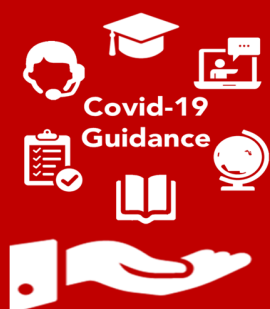


# 2021 - 2022 Adaptations Hospitality & Catering

For the period of:  
September 2021– August 2022





## Version history

| Version              | Amendment type                 | Section/Qualification |
|----------------------|--------------------------------|-----------------------|
| 1.0 (September 2021) | Document created and published | 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.**



### Adaptations for:

| <b>QAN</b> | <b>City &amp; Guilds qualification number</b> | <b>City &amp; Guilds qualification title</b>  |
|------------|---|---|
| 600/0448/4 | 7040-01                                       | City & Guilds Level 1 Award in Introduction to Employment in the Hospitality Industry |

### What adaptations to assessments are permitted?

| <b>Assessment methods</b>   | <b>Assessment component numbers</b> | <b>Adaptation permitted</b>     |
|---|-------------------------------------|---------------------------------|
| Assessments for knowledge and/or understanding alone.<br>Centre marked assignment/test with little or no practical. | 101, 102, 201, 203                  | x                               |
| Assessments for knowledge and/or understanding alone.<br>Centre marked assignment/test with little or no practical. | 820/620                             | ✓                               |
| Assessments for knowledge and understanding alone.<br>Externally marked Evolve test                                 | 202                                 | ✓<br><b>Remote invigilation</b> |

### For on demand e-volve test 202:

Remote invigilation is available, 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>

### For centre marked multiple choice tests:

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 section 3 'Remote assessment and remote invigilation' of our 'Qualification assessment adaptation guidance' document available from <https://www.cityandguilds.com/covid-19>

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



### Adaptations for:

| <b>QAN</b> | <b>City &amp; Guilds qualification number</b> | <b>City &amp; Guilds qualification title</b>   |
|------------|---|--|
| 600/0832/5 | 7091-32                                       | City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Professional Cookery)                                |
| 600/0839/8 | 7091-32                                       | City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Front of House Reception)                            |
| 600/0838/6 | 7091-32                                       | City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Food Production and Cooking)                         |
| 600/0841/6 | 7091-32                                       | City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Food and Beverage Service)                           |
| 600/0849/0 | 7091-32                                       | City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Housekeeping)  |
| 600/0851/9 | 7091-32                                       | City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Hospitality Services)                                |
| 600/0853/2 | 7091-32                                       | City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Kitchen Services)                                    |
| 600/0854/4 | 7091-32                                       | City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Professional Cookery - Food Preparation and Cooking) |
| 600/0862/3 | 7091-33                                       | City & Guilds Level 3 Certificate In Hospitality and Catering Principles (Professional Cookery)                                |

### What adaptations to assessments are permitted?

| <b>Assessment methods</b>   | <b>Assessment component numbers</b>   | <b>Adaptation permitted</b>     |
|---|---|---------------------------------|
| Assessments for knowledge and/or understanding alone.<br>Centre marked assignment/test with little or no practical. | 365   | ✗                               |
| Assessments for knowledge and understanding alone.<br>Externally marked Evolve test                                 | Evolve test numbers<br>151-158, 223-280<br>Results entry unit numbers<br>151-158, 223-280 | ✓<br><b>Remote invigilation</b> |



**For on demand e-volve tests:**

Remote invigilation is available, 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>



