

Guide to marking the T Level Occupational Specialism Assessment

Carpentry and Joinery (8711-36) (306)

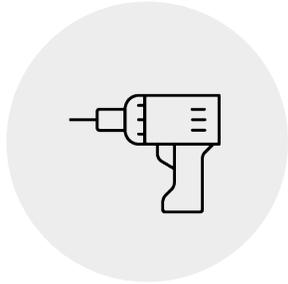
T-LEVELS

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Thank you for accessing these support materials.

Please note that the Practical Observation form has been updated since the publication of these materials. The Practical Observation form included in the live assessment materials is the version that must be used when assessing the Occupational Specialism.

Aims and objectives



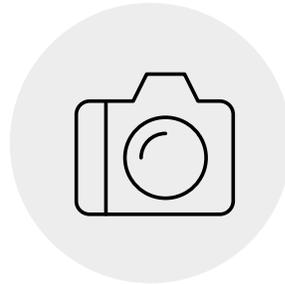
To gain a general overview of the requirements of the Carpentry and Joinery T Level Occupational Specialism assessment requirements



To become familiar with the assessment documentation



To be able to apply the marking process using the marking grid



To become familiar with typical evidence types

Agenda

1

Overview of typical assessment for Occupational Specialism

2

Overview of Assessment Themes

3

Using the Assessor Pack

4

Using the Marking Grid

5

How to complete a Practical Observation form

6

How to complete the Candidate Record Form

7

Making a marking decision

8

Declaration of Authenticity

Introduction

- The occupational specialism practical assessments for the T Levels are externally-set summative assessments which are internally marked by centre assessors.
- During this session we will give an overview of how the marking should be approached using the marking grid.
- If there is more than one assessor carrying out marking at the centre, this process should be carried out as part of a group activity to ensure assessors are clear and in agreement about what sorts of evidence are relevant for assessment and which assessment theme they fit into.

We have created a guide to marking process video which is available to watch online [here](#).



Assessment

The assessment for this component consists of a practical assignment that includes a project brief and then a number of tasks for the candidate to complete.

The tasks set produce assessment themes that cover a range of knowledge and skills from the performance outcomes in the qualification specification.

Each candidate will receive a total mark for each assessment theme. The total for each assessment theme is accumulated, giving a total.



Assessment overview

Candidates will be assessed against the following assessment themes:

- Health and Safety
- Designs and planning
- Produce complex timber-based products
- Assemble and fix components
- Installation of item
- Quality inspection

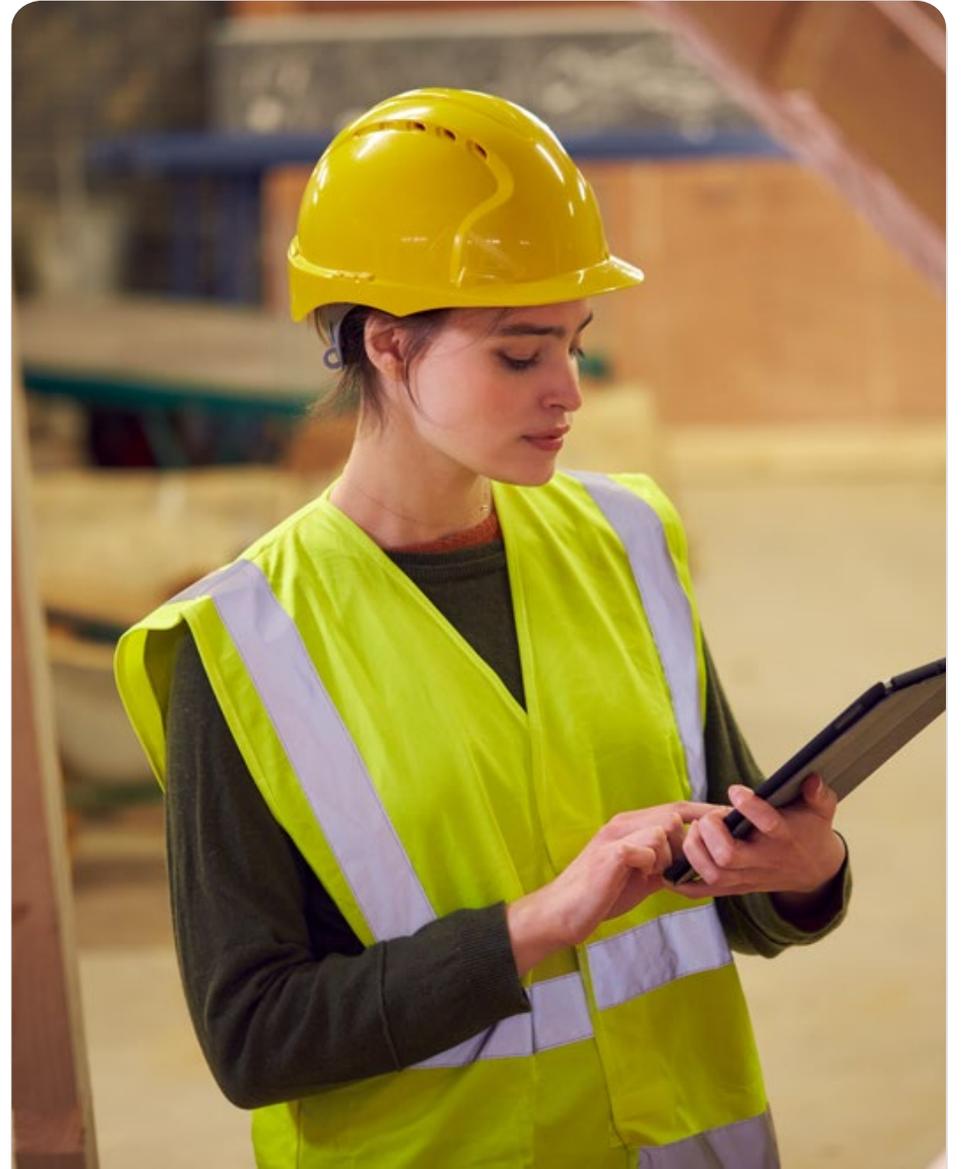
These themes cut across the tasks.



