

**Centre guidance for adapted ESB (International) Ltd.
Speech assessments under the Vocational and
Technical Qualifications Contingency Regulatory
Framework:
Synchronous adaptation using video conferencing
from 24th March 2021**

Contents

1. Qualifications covered by this document	2
2. Introduction	3
3. Content and form of the assessment: Synchronous assessment using video conferencing	3
4. Setting up adapted assessments	4
5. Accommodating learners with special educational needs and disabilities	5
6. Security of assessment.....	5
7. Booking and planning assessments	5
8. Frequently Asked Questions	5

Amendments from previous versions of this guidance

Document title – Vocational and Technical Qualifications Contingency Regulatory Framework added Date amended to 24 th March 2021	page 1
Introduction updated	page 3

1. Qualifications covered by this document

This guidance relates to the following regulated qualifications:

ESB Level 1 Award in Speech (Grade 1) 501/1665/4
ESB Level 1 Award in Speech (Grade 2) 501/1664/2
ESB Level 1 Award in Speech (Grade 3) 501/1662/9
ESB Level 2 Certificate in Speech (Grade 4) 603/5192/5
ESB Level 2 Certificate in Speech (Grade 5) 501/1668/X
ESB Level 3 Certificate in Speech (Grade 6) 501/1669/1
ESB Level 3 Certificate in Speech (Grade 8) 501/1667/8

ESB Level 1 Award in Debating 601/7971/5
ESB Level 2 Award in Debating 601/7972/7
ESB Level 3 Award in Debating 601/7974/0

ESB Level 1 Award in Group Speaking 601/8483/8
ESB Level 1 Award in Oral Skills for School Interviews 600/4426/3
ESB Level 1 Award in Using Oral Skills for Interviews 501/1144/9
ESB Level 2 Award in Using Oral Skills for Interviews 501/1280/6
ESB Level 3 Award in Using Oral Skills for Interviews 501/0650/8

ESB Level 3 Award in Travel and Tourism Oral Communication Skills for Overseas Resort Representatives 500/8570/0
ESB Level 4 Award in Professional Presentation Skills 600/0556/7

ESB Entry Level Award in Communicating with Art (Entry 1) 600/3618/7
ESB Entry Level Award in Communicating with Drama (Entry 1) 600/3596/1
ESB Entry Level Award in Communicating with Music (Entry 1) 600/3620/5
ESB Entry Level Award in Communicating with Others (Entry 1) 501/0140/7
ESB Entry Level Award in Developing Independent Communication Skills (Entry 1) 501/0186/9
ESB Entry Level Award in First Steps in Communicating with Others (Entry 1) 501/0143/2
ESB Entry Level Award in Independent Communication Skills (Entry 1) 501/0142/0
ESB Entry Level Award in Oral Communication with Others (Entry 1) 501/0138/9
ESB Entry Level Award in Introducing Oral Skills for Interviews (Entry 1) 601/8415/2
ESB Entry Level Award in Developing Oral Interview Skills (Entry 2) 501/0136/5
ESB Entry Level Award in Oral Communication in the Community (Entry 2) 501/0187/0
ESB Entry Level Award in Preparing for Performing Within a Team (Entry 2) 600/2968/7
ESB Entry Level Award in Oral Interview Skills (Entry 3) 501/0188/2
ESB Entry Level Award in Reading to a Child (Entry 3) 600/8164/8

ESB Entry Level Award in Inspiring Confidence in Employability (Entry 1) 601/5121/3
ESB Entry Level Award in Inspiring Confidence in Employability (Entry 2) 603/0400/5
ESB Entry Level Award in Inspiring Confidence in Employability (Entry 3) 603/0477/7

This guidance also relates to the following unregulated qualifications:

- Early Steps - Step 1 (Speaking Together)**
- Early Steps - Step 2 (Speaking Out)**
- ESB Pre-Entry Level Award in Speech**
- ESB Entry Level Award in Speech (Entry 1)**
- ESB Entry Level Award in Speech (Entry 2)**
- ESB Entry Level Award in Speech (Entry 3)**
- ESB Entry Level Award in Group Speaking (Entry 2)**
- ESB Entry Level Award in Group Speaking (Entry 3)**

2. Introduction

Under the [Vocational and Technical Qualification Contingency Regulatory Framework \(VCRF\)](#), introduced on 24th March 2021, ESB International is continuing to offer adapted assessments, if necessary, for learners to access and achieve qualifications. There are no changes relating to how we were adapting assessments prior to centre closures at the start of January, 2021.

This guidance is for teachers and support staff, to prepare for occasions when ESB International Speech assessments cannot be held in person with the assessor coming to the centre.

A centre must notify ESB International (via customer@esbuk.org) if face-to-face assessment is not possible and that the centre requires assessments to be held online, using the video conferencing facility that your centre habitually uses. This is a synchronous i.e. live, remote assessment – the assessor conducts and assesses the learners' assessment in real-time. The assessment has the same content and procedure as face-to-face assessments. This adaptation covers the following situations:

- 1) learners and teachers can be together in class but the assessor cannot travel to or enter the centre,
- 2) no one can enter the centre and teaching and learning are now taking place remotely.

