



End Point Assessment creation and internal moderation procedures

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1. **Introduction**

- 1.1 The International Association of Maritime Institutions (IAMI) undertakes assessment services on behalf of its members to assist them to complete the independent final end point assessment (EPA) of candidates completing their apprenticeship.
- 1.2 This procedure guides the internal moderation of all assessments used within the end point assessment (EPA) process.
- 1.3 This procedure has been developed to guide both assessment writers and the internal moderator involved in the assessment process
- 1.4 The following apprenticeship standards are controlled within these procedures:

ST0274	Deck Rating
ST0307	Port Operative
ST0400	Workboat crewmember
ST0427	Marine Pilot
ST0428	Port Marine Operations Officer
ST0621	Boatmaster
ST0765	Harbour Master
ST0842	Officer of the Watch (Near Coastal)
ST0875	Small Vessel Chief Engineer
St0952	Fisher

2. **Assessment writer's responsibilities**

- 2.1 Each assessment writer must be engaged by IAMI through a formal "Services Contract" as an assessor. Each writer / assessor must have the skills and knowledge as identified within the EPA for each standard. This EPA standard is supplied to each assessor and is also provided on-line at <https://www.instituteforapprenticeships.org/apprenticeship-standards/?routes=Transport-and-logistics> and at <https://iami.info/epa-documents/>
- 2.2 Each assessor must declare via IAMI form A1 (enclosed) of
 - i. List all employers with whom they are unable to assess due to possible conflict of interest:
 - ii. That they have received and read the IAMI Policy on Data Protection:
 - iii. That they have received and read the IAMI Policy on Conflict of Interest
 - iv. That they have received and read the IAMI Policy on Safeguarding
 - v. That they have received and read the IAMI Policy on malpractice
- 2.3. The creation of each question should be guided by the descriptor terminology used in each of the specific EPA, such as level 3 (Describes, Demonstrates, Outlines, Explains) or level 6 (Describes, Justifies, Evaluates, Implements) to

determine the complexity of the question required and associated answer. The question and its answer should be at the right level of difficulty for that standard, so a diligent apprentice can meet the expected standard.

- 2.4 Each question should use common terms / terminology and all abbreviations must be spelt out in plain English. This ensures the terminology used in questions does not contain ambiguities or hidden expectations in the assessment. The assessment question must be free from gender, ethnic, political, cultural or other discrimination and stereotyping (refer to IAMI Equalities Policy)
- 2.5 In written examinations where additional information is supplied, then this should be referenced in numerical sequence, such as table 1, chart area 2, data list 3.
- 2.6 Questions and their answers must retain currency and must not refer to redundant operational practices and/or legislation.
- 2.7 Each question written will follow the standard question format for multi-choice or professional discussion to ensure consistency, and must contain the following information:
 - a) Assessment area/s with numbered Knowledge, Skill and Behaviour (K,S,B) from the EPA
 - b) Assessor's Name
 - c) Assessor's e-mail Address
 - d) Apprenticeship Standard
 - e) Question stem
 - f) Specimen answer
 - a. Only one correct answer from four possible in the multi-choice assessment. See 2.11 for more detail.
 - b. Graded answer for the professional discussion to assign a pass and distinction grade. See 2.12 for more detail.
 - c. Marking scheme to be provided for the written examination with the marks uniformly over all questions. Refer to 2.14 for more detail.
- 2.8 The question and supplied answer should enable a diligent candidate to complete their assessment within the following time limits of:

For a multi-choice question	2 minutes per answer
For a professional discussion question	5 minutes per answer
For a written examination	Fixed at 120 or 200 mins per paper
- 2.9 The writer must ensure that the question and answer is within an identified assessment criteria area of (K,S,B) as stated within the EPA. When creating

new questions, assessors are required to reference the mapping of the K,S,B for each standard to ensure a uniform coverage of questions are applied across the full range of K, S and B. These K,S,B mapping spreadsheets are maintained within the EPA portal at <https://epa.iami.info/> under section “documents”, “list documents”, select applicable standard, then “moderated professional review questions”.

- 2.10 Apprentice EPA’s are graded at either Fail, Pass or Distinction. Each EPA provides a grading criterion to guide assessors to ensure a uniform and consistent grading between apprentices. This grading criteria may be used within the creation of the assessment questions when they are written by the assessor.
- 2.11 For the multi-choice. Each question must be provided within only four answers numbered A to D of which only one can be correct. This correct answer must be identified by the assessor. The assessor is not required to grade each question for this assessment type.
- 2.12 For the professional discussion. Each question stem is to be provided with at least four (4) pass grade specimen answers, and at least four (4) distinction grade specimen answers. The pass grade answers should be fully aligned with the grading criteria for a pass grade as stated in the EPA. The distinction grade answers provide a more detailed response and should be fully aligned with the grading criteria for a distinction grade as stated in the EPA.
- 2.13 For the written examination. Each examination paper is created by the criteria stated within each EPA. This requires that each question be identified to at least one specific K, S or B and also that the question is aligned to the descriptor used for that K, S or B at the pass grade. Where a distinction grade descriptor is provided within an EPA, this shall only be used by the assessor that marks the completed apprentice script.
- 2.14 The writer shall provide a marking scheme that
 - 2.14.1 Provides sufficient information in the expected answer so that all credit worthy responses to the question asked is appropriately awarded
 - 2.14.2 Is aligned to the grading criteria for the pass grade for that standard
 - 2.14.2 The marks within the marking scheme are evenly allocated to each question
 - 2.14.3 The total marks in the marking scheme match the maximum marks for that examination paper
 - 2.14.4 Assigns a minimum of two (2) marks for any expected statement or answer to enable the script marker to apply their professional judgement within the boundary of the specimen answer

