

1. Overview

IMI have been working closely with the regulatory bodies to support learners who were unable to complete assessments due to the current Covid-19 pandemic. The following guidance is to support you with the processes involved with qualifications that fall within the calculated results / centre assessment grades and adaptation categories.

Each process has been developed to enable learners to progress to the next stage of their lives or careers without further disruption.

These arrangements are **ONLY** available to learners who were scheduled to complete their assessments / qualification by **31st July 2020** and have completed a learning programme that addresses a significant proportion of the content of the qualification. For the full list of qualifications please see [here](#)

For learners out of scope, please continue to offer remote learning where feasible, supporting learners to prepare for their assessments once the government guidance allows them to return to their centres. We are keen to ensure that learners are able to achieve their qualifications where they can do so safely and will actively support centres in doing so.

2. Calculated results / centre assessment grades

Calculated results / centre assessment grades will be used for qualifications where the primary purpose is progression to HE and FE for learners that were due to complete this academic year. For IMI, this will apply for our Technical Awards qualifications and results will draw on a range of trusted evidence which will then be subject to quality assurance by IMI.

IMI Technical Award Qualifications

QAN	Title
601/0531/8	IMI Level 1 Certificate in Service and Maintenance Engineering (VRQ)
601/0541/0	IMI Level 1 Diploma in Service and Maintenance Engineering (VRQ)
601/0532/X	IMI Level 2 Certificate in Service and Maintenance Engineering (VRQ)
601/0542/2	IMI Level 2 Diploma in Service and Maintenance Engineering (VRQ)
603/3088/0	IMI Level 1 Certificate in Carrying Out Periodic Vehicle Maintenance and Inspection
603/3089/2	IMI Level 2 Certificate in Automotive Maintenance

Eligibility

Learners registered on the above qualifications and expected to take assessments **between 20 March 2020 and 31 July 2020** are eligible for a calculated result.

Centres must not submit centre assessment grades for any candidate they would not expect to have taken the exam / assessment during this period.

If you are concerned for those learners who may only be part way through their programme of study (for example in year 12) and will continue with learning towards their qualification after this date – for example if they had planned to take an assessment on one or more units of a modular course half-way through a 2-year programme of study, please be reassured that support will be provided.

The Department for Education has confirmed that for learners where the calculated grade is the first grade they will achieve, the calculated grade will not count as one of their two resit opportunities.

Please note that this however does not mean that learners are eligible for a calculated grade having already taken both of their two resit opportunities.

Calculation process

Each centre delivering Technical Award qualifications with eligible learners will receive a grading sheet and accompanying guidance from their EQA. This document is designed to support centres in supplying the IMI with grades for all learners due to complete their qualifications in the summer of 2020.

This document allows you as the centre the option of using the typical grade calculator (tab 1) where all assessments have already been achieved **or** provide predicted grades (tab 2). Full instructions on how to use the document are detailed within the front page of the grading sheet.

Evidence required for calculated grades

The following evidence must be submitted for all candidate's calculated grades:

- Up to date IQA records, sample plan and reports
- Completed "2020" grading sheet
- Completed candidate assessment summary (CAS). (**Note** this is used to inform us any incomplete practical, written or combined assessments you wish to predict)
- Supporting evidence for predicted grades

The window opens on 1 June 2020 and completed sheets must be submitted by the 26 June 2020.

All supporting evidence must be made available for review if requested by your EQA during centre engagement visits. Examples of evidence that can be provided to the IMI are:

- Banked ePortfolio evidence showing assessment attempts and/ or assessor feedback
- IMI Written assessments or formative assessments that show the level/ score achieved by the learner
- Completed knowledge elements of combined assessments as evidence towards other predicted knowledge assessment grades

- OLT 1st attempt scores accompanied by evidence of further learning post assessment
- Tracking sheets showing learner's percentage of qualification completion and attendance. (**Note** the IMI have not set a minimum % of completion and all cases will be reviewed individually against the supporting evidence)
- Evidence of practice attempts and outcomes for practical or combined assessments
- Written testimony by the learners' tutor / assessor
- Completed internal quality assurance (IQA) reports which includes judgements made of the supporting evidence. Your EQA may ask for further evidence or request a meeting with you to discuss predications if required. Final grades will be communicated to centres in after 31st July 2020.

Submission process

Step 1 – identify your candidates, only include candidates due to complete by **31 July 2020**.

Step 2 – review the evidence available for each candidate, for each assessment component that they have not yet achieved.

Step 3 – use the grading sheet for all eligible learners to either detail all assessments that have already been achieved **or** provide predicted grades.

Step 4 – internal quality assurance and sign-off within the centre.

