End-Point Assessment (EPA) Policy for Advanced Programmes

Document Control

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Amendment History

Version Number	Effective Date	Summary of Amendments	Author(s)
V1.0	11 Jan 2025	Creation of Policy	Shenay Cantelo-Poppe David Makepeace James Teasdale
V2.0	1 Sep 2026	• Removal of references to degree apprenticeship programme design (see: Programme Design, Development and Approval Degree Policy) • Removal of general External Examiner clauses (see: External Examiner Policy) • Addition of Independent Assessor appointment timeframes • Addition of Advanced Programmes appendix • Addition of Independent Assessor job description appendix • Other general revisions and clarifications in relation to changes in government policy and to align with standardised Multiverse policy format	Louis Joseph Clark Sean Ward

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1. Background

1.1. This Policy specifically sets out Multiverse's approach to assuring the quality of end-point assessment (EPA) delivered as part of our integrated degree apprenticeship programmes, referred to as our Advanced Programmes.

1.2. This Policy establishes roles and responsibilities in relation to the coordination and delivery of EPA for Advanced Programmes to ensure a robust and rigorous approach, ensuring that employers have confidence in the process to measure capability of apprentices within the workplace and achievement of learning outcomes.

1.3. The details of the EPA for each of our Advanced Programmes are prescribed in the assessment plan associated with the applicable apprenticeship standard and version, published by Skills England (see: Appendix A) (formally published by the Institute for Apprenticeships and Technical Education (IfATE)).

1.4. For all Advanced Programmes, Multiverse acts as the Apprenticeship Training Provider, the End-Point Assessment Organisation (EPAO), and the degree awarding body.

1.5. To confirm eligibility to act as the Apprenticeship Training Provider, Multiverse is listed on the Apprenticeship Providers and Assessment Register (APAR) and has met the Conditions of Acceptance set by the Department for Education (DfE).

1.6. To confirm eligibility to act as EPAO and degree awarding body, Multiverse has received the Power to Award Degrees as of 1 Sep 2022, which was furthermore extended to 1 Dec 2027, by meeting the Degree Awarding Power requirements set by the Office for Students (OfS).

1.7. The external moderation body for Advanced Programme EPA at Multiverse is the OfS, which specifies requirements for quality in the External Quality Assurance of Apprenticeship End-Point Assessment for Integrated Higher and Degree Apprenticeships guidance.

2. Scope

2.1. This policy is applicable to integrated degree apprenticeships offered by Multiverse only.

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2.2. The Advanced Assessments Policy and Academic Regulations supplement the EPA Policy in the governance of any academic award which forms part of any of our Advanced Programmes. In the event of a disparity between Multiverse policies or regulations, the Skills England assessment plan, or OfS guidance, external guidance will always take precedence.

2.2.1. In the event of a disparity between guidance published by different external regulatory bodies, the Multiverse Regulatory Affairs team will escalate to the applicable body/bodies for advice and/or guidance.

3. Definitions

Additional Learning Needs (ALN): A neurodiverse profile, learning difference, or medical condition that affects a learner within their learning environment.

Advanced Programme: A Multiverse programme leading to an end qualification of a higher education qualification, specifically a bachelor's degree, or an interim exit award such as a diploma of higher education, in addition to the awarding of the apprenticeship.

Apprenticeship Provider and Assessment Register (APAR): The Department for Education register of organisations eligible to deliver apprenticeship training and assessment with public funding. Multiverse is listed as both an apprenticeship training provider and an end-point assessment organisation.

Apprenticeship standard: The employer-developed specification of the knowledge, skills and behaviours required for occupational competence in a given occupation, published by Skills England. Each standard has a version, and an associated assessment plan.

Assessment plan: The document published by Skills England alongside an apprenticeship standard, prescribing the assessment methods, their order, the grading criteria, and the internal quality assurance requirements for EPA. The assessment plan takes precedence over this Policy.

Gateway: The point at which an apprentice is confirmed ready to undertake EPA, having met all requirements set out in the applicable assessment plan, including employer sign-off, any mandatory qualifications, and complete records of off-the-job training.