### Adaptations for:

| <b>QAN</b> | <b>City &amp; Guilds qualification number</b> | <b>City &amp; Guilds qualification title</b>  |
|------------|---|---|
| 601/0602/5 | 7100-11                                       | City & Guilds Level 1 Diploma in Introduction to Professional Cookery               |
| 601/0717/0 | 7100-12                                       | City & Guilds Level 2 Diploma in Professional Cookery                               |
| 601/3142/1 | 7100-85                                       | City & Guilds Level 3 Diploma in Advanced Professional Cookery                      |
| 601/3139/1 | 7100-86                                       | City & Guilds Level 3 Diploma in Advanced Professional Cookery (Kitchen and Larder) |
| 501/0071/3 | 7120-22                                       | City & Guilds Level 2 Certificate in General Patisserie and Confectionery           |
| 601/3141/X | 7120-23                                       | City & Guilds Level 3 Certificate in General Patisserie and Confectionery           |
| 600/1986/4 | 7120-32                                       | City & Guilds Level 2 Certificate in Professional Patisserie and Confectionery      |
| 601/3140/8 | 7120-33                                       | City & Guilds Level 3 Diploma in Professional Patisserie and Confectionery          |

### What adaptations to assessments are permitted?

| <b>Assessment methods</b>  | <b>Assessment component numbers</b>   | <b>Adaptation permitted</b> |
|--|---|-----------------------------|
| Assessments for knowledge and/or understanding alone.<br>Centre marked assignment with little or no practical. | <b>7100 assessments</b><br>602, 603, 604, 605, 702, 703, 704, 705, 302, 870<br><b>7120 assessments</b><br>201, 203, 204, 205, 206, 302, 320 | x                           |
|  | 7100 -871<br>7120-327   | ✓                           |
| Assessments for knowledge and/or understanding alone.  | <b>7100 &amp; 7120 assessment</b><br>820/620  | ✓                           |



|   |  |                                 |
|---|--|---------------------------------|
| Centre marked test with little or no practical.   |  |                                 |
| Assessments for knowledge and understanding alone.<br>Externally marked Evolve test           | <b>7100 &amp; 7120 assessment</b><br>202   | ✓<br><b>Remote invigilation</b> |
| Assessment tasks for <b>knowledge</b>   | <b>7100 assessments</b>  | ✓                               |
| Assessments for <b>practical</b> skills.<br>Centre marked assignment with majority practical. | 607, 608, 609, 610, 611, 612,<br>613, 707, 708, 709, 710, 711,<br>712, 713, 714, 715, 716, 717,<br>862, 863, 864, 870, 871, 872,<br>873, 874, 875, 876, 877, 878,<br>879, 880<br><br><b>7120 assessments</b><br>213, 214, 215, 216, 321, 322,<br>323, 324, 325, 326, | x                               |

### For centre marked assignments/tasks assessing knowledge and understanding:

For unit 7100-871/7120-327 Exploring gastronomy learners can still produce a checklist. Where government guidelines restrict learners' opportunities to experience different dining experiences, learners can either complete the task based on dining experiences they had prior to restrictions being in place, or it could be completed based on food delivery from two different restaurants.

To evaluate the dining experience learners can review websites. The two restaurants do not have to be high end restaurants, just two restaurants with different experiences.

### For centre marked short answer question tests:

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, generate evidence that can be retained by the centre and authenticate that the responses are the learner's own.

Mark schemes/marking guidance and grade boundaries from tests should be used to mark the assessment and determine the final grade.

Please refer to section 3 'Remote assessment and remote invigilation' of our 'Qualification assessment adaptation guidance' document available from [www.cityandguilds.com/covid-19](http://www.cityandguilds.com/covid-19)

Where remote assessment is not an option, centres can assess learners 1:1 via oral questioning. The test content should be used as a basis for the questioning, where questions have images or tables, these can either be shared discretely from the test, an alternative equivalent image sourced or the questions can be rephrased around the image.

Oral questioning/Q&A session must be carried out by an assessor who is occupationally competent and in a way that authenticates the responses are the learner's own. These will need to be recorded in written or verbal format and linked to the assessment criteria.





**For centre marked multiple choice question tests:**

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 section 3 'Remote assessment and remote invigilation' of our 'Qualification assessment adaptation guidance' document available from <https://www.cityandguilds.com/covid-19>

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

**For on-demand evolve test 202:**

Remote invigilation is available, 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>

**For centre marked assignments/tasks assessing practical skills:**

No adaptations are permitted for centre marked assignments/tasks assessing practical skills, assessments should be completed in line with the requirements set out in City & Guilds assessment documentation.



