

Administrative Support Guide

T Level Technical Qualification in Digital Production, Design and Development

Occupational Specialism

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Occupational Specialism Specific Information

This assessment contains:

Material	Level of supervision and control	Dispatch Method
Task 1:	Supervised, medium control: 20 hours	Secure Web Release
Task 2:	Supervised, medium control: 30 hours	Secure Web Release
Task 3a:	Supervised, medium control: 15 hours	Secure Web Release
Task 3b:	Supervised, medium control: 2 hours	Secure Web Release



Materials given to Providers:

Task	Materials Provided
Task 1	• Task booklet • Test Strategy Template
Task 2	• Task booklet • Test Log Template
Task 3	• Task 3a Booklet • Task 3b Booklet

Secure material will be released on our website [here](#).

Provider submission deadlines: All student work must be uploaded to the SharePoint links by 12 midday on the next working day from the submission deadline. You must inform Pearson immediately if any submission deadline is going to be missed.

The Assessment Window:

Below is an example of the assessment schedule for this Employer Set Project.

Weeks	Assessment Task
1	Task 1
2	Task 1
3	Task 2
4	Task 2
5	Task 2
6	Task 2 and 3a
7	Task 3a and 3b



The Occupational Specialism assessment takes place over several weeks across the Spring and Summer term.

The assessment window is set by Pearson; start and finish dates are published annually in the Key Dates Schedule. Providers must schedule the Tasks within the assessment window. We suggest sessions should not exceed three hours, and the Provider must share the schedule with students.



Set Tasks

Task 1

For the Task:

- Students **must** complete all parts of the activity within the assessment.
- Students **must** complete Task 1 in **supervised conditions** under **medium control**
- Students **must** complete the Task in **20 hours**.
- Students **are permitted** access to the internet
- All Tasks are **scheduled by the Provider** in the assessment window.
- The Provider **must** advise students of when any supervised breaks have been scheduled.

Use of Internet for this Task:

- Monitored access to the internet is allowed during the supervised sessions for this Task.
- Providers should use their professional judgement as to how monitoring should take place.
- The internet may be used by the student to:
 - Carry out the research detailed in Activity A
 - Investigate similar products to the one they are proposing
 - Gather information (to be kept in their Appendices) that can be referred to when providing a rationale for their chosen design e.g., identification of common design features, identifying 'gaps in the market', key technologies, etc.
- When using the internet students **must not**:
 - Share their work with others
 - Transfer any work relating to the supervised tasks to external sources including (but not limited to):
 - Personal cloud-based file storage
 - Community knowledge bases, discussion groups, social media or any other website
 - Removable storage media
 - Communicate with other students
 - Collaborate in the production of any evidence of solution



- Access and download large sections of code and/or complete solutions which are then presented as the student's own work (plagiarism)
- Undertake any action that will undermine or jeopardise the integrity or security of the assessment. Any such action or suspected action should be reported by the supervisors of the assessment immediately.
- Student work and any material provided must be kept **securely** at all times.

Students are **not** permitted to use AI or any other tool designed to automate producing a solution, whether working online or offline.

Students must have access to:

- Internet
- Task 1 Booklet
- Test Strategy Template

Outside of the supervised session students are permitted to:

- Carry out research
- Produce notes containing the facts and figures related to their research

Note: Any notes students wish to take into their supervised session must be submitted as part of the assessment so they can be checked by a teacher or tutor, and they must confirm that the notes contain only facts and figures related to their research.

Notes that Students are permitted to bring into their supervised sessions must:

- Not contain attempts to interpret, analyse or evaluate the research in the context of the scenario
- Not contain any other context that has not been specified in these instructions
- Be submitted as an appendix to the task and retained by the Provider until after the end of the post-results service period.



Submitting Task 1:

At the end of the session, Students should:

- Save all the following files to their folder for submission:
 - Task1_Proposal(pdf file) and any relevant appendices
 - Task1_DesignDocs(multiple files including 'test strategy')
- Use the naming conventions detailed on the Set Task Brief.

Note: Students must **not** make any further changes to the outcomes for this task once the window has concluded.

At the end of the session, the Provider should:

- Copy all Student files to a secure area ready for submission to Pearson.
- Submit these versions of Task 1 outcomes by the submission deadline given.

