

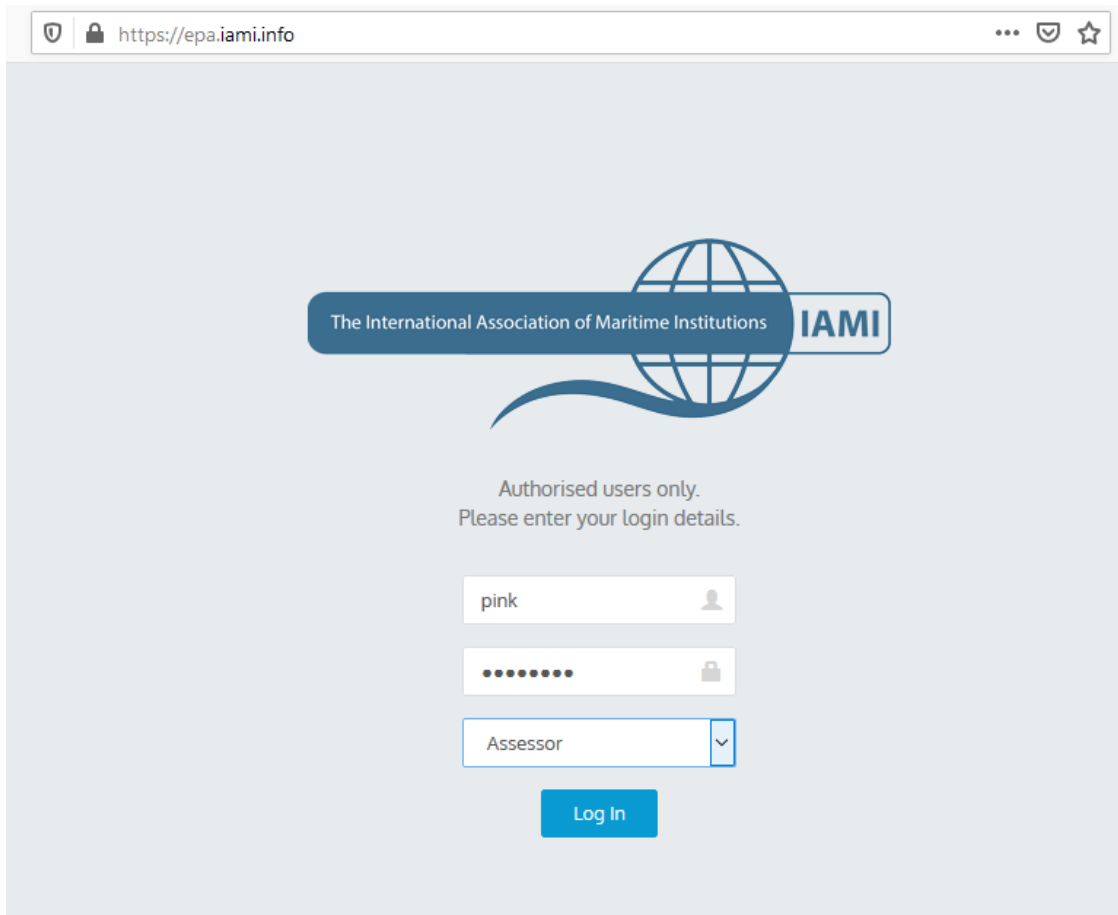


## End Point Assessment (EPA) guidance for assessors

System log-in	Paragraph 1
View a multi-choice exam	Paragraph 5
Download an oral or professional review exam	Paragraph 12
Mark a practical exam	Paragraph 19
Mark a written examination	Paragraph 25
Record the final assessment grade	Paragraph 32

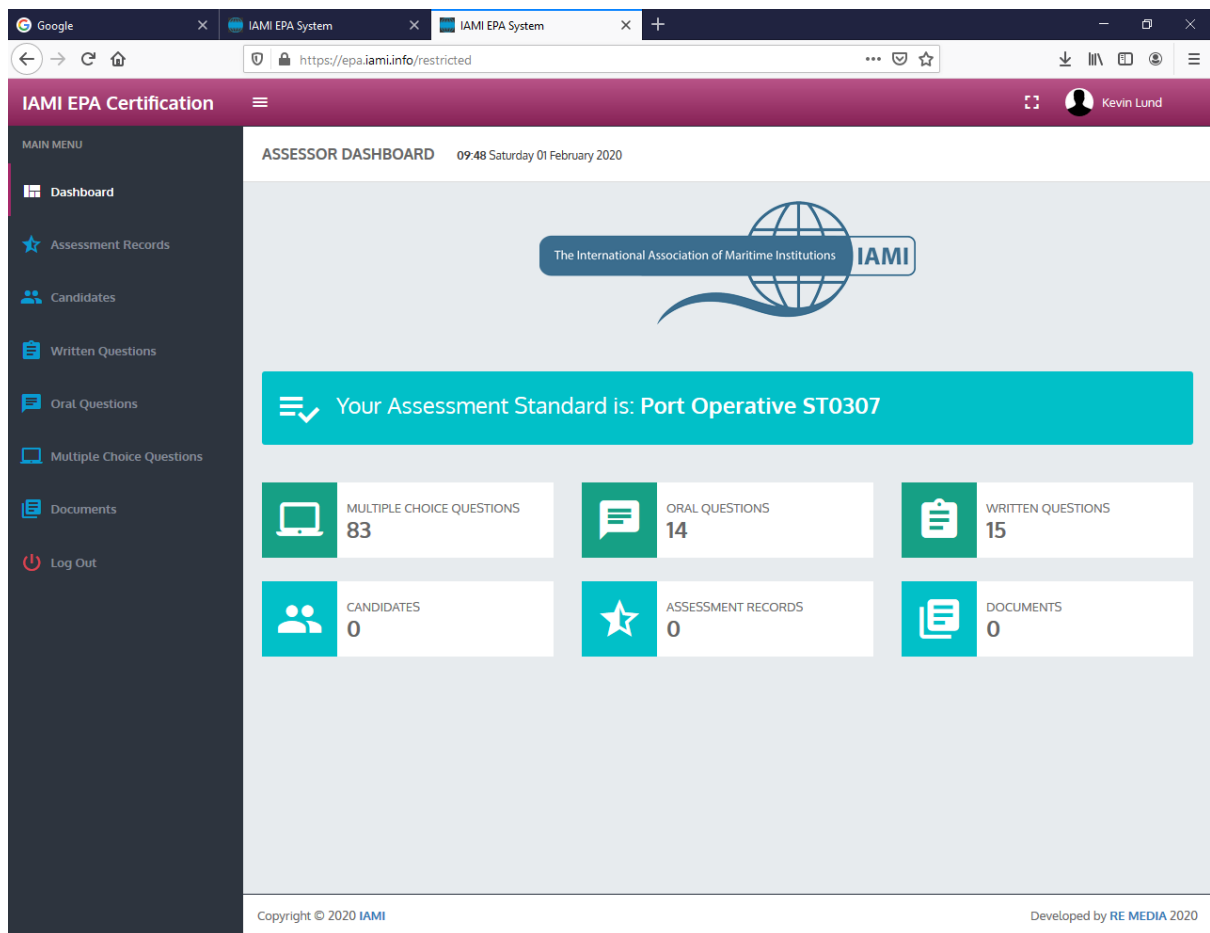
Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
IAMI Director	Ver 8	March 2023	May 2026	Secretary, IAMI

1. Log-on at <https://epa.iami.info/> using your assigned username and password. Your log-in will allow you access to the apprenticeship standard you are assigned to. If you have been assigned to more than one standard, then you will have multiple logins with different usernames and passwords.
2. The example shows assessor username “pink” logging on and selecting “assessor” in the “select user type.” Note the username entry is case sensitive.



