# Performance Table Qualifications Adaptation Application Form

**Centres will be required to submit one application form for each qualification and for each assessment series.**

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| **Centre Name** | | **VTCT Centre Number** |
|  | |  |
| **Qualification Code** | **Qualification Title** | **QAN number** |
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**Contact information**

Centres are required to provide the name of a designated contact to support the application, as VTCT may need to contact you prior to processing the application.

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| **Centre Contact Name** | **Centre Contact Role** |
|  |  |
| **Contact Telephone Number** | **Contact Email Address** |
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The adaptations have been set out to support learners who are unable to access their educational provider due to social distancing measures, a national/localised lockdown which causes the education providers to close or learners to need to shield or self-isolate. These adaptations are required to support learners to progress and achieve their qualification.

**Types of adaptation that require approval**

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| **Adaptation** | **Detail** |
| Remote invigilation | Remote invigilation for the external examination. Centres can determine the most relevant and appropriate platform for remotely invigilating online exams. VTCT will monitor and quality assure the centre implementation of invigilation guidance and requirements through standard external quality assurance procedures. |
| Remote supervision | Remote supervision of learners (managed by the centres) as they undertake the internally marked assignments. Learners and the tutors will continue to complete and sign a Declaration of Authenticity form for each assignment completed. VTCT’s e-testing system currently supports centres to mark and submit assignment evidence for external moderation remotely. |
| Flexibility of submission dates | Flexibility of deadlines for submission of assignment evidence for external moderation within an assessment series. |

**Centre’s responsibilities**

A part of this application, centres are required to:

* submit the names of the learners for each adaptation requested. VTCT will cross-reference this information to learner registration details (Technical Award, Applied General, Technical Certificate and Technical Level)
* provide detail of the platform and arrangements for remote invigilation to enable VTCT to complete a programme of centre monitoring activity (Technical Award, Applied General, Technical Certificate and Technical Level)
* provide detail of the timelines for remote supervision to enable VTCT to complete a programme of centre monitoring activity (Technical Award, Applied General)
* provide timeline for completion of work for all requests to extend the deadline for submission of evidence for external moderation (Technical Award)
* provide a rationale to outline the reason for the adaptation application

**Rationale**

Centres are required to provide information to outline the reason for adaptation.

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| **Provide a summary of the rationale for your application** |
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**Head of Centre declaration**

Centres are required to complete and submit Head of Centre declaration form to support this adaptation application.

Applications that are made without the Head of Centre declaration will not be processed.

**Approval process**

VTCT will issue and approval confirmation or referral of all applications for adaptation for the Performance Table Qualifications.

**Submission for approval**

Centres are required to send the completed application form to [PTQadaptation@vtct.org.uk](mailto:PTQadaptation@vtct.org.uk)

**Units**

List the units/assessments where adaptation is requested

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| --- | --- | --- | --- | --- | --- |
| **Assessment code** | **Assessment Series** | **Adaptation requested** | **Number of learners affected out of cohort (Attach e-testing schedule with learner names)** | **Platform used** | **Proposed period of activity** |
| *Example:*  *USP72* | n/a | Remote invigilation  Remote supervision  Flexibility of submission dates | *15* | *Zoom* | *9 and 16 November 2020 to complete assessments.* |
| *Example:*  *UV21579* | Winter 2021 (January) | Remote invigilation  Remote supervision  Flexibility of submission dates | *4* | *n/a* | *Additional 2 weeks to submit evidence* |
| *Example:*  *HB2D1 Ex2* | Winter 2021 (January) | Remote invigilation  Remote supervision  Flexibility of submission dates | *4* | *Zoom* | *January exam* |
|  |  | Remote invigilation  Remote supervision  Flexibility of submission dates |  |  |  |
|  |  | Remote invigilation  Remote supervision  Flexibility of submission dates |  |  |  |
|  |  | Remote invigilation  Remote supervision  Flexibility of submission dates |  |  |  |
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|  |  | Remote invigilation  Remote supervision  Flexibility of submission dates |  |  |  |
|  |  | Remote invigilation  Remote supervision  Flexibility of submission dates |  |  |  |

# Learners

List the names of learners for each adaptation requested

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| --- | --- | --- | --- |
| **Learner name** | **Learner number** | **Unit/assessment code** | **Adaptation** |
| *Example: Ann Other* | *12345678* | *UV21579* | *Remote supervision* |
| *Example: Andy Other* | *12345679* | *HB2D1 EX1* | *Remote invigilation* |
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Document Review

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Document Sign-off

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