

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

Advanced and Creative Hair Professional

Prior to an End-point Assessment Observation and questioning being scheduled, the apprentice must have achieved the Knowledge Test. The Knowledge Test booking request form must be completed to schedule the Knowledge Test in VTCT's e-testing system.

Training Providers are required to submit 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.			
Planned date for Knowledge Test:				
Planned start time for Knowledge Test:				
Proposed date of Observation and questioning and Professional Discussion:				
Exams Officer: (Provide the details of the Exams Officer that will facilitate the online examination)	Name:			
	Email address:			

Training Provider 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 a re-take attempt, can you confirm that a period of further learning/training has been undertaken by the apprentice(s)

Training Provider name: [insert name]

Training Provider signature: [insert signature]

Date: [insert date]

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 in XAMS	<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
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