

LEIA New Distance Learning Course

Company Contact Guide

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

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

Registration

Candidates must complete a Candidate Registration Form, which can be downloaded from the LEIA website (www.leia.co.uk) or contact the LEIA office.

Timetable

There is a sample timetable at the end of this Guide. You will be issued with a copy of the specific timetable, with dates and suggested study times, as issued to your candidates at the start of the unit.

There will now be three semesters throughout the year, January, May and September, allowing the opportunity to start the units at those times, with End tests coming at the start of the semester following study (see example below)

	First Semester eg Jan 2014	Second Semester eg May 2014	Third Semester eg Sept 2014	Fourth Semester eg Jan 2015
Half Units	Study (CMA)	End Test (1 st opportunity)	End Test (last opportunity)	
Full Units	Study (CMA)	Study (CMA)	End Test (1 st opportunity)	End Test (last opportunity)

Progress

If a candidate is lagging, and not completing their Computer Marked Assignments (CMA), this will be noted in the results reported to LEIA and hence to the Company Contact. This will give LEIA and the

employer the opportunity to monitor a candidate's progress and to offer support and assistance with the unit.

Once progress is reported, it will be the Company Contact's responsibility to contact the candidate to determine what support is needed, either from the employer or LEIA.

The CMA will also give the opportunity to remind the candidate 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.

Reports

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

<http://instructor.exambuilder.com>

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

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

This will give you access to all Quick 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.

Pass Mark

In order to pass the unit the candidate must:

- Complete Computer Marked Assignments (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 Candidate must achieve a score of 70% of the aggregate mark or more to pass the unit. See scoring example below.

There is no minimum score for the CMA, but the candidate must complete them before completing the unit.

The CMA are required to be undertaken as they will provide guidance to the LEIA Centre Coordinator and Company Contact, whether the candidate 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%.

Consider a Candidate 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 Candidate 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 CMA resit:

If the candidate 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 CMA resit the candidate 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 candidates 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.

CMA Resit

Previously, if a candidate 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 resit CMA will allow a candidate to gain extra points to supplement their already high score, by demonstrating their knowledge and training outside of an exam situation.

Not all candidates will benefit from this, which is why, in the first instance, only candidates with greater than 60% overall will be offered

this opportunity, although discretion in this lies absolutely with the Moderation Board of the Education and Training Committee.

Candidates offered the resit CMA 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 resit CMA, candidates 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 candidates on the same unit will not necessarily have the same questions.

Testing

The CMA, End Test and CMA resit will be undertaken online. Each candidate 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. The login and password are individual to each candidate 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 candidates will be advised by e-mail of approaching completion dates for the CMA and End Test.

Technical Queries.

Should the candidate 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.

Certification

Certificates for the successful candidates will be issued by LEIA.

Recovery Opportunity

Candidates 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 CMA resit. Candidates who have not achieved 60%, or fail to complete the CMA, will have one opportunity for recovery at the start of the next semester following the End Test completion date (see example above).

- Candidates 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, Candidates will not be required to re-sit the End Test.
- Candidates requiring a re-sit of the End Test will be registered for the next End Test completion date.

If a candidate does not achieve a Pass at the second attempt, no further recovery is possible and a candidate must re-register to retake the unit.

Appeals

LEIA have an Appeals Policy available on the LEIA website www.leia.co.uk under Publications > Education and Training.

Sample Study Timetable (Full Units)

Study Week	Learning Packages to be Studied	Other Activity
1	LP1 - LP7	
2		
3		
4		
5		CMA1 accessible
6	LP8 - LP14	Complete Assignment CMA1
7		CMA1 grace period max 50%
8		CMA1 grace period max 40%
9		CMA2 accessible
10	LP15 - LP21	Complete Assignment CMA2
11		CMA2 grace period max 50%
12		CMA2 grace period max 40%
13		
14		CMA3 accessible
15	LP22 - LP28	Complete Assignment CMA3
16		CMA3 grace period max 50%
17		End of Semester 1 CMA3 grace period max 40%
18		
19		Receive Semester 1 Progress Report/ CMA4 acc'bl'
20	LP29 - LP34	Complete Assignment CMA4
21		CMA4 grace period max 50%
22		CMA4 grace period max 40%

23		
24		CMA5 accessible
25	LP35 - LP40	Complete Assignment CMA5
26		CMA5 grace period max 50%
27		CMA5 grace period max 40%
28		CMA6 accessible
29	Preparation for End Test	Complete Assignment CMA6
30		CMA6 grace period max 50%
31		CMA6 grace period max 40%
32		
33		
34		End of Semester 2
35		
36		
37		End Test in this week. Date to be advised

Sample Study Timetable (Half Units)

Study Week	Learning Packages to be Studied	Other Activity
1	LP1 - LP7	
2		
3		
4		
5		CMA1 accessible
6	LP8 - LP14	Complete Assignment CMA1
7		CMA1 grace period max 50%
8		CMA1 grace period max 40%
9		
10		CMA2 accessible
11	LP15 - LP20	Complete Assignment CMA2
12		CMA2 grace period max 50%
13		CMA2 grace period max 40%
14		CMA3 accessible
15		Complete Assignment CMA3
16		CMA2 grace period max 50%
17		End of Semester 1 CMA2 grace period max 40%
18		
19		End Test this week. Date to be advised