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Independent Assessor (IA): An assessor appointed by Multiverse to facilitate and grade the assessment components of an apprentice's EPA, who is independent of the apprentice, their employer, and the delivery of the programme.

Internal quality assurance (IQA): The strategies, policies and procedures Multiverse operates to ensure EPA decisions are valid, consistent and reliable, including standardisation, moderation, and review of EPA recordings.

Moderation: The review of a sample of marked assessments to confirm that grading criteria have been applied consistently and fairly before results are released.

Office for Students (OfS): The regulator for higher education in England, and the external quality assurance body for EPA delivered as part of Multiverse's integrated degree apprenticeships.

Record of Independent Assessors: The single central record maintained by the Advanced Assessments team of each active IA's qualifications, professional experience, CPD, training attendance, standardisation attendance, and declared conflicts of interest.

Skills England: The public body responsible for apprenticeship standards and assessment plans, and for issuing apprenticeship certificates. Formerly the Institute for Apprenticeships and Technical Education (IfATE).

Standardisation: The internal quality assurance activity through which Independent Assessors calibrate their assessment and grading judgements against one another, so that EPA is reliable and comparable across employers, cohorts, assessment dates, and assessors.

Synoptic: Assessment of an apprentice's learning in an integrated way, testing several learning outcomes together rather than in isolation.

4. EPA delivery

4.1. For all Advanced Programmes, EPA is an integrated part of the academic award.

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4.2. EPA is a synoptic assessment of all the learning outcomes that have been developed throughout the apprenticeship

4.3. EPA occurs in the form of a final module, incorporating all assessment requirements set out in the Skills England standard (See: Appendix A).

4.4. The Learning team sets out how the EPA will be delivered, including how employers will be involved (where applicable).

4.5. Multiverse ensures individual EPA instruments and methods are fit for purpose by ensuring all instruments and methods always follow the assessment plan and demonstrate up-to-date methodology, and are a valid measure of the assessment criteria required by the apprenticeship.

4.6. The credit value assigned to the EPA is set out in Skills England's assessment plan for the applicable apprenticeship standard, and for the Multiverse programme, will be included in the Project Brief for the EPA module, available to all learners on the Multiverse platform.

4.7. Upon completion of Gateway, administered by the learner's Coach, the Advanced Assessments team coordinates all EPAs with learners and Independent Assessors (and employers as necessary).

4.8. The Advanced Assessments team disseminates clear, consistent, and timely guidance to all apprentices and employers ahead of the delivery of EPA to all applicable parties.

4.9. Multiverse ensures the order of EPA assessment methods complies with the latest version of the applicable Skills England assessment plan.

4.10. Multiverse selects the location of EPA delivery (including where this is to be delivered online), aligned with the requirements set in the Skills England assessment plan .

4.11. Multiverse will always verify the identity of each apprentice at EPA, confirming the apprentice's work is authentic, and ensuring the apprentice is not being aided.

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4.12. If stipulated in the assessment plan, employers may be required to attend EPA, and if further stipulated, required to contribute towards the EPA in a given capacity. Where this is the case, employers will be communicated with by Multiverse.

4.13. Multiverse sets the start and end time for each EPA delivered, and sets these expectations with every apprentice.

4.14. For any apprentices with declared additional learning needs or disabilities, the Additional Learning Needs team agrees reasonable adjustments to be applied in the delivery of EPA (further detailed in our Assessment Policy) to ensure every apprentice irrespective of any permanent or temporary learning need or disability can be assessed in an equitable way without undermining the validity and integrity of the EPA.

4.15. For quality assurance purposes, for every apprentice, Multiverse records all live EPA components delivered online, such as professional discussions, interviews, and presentations.

5. Independent Assessor appointment

5.1. For all Advanced Programmes, Independent Assessors (IAs) are responsible for facilitating all assessment components for each apprentice's EPA.

5.2. The Advanced Assessments team provides the framework and guidance to ensure the recruitment and appointment of IAs is compliant with applicable external moderation bodies, including the OfS, the Department for Work & Pensions (DWP), and any additional requirements of the applicable Skills England assessment plan.

5.2.1. The Advanced Assessments team reviews the IA job description (see: Appendix B) annually and submits to the Academic Quality Council (AQC) for approval.

