

ELN COVID-19 ASSESSMENT STRATEGY

At ELN The e-Learning Network, our ethos has always been to support our students which has resulted in a 90% completion over the last 4 years. Even during the current crisis around the COVID-19 pandemic, most of our students across the world have continued completing their courses and are getting certified.

Closer to home, in the UK, we have been following the announcements and consultations by Ofqual, The Education & Training Foundation and our various awarding bodies.

We have been working hard behind the scenes to review and finalise our ELN COVID-19 Assessment Strategy and keep all tutors and staff trained and up to date. At the crux is our goal to help ensure that as many of our learners get qualified as possible, despite the social distancing and varying levels of lockdown in the countries where we operate. To watch a video explaining this assessment strategy, [click here](#).

We can confirm that in most cases, we can continue to assess and help you complete your qualifications.

Additionally, in response to current demand and to support students who are struggling with study during the lockdown, we have introduced a new section of the website. See more details at <https://eln.io/live-sessions> and register for a live session or virtual course if this suits you better.

The guidance does vary considerably from course to course and unfortunately, some qualifications have been closed by the regulators.

Please see the relevant section below regarding your course and the way forward.

Please note: For theory units, we will continue to support you as usual via our elearning and e-portfolio systems. These units will not be affected for any qualifications. The ELN COVID-19 Assessment Strategy only affects practical work-based units, workplace observations and external assessments e.g. Security exams.

Level 3 Award in Education and Training: COVID-19 Assessment Strategy

In response to current demand and to support students who struggle with self-paced online learning, we have introduced a special live virtual course. See more at <https://eln.io/live-sessions> and register for a live session or virtual course if this suits you better.

Microteach: This is the only practical part of the qualification and we can continue assessing your microteach sessions online.

- Alternatively, these online sessions can also be recorded and sent to us for assessment.
- Either way, the session in itself should be full 15-minutes, interactive and suitably planned for the medium.

- A recorded version must be shared with us for internal and external quality purposes.

Level 4 Certificate in Education and Training: COVID-19 Assessment Strategy

Practical evidence: We understand that a lot of our students do have access to electronic systems and records from your workplace. Many of you are also continuing to teach online so work-based evidence is being generated.

- If this is the case, you can continue to submit the work-based evidence as usual.
- All evidence should be valid, authentic, current, sufficient and reliable as usual.
- In case you cannot currently access your work files, your personal tutors are available, and they are trained to make decisions on case-by-case basis.

Observations:

If you registered before 10th March 2020 and have 20 hours of regular training completed and have passed 2 observations, please get in touch with your tutor we may be able to award certain relaxations around the remaining evidence.

If you are registered after 10th March 2020 we can still help with your observations.

- In this case all 3 observations must be completed.
- One of these can be remote teaching, the other two have to be taught in the regular format practiced at your institution.
- All 3 can be observed remotely by us. All must be recorded and the recordings shared with us for internal and external quality assurance.

Level 5 Diploma in Education and Training: COVID-19 Assessment Strategy

The Diploma is a two-year qualification and we hope that for most students, it will be possible to get back to 'regular teaching' by next year. In the current year we encourage you to use this time to study and research and focus on the theory questions and planning stages of your teaching.

If you registered previously and do not have much time remaining, see below:

Practical evidence: We understand that a lot of our students do have access to electronic systems and records from your workplace. Many of you are also continuing to teach online so work-based evidence is being generated.

- If this is the case, you can continue to submit the work-based evidence as usual.
- All evidence should be valid, authentic, current, sufficient and reliable as usual.
- In case you cannot currently access your work files, your personal tutors are available, and they are trained to make decisions on case-by-case basis.

Observations:

If you have 70 hours of regular training completed and have passed 6 observations (with at least 4 being satisfactory), please get in touch with your tutor we may be able to award certain relaxations around the remaining evidence.

If registered recently, we can still help with your observations.

- In this case all 8 observations must be completed.

- Two of these can be remote teaching, the other six have to be taught in the regular format practiced at your institution.
- All 8 hourly sessions can be observed remotely by us. All must be recorded and the recordings shared with us for internal and external quality assurance.

