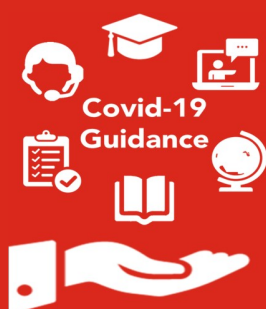


# 2021 - 2022 Adaptations Digital and IT

For the period of:  
September 2021– August 2022





Version	Amendment type	Section/Qualification
1.0 (September 2021)	Document created	All
2.0 (December 2021)	Reference (link) to Remote Assessment Centre Guidance updated	All



## Introduction

Over the past two years, since the Covid-19 pandemic began, City & Guilds has worked in consultation with regulators and other awarding organisations/bodies, implementing adaptations to normal assessment delivery procedures to ensure that learners were still able to receive valid and reliable results for assessments attempted in this period.

The government's intention is that assessments for Vocational and Technical Qualifications go ahead for the 2021/22 academic year. It is recognised that learners who will be taking assessments will have had significant disruption to their teaching and learning and they may need continued support in the face of any further disruption. Centres should plan to, and wherever possible, deliver all assessments in line with the requirements set out in City & Guilds handbooks and assessment materials. However, where this is not possible City & Guilds is permitted, under Ofqual's Vocational and technical qualifications contingency regulatory framework ([VCRF](#)) to devise adaptations that mitigate disruption caused by the pandemic to teaching, learning and assessment for learners.

This document sets out the most up-to-date qualification specific adaptations available and the conditions for their adoption. It provides details of what adaptations can be used to provide centres and learners with flexibility to support the delivery of assessment during these challenging times. It has been designed to complement the **City & Guilds Qualification assessment adaptation guidance** document which can be found on City & Guilds COVID-19 webpages.

## What is adaptation?

Adaptations should only apply if a learner(s) is not able to be assessed in the way the assessment design intended. The adaptations are in relation to the conditions and controls for assessments, the delivery of the assessments, or in some instances the assessment methodology. This document specifies the adaptations that are permitted and the qualifications and assessments to which they apply. Where an adaptation is permitted it is indicated by ✓ and where there is no adaptation permitted or needed it is indicated by ✕.

**Some adaptations that were in place during the 2020/21 academic year may have changed or been removed this academic year. These include the removal of:**

- "test-at-home" interim solution for e-volve remote assessment for the 2020-21 academic year which is no longer available. For more information regarding Remote Invigilation, please see the latest guidance on the City & Guilds website for more information <https://www.cityandguilds.com/delivering-our-qualifications/exams-and-admin/remote-invigilation>
- use of alternative evidence for an externally assessed e-volve test
- use of alternative evidence for a practical skills assessment.

**Centres are not permitted to make any further adaptation to the assessments beyond what is set out in this document.**



## Entry Level 3 IT User

### Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
500/5886/1	4249-01	Entry Level Award for IT Users (Start IT - iTQ) (Entry 3)
500/6100/8	4249-01	Entry Level Certificate for IT Users (Start IT - iTQ) (Entry 3)
500/8483/5	4249-01	Entry Level Award in Online Basics (Start IT - ITQ) (Entry 3)

### What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
<ul style="list-style-type: none"> <li>Externally set assignment, locally marked and externally verified. Assignments cover practical activities for all outcomes and samples underpinning knowledge to verify coverage of the unit. OR</li> <li>Work based / real work evidence to cover all outcomes and assessment criteria that will be externally verified OR</li> <li>Centre devised scenarios/activities that produce evidence to cover all outcomes and assessment criteria that will be externally verified</li> </ul>	001-012, 014-015	✓ Remote assessment
Evidence in the workplace Work based / real work evidence to cover all outcomes and assessment criteria that will be externally verified	013	✓ Remote assessment
Assessments for knowledge and understanding Centre-assessed multiple-choice test set by City & Guilds	091-095	✓ Remote assessment

