Candidate & Employer Guide
to the
Online AMTRA Assessments

Contents

What's changing

You may be aware that up to now, the assessments for the Animal Medicines Training Regulatory Authority (AMTRA) Registered Animal Medicines Advisor (RAMA) qualifications comprised face-to-face written examinations and a face-to-face verbal discussion, known as a viva. The suite of modules from which these qualifications are derived are:

- A4058 AMTRA SQP Base
- A5099 AMTRA SQP Farm Animal
- A5060 AMTRA SQP Equine
- A4059 AMTRA SQP Companion Animal
- A4064 AMTRA Veterinary Nurse Companion Animal
- A4062 AMTRA SQP Avian

The course team has secured approval to move to online assessment for the remainder of the 2020-21 academic year. Plans for beyond July 2021 are underway and will be advertised in the future.

Whilst the purpose and academic effort will be the same as a conventional exam, the way you prepare for and 'sit' these assessments may be different to what you have experienced previously. This guide contains essential information so you can prepare thoroughly for your assessments – please read it carefully.

Why?

The primary reasons for moving from a face-to-face examination setting, to a solely online approach, relate to the impact of COVID-19. A solely online approach would enable:

- A COVID-secure assessment environment and continuation of qualification opportunities for RAMA candidates;

- Avoidance of unnecessary travel by candidates, unproductive time spent travelling or overnight time away from home and care commitments;

- Financial and time savings for employers who have historically needed to release candidates from work along with support of travel and accommodation costs to attend face-to-face assessments;

- A COVID-secure working environment for the staff who administer the assessments;

This particular assessment approach has already been adopted by a number of modules within other course areas at the University and to date, this has been successful. The revisions are wholly assessment-related and in each case the module title, credit value, level, intended learning outcomes and learning and teaching strategy remain unchanged.

How Assessments Will Be Completed During January – July 2021

Assessments will be open-book tasks; you can use your own textbooks, notes, NOAH Compendium and training manual as needed. They will also be time constrained.

When you, the candidate, undertake these assessments, you should be sat alone in a room – at your home, or perhaps at work, if it is a quiet environment. You will need to use an internet-connected device which is set up with Windows and Microsoft Word. You will then need to log in to the Harper Adams University Learning Hub (aka 'The Learning Hub') and

go to the respective module page, where you will be able to view the time-constrained open book task. The questions posed in the task will appear in a range of formats; short answer questions, essay-style questions and problem-solving scenarios.

You will need to type your answers into a new Microsoft Word document. You will need to save this file regularly and then upload it, as your set of answers, to a drop-in box before the published deadline.

Each module task will be launched on a specified date (see Appendix A: Schedule for 2021), consistently at 1030hrs (UK time). You should expect to open the task at this time and you will have a limited period of time to complete and upload your answer document. This is in the same way you would have a constrained period of time to complete a face-to-face written examination.

Appendix A: Schedule for 2021 also details the duration you will have to complete the task and the time at which the drop-in box will close.

Materials

As this is an open-book assessment, you can use your own textbooks, notes, NOAH Compendium and training manual as needed.

Currently, any device with Windows applications installed would be compatible for this online assessment, but do bear in mind screen size e.g. an iPhone or Android mobile would not be ideal to create a Word document (your answer document).

Study in preparation

As a general rule, you as the candidate should revise as you would for any exam. During open-book tasks you will have access to your own textbooks, notes, and other resources.

Your answers should be in your own words or direct quotations from publicly available reference sources. Do bear in mind that referring to your own textbooks, notes, and other accessible resources may not be the best use of your time during the assessment timeslot. Instead, do your best to learn information as you would for any conventional exam.