5.3. The Advanced Assessments team is responsible for administering the appointment of Independent Assessors (IAs) based on the person specifications stipulated in the Skills England standard, including (but not limited to):

5.3.1. Independence of the learner, employer, and the programme being delivered; and

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5.3.2. Professional competence in the applicable subject area with the necessary skills, experience, qualifications and professional registrations required to facilitate the assessment.

5.4. For every new apprenticeship standard to be delivered, the Advanced Assessments team commences recruitment of at least two IAs once the first apprentice on the programme begins level 6 to ensure a minimum of 12 months for recruitment and induction training.

5.5. Every quarter, the Advanced Assessments team will review the number of apprentices commencing level 6 to forecast whether, in 12 months' time, the total number of IAs will be sufficient to cover the number of EPAs expected to occur.

5.6. Appointment of any new IAs is confirmed by the Academic Quality Council (AQC). Should AQC not be able to come to a decision, decision-making authority will be escalated to the Quality Sub-Committee (QSC).

5.7. The Advanced Assessments team maintains an up-to-date repository of CVs and contractual arrangements for each active IA.

5.7.1. The People & Talent team is responsible for the template used for Independent Assessor contracts.

5.8. The Advanced Assessments team ensures the allocation of each IA to apprentices is fair and takes into account any declared conflicts of interest.

5.9. The Advanced Assessments team oversees and maintains a Record of IAs for compliance purposes, to ensure:

5.9.1. The recruitment and selection approach complies with all internal and external regulatory requirements, including expertise in quality assurance, assessment and relevant occupational competence.

5.9.2. IA capacity to deliver EPA based on forecasted learner completions;

5.9.3. Multiverse holds a single central record of IA qualifications and professional experience;

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5.9.4. Multiverse maintains a single central record of IAs' ongoing continuous professional development (CPD) and relevant professional experience as applicable to the programme they are assessing (inc. CPD delivered by Multiverse);

5.9.5. Confirmation of attendance to IA induction training coordinated by the Advanced Assessments team and delivered by the Instructional Delivery team;

5.9.6. Confirmation of attendance to EPA standardisation and moderation events (as confirmed by the Board of Examiners);

5.9.7. Confirmation of continuous checks administered by the Advanced Assessments team which confirm IAs are independent of any EPAs they are facilitating, holding no conflicts of interest.

5.10. Conflicts of interest

5.10.1. The Advanced Assessments team conducts a first-stage conflict of interest process for all IAs prior to their appointment to declare any known or potential conflicts of interest with Multiverse to ensure organisational independence. Where a conflict of interest is identified, the individual will not be appointed as an IA.

5.10.2. Circumstances which would be classified by Multiverse as an IA possessing a conflict of interest in respect to independence from Multiverse include (but are not limited to):

5.10.2.1. IAs with a close personal relationship with a member of Multiverse staff;

5.10.2.2. IAs significantly involved in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme;

5.10.2.3. IAs involved in a reciprocal arrangement involving cognate programmes at another higher education provider.

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5.10.3. The Advanced Assessments team additionally conducts a second-stage conflict of interest process for all IAs prior to the delivery of any EPA to declare any known or potential conflicts of interest with learners (including their respective employer) to be assessed. Where a conflict of interest is identified, the applicable apprentice(s) will be assigned an alternative IA.

5.10.3.1. If an alternative IA cannot be allocated, the Advanced Assessments team will consult with the Regulatory Affairs team regarding the most suitable next action.

5.10.4. Circumstances which would be classified by Multiverse as an IA possessing a conflict of interest in respect to independence from facilitating an EPA for an apprentice include (but are not limited to):

5.10.4.1. IAs with a close professional, contractual or personal relationship with an apprentice;

5.10.4.2. IAs with a close professional or contractual with the apprentice's employer;

5.10.4.3. IAs required to assess colleagues who are recruited as apprentices;

5.10.4.4. IAs who are, or know they will be, in a position to significantly influence the future of an apprentice.

5.10.5. The Advanced Assessments team records all conflicts of interest raised by IAs on the Record of Independent Assessors, including actions taken.

