

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 epareresults@vtct.org.uk

Part 1 – Training provider to complete				
Training Provider				
Contact details	Name			
	Role			
	Email address			
	Phone number			
Standard – Pathway				
Name of apprentices and ULN <i>(please add more rows to the table if required)</i>		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 <input type="checkbox"/> The training provider understands that the knowledge test will need to be completed following VTCT's <i>End-point Assessment Instructions for Conducting Examinations</i> .				

Part 2 – For office use only			
Assessment			
Exams Officer created in e-testing system	<input type="checkbox"/> Yes - created	<input type="checkbox"/> Yes - existing user	<input type="checkbox"/> No
Apprentices created in e-testing system	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Schedule created	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Email confirmation of schedule sent to training provider	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Quality Assurance			
Exams Officer role recorded in SEPA	<input type="checkbox"/> Yes - created	<input type="checkbox"/> Yes - existing user	<input type="checkbox"/> No

Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
v1		11.12.19	First published	Head of Assessment

Document Review

Role	Review Status
Assessment Administrator	Reviewed

Document Owner

Document Owner	Document shared with
Head of Assessment	

Document Sign-off

Role	Sign-off Date
Head of Assessment	11.12.19