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| Name: | Example Form (Not for Completion) |
| Home institution and/or other professional/institutional affiliation: | Example Form (Not for Completion) |

- Please complete all sections of the report as fully as you can. It forms an essential part of the University's quality and standards, management and enhancement arrangements. Course Leaders place considerable value on any written comment you are able to provide. It also conforms to the OfS requirement for the End Point Assessment to be observed and checked, so that it supports the assessment of occupational competence and confirms that national standards have been achieved and upheld by the University.
- Please submit your report **no later than [Published Date]** (unless notified of a later date by the university school).
- When writing the report, please do **NOT** refer to individual students or staff members by name.
- Please ensure that comments relating to a particular course can be identified within your report.
- If you examine provision delivered at a number of sites or collaborative partners please **identify to which partner or site any specific comments refer**. Where a specific judgment or comment does not relate to all partner institutions or sites of delivery this must be indicated clearly within the report.
- Your fee will not be paid until the annual report form has been received. Fully receipted expenses incurred may be paid after each visit.
- The University reserves the right to request additional information on any areas it feels have not been fully addressed within the report.
- The University welcomes your comments on the effectiveness of this report template.

PART A

| Assessment | | Yes | No | Partially |
|-------------------|---|--------------------------|--------------------------|--------------------------|
| 1. | Are individual assessment materials/instruments fit for purpose, up to date and cover the requirements of the EPA assessment plan and occupational competence when applied in practice? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Are assessment materials a valid measure in practice of the knowledge, skills and behaviours required of the Standard? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Is the assessed evidence: | | | |
| a. | valid - evidence is relevant to the assessment criteria and appropriate assessment methods were used to obtain the evidence | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | authentic - evidence has been produced by the apprentice | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. | current - evidence is relevant at the time of assessment and is up to date | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. | sufficient - evidence covers all the assessment criteria | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| e. | reliable - evidence is consistent across all apprentices, is at the required level for the qualification and delivering the right outcomes for apprentices | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Do independent assessors demonstrate relevant knowledge, occupational competence and understanding of the occupation and assessment criteria? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| 5. | Please comment on the above questions, with reference to relevant evidence and clear explanation of how the evidence supports your answers |
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| Maintaining Academic Standards | | Yes | No | Partially |
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| 6. | Are the academic standards set for the EPA appropriate to the content of the occupational profile? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Are the types of assessment appropriate (i.e. for the subject; the students; level of study) and does the EPA meet the occupational needs of apprentices and employers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| <u>Assessors Responsible for EPA Delivered at Multiple Sites/Partners</u> | | | | |
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| 8. | Do the above responses (Questions 1 to 7) apply equally to all partner institutions/sites of delivery? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| 9. | Please comment on the above questions, with reference to relevant evidence and clear explanation of how the evidence supports your answers |
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| Measuring Achievement, Rigour and Fairness | | Yes | No | Partially |
|---|--|--------------------------|--------------------------|--------------------------|
| 10. | Was the EPA conducted in accordance with the published EPA assessment plan for the standard? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | Have any requirements of the Standard (in terms of achievement of Gateways and mandatory qualifications and requirements) been achieved prior to sign-off, with the employer making the final decision on the readiness of the apprentice for EPA? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. | Does the EPA measure learner achievement fairly and rigorously against the requirements of the apprenticeship standard? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. | Were appropriate marking schemes/grading criteria for apprentices applied properly and consistently by independent assessors? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. | Does the standardisation processes work effectively and facilitate assessor engagement? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| 15. | Are records of assessment decisions comparable between independent assessors and provide a consistent level of feedback to apprentices? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. | Is assessment comparable with previous cohorts (where available) and across different EPAOs you are familiar with? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. | Is the information and data that forms the basis for assessment decisions and for confirming the final outcome accurate and reliable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. | Are matters concerning the validity and reliability of assessment, such as assessment offences and adverse circumstances affecting a cohort of apprentices, dealt with appropriately? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. | Were you satisfied with the liaison, administration and conduct of the EPA you attended? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. | Are the procedures and arrangements for confirming the final outcome (such as the Board of Examiners) in accordance with the Standard and the University procedures and requirements? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. | Is access to EPA fair and are decisions on reasonable adjustments consistent and take into account learner needs? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Assessors Responsible for EPAs Delivered at Multiple Sites/Partners