### Adaptations for:

| <b>QAN</b> | <b>City &amp; Guilds qualification number</b> | <b>City &amp; Guilds qualification title</b>   |
|------------|---|--|
| 601/0859/9 | 7103-05                                       | City & Guilds Level 1 Certificate in Introduction to Professional Food and Beverage Service        |
| 500/9141/4 | 7103-11                                       | City & Guilds Level 1 Certificate in General Food and Beverage Service Skills                      |
| 601/0621/9 | 7103-16                                       | City & Guilds Level 1 Award in Introduction to Professional Food and Beverage Service Skills       |
| 601/0622/0 | 7103-17                                       | City & Guilds Level 1 Certificate in Introduction to Professional Food and Beverage Service Skills |
| 600/2078/7 | 7103-04                                       | City & Guilds Level 3 Diploma in Food and Beverage Service Supervision                             |
| 601/0993/2 | 7103-06                                       | City & Guilds Level 2 Diploma in Professional Food and Beverage Service                            |
| 500/8698/4 | 7103-12                                       | City & Guilds Level 2 Certificate in General Food and Beverage Service Skills                      |
| 601/0992/0 | 7103-20                                       | City & Guilds Level 2 Award in Professional Food and Beverage Service Skills                       |
| 601/0603/7 | 7103-21                                       | City & Guilds Level 2 Certificate in Professional Food and Beverage Service Skills                 |

### What adaptations to assessments are permitted?

| <b>Assessment methods</b>   | <b>Assessment component numbers</b>                                  | <b>Adaptation permitted</b> |
|---|--|-----------------------------|
| Assessments for knowledge and/or understanding alone.<br>Centre marked assignment/test with little or no practical. | 103, 104, 105, 203, 204, 205, 207, 211, 214, 301, 302, 303, 304, 306 | x                           |
| Assessments for knowledge and/or understanding alone.<br>Centre marked assignment/test with little or no practical. | 820/620  | ✓                           |



|  |  |                                 |
|--|--|---------------------------------|
| Assessments for knowledge and understanding alone.<br>Externally marked Evolve test    | 202  | ✓<br><b>Remote invigilation</b> |
| Assessments for practical skills.<br>Centre marked assignment with majority practical. | 102, 106, 107, 108, 109, 110, 208, 209, 210, 213, 305, 307, 308, 309, 310, 311, 313, 314 | x                               |

### For centre marked short answer question tests:

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, generate evidence that can be retained by the centre and authenticate that the responses are the learner's own.

Mark schemes/marking guidance and grade boundaries from tests should be used to mark the assessment and determine the final grade.

Please refer to section 3 'Remote assessment and remote invigilation' of our 'Qualification assessment adaptation guidance' document available from [www.cityandguilds.com/covid-19](http://www.cityandguilds.com/covid-19)

Where remote assessment is not an option, centres can assess learners 1:1 via oral questioning. The test content should be used as a basis for the questioning, where questions have images or tables, these can either be shared discretely from the test, an alternative equivalent image sourced or the questions can be rephrased around the image.

Oral questioning/Q&A session must be carried out by an assessor who is occupationally competent and in a way that authenticates the responses are the learner's own. These will need to be recorded in written or verbal format and linked to the assessment criteria.

### For centre marked multiple choice question tests:

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 section 3 'Remote assessment and remote invigilation' of our 'Qualification assessment adaptation guidance' document available from <https://www.cityandguilds.com/covid-19>

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

### For on-demand evolve test 202:

Remote invigilation is available, 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>

### For centre marked assignments/tasks assessing practical skills:

For Assessment 305 Task A Supervision can be carried out on a team of 3 rather than 6.



It can also be an event where there is an opportunity to provide food service, this can be an internal event.

No other adaptations are permitted for centre marked assignments/tasks assessing practical skills, assessments should be completed in line with the requirements set out in City & Guilds assessment documentation.



