

## USEFUL INFORMATION FOR CENTRES OFFERING OR INTERESTED IN OFFERING NVQs IN ACCOUNTING AT LEVELS 2 AND 3

### Context

The new Accounting NVQs at Levels 2 and 3 have been accredited. These replace the previous versions, which expired in June 2003. After consideration we decided not to seek accreditation for the revised NVQ at Level 4.

In a departure from the previous versions, the new Accounting NVQs at Levels 2 and 3 feature external assessments as part of the assessment strategy.

### How can I find out about the assessment strategy for NVQs in Accounting L2 and 3?

The Assessment Strategy appears as Section 5 of the *Guidance to Centres* document, which will be available on the website shortly. Hardcopies will be available for ordering from our Publications Department using the identified order codes.

- Edexcel NVQ in Accounting L2 - Centre Guidance - order code N015593
- Edexcel NVQ in Accounting L3 - Centre Guidance - order code N015573
- Edexcel NVQ in Accounting L3 - Candidate Guidance and Logbook - order code N015574
- Edexcel NVQ in Accounting L2 - Candidate Guidance and Logbook - order code N015540

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### What does the assessment strategy cover?

It provides details about external assessments, simulation and occupational competence. It is the centre's responsibility to ensure that they comply with all aspects of the assessment strategy. Our External Verifier will check this during a verification visit.

### What do the external assessments cover?

Edexcel have produced centrally determined assignments that must be applied to **Unit 3** (in the **Level 2 NVQ in Accounting**) and **Units 5 and 6** (in the **Level 3 NVQ in Accounting**). These must be combined with other forms of actual or simulated work based evidence produced by the candidate where the performance criteria and range cannot be fully demonstrated by the independent assessment, to provide an integrated assessment model.

## **Where do I get the external assessments?**

For those centres who offered the previous equivalent Accounting NVQs with us, and who met certain quality criteria, we have issued the external assessments together with the accelerated approval documentation for these NVQs. New centres will be provided with a copy of the external assessments as part of the centre/qualification approval process.

If centres have not received copies of the external assessments through either of these routes, they should contact [qualitystandards@edexcel.org.uk](mailto:qualitystandards@edexcel.org.uk).

## **How do I administer the external assessments?**

Edexcel has established a framework of centrally determined assignments, to be administered locally and assessed according to centrally set specifications provided by Edexcel.

The assessments must be delivered under controlled classroom conditions. Edexcel has not determined time constraints for these assessments. Centres should manage the timing and time constraints using their professional judgement.

External assessments are marked by the centre. Student work and assessment records for **both** external assessments **and** locally assessed tests and assignments should be retained for external verification.

## **What if a candidate gets some answers wrong?**

Where candidates make errors in the exercises that make up the external assessments, work should be returned to the candidate with guidance and feedback for them to correct. All answers must be completed correctly before the assessment is presented for verification.

## **Can I show candidates the answer guides?**

No. Answer guides are provided for use by the centre only and must be kept secure.

## **What happens when the External Verifier visits?**

The EV will follow the normal Code of Practice and will sample candidates' work accordingly. EVs will be directed to include units assessed using external assessments within the sample.