

# Centre Guidance: Interim Approach to Claiming Construction Training Diploma Knowledge Tests

## Introduction

1. This guidance has been produced to inform centres of how to claim for a knowledge test within one of NOCN's construction training diplomas, where the Centre has decided to determine a Centre Assessment Grade for the unit. If they wish to, centres are also able to allow learners to complete their knowledge tests using our newly launched remote invigilation service. Please contact NOCN directly for further information regarding remote invigilation.
2. Please note that this guidance only applies to learners, registered on programme on or before 20<sup>th</sup> March, who were expected to sit their knowledge test between the 20<sup>th</sup> March and the 31<sup>st</sup> July, but have been affected by the COVID-19 disruption. Centres must not submit a Centre Assessment Grade for learners outside of this period. This will be considered malpractice by NOCN.

## Determining a Centre Assessment Grade for a Knowledge Test

3. Before claiming a result to NOCN via Quartzweb, centres must first determine a Centre Assessment Grade for the knowledge test, before claiming for unit achievement on Quartzweb. There is a separate and unique process that centres must follow to submit Centre Assessment Grades to NOCN. For further information regarding NOCN's policy and guidance regarding calculated assessment, please refer to our website here: <https://www.nocn.org.uk/what-we-do/qualifications/update-on-calculated-results-for-nocn-qualifications/>

## Claiming a Knowledge Test Unit Using a Centre Assessment Grade

4. Once quality assured and confirmed by NOCN, centres can claim for knowledge test achievements on Quartzweb. These must be completed by Direct Entry and cannot be completed using an ERAC. To claim for a knowledge test, navigate to the Direct Entry Result section of the system as normal. During this period of COVID-19 disruption, knowledge tests, which usually do not show, will be shown in the list of units for each learner, as below:

Direct Entry Results By Learner Submission  
Run [30408609] ← Back to Run

**Test Learner (31854938)**

[RESIT] NOCN\_Cskills Awards Level 2 Diploma in Bench Joinery (Construction)  
 TEST-The Corps

Test Learner (31854938) ▼

Save 1 result for this run in this result claim

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Unit	Result
OUZ131:Manufacture routine joinery products - Knowledge Test - L/504/7941 - CSA L2Occ61 - C=44 L=Two	<input type="text"/> <input type="text"/> <span style="float: right;">Set APL</span>
<input checked="" type="checkbox"/> OUZ451:Prepare and use carpentry and joinery portable power tools - Practical Assignment - M/504/7883 - - C=0 L=One	<span style="color: green;">▶</span> Achieved <span style="float: right;">▼</span> <span style="float: right;">Set APL</span>

5. To claim for the knowledge test, instead of selecting 'Achieved', you will need to enter one of the corresponding values, dependent on which grade NOCN has confirmed to you to claim as part of the Centre Assessment Grade process:

- If you have deemed that the learner has **failed**: Enter '0'
- If you have deemed that the learner has achieved a **Pass**: Enter '1'
- If you have deemed that the learner has achieved a **Merit**: Enter '5'
- If you have deemed that the learner has achieved a **Distinction**: Enter '10'

Making a judgement for the grade awarded should be made using evidence of previous results or practice/mock tests. Centres should also ensure that they have a similar range of grade profiles to previous years.

**Pass = 60%**

**Merit = 80%**

**Distinction = 90%**

Inputting anything other than the values above will not allow you to save the results. Once you have entered all results, select 'Save' as normal. You will know this has worked as, once saved, the corresponding grade will now show, as below:

Direct Entry Results By Learner Submission  
Run [30408609] ← Back to Run

**Test Learner (31854938)**

[RESIT] NOCN\_Cskills Awards Level 2 Diploma in Bench Joinery (Construction)  
TEST-The Corps

Test Learner (31854938) ▼

Save 2 results for this run in this result claim

Unit	Result	Set APL
OUZ131: Manufacture routine joinery products - Knowledge Test - L/504/7941 - CSA L2Occ61 - C=44 L=Two	5 Merit	Set APL
OUZ451: Prepare and use carpentry and joinery portable power tools - Practical Assignment - M/504/7883 - - C=0 L=One	Achieved	Set APL
OUZ516: Manufacture routine joinery products - Practical Assignment - L/504/7941 - C=0 L=Two		

## Guidance and Support

If you require any further guidance or support from NOCN, please contact us on the channels below:

Customer Services Team – [nocn@nocn.org.uk](mailto:nocn@nocn.org.uk)

Quality Assurance Team – [assurance@nocn.org.uk](mailto:assurance@nocn.org.uk)

One Awards Centres should continue to contact One Awards directly on [cst@oneawards.org.uk](mailto:cst@oneawards.org.uk).