The screenshot shows a web browser window with the address bar displaying <https://epa.iami.info>. The page features the IAMI logo, which consists of a globe icon and the text "The International Association of Maritime Institutions IAMI". Below the logo, the text "Authorised users only. Please enter your login details." is displayed. The login form includes three input fields: a username field containing "pink", a password field represented by a series of dots, and a dropdown menu currently showing "Assessor". A blue "Log In" button is positioned below the input fields.

3. Once logged in you will see the standard you are assigned to. In this example the Port Operative ST0307 standard, which shows the number of oral questions and multiple-choice questions for this standard. Remember that these questions (and answers) are for valid assessment only and are not to be shared with anyone.



4. To add a candidate. This step will be undertaken by IAMI Admin only.

5. **Multiple-choice (MC) exam for Port Operatives.**

The exam can only be set up by the IAMI Admin, but you as the assessor can

- Click on “assessment Records” to view the candidates assigned to you that are being assessed and when, as shown below in screen 5a
- Click on “assessment Records” to view the questions that were randomly selected by the system for this 90-minute test, as shown below in screen 5b
- Note that the default questions are for the Cargo Operations option only. Where the Passenger option is required, then IAMI Admin will issue supplementary questions.

Assessment Record 17 Details

Assessment Record ID:	17
Assessment Type:	MULTI
Assessment Standard:	Port Operative ST0307
Assessment Location:	On Line for Multiple choice On-line
Assessor:	Test assessor - Susan <a href="mailto:susan1734@talktalk.net">susan1734@talktalk.net</a>
Candidate:	Sky Blue 25 December 1970 10 Downing Street, London <a href="mailto:susan1734@talktalk.net">susan1734@talktalk.net</a> test candidate for assessor guidance only
Candidate Access Code:	EiC0ldtYzjoD
Employer Contact Email:	<a href="mailto:gary1734@talktalk.net">gary1734@talktalk.net</a>
Expected Assessment Date:	Tue 4 February 2020
Sent to Candidate:	Tue 4 February 2020 13:05
Notes:	Test assessment to create assessor guidelines - do not use
Created:	2020-02-04 09:22:39

Close

Screen display for 5a

Questions for Assessment Record 17 (MULTI)			
No.	ID:	Area:	Short Description:
1	477	4	On completion of the discharge of a wheat cargo in bulk;
2	414	1	A hazard is ....
3	469	2	A net placed beneath the accommodation ladder acts to;
4	473	3	The Safe Working Load (SWL)
5	418	1	Which one of the following is the main item of PPE required for personnel mooring a vessel
6	471	2	Wire rope clips should ;
7	425	1	What is the main identification system used to identify specific containers
8	474	3	When a lift truck is operating in the warehouse
9	496	5	A United Kingdom passport ;
10	495	5	On arrival for embarkation on a cruise a passenger must produce;
11	510	1	In addition to the standard PPE requirements, all personnel who are working at height (i.e. in any position from which...
12	518	2	During an un-berthing operation the lines have gone slack, you have received no specific orders; what actions do you take?
13	524	4	The hand signal to "Heave Away" is .....
14	451	1	What are the principle roles of supervisors within your port and the port industry?
15	506	1	Which publication (issued by the Maritime & Coastguard Agency) can you consult to obtain guidance on; • Entering Dangerous (Enclosed) Spaces • Hatch Covers...
16	528	2	At the location of any access to and from the vessel, COSWP highlights that the following safety item must be...
17	481	4	What would you do if there was no rated capacity plate fitted on the fork lift trucks (FLT) ?
18	526	4	The hand signal to "slack away" or "slack off" is .....
19	494	4	When loading a bulk cargo the cargo should be trimmed and distributed symmetrically

Screen display for 5b

6. You are not required to mark this test, as the system will do that automatically

7. For your information the candidate (in this case Sky Blue) will receive the following information

## Your IAMI EPA Multiple Choice Assessment Details

Dear Sky Blue,

Your online assessment for the **Port Operative ST0307** Apprenticeship Standard has been created.

Your employer, who will monitor your test, will tell you when your assessment is ready for you to take. You can prepare for this knowledge test by reviewing your training record and the course notes you have been provided with.

The on-line test will take **90 minutes** during which you will be asked **45 questions** directly related to your training.

Online assessment link: <https://epa.iami.info/multiple-choice-assessment>

Candidate access code: **EiC0ldtYZjoD**

Regards,

IAMI

The International Association of Maritime Institutions

[www.iami.info](http://www.iami.info)

8. This access code, shown as **EiC0ldtYZjoD** can only be used once, and for the Port Operatives, the candidate will have 90 minutes in which to undertake this test.
9. After clicking on the email link, the multi-choice exam screen will appear, requiring the candidate to enter their own details.

The screenshot shows a web browser window with the URL <https://epa.iami.info/multiple-choice-assessment>. The page features the IAMI logo at the top, which includes a globe and the text "The International Association of Maritime Institutions IAMI". Below the logo, the heading "AUTHORISED EPA CANDIDATES ONLY" is displayed. A message states: "Please enter your details below when instructed by your employer or EPA assessor. If you do not have any of these details, please inform your employer or EPA assessor." The form contains three input fields: "Your Assessment Access Code:", "Registered Email Address:", and "Date of Birth:". The "Date of Birth:" field is a dropdown menu with "Day", "Month", and "Year" options. A blue "Log In" button is positioned at the bottom of the form.

10. The advice screen for the candidates to start their test. Once they press “Start Assessment” the 90 minute time limit will commence.