Assessment methods	Adaptation permitted	Guidance
<p>Assessment of knowledge, understanding and practical skills.</p> <p>Centre-assessed assessments set by City &amp; Guilds</p>	✓	<p>Assignments can be delivered remotely, provided they are supervised and the centre has software or a process that maintains the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the learner's own.</p>
<p>Assessments for occupational competency</p> <p>Portfolio of evidence</p>	✓	<p>There is already flexibility within this assessment approach as centres can use simulation, are able to gather evidence remotely and use various evidence types to meet the criteria. Further flexibility is added in the use of remote assessment (live assessments where the learners are observed and assessed at the same time and not afterwards) is permitted for practical skill observations.</p> <p>Remote assessment (live assessments where the learners are observed and assessed at the same time and not afterwards) is permitted for practical skill observations as an <b>alternative to direct observation</b>.</p> <p>If assessment is undertaken remotely by video link, it must be completed in line with the remote assessment requirements set out below <b>and</b> those listed in our 'Remote Assessment Centre Guide' document available from the 'Quality Assurance' tab at <a href="http://www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library">www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library</a></p> <ul style="list-style-type: none"> <li>• A vocationally competent employer or a vocationally competent senior member of staff must be present during the practical skills observation, for safety and to assist the assessor, on areas of clarification or where the assessor needs to see a close-up image</li> <li>• Consent must be sought and retained as evidence from clients/customers and employers</li> <li>• Assessors must complete standard assessment documentation as they would face-to-face</li> <li>• Live assessments do not have to be recorded but if they are, the recording must adhere to the guidance as specified in our Remote Assessment Centre Guide.</li> </ul>



## Centre-assessed assignment set by City & Guilds

### Assessment Components 001-012, 014-015

Centres have up to three assessment options for these assessments the adaptation for each is set out below:

Assessment Option	Adaptation
Assignments cover practical activities for all outcomes and samples underpinning knowledge to verify coverage of the unit.	These tasks can be completed remotely under supervised conditions.
Work based / real work evidence to cover all outcomes and assessment criteria that will be externally verified	No adaptation is required, centres are reminded they can use simulated activities to gather evidence and this evidence can be gathered remotely.
Centre devised scenarios/activities that produce evidence to cover all outcomes and assessment criteria that will be externally verified	

## Centre-assessed multiple-choice test set by City & Guilds

### Assessment Components 091-095

These can be taken remotely by learners provided they are supervised and the centre has software or processes that maintain the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the learners' own.

Please refer to our 'Remote Assessment Centre Guide' document available from the 'Quality Assurance' tab at [www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library](http://www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library)

Oral questioning is not permitted for multiple-choice tests, due to the potential to disadvantage learners.

## Vendor and Vendor Alike units

The table below outlines assessments that can be achieved by a proxy when a learner obtains a specific vendor qualification. The learner must have taken the specific vendor qualification in supervised conditions.

Assessment component numbers	Specific vendor qualification (or latest equivalent)
091	Microsoft Digital Literacy - Computer basics
092	Microsoft Digital Literacy - The Internet and World Wide Web
093	Microsoft Digital Literacy - Productivity programmes



<b>094</b>	Microsoft Digital Literacy - Computer security and privacy
<b>095</b>	Microsoft Digital Literacy - Digital lifestyle



## IT User

### Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
500/6805/2	7574-01	Level 1 Award for IT Users (ITQ)
500/6759/X	7574-01	Level 1 Certificate for IT Users (ITQ)
500/6903/2	7574-01	Level 1 Diploma for IT Users (ITQ)
600/1926/8	7574-01	Level 1 Award in E-Safety - ITQ
500/6706/0	7574-02	Level 2 Award for IT Users (ITQ)
500/6724/2	7574-02	Level 2 Certificate for IT Users (ITQ)
500/6760/6	7574-02	Level 2 Diploma for IT Users (ITQ)
600/0993/7	7574-02	Level 2 Diploma in IT User Skills
500/6697/3	7574-03	Level 3 Award for IT Users (ITQ)
500/6587/7	7574-03	Level 3 Certificate for IT Users (ITQ)
500/6688/2	7574-03	Level 3 Diploma for IT Users (ITQ)
600/0994/9	7574-03	Level 3 Diploma in IT User Skills

### What adaptations are permitted for assessments?

For these qualifications centres can choose one, or a mix of the below assessment methods to assess these qualifications.

Outlined below are the adaptations, if any, that can be used.

