## End-point Assessment (EPA) Knowledge Test Booking Request Form

Before an End-point Assessment practical observation, the apprentice must pass the knowledge test. This form must be completed to request the schedule for the apprentices to sit the knowledge test in the e-testing system.

Training providers are required to send the completed form to eparesults@vtct.org.uk

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| **Part 1 – Training provider to complete** |
| Training Provider |  |
| Contact details | Name |  |
| Role |  |
| Email address |  |
| Phone number |  |
| Standard – Pathway |  |
| Name of apprentices and ULN*(please add more rows to the table if required)* |  | Name | ULN | Date of birth |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |
| Planned knowledge test date |  |
| Planned knowledge test start time |  |
| Exams Officer(Provide the details of the Exams Officer that will facilitate the online examination) | Name |  |
| Email address |  |
| **Declaration** |
| [ ]  | The training provider understands that the knowledge test will need to be completed following *VTCT’s End-point Assessment Instructions for Conducting Examinations*. |
| [ ]  | If this is the fourth attempt for any apprentice the training provider confirms the apprentice has undertaken a period of further learning/training.  |

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| **Part 2 – For office use only**  |
| **Assessment** |
| Exams Officer created in e-testing system  | [ ]  Yes - created | [ ]  Yes - existing user | [ ]  No |
| Apprentices created in e-testing system | [ ]  Yes | [ ]  No |
| Schedule created | [ ]  Yes | [ ]  No |
| Email confirmation of schedule sent to training provider | [ ]  Yes | [ ]  No |
| **Quality Assurance** |
| Exams Officer role recorded in SEPA  | [ ]  Yes - created | [ ]  Yes - existing user | [ ]  No |

Document amendment history page

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| --- | --- | --- | --- | --- |
| **Version** | **Document Owner** | **Issue Date** | **Changes** | **Role** |
| v1 | Assessment  | 11/12/2019 | First published | Head of Assessment |
| v1.2 | Assessment  | 21/01/2020 | Changes made to declaration  | Head of Assessment  |
| v1.3 | Assessment  | 11/03/2021 | Change of logo  | Assessment Lead(Hairdressing & Barbering) |
| v1.4 | Assessment | 31/03/2021 | Formatting  | Qualifications Administrator |
| v1.5 | Assessment | 07/04/2021 | Signed-off | Quality Lead |
| v2 | Assessment | 12/04/2021 | Full versioned and published  | Qualifications Administrator |

Document Review

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| **Role** | **Review Status** |
| Assessment Administrator | Reviewed |
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Document Owner

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| **Document Owner**  | **Document shared with** |
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Document Sign-off

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