

e-Assessment

Self-Assessment Report (SAR)

About Energy & Utility Skills

We provide membership, assurance and skills solutions to help employers in the utilities sector attract, develop and retain a sustainable and skilled workforce.

Our UK-wide membership includes the major infrastructure companies within the gas, power, water and waste management industries – as well as the supply chain and contractors.

Within the Energy & Utility Skills Group we have EUIAS (the sector's apprenticeship end point assessment organisation), the National Skills Academy for Power (NSAP) and EUSR (the sector's online register for training, skills and sometimes authorisations and qualifications).

EUSR Registration

Completing an Energy & Utility Skills' scheme or Approved/Endorsed training programme results in an EUSR registration for typically one, three or five years depending upon the specific scheme or training programme



EUSR is the energy and utilities sector register for skills, training – and sometimes authorisations and qualifications. Available online 24/7, it is used by employers, and individuals, to verify skills and training.

Registration on EUSR reduces duplication of training for individuals who work from more than one location – saving both them, and their employers, time and money.

About e-Assessment

e-Assessment is where technology – systems and software - is used to assess an individual's knowledge or understanding - it's also known as 'Computer Based Assessment', 'Online Testing' or 'Computer Assisted Testing'. This broad term can also include more than just the assessment itself, such as the booking of assessments, marking and issuing of results. e-Assessment is different from e-Learning - which is sometimes called 'computer-based learning' or 'CBL' - and is not necessarily assessed.

Maintaining the integrity of the results of any assessment is critical. For the assessment result to be valued by employers, they must be confident that the results are reliable and consistent and accurately reflect the individual's knowledge or understanding.

Our approval for e-Assessment demonstrates to employers that the risk of malpractice - such as cheating, collusion or identify fraud – is removed.

About this Self-Assessment Report (SAR)

To maintain the reliability and consistency of the e-Assessment results, before you can use e-Assessment you must be approved by us.

Approval is not needed where e-Learning does not culminate in e-Assessment.

This SAR is for organisations who wish to use e-Assessment with an Energy & Utility Skills scheme and/or an Approved or Endorsed training programme.

This SAR must be signed by someone who is able to confirm a thorough and honest self-assessment has taken place, that all our e-Assessment approval criteria have been fully met and that everything in place to mitigate the risk of malpractice or maladministration including collusion, cheating or identity fraud. (For more information please see our [Malpractice and Maladministration Policy](#)).

We will review and sample your use of e-Assessment as part of our usual Quality Assurance activities.

e-Assessment approval process

- Step 1** Discussions with our Quality team. We support you all through the approval process, offering advice and guidance on how to complete and evidence the e-Assessment approval criteria
- Step 2** Submit this signed SAR – send to quality@euskills.co.uk - remember to include all your supporting evidence. We review your SAR and If we have any questions, need additional information, or need to visit you to check arrangements, we will get in touch
- Step 3** We confirm approval – sometimes there may be actions we need you to take, or recommend you take, within an agreed timescale. If you're not approved, you will understand the reasons why and what you need to do in order to get approved
- Step 4** You are approved to deliver e-Assessment. We will provide you with support and guidance on how to use our online registration, QuartzWeb. You complete a 'CBL Registration Form' for each CBL Administrator – signed by your Head of Centre.

If you have any questions relating to e-Assessment or getting approved, please contact:

EUSR Support team - Monday to Friday 8.00am – 5.00pm
Email: eusr@euskills.co.uk Tel: 0121 745 1310 (select option 1)