The screenshot shows a web browser window with the URL <https://epa.iami.info/multiple-choice-assessment/intro>. The page features the IAMI logo at the top. Below the logo, the heading "IAMI EPA Multiple Choice Assessment" is displayed. A table provides the following information:

Apprenticeship Standard:	Port Operative ST0307
Candidate Name:	Sky Blue
Candidate DOB:	25 December 1970
Assessor Name:	Test assessor - Susan
Assessment Location:	On Line for Multiple choice

Below the table, the text reads: "You are shortly about to start your online assessment. This assessment is in the multi-choice format and you will have 90 minutes to answer 45 questions. Each question has a question, followed by four possible answers. Read the question carefully and then select one of the possible answers. Once you have selected your answer you should move to the next question. If you are unsure of any answer, move onto the next question, as you only have 90 minutes, which is only 2 minutes per question. Your completed assessment will be sent to your employer, who will give you your result. When you are ready to start, please select the Start button, your 90 minutes will start from then." A blue "Start Assessment" button is located at the bottom of the page.

11. After 90 minutes the system will automatically halt the assessment and the exam results sent to the employer in the format “***The candidate scored 67% (30 correct out of 45)***”.

Only IAMI Admin will receive the results table shown below.



#### **IAMI EPA Online Assessment Results: Sky Blue**

Question	Candidate Answer	Correct
1. On completion of the discharge of a wheat cargo in bulk;	send equipment into the hold to sweep and remove residue left in hold	Y
2. A hazard is ....	a source of potential harm or injury or damage	Y
3. A net placed beneath the accommodation ladder acts to;	arrest a fall	N
4. The Safe Working Load (SWL)	is a measurement marked in tonnes on all items of approved lifting equipment	Y
5. Which one of the following is the main item of PPE required for personnel mooring a vessel	lifejacket or buoyancy aid	Y
6. Wire rope clips should ;	be fitted with live / working end on the U of the clip	N
7. What is the main identification system used to identify specific containers	The external colour of each container	N
8. When a lift truck is operating in the warehouse	it is the lift truck operator's responsibility to be aware of pedestrians around them	Y
9. A United Kingdom passport ;	remains the property of the Crown at all times	Y
10. On arrival for embarkation on a cruise a passenger must produce;	Both passport and ticket	N
11. In addition to the standard PPE requirements, all personnel who are working at height (i.e. in any position from which there is a risk of falling)	(1) Approved Safety Harness, (2) Suitably Strong Anchor Point	Y

12. **Oral or professional review questions for the WorkBoat sector.**

The exam is set up by the IAMI Admin, but you as the assessor can

- a. View who is being assessed and when
- b. View the questions that were randomly selected by the system for you to use

13. In this example candidate Sky Blue has been assigned an oral exam on 13<sup>th</sup> February to be taken at the “Newcastle Office”. Your role as assessor is to download the exam by pressing the “print exam”

The screenshot shows the IAMI EPA Certification web application. On the left is a dark sidebar with a 'MAIN MENU' containing links to Dashboard, Assessment Records (highlighted with a red circle), Candidates, Written Questions, Oral Questions, Multiple Choice Questions, Documents, and Log Out. The main content area is titled 'IAM I EPA CERTIFICATION' and displays 'My Assigned Assessment Records'. At the top of this section, there is a 'Show 15 entries' dropdown, a search bar, and buttons for 'Copy', 'Excel', 'PDF', and 'Print'. Below this is a table with columns: ID, Date, Type, Standard, Candidate, Location, and Actions. Two entries are visible. The first entry (ID 21) is for a candidate named 'Sky Blue' (highlighted with a red circle) at the 'Newcastle Centre'. Its actions include 'View', 'View Questions', 'Print Exam' (highlighted with a red circle), and 'Grade'. The second entry (ID 13) is for the same candidate at the 'IAM I Office', with actions 'View', 'View Questions', 'Print Exam', and 'View Grading'. At the bottom of the table, it says 'Showing 1 to 2 of 2 entries' and has 'Previous', '1', and 'Next' navigation buttons.

ID	Date	Type	Standard	Candidate	Location	Actions
21	2020-02-13	ORAL	Workboat Crewmember	Sky Blue	Newcastle Centre	<a href="#">View</a> <a href="#">View Questions</a> <a href="#">Print Exam</a> <a href="#">Grade</a>
13	2020-02-01	ORAL	Workboat Crewmember	Sky Blue	IAMI Office	<a href="#">View</a> <a href="#">View Questions</a> <a href="#">Print Exam</a> <a href="#">View Grading</a>

14. Press “print exam” and a pdf document will be created for this single exam. Use this exam only once, and do not re-use it for any reason. If you need another exam, then this will be created separately so that each set of oral questions have been randomly chosen. The pdf document will list the assessment detail, the oral question to be asked and the specimen answers to guide your assessment decision. The column “distinction = no” means pass grade, and “distinction = yes” means distinction grade. Please only use the specimen answers given, and if you believe these answers need modifying please use the assessment feedback to correct the system.



**IAMI EPA Oral Assessment (Assessment ID: #13)**  
**Assessor's Copy - CONFIDENTIAL**

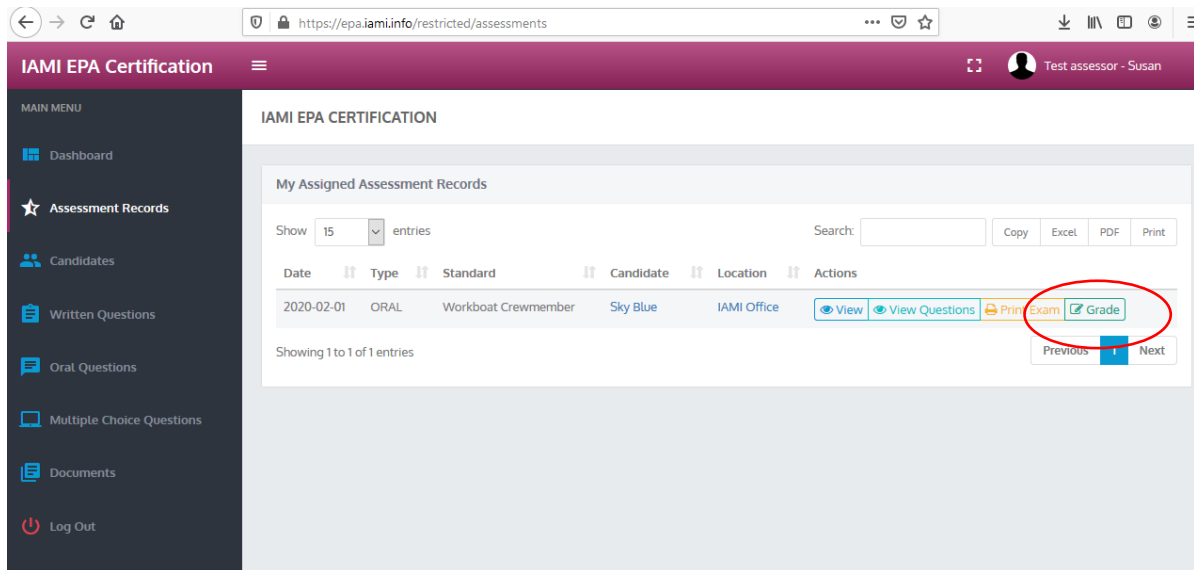
Assessor	Test assessor - Susan
Apprenticeship Standard	Workboat Crewmember ST0400
Candidate Name	Sky Blue 1970-12-25
Assessment Location	IAMI Office
Assessment Format	ORAL, 50 mins, 12 questions
Scheduled Date	2020-02-01