### Adaptations for:

| QAN        | City & Guilds qualification number | City & Guilds qualification title         |
|------------|------------------------------------|---|
| 500/6598/1 | 7105-02                            | City & Guilds Level 3 Diploma for Butlers |

### What adaptations to assessments are permitted?

| Assessment methods  | Assessment component numbers                    | Adaptation permitted |
|---|---|----------------------|
| Assessments for knowledge and/or understanding alone.<br>Centre marked assignment/test with little or no practical. | 301,303, 310                                    | ✓                    |
| Assessments for practical skills.<br>Centre marked assignment with majority practical.                              | 302, 304,305, 306, 307, 308, 309, 311, 312, 314 | ✓                    |
| Assessments for practical skills.<br>Centre marked assignment with majority practical.                              | 313   | ✗                    |

### For centre marked assignments/tasks assessing knowledge and understanding:

'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 section 3 'Remote assessment and remote invigilation' of our 'Qualification assessment adaptation guidance' document available from <https://www.cityandguilds.com/covid-19>

### For centre marked short answer question tests:

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, generate evidence that can be retained by the centre and authenticate that the responses are the learner's own.

Mark schemes/marking guidance and grade boundaries from tests should be used to mark the assessment and determine the final grade.

Please refer to section 3 'Remote assessment and remote invigilation' of our 'Qualification assessment adaptation guidance' document available from [www.cityandguilds.com/covid-19](https://www.cityandguilds.com/covid-19)

Where remote assessment is not an option, centres can assess learners 1:1 via oral questioning. The test content should be used as a basis for the questioning, where questions have images or tables,



these can either be shared discretely from the test, an alternative equivalent image sourced or the questions can be rephrased around the image.

Oral questioning/Q&A session must be carried out by an assessor who is occupationally competent and in a way that authenticates the responses are the learner's own. These will need to be recorded in written or verbal format and linked to the assessment criteria.

### **For centre marked assignments/tasks assessing practical skills:**

Simulation and/or remote assessment is allowed for units 302, 304-312 & 314 where appropriate, and Assessors are confident that the simulation replicates the workplace to such an extent that learners will be able to fully transfer their skills to the workplace in a real situation.

Please refer to section 3 'Remote assessment and remote invigilation' of our 'Qualification assessment adaptation guidance' document available from <https://www.cityandguilds.com/covid-19>

For unit 313, assessments must be completed in line with normal assessment requirements and conditions.



### Adaptations for:

| <b>QAN</b> | <b>City &amp; Guilds qualification number</b> | <b>City &amp; Guilds qualification title</b>  |
|------------|---|---|
| 500/6513/0 | 7107-03                                       | City & Guilds Entry Level Award in Introduction to the Hospitality Industry (Entry 3)       |
| 500/6519/1 | 7107-03                                       | City & Guilds Entry Level Certificate in Introduction to the Hospitality Industry (Entry 3) |
| 601/0358/9 | 7107-21                                       | City & Guilds Level 1 Award in Introduction to the Hospitality Industry                     |
| 601/0299/8 | 7107-22                                       | City & Guilds Level 1 Certificate in Introduction to the Hospitality Industry               |
| 601/0239/1 | 7107-23                                       | City & Guilds Level 1 Diploma in Introduction to the Hospitality Industry                   |

### What adaptations to assessments are permitted?

| <b>Assessment methods</b>   | <b>Assessment component numbers</b>   | <b>Adaptation permitted</b>     |
|---|---|---------------------------------|
| Assessments for knowledge and/or understanding alone.   | 301, 101, 102, 105, 108, 112, 115, 116  | x                               |
| Centre marked assignment/test with little or no practical.  | 113, 114, 117, 124, 125   | ✓                               |
| Assessments for knowledge and/or understanding alone.<br>Centre marked assignment/test with little or no practical. | 820/620   | ✓                               |
| Assessments for knowledge and understanding alone.<br>Externally marked Evolve test                                 | 202   | ✓<br><b>Remote invigilation</b> |
| Assessment tasks for <b>knowledge</b>   | 302, 303, 304, 305, 306, 307, 308, 309, 310, 103, 106, 107, 109, 110, 111, 118, 119, 120, 121, 122, 123, 126, 127, 128, 129 | ✓                               |
| Assessment tasks for <b>practical skills</b> .  |   | x                               |



### **For on-demand evolve test 202:**

Remote invigilation is available, 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>

### **For centre marked short answer question tests:**

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, generate evidence that can be retained by the centre and authenticate that the responses are the learner's own.