e-Assessment approval criteria

	Criteria	Suggested evidence
1. The organisation	<ol style="list-style-type: none"> 1. You provide us with a named authoritative point of contact for your organisation 2. CBL Administrators are appointed to manage the e-Assessment process – including the issuing of e-Assessment email activations and giving feedback when individuals fail an e-Assessment 3. You have appropriate policies, processes or statements in place 	<p>Full contact details (including name, job title and email address) for your ‘Head of Centre’ and also, if a different individual, full contact details for whoever would be our main point of contact for Quality Assurance activities, including arranging our regular audit visits and any queries we may have to support our ongoing Quality monitoring</p> <p>CBL Registration Forms for all individuals in this role – signed by CBL Administrator and counter-signed by the Head of Centre</p> <p>Demonstration that documented policies, processes or statements are in place for:</p> <ul style="list-style-type: none"> Health and Safety (as appropriate) Complaints Data Protection Insurances (public liability and/or professional indemnity)
2. Booking and Administration - before the e-Assessment takes place	<ol style="list-style-type: none"> 1. You issue guidance to the individual that is clear and easy for them to understand 2. Individuals are asked in advance of the e-Assessment if they need any adjustments or 	<p>Process for secure administration of booking and administering e-Assessment including appropriate Privacy Notices</p>

	<p>special considerations (further information on this can be found in our Reasonable Adjustments and Special Considerations Policy)</p> <ol style="list-style-type: none"> 3. Prior to the e-Assessment: <ol style="list-style-type: none"> 3.1. The identity of the individual is checked 3.2. Any pre-requisites are checked and recorded (eg some schemes require the individual to hold a specific qualification or have relevant operational experience) 4. The individual knows how the results of the assessment will be communicated to them and what happens should they fail the assessment – without compromising the integrity of the assessment 5. An e-Assessment Invigilation Record is created This record includes: <ol style="list-style-type: none"> 5.1. Name of Invigilator and date of e-Assessment 5.2. Name of Scheme 5.3. First and Last name of individual(s) undertaking the e-Assessment 5.4. Individual's EUSR ID Number 5.5. Confirmation that: <ol style="list-style-type: none"> 5.5.1. Identify of individual(s) has been verified 5.5.2. Details of any Reasonable Adjustments or Special Considerations that have been applied, if appropriate 5.5.3. Confirmation that the internet connectivity was checked prior to 	<p>Joining instructions including:</p> <p>The need for individuals to provide a photo ID for ID verification, for example passport, driving licence or employer ID card.</p> <p>Process or statement issued to the individual explaining reasonable adjustments or special considerations and how requests can be made</p> <p>Explanation of the e-Assessment process and what will happen if they pass or fail</p> <p>Process for checking identity, pre-requisites (if applicable), any reasonable adjustments or special considerations</p> <p>Conflict of Interest policy</p> <p>e-Assessment Invigilation Record template</p>
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	<p>the commencement of the e-Assessment</p> <p>5.5.4. There is no Conflict of Interest between the Invigilator and an individual taking the e-Assessment</p> <p>5.5.5. The individual has not been given prior access to the e-Assessment</p> <p>5.5.6. There was no malpractice during the Assessment</p> <p>5.5.7. Signature of Invigilator</p>	
<p>3. Facilities and equipment</p>	<ol style="list-style-type: none"> 1. You have appropriate accommodation and space for individuals to sit e-Assessments in private; if more than one individual is taking an e-Assessment at the same time, there must be adequate space between them to prevent cheating or collusion 2. There is at least one replacement piece of equipment (eg PC or laptop) available for the individual to continue with their e-Assessment should there be any issues 	<p>Photograph of facilities or floor plans including desks and equipment that will be used in e-Assessment</p>
<p>4. Invigilation (also known as 'Proctoring')</p>	<ol style="list-style-type: none"> 1. You have a Remote Invigilation policy, process or statement in place that includes: <ol style="list-style-type: none"> 1.1. A set of rules on security and confidentiality of the e-Assessment regarding booking, delivery and post-delivery of e-Assessment 	<p>Remote Invigilation policy, process and/or statement including details of systems and software</p> <p>Signed declarations by Invigilators confirming they understand their role and responsibilities and what constitutes malpractice</p> <p>Invigilator training records</p>