Step 5 – submission to IMI with all of the required information above using an enquiry form on IMI centres hub by **26 June 2020**.

IMI quality assurance

Once we have performed our internal checks we may need to contact you to collect more evidence to validate your estimations and you should be prepared to provide this information. We may also request information on your centre's management and information systems, internal resources, assessment and internal quality assurance processes.

3. Adaptation

Assessments where the primary purpose is a mix of either progression to further or higher education or signifying competence, or where the primary purpose is to signify competence and a calculated result / centre-assessment grade is therefore not possible fall within the adapt category. This is to ensure the validity of the assessment will remain protected.

This means the assessments for these types of qualifications may be adapted, taking into consideration that proposals are suitable under the current public health restrictions and do not contravene the requirements of the IMI.

Types of adaptation that may be used

The main type of adaptation across qualifications include:

VCQ - Practical:

- Remote Observation
- Direct simulation in the workplace or training centre by an approved assessor
- Direct observation simulation by an approved assessor remotely in the workplace

VRQ – Practical:

- Diverse Assessed Candidate Evidence by Authorised Assessor
- Evidence Mapped From VCQ / SVQ / NVQ
- Utilise Previous Practiced skills Assessed by Authorised Assessor
- Previous Recognised Prior Learning

VCQ/VRQ – Knowledge:

- Remote Observed Invigilation
- IMI Approved Centre Devised Written Knowledge Assessments
- IMI Approved Written Knowledge Assessments
- Utilise Previous Recognised Prior Learning

For any learners where access arrangements have been agreed (for example a reader or extra time), this should be taken into consideration in the mitigation approach. Centres should give consideration of where illness or other personal circumstances might have affected learner performance in assessments or assessment components that have already been undertaken.

Submission process

Step 1 – an IMI EQA will provide a template spreadsheet to support you with your submission to apply for a proposed adaptation.

Step 2 - please use this spreadsheet to provide data for each learner detailing progress to date, outstanding evidence requirements and proposed adaptation solutions to achieve their qualification.

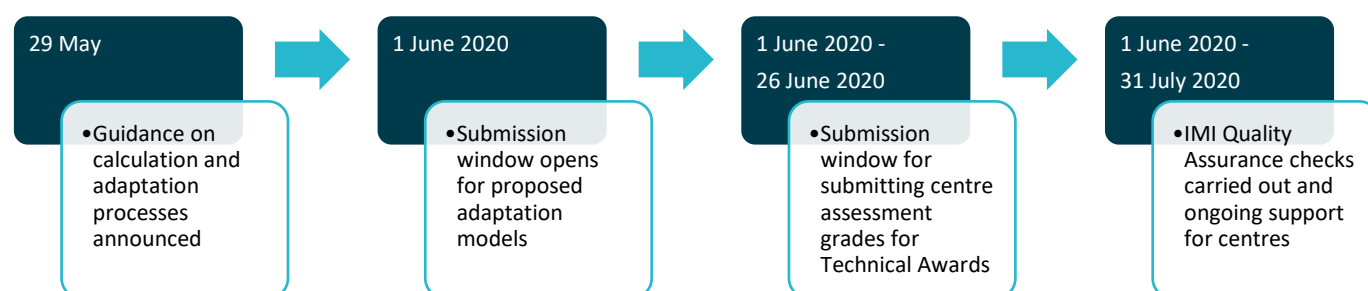
Step 3 - an IMI EQA will be appointed to review the information provided and will liaise to agree proposals or suggest acceptable alternatives. IMI approval must be granted before commencing assessments.

*Please note that there may be learners that **Delay** is the only option available due to the amount of evidence outstanding.*

The Extraordinary Regulatory Framework suggests where possible, assessments may continue as normal whilst following COVID-19 safe practices. Therefore, it would be advisable to consider this approach before applying for adapted assessment methods for each learner.

4. Timeline

Please find an outline of key dates over the next two months as follows:



The window for submitting centre assessment grades opens on 1 June 2020 and completed grading sheets must be submitted by the 26 June 2020.

The window for submitting proposed adaptation models opens on 1 June but there is no deadline to submit the proposed adaptations by, the indicated window is solely to support you to allow a more flexible approach as soon as you are able to, however IMI approval is required before commencing adapted assessments. There is no deadline by which adapted assessments must take place.

5. Further guidance

You can find full instructions on completing the information on the templates provided and our External Quality Assurance team are on hand to support and guide you through this process.

Please also keep an eye on our news and FAQ pages below for all of the latest information.

<https://www.theimi.org.uk/landing/covid-19/news.php>

<https://www.theimi.org.uk/landing/covid-19/faq.php>