

Performance Table Qualifications Adaptation Application Form

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

Centre Name		VTCT Centre Number
Qualification Code	Qualification Title	QAN number

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.

Centre Contact Name	Centre Contact Role
Contact Telephone Number	Contact Email Address

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

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.

Provide a summary of the rationale for your application

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 confirmation of approval 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

Units

List the units/assessments where adaptation is requested

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
<i>Example:</i> USP72	n/a	<input type="checkbox"/> Remote invigilation <input checked="" type="checkbox"/> Remote supervision <input type="checkbox"/> Flexibility of submission dates	15	Zoom	9 and 16 November 2020 to complete assessments.
<i>Example:</i> UV21579	Winter 2021 (January)	<input type="checkbox"/> Remote invigilation <input type="checkbox"/> Remote supervision <input checked="" type="checkbox"/> Flexibility of submission dates	4	n/a	Additional 2 weeks to submit evidence
<i>Example:</i> HB2D1 Ex2	Winter 2021 (January)	<input checked="" type="checkbox"/> Remote invigilation <input type="checkbox"/> Remote supervision <input type="checkbox"/> Flexibility of submission dates	4	Zoom	January exam
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Learners

List the names of learners for each adaptation requested

Learner name	Learner number	Unit/assessment code	Adaptation
<i>Example: Ann Other</i>	<i>12345678</i>	<i>UV21579</i>	<i>Remote supervision</i>
<i>Example: Andy Other</i>	<i>12345679</i>	<i>HB2D1 EX1</i>	<i>Remote invigilation</i>

Document amendment history page

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v1.0	Head of Assessment	09.11.2020	First published	
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v3.0	Head of Assessment	21.09.2021	Minor Amendment	

Document Review

Role	Review Status
Head of Technical Development	Reviewed

Document Owner

Document Owner	Document shared with
Head of Assessment	Head of Technical Development

Document Sign-off

Role	Sign-off Date
Head of Assessment	09.11.2020