

Administrative Support Guide

T Level Technical Qualification in Digital: Digital Production, Design and Development

Occupational Specialism

Summer

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Occupational Specialism Specific Information

This Summer assessment contains:

The release dates, assessment windows and student submission deadlines can be found on the [Key Date Schedule](#).

Material	Level of supervision and control	Dispatch Method
Task 1: Analysing the problem and designing a solution	Supervised, medium control: 20 hours	Secure Web Release
Task 2: Developing the solution	Supervised, medium control: 30 hours	Secure Web Release
Task 3a: Gathering feedback to inform future development	Supervised, medium control: 15 hours	Secure Web Release
Task 3b: Evaluating feedback to inform further development	Supervised, medium control: 2 hours	Secure Web Release

Materials given to Providers:

Task	Materials Provided
Task 1	<ul style="list-style-type: none">Task 1 BookletTask 1 Test Strategy Template
Task 2	<ul style="list-style-type: none">Task 2 BookletTask 2 Test Log Template
Task 3	<ul style="list-style-type: none">Task 3a BookletTask 3b Booklet

Secure material will be released on our website [here](#).

Note: Level of supervision and control is defined on the next page.

Provider submission deadlines: All student work must be uploaded to the OneDrive links by 12 midday on the next working day from the submission deadline. You must inform Pearson immediately if any submission deadline is going to be missed.

Programming Language Survey:

To prepare for the 2025 Digital Occupational Specialism Series, we are gathering more information about the programming languages Providers are using. Please complete the following form to provide details on the programming language being taught.

[Digital Occupational Specialism Occupational Specialism Programming Language Survey.](#)

Supervised conditions and control definitions:

Below are the **definitions** of supervised and medium control.

All the tasks in this Occupational Specialism are to be sat under **supervised conditions** with **medium control**.

Supervised conditions:

	Supervised Conditions
Authenticity	<ul style="list-style-type: none"> Students complete work under direct supervision Students are within direct sight of the supervisor(s) throughout the assessment
Time	<ul style="list-style-type: none"> Students have a limited amount of time in which to complete all work; the duration is specified by Pearson
Resource	<ul style="list-style-type: none"> Permitted resources are clearly specified on the task paper The provider must ensure that students only have access to the materials and resources as defined in the task paper Display materials which might provide assistance must be removed or covered
Collaboration	<ul style="list-style-type: none"> Students complete their work independently; there is no interaction with other students
Feedback	<ul style="list-style-type: none"> There must be no assistance of any description provided to the student during the assessment

Medium control: supervision which can be done by the teacher

This is the completion of assessment, usually over a longer period, which may include a period of controlled conditions. The controlled conditions **may** allow students to access resources, prepared notes or the internet to help them complete the task.

Acknowledging AI use:

At Pearson we are aware of the continued dynamics surrounding the use of AI and particularly in response to our Assessments. We will continue to monitor this and where conditions for it's use/non-use in our assessments are not explicitly stated, we encourage providers to follow JCQ guidance.

Before the assessment:

Providers must ensure that:

- ☐ They have read the instructions for delivery provided on the live assessment material, as well as any publication or communication from Pearson, to ensure you have the most relevant guidance to deliver this unit.
- ☐ They have understood the delivery of the assessment and read **General Administrative Support Guide document**.
- ☐ Materials received from Pearson are kept secure by the provider until the start of the assessment window.
- ☐ Providers must not discuss the details of the examination content with students.
- ☐ Students have been registered onto the correct course and entered for the correct assessment and series.
- ☐ Students due to sit the assessment are made aware of the timetabled sessions for the preparatory work and the supervised assessment.

During the assessment:

To maintain security during the formal supervised assessment period:

- The assessment areas must only be accessible to the individual student and named members of staff
- Students can only access their work under supervision
- Any work Students produce under supervision must be kept securely
- During any permitted break at the end of the session materials must be kept securely and no items removed from the supervised environment
- Students are permitted to have access to the internet during **some** of the supervised assessment periods and this is specified within each Task description in this document
- Students are not permitted to bring physical or digital resources into assessments unless specified

Set Tasks

Task 1

For the Task:

- Students must complete **all** parts of the activity within the assessment.
- Students will complete the task in **20 supervised hours** that are to be scheduled during the **three week window**.
- Students should complete it under **supervised conditions**.

