

A centre's guide to
On-line knowledge based unit
tests for the Certificate in
Plumbing Studies (6129)



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When will the tests be available?

The GOLA knowledge based unit tests for Levels 2 and 3 were available as a pilot during the latter part of the 2007/8 academic year. Following positive feedback and some minor improvements the tests will become mandatory for new candidates from 1 September 2008.

Before centres can offer the on-line tests they will need to ensure that they are an approved GOLA centre. For information on how to become a GOLA centre please visit www.cityandguilds.com/GOLA

Do new candidates have to use GOLA?

Yes, from 1 September 2008 the GOLA tests will be the only recognised testing method for new candidates for the knowledge-based 6129 units.

What about existing candidates?

GOLA is a superior testing experience for candidates and centre staff alike. We would strongly recommend that all candidates use GOLA tests. However, if this is not feasible for existing candidates registered prior to 1 September 2008, they can continue to use paper-based tests. A new paper-based test will be developed to meet current standards. We will notify centres as soon as these are available. .

How do I get approval to use the on-line tests?

All existing City & Guilds centres that are approved to run the Certificate in Plumbing Levels 2 & Levels 3 (6129-22, -33, -44 and -55) have been given automatic approval for the on-line tests. Centres will only need to ensure that they become a GOLA centre.

What are the benefits to tutors and learners of these on line Knowledge tests?

- Improved feedback on learner's strengths and areas for development (via the score report)
- Saving time by no longer having to mark
- Saving time, money and paper by not having to print out tests
- Automatic random question generation saves time in comparison to the paper based manual process at present
- Financial savings
- Ease of use
- No storage
- No external invigilators required (please note that all tests **must** be supervised under exam conditions.)

What is the charge for the software?

City & Guilds do not charge for the GOLA software. Centres only need to ensure that they have all the necessary technical requirements. Visit www.cityandguilds.com/GOLA then select the 'getting gola' link for further information.

Can the tests be delivered by laptop?

Tests can be carried out on laptops in a mobile situation. For further information on this type of testing please visit www.cityandguilds.com/GOLA

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What are the costs of registering candidates?

In addition to the existing complexes, candidates will need to be registered to take the on-line unit tests. The prices for the knowledge based unit GOLA tests are:

Level 2 - £45 per candidate
Level 3 - £25 per candidate.

The price includes **unlimited** access to all tests within the chosen route for the lifetime of the candidate's registration.

Please note that the price is on top of the normal registration and certificate fee and does not include the GOLA end test.

Are we charged again for re-sits?

No – the price includes unlimited re-sits per candidate.

How long will the GOLA registration last?

Registrations will last for the length of the candidate's registration.

Which tests do candidates take?

Centres should only register their candidates on the tests that relate to their qualification e.g. Level 2 Certificate in Basic Plumbing Studies.

How do I register new candidates for the on-line tests?

- 1) **First** register candidates on the Certificate in Plumbing qualification via:
 - 6129-22 (for level 2 candidates)
 - 6129-33 (for level 3 candidates in England and Wales)
 - 6129-33 (for level 3 candidates in England and Wales)
 - 6129-46 (for 6129-44 candidates.)

then:

- 2) register candidates for the knowledge based unit on-line tests via:
 - 6129-26 (for 6129-22 candidates)
 - 6129-36 (for 6129-33 and -55 candidates)
 - 6129-46 (for 6129-44 candidates.)

finally:

- 3) when candidates have successfully completed all of the units and GOLA assessments within their qualification register for the relevant **GOLA end-test**:
 - 6129-212 (accessed within 6129-22)
 - 6129-307 (accessed within 6129-33)
 - 6129-309 (accessed with 6129-55.)

For more information please refer to the catalogue.

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 - 6129-26 (for 6129-22 candidates)
 - 6129-36 (for 6129-33 and -55 candidates)
 - 6129-46 (for 6129-44 candidates.)

finally:

- 2) when candidates have successfully completed all of the units and GOLLA assessments within their qualification register for the relevant **GOLLA end-test:**
 - 6129-212 (accessed within 6129-22)
 - 6129-307 (accessed within 6129-33)
 - 6129-309 (accessed with 6129-55.)

Existing candidates **do not** need to be re-registered for the qualification.

For more information please refer to the catalogue.

Can we still submit results for candidates that have successfully achieved paper-based tests after 1 September 2008?

Yes, in the normal way.

When can I schedule tests?

Tests may be scheduled to be taken instantly or up to 6 months in advance once a candidate has been registered with City & Guilds. Allow 48 hours for registrations to be processed before scheduling the first test.