Assessment methods	Adaptation permitted	Guidance
Assessment of knowledge, understanding and practical skills. Centre-assessed assessments set by City & Guilds	✓	Assignments can be delivered remotely, provided they are supervised and the centre has software or a process that maintains the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the learner's own.
Assessments for occupational competency Portfolio of evidence	✓	There is already flexibility within this assessment approach as centres can use simulation, are able to gather evidence remotely and use various evidence types to meet the criteria. Further flexibility is added in the use of remote assessment (live assessments where the learners are observed and assessed at the



Assessment methods	Adaptation permitted	Guidance
		<p>same time and not afterwards) is permitted for practical skill observations.</p> <p>Remote assessment (live assessments where the learners are observed and assessed at the same time and not afterwards) is permitted for practical skill observations as an <b>alternative to direct observation</b>.</p> <p>If assessment is undertaken remotely by video link, it must be completed in line with the remote assessment requirements set out below <b>and</b> those listed in our 'Remote Assessment Centre Guide' document available from the 'Quality Assurance' tab at <a href="http://www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library">www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library</a></p> <ul style="list-style-type: none"> <li>• A vocationally competent employer or a vocationally competent senior member of staff must be present during the practical skills observation, for safety and to assist the assessor, on areas of clarification or where the assessor needs to see a close-up image</li> <li>• Consent must be sought and retained as evidence from clients/customers and employers</li> <li>• Assessors must complete standard assessment documentation as they would face-to-face</li> <li>• Live assessments do not have to be recorded but if they are, the recording must adhere to the guidance as specified in our Remote Assessment Centre Guide.</li> </ul>



## Vendor and Vendor Alike units

The table below outlines assessments that can be achieved by a proxy when a learner obtains a specific vendor qualification. The learner must have taken the specific vendor qualification in supervised conditions.

Assessment component numbers	Evidence required
801-805	Proxy Units – Sector Specific Units Unit from any other Industry at the value of the unit if 5 Credits or less, maximum of 5 Credits for any other value of 6 and above.
851-853	Proxy Units – ICT Functional Skills Certificated by successful achievement of ICT Functional Skills at the appropriate Level.
208 and 211	Microsoft Office Suite – Outlook (Core)
225	Microsoft Office Suite – PowerPoint (Core)
227	Microsoft Office Suite – Excel (Core)
229	Microsoft Office Suite – Word (Core)
319	Microsoft Office Suite – Access (Expert)
327	Microsoft Office Suite – Excel (Expert)
329	Microsoft Office Suite – Word (Expert)
224 or 324	Adobe Flash or equivalent
228 or 328	Adobe Dreamweaver or equivalent
220 or 221 OR 320 or 321	Adobe Photoshop or equivalent
220 or 221 OR 320 or 321	Adobe Illustrator or equivalent
222 or 322	Adobe InDesign (DTP)
214 or 314	Adobe Premier Rush
214 or 314	Adobe Premier Pro (VIDEO)



Assessment component numbers	Evidence required
221 or 321	Adobe Lightroom
102	ECDL Computer Essentials
221	ECDL Imaging Editing
205	ECDL IT Security
107 and 108	ECDL Online Essentials
225	ECDL Presentation
227	ECDL Spreadsheets
218 or 219	ECDL Using Databases
229	ECDL Word Processing



## Communications Cabling

### Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
500/8616/9	3667-02	Level 2 Award in Communications Cabling (Fibre Optic Cabling in an Internal Environment) Level 2 Award in Communications Cabling (Fibre Optic Cabling in an External Environment) Level 2 Award in Communications Cabling (Copper Cabling in an Internal Environment)
500/9795/7	3667-03	Level 3 Certificate in Designing and Planning Communications Networks (Internal) Level 3 Certificate in Designing and Planning Communications Networks (External Overhead) Level 3 Certificate in Designing and Planning Communications Networks (External Underground)

### What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and understanding alone. Externally marked e-volve test.	101-104	✓ Remote invigilation
Assessments for knowledge and understanding alone. On-demand paper-based exam which is set and marked by City & Guilds	301	×
Assessments for practical skills. Centre-assessed assignment set by City & Guilds	202-204, 302-304	×

### E-volve tests:

Remote invigilation is available, please see the latest guidance on our dedicated page on the City & Guilds website for more information [Remote Invigilation - Exams and Admin | City & Guilds](https://www.cityandguilds.com/remote-invigilation) ([cityandguilds.com](https://www.cityandguilds.com))



## IT Systems Support

### Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
501/1174/7	7276-11	Level 1 Award in ICT Systems Support - PC Maintenance

### What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge, understanding and practical skills. Centre-assessed assignment set by City & Guilds	102-107	✓ Remote assessment

### Centre marked assessments for knowledge and/or understanding with little or no practical:

Knowledge based assignments can be delivered remotely, provided they are supervised and the centre has software or a process that maintains the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the learner's own.