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| 22. | Do the above responses (Questions 10 to 21) apply equally to all sites of delivery/partner institutions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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| 23. | Please comment on the above questions, with reference to relevant evidence and clear explanation of how the evidence supports your answers |
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| Access to Evidence | | Yes | No | Partially |
|---------------------------|---|--------------------------|--------------------------|--------------------------|
| 24. | Were you given access to sufficient evidence to enable you fulfil the duties of an External Assessor appropriately? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. | Were you able to review documentation relating to the EPA, including the EPA assessment instruments/materials and internal quality assurance documentation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. | Were the apprenticeship standards and requirements clearly outlined in the documentation made available to you? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. | Was the evidence received by you in a timely manner? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. | Were you able to review a sample of EPA assessed work, including observing live assessments? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. | Did you visit the University for each cohort completing the EPA? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Assessors Responsible for EPAs Delivered at Multiple Sites/Partners

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| 30. | Do the above responses (Questions 24 to 29) apply equally to all sites of delivery/partner institutions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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| 31. | Please comment on the above questions, with reference to relevant evidence and clear explanation of how the evidence supports your answers |
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Resources

| | | Yes | No | Partially |
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| 32. | Is the University using up-to-date resources and documents relating to the EPA of the Apprenticeship Standard offered? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. | Are resources adequate to support EPA delivery and internal quality assurance? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Assessors Responsible for EPAs Delivered at Multiple Sites/Partners

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| 34. | Do the above responses (Questions 32 to 33) apply equally to all sites of delivery/partner institutions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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| 35. | Please comment on the above questions, with reference to relevant evidence and clear explanation of how the evidence supports your answers |
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Nursing Apprenticeship Standards only

| | | Yes | No | Partially |
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| 36. | Did you meet with EPAO staff involved in the delivery of the EPA? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. | Did you review documents relating to gateway approval for individual apprentices? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 38. | Did you observe the meeting at which the final decision on the EPA is confirmed (Award Board)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 39. | Did you review the process for confirming the EPA result with the NMC? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 40. | Have the uploading of the apprentice's course and personal details to the NMC database/register, and the declaration of the apprentice's good health and character to the NMC, been dealt with appropriately? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| 41. | Please comment on the above questions, with reference to relevant evidence and clear explanation of how the evidence supports your answers |
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PART B

We would be grateful if you could provide written comments in response to the following questions:

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| 42. | Please detail the work you have conducted, including observations, meetings and the sampling undertaken |
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| 43. | Please list any specific examples of good practice <i>(If you are appointed to provision delivered at multiple sites: Please identify the site/partner to which each comment relates)</i> |
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| 44. | Do you have any suggestions to enhance the content, delivery or assessment of the EPA to which you are appointed? <i>(If you are appointed to provision delivered at multiple sites: Please identify the partner/site to which each comment relates)</i> |
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| 45. | Are there any issues or activities within the context of the delivery of EPA that do not meet with the requirements of the Standard or pose a risk to effective EPA delivery and/or the achievement of occupational competence? |
| | |
| 46. | Please comment on progress with any items for improvement previously raised (by either yourself or a predecessor) |
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| 47. | Please note any general comments not addressed elsewhere in the report and any additional concerns which have not been discussed <i>(If you are appointed to provision delivered at multiple sites: Please identify the partner/site to which each comment relates)</i> |
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| 48. | If you are completing a term of office we would appreciate a short overview of your experience of being an External Assessor at the University |
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