

This is the Company Contact Guide for the LEIA Distance Learning Course.

This information is also given in the Unit Study Guide which explains to the Learner how the course works and what is expected of them in respect of a project and tests.

Registration

Learners must complete a Learner Registration Form, which can be downloaded from the LEIA website (www.leia.co.uk/education-and-training/leia-distance-learning-course) or contact the LEIA office.

Timetable

There is a sample timetable at the end of this Guide (Appendix 1). Current timetables can be downloaded from the LEIA website above, with dates of submission of the Computer Marked Assignments (CMA) and Learning Package (LP) suggested study times, as issued to your learners at the start of the unit.

There are three trimesters throughout the year, January, May and September, allowing the opportunity to start the units at those times, with End of Unit Tests coming at the start of the trimester following study

End of Unit Test

The End of Unit Test must be taken after completion of all the LP and CMA. It is recognised that since the generality of learners is in full time employment, their primary responsibility to their employer may interfere with their availability to attend for the End Test on a particular day. Consequently, each learner, in conjunction with her/ his Company Contact is permitted to choose any one of the five successive End Test

dates following commencement of her/ his studies. Non-attendance on the day designated by the learner/ company will result in non-achievement of the End Test. The learner must register for the chosen test date (first sit or resit) at least four weeks prior to attending. All attempts (first sit and any resit) must be completed within these five opportunities, i.e. if a learner chooses to delay the first sit until the fifth available test date, there will be no resit opportunity remaining (see Appendix 2 for an example).

Reports

You will be allocated as an Instructor in Exam Builder and can access your Learners information from this website:

<http://instructor.exambuilder.com>

Your Username and Password will be emailed to you shortly after the start of the Trimester.

For security you are recommended to reset your password immediately after you log in.

This will give you access to reports showing names, scores and completion dates but not exam questions. You will also be able to see a list of completed exams with the corresponding date of completion, score and pass/ fail flag.

NOTE that that the pass/ fail flag has no effect on the final score as this is an aggregate of the CMA and End Test scores, as described later.

Progress

If a learner is lagging, and not completing their CMA, this will be noted in the results reported to LEIA and available to the Company Contact.

This will give the Company Contact the opportunity to monitor a learner's progress and to offer support and assistance with the unit.

It will be the Company Contact's responsibility to contact the learner to determine what support is needed, either from the employer or LEIA.

The CMA will also give the opportunity to remind the learner of the progress of the unit, to ensure they are ready to undertake the End Test. This will be done by LEIA in conjunction with the Company Contact.

Pass Mark

In order to pass the unit, the learner must:

- Complete the CMA, three in a half unit, six in a full unit
- Undertake an End Test consisting of 30 multiple-choice questions drawn randomly from a bank of approximately 100.

There will be one mark for each question in the CMA and End Test.

The Final Score will consist of a weighted aggregate of the CMA and End Test. CMA will be worth 20% of the mark, End Test 80%.

The Learner must achieve a score of 70% of the aggregate mark or more to pass the unit. See scoring example below.

The CMA are required to be completed as they will provide guidance to the LEIA Centre Coordinator and Company Contact, whether the learner is ready to undertake the End Test.

Scoring

For example, in a full Unit, the six CMA are worth a maximum of 20% of the final score and the End Test 80%. Pass is an aggregate of both assessments and must be at least 70%.

There is no minimum score for the CMA, but the learner must complete them before completing the unit. The learner is permitted a grace period after the submission date. If the CMA is submitted up to one week late, the score will be limited to a maximum of 50%; if a CMA is submitted up to two weeks late, the score will be limited to a maximum of 40%. No score will be given if the CMA is more than two weeks late as the Solutions and Feedback will be issued after two weeks. The CMA must still be completed before certification.

Consider a Learner achieving a total of 38 questions correct from 60 in the CMA (Full Unit) and 25 questions correct from 30 in the End Test.

The Learner has scored 38/60 or 63% of the possible score from the CMA and has scored 25/30 or 83% of the possible score from the End Test.