Assessment pack key information

Assessors must read the Assessor Pack to ensure familiarity and compliance with:

- Time allocation
- Resources
- Conditions of assessment
- What must be produced for marking
- Any additional evidence of candidate performance
- Marking Grid



Assessment information

The Practical Assignment is made up of three tasks



Task 1

Carpentry



Task 2

Joinery



Task 3

A fitting/fixing task

This is followed by a checking/evaluation task.

The three tasks are considered together when using the 6 assessment themes, for instance, marks awarded for setting out will apply to a wall plate. Making components (produce products) would apply to cutting the rafters as well as jambs for a window.

Assessment information

Use of techniques

The assessment is written with various details missing regarding which technique to use for various tasks. This is a test of the candidates applied knowledge.

Candidates must choose the correct method from what they have been taught, and there is often more than one way to do something. The various methods are not always equally good e.g. choice of joint at top of arched window. Marks are awarded accordingly.



Assessment information

Levels of performance

Levels of performance are banded 1, 2 and 3. Not to be confused with pass merit and distinction, these will be set later externally.

Bandings represent a range of candidates from least able to those with the best ability.



Assessment information

Use of Assessment themes

Descriptions of how a candidate's performance fits into any given band is given.

Candidates can fall between bands, if a candidate is top of a band, and meets aspects of the band above, then it is possible to move the candidate up one mark into the bottom of the next band if appropriate.



Evidence to be collected



Written evidence

Risk assessment, resources lists, quality check/evaluation evidence, etc.



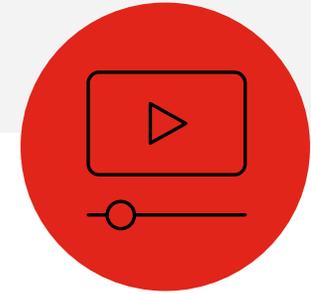
Practical Observation (PO) Forms

Descriptive and differentiating



Photographic evidence

As specified in the Assessor Guidance



Video evidence

As specified in the Assessor Guidance

Evidence will be used to moderate marks remotely, so must tell the “story” of what the candidate has carried out and back up what the assessor writes down and marks awarded.

Evidence to be collected



Practical Observation (PO) Forms

PO Forms should be descriptive, describing how the candidate approached the tasks and clearly reflecting the performance.

Generalisations and confirmation of tasks completed should be avoided and must be based on the candidate's performance.

Strengths and weaknesses should be recorded giving examples of the observed performance.

Task 1 - Presentation of the design and scaled drawing of the proposed decorative panel to the client	
Practical Observation Form	
Assessment ID	Qualification number
8711-305	8711-35
Candidate name	Candidate number
Candidate A	CG12345
Centre name	Assessment theme
City & Guilds	Presentation

Complete the table below referring to the relevant marking grid, found in the assessment pack. Do not allocate marks at this stage.