Use of Internet for this Task:

- Monitored access to the internet is allowed during the supervised sessions for this Task.
- Providers should use their professional judgement as to how monitoring should take place.
- The internet may be used by the student to:
 - Carry out the research detailed in Activity A
 - Investigate similar products to the one they are proposing
 - Gather information (to be kept in their Appendices) that can be referred to when providing a rationale for their chosen design e.g., identification of common design features, identifying 'gaps in the market', key technologies, etc.
- When using the internet students **must not**:
 - Share their work with others
 - Transfer any work relating to the supervised tasks to external sources including (but not limited to):
 - Personal cloud-based file storage
 - Community knowledge bases, discussion groups, social media or any other website
 - Removable storage media
 - Communicate with other students
 - Collaborate in the production of any evidence of solution
 - Access and download large sections of code and/or complete solutions which are then presented as the student's own work (plagiarism)
 - Undertake any action that will undermine or jeopardise the integrity or security of the assessment. Any such action or suspected action should be reported by the supervisors of the assessment immediately.
- Student work and any material provided must be kept **securely** at all times.

For this Task Students will need access to:

- Internet
- Set Task Booklet (Task1)
- Template provided by Pearson: 'Task1_Test_Strategy_Template.doc'

Outside of the supervised session students are permitted to:

- Carry out research
- Produce notes containing the facts and figures related to their research

Note: Any notes students wish to take into their supervised session must be submitted as part of the assessment so they can be checked by a teacher or tutor, and they must confirm that the notes contain only facts and figures related to their research.

Notes that Students are permitted to bring into their supervised sessions must:

- Not contain attempts to interpret, analyse or evaluate the research in the context of the scenario
- Not contain any other context that has not been specified in these instructions
- Be submitted as an appendix to the task and retained by the Provider until after the end of the post-results service period.

Submitting Task 1:

At the end of the session, Students should:

- ☐ Save all the following files to their folder for submission:
 - Task1_Proposal (pdf file) and any relevant appendices
 - Task1_DesignDocs (multiple files including 'test strategy')
- ☐ Use the naming conventions detailed on the Set Task Brief.

Note: Students must **not** make any further changes to the outcomes for this task once the window has concluded.

At the end of the session, the Provider should:

- ☐ Copy all Student files to a secure area ready for submission to Pearson.
- ☐ Submit these versions of Task 1 outcomes by the submission deadline given.

Suggested practice:

- Providers to set up individual Task 1 user profiles only accessible during the supervised sessions
- At the end of the 20 hours these should be locked and not accessible to student
- The user areas should be archived for each candidate and held until after all Review of Marking and Appeal windows have closed, after which it can be at the discretion of the Provider if these are deleted.

- Outcome materials for each candidate should be zipped and held until after appeals are concluded
- Each Student materials zip file should be named Task1_StudentID_ProviderNum_Year.zip

Task 2

For the Task:

- Students must complete **all** parts of the activity within the assessment.
- Students will complete the task in **30 supervised hours** that are to be scheduled during the **four week window**.
- Students should complete it under **supervised conditions**.

Use of Internet for this Task:

Monitored access to the internet is allowed during the supervised sessions for this Task. Providers should use their professional judgement as to how monitoring should take place. The internet may be used by the students to:

- Gather digital assets such as layout templates, images, sounds and videos for use in the prototype
- Gather small sections of pre-written code that can be adapted for inclusion in the prototype
- Access online knowledge bases to check syntax, interpret error messages etc. such as:
- User guides for the chosen programming languages
- Community maintained wikis and forums for third-party libraries and frameworks
- Download publicly available datasets to populate and test back-end solutions

It is important to note that when gathering assets and code snippets the Student **MUST** record the sources used in assets log. This includes the use of any AI tool in the provision of any code repurposed in the development of the task solution. The log must:

- Record all sources used
- Describe the content and its intended purpose
- Log the date and location on which the information was retrieved

Guidance on use of AI:

- AI tools can be used to generate small snippets of code for this task, in the same way that students may use code repositories and other third-parties to get resources. It must not be the sole/primary tool used and must not be used to provide the student with the finished/completed solution.
- The student should record all sources that they used including AI (AI prompts, refinement process, feedback, evaluation, revisions should be captured and made clear in the Record of sources)
- It is the provider's responsibility to monitor the use of the internet (including AI) to ensure that it is being used as a tool, to provide help, rather than providing a final solution.