6. Independent Assessor training

6.1. The Advanced Assessments team develops standardised training materials for IA induction training which are applicable to any apprenticeship standard IAs will support.

6.2. The Advanced Assessments team coordinates IA induction training, which covers the following topics:

6.2.1. Overview of the role of an IA at Multiverse, including key stakeholders for queries or concerns (Advanced Assessments, Instructional Delivery, Accounts Payable);

6.2.2. Overview of applicable Multiverse policies to delivery of EPA;

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6.2.3. Overview of the external moderation landscape IAs are operating within;

6.2.4. Details around each version of the apprenticeship standard(s) IAs will be assessing, and applicable Advanced Programmes at Multiverse;

6.2.5. Upcoming schedule of pre-EPA and post-EPA standardisation events for the next 12 months, including applicable IA responsibilities; and

6.2.6. Upcoming schedule of Progression & Award Boards of Examiners for the next 12 months, including applicable IA responsibilities.

6.3. The Advanced Assessments team additionally maintains the Record of IAs with details of IA engagement with induction training as well as broader CPD and exposure to professional practice applicable to the apprenticeship standard(s) they are assessing.

7. Standardisation events

7.1. Standardisation events exist at Multiverse as an internal quality assurance (IQA) mechanism to ensure EPA is reliable and comparable with other EPAOs, and across our different employers, cohorts, dates of EPA delivery, and IAs allocated.

7.2. All IAs are expected to attend a minimum of one pre-EPA and one post-EPA standardisation event every 12 months.

7.3. The Academic Quality Council (AQC) owns standardisation processes at Multiverse and will monitor the outputs of standardisation to ensure they consistently fulfil their purpose, identifying where improvements should be applied as necessary.

7.4. Pre-EPA standardisation events

7.4.1. Pre-EPA standardisation events exist to ensure Multiverse has a standardised approach to assessment delivery and grading prior to any EPA taking place. They are primarily a mechanism for setting Multiverse's expectations for the delivery and grading of EPA with IAs.

7.4.2. Pre-EPA standardisation events are chaired by a representative from Instructional Delivery with support from the Advanced Assessments team.

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7.4.3. Pre-standardisation events occur once per quarter per apprenticeship standard delivered by Multiverse, and all IAs assessing the applicable apprenticeship standard are expected to attend.

7.4.3.1. IAs are not permitted to deliver any EPA before attending at least one pre-standardisation event.

7.4.3.2. In the event of a published version update to the apprenticeship standard which impacts EPA, an additional pre-standardisation event will occur before the delivery of any EPA against the new version of the standard.

7.4.4. During a pre-EPA standardisation event, a sample of completed but unmarked apprentice portfolios are reviewed by the group to discuss points of merit and areas for improvement to establish a common set of principles for assessment.

7.4.4.1. If samples of completed portfolios cannot be obtained (e.g., for new programmes), the applicable assessment plan and example scenarios will be reviewed by the group to establish a common set of principles for assessment.

7.4.5. During the pre-EPA standardisation event, the group will reflect on the grading criteria from the applicable apprenticeship standard assessment plan and discuss:

7.4.5.1. How the grading criteria can be used to ensure consistent grading can be applied for all assessment methods;

7.4.5.2. What questioning can be applied to strengthen decision-making on grading (where applicable); and

7.4.5.3. How feedback to learners can be articulated which will accurately reflect the outcomes of EPA.

7.4.6. During the pre-EPA standardisation event, the group will review the applicable assessment project brief to ensure it is clear, current and fit-for-purpose.

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7.4.7. During the pre-EPA standardisation event, the group will additionally review any applicable banks of questions to be used by IAs, recommending any additions, amendments, or removals, as well as recommendations for number of questions to ask during the EPA.

7.4.8. During the pre-EPA standardisation event, the Chair will clarify expectations around the security and confidentiality of EPA materials.

7.4.9. All pre-EPA standardisation events are recorded for quality and compliance purposes.

7.4.10. Upon completion of a pre-EPA standardisation event, Advanced Assessments will confirm the details of attendance, maintaining a single central record of all pre-EPA standardisation events which have occurred.