3. Content and form of the assessment: Synchronous assessment using video conferencing

Synchronous adapted assessments follow the same format as the face-to-face assessment.

Presentations

Learners can:

- 1) share their screens to show a PowerPoint or Prezi presentation. Please train learners how to do this, and how to still be visible to the assessor.
- 2) send their presentations to the tutor, who can send it to the assessor. The learner can then refer to it in their talk, but remain in full screen.
- 3) use a whiteboard or display board and stand back from the camera if this does not affect the sound quality. Check this with your learners before the assessment.

Choice of text to read aloud

The teacher can choose the part of the chosen extract for the learner to read aloud, with the agreement of the assessor.

4. Setting up adapted assessments

Centres are likely to already be using a safe and secure video conferencing platform, which is used for the assessment.

As a centre, you are responsible for:

- ensuring that all the learners, the teacher and the assessor can access the platform;
- ensuring the platform conforms to the centre's safeguarding, security and privacy policies;
- booking the call and setting it up; **and**
- arranging a short practice call with the assessor at least 24 hours before the assessment.

It is the responsibility of the centre to ensure that an ESB International assessor can clearly see and hear the learners' performance during the video conference.

If the assessment takes place in a classroom or IT room with most or all of the learners, and you are using a laptop, or a desktop with camera and microphone, you should be able to move the device so that the learners can be seen and heard when they are speaking individually, and the group can be seen and heard when they are asking questions or discussing together. Please provide the login details to the assessor 24 hours in advance.

If the assessor and learners are all joining the assessment from home, please ensure that the rooms at home have good internet connection and a power supply.

- Please remember that the assessor needs to be able to see and hear the learners' performances clearly to award valid grades.
- Ensure the room is quiet and the door is shut.
- There should be no mobile phones, smartwatches, technology with communication storage, or unauthorised notes or revision materials in the room, apart from those required for the assessment.
- The assessment area should be well-lit without dark shadows or bright light. Learners should not be silhouetted against bright light so their faces are in darkness.
- The learner should be in the centre of the screen and the assessor should be able to see their head and upper body.

5. Accommodating learners with special educational needs and disabilities

Where learners have an agreed reasonable adjustment or an agreed access arrangement, the assessment should be conducted accordingly. Please contact product@esbuk.org if you wish to discuss further.

6. Security of assessment

The assessor will check the learner's names and identity at the start of the assessment and if they are not in their centres, will remind learners that they must not have mobile phones, smartwatches, technology with communication storage, or unauthorised notes or revision materials in the same room. Assessors will be observing learners throughout the assessment and will identify any inconsistencies in performance that may indicate malpractice, which will then be pursued following the ESB International Preventing and Managing Malpractice and Maladministration Policy which can be seen at <https://esbuk.org/web/app/uploads/2019/06/ESB-POL-05-Malpractice-and-Maladministration-Policy-v3.pdf>

7. Booking and planning assessments

Please book your assessment as normal. All assessments will be face-to-face unless it is unsafe for an assessor to come to the centre. If you know that an assessment cannot take place in person because of local conditions, contact customer experience at customer@esbuk.org as soon as possible. If assessment has to take place remotely, you need to:

- Make contact with the assessor at least 48 hours before the assessment date. The assessor will contact the named person at the centre, and you can also find your assessor's contact details on the Hub.
- Send the video conferencing details to the assessor.
- Have a practice meeting online with the assessor 24 hours before the assessment.
- Send the assessor the list of topics and extracts.
- Hold the assessment at the booked time.
- Results and certificates will be issued as normal.

8. Frequently Asked Questions

Q: Do I need to prepare my learners differently for an adapted assessment?

A: No. You should prepare learners for the assessment as you have done previously. There is no need to change your teaching for an adapted Speech qualification. It would be helpful if you could complete some mock or practice assessments using your usual online delivery platform before an online assessment, so that your learners know what to expect.

Q: Are there any significant changes to the sections of an adapted Speech assessment?

A: No, the assessment tasks remain the same.

Q: Are there any changes to the timings of an adapted Speech assessment?

A: No. There are no changes to the timings of the assessment.

Q: Are there any changes to the learning objectives and assessment criteria of an adapted Speech assessment?

A: No. The learning objectives and assessment criteria remain exactly the same for each qualification.

Q: Can my learners still use a visual aid for their talk?

A: Learners can still use PowerPoint presentation or a display board as a visual aid. If they are using a PowerPoint presentation, they can share the screen. All images should be seen clearly by the assessor.

Q: Do we need to have an adult present for our learners who are under 18 or vulnerable adults?

Yes, a tutor or other staff member needs to be on the video call.

Further Information

If centre staff have any questions about delivering adapted Speech assessments or the contents of this document, please contact product@esbuk.org.