Suggested practice:

- Providers to set up individual Task 1 user profiles only accessible during the supervised sessions
- At the end of the 20 hours these should be locked and not accessible to student
- The user areas should be archived for each candidate and held until after all Review of Marking and Appeal windows have closed, after which it can be at the discretion of the Provider if these are deleted.
- Outcome materials for each candidate should be zipped and held until after appeals are concluded
- Each Student materials zip file should be named Task1_StudentID_ProviderNum_Year.zip



Task 2

For the Task:

- Students **must** complete all parts of the activity within the assessment.
- Students **must** complete Task 2 in **supervised conditions** under **medium control**
- Students **must** complete the Task in **30 hours**.
- Students **are permitted** access to the internet
- All Tasks are **scheduled by the Provider** in the assessment window.
- The Provider **must** advise students of when any supervised breaks have been scheduled.

Use of Internet for this Task:

Monitored access to the internet is allowed during the supervised sessions for this Task. Providers should use their professional judgement as to how monitoring should take place. The internet may be used by the students to:

- Gather digital assets such as layout templates, images, sounds and videos for use in the prototype
- Gather small sections of pre-written code that can be adapted for inclusion in the prototype
- Access online knowledge bases to check syntax, interpret error messages etc. such as:
- User guides for the chosen programming languages
- Community maintained wikis and forums for third-party libraries and frameworks
- Download publicly available datasets to populate and test back-end solutions

It is important to note that when gathering assets and code snippets the Student **MUST** record the sources used in assets log. This includes the use of any AI tool in the provision of any code repurposed in the development of the task solution. The log must:

- Record all sources used
- Describe the content and its intended purpose
- Log the date and location on which the information was retrieved

Guidance on use of AI:

- AI tools can be used to generate small snippets of code for this task, in



the same way that students may use code repositories and other third-parties to get resources. It must not be the sole/primary tool used and must not be used to provide the student with the finished/completed solution.

- The student should record all sources that they used including AI (AI prompts, refinement process, feedback, evaluation, revisions should be captured and made clear in the Record of sources)
- It is the provider's responsibility to monitor the use of the internet (including AI) to ensure that it is being used as a tool, to provide help, rather than providing a final solution.

When using the internet students **must not**:

- Share their work with others
- Transfer any work relating to the supervised tasks to external sources including (but not limited to):
 - Personal cloud-based file storage
 - Community knowledge bases, discussion groups, social media or any other website
 - Removable storage media
 - Communicate with other students
 - Collaborate in the production of any evidence of solution
 - Access and download large sections of code and/or complete solutions which are then presented as the student's own work (plagiarism)
 - Undertake any action that will undermine or jeopardise the integrity or security of the assessment. Any such action or suspected action should be reported by the supervisors of the assessment immediately.

Students are **not** permitted to use AI or any other tool designed to automate producing a solution, whether working online or offline.

Students must have access to:

- Internet
- Task 2 Booklet
- Test Log Template
- Non-editable versions of Task 1 Proposal and Design Docs



Submitting Task 2:

At the end of the session, Students should:

- Save **all** their work to their folder for submission
- Use the naming conventions details on the Set Task Brief

Note: Students must **not** make any further changes to the outcomes for this task once the window has concluded.

At the end of the session, the Provider should:

- Copy the following files to a secure area ready for submission to Pearson:
 - The functional prototype (varying folder structure and file types)
 - Task2 Development documents (multiple PDF files)
 - Task2 Content Assets Log (PDF file)
 - Task2_Test_Log (PDF file)
 - Task2 Code (Original Format)
- Submit these versions of Task 2 outcomes by the submission deadline given.

Suggested practice:

- Providers to set up individual Task 2 user profiles only accessible during the supervised sessions
- At the end of the 30 hours these exam accounts should be locked and not accessible to students
- The user areas should be archived for each candidate
- Outcome materials for each candidate should be zipped and held until after appeals are concluded
- Each Student materials zip file should be named Task2_StudentID_ProviderNum_Year.zip



Task 3a

For the Task:

- Students **must** complete all parts of the activity within the assessment.
- Students **must** complete Task 3a in **supervised conditions** under **medium control**
- Students **must** complete the Task in **15 hours**.
- Students **are permitted** access to the internet
- All Tasks are **scheduled by the Provider** in the assessment window.
- The Provider **must** advise students of when any supervised breaks have been scheduled.
- Students should only be creating the questionnaires in the controlled sessions to ensure that submitted work is their own.
- The analysis of the data must be in-class.
- Sending and completing questionnaires does not have to be supervised.
- Students are allowed to give each other feedback during the controlled sessions.

Use of Internet for this Task:

Monitored access to the internet is allowed during the supervised sessions for the Task.

Providers should use their professional judgement as to how monitoring should take place.