When using the internet students **must not**:

- Share their work with others
- Transfer any work relating to the supervised tasks to external sources including (but not limited to):

- Personal cloud-based file storage
- Community knowledge bases, discussion groups, social media or any other website
- Removable storage media
- Communicate with other students
- Collaborate in the production of any evidence of solution
- Access and download large sections of code and/or complete solutions which are then presented as the student's own work (plagiarism)
- Undertake any action that will undermine or jeopardise the integrity or security of the assessment. Any such action or suspected action should be reported by the supervisors of the assessment immediately.

For this Task Students will need access to:

- Set Task Booklet (Task 2)
- The templates provided by Pearson: 'Task_2_Test_Log_Template.doc'
- And the following files checked and provided by the Provider (pdf/ read only copies of):
- Task1_Proposal (pdf file) and any relevant appendices
- Task1_DesignDocs (multiple files including 'test strategy')

Submitting Task 2:

At the end of the session, Students should:

- ☐ Save **all** their work to their folder for submission
- ☐ Use the naming conventions details on the Set Task Brief

Note: Students must **not** make any further changes to the outcomes for this task once the window has concluded.

At the end of the session, the Provider should:

- ☐ Copy the following files to a secure area ready for submission to Pearson:
 - The functional prototype (varying folder structure and file types)
 - Task2 Development documents (multiple pdf files)
 - Task2 Content Assets Log (pdf file)
 - Task2_Test_Log (pdf file)
 - Task2 Code (pdf and txt files)
- ☐ Submit these versions of Task 2 outcomes by the submission deadline given.

Suggested practice:

- Providers to set up individual Task 2 user profiles only accessible during the supervised sessions
- At the end of the 30 hours these exam accounts should be locked and not accessible to students
- The user areas should be archived for each candidate
- Outcome materials for each candidate should be zipped and held until

- after appeals are concluded
- Each Student materials zip file should be named Task2_StudentID_ProviderNum_Year.zip

Task 3a

For the Task:

- Students must complete **all** parts of the activity within the assessment.
- Students will complete the task in **15 supervised hours** that are to be scheduled during the **two week window**.
- Students should complete it under **supervised conditions**.
- Students should only be creating the questionnaires in the controlled sessions to ensure that submitted work is their own.
- Students are allowed to give each other feedback during the controlled sessions.

Use of Internet for this Task:

Monitored access to the internet is allowed during the supervised sessions for the Task. Providers should use their professional judgement as to how monitoring should take place.

The internet may be used by the Students to:

- Access tools to support the presentation of their prototype to others (e.g. text-to-speech tools to support a functionality demonstration, video compression tools, online meeting tools)
- Create and distribute questionnaires/forms to gather feedback on the prototype
- Provide test users with access to a copy of the prototype

When using the internet in the Task Students **must not**:

- Make further changes to their evidence/outcomes from Tasks 1 and 2
- Access and download the work of others with the intention of being presented as the student's own work (plagiarism)
- Communicate with others beyond the requirements of the activity (i.e., present the prototype and gain feedback)
- Undertake any action that will undermine or jeopardise the integrity or security of the assessment. Any such action or suspected action should be reported by the supervisors of the assessment immediately.

For this Task Students will need access to:

- The Set Task Booklet (Task 3a) and the following files checked and provided by the Provider (pdf/ read only copies):
- Task1_Proposal (pdf file) and any relevant appendices
- Task1_DesignDocs (multiple files including 'test strategy')
- The functional prototype (varying folder structure and file types)
- Task2 Development documents (multiple pdf files)
- Task2 Content Assets Log (pdf file)
- Task2_Test_Log (pdf file)
- Task2 Code (pdf and txt files)

Submitting Task 3a:

At the end of the session, Students should:

- ☐ Save **all** their work to their folder for submission.
- ☐ Use the following naming convention: Task3_PartA_[Document name] (varying folders and document types)

Note: Students must **not** make any further changes to the outcomes for this task once the window has concluded. Students are permitted to produce evidence for this task during unsupervised time, as long as this occurs **within** the assessment window.

