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Business Administrator Level 3 End Point Assessment Process

The learner will be assessed to the apprenticeship standard using three complementary assessment methods. The assessment is synoptic, i.e. takes a view of the overall performance of the learner in their job.

The assessment activities will be completed as follows:

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On-demand test

- 60 minute on-demand multiple choice test
- Scenario based questions
- Externally set and marked automatically by the assessment organisation

Project Presentation

- Focuses on a project the learner has completed or a process the learner has improved
- 15 minute presentation given by learner
- 15 minute question and answer session
- Question and answer session led by Independent End Point Assessor

Portfolio-Based Interview

- 45 minute portfolio-based interview
- Led by the Independent End Point Assessor

Completion

Independent End Point Assessor confirms that each assessment element has been completed. The overall grade is determined by the Independent End Point Assessor based on the combination of performance in all assessment activities.

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Business Administrator Level 3 End Point Assessment Delivery Model

Learner is recruited onto apprenticeship Contractual agreement for EPA between Provider/Employer and Babcock Assessments Babcock Assessments entered onto ILR by provider Learner details sent to Babcock Assessments	Learner Induction	Months 1 – 18 Apprenticeship learning and development delivered EPA support material provided by Babcock Assessments	Before and during month 17, mock assessment • Mock MCT • Mock Interview Babcock Assessments will provide practice material Learner to produce project and portfolio of evidence for EPA	ateway meeting etween employer, aining organisation nd learner to sign off arner as ready for EPA Completion of readiness for end point assessment documentation Submission of portfolio of learning Submission of project Submission of Level 2 Maths and Level 2 English achievement
Independent End Point Assessor will review submitted project	Provisional result given to learner, followed by confirmed grade	60 minute MCT Invigilated by Babcock Assessments appointed Invigilator	Planning meeting between Babcock Assessments appointed Independent End Point Assessor, learner and employer	
9	8	7	6	5
30 minute project presentation Babcock Assessments will provide Independent End Point Assessor	Provisional result given to learner, followed by confirmed grade	Independent End Point Assessor will review submitted portfolio of learning	Based Interview to	ovisional result given learner, followed by onfirmed grade
10	11	12	13	14
			claims final co Apprenticeship Ba	nal EPA grade will be ommunicated from abcock Assessments to mployer
Key: ON-PROGRAMME GATEWAY END POINT ASSESSMENT			16	15