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## Guidance Note for Course Assessments

### Introduction

SEATS AI courses are designed to enhance the skills and knowledge of employers and employees in the field of Artificial Intelligence (AI). The courses are City & Guilds Assured and certificated, meeting the high standard of learning and assessment. The final assessment, a multiple-choice test, is intended to validate the learner's understanding of the course content. Below is guidance on the conditions under which the assessment should be taken to maintain the integrity and quality of the certification.

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## Assessment Environment

### Recommended Conditions

- The assessment should be taken in a secure and quiet environment. This ensures that you can concentrate fully on the test without interruptions.
- Use a reliable PC or laptop to take the test. While mobile devices are compatible, a larger screen is recommended for better visibility and ease of use.
- A stable and secure internet connection is crucial to avoid any disruptions during the test.

## Assessment Integrity

### Fair Practice

- The assessment is designed to gauge your individual understanding of AI concepts and applications. Collaboration with others or using unauthorised resources during the test is strictly discouraged.
- Learners are permitted up to two attempts to pass the test. Each attempt should be taken seriously, as this is a key component of earning the City & Guilds certification.
- The SEATS AI courses are designed to be naturally adaptive, reflecting the flexible nature of AI learning. Therefore, the test conditions are intended to adapt to different learning environments while ensuring fairness and integrity.

## Assessment Feedback

### Post-Assessment

- Upon completion of the test, results will be provided immediately, giving you instant feedback on your performance.

- Feedback will be offered and is essential for your continuous professional development in AI.

### Support

#### During the Assessment

- Should you encounter any technical issues during the assessment, please contact our support team immediately at [admin@seatshub.org](mailto:admin@seatshub.org).
- For any questions regarding the AI course material or assessment criteria, feel free to reach out to our course support team at [admin@seatshub.org](mailto:admin@seatshub.org).

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### Data Protection & Handling

Through the course registration process you will be required to give permission to SEATS and our AI provider partner Veraxis Ltd to handle your data. This includes sharing relevant information with the LMS host provider and City & Guilds for the purposes of completing the courses and for course assurance and awarding of the related course certificate and digital badge.

We aim to keep the data information we ask from you as an employer and / or as an employee as minimal as possible. All data will be handled in accordance with SEATS data protection and handling policies and in line with our partner Veraxis and City & Guilds as applicable.

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