	<ol style="list-style-type: none"> 1.2. Facilities and equipment requirements regarding the delivery and invigilation of e-Assessment 1.3. Detail on what is malpractice or maladministration and a process if this occurs in relation to e-Assessment 1.4. The role and responsibilities of the e-Assessment Administrator and Invigilator 1.5. How a disrupted e-Assessment session should be managed 2. Your Invigilators: <ol style="list-style-type: none"> 2.1. Understand their role and know what is expected of them 2.2. Understand your process for conducting e-Assessment and how they should be applied before, during and after the e-Assessment 2.3. Able to deal with unexpected, irregularities or issues 2.4. Able to ask for help, further clarification or support where needed 3. There are no more than 12 individuals per invigilator when conducting the e-Assessment 4. An Invigilator's camera or seat/desk is positioned so that they can detect any 	<p>Invigilation Record Form</p> <p>Statement of e-Assessment 'rules' for the individual(s) that is read out at the start of an e-Assessment</p>
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	<p>cheating or unauthorised activity by the individual(s) undertaking the e-Assessment</p> <ol style="list-style-type: none"> 5. No other technology or device is allowed in the area where the e-Assessment is occurring apart from what has been allocated to the individual. Individuals undertaking the e-Assessment do not have access to the internet, email, portable storage devices eg external hard drives or USB sticks. Mobile phones are switched off. 6. The e-Assessment Invigilation Record is completed immediately after the e-Assessment has concluded; this record is retained for our sampling and audit purposes 7. There is no conflict of interest between the invigilator and the individual taking the e-Assessment eg they in a position of influence or control 8. If an e-Assessment is not invigilated in person, the e-Assessment is invigilated remotely through webcam and screen share – sometimes called ‘remote proctoring’ 	
<p>5. Delivering feedback post e-Assessment</p>	<ol style="list-style-type: none"> 1. When delivering feedback on an e-Assessment, CBL Administrators maintain the integrity of the e-Assessment 2. Where an individual has failed an e-Assessment, the CBL Administrator shares 	<p>CBL Administrator signature on CBL Registration Form</p>

	<p>the minimum amount of information with the individual – they do not share specific questions and answers as part of the feedback, only general areas of content within the training programme which specifically relate to the failure in the e-Assessment</p>	
<p>6. Administration – after the e-Assessment has taken place</p>	<ol style="list-style-type: none"> 3. You retain appropriate details and documentation to support your own internal quality assurance activities and our external quality assurance activities – including audits – for example attendance registers, assessment papers, evaluation forms, assessment achievements 4. Information is retained for the duration of the appropriate EUSR registration period 5. You will comply with all our requirements relating to quality monitoring including audits 	<p>Documents and Templates</p> <p>Processes and Policies for retention of data and records</p> <p>Appeals policy, process and/or statement</p>
<p>6. e-Assessment content</p> <p><i>(when you have developed your own e-Assessment for your Approved or Endorsed Training Programme)</i></p>	<ol style="list-style-type: none"> 1. There are valid and reliable e-Assessment based upon a specification of learning, objectives, outcomes, and assessment criteria 2. There are enough e-Assessment questions/activities and they are in an assessment format that is appropriate and consistent 	<p>Question bank and sample questions</p> <p>e-Assessment specification</p> <p>Mark scheme</p>

	3. The e-Assessment has a valid and reliable mark scheme	
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Declaration

I confirm that a thorough and honest self-assessment has taken place and that we meet all the e-Assessment approval criteria as detailed in this SAR.

I understand that Energy & Utility Skills may seek further clarification or verification of the information contained within this SAR as part of the approval or ongoing monitoring and audits.

I understand and confirm that all individuals who undertake the e-Assessment will be registered with EUSR.

Name	Click here to enter text.	EUSR ID No.	Click here to enter text.
Job Title	Click here to enter text.		
Organisation name	Click here to enter text.		
Address	Click here to enter text.		
Telephone no	Click here to enter text.		
Email address	Click here to enter text.		
Signature		Date	Click here to enter text.

Once completed, please email to quality@euskills.co.uk – don't forget to include the supporting evidence.

If you have any questions, please contact:

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