7.5. Post-EPA standardisation events

7.5.1. Post-EPA standardisation events also exist to ensure Multiverse has a standardised approach to assessment delivery and grading. However, they differ from pre-standardisation events in that they are primarily a mechanism for IAs to share feedback with Multiverse from recent EPA delivery as to what's working and where areas of improvement have been identified.

7.5.2. Post-EPA standardisation events are delivered by the Instructional Delivery team, with support from the Advanced Assessments team.

7.5.3. Post-standardisation events occur at least once every six months per apprenticeship standard delivered by Multiverse, and all IAs assessing the applicable apprenticeship standard are expected to attend.

7.5.4. During a post-EPA standardisation event, the group will reflect on:

7.5.4.1. Effectiveness of materials used in the delivery and marking of EPA;

7.5.4.2. Any areas identified in EPA which demonstrate strong evidence of learner and/or business value;

7.5.4.3. Any trends or issues arising in learner EPA that could be supported by improved information, advice and guidance in advance of the EPA;

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7.5.4.4. General IA areas of satisfaction or dissatisfaction with the appointment to support operational processes.

7.5.5. All post-EPA standardisation events are recorded for quality and compliance purposes.

7.5.6. Upon completion of a post-EPA standardisation event, Advanced Assessments will confirm the details of attendance, maintaining a single central record of all post-EPA standardisation events which have occurred.

8. Internal quality assurance

8.1. The Advanced Assessments team facilitates internal quality assurance (IQA) of EPA processes as follows:

8.1.1. Operation of internal quality assurance systems (pre- and post-EPA standardisation meetings);

8.1.2. Review of EPA recordings (interviews, presentations and professional discussions);

8.1.3. Engagement with networks of professional, statutory and regulatory bodies (PSRBs) and other EPAOs delivering the EPA for the same apprenticeship standard(s);

8.1.4. Maintenance of operational processes; and

8.1.5. Periodic review of applicable policies.

9. External Examiners

9.1. External Examiners (EEs) are independent experts suitably appointed from other academic institutions to all Multiverse Advanced Programmes and are responsible for assuring quality, fairness, and consistency by providing advice on the academic standards of the degree (or other awards) to which they have been assigned, and ensuring consistency and comparability of EPA delivery and grading.

9.2. Multiverse holds a separate External Examiner Policy which details the roles and responsibilities for External Examiners, including as they pertain to EPA.

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10. EPA resits and retakes

10.1. EPA resits and retakes follow the guidelines set out in the Multiverse Academic Regulations.

10.2. For EPA, Skills England differentiates resits and retakes as follows:

10.2.1. A resit is where an apprentice does not commence any additional learning and resits a failed EPA assessment method. Resits typically occur within 3 months of a failed EPA outcome.

10.2.2. A retake is where an apprentice returns to learning, and will need to undertake Gateway again before retaking their EPA. Retakes typically occur within 6 months of a failed EPA outcome.

10.3. Both resits and retakes are at an employer's discretion and an apprentice's employer is required to agree as to whether a resit or retake is appropriate.

10.4. Should a resit/retake be agreed with an apprentice's employer, the Advanced Assessments team will provide new deadlines, and a supportive action plan (with timeframes) will be agreed with the apprentice's Coach to prepare the apprentice to undertake the resit/retake.

10.5. The assessment plan from the applicable apprenticeship standard will specify any additional requirements for resits/retakes, such as if projects will need to be redone in line with IA feedback from the original EPA, or specified deadlines.

10.6. For resits/retakes, to ensure fairness, Multiverse will ensure that the IA poses different questions to those posed in the original EPA, and where possible, the EPA is conducted by a different IA.

10.7. Resits/retakes can be for a single failed component of EPA, however, if the resit/retake for the failed component does not occur within six months of the original EPA outcome notification, the entire EPA will need to be resat/retaken in full.

10.8. Resits/retakes are not available to apprentices wishing to move from pass to a higher grade (e.g., merit or distinction grade).

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10.9. The applicable apprenticeship standard will specify as to whether any grade capping will apply for EPA resits/retakes.

