



Joint Council for  
Qualifications<sup>CIC</sup>

# Supervised assessments – Vocational and Technical Qualifications

Effective from 1 September 2025

Produced on behalf of:



©JCQ<sup>CIC</sup> 2025

**All windowed NCFE CACHE external assessments and all windowed assessments for NCFE, Pearson and WJEC T Levels (Employer Set Project and Occupational Specialisms)**

The above qualifications have assessments which are completed under supervised conditions.

Before delivering the assessments, centres **must** refer to the relevant awarding body's website for more detailed assessment instructions:

**NCFE**

<https://www.ncfe.org.uk/qualifications/centre-assessment-support/regulations-guides/>

**Pearson**

<https://qualifications.pearson.com/en/qualifications/t-levels.html>

**WJEC**

[https://www.wjec.co.uk/ed/qualifications/t-level-building-services-engineering-for-construction/#tab\\_keydocuments](https://www.wjec.co.uk/ed/qualifications/t-level-building-services-engineering-for-construction/#tab_keydocuments)

The assessment sessions **must** take place within the centre but can either be completed in the normal classroom environment or other suitable assessment locations such as a workshop or a simulated environment.

Where possible, the assessment session(s) should be supervised by an invigilator as opposed to the subject teacher. If this is not possible, the subject teacher may act as a supervisor, but they **must** ensure they make clear to candidates their responsibilities as a supervisor.

In cases where an assessor is required, it is recommended that this is not the subject teacher. However, this **must** be someone who has the skills, knowledge and experience to assess the tasks. If this is not possible, the subject teacher may act as the assessor, but they **must** ensure that they make clear to candidates their responsibilities as the assessor.

**Prior to the first (or only) supervised assessment session, the supervisor must:**

- ensure candidates know the date(s) and time(s) of the assessment session(s);
- distribute assessment material to candidates in advance of the specified period for the assessment;
- ensure that candidates read the instructions for the assessment;
- ensure candidates understand the conditions in which the assessment must be completed.

**During the assessment session:**

the supervisor/assessor **must:**

- ensure there are no distractions;
- give their full attention to supervising candidates;
- ensure that candidates only complete the assessment during the supervised session;
- prevent copying from or colluding with another candidate. If any incident occurs, it must be reported immediately to the relevant awarding body as per the JCQ document *Suspected Malpractice: Policies and Procedures*:  
<http://www.jcq.org.uk/exams-office/malpractice>
- remind candidates to regularly save their work when they are using a computer, laptop or tablet.

the supervisor/assessor **must not**:

- give any feedback to a candidate about their work. A candidate must decide for themselves how to approach the brief and associated tasks;
- direct candidates;
- provide templates or writing frames for candidates.

**After the assessment session:**

the supervisor/assessor **must**:

- complete any documentation as required by the awarding body;
- give the assessment materials to the exams officer who will ensure they are safely stored in the centre's secure storage facility between assessment sessions.

the supervisor/assessor **must not**:

- take copies of candidates' work.

**Suggested wording for the supervisor's/assessor's announcement at the beginning of the assessment session**

1. I am now the supervisor/assessor for this session and not your teacher.
2. You must work independently and decide for yourself how to approach the assessment task(s).
3. Read the instructions for the assessment. Put up your hand if you do not understand them.
4. I cannot provide you with any feedback or help with the assessment. If timings have been provided for the assessment task(s) use this as a guide.
5. The work you produce must be your own.
6. Make sure you write or type your centre number and candidate number on your work and, if relevant, record the number of each assessment task.
7. Do not share your work on social media sites. Do not discuss your work with anyone.
8. Where work is submitted electronically add:  
Make sure you save your work at regular intervals and in an acceptable format.