Question 1	ID: #709	Assessment Area: 2
Explain what areas you would examine when checking the access gangway for initial use and to ensure that it remains safe to use during the port stay.		
Answer #	Specimen Answer	Distinction
1021	<ul style="list-style-type: none"> <li>•□Check all stanchion base brackets in good condition</li> <li>•□Check stanchions in good condition</li> <li>•□Check gangway walkway treads and flooring in good condition</li> <li>•□Check rope handrails rigged tightly and well secured</li> <li>•□Check gangway securing rope tails in good condition and length</li> <li>•□Check wheels/rollers operational</li> <li>•□Check gangway safety net in workable condition</li> </ul>	No
1022	<ul style="list-style-type: none"> <li>•□Frequent checks on gangways/bulwark portable steps, net, when rigged and in use.</li> <li>•□Pay due regard to the tide height rise and fall.</li> <li>•□Check mooring ropes to minimise vessel movement due to weather, sea state, water wash from passing vessels, lighting ashore and onboard in way of gangway</li> </ul>	Yes

15. You have 50 minutes to complete the oral questioning using the 12 questions assigned to you. Once you have done so, press the “grade” to enter your results. Please do this within 3 days of the EPA.

16. Note that each question you ask has a pass grade and a distinction grade. You are required to use your professional judgement in deciding whether the candidate is at the level of either failed / passed / distinction within the following guidance:

- Each EPA professional review will consist of 12 pre-chosen random questions of which the candidate must pass 50% or higher, to gain a **pass grade**.
- If only 5 of the questions reach the pass grade, then the candidate has **failed**.
- Where over 50% of the answered questions contains answers at the distinction level, AND 75% of the questions have a pass grade, then an overall **distinction grade** will be awarded. For example if 3 questions are failed, 9 questions are passed, and 5 answered at distinction level – final result is distinction.



17. You will need to refer your written notes of the assessment to assign a grade to each question you have asked. Make sure you assign the correct grade to the correct question for monitoring purposes. Note it is at this screen that you can flag questions (and/or their answers) that need modifying or correcting. Once you have input all your information press “save”

ORAL Assessment Report D1

Assessors are required to submit this report within three (3) working days of the EPA.

Assessor Name: Test assessor - Susan  
 Assessor Email address: susan1734@talktalk.net  
 Apprenticeship Standard: Workboat Crewmember ST0400  
 Apprentice Name: Sky Blue  
 Assessment Location: IAMI Office  
 Date of Assessment: 2020-02-01  
 Time of Assessment: 11:19

\* Flag any question that should be removed from the question bank.

Assessment Bank Question	Candidate Grade	Flag *
1 Workboat moderated question area 2 Q6	<input checked="" type="radio"/> Fail <input type="radio"/> Pass <input type="radio"/> Distinction	<input type="checkbox"/>
2 Workboat moderated question area 17 Q1	<input type="radio"/> Fail <input checked="" type="radio"/> Pass <input type="radio"/> Distinction	<input type="checkbox"/>
3 Workboat moderated question area 7 Q1	<input type="radio"/> Fail <input type="radio"/> Pass <input checked="" type="radio"/> Distinction	<input type="checkbox"/>
4 Workboat moderated question area 2 Q1	<input type="radio"/> Fail <input checked="" type="radio"/> Pass <input type="radio"/> Distinction	<input type="checkbox"/>
5 Workboat moderated question area 3 Q1	<input type="radio"/> Fail <input type="radio"/> Pass <input checked="" type="radio"/> Distinction	<input type="checkbox"/>
6 Workboat moderated question area 19 Q1	<input checked="" type="radio"/> Fail <input type="radio"/> Pass <input type="radio"/> Distinction	<input checked="" type="checkbox"/>
7 Workboat moderated question area 6 Q1	<input checked="" type="radio"/> Fail <input type="radio"/> Pass <input type="radio"/> Distinction	<input type="checkbox"/>

Enter where a question or the answer needs modifying

18. Example of an oral assessment where the candidate has failed.

IAMI EPA System
+

https://epa.iami.info/restricted/assessments/18/results-oral
...

### ORAL Assessment Report ID1

#### Assessment Details

Assessor:	Gary Hindmarch
Apprenticeship Standard:	Workboat Crewmember ST0400
Apprentice Name:	Sky Blue 1970-12-25
Assessment Location:	IAIMI Office
Assessment Date & Time:	4 February 2020 09:44:00
Comments from Assessor:	test results only - not valid

#### Candidate Results

Q No.	ID	Assessment Bank Question	Assessment Area	Grade
1	726	Workboat moderated question area 14 Q1	14	PASS
2	716	Workboat moderated question area 7 Q2	7	FAIL
3	703	Workboat moderated answer area 12 Q1	12	FAIL
4	729	Workboat moderated question area 19 Q1	19	DISTINCTION
5	721	Workboat moderated question area 9 Q1	9	FAIL
6	715	Workboat moderated question area 7 Q1	7	PASS
7	728	Workboat moderated question area 17 Q1	17	FAIL
8	717	Workboat moderated question area 7 Q3	7	PASS
9	730	Workboat moderated question area 20 Q1	20	FAIL
10	710	Workboat moderated question area 3 Q1	3	FAIL
11	718	Workboat moderated question area 8 Q2	8	PASS
12	711	Workboat moderated question area 4 Q2	4	FAIL

Overall Score: 42% FAIL

Back

**19. Practical examinations and recording of results.**

Each standard has its own specific criteria in what a practical observation contains in terms of:

- a. Duration of practical test
- b. Scope of practical test
- c. The need to ask supplementary questions. These questions are asked by the assessor to clarify what they see, and to explore the knowledge of the candidate undertaking the test (within the scope of the test criteria)

20. Please refer to the EPA standard contained on the IAMI website at <https://iami.info/epa-documents/> if you have not already been sent this document.

21. In addition to the practical scope listed within the EPA standard, all assessors will be sent the portfolio training record of the candidate. This document was completed by the candidate during their training. You are NOT required to assess or mark this portfolio, but we do ask that you create six questions after reading this portfolio. These questions will allow you to explore areas of the portfolio, via questioning, where you believe the candidate knowledge is weak

22. The practical is NOT graded, so assessors are asked to use their professional judgement to decide when a candidate has passed or failed.