Create your own assessment conditions

As you will be completing these assessments tasks in your own home or at work, you will need to create your own 'assessment conditions'. Please take the necessary practical steps to be ready beforehand. We recommend that you have a space which is quiet and free from interruptions, with:

- A desk
- A comfortable chair
- Adequate lighting
- An internet-connected device with Windows and Microsoft Word already installed
- A way to monitor your time, e.g. regular alarms to alert you
- Your books, notes, and other resources
- Your student number/username and password to The Learning Hub

Booking and how to access The Learning Hub

The process of booking onto an assessment will not change. Candidates (or their employers) will still need to book places via AMTRA, in the same way they have always done. The closing dates for each assessment period are published at Appendix B.

Following acceptance of an application the University will provide candidates with the necessary information for them to complete online enrolment, then subsequently log in details to The Learning Hub.

How to access each module page, the Task and Submission Box

Once logged in to The Learning Hub, you will see the modules for which you have been registered listed under 'My Modules' on the left-hand side of your homepage.
From this list, click on a module name to go to that respective page. The assessment task and submission box will appear in the section titled 'Assessment Centre'. Where you are undertaking multiple module assessments in any assessment period, you will need to go each respective module page at the relevant time (see Appendix A: Schedule for 2021) to access that assessment task and submission box.

Please check that you can access all of your module pages well in advance of the assessment day; you should have access to these at least a week in advance, although you will not be able to see the assessment task until the start time on the assessment date. If you think the list under 'My Modules' is not correct, please contact the University as soon as you are able. Contact details are at the end of this guide.

Assessment Regulations

Whilst these tasks are open-book, we expect candidates to complete them independently, honestly and with academic integrity in line with paragraph 8 (xv) of the University's Examination Rules available here.

The AMTRA Board may also take action in cases where a candidate is found guilty of academic misconduct.

All submitted answers will be processed by the University's anti-plagiarism software, Turnitin. Section 17 (at page 23) of the University's Assessment Regulations refers to academic misconduct; cheating, collusion and plagiarism and the associated penalties.

Each assessment task will be preceded by a set of instructions to candidates. It will include the following statements:

> ***Submission declaration:***
> *In submitting this assessment, I acknowledge that I understand the definition of, and penalties for, cheating, collusion and plagiarism set out in the assessment regulations. I also confirm that this work has not previously been submitted for assessment for an academic award, unless otherwise indicated.*
> ***Submission Checklist …. Have you….?***
>
> - *Uploaded the digital copy of your work to The Learning Hub?*
> - *Received your e-mail receipt to confirm successful assignment upload to The Learning Hub?*
> - *Checked that the uploaded digital copy is the correct file?*
> - *Retained a digital back-up of the file in case of file corruption or other difficulties?*

Penalties for late submissions

IMPORTANT: Candidates must not leave it until the last minute to submit answers to the task. Additional time has been added to the assessment durations to account for opening the task and submitting your answers without encroaching on your writing time. As stated in the previous section, the submission deadline is absolute and the penalty for late or non-submission is zero marks.

If you believe your academic performance has been seriously affected by circumstances outside of your control on the assessment day and/or any medical or personal issue please refer to the arrangements for claiming mitigating circumstances here. Normal **approved** mitigating circumstances and reasonable adjustment arrangements (e.g. extra time allowance) will apply.

You should upload your answers within the time allowed. If you access the assessment task later than the published start time you will still need to finish and submit your answers within the published timeframe or be considered to have submitted late. If you access the task on time but upload your answers after the published timeframe (and you do not have an agreed alternative arrangement in place), you will also be considered to have submitted late.

Practising the upload procedure

To ensure you are ready for your assessment(s), it is vital that you become familiar with the technology and process involved. Please take the time to navigate to your module page(s) in The Learning Hub and rehearse downloading and submitting a response to the generic practice task which will be made available to you.
From your module page, make sure you can:

- Open and read this guide on the screen;
- Click to open or download the practice task;
- Create and save a practice response Word document;
- When finished, save your Word document (your answers to the questions) as a PDF;
- Check the size of your PDF before submitting your response (20MB or less)
- Upload your practice answer document to the drop-in box underneath the practice assessment task.