## ICT Professional

### Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
500/3475/3	7540-12	Level 2 Award in ICT Systems and Principles
501/1623/X	7540-12	Level 2 Certificate in ICT Systems Support
501/1430/X	7540-12	Level 2 Diploma in ICT Systems Support
501/1859/6	7540-12	Level 2 Diploma in ICT Systems and Principles for IT Professionals
500/3476/5	7540-13	Level 3 Certificate in ICT Systems and Principles
501/1585/6	7540-13	Level 3 Diploma for ICT Systems and Principles for IT Professionals
501/0277/1	7540-13	Level 3 Diploma in ICT Systems Support
501/0866/9	7540-73	Level 3 Certificate in ICT Systems and Principles - Advanced Bowman Operators

### What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and understanding alone. Externally marked e-volve test.	525-528, 661, 664, 800	✓ Remote invigilation
Assessments for occupational competency Portfolio of evidence (including vendor alike units)	270, 282, 283, 380, 393-399, 414, 437, 438, 602-648,	✓
Vendor specific	400, 402-408, 422-424, 500-517, 700-707, 750-768	✓
Assessments for knowledge, understanding and practical skills. Centre-assessed assignment set by City & Guilds	001-014, 031-045, 060-086, 090-099, 111, 229-235, 22-228, 270, 284, 321, 328, 355-359, 361-370, 384, 387-391, 405, 600-601, 653, 700	✓ Remote assessment



### For centre marked assignment or task assessing only knowledge and understanding:

Knowledge based assignments can be delivered remotely, provided they are supervised and the centre has software or a process that maintains the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the learner's own.

### E-volve tests:

Remote invigilation is available, please see the latest guidance on our dedicated page on the City & Guilds website for more information [Remote Invigilation - Exams and Admin | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com/remote-invigilation)

### For portfolio of evidence:

Remote assessment (live assessments where the learners are observed and assessed at the same time and not afterwards) is permitted for practical skill observations as an **alternative to direct observation**.

If assessment is undertaken remotely by video link, it must be completed in line with the remote assessment requirements set out below **and** those listed in our 'Remote Assessment Centre Guide' document available from the 'Quality Assurance' tab at [www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library](https://www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library)

A vocationally competent employer or a vocationally competent senior member of staff must be present during the practical skills observation, for safety and to assist the assessor, on areas of clarification or where the assessor needs to see a close-up image

- Consent must be sought and retained as evidence from clients/customers and employers
- Assessors must complete standard assessment documentation as they would face-to-face
- Live assessments do not have to be recorded but if they are, the recording must adhere to the guidance as specified in our Remote Assessment Centre Guide.

### Vendor Specific and Vendor Alike units

The table below outlines assessments that can be achieved by a proxy when a learner obtains a specific vendor qualification. The learner must have taken the specific vendor qualification in supervised conditions.

Assessment component numbers	Evidence required
Vendor Specific	Relevant vendor certification or print of successful achievement for the named learner
Vendor Alike	Relevant vendor certification or print of successful achievement for the named learner OR Follow adaptations permitted for Portfolio of evidence



## ICT Systems and Principles for ICT Professionals

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/6124/8	7630-04	Level 4 Diploma for ICT Professionals (Systems and Principles)

What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Centre-assessed assignment set by City & Guilds	316-323, 325-326, 329, 331, 333-335, 338, 345-348, 350-353, 359-404, 408-409, 412-432, 500-508	✓ Remote assessment
Assessments for occupational competency Portfolio of evidence (including vendor alike units)	324, 327-328, 330, 332, 339, 349, 354-355, 358, 360, 437-438, 600-642, 644	✓
Vendor specific	Vendor specific: 300-315, 336-337, 340-344, 356-357, 405-407, 410-411, 422	✓

### Centre-assessed assignment set by City & Guilds

Knowledge based assignments can be delivered remotely, provided they are supervised and the centre has software or a process that maintains the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the learner's own.

It is recommended that centres prioritise the observation of practical skills to take place face-to-face, however centres can utilise video links if necessary.

### For portfolio of evidence:

Remote assessment (live assessments where the learners are observed and assessed at the same time and not afterwards) is permitted for practical skill observations as an **alternative to direct observation**.

