



Use of Notes During End-Point Assessment

Supporting Apprentice Guidance

Training Qualifications UK



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As part of your preparation for an End-Point Assessment, you may wish to create notes on key examples of your working practice which you may want to include within your response to questions during your End-Point Assessment.

Bringing in notes to the End-Point Assessment is permitted. However, there are specific guidelines which **must** be followed in order for the use of notes to be deemed as appropriate for assessment:

- Your notes must fit on a single piece of A4 paper.
- Your notes must not be aligned to specific Knowledge, Skills or Behaviours or the relevant Pass/Merit/Distinction criteria. For example, the use of Mock Assessment Records with notes written upon them is **not** permitted.
- Notes should be bullet pointed, not lengthy paragraphs.
- Your notes should not contain key Knowledge elements (e.g. definitions of terms required by Knowledge Criteria)
- The notes must not be pre-scripted responses.

It is recommended that where possible, notes should be used sparingly as to not disrupt the flow of the assessment taking place. The purpose of the End-Point Assessment is to assess your occupational competence, not your ability to write extensive notes to read from. However, it is recognised the value of notes during such assessments.

Where notes are produced, and the assessment is conducted remotely, these notes must be shared with your End-Point Assessor. It is expected that these are sent to your End-Point Assessor within 24 hours of your assessment. You should email them directly to your End-Point Assessor via the email address provided during the initial introduction email from your allocated End-Point Assessor. Should notes not be shared with your End-Point Assessor ahead of the assessment, you will not be permitted to use them and the use of which will be considered as malpractice and may result in the assessment being deemed void.

Your notes will not be assessed and your End-Point Assessor will not comment on them. Therefore, they can be in a style you feel comfortable with, e.g. shorthand which may not be understood by the End-Point Assessor without context. The purpose of sharing the notes ahead of the assessment is so that the End-Point Assessor can clearly see what reference material you are referring to during the assessment. If the assessment is being conducted face to face, it is not a requirement that the notes are shared ahead of the assessment as the Assessor will be able to see the notes you have available to you.

The use of notes does not affect your right to access additional supporting material (e.g. portfolio of evidence, learning journal, etc.) where stipulated within the relevant assessment materials. Upon completion of the End-Point Assessment and Internal Quality Assurance, the End-Point Assessor will not retain a copy of the notes.

Notes During Assessment

Additionally, you may wish to make small notes during the assessment itself. This may be where you are asked a particularly lengthy question and you wish to take note of the key points. However, you are also free to ask for questions to be repeated should you wish. It is important that if you do take notes during the assessment, this must not disrupt the assessment itself and you should ensure you remain fully engaged throughout.