Be aware of how long you have to complete each module task

As well as being stated on Appendix A: Schedule for 2021, the duration for a task will also be included on the front page of the task document. You might notice that some durations are different to what your peers may have experienced when sitting face-to-face examinations in the past. This is to provide for additional time to deal with technology. You are expected to spend the same amount of time as you would for an invigilated face-to-face exam to read the task, plan your answers, and type your response. The technical time allowance must be reserved to work with the new format and technological steps involved such as reading the instructions in The Learning Hub, opening the task document at the start, and then submitting your answers.

Do not wait until the very end of your allocated time to start submitting your answer document as you may go over your allocated time and incur a penalty as detailed earlier in this guide.

If you have approved alternative assessment arrangements

Additional time will be provided for candidates who have approved alternative assessment arrangements such as extra writing and/or rest time. You will know already if you have this approval, which is provided on disability/health grounds. You'll be able to submit your assessment answers in The Learning Hub later than the 'standard' stated duration.

On the day

To start your assessment, you will need to download the assessment task file. You can then work offline, referring to the assessment task you have downloaded and typing your answers into a new document. You are considered to have started your assessment if you have clicked on the assessment file. Before you submit your answer document, make sure your work meets each of the requirements in the list below:

- You may only submit ONE document. Please make sure you upload the correct document and that all pages are included as you expect them to be.

- Your answers must be submitted within the duration (hours and minutes) stated in the published schedule. If you have approved alternative arrangements, please refer to the duration already communicated to you.

- Save your answer document **as a PDF document**. If you're unable to submit as a PDF, you may submit in the existing Microsoft Word format, but note that this may lead to formatting issues.

- The file name should follow the format: Student ID_Module code.pdf, e.g. 02345_A3580.pdf

- Once you are ready to submit, you can follow the instructions in this video guide

- After you submit your assessment response, an email confirmation will be sent to your HAU student e-mail account (not your home/work/usual). You should save this email for reference. You can access your HAU student e-mail account by going to https://www.harper-adams.ac.uk/my/ selecting 'Check my e-mail'. Your student e-mail address is in the format xxxxxxxx@live.harper.ac.uk where x is your network username (the same one you use to access The Learning Hub) and your password is the same one you use to access The Learning Hub.

Your wellbeing during assessments

Navigating assessments can be difficult, but the University is committed to supporting you as you engage with the process. Your particular assessment-related issues and challenges may be the same as those of your peers or they may be different. But whatever it is that makes the experience difficult for you, we would like to support you to address the challenges as effectively as you can, so that you can feel proud of yourself and positive about how you approached the process. You can find advice on the University's Wellbeing pages

Sources of Help for Candidates

If you have a query about the open book assessment task which is not dealt with by this guide, please contact the University in the first instance by email animalswd@harper-adams.ac.uk) or telephone +44(1952) 815042. The core hours of this team are 0900-1700hrs UK time, Monday to Friday.

Please note that module tutors will **NOT** be able to provide feedback on draft submissions.

On the day of your assessment(s), if you are unable to download or open your assessment task(s) from the published start time, or you are having technical problems submitting your answer document, please contact the University as soon as possible (using the contact details above). Please include details such as whether you are currently sitting an open-book assessment, the module code and name, any browser information you have, and any error messages.

Once you are enrolled for a specific assessment period, non-submission of assessments without a medical certificate or other valid evidence of extenuating circumstances will be deemed to be voluntary absence and you will be awarded a mark of zero. Therefore, if your circumstances change and you are too unwell or otherwise unable to undertake your assessment(s), please contact the University as soon as you are able.

If you upload the wrong file, you can replace it by going through the upload process again, but only **before** the submission deadline.

If you think there is a factual error in the content of an assessment task, then you should state what you consider the error or mistake to be at the start of your answer for that question and if necessary, you should state your understanding of the question. You should then try to complete the task as best you can.