Mark schemes/marking guidance and grade boundaries from tests should be used to mark the assessment and determine the final grade.

Please refer to section 3 'Remote assessment and remote invigilation' of our 'Qualification assessment adaptation guidance' document available from [www.cityandguilds.com/covid-19](https://www.cityandguilds.com/covid-19)

Where remote assessment is not an option, centres can assess learners 1:1 via oral questioning. The test content should be used as a basis for the questioning, where questions have images or tables, these can either be shared discretely from the test, an alternative equivalent image sourced or the questions can be rephrased around the image.

Oral questioning/Q&A session must be carried out by an assessor who is occupationally competent and in a way that authenticates the responses are the learner's own. These will need to be recorded in written or verbal format and linked to the assessment criteria.

### **For centre marked multiple choice question tests:**

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 section 3 'Remote assessment and remote invigilation' of our 'Qualification assessment adaptation guidance' document available from <https://www.cityandguilds.com/covid-19>

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

### **For centre marked assignments and tasks assessing practical skills:**

No adaptations are permitted for centre marked assignments/tasks assessing practical skills, assessments should be completed in line with the requirements set out in City & Guilds assessment documentation.





### Adaptations for:

| <b>QAN</b> | <b>City &amp; Guilds qualification number</b> | <b>City &amp; Guilds qualification title</b>                                     |
|------------|---|--|
| 600/0554/3 | 7108-12                                       | City & Guilds Level 3 Award in Hospitality Supervision and Leadership Principles |

### What adaptations to assessments are permitted?

| <b>Assessment methods</b>   | <b>Assessment component numbers</b> | <b>Adaptation permitted</b>     |
|---|-------------------------------------|---------------------------------|
| Assessments for knowledge and understanding alone.<br>Externally marked Evolve test                                 | 301, 322                            | ✓<br><b>Remote invigilation</b> |
| Assessments for knowledge and/or understanding alone.<br>Centre marked assignment/test with little or no practical. | 302                                 | ✓                               |

### For on demand e-volve tests:

Remote invigilation is available, 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>

### For centre marked short answer question tests – assessment 302:

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, generate evidence that can be retained by the centre and authenticate that the responses are the learner's own.

Mark schemes/marking guidance and grade boundaries from tests should be used to mark the assessment and determine the final grade.

Please refer to section 3 'Remote assessment and remote invigilation' of our 'Qualification assessment adaptation guidance' document available from [www.cityandguilds.com/covid-19](http://www.cityandguilds.com/covid-19)

Where remote assessment is not an option, centres can assess learners 1:1 via oral questioning. The test content should be used as a basis for the questioning, where questions have images or tables, these can either be shared discretely from the test, an alternative equivalent image sourced or the questions can be rephrased around the image.

Oral questioning/Q&A session must be carried out by an assessor who is occupationally competent and in a way that authenticates the responses are the learner's own. These will need to be recorded in written or verbal format and linked to the assessment criteria.