At the end of the session, the Provider should:

- ☐ Copy the Student files to a secure area ready for submission to Pearson.
- ☐ Submit these versions of Task 3 outcomes by the submission deadline given.

Suggested practice:

- Providers to set up individual Task 3a user profiles only accessible during supervised sessions
- At the end of the 15 hours these exam accounts should be locked and not accessible to Students
- The user areas should be archived for each Student
- Outcome materials for each candidate should be zipped and held until after appeals are concluded
- Each Student materials zip file should be named Task3PartA_StudentID_Provider-Num_Year.zip

Task 3b

For this Task:

- Students must complete **all** parts of the activity within the assessment.
- Students will complete the task in **2 supervised hours** that are to be scheduled on the day given.
- Students should complete it under **supervised conditions**.

Access to the internet is **not permitted** during the supervised session for this Task.

For this Task Students will need access to:

- The Set Task Booklet (Task 3b) and the following files checked and provided by the Provider (pdf/ read only copies):
 - Task1_Proposal (pdf file) and any relevant appendices
 - Task1_DesignDocs (multiple files including 'test strategy')
 - The functional prototype (varying folder structure and file types)
 - Task2 Development documents (multiple pdf files)
 - Task2 Content Assets Log (pdf file)
 - Task2_Test_Log (pdf file)
 - Task2 Code (pdf and txt files)
 - Task3_PartA_[Document name] (varying folders and document types)

Submitting Task 3b:

At the end of the session, Students should:

- ☐ Save **all** their work to their folder for submission.
- ☐ Use the following naming convention: Task3_PartB_[Document name] (varying folders and document types)

Note: Students must **not** make any further changes to the outcomes for this task once the window has concluded.

At the end of the session, Providers should:

- ☐ Copy the student files to a secure area ready for submission to Pearson
- ☐ Submit these versions of Task 3b outcomes by the submission deadline given.

Suggested practice:

- Provider to set up individual Task 3b user profiles only accessible during the supervised session
- At the end of the 2 hours these exam accounts should be locked down and not accessible to students
- The user areas should be archived for each Student
- Outcome materials for each candidate should be zipped and held until after appeals are concluded
- Each Student materials zip file should be named Task3PartB_StudentID_Provider-Num_Year.zip

Attendance Register

The attendance register can be accessed online and will be available to providers with their OneDrive link that they will get 48 hours before Task 1 submission deadline. This will be sent to Providers via **email**.

If a student is absent or has been withdrawn from the assessment, you must mark the student as 'Absent' on the attendance register. All students who complete work should be marked as 'Present'.

If a student is absent from a task, the correct process is to mark them as 'Absent' to indicate that they did not complete that part of the assessment.

After the assessment:

Submission of work

Students' work will be externally assessed and marked. You will be provided with a secure OneDrive link to submit student work 48 hours before the submission deadline.

Submission deadlines can be found in your **exam timetable**.

Please ensure the following are submitted for each student who sat this task.

Item		Number to be sent
1	Student evidence upload via OneDrive link provided	One per student
2	Attendance register	One copy per cohort

General Information

This Administrative Support Guide (ASG) should be read in conjunction with the General Administrative Support Guide document.

If you have any further queries regarding this administrative support guide, please visit the contact pages below for:

- [Exams Officers](#)
- [Teachers](#)

Key Links:

- Visit [here](#) for information on entry deadlines and results dates
 - Visit [here](#) for information on exam timetables

Post Results Services (PRS)

- Visit [here](#) for information on:
 - Review of Marking and Moderation (RoMMs)
 - Appeals

Special Requirements

- Visit [here](#) for information on special considerations
- Visit [here](#) for information on access arrangements

Training from Pearson

- Visit [here](#) to register your interest for our upcoming training events.

Support Materials for Occupational Specialism

Please visit your qualification page to find the following [support materials](#):

- Past papers and mark schemes
 - Lead examiner reports
- Specimen Assessment Materials

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