Appendices

Appendix A: Schedule for 2021 (all UK times)

Module	Assessment period 1: January 2021	Assessment period 2: March 2021	Assessment period 3: April 2021	Assessment period 4: May 2021	Assessment period 5: July 2021	Task opens:	Deadline for uploading your answers on the assessment day:
A4058 AMTRA SQP Base	Monday 18th January 2021	Monday 1st March 2021	Monday 12th April 2021	Monday 24th May 2021	Monday 5th July 2021	1030hrs (UK time)	1245hrs
A4059 AMTRA SQP Companion Animal	Tuesday 19th January 2021	Tuesday 2nd March 2021	Tuesday 13th April 2021	Tuesday 25th May 2021	Tuesday 6th July 2021		1225hrs
A4064 AMTRA Veterinary Nurse Companion Animal							1330hrs
A5098 AMTRA SQP Equine	Wednesday 20th January 2021	Wednesday 3rd March 2021	Wednesday 14th April 2021	Wednesday 26th May 2021	Wednesday 7th July 2021		1225hrs
A5099 AMTRA SQP Farm Animal	Thursday 21st January 2021	Thursday 4th March 2021	Thursday 15th April 2021	Thursday 27th May 2021	Thursday 8th July 2021		1330hrs
A4062 AMTRA SQP Avian	Friday 22nd January 2021	Friday 5th March 2021	Friday 16th April 2021	Friday 28th May 2021	Friday 9th July 2021		1225hrs

Appendix B: Summary flyer

What's changing?

You may be aware that until recently, the assessments for the Animal Medicines Training Regulatory Authority (AMTRA) Registered Animal Medicines Advisor (RAMA) qualifications comprised face-to-face written examinations and a face-to-face verbal discussion.

How Assessments Will Be Completed During January – July 2021

The course team has secured approval to move to online assessment for the remainder of the 2020-21 academic year. Plans for beyond July 2021 are underway and will be advertised in the future.

Whilst the purpose and academic effort will be the same as a conventional exam, the way you prepare for and 'sit' online assessments may be different to what you have experienced previously.

Each module assessment will be launched on a specific date, at 10.30am on the Harper Adams University Learning Hub (aka 'The Learning Hub'). You should log in on time and open the assessment. You will have a pre-defined time period during which to complete and upload your answer document. This is in the same way you would have a constrained period of time to complete a face-to-face written examination.

When you take these open-book assessments, you should be sat alone in a room – at your home, or perhaps at work if it is a quiet environment. You will need to use an internet-connected computer to log in to The Learning Hub, view and upload your answers to the time-constrained open book assessment. The questions posed in the assessment will appear in a range of formats; multiple choice questions, short answer questions, essay-style questions and problem-solving scenarios.

You will need to type your answers into a blank document, using a word processed application such as Microsoft Word. You will need to save your set of answers regularly and upload the file to a drop-in box on The Learning Hub before the published deadline.

The dates listed opposite are open to all; one different module will be assessed per day; on consecutive days during the assessment period.

Why

The primary reasons for moving from a face-to-face examination setting, to a solely online approach relate to the impact of COVID-19, but there are other benefits for both candidates and employers.

This particular assessment approach has already been adopted by a number of course areas at the University and to date, this has been successful. The revisions for the AMTRA suite of modules are wholly assessment related and in each case the module title, credit value, level, intended learning outcomes and learning and teaching strategy remain unchanged.

Assessment Dates

Assessment Period	Application closing deadline
18-22nd January 2021	5th January 2021
1st-5th March 2021	8th February 2021
12-16th April 2021	22nd March 2021
24-28th May 2021	4th May 2021
5-9th July 2021	14th June 2021

How to apply

The process of booking onto an assessment will not change. Candidates (or their employers) will still need to book places via AMTRA, in the same way they have always done.

Following acceptance of an application, a more detailed guide will be provided to those candidates.

Harper Adams University

AMTRA
ANIMAL MEDICINES TRAINING REGULATORY AUTHORITY