If assessment is undertaken remotely by video link, it must be completed in line with the remote assessment requirements set out below **and** those listed in our 'Remote Assessment Centre Guide'





document available from the 'Quality Assurance' tab at [www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library](http://www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library)

A vocationally competent employer or a vocationally competent senior member of staff must be present during the practical skills observation, for safety and to assist the assessor, on areas of clarification or where the assessor needs to see a close-up image

- Consent must be sought and retained as evidence from clients/customers and employers
- Assessors must complete standard assessment documentation as they would face-to-face
- Live assessments do not have to be recorded but if they are, the recording must adhere to the guidance as specified in our Remote Assessment Centre Guide.

### Vendor specific and Vendor Alike units

The table below outlines assessments that can be achieved by a proxy when a learner obtains a specific vendor qualification. The learner must have taken the specific vendor qualification in supervised conditions.

Evidence required	
Vendor Specific	Relevant vendor certification or print of successful achievement for the named learner
Vendor Alike	Relevant vendor certification or print of successful achievement for the named learner OR Follow adaptations permitted for Portfolio of evidence



## ICT Professional Competence

### Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
501/1671/X	4520-01	Level 1 Certificate in ICT Professional Competence
501/1789/0	4520-02	Level 2 Diploma in ICT Professional Competence
501/1788/9	4520-03	Level 3 Diploma in ICT Professional Competence
501/1787/7	4520-04	Level 4 Diploma in ICT Professional Competence

### What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for occupational competency Portfolio of evidence (including vendor alike units)	100-103, 106-111, 113-114, 171-180, 188, 190-191, 201-206, 208-227, 271-280, 301-317, 319-327, 360, 371-380, 405-407, 410-411, 414, 416, 420-426, 438, 501-505, 600-644	✓
Vendor specific units	186-187, 229-230, 237-243, 252-258, 281, 329-351, 381-386, 388-400, 433-437	✓

### Portfolio of evidence

Remote assessment (live assessments where the learners are observed and assessed at the same time and not afterwards) is permitted for practical skill observations as an **alternative to direct observation**.

If assessment is undertaken remotely by video link, it must be completed in line with the remote assessment requirements set out below **and** those listed in our 'Remote Assessment Centre Guide' document available from the 'Quality Assurance' tab at [www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library](http://www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library)

A vocationally competent employer or a vocationally competent senior member of staff must be present during the practical skills observation, for safety and to assist the assessor, on areas of clarification or where the assessor needs to see a close-up image

- Consent must be sought and retained as evidence from clients/customers and employers
- Assessors must complete standard assessment documentation as they would face-to-face



- Live assessments do not have to be recorded but if they are, the recording must adhere to the guidance as specified in our Remote Assessment Centre Guide.

### Vendor specific and Vendor Alike units

The table below outlines assessments that can be achieved by a proxy when a learner obtains a specific vendor qualification. The learner must have taken the specific vendor qualification in supervised conditions.

Evidence required	
<b>Vendor specific units</b>	Relevant vendor certification or print of successful achievement for the named learner
<b>Vendor alike units</b>	Relevant vendor certification or print of successful achievement for the named learner OR Follow adaptations permitted for Portfolio of evidence



## Social Media and Digital Marketing

### Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/4967/4	7513-03	Level 3 Diploma in Social Media for Business
600/7376/7	7513-13	Level 3 Certificate in the Principles of Social Media for a Business
601/0110/6	7513-30	Level 3 Diploma in Digital Marketing
601/2447/7	7513-40	Level 4 Diploma in Digital Marketing

### What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessment of knowledge, understanding and practical skills. Centre-assessed assignment set by City & Guilds	205-206, 208, 301-309, 319-320, 328, 337, 404, 406	✓ Remote assessment
Assessments for occupational competency Portfolio of evidence	201-203, 207, 209-210, 310-311, 321-336, 338, 340-341, 401-403, 405, 407-414, 501	✓
Vendor specific units	204, 312-318	✓

### Centre-assessed assignment set by City & Guilds

Knowledge based assignments can be delivered remotely, provided they are supervised and the centre has software or a process that maintains the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the learner's own.

It is recommended that centres prioritise the observation of practical skills to take place face-to-face, however centres can utilise video links if necessary.