Do I have to schedule each candidate for each test they take?

Yes, every time a test is to be taken the candidate must be scheduled for that test. This applies to re-sits as well.

Are the tests secure?

Several levels of security are built into the system to prevent manipulation of results or access to the database.

Can I carry out practice tests?

Students can access navigation tutorial tests on-line so that they can become familiar with the system before taking their tests. There will also be taster tests specific to Plumbing available for centres to experience the Plumbing on-line test experience.

How do I get the results?

The system will provide instant results, increasing the appeal to candidates and helping to reduce their anxiety waiting for results.

What will the results look like?

For each candidate taking a unit test, a score report displaying the areas the candidate was successful in will be generated. The score report will also contain the % of questions the candidate was successful in and candidate details such as candidate name, centre name/number, date of test, unit tested.

Please note that although each question is worth one mark different sections of the test have a varied number of questions. This can on occasion cause confusion for candidates if, for example, they have failed a test but have 100% in a number of sections which have a small proportion of the overall questions. To ensure there is full clarity for candidates City & Guilds strongly recommends providing feedback

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to candidates on the school report in conjunction with the test specification.

How are the GOLA unit tests results submitted?

You need to submit a results entry on the qualification eg 6129-22 201 if the candidate successfully achieves the 221 assessment, in the same way that you submitted results for the paper-based tests.

Where are the test specifications?

These are available on the City & Guilds 6129 website [click here](#) .

What is the pass mark?

70%.

Is there a requirement for additional oral questioning?

This is not required with the Plumbing GOLA tests.

Is the GOLA end test still a requirement?

Yes – candidates still need to successfully complete the end test in order to achieve the qualification. Please note that there is **no change** to the way that the end-tests are registered. They are **not** included within the fee for the unit tests.

What should I do with the results?

Results should be saved by the centre to a central and secure location within their IT system. This is to avoid incidences where portfolios are misplaced. Centres should also ensure that copies of each score report are printed for inclusion in the candidate's portfolio.

In cases where score reports are not saved by the centre it is possible for City & Guilds

to recover candidate results. However, a fee will be payable for such services.

What happens if a candidate does not achieve 70% or more on a mandatory test?

The candidate will be required to take the complete unit test again.

Must the tests be invigilated?

Yes, centres must ensure that all on-line Plumbing tests are invigilated; the invigilator can be either a tutor / assessor or an examinations invigilator.

Can invigilators help candidates with the questions?

No, candidates must not receive any assistance with the questions while undertaking the tests. If candidates require any special arrangements this should be applied for in advance.

Are the tests internally verified?

The tests have already been moderated so centres do not have to internally verify the questions or marking, however centres will have to internally verify the process of testing, ensuring that the correct candidates are taking the tests, that the evidence is authentic and that an invigilator is present.

Are the tests externally verified?

Yes, the external verifier will want to see centre records ensuring that the process has been conducted correctly and internally verified.

What technical support do you offer?

City and Guilds provides a free technical support helpline (0845 241 0070) for customer queries along with a comprehensive information website, www.cityandguilds.com/gola

Will the assessments that include electrical aspects be 17th edition compliant?

Yes.

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Are the practical assignments / systems planning (unit 300) now assessed via GOLA?

No, these are not and they will continue to be assessed using their current assessment methods.

Is the ERR unit on GOLA?

Yes, and it is included within both the level 2 and level 3 GOLA tests.

How can I find out more about the introduction of Plumbing GOLA tests?

If you have any further questions regarding the roll out of these tests please contact City & Guilds Customer Relations.

What is the situation for direct entry 6089 candidates?

The requirement to undertake the 6129 knowledge tests is unchanged. All direct entry candidates registered on or after 1 September 2008 **must** undertake the 6129 GOLA unit knowledge tests. 6089 candidates are given access to register on the 6129 GOLA tests (6129-26 at level 2 and 6129-36) upon registration. This registration must be manually made by centres.

We would strongly recommend that all candidates use GOLA tests. However, if this is not feasible for existing candidates registered **prior** to 1 September 2008, they can continue to use paper-based tests.

Are there any changes to the closed / open book status of the Plumbing unit assessments?

No, all open book document requirements remain the same.

Where can I find out about the open-book requirements?

The open-book requirements are referred to within the test specifications and the handbook.

How can I find out more about Plumbing qualifications in general?

Please visit the Plumbing site on the City & Guilds website [click here](#) .

You can find out more by contacting your nearest City & Guilds office. Log on to our website to find the location of your nearest one, or contact our Customer Relations team at:

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