The CMA is worth 20% of the Final Score = $63\% \times 0.2 = 12.67\%$

The End Test is worth 80% of the Final Score = $83\% \times 0.8 = 66.67\%$

The Final Score is $12.67 + 66.67 = 79.34\%$, Pass

Considering the score with a SCT (see below):

If the learner above only achieved 21 questions correct in the End Test, the Final Score would be $12.67 + 56.00 = 68.67\%$, Not Achieved. However, if in the SCT the learner achieved 12 questions correct, they would be entitled to $\frac{1}{2} \times 12$ additional points.

The Final Score is $12.67 + 56.00 + 6 = 74.67\%$, Pass.

NOTE If you check your learners score on Exam Builder, you may see a 'Pass' flagged for an assignment. This does NOT mean they have passed the assignment as Exam Builder does not have the facility to aggregate scores as described above.

Supplementary Compensation Test (SCT)

Previously, if a learner achieved 60% or more aggregated score, but not the 70% required for a pass, they would have had to re-take the End Test with the possibility that they would still not achieve sufficient score for a pass.

The SCT will allow a learner to gain extra points to supplement their already high score, by demonstrating their knowledge and training outside of an exam situation.

Not all learners will benefit from this, which is why, in the first instance, only learners with greater than 60% overall will be offered this opportunity, although discretion in this lies absolutely with the Moderation Board of the LEIA Education and Training Committee.

Learners offered the SCT will have to answer 20 questions on ExamBuilder, each worth ½-point, but will be able to use whatever material they have available to research their answers. From the start of the SCT, learners will have a two-week window in which to research and answer the questions. As with the End Test, the questions will be taken from a large bank so that two learners on the same unit will not necessarily have the same questions.

Recovery Opportunity

Learners who do not achieve a pass at the End Test but who have achieved at least 60% in their aggregate score may be offered the opportunity to obtain a supplementary score in the SCT. Learners who have not achieved 60%, or fail to complete the CMA, will have one opportunity for recovery (Re-sit) at the start of a trimester following the End Test completion date (see Appendix 2).

- Learners requiring completion of the CMA will be able to undertake these at any time before the next End Test completion date. If completion of the CMA produces a Pass, Learners will not be required to re-sit the End Test.
- Learners requiring a re-sit of the End Test will be offered the option of the next End Test date.

If a learner does not achieve a Pass at the second attempt ('Not Achieved' on the results slip), no further recovery is possible and a learner must re-register to retake the unit.

Testing

The CMA, End Test and SCT will be undertaken online. Each learner must have an operating e-mail address to which will be sent their login and password for access to the testing website used by LEIA. **All correspondence, apart from the issue of materials will be by this email address.** The learner login and password are individual to each learner and should not be divulged to, or used by others to avoid the charge of collusion. The Company Contact will be required to maintain the security of the system to ensure compliance with LEIA's Quality Assurance Policy.

The learners will be advised by e-mail of approaching completion dates for the CMA and End Test. We suggest the Company Contact also be mindful of these dates, given in the timetable.

Technical Queries.

Should the learner have any technical queries, the ideal place to raise these is with their employer. This may be with you or a mentor (if appointed). It may be that the Company Contact or Mentor is unable to answer the query, in which case it should be escalated via e-mail to LEIA (enquiries@leia.co.uk) for response. Queries will be circulated to an

appropriate member of the LEIA committees and for this reason, LEIA cannot offer an immediate response, and cannot be held responsible if the response comes after a CMA submission date.

Certification

Certificates for the successful learners will be issued by LEIA.

Mitigating Circumstances

Mitigating circumstances are events that have significantly disrupted the learner's studies and must be serious or acute and beyond their ability to foresee and control. If the learner is unable to complete a CMA by the deadline, or they are unable to attend at the End Test centre, they may apply for mitigating circumstances to be taken into consideration. The Mitigating Circumstances Policy, Procedure and proforma application are in the Publications page of the LEIA website.