### Adaptations for:

| <b>QAN</b> | <b>City &amp; Guilds qualification number</b> | <b>City &amp; Guilds qualification title</b>   |
|------------|---|--|
| 500/9867/6 | 7131-02                                       | City & Guilds Level 1 NVQ Certificate in Food and beverage service                       |
| 500/9797/0 | 7131-03                                       | City & Guilds Level 1 NVQ Certificate in Food preparation and Cooking                    |
| 501/0003/8 | 7131-04                                       | City & Guilds Level 1 NVQ Certificate in Hospitality Services                            |
| 500/9490/7 | 7132-01                                       | City & Guilds Level 2 NVQ Diploma in Front of House Reception                            |
| 500/9488/9 | 7132-02                                       | City & Guilds Level 2 NVQ Diploma in Housekeeping  |
| 500/9544/4 | 7132-05                                       | City & Guilds Level 2 NVQ Diploma in Food and Beverage Service                           |
| 500/9543/2 | 7132-06                                       | City & Guilds Level 2 NVQ Diploma in Food Production and Cooking                         |
| 500/9869/X | 7132-07                                       | City & Guilds Level 2 NVQ Diploma in Professional Cookery (Preparation and Cooking)      |
| 500/9979/6 | 7132-08                                       | City & Guilds Level 2 NVQ Diploma in Professional Cookery                                |
| 500/9981/4 | 7132-09                                       | City & Guilds Level 2 NVQ Diploma in Hospitality Services                                |
| 500/9542/0 | 7132-14                                       | City & Guilds Level 2 NVQ Diploma in Kitchen Services                                    |
| 500/9520/1 | 7133-01                                       | City & Guilds Level 3 NVQ Diploma in Professional Cookery (Preparation and Cooking)      |
| 500/9439/7 | 7133-02                                       | City & Guilds Level 3 NVQ Diploma in Professional Cookery                                |
| 500/9438/5 | 7133-03                                       | City & Guilds Level 3 NVQ Diploma in Professional Cookery (Patisserie and Confectionery) |
| 600/6626/X | 7148-41                                       | City & Guilds Level 4 Diploma In Hospitality Management                                  |



|            |         |   |
|------------|---------|---|
| 600/0861/1 | 7250-02 | City & Guilds Level 3 NVQ Diploma in Hospitality Supervision and Leadership |
|------------|---------|---|

### What adaptations to assessments are permitted?

| Assessment methods   | Assessment component numbers   | Adaptation permitted |
|--|--|----------------------|
| Assessments for occupational competency<br>Portfolio of evidence | <b>7131, 7132, 7133 assessments</b><br>101-146, 201-299, 302, 303, 305, 309, 330, 332-356, 666<br><b>7148 assessments</b><br>401, 402, 403, 405-417, 423-426, 428, 454, 504, 518-522, 527<br><b>7250 assessments</b><br>401-432, 531, 602, 624 | ✓                    |

### Portfolio of evidence assessing competency

Simulation can be used for some typically routine activities, that have been directly impacted in industry by Covid restrictions. For example, bar service can be simulated in the workplace or peers from within the same educational bubble can act as customers.

Where all options for carrying out minimum observations in line with the assessment's strategy requirements have been exhausted, evidence for outstanding units/criteria can be mapped from the following, providing the **majority** (approximately 75%) of the units have been observed in the realistic work environment:

- Observation of a skills session, providing it was carried out in an industrial kitchen
- Observations from a training centre, providing they were carried out in an environment that replicates and workplace kitchen or restaurant environment

Where evidence for criteria is coming from outside realistic work environment, it must be supported with professional discussion.

Remote assessment (live assessments where the learners are observed and assessed at the same time and not afterwards) is permitted for practical skill observations.

If assessment is undertaken remotely by video link, they must be completed in line with the remote assessment requirements set out below **and** those listed in section 3 'Remote assessment and invigilation' in the City & Guilds 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>

- Observations must be carried out in a realistic working environment



- 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, with tasting of food (if applicable), 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 section 3 of the 'Qualification assessment adaptation guidance' document available on our website <https://www.cityandguilds.com/covid-19>

