1 – Keeping and saving learner assessment evidence

Depending on the assessment method(s) used you may have a range of assessment evidence, possibly as part of a learner's portfolio, for example:

- Written work e.g. reflective statements, learner produced document such as own CV, assignments, project work
- Workbooks/ worksheets
- Photos
- Posters
- Practical work
- Short videos
- Presentations/ PowerPoint slides
- Voice recordings
- Witness statements

It is possible to save all of these different types of evidence in file systems and to upload them to our secure files if asked to do so. Most file types can be easily uploaded.

You may need to scan some evidence, such as handwritten documents, etc. You can use *Microsoft Lens*, a scanning app available on all mobile phones and tablets, which is free, or you may already use a similar app.

If we ask to see certain learner work (as in step 2) don't worry about file size when uploading work to our secure file system; there is no upper limit on file size. However, if there is a problem please contact us.

We recommend that samples of learners' work and all standardisation meeting minutes be kept for a rolling **three-year period**.

Step 2 - EQA decides on the sample

The EQA will advise which qualifications are to be sampled and will request assessment plans and IQA sampling plans in advance of choosing the sample.

Our sampling strategy requires us to look at a certain proportion of learner work:

| Number of registered learners for the qualification group | Minimum number of learners to be selected |
|---|---|
| 1-15 | 3 |
| 16 – 50 | 4 |
| 51 - 250 | 8 |
| 250+ | 10 |

The EQA will advise you by email what they want to see and will specify:

- Learner numbers – from which samples should be taken
- The unit/s they want to look at

We may also ask to see sampling records for those qualifications being sampled.

Step 3 - Provide the samples

There are 2 options:

- Option 1 – you provide access for the EQA to your Sharefile or other system you use, where learners' work and IQA records can be viewed.
- Option 2 – we will send you a link to our secure file drive where you can upload learner work and IQA documentation.

The email we send will include a link to the folder to upload the documentation and a password to access it.

All samples are securely saved and protected.

Any problems contact us on quality@gatewayqualifications.org.uk

Step 4 – EQAs review the sample and agree certification claims, where assessment standards are met

Your EQA will review the sample work and, if the assessment standards are met, be able to approve certification claims.

If we have any concerns, we will contact you.

That's it!

Remote EQA visit

We may need to set up a meeting to discuss:

- Assessment practices
- IQA activity
- Learner assessment evidence and qualification standards
- Validity of assessments
- Centre compliance with our Centre Terms and Conditions, or for
- Some other issue.

Your EQA will contact you and invite you to a remote meeting.

We use *Microsoft Teams* or *GoToMeeting* to facilitate our meetings.

You may have the *Teams* App already, or it is easy to install the *Microsoft Teams* App to your system, or you can join a meeting through your web browser.

Your EQA will agree a date with you and send you an invite that will have a link to use at the time of the planned meeting.

- If you have the *Teams* App, just click on the link in the email.
- If you do not have the *Teams* App go to <https://teams.microsoft.com/start> and sign up before the planned meeting.

We may invite more than one member of staff to join the meeting. We can join and unjoin participants during the meeting. We may also ask for learner/s to be invited to a meeting, in these circumstances learners will need to be able to access the internet. Your EQA will discuss these arrangements in advance of the remote meeting.