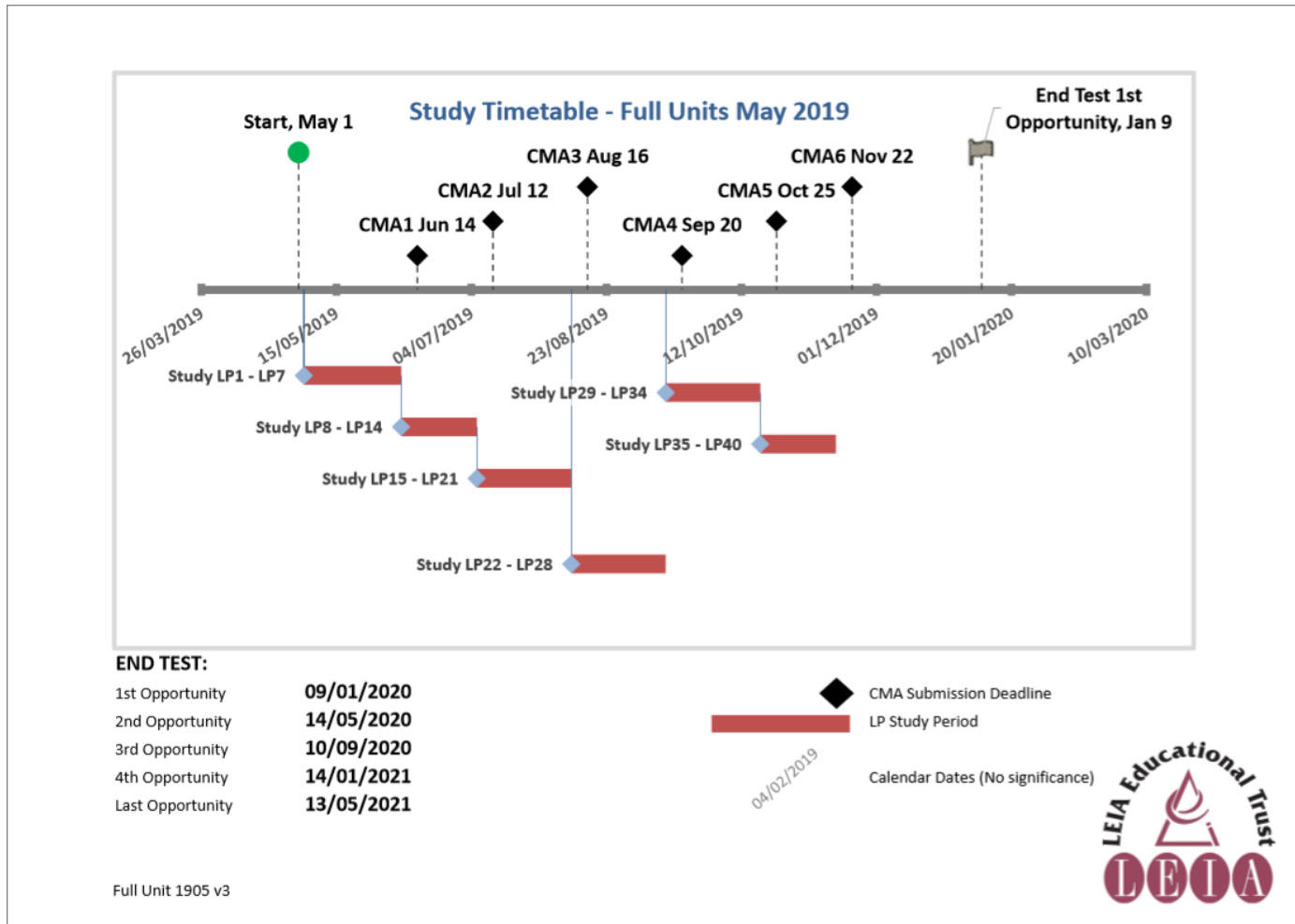
Mitigating circumstances claims will be carefully scrutinized by the mitigating circumstances panel to determine whether to accept the claim. The panel does not meet before the End Test date, but scrutinizes the claims at one sitting after the End Test date.