### **Good practice tips for centres to consider:**

- The use of holistic assessment is encouraged to meet a number of units and a wide range of criteria.
- All additional What you must do (WYMD) and What you must cover (WYMC) criteria not observed must still be met but can use alternative sources of evidence including
  - Expert Witness Testimony  
Expert witness testimony could be used to contribute to the assessment of the learner by providing a statement against the criteria explaining what the learner has achieved in the work place. The approved Expert Witness will usually be the learner's supervisor or manager in the workplace but could also be an experienced colleague or other approved Assessor. The statement produced by the expert witness must be referenced to the criteria.
  - Professional Discussion  
The Assessor is encouraged to make the most of discussing with learners how they have met the criteria with examples from the work place; it must be recorded in a written or verbal format and correctly referenced to the criteria. This could be supported with work products e.g. recipes and menus.
  - Case Studies or Scenarios  
These must reflect the workplace of the learner and be referenced to the criteria.
  - Guided Discussion or Q&A  
It is advised that this assessment method is only used where some gap filling of WYMD and WYMC criteria exists and not to cover a large proportion of criteria within a unit.
- Knowledge statements can be assessed by using alternative sources of evidence and need not be restricted to one type of evidence for one unit
  - Guided discussion or Q&A session, this must be recorded in a written or verbal format and correctly referenced to the criteria.
  - Professional discussion, this must be recorded in a written or verbal format and correctly referenced to the criteria.
  - Referenced to an Observation, it must be clearly recorded in the observation where knowledge criteria have been met.
  - Learner statement of the knowledge requirements, this must be assessed and correctly referenced to the criteria.
  - Projects or assignments, these must be assessed and correctly referenced to the criteria.



### Adaptations for:

| <b>QAN</b> | <b>City &amp; Guilds qualification number</b> | <b>City &amp; Guilds qualification title</b>                         |
|------------|---|--|
| 601/0989/0 | 7138-10                                       | City & Guilds Level 1 Award in Introduction to Culinary Skills       |
| 601/0991/9 | 7138-11                                       | City & Guilds Level 1 Certificate in Introduction to Culinary Skills |
| 601/0604/9 | 7138-21                                       | City & Guilds Level 2 Certificate in Culinary Skills                 |
| 601/0711/X | 7138-22                                       | City & Guilds Level 2 Diploma in Culinary Skills                     |

### What adaptations to assessments are permitted?

| <b>Assessment methods</b>  | <b>Assessment component numbers</b>  | <b>Adaptation permitted</b>     |
|--|--|---------------------------------|
| Assessments for knowledge and/or understanding alone.<br>Centre marked assignment with little or no practical. | 602, 603, 604, 605, 702, 403, 704, 705   | ✗                               |
| Assessments for knowledge and/or understanding alone.<br>Centre marked test with little or no practical.       | 820/620  | ✓                               |
| Assessments for knowledge and understanding alone.<br>Externally marked Evolve test                            | 202  | ✓<br><b>Remote invigilation</b> |
| Assessments for practical skills.<br>Centre marked assignment with majority practical.                         | 607, 608, 609, 610, 611, 612, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716 | ✗                               |

### For centre marked short answer question tests:

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, generate evidence that can be retained by the centre and authenticate that the responses are the learner's own.

Mark schemes/marking guidance and grade boundaries from tests should be used to mark the assessment and determine the final grade.



Please refer to section 3 'Remote assessment and remote invigilation' of our 'Qualification assessment adaptation guidance' document available from [www.cityandguilds.com/covid-19](http://www.cityandguilds.com/covid-19)

Where remote assessment is not an option, centres can assess learners 1:1 via oral questioning. The test content should be used as a basis for the questioning, where questions have images or tables, these can either be shared discretely from the test, an alternative equivalent image sourced or the questions can be rephrased around the image.

Oral questioning/Q&A session must be carried out by an assessor who is occupationally competent and in a way that authenticates the responses are the learner's own. These will need to be recorded in written or verbal format and linked to the assessment criteria.

#### **For centre marked multiple choice question tests:**

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 section 3 'Remote assessment and remote invigilation' of our 'Qualification assessment adaptation guidance' document available from <https://www.cityandguilds.com/covid-19>

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

#### **For on-demand evolve test 202:**

Remote invigilation is available, please see the latest guidance on the City & Guilds website for more information <https://www.cityandguilds.com/delivering-our-qualifications/exams-and-admin/remot-invigilation>

#### **For centre marked assignments/tasks assessing practical skills:**

No adaptations are permitted for centre marked assignments/tasks assessing practical skills, assessments should be completed in line with the requirements set out in City & Guilds assessment documentation.