Task	Notes – detailed, accurate and differentiating notes which identify areas of strength and weakness are necessary to distinguish between different qualities of performance and to facilitate accurate allocation of marks once all evidence has been submitted.
Presentation	The candidate was fluid from the start and spoke clearly whilst introducing their presentation, maintaining excellent eye contact and interaction throughout with the audience. The candidate was able to provide appropriate technical terminology throughout the presentation. The candidate gave detailed descriptive information detailing the specific types of bricks, joint finishes and colour, detailing the design and the decorative features clearly demonstrating reference to the history of the building and associated gardens. They made clear reference to the brief and provided clear rationale to justify their recommendations for their design and the materials chosen. Overall an engaging presentation that was well thought out and fully met the brief.

Assessor signature	Date
Assessor A	15/03/2022

Evidence to be collected

Photographic and video evidence

Assessor photographic/video evidence at various stages and could, for example, include:

- Photos of the finished gothic arched window for quality of finish
- Photos of the finished roof for quality of finish
- Video evidence of the gothic arched window in construction and at completion with quality of finish shown
- Photographic evidence of finished faces, including inside faces
- Photographic evidence of faces and all joints of the window showing fit of joints (close up include tolerances)
- Video evidence of the roof in construction and at completion with quality of finish shown
- Video evidence of dormer in construction and at completion with quality of finish shown
- Photographic evidence of roof showing fit of rafters' top and bottom (close up showing tolerances)

Centres must refer to the live assessment pack which explains what evidence needs to be collected.



Candidate Record Form (CRF)

The evidence is marked holistically against each assessment theme.

Justification as to why the evidence falls with the band

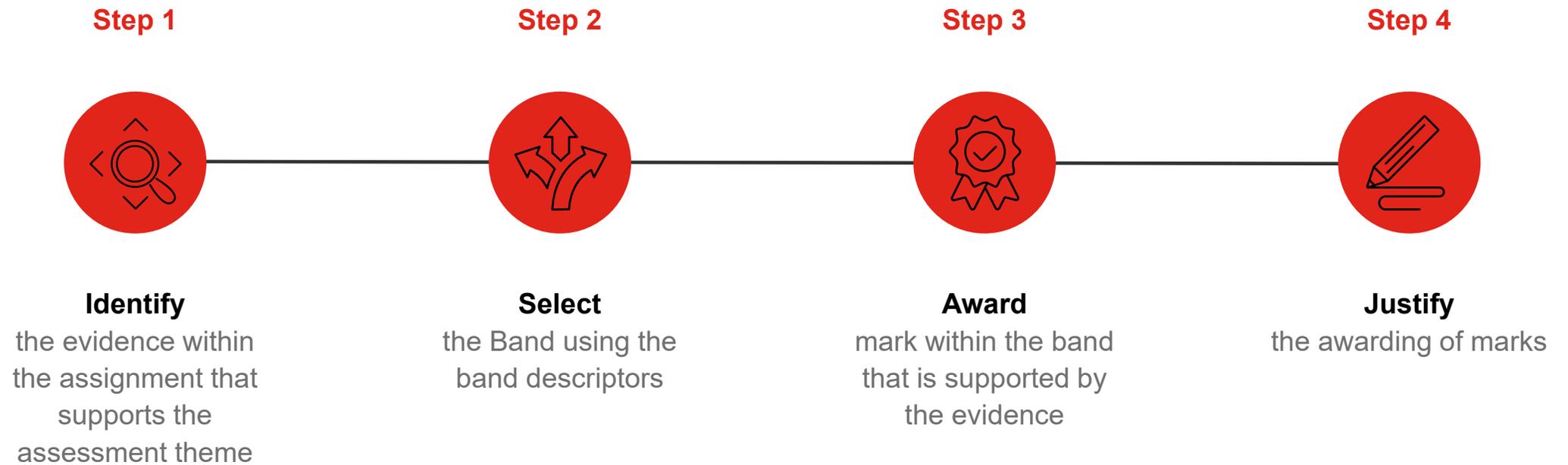
Justification as to why the mark has been given