Level 3 Assessor Courses: COVID-19 Assessment Strategy

The theory unit for the Assessor course is not affected.

The following applies to Units 2 & 3 of the Assessor course only.

Practical evidence: We understand that a lot of our students do have access to electronic systems and records from your workplace. Many of you are also continuing to assess online so work-based evidence is being generated.

- If this is the case, you can continue to submit the work-based evidence as usual.
- All evidence should be valid, authentic, current, sufficient and reliable as usual.
- In case you cannot currently access your work files, your personal tutors are available, and they are trained to make decisions on case-by-case basis.

Observations:

If you were registered before 10th March 2020 and have completed at least one successful observation in your workplace that has been signed off, you can evidence the other observations remotely.

- In this case, the video recording must be available to us for assessment, internal and external quality assurance.

If you have been registered after 10th March 2020 and you are doing learner assessments remotely as per workplace policy, we can observe a video of you doing this alongside other evidence to prove authenticity. Please contact your tutor to see if this can be done in your case.

- As a minimum, there should be evidence of one face-to-face observation between you and one learner. We can view a recording of this observation or assess it remotely. Other observations and assessments can be done remotely.
- In the scenario that you cannot complete any learner assessments or feedback during the current lockdown situation, your registration will be protected until the wider situation returns to normal and you can carry out assessments.

Level 4 Internal Quality Courses: COVID-19 Assessment Strategy

The theory unit for the IQA course is not affected.

The following applies to Units 2 & 3 of the IQA course only.

Practical evidence: We understand that a lot of our students do have access to electronic systems and records from your workplace. Many of you are also continuing to assess online so work-based evidence is being generated.

- If this is the case, you can continue to submit the work-based evidence as usual.
- All evidence should be valid, authentic, current, sufficient and reliable as usual.

- In case you cannot currently access your work files, your personal tutors are available, and they are trained to make decisions on case-by-case basis.

Observations:

- As a minimum, there should be evidence of one face-to-face observation between you and one assessor. We can view a recording of this observation or assess it remotely. Other observations and assessments can be done remotely.
- We can observe a video of you doing this alongside other evidence to prove authenticity. Please contact your tutor to see if this can be done in your case.

Level 4 External Quality Courses: COVID-19 Assessment Strategy

We are currently only accepting registrations for Unit 1 theory. This is a theory unit, however, if any evidence were required please see below.

Practical evidence: A pragmatic approach to this unit should be considered, particularly where remote sampling is undertaken. Evidence could include:

- The use of evidence gathered from sampling using an e-portfolio (including screenshots) – all candidate evidence must be anonymised of course before including the evidence in your portfolio
- The use of witness testimonies from centre personnel, discussions between the learner and centre personnel (for example when the learner is providing feedback to the centre.
- There must be evidence of effective planning and opportunities for questioning and feedback. These processes could also be captured using online collaboration software and recorded where necessary.

Level 3 Award in Delivery of Conflict Management: COVID-19 Assessment Strategy

Unfortunately, all exam papers and exam orders have been closed until further notice. Also, the microteach session based on a conflict-management scenario cannot happen while adhering to government safety guidelines.

Therefore, we have closed any further registrations for this qualification.

- For candidates who are registered, please note that your registration is protected until the government restrictions ease down.
- We encourage you to complete ALL theory aspects of your course before your original course expiry.
- If your course expires during lockdown, we will allow 3 months to complete your paper-based exam and conflict management microteach once it becomes possible to arrange these.
- If your course expiry goes beyond the lockdown then you will have ample time to complete the requirements within the stated deadline.

Occupational Health and Safety (Diploma and Award): COVID-19 Assessment Strategy

We understand it may be very difficult for candidates to complete these courses due to the nature of the work involved.

- For candidates who are registered, please note that your registration is protected until the government restrictions ease down.
- We encourage you to complete ALL theory aspects of your course before your original course expiry.
- If your course expires during lockdown, we will allow 3 months to complete your practical activities once it becomes possible to arrange these.
- If your course expiry goes beyond the lockdown then you will have ample time to complete the requirements within the stated deadline.