The screenshot shows the IAMI EPA Certification website interface. The top navigation bar is purple with the text 'IAMI EPA Certification' and a user profile 'Test assessor - Susan'. A left sidebar contains a 'MAIN MENU' with links: Dashboard, Assessment Records (highlighted with a star), Candidates, Written Questions, Oral Questions, Multiple Choice Questions, Documents, and Log Out. The main content area is titled 'IAMI EPA CERTIFICATION' and contains a section 'My Assigned Assessment Records'. This section has a 'Show 15 entries' dropdown, a search bar, and buttons for 'Copy', 'Excel', 'PDF', and 'Print'. Below this is a table with columns: Date, Type, Standard, Candidate, Location, and Actions. The table contains two entries. The first entry, dated 2020-02-04, is for a 'PRACTICAL' assessment of 'Workboat Crewmember' for 'Sky Blue' at the 'RE Media Testing Centre'. The 'Actions' column for this entry has 'View' and 'Grade' buttons, which are circled in red. The second entry, dated 2020-02-01, is for an 'ORAL' assessment of 'Workboat Crewmember' for 'Sky Blue' at the 'IAMl Office', with 'View', 'View Questions', 'Print Exam', and 'View Grading' buttons. At the bottom of the table, it says 'Showing 1 to 2 of 2 entries' and has 'Previous', '1', and 'Next' pagination controls.

Date	Type	Standard	Candidate	Location	Actions
2020-02-04	PRACTICAL	Workboat Crewmember	Sky Blue	RE Media Testing Centre	<a href="#">View</a> <a href="#">Grade</a>
2020-02-01	ORAL	Workboat Crewmember	Sky Blue	IAMI Office	<a href="#">View</a> <a href="#">View Questions</a> <a href="#">Print Exam</a> <a href="#">View Grading</a>

23. Once you have completed the practical assessment, go to “Assessment Records” and press grade to enter and complete your feedback.

24. This screen shows a completed practical assessment in which the candidate has passed.

IAMI EPA CERTIFICATION

PRACTICAL Assessment Report

Assessment Details	
Assessor:	Test assessor - Susan <a href="mailto:susan1734@talktalk.net">susan1734@talktalk.net</a>
Employer Contact:	<a href="mailto:gary1734@talktalk.net">gary1734@talktalk.net</a>
Apprenticeship Standard:	Workboat Crewmember ST0400
Apprentice Name:	Sky Blue 1970-12-25
Assessment Location:	RE Media Testing Centre
Vessel Name:	mv testing
Assessment Date & Time:	4 February 2020 10:00:00
Candidate Grade	PASS
Comments from Assessor:	SYSTEM TESTING ONLY Practical took 90 minutes and candidate performed well - do not use

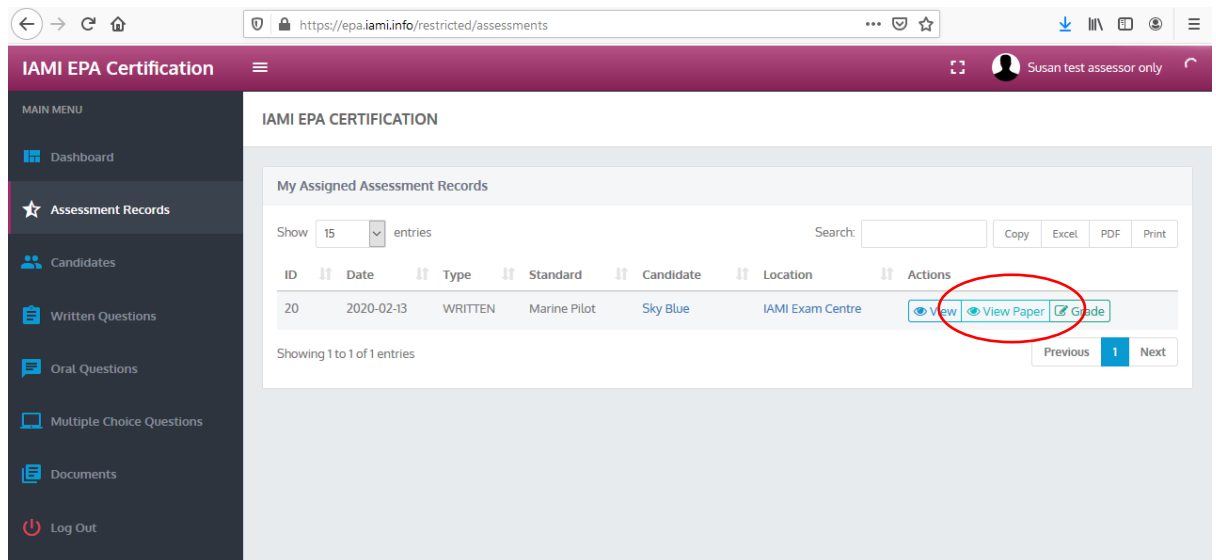
⬅ Back

## 25. Written examinations and recording the grade.

The exam can only be set up by the IAMI Admin, using the “Add assessment record”, but you as the assessor can

- Click on “assessment Records” to view who is being assessed and when
- Click on “assessment Records” to view the question paper that has been selected by the system for the candidate to use

The screenshot shows the IAMI EPA Certification web application interface. The left sidebar contains a 'MAIN MENU' with options: Dashboard, Assessment Records (selected), List Assessment Records, Add Assessment Record (circled in red), Export List, Assessors, Candidates, Written Questions, Oral Questions, Multiple Choice Questions, Assessment Standards, Assessment Locations, Documents, Reports, and System. The main content area is titled 'IAMl EPA MANAGEMENT' and displays the 'Add New Assessment Record' form. The form fields are: Assessment Standard (Marine Pilot), Assessor (Susan test assessor only), Assessment Type (Written Paper), Candidate (Sky Blue 1970-12-25), Assessment Location (IAMl Exam Centre), Employer Contact Email (gary1734@talktalk.net), Expected Assessment Date (2020-02-14), and Notes (test assessment only - do not use). A message at the bottom states: 'Adding this Assessment will randomly select a stored Written Exam paper, containing 6 questions, for the selected Standard.' There are 'Save' and 'Cancel' buttons at the bottom of the form. The footer of the page reads 'Copyright © 2020 IAMl'.



26. Once the exam paper has been created, the questions and answers can be viewed by clicking “view paper” and then download.

The pdf format of the examination paper is sent to the employer for them to invigilate the examination. The examination must be taken under the current IAMI examination procedures with reference to candidate information and invigilation.

### Randomly generated written question for Standard ST0427

Paper ID:	46
Assessment Standard:	Marine Pilot
Paper Title:	Randomly generated written question for Standard ST0427
Version:	1
Notes:	Officiis debitis aut rerum necessitatibus saepe eveniet ut et voluptates repudiandae. Itaque earum rerum hic
Created:	2020-01-16 11:10:13
Updated:	

Download Questions
 

 Download Answers

27. Only the assessor can download the answers, which they should do when they have received the completed exam paper and are ready to mark.

28. Once the examination paper is completed, it will be sent to you as the assignment assessor who will then mark or grade the paper as shown.