Health and safety						
	Band 1		Band 2		Band 3	
	1	2	3	4	5	6
Band	Band justification The risk assessment is complete and detailed, it covers many of the associated risks / hazards and risk mitigation factors are detailed with consideration given to potential harm and probability factors. Health and safety have clearly been a consideration throughout the assessment and the candidate has worked safely. <i>The candidate evidence for candidate a does meet the requirements of the third marking band, the evidence is reasonably comprehensive and has detail relating to mitigating factors considered through the implementation of the control measures and there are few omissions in the risk assessment process.</i>					
Mark	Mark justification The risk assessment covers a good range of hazards and health and safety procedures have been followed during the preparation period and whilst working on the practical tasks, although there is no evidence of wearing protective glasses whilst cutting bricks. The risk assessment does not identify all of the associated risks and also does not consider the risk factors to allow the demonstration of understanding in implementing control measures and therefore reducing the risk rating. <i>Due to the reasons outlined here –the response has been determined to be at the lower end of the middle marking band and a mark of 3 has been awarded.</i>					



How to mark the evidence

Marking of each Assessment Theme



Marking Grid

Assessment theme

Marking grid					
There is a marking grid for each assessment theme that must be assessed as part of this occupational specialism assessment.					
Assessment Theme: Health and Safety					
Note: where there is insufficient evidence to award a mark, a zero mark may be given	Band 1 descriptor	Band 2 descriptor	Band 3 descriptor	Total marks per sub assessment theme	Total marks per assessment theme
Indicative content	<p>Typical knowledge, understanding and skills:</p> <p>To produce a risk assessment and risk management plan for all the tasks.</p> <p>Identify the main risks and hazards for each task and detail the mitigations that will be used to reduce the risks and hazards and identify low risk hazards that may occur during the task(s) and mitigate for these as they arise.</p> <p>Follow the risk plan through the tasks.</p> <p>Maintain a tidy work area throughout the tasks.</p> <p>Correct PPE is identified and worn at all times and as designated in their risk assessment plans (If unsafe working occurs the assessment is to be stopped immediately).</p> <p>Whilst working through tasks, adhere to a risk assessment plan, adjust it correctly if required, following safe working practices throughout and keep work areas clean and tidy, all in accordance with current regulations and legislation.</p>				

Indicative content

Marking Grid

Marks per band		
1-3	4-6	7-9
<p>Risk assessment is complete and covers the key risk/hazard factors. Risk mitigation methods are limited. Likelihood against probability has been attempted but lacks reasoning.</p> <p>Health and safety is followed during preparation and throughout tasks so that all work is completed safely but when working some low-risk hazards were missed.</p>	<p>Risk assessment is complete and covers a good range of risk/hazard factors. Risk mitigation methods have been identified for some of the potential risks/hazards, but not all. Consideration is given to potential for harm and probability factors.</p> <p>Health and safety is followed during preparation and throughout tasks and all work completed safely.</p>	<p>Risk assessment is complete, detailed and clearly identifies all the associated risk/hazard factors. Risk mitigation methods are detailed and have been clearly identified for all potential risks/hazards. Potential for harm and probability factors have been identified throughout.</p> <p>Health and safety is followed during preparation and throughout tasks and all work completed safely. Risks and hazards that occur during the tasks are correctly mitigated against as they arise.</p>

Guidance for markers / assessors

Guidance for markers

Evidence from Task 1, 2 and 3 should be used to assess performance against this assessment theme.



Task 1
Risk Assessment



Task 2
Assessor observation: Following safe procedures for the production of timber-based products.



Task 3
Assessor observation: Following safe procedures for the assembly and fix of compounds.



Task 4
Assessor observation: Following safe procedures for the Installation of item



Candidate record form

Justification as to why the evidence falls within the band

Design and planning – Documents									
	Band 1			Band 2			Band 3		
	1	2	3	4	5	6	7	8	9
Band	<p>Band justification</p> <p>The candidate has demonstrated that they meet the requirements of the lowest marking band. Documents are brief but correct in process but with minor inaccuracies in technical knowledge and sequencing. No reasoning provided to justify choices made.</p> <p>Key materials, quantities and PPE required to meet the brief have been identified with some consideration given to the aesthetics of the finished installation.</p> <p>Therefore, the mark to be awarded sits within the lower marking band.</p>								
Mark	<p>Mark justification</p> <p>The candidate demonstrates a good understanding of the sequencing of activities in relation to the given tasks, marking out tasks, collecting materials and installing components before clipping out. The methods given follow the logical stages of the installation, cutting and bending before soldering and pressure testing. The methods statements identify all the key steps, the steps are brief but accurate, however no reasoning or justification has been given to support the methods given.</p> <p>The candidate shows good knowledge and understanding of the different resources required to carry out the tasks and meet the requirements of the assignment brief. The candidate has selected the minimum materials and equipment required to allow for a successful installation in line with the assignment brief. The candidate has identified quantities that are accurate and relevant to the tasks. The candidate demonstrates a good understanding of health and safety and listed the PPE required to carry out the tasks safely, as well as including heat proof mats and dust sheets which demonstrates consideration to customer property.</p> <p>Due to the reasons outlined here –the response has been determined to be in the middle marking band and a mark of 3 has been awarded.</p>								