### Portfolio of evidence

Remote assessment (live assessments where the learners are observed and assessed at the same time and not afterwards) is permitted for practical skill observations as an **alternative to direct observation**.



If assessment is undertaken remotely by video link, it must be completed in line with the remote assessment requirements set out below **and** those listed in our 'Remote Assessment Centre Guide' document available from the 'Quality Assurance' tab at [www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library](http://www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library)

A vocationally competent employer or a vocationally competent senior member of staff must be present during the practical skills observation, for safety and to assist the assessor, on areas of clarification or where the assessor needs to see a close-up image

- Consent must be sought and retained as evidence from clients/customers and employers
- Assessors must complete standard assessment documentation as they would face-to-face
- Live assessments do not have to be recorded but if they are, the recording must adhere to the guidance as specified in our Remote Assessment Centre Guide.

### Vendor Specific units

The table below outlines assessments that can be achieved by a proxy when a learner obtains a specific vendor qualification. The learner must have taken the specific vendor qualification in supervised conditions.

Assessment component numbers	Evidence required
204, 312-318	Relevant vendor certification or print of successful achievement for the named learner



## On-programme Qualifications for Apprenticeship Standards

Software Developer, Network Engineer, Infrastructure Technician, Digital Marketer and Cyber Security Technologist

### Adaptations for:

<b>QAN</b>	<b>City &amp; Guilds qualification number</b>	<b>City &amp; Guilds qualification title</b>
603/0409/1	9628-01	Level 4 Diploma in Software Development Methodologies
603/0410/8	9628-02	Level 4 Diploma in Software Language
603/0412/1	9628-03	Level 4 Diploma in Network Principles
603/0413/3	9628-04	Level 4 Diploma in Network Systems and Architecture
603/0414/5	9628-05	Level 4 Diploma in Network Security
603/0618/X	9628-06	Level 3 Certificate in Networking and Architecture
603/0619/1	9628-07	Level 3 Award in Mobile and Operating Systems
603/0620/8	9628-08	Level 3 Award in Cloud Services
603/0622/1	9628-09	Level 3 Award in Coding and Logic
603/0623/3	9628-10	Level 3 Award in Business Processes
603/1606/8	9628-11	Level 3 Award in the Principles of Coding
603/1608/1	9628-12	Level 3 Certificate in the Principles of Online and Offline Marketing
603/1610/X	9628-13	Level 3 Certificate in Digital Marketing Business Principles
603/5327/2	3660-01	Level 4 Certificate in Cyber Security Introduction
603/5328/4	3660-02	Level 4 Certificate in Network and Digital Communications Theory
603/5329/6	3660-03	Level 4 Award in Security Case Development and Design Good Practice
603/5330/2	3660-04	Level 4 Award in Security Technology Building Blocks
603/5334/X	3660-05	Level 4 Certificate in Employment of Cryptography
603/5335/1	3660-06	Level 4 Award in Risk Assessment in Cyber Security
603/5336/3	3660-07	Level 4 Certificate in Governance, Law, Regulation and Standards in Cyber Security



## What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and understanding alone. On-screen E-volve exam which is set and marked by City & Guilds	3660-401 - 407 9628-306 – 313, 401 - 405	✓ Remote invigilation

### E-volve tests:

Remote invigilation is available, please see the latest guidance on our dedicated page on the City & Guilds website for more information [Remote Invigilation - Exams and Admin | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com/remote-invigilation)



## Further advice and guidance

For all queries relating to this guidance and arrangements, contact the Customer Support Team at City & Guilds. Who are available Monday to Friday 8am to 6pm excluding UK public holidays.



[centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com)



01924 930800

For specific queries, including those in relation to quality assurance, please contact your allocated quality team via email or on 0300 303 53 52.

Related documents, Ofqual guidance and updates can be found on our website here <https://www.cityandguilds.com/covid-19>





Every effort has been made to ensure that the information contained in this publication is true and correct at time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time.

City & Guilds cannot accept responsibility for any loss or damage arising from the use of information in this publication.

©2021 The City & Guilds of London Institute. All rights reserved. City & Guilds is a trade mark of the City & Guilds of London Institute, a charity established to promote education and training registered in England & Wales (312832) and Scotland (SC039576).

Giltspur House 5-6 Giltspur Street London EC1A 9DE

**T** +44 (0)20 7294 2468

**F** +44 (0)20 7294 2400

[cityandguilds.com](http://cityandguilds.com)