3. Internal moderators' responsibilities

- 3.1 IAMI will appoint internal moderators who have the previous experience required to undertake this task. Currently this task is being completed by the EPA Officer.
- 3.2 Moderators will receive the writer's questions and answers, and will
 - 3.2.1 Check that the writer is assigned to that standard
 - 3.2.2 Confirm the submitted question meets the expected and standardised format and header information
 - 3.2.3 Confirm that the submitted question is within the assessment criteria area as stated within the K, S, B for that EPA
 - 3.2.4 Check the grammar is correct to reduce candidate misunderstanding, that the question is free from ambiguity, and the question is compliant with the IAMI Equality Policy
 - 3.2.5 Ensure that all included common abbreviations used are expanded in plain English
 - 3.2.6 Ensure that only one correct answer is provided for the multi-choice assessment
 - 3.2.7 Confirm the answers provided are at the right level of difficulty for that standard, are correct, and allow for a diligent candidate to complete in the time scale provided. If the moderator is unsure then the question will be referred to another assessor assigned to the same standard.
 - 3.2.8 Confirm the answer provided is graded appropriately with regard to that standard's EPA grading criteria for Fail / Pass / Distinction boundaries. If the moderator is unsure then the specimen answer will be referred to another assessor assigned to the same standard.
 - 3.2.9 Place the completed question and answer in the <https://epa.iami.info/> website via an Admin log-in. Note the system will only allow one correct answer in 3.2.6 as well as identifying where no correct answer has been selected.
 - 3.2.10 Updates the K,S,B mapping spreadsheet to ensure this reflects the full range of questions contained within each standard's question bank. Spreadsheet stored on-line on the EPA portal at <https://epa.iami.info/>. The moderator will identify areas of low

coverage on the K, S and B mapping to question writers for future and additional questions at the next annual moderation meeting.

- 3.2.11 Confirm to the IAMI Treasurer that a question has been moderated for payment to the writer

4. IAMI monitoring responsibilities

- 4.1 IAMI will maintain the procedures and quality systems to ensure that the EPA's to be undertaken are fair, valid, reliable and consistent.
- 4.2 The <https://epa.iami.info/> website allows all assessors to feedback their reports and assessment marking. This system specifically requires each assessor to flag any question that they believe is not a fair assessment of candidate knowledge, skills or behaviour. IAMI admin will review this feedback and remove any question that is not considered to be fair, valid, reliable and consistent.
- 4.3 The annual EPA report to IAMI Directors will include:
- Number of EPA's undertaken
 - Number of successful EPA's, listed by employer, candidate gender, age, and ethnicity
 - Number of EPA appeals
 - Number of EPA complaints
 - Profile of the oral questions grading (Fail/pass/distinction)
 - Number of reasonable adjustments made
 - Number of moderated professional review questions held for EPA purposes for each standard
 - Number of multi-choice examinations available for each standard
 - Number of final written examinations available for each standard
 - Number of questions removed from the assessment question bank due to point 4.2
 - Number of assessment observations undertaken each year, and compared to the target of 10%
 - Feedback from the annual internal moderation meeting of assessments and identify areas of improvement and concern.

5. Policy Review

The effectiveness of this policy will be reviewed every three years in light of experience and best practice. This mechanism recognises that changes as a result of experience may prompt a review of the policy before the end of this three-year period.

Form A1 – Assessor declaration

Assessors are required to meet the pre-requisites of professional standards including assessment experience.

Date:	Click here to enter text.
Assessor name:	Click here to enter text.
Assessor DoB	
Assessor NI number	
Assessor home address	
Assessor email address:	Click here to enter text.
Apprenticeship standard:	ST0
List all employees with whom I am unable to assess due to possible conflict of interest:	Click here to enter text.
I have received and read the IAMI Policy on Data Protection:	Click here to enter text.
I have received and read the IAMI Policy on Conflict of Interest	Click here to enter text.
I have received and read the IAMI Policy on Equalities	Click here to enter text.
I have received and read the IAMI Policy on Malpractice	Click here to enter text.

Statement of relevant professional qualifications and assessment experience, such as Certificate of Competency, Voluntary Towage Endorsement Assessor, Pilotage licence, role as a mentor or senior officer, etc:

[Click here to enter text.](#)

Statement of occupational expertise and knowledge in the maritime sector, especially in the occupational areas they are requesting to assess:

[Click here to enter text.](#)

I have received the apprentice standard and have a hard copy of the EPA plan :

[Click here to enter text.](#)

Name

Signed

Date

