

One Awards centre guidance on preparing for remote EQA activities

Please read this in conjunction with our guidance on contingency planning for EQA remote visits and sampling.

1. In light of the disruption caused by the COVID-19 pandemic, what EQA activities might be undertaken remotely?

- If your centre has Direct Claims Status for any approved qualifications it is unlikely that EQAs will ask to sample learner work, however please continue to retain all work and records in line with our usual guidance.
- **Remote Sample:** Some qualifications allow for remote sampling activities. Where remote sampling is already planned, or where the qualifications allow, remote sampling could be planned as an interim measure.
- **Remote EQA Visit:** Where qualifications are higher risk, where a Centre is High/Moderate Risk, where a centre requires a visit, or where a Centre Approval is required, a Remote EQA Visit will be arranged.
- **Postpone the visit:** In some cases it may be appropriate, or necessary, to postpone the visit to a later date, for example a familiarisation or support visit which is not immediately required or where it is not possible to undertake remote sampling.

2. Planning for remote EQA activities

If you are due to have an EQA visit your EQA will contact you via telephone or email to discuss the best course of action for your centre. However please contact your EQA at any time if you need support or have questions about learner achievement.

Once the key activities and timescales have been agreed they will send a Visit Planner outlining the documents they would like to see and the process to be followed.

They will also agree with you how the documents will be transmitted and how further communications and remote meetings will be convened – see guidance opposite.

3. Remote EQA Activities

Your EQA will request a sample of learner work. This will be the minimum sample which can be justified in order to make judgements about achievement, whilst maintaining standards.

The sample will be a risk-based judgement using the usual criteria: all units, all assessors, IQA sample.

Examples of evidence which may be transmitted electronically include: Written work e.g. reflective statements, reports, assignments, Q&A, project work, workbooks/ worksheets, witness statements, photos, posters, practical work, short videos, presentations/ PowerPoint slides and voice recordings.

EQAs will also ask to see assessment tracking, assessment feedback and IQA records plus any other documents required for the purpose of the EQA activity. These will be outlined in the visit planner.

4. Remote EQA Activity Technology

For remote meetings:

Sometimes it will be necessary to arrange a remote meeting with one or more centre representatives. This can be arranged using the following on-line methods.

Skype – <https://www.skype.com/en/> and Skype guidance can be found [here](#)

Zoom - <https://zoom.us/> and Zoom guidance can be found [here](#)

Teams - teams.microsoft.com/downloads

For scanning documents:

Microsoft Lens – [useful App to scan documents using an android or iPhone. Click here for a link to the download](#)

And here for guidance: [Click here](#)

For sending documents:

WeTransfer- Useful for transferring files and folders for free. [Click here](#)

Dropbox - [Click here to download](#)

Email can be used but only for a limited number of documents.

Centres may have **virtual learning platforms** which can be accessed remotely by EQAs using guest login details. This may be a safe and secure way for EQAs to sample documents. Please ensure that, if this approach is used, the documents are clearly labelled and it is straightforward to navigate.

Ensure that all documents containing sensitive information are password protected before sending e.g.videos or anything containing personal information.

For further guidance contact your EQA or Quality@oneawards.org.uk

Remember, we are here to help!