11. Grade confirmation

11.1. Following IA marking, post-EPA standardisation, and External Examiner review, apprentice EPA grades will not be formally confirmed until the next Progression & Award Board of Examiners (quarterly). In addition to EPA grades, the Progression & Award Board of Examiners will also confirm the degree classification for the integrated degree on the apprenticeship.

11.1.1. Initial EPA feedback from IAs and provisional grades are shared via each apprentice via email before the Progression & Award Board of Examiners. For apprentices who have failed their EPA, this will detail the reasons for the failed component(s).

NB: The details of Board of Examiners processes can be found in the Assessment Policy.

11.2. Following confirmed EPA grades at the Progression & Award Board of Examiners, the Advanced Assessments team will communicate EPA outcomes with apprentices via the email address they have registered with Multiverse.

11.3. Due to differences in how final grading outcomes are calculated, it is possible for apprentices to achieve different levels across their degree and their apprenticeship. For example, it is possible to achieve a 1st degree classification and a Pass for the apprenticeship; as well as a 2:2 degree classification and a Distinction for the apprenticeship.

12. Certification

12.1. Certification of the degree

12.1.1. The Advanced Assessments team requests certificates for the degree to align with graduation ceremonies which occur once every six months.

12.1.1.1. For apprentices who require their degree certificate sooner than the scheduled graduation ceremony, they can request a digital certificate by contacting the Advanced Assessments team (advancedassessments@multiverse.io).

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12.1.2. All degree certificates are awarded and distributed by Multiverse, and are presented to apprentices at an in-person graduation where these take occur within 12 months of apprentices achieving their degree.

12.1.2.1. If apprentices are unable to attend graduation or exceptional circumstances lead to a graduation not taking place, these will be posted to their preferred address.

12.1.3. Multiverse apprentice alumni can request replacement/additional copies of their degree certificate by emailing advancedassessments@multiverse.io. Processing fees may apply for each additional degree certificate requested.

12.1.4. Where apprentices fail their EPA but have achieved a suitable level of credit on their degree, they may be entitled to an exit award, such as a CertHE or DipHE. In such cases, the applicable certificate will be distributed to the apprentice via post.

12.1.5. For any level of achievement, all apprentices will receive a transcript document specifying the modules and academic credit achieved on their programme.

12.2. Certification of the apprenticeship

12.2.1. The Advanced Assessments team requests certificates for the apprenticeship within 20 working days of confirmation of EPA outcomes from the applicable Progression & Awards Board of Examiners for an apprentice.

12.2.2. All apprenticeship certificates are awarded and distributed by Skills England and as such, processing times may vary.

12.2.3. The Advanced Assessments team will claim for all apprenticeship certificates to be delivered to the address of the apprentice's employer via the Skills England Apprenticeship Assessment Service.

12.2.4. Multiverse apprentice alumni can request replacement/additional copies of their apprenticeship certificate via the Department for Education website, at: https://certificates.apprenticeships.education.gov.uk/.

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12.2.5. Where apprentices fail their EPA (i.e., without successfully resitting or retaking), they will not be eligible to receive a certificate from Skills England.

13. Appeals and complaints

13.1. For learners seeking to appeal their EPA outcomes, they should refer to the appeals clauses within the Multiverse Assessment Policy, available on our Degree Apprenticeships Policies webpage.

13.2. For any complaints relating to Advanced Programmes EPA, individuals should refer to the Multiverse Complaints Policy, available on our support webpage.

14. Data retention

14.1. The Advanced Assessments team retains all applicable information relating to EPA, for both learners, employers and Independent Assessors, in alignment with the apprenticeship funding rules and in compliance with UK General Data Protection Regulations (GDPR) as well as broader Multiverse data protection policies, available on our policies webpage.

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Appendix A: Advanced Programmes at Multiverse

Apprenticeship Standard	Version of Standard	Approved to deliver EPA from	Multiverse Programme(s)	EPA Credit Value
Level 6 Digital and Technology Solutions Professional	1.0	4 Nov 2023	• Advanced Data Fellowship • Advanced Software Engineering • AI Advanced Software Engineering • AI Product Engineering • Tech Consulting	30 credits at level 6
	1.1	4 Nov 2023		
	1.2	4 Nov 2023		

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Appendix B: Independent Assessor job description

Role purpose

We are seeking to appoint Independent Assessors to deliver end-point assessment (EPA) for our higher education accredited degree apprenticeship programmes, which specialise in data analytics, technology consulting, and AI/software engineering. Apprentices completing our degree programmes are awarded an undergraduate degree in BSc (Hons) Digital and Technology Solutions as part of the level 6 Digital and Technology Solutions Professional apprenticeship standard.