Justification as to why the mark has been given

Assessment theme – Health and safety

Band 1 descriptor	Band 2 descriptor	Band 3 descriptor
1-4	5-8	9-12
<p>Risk mitigation methods limited. Likelihood against probability attempted but lacks reasoning.</p> <p>Health and safety is followed during preparation and throughout tasks so that all work is completed safely. When working some potential hazards were missed and on occasion minimal guidance is required to mitigate against minor risks.</p>	<p>Risk mitigation methods identified for some of the potential risks, but not all. Consideration given to potential for harm and probability factors.</p> <p>Health and safety is followed during preparation and throughout tasks and all work completed safely.</p>	<p>Risk mitigation methods are detailed and have been clearly identified for all potential risks.</p> <p>Potential for harm and probability factors have been identified throughout.</p> <p>Health and safety is followed during preparation and throughout tasks and all work completed safely. Risks and hazards that occur during the tasks are correctly mitigated against as they arise.</p>

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Assessment theme – Health and safety

Task	Notes
Produce complex timber-based products – window and roof	Window and roof <ul style="list-style-type: none">• The candidate followed an efficient and logical order for both window and roof. Calculations were accurate and attention paid to all defects and the effects and the effects of these were minimised correctly (cut out and put to rear). Marking out was secure and accurate.• Joints accurately cut and fit “off the saw” with minimal paring or “doctoring” of joints (shoulder or face or tenons) required.• Tolerances across both window and roof products exceed given tolerances.• The completed window and roof were of an excellent quality with defect free finish and assemble ready.• The selection and use of tools and equipment were correct through all tasks. The candidate showed excellent handling skills and maintained the tools well throughout the task.• Continuous consideration to safe and efficient operation of power tools. LEV used to prevent excess dust.• The candidate inspected the machines thoroughly before use and the candidate operated the machines professionally with a high degree of accuracy.• Minimal waste of materials (within tolerance).• All work areas kept clean, working safely throughout and waste removed and disposed of in line with legislation.

Mark and Band Justification

	Band 1				Band 2				Band 3			
	1	2	3	4	5	6	7	8	9	10	11	12
Band	<p>Band justification</p> <p>Across the evidence generated for each task, such as performance, observation forms, the evidence suggests that the majority of the work was undertaken in a very safe manner with many risk mitigation methods identified and applied throughout the tasks meaning band 1 had been exceeded. None of the evidence suggests that risk probability was explored or demonstrated, and the candidate did not apply dynamic risk assessing once the initial risk management techniques were applied, This therefore does not match band 3 so band 2 applies.</p>											
Mark	<p>Mark justification</p> <p>The safe isolation process was correct on each occasion; however, the candidate was a little hesitant on the first occasion. PPE was effectively used throughout, but probability not fully considered and good housekeeping was not maintained at all times during the practical installation, a mid-range mark is selected – 6 marks.</p>											

Declarations of Authenticity

Declarations of Authenticity are required and must be signed by the candidate and tutor

Declaration of authenticity

Assessment ID	Qualification number
Candidate name	Candidate number
Centre name	Centre number

Additional Support

Has the candidate received any additional support in the production of this work?

No **Yes** (Please tick appropriate)

If yes, give details below (and on a separate sheet if necessary).

--

Candidate:

I confirm that all work submitted is my own, and that I have acknowledged all sources I have used.

Candidate signature	Date

Tutor:

I confirm that all work was conducted under conditions designed to assure the authenticity of the candidate's work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the candidate.

Tutor signature	Date

Note: Where the candidate and/or tutor is unable to or does not confirm authenticity through signing this declaration form, the work will be returned to the centre and this will delay the moderation process. If any question of authenticity arises, the tutor may be contacted for justification of authentication

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We work with governments, organisations and industry stakeholders to help shape future skills needs across industries. We are known for setting industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We train teams, assure learning, assess cohorts and certify with digital credentials. Our solutions help to build skilled and compliant workforces.

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