Appeals

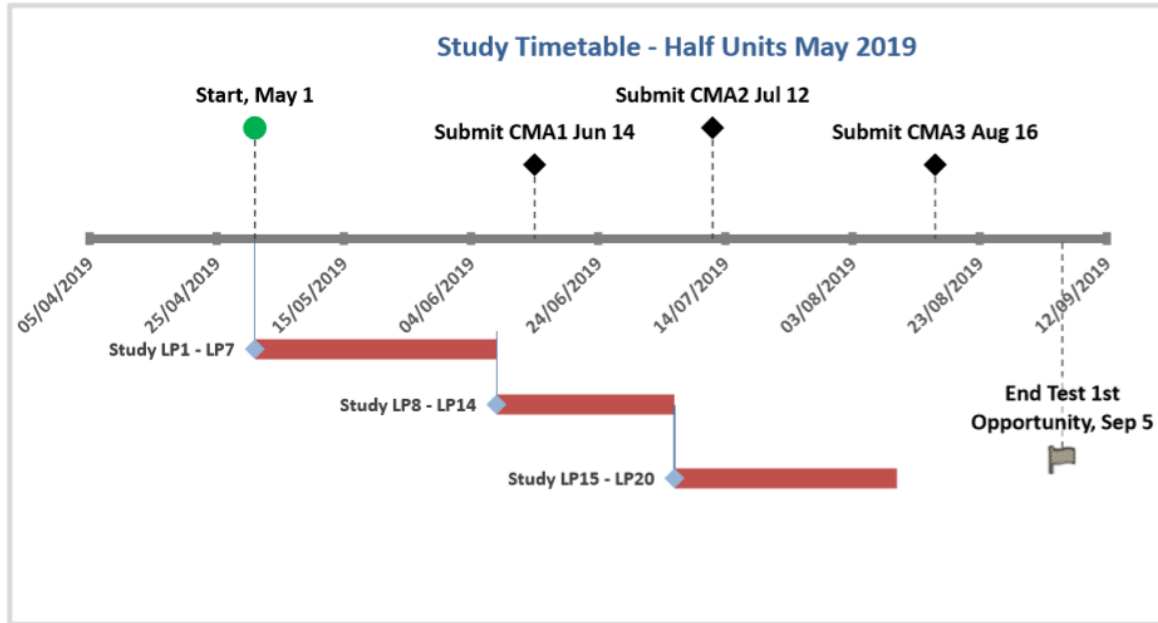
Learners are permitted to appeal any decision concerning the LEIA Distance Learning Course. The Appeals Policy is given on the learner's memory stick and in the Publications page of the LEIA website.

Appendix 1

Sample Study Timetable (Full Units)






Sample Study Timetable (Full Units)



END TEST:

1st Opportunity	05/09/2019
2nd Opportunity	09/01/2020
3rd Opportunity	14/05/2020
4th Opportunity	10/09/2020
Last Opportunity	14/01/2021

 CMA Submission Deadline
 LP Study Period
 04/02/2019 Calendar Dates (No significance)



Half Unit 1905 v2



Appendix 2

Example End Test Timing

		1 st Opportunity	2 nd Opportunity	3 rd Opportunity	4 th Opportunity	5 th Opportunity	Max Permitted Time
Full Units							
Start Month	Year 1 Sept	Year 2 May	Year 2 Sept	Year 3 Jan	Year 3 May	Year 3 Sept	2y1m
	Year 2 Jan	Year 2 Sept	Year 3 Jan	Year 3 May	Year 3 Sept	Year 4 Jan	
	Year 2 May	Year 3 Jan	Year 3 May	Year 3 Sept	Year 4 Jan	Year 4 May	
Half Units							
Start Month	Year 1 Sept	Year 2 Jan	Year 2 May	Year 2 Sept	Year 3 Jan	Year 3 May	1y 8m
	Year 2 Jan	Year 2 May	Year 2 Sept	Year 3 Jan	Year 3 May	Year 3 Sept	
	Year 2 May	Year 2 Sept	Year 3 Jan	Year 3 May	Year 3 Sept	Year 4 Jan	