WRITTEN Assessment Report

**Marking Criteria**

- a. Each written exam will consist of 6 questions of which the candidate must pass 50% or higher to gain a pass grade.
- b. If the candidate mark is between 40-50% then please refer to IAMI Admin for a second marker.
- c. If the candidate mark is below 40% then the grade is marked as failed.

Assessor Name: Testy Testington

Assessor Email address: [test@gatesheadonline.net](mailto:test@gatesheadonline.net)

Apprenticeship Standard: Testing TEST01

Apprentice Name: Dan Dummy

Assessment Location: RE Media Testing Centre

Employer Contact: [employer@dipton.com](mailto:employer@dipton.com)

Assessment Paper Title: Test Paper 1

Date of Assessment: 2020-02-14

Time of Assessment:

Candidate Grade: ☐ Fail ☐ Pass

Comments from Assessor:

Completed Paper PDF Scan:  No file chosen

29. The criteria for marking are set out in the pre-set grading criteria which you can download,
- a. Each written exam will consist of 6 questions of which the candidate must pass 50% or higher, to gain a pass grade.
  - b. If the candidate mark is between 40-50% then please refer to IAMI Admin for a second marker.
  - c. If the candidate mark is below 40% then the grade is marked as failed.
30. You can also upload the completed and marked paper if you have the facilities to scan in the examination paper. Please retain the original paper for 10 weeks, in case of an assessment appeal.
31. Please refer all queries and comments on the assessor guidelines to [secretary@iami.org.uk](mailto:secretary@iami.org.uk)



### 32. Claiming the final achievement certificate

33. Check on the candidate status within “Reports”. This will indicate that all elements have been completed

The screenshot shows the IAMI EPA Certification system interface. The left sidebar contains a 'MAIN MENU' with options: Dashboard, Assessment Records, Assessors, Candidates, Written Assessments, Oral Questions, Multiple Choice Questions, Assessment Standards, Assessment Locations, Documents, and Reports. The 'Reports' section is expanded, showing 'Candidate Status', 'Scheduled EPA Report', and 'Successful EPA Report'. The main content area is titled 'IAM I EPA MANAGEMENT' and displays a 'Candidate Status Report'. It includes a search bar, a 'Show 15 entries' dropdown, and a table of candidate status data. The table has columns for Candidate Name, Standard, Assessment Status, and Actions. The 'Assessment Status' column shows progress for Oral, Multi, and Practical components. The 'Actions' column includes a 'Apply for Certificate' button for each candidate.

Candidate Name	Standard	Assessment Status	Actions
Tom Test (1996-05-01)	Workboat Crewmember ST0400	ORAL: N PRACTICAL: Unassigned	✓ Apply for Certificate
Dan Dummy (1964-08-08)	Testing TEST01	WRITTEN: N MULTI: N ORAL: N PRACTICAL: N PROJECT: N	✓ Apply for Certificate
Sky Blue (1970-12-25)	Workboat Crewmember ST0400	ORAL: N PRACTICAL: Y	✓ Apply for Certificate
Harry Poole (1997-08-27)	Port Operative ST0307	MULTI: Y ORAL: Y PRACTICAL: Y	✓ Apply for Certificate
Harvey Claridge (1998-11-10)	Port Operative ST0307	MULTI: Y ORAL: Y PRACTICAL: Y	✓ Apply for Certificate
Lewis Hannam (2000-07-23)	Port Operative ST0307	MULTI: Y ORAL: N PRACTICAL: N	✓ Apply for Certificate
Robbie Parker (1999-12-29)	Port Operative ST0307	MULTI: Y ORAL: Y PRACTICAL: Y	✓ Apply for Certificate
Ryan Brown (2000-08-14)	Port Operative ST0307	MULTI: Y ORAL: Y PRACTICAL: Y	✓ Apply for Certificate
Teddy Powell (1987-06-16)	Port Operative ST0307	MULTI: Y ORAL: Y PRACTICAL: Y	✓ Apply for Certificate
Thomas Price (1997-10-02)	Port Operative ST0307	MULTI: Y ORAL: Y PRACTICAL: Y	✓ Apply for Certificate
Connor Murphy (1997-12-30)	Port Operative ST0307	MULTI: Y ORAL: Y PRACTICAL: Y	✓ Apply for Certificate
Connor Redmond (1994-04-29)	Port Operative ST0307	MULTI: Y ORAL: Y PRACTICAL: Y	✓ Apply for Certificate

### 34. Access the Apprenticeship Gateway portal,

The screenshot shows the 'Apprenticeship assessment service' login page on the GOV.UK website. The page has a dark header with the GOV.UK logo and the service name. Below the header, there is a 'BETA' badge and a message 'This is a new service'. The main heading is 'Sign in to Apprenticeship assessment service'. There are two input fields: 'Email address' with the value 'secretary@iami.org.uk' and 'Password' with masked characters. Below the password field, there is a green 'Sign in' button and a link 'or create an account'. Under the heading 'Problems signing in', there is a link 'I have forgotten my password'. At the bottom of the page, there are links for 'Terms of use', 'Cookies', and 'Privacy', and the Royal Coat of Arms.

35. Go to “Record a grade” and input the candidates details as shown

International Association of Maritime Institutions (EPA0198) [Contact](#) [Sign out](#)

**BETA** This is a new service – your [feedback](#) will help us to improve it.

[Home](#) [Pipeline](#) [Record a grade](#) [Completed assessments](#) [Standards](#) [Organisation details](#)

## Record a grade

**Record all assessments**  
 Record all end-point assessment grades. Record a 'fail' if a fail is defined in the assessment plan.

**Family name**  
 For example, Smith

**Unique learner number (ULN)**  
 For example, 1234567890

[What is a ULN?](#)

36. The system will show that their system details (on the ILR) match what you have input. It will ask you to confirm that the details are correct – press “Contain and continue” if correct

[Home](#) [Pipeline](#) [Record a grade](#) [Completed assessments](#) [Standards](#) [Organisation details](#)

[Back](#)

## Declaration

By recording a grade for this apprentice, you are confirming that:

- the assessment was independent of both the training provider and employer
- the apprentice has met the minimum duration of the apprenticeship

By applying for an apprenticeship certificate for a successful grade, you are also confirming that:

- the apprentice has given permission for you to apply for certificate on their behalf
- the apprentice has achieved all the requirements of the assessment plan, including the end-point assessment

[Confirm and record a grade](#)

[Cookies](#) [Privacy](#) [Contact](#) [Record a grade API](#)

**OGL** All content is available under the [Open Government Licence v3.0](#), except where otherwise stated

© Crown copyright

37. Confirm the “declaration” page

### 38. Select the occupational option undertaken for that standard

imingham port address - Go x Learning option x

https://assessors.apprenticeships.education.gov.uk/certificate/option

Home Pipeline Record a grade Completed assessments Standards Organisation details

Back

## Which learning option did the apprentice take?

You may know options as 'occupational options', 'pathways', 'specialisms' or 'specialist functions'.

The option will appear on the certificate.

