

## Capstone Event TVTC Wednesday 29 April – Questions and Answers

<p>1. What influence can we have on actual dates for assessments for the future</p>	<ul style="list-style-type: none"> <li>• Assessment window was determined in conjunction with COE and reflected teaching hours requirement</li> <li>• Anticipate fewer concerns over dates for next two trimesters</li> <li>• A review of this summer assessment window will take place and inform future assessment window dates</li> </ul>
<p>2. How do we amend candidate details in the ABMS</p>	<ul style="list-style-type: none"> <li>• College Admin person will be responsible for making these changes directly in ABMS</li> <li>• College Admin have already have had one session of training, and will receive a second round in first week of June</li> </ul>
<p>3. What happens if the trainee fails the capstone</p> <ul style="list-style-type: none"> <li>• Can they resit the capstone assessment</li> <li>• Can they have a fourth semester</li> <li>• Can they start the diploma and complete capstone assessment in the first trimester</li> <li>• How will funding be impacted</li> </ul>	<ul style="list-style-type: none"> <li>• A re-sit opportunity for CBT is planned for late August 2015</li> <li>• No resit opportunity is planned for Capstone Assessment will need to wait for next live session</li> <li>• For trainees that have failed a Capstone Assessment the decision on whether a candidate can progress to Diploma, complete a fourth trimester and associated funding are responsibility of COE.</li> <li>• Assessor discretion may be applied to capstones where trainees have fallen short of the required standard in minor ways. Further detail is provided in the assessor guidance of each capstone.</li> </ul>
<p>4. How can you/we help with trainees understanding of the Capstone instructions given level of English Language? Please use straightforward instructions.</p>	<ul style="list-style-type: none"> <li>• In developing the Capstone Assessment attention has been given to the expected level of English Language of the trainees.</li> <li>• See also question 7</li> </ul>
<p>5. Can trainees take a dictionary into the CBT and Capstone Assessment</p>	<ul style="list-style-type: none"> <li>• Dictionaries are NOT allowed in either the Capstone or the CBT assessments.</li> </ul>
<p>6. Can trainees take a calculator into CBT and Capstone Assessment</p>	<ul style="list-style-type: none"> <li>• A non-programmable calculator is permitted for both Capstone assessment and CBT; a scientific calculator should also be provided by the College for specific qualifications if specified in advance by SSS.</li> </ul>

<p>7. Can added time be allowed for trainees to understand instructions for the capstone assessment</p>	<ul style="list-style-type: none"> <li>Assessors should introduce the trainee to the Capstone assessment, making sure that the trainee understands what they are required to do and how they will be marked and graded. This is not included as part of the specified time for the Capstone Assessment.</li> </ul>
<p>8. How will standardisation across centers be managed</p>	<ul style="list-style-type: none"> <li>This will be managed by SSS and its international partner as part of the EV and final sign-off process</li> </ul>
<p>9. Do resource files for sample assessments exist</p>	<ul style="list-style-type: none"> <li>resource files were developed as part of the Associate Diploma Software Development sample assessment capstone. These additional resources are now available on the SSS website</li> <li>Where supporting resource files/documentation are to be created by the assessor, the guidance material will make this clear</li> </ul>
<p>10. Is the capstone assessment invigilated</p>	<ul style="list-style-type: none"> <li>Capstone Assessment should be taken under controlled conditions. Assessors will need to be present as observation of tasks will be required.</li> <li>SSS and the EV will be present to observe and help with invigilation</li> </ul>
<p>11. Can you give us a breakdown of what is included/not in timings for the Capstone Assessment</p>	<ul style="list-style-type: none"> <li>Some Capstones require pre-assessment activity eg research, which is not included in the assessment time. Where this is the case this will be specified as part of the assessor guidance contained in the assessment pack.</li> <li>The time taken for the assessor introducing the capstone assessment to the trainee is not included in the specified time for the assignment</li> <li>Any breaks, significant printing time, downtime due to IT failures should not be included in the assessment time</li> <li>Time included covers time to carry out the actual tasks, this may include planning time where this is part of the task</li> <li>The assessor guidance will make clear what is included in the timings, it was also give recommended time for each task. Note this is a recommendation on time not a time limit</li> </ul>
<p>12. Qualifications are extensive, please can you only cover the major objectives in the capstone assessments not minor areas</p>	<ul style="list-style-type: none"> <li>Capstone Assessments are based on real work tasks and as such cover significant content of the qualification.</li> <li>Capstone Assessments will sample skills outcomes across a number of units.</li> <li>All skills criteria should have been covered through the portfolio</li> </ul>
<p>13. Please can you confirm the number of days over which</p>	<ul style="list-style-type: none"> <li>For June 2015 Capstone assessments can be delivered over 3 days</li> </ul>

<p>the capstone assessment can be delivered? Given that the Capstone Assessments will be delivered during Ramadan, it is not possible to complete assessments over 2 days</p>	<ul style="list-style-type: none"> <li>• <b>An updated timetable is now on the website</b></li> <li>• Future Capstone Assessment windows will be reviewed in the light of experience of this summer's assessment window.</li> </ul>
<p>14. Is there a mock test for the Capstone Assessment</p>	<ul style="list-style-type: none"> <li>• No mock test is planned for the capstone assessment</li> <li>• Centers may use the sample capstone assessment as a mock test. Note that this would be outside of Learning Assistant and any external verification processes</li> <li>• Centers are also free to design their own capstone assessment or mini capstone assessments based on the qualification specification</li> </ul>
<p>15. Can trainees add or make changes to their evidence the following day</p>	<ul style="list-style-type: none"> <li>• Trainees can amend or upload new evidence the following day, providing it is still within the capstone window.</li> <li>• All evidence is date stamped.</li> <li>• Trainees must not upload evidence or make any changes overnight</li> </ul>