For all Advanced Programmes, Multiverse acts as the apprenticeship training provider, the end-point assessment organisation (AO), and the degree awarding body. EPA is integrated into the degree and delivered as a final credit-bearing module, so the grade you award contributes to both the apprenticeship outcome and the academic award.

The Independent Assessor will conduct the synoptic, independent assessment of each apprentice against the grading criteria set out in the assessment plan published by Skills England, and must be independent of the apprentice, their employer, and the delivery of the programme.

Your main point of contact will be the Advanced Assessments team within Multiverse's Learner Success division, which is responsible for administering Independent Assessor appointments, coordinating EPAs, and issuing and reissuing Independent Assessor contracts.

Key Responsibilities

EPA delivery

- Conduct the synoptic independent assessment of apprentices in accordance with the assessment plan for the applicable apprenticeship standard and version, using only the assessment methods and order stipulated in that plan.
- Facilitate all assessment components for each apprentice allocated to you, including live components delivered online such as presentations, interviews, and professional discussions. All live components are recorded for quality and compliance purposes.
- Apply the grading criteria consistently and fairly, and complete and return grades and written feedback within the timelines set by the Advanced Assessments team.

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- Apply any approved reasonable adjustments to the delivery of an EPA, as communicated by the Advanced Assessments team, without undermining the validity or integrity of the assessment.
- Where an apprentice undertakes a resit or retake, pose different questions to those posed in the original EPA.
- Maintain the security and confidentiality of all EPA materials, including question banks and assessment briefs.

Quality assurance and compliance

- Declare any known or potential conflict of interest with Multiverse prior to appointment, and with each apprentice and their employer prior to the delivery of any EPA, notifying the Advanced Assessments team immediately where a conflict arises after allocation.
- Complete induction training on appointment and attend a minimum of one pre-EPA and one post-EPA standardisation event every 12 months for each apprenticeship standard you assess, contributing to the review of sample portfolios, grading criteria, assessment briefs, and question banks.
- Maintain records of continuing professional development relevant to your sector and area of expertise, and supply these to Multiverse on request for inclusion in the Record of Independent Assessors.
- Work with other Independent Assessors to ensure consistency and comparability of assessment across employers, cohorts, assessment dates, and assessors.
- Attend and contribute to Progression & Award Boards of Examiners as required, at which EPA grades and degree classifications are confirmed. These run four times a year and are hybrid, with no expectation of in-person attendance.
- Support External Examiner activity as necessary, including the observation of live assessments and standardisation meetings.

Person specification

Required

- Current or recent occupational competence in the applicable subject area (data, software engineering, or technical consulting), with the professional experience necessary to assess at level 6.
- Education to a minimum of FHEQ level 6 standard (e.g., bachelor's degree) or equivalent.
- Demonstrable experience of assessing individuals against defined criteria, and of producing clear, evidence-based written feedback to deadline.

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- Complete independence of Multiverse, of the apprentices assessed, and of their employers, with the ability to declare and maintain freedom from conflicts of interest.
- Sound judgement and the ability to reach and justify defensible grading decisions under scrutiny, including at Boards of Examiners and under external examination.
- Commitment to attending induction, standardisation events, and to maintaining a record of relevant CPD.
- A flexible disposition, comfortable with non-traditional processes.

Desirable

- Previous experience as an assessor with an end-point assessment organisation.
- An understanding of degree apprenticeships in England, of integrated EPA, and of how these differ from other forms of higher education.
- Familiarity with the level 6 Digital and Technology Solutions Professional apprenticeship standard and its assessment plan.
- An assessor qualification (e.g., TAQA or CAVA).
- Professional registration with the British Computer Society (BCS).
- Accreditation on AdvanceHE's Fellowship of the Higher Education Academy (FHEA) (any level).

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