☒ Cargo Operatives

☐ Passenger, Ferry & Cruise Operatives

Continue

[What is a learning option?](#)

Cookies Privacy Contact Record a grade API

OGL All content is available under the [Open Government Licence v3.0](#), except where otherwise stated

© Crown copyright

Help

Windows Taskbar: End Point Assess..., Inbox - Outlook3 - ..., Learning option - ..., EPA, Windows Media PL...

14:25 10/08/2020

https://epa.iam.info/candidates/status

ADMINISTRATOR MENU

- Dashboard
- Assessment Records
- Assessors
- Employers
- Candidates
  - List Candidates
  - Add Candidate
  - Export List
  - Candidate Status
- Written Assessments
- Oral Questions
- Multiple Choice Questions
- Assessment Standards
- Assessment Locations
- Documents
- Reports
- System

### IAMI EPA MANAGEMENT

Candidate Assessment Status

Show 15 entries

Candidate Name	Standard	Assessment Status	Qualification Grade	Actions
Jack Spacey (1996-07-13)	RLC Port Operatives mock RLC	MLA: Y	1+1: PASS (P=1, D=1.5)	<a href="#">Add Certificate No.</a>
Joshua Stephen John Rochester (2003-08-01)	RLC Port Operatives mock RLC	MLA: Y	1.5+1.5: PASS (P=1, D=1.5)	<a href="#">Add Certificate No.</a>
Trevaughn Williams (2002-10-08)	RLC Port Operatives mock RLC	MLA: Y	1+1: PASS (P=1, D=1.5)	<a href="#">Add Certificate No.</a>
Victoria Salih (1992-03-08)	Port Operative ST0307	MLA: Y GRAL: Y PRACTICAL: Y	1+1-2+4: PASS (P=4, D=5)	<a href="#">Certificate no. 00208971, 9 Jun 2022</a>
Mahy Don Bynoe (1996-07-02)	Port Operative ST0307	MLA: Y GRAL: Y PRACTICAL: N	-	Assessments uncompleted
John Serke (1963-12-31)	RLC Port Operatives mock RLC	MLA: Y	1+1: PASS (P=1, D=1.5)	<a href="#">Add Certificate No.</a>
Andrew Ronald Gray (1992-11-23)	Port Operative ST0307	MLA: Y GRAL: Y PRACTICAL: Y	1.5+1-2+4.5: PASS (P=4, D=5)	<a href="#">Add Certificate No.</a>
Graham Williams (1983-11-10)	Workboat Crewmember ST0400	GRAL: Y PRACTICAL: Y	2+2+4: DIST (P=3, D=4)	Certificate no. 0036578, 2 Sep 2022
Lenny King (2000-10-29)	Boatmaster ST0421	GRAL: Y	1+1: PASS (P=1, D=2)	Certificate no. 00300097, 29 Jun 2022
Chahat Gurung (1994-08-26)	RLC Port Operatives mock RLC	MLA: Y	1.5+1.5: PASS (P=1, D=1.5)	<a href="#">Add Certificate No.</a>
Ross Croom (2002-02-25)	RLC Port Operatives mock RLC	MLA: Y	1+1: PASS (P=1, D=1.5)	<a href="#">Add Certificate No.</a>
Max Francis Hunt (2000-06-01)	RLC Port Operatives mock RLC	MLA: N	-	Assessments uncompleted
Joseph Jay Merrills (2002-01-04)	RLC Port Operatives mock RLC	MLA: N	-	Assessments uncompleted
Joshua Jeffery Perry (1999-10-13)	RLC Port Operatives mock RLC	MLA: Y	1.5+1.5: PASS (P=1, D=1.5)	<a href="#">Add Certificate No.</a>
Curtis Robert Gibson (1995-03-07)	RLC Port Operatives mock RLC	MLA: Y	1.5+1.5: PASS (P=1, D=1.5)	<a href="#">Add Certificate No.</a>

Showing 41 to 75 of 94 entries

Previous 1 2 3 4 5 6 7 8

39. From the EPA portal, the section “candidate status” will show the calculative grade for each learner under “qualification grade”. This grading table is also available at the EPA grading table for each standard. Input this value into the Apprenticeship service portal as shown:

immingham port address - Google Chrome

Grade apprentice achieved

IMI EPA System

https://assessors.apprenticeships.education.gov.uk/certificate/grade

Back

## What grade did the apprentice achieve?

**!** You are not expected to record partial elements or course withdrawals

☐ Pass  
☐ Credit  
☐ Merit  
☒ Distinction  
☐ Pass with excellence  
☐ Outstanding  
☐ No grade awarded  
 or  
☐ Fail

[Continue](#)

[What do 'No grade awarded' and 'Fail' mean?](#)

[Help](#)

Windows Taskbar: End Point Assess..., Inbox - Outlook3..., Grade apprentice..., EPA, Windows Media Pl..., st0307\_port-opera..., 15:01 10/08/2020

40. Confirm the final assessment date, i.e. the date on which the final assessment has been completed, which will include the integrated or external assessments by the MCA on the following standards:

ST0274	Deck Rating version 1.1
ST0621	Boatmaster version 1.1
ST0842	Officer of the Watch
ST1333	Master (under 3000) near coastal

immingham port address - Google Chrome

Apprenticeship achievement

IMI EPA System

https://assessors.apprenticeships.education.gov.uk/certificate/date

Back

Secretary of State  
International Association of Maritime Institutions (EPA0198)

Contact Sign out

**BETA** This is a new service – your feedback will help us to improve it.

Home Pipeline **Record a grade** Completed assessments Standards Organisation details

## What is the apprenticeship achievement date?

The date you determined the apprentice completed the apprenticeship after internal quality assurance.

For example, 15 10 2017

Day Month Year

14 07 2020

[Continue](#)

[Cookies](#) [Privacy](#) [Contact](#) [Record a grade API](#)

**OGL** All content is available under the [Open Government Licence v3.0](#), except where otherwise stated

© Crown copyright

[Help](#)

Windows Taskbar: End Point Assess..., Inbox - Outlook3..., Apprenticeship ac..., EPA, Windows Media Pl..., st0307\_port-opera..., 15:02 10/08/2020

41. Input the address to where the certificate is to be sent. Note if the same employer (or contact) has received a previous certificate then they may appear automatically

immingham port address - G... X Certificate destination X IAM/I EPA System X +

https://assessors.apprenticeships.education.gov.uk/certificate/address

IAM/I Secretary  
International Association of Maritime Institutions (EPA0198) [Contact](#) [Sign out](#)

**BETA** This is a new service – your [feedback](#) will help us to improve it.

[Home](#) [Pipeline](#) [Record a grade](#) [Completed assessments](#) [Standards](#) [Organisation details](#)

[Back](#)

## Search for the address that you'd like us to send the certificate to

Some employers are not open due to the coronavirus (COVID-19) outbreak. You can temporarily choose to send certificates to the apprentice, employer or training provider.

