

Dual Fuel Smart Meter Installer

End-point Assessment Employer Quality Assurance

In order to meet the requirements of the published Assessment Plan, the employer must hold a standardisation meeting. The Standardisation meeting is a method of internal quality assurance that will ensure consistency, sufficiency, reliability and validity assessment practice across all apprentices within the employer's organisation.

The meeting will review the portfolio and end-point interview grading decisions awarded by the technical expert(s), examining evidence required, and agree an overall preliminary grading to be submitted to the EUIAS for quality assurance during the 'external examiner' visit. The chart on page 2 provides the mechanism to translate the scores of each end-point assessment element into an overall preliminary grade recommendation, a copy of which is also contained within the published assessment plan.

Details

Employer Name	
Apprenticeship Title and level	
Date and time of meeting	
Location of meeting	

Attendees

Name	Job title	Have they been involved in the marking of the portfolio or interview?*

** if yes, they cannot review the scores, but can be involved in the meeting

Calculating the preliminary grade

The scores of the portfolio assessment and the interview need to be combined to produce an overall preliminary grade. The following chart summarises the calculation of the preliminary grade, as detailed in the published assessment plan.

Portfolio Score		
Percentage	Points	Grade
<64	0	Fail
65	1	Pass
66-69	2	Pass
70-74	3	Pass
75-79	4	Pass
80-84	5	Pass
85 -89	6	Distinction
90-94	7	Distinction
95-100	8	Distinction

Interview Score		
Percentage	Points	Grade
<81	0	Fail
81-89	1	Pass
90-100	2	Distinction

Overall Score and preliminary grade	
Overall points	Grade
1	Fail
2	Pass
3	Pass
4	Pass
5	Pass
6	Pass
7	Pass
8	Distinction
9	Distinction
10	Distinction

Portfolio preliminary grading decision

Apprentice Name	Name of the Technical expert that assessed the portfolio	Initial Portfolio score	Initial portfolio points	Standardisation meeting comments	Agreed and Verified score and points

End-point Interview preliminary grading decision

Apprentice Name	Name of the Technical expert that carried out and assessed the interview	Initial Interview score	Initial Interview points	Standardisation meeting comments	Agreed and Verified score and points

Overall preliminary grade recommendation

Apprentice Name	Portfolio points	Interview points	Overall points	Overall preliminary grade

Declaration

Name of Employer Representative	
Signature	
Date	