



## ORNAMENTAL AQUATIC TRADE ASSOCIATION LTD

*"The voice of the ornamental fish industry"*

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### **OATA Training Programme Policy Document – Housekeeping guidance to Candidates**

This document is intended to provide candidates with information as to what to expect and general guidelines when completing both the written and verbal assessments for both the Foundation and Advanced Training Programmes.

#### Written assessments

- Make sure you are somewhere comfortable and free from distractions when undertaking the assessment. If you need one, a cup of tea will always help!
- The written assessments are aimed at testing the knowledge you have gained from the course materials. Make sure you allow enough time to undertake the assessment.
- The assessments are open book. However, please note that the only permitted materials for open book assessments are OATA course materials, recommended reading materials and your written notes. All other resources e.g. the use of online search engines/online forums/social media is not permitted to complete the assessment. Any candidate found to be using a non-permitted resource to complete the assessment will be subject to OATA's malpractice procedures.
- As such all candidates will be required to complete an online disclaimer to state and confirm that it is all their own work when completing the written assessments. Anyone found to be undertaking malpractice will be subject to OATA's malpractice procedures.
- Please make sure you read the questions carefully. There are no trick questions, and there will only ever be one correct answer.
- For the written assessment questions requiring fuller written answers, please note that no marks will be given for any candidate who answers "Ditto" or "Please see answer above" etc. For full marks to be awarded, the use and clarity of use of key words/phrases will be expected.
- Questions will be based on the entire course content.

#### Verbal assessments

- Verbal assessments aim to test whether a candidate has been able to consolidate the knowledge from the course materials and for OATA to assess the candidate's knowledge of underlying principles and their ability to pass on accurate information to a customer.

- If you are unable to hear the OATA Assessor, you must let us know. A candidate will not be penalised if they request clarification of a question from the OATA Assessor.
- The verbal assessment for the Foundation Training Programme will take approximately five to ten minutes. For the Advanced Training Programme, candidates should allow between 45 minutes to one hour for the verbal assessment. Please make sure you are somewhere where you will not be disturbed.
- For international candidates, please note that all verbal assessments are conducted in English and are conducted only between OATA office hours i.e. Monday to Friday, 09:00 to 17:00 GMT. Please do not request an assessment outside of these times as we are unable to accommodate such requests.
- Although it is hard to, try and relax. We want you to pass.
- The OATA Assessor will start the assessment by confirming the ID of the candidate and provide a reminder of housekeeping procedures.
- Candidates are permitted to use official course materials as an *aide memoire*. Reading back to the Assessor verbatim is not permitted.
- Any candidate using resources, other than those permitted as per the written assessments, to access answers during the verbal assessment will be disqualified and subject to OATA's malpractice procedures.
- Please be aware that the Skype verbal assessment is recorded. This is for quality assurance purposes and is passed on to the OATA Internal Verifier for their assessment of the OATA Assessor's recommendation to either pass or fail the candidate. All recordings will be held on a standalone device i.e. not on a networked computer and will be made available to City and Guilds at any time, should they so request.
- Please ensure you are aware of OATA's policy document on Safeguarding. All verbal assessments are recorded via Skype. If at any time during the assessment, the candidate shares confidential information with the OATA Assessor, the nature of which is deemed to be unsafe to either the candidate and/or to those around the candidate, the OATA Assessor will cascade that information and notify the appropriate persons/authority e.g. the employer, Police etc. As part of this cascade, OATA will forward the Skype recording to the appropriate persons/authority.
- Please note that the OATA Assessor will not advise candidates of the results of their verbal assessment at the end of the assessment so please do not ask for your result. Candidates will be informed subsequently of their result by OATA within two weeks of the assessment having taken place. This is to allow the OATA Internal Verifier to complete the result verification process.