**Start typing the company name, address or postcode**

[Enter the address manually](#)

[Continue](#)

[Help](#)

End Point Assess... Inbox - Outlook3... Certificate destina... EPA Windows Media Pl... st0307\_port-opera... 14:33 10/08/2020

42. Confirm the person to whom the certificates should be sent. If to the employer, then also inform the training provider of the final certificate number so that they can complete their ILR

immingham port address - G... X Recipient's name X IAM/I EPA System X +

https://assessors.apprenticeships.education.gov.uk/certificate/recipient

**GOV.UK** Apprenticeship assessment service

IAM/I Secretary  
International Association of Maritime Institutions (EPA0198) [Contact](#) [Sign out](#)

**BETA** This is a new service – your [feedback](#) will help us to improve it.

[Home](#) [Pipeline](#) [Record a grade](#) [Completed assessments](#) [Standards](#) [Organisation details](#)

[Back](#)

## What is the recipient's name?

Recipient's name  
For example, Joanna Smith

Department (optional)  
For example, human resources

[Continue](#)

End Point Assess... EPA - Outlook3... Recipient's name... EPA Windows Media Pl... st0307\_port-opera... 14:36 10/08/2020

43. The complete submission will be listed for a final check of grade, date, etc

**Apprenticeship details**

Standard	Port operative (350)
Level	2
Grade	Distinction <a href="#">Change</a>
Option	Cargo Operatives <a href="#">Change</a>
Achievement date	29 July 2020 <a href="#">Change</a>

**We'll send the certificate to:**

Name	Nick Venn <a href="#">Change</a>
Department	Safety & Training <a href="#">Change</a>
Organisation	Bristol Port Company <a href="#">Change</a>
Address	St Andrew's House, St Andrew's Road, Avonmouth, Bristol BS11 9DQ <a href="#">Change</a>

[Confirm and submit](#)

[Help](#)

44. The application details will be listed to check and approve. Review the details and press “Confirm and submit”

45. The screen will show the certificate number claimed, and this number and certificate final achievement date should be entered into the EPA system on the “candidate status” screen as shown below

Candidate Name	Standard	Assessment Status	Actions
Jack Spacey (1996-07-13)	RLC Port Operatives mock RLC	MULTI Y ORAL Unassigned	Assessments uncompleted
Joshua Stephen John Rochester (2003-08-01)	RLC Port Operatives mock RLC	MULTI Y ORAL Unassigned	Assessments uncompleted
Trevagh Williams (2002-10-08)	RLC Port Operatives mock RLC	MULTI Y ORAL Unassigned	<a href="#">Add Certificate No.</a>
Victoria Salati (1992-03-08)	Port Operative ST0307	MULTI Y ORAL Y PRACTICAL Y	Certificate no. 00209891, 9 Jun 2022
Matty Dean Byrnes (1996-07-02)	RLC Port Operatives mock RLC	MULTI Y ORAL Y	Assessments uncompleted
John Steele (1963-12-31)	RLC Port Operatives mock RLC	MULTI Y ORAL Unassigned	<a href="#">Add Certificate No.</a>
Andrew Ronald Gray (1992-11-23)	RLC Port Operatives mock RLC	MULTI Y ORAL Unassigned	<a href="#">Add Certificate No.</a>
Graham Williams (1983-11-10)	Workboat Crewmember ST0400	ORAL Y PRACTICAL Y	Assessments uncompleted
Lenny King (2000-05-29)	Boatmaster ST0402	ORAL Y	Certificate no. 00300091, 29 Jun 2022
Chafat Guring (1994-08-26)	RLC Port Operatives mock RLC	MULTI Y ORAL Unassigned	<a href="#">Add Certificate No.</a>
Ross Croom (2002-02-29)	RLC Port Operatives mock RLC	MULTI Y ORAL Unassigned	Assessments uncompleted
Max Francis Hunt (2000-06-01)	RLC Port Operatives mock RLC	MULTI Y ORAL Unassigned	Assessments uncompleted
Joseph Jay Morris (2002-01-04)	RLC Port Operatives mock RLC	MULTI Y ORAL Unassigned	Assessments uncompleted
Joshua Jeffrey Perry (1999-10-15)	RLC Port Operatives mock RLC	MULTI Y ORAL Unassigned	<a href="#">Add Certificate No.</a>
Curtis Robert Gibson (1995-03-07)	RLC Port Operatives mock RLC	MULTI Y ORAL Unassigned	<a href="#">Add Certificate No.</a>

46. It is good practice to inform the employer and training provider that a certificate claim has been completed, so that they can update their ILR (Individual Learning Record).

47. Records of previous claims (and details) can be seen at the Apprenticeship service portal, under “show completed assessments”

The screenshot shows the 'Apprenticeship assessment service' portal. The top navigation bar includes 'Home', 'Pipeline', 'Record a grade', 'Completed assessments', 'Standards', and 'Organisation details'. The 'Completed assessments' section is highlighted with a red circle. Below this, the 'Show completed assessments' link is also circled in red. The page displays a table of completed assessments with columns for Apprentice, ULN, Employer, Training provider, and Date requested. The table lists two apprentices: Ethan Caine Sanders and Peni Tubukoto Tuirabe. Below the table, the 'Assessment details' section shows the recorded by (IAMI Secretary), standard (Port operative), and level (2).

**Apprenticeship assessment service**

IAMI Secretary  
International Association of Maritime Institutions (EPA0198)

**BETA** This is a new service – your [feedback](#) will help us to improve it.

[Home](#) [Pipeline](#) [Record a grade](#) [Completed assessments](#) [Standards](#) [Organisation details](#)

**10 Standards**  
[Approved standards and versions](#)  
[Apply to assess a standard](#)  
[Withdraw from a standard](#)

**181 Pipeline**  
[View pipeline](#)  
[Record a grade](#)

**65 Completed assessments**  
[Show completed assessments](#)

**Organisation**  
[View organisation details](#)  
[Manage users](#)  
[API subscription](#)  
[Withdraw from the register](#)

**Record multiple assessments with ease**  
Our Record a grade API will help you to:

- record all grades
- submit one or more certificate requests at once
- reduce errors and increase speed

[Read more](#)

**Completed assessments**

**Search**  
Search for apprentices by name, ULN or by certificate number

<a href="#">Apprentice</a>	<a href="#">ULN</a>	<a href="#">Employer</a>	<a href="#">Training provider</a>	<a href="#">Date requested</a>
▶ <a href="#">Ethan Caine Sanders</a>	3781375403	Pearson TQ - RLC Port Ops	BRITISH ARMY	06/12/2022
▼ <a href="#">Peni Tubukoto Tuirabe</a>	4445725454	Pearson TQ - RLC Port Ops	BRITISH ARMY	06/12/2022

**Assessment details**

**Recorded by** IAMI Secretary  
**Standard** Port operative  
**Level** 2