The internet may be used by the Students to:

- Access tools to support the presentation of their prototype to others (e.g. text-to-speech tools to support a functionality demonstration, video compression tools, online meeting tools)
- Create and distribute questionnaires/forms to gather feedback on the prototype
- Provide test users with access to a copy of the prototype

When using the internet in the Task Students **must not**:

- Make further changes to their evidence/outcomes from Tasks 1 and 2
- Access and download the work of others with the intention of being presented as the student's own work (plagiarism)
- Communicate with others beyond the requirements of the activity (i.e., present the prototype and gain feedback)
- Undertake any action that will undermine or jeopardise the integrity or



security of the assessment. Any such action or suspected action should be reported by the supervisors of the assessment immediately.

Students must have access to:

- Task 3 Booklet
- The Set Task Booklet (Task 3b) and the following files checked and provided by the Provider (pdf/ read only copies):
 - Task1_Proposal (pdf file) and any relevant appendices
 - Task1_DesignDocs (multiple files including 'test strategy')
 - The functional prototype (varying folder structure and file types)
 - Task2 Development documents (multiple pdf files)
 - Task2 Content Assets Log (pdf file)
 - Task2_Test_Log (pdf file)
 - Task2 Code (pdf and txt files)

Submitting Task 3a:

At the end of the session, Students should:

- Save **all** their work to their folder for submission.
- Use the following naming convention: Task3_PartA_[Document name] (varying folders and document types)

Note: Students must **not** make any further changes to the outcomes for this task once the window has concluded. Students are permitted to produce evidence for this task during unsupervised time, as long as this occurs **within** the assessment window.

At the end of the session, the Provider should:

- Copy the Student files to a secure area ready for submission to Pearson.
- Submit these versions of Task 3 outcomes by the submission deadline given.

Suggested practice:

- Providers to set up individual Task 3a user profiles only accessible during supervised sessions
- At the end of the 15 hours these exam accounts should be locked and not accessible to Students
- The user areas should be archived for each Student



- Outcome materials for each candidate should be zipped and held until after appeals are concluded
- Each Student materials zip file should be named Task3PartA_StudentID_ProviderNum_Year.zip



Task 3b

For the Task:

- Students **must** complete all parts of the activity within the assessment.
- Students **must** complete Task 3b in **supervised conditions** under **medium control**
- Students **must** complete the Task in **2 hours**.
- Students **are permitted** access to the internet
- All Tasks are **scheduled by the Provider** in the assessment window.
- The Provider **must** advise students of when any supervised breaks have been scheduled.

Students must have access to:

- Task 3 Booklet
- The Set Task Booklet (Task 3b) and the following files checked and provided by the Provider (pdf/ read only copies):
 - Task1_Proposal (pdf file) and any relevant appendices
 - Task1_DesignDocs (multiple files including 'test strategy')
 - The functional prototype (varying folder structure and file types)
 - Task2 Development documents (multiple pdf files)
 - Task2 Content Assets Log (pdf file)
 - Task2_Test_Log (pdf file)
 - Task2 Code (pdf and txt files)
 - Task3_PartA_[Document name] (varying folders and document types)

Submitting Task 3a:

At the end of the session, Students should:

- Save **all** their work to their folder for submission.
- Use the following naming convention: Task3_PartB_[Document name] (varying folders and document types)

Note: Students must **not** make any further changes to the outcomes for this task once the window has concluded.

At the end of the session, Providers should:

- Copy the student files to a secure area ready for submission to Pearson
- Submit these versions of Task 3b outcomes by the submission deadline

given.

Suggested practice:

- Provider to set up individual Task 3b user profiles only accessible during the supervised session
- At the end of the 2 hours these exam accounts should be locked down and not accessible to students
- The user areas should be archived for each Student
- Outcome materials for each candidate should be zipped and held until after appeals are concluded
- Each Student materials zip file should be named Task3PartB_StudentID_ProviderNum_Year.zip



General Information

If you have any further queries regarding this administrative support guide, please visit the contact pages below for:

- [Exams Officers](#)
- [Teachers](#)

Visit [here](#) for information on entry deadlines and results dates

Visit [here](#) for information on exam timetables

Post Results Services (PRS)

Visit [here](#) for information on:

- Review of Marking and Moderation (RoMMs)
- Appeals

Special Requirements

Visit [here](#) for information on special considerations

Visit [here](#) for information on access arrangements

Training and Support from Pearson

Visit [here](#) for our Training and Admin Support Hub where you can access all the administrative and delivery documentation and training.

Support Materials

Please visit the [Technical Qualification webpage](#) and the course materials to find the following:

- Specification
- Administration guidance for delivery and assessment
- Teaching and Learning Support
- Past papers and mark schemes
- Principal Examiner reports
- Specimen Assessment Materials
- Exemplification Materials

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