### Adaptations for:

| <b>QAN</b> | <b>City &amp; Guilds qualification number</b> | <b>City &amp; Guilds qualification title</b>           |
|------------|---|--|
| 500/5186/6 | 7150-52                                       | City & Guilds Level 2 Award in Food Safety in Catering |

### What adaptations to assessments are permitted?

| <b>Assessment methods</b>   | <b>Assessment component numbers</b> | <b>Adaptation permitted</b>     |
|---|-------------------------------------|---------------------------------|
| Assessments for knowledge and/or understanding alone.<br>Centre marked assignment/test with little or no practical. | 820/620                             | ✓                               |
| Assessments for knowledge and understanding alone.<br>Externally marked Evolve test                                 | 202                                 | ✓<br><b>Remote invigilation</b> |

### For centre marked multiple choice tests (820/620):

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 section 3 'Remote assessment and remote invigilation' of our 'Qualification assessment adaptation guidance' document available from <https://www.cityandguilds.com/covid-19>

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

### For on-demand evolve test 202:

Remote invigilation is available, 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>



**Adaptations for:**

| <b>QAN</b> | <b>City &amp; Guilds qualification number</b> | <b>City &amp; Guilds qualification title</b>  |
|------------|---|---|
| 500/7960/8 | 7102-53                                       | City & Guilds Level 2 Award in Barista Skills |

**What adaptations to assessments are permitted?**

| <b>Assessment methods</b>  | <b>Assessment component numbers</b> | <b>Adaptation permitted</b> |
|--|-------------------------------------|-----------------------------|
| Assessments for practical skills.<br>Centre marked assignment with majority practical. | 201                                 | ✗                           |

No adaptations are permitted for this qualification, assessments should be completed in line with the requirements set out in City & Guilds assessment documentation.





### Adaptations for:

| <b>QAN</b> | <b>City &amp; Guilds qualification number</b> | <b>City &amp; Guilds qualification title</b>   |
|------------|---|--|
| 500/8081/7 | 7106-01                                       | City & Guilds Level 2 Award in Professional Bartending (Cocktails with free pouring) |
| 500/8081/4 | 7106-11                                       | City & Guilds Level 2 Award in Professional Bartending (Cocktails)                   |

### What adaptations to assessments are permitted?

| <b>Assessment methods</b>  | <b>Assessment component numbers</b> | <b>Adaptation permitted</b> |
|--|-------------------------------------|-----------------------------|
| Assessments for practical skills.<br>Centre marked assignment with majority practical. | 201, 202                            | x                           |

No adaptations are permitted for this qualification, assessments should be completed in line with the requirements set out in City & Guilds assessment documentation.



## Appendix A

### List of qualifications where adaptation of assessments is permitted

**Please see relevant qualification section for specific permitted adaptations**

| QAN        | City & Guilds qualification number | City & Guilds qualification title  |
|------------|------------------------------------|--|
| 600/0448/4 | 7040-01                            | City & Guilds Level 1 Award in Introduction to Employment in the Hospitality Industry  |
| 600/0832/5 | 7091-32                            | City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Professional Cookery)                                |
| 600/0839/8 | 7091-32                            | City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Front of House Reception)                            |
| 600/0838/6 | 7091-32                            | City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Food Production and Cooking)                         |
| 600/0841/6 | 7091-32                            | City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Food and Beverage Service)                           |
| 600/0849/0 | 7091-32                            | City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Housekeeping)  |
| 600/0851/9 | 7091-32                            | City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Hospitality Services)                                |
| 600/0853/2 | 7091-32                            | City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Kitchen Services)                                    |
| 600/0854/4 | 7091-32                            | City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Professional Cookery - Food Preparation and Cooking) |
| 600/0862/3 | 7091-33                            | City & Guilds Level 3 Certificate In Hospitality and Catering Principles (Professional Cookery)                                |
| 601/0602/5 | 7100-11                            | City & Guilds Level 1 Diploma in Introduction to Professional Cookery  |
| 601/0717/0 | 7100-12                            | City & Guilds Level 2 Diploma in Professional Cookery  |
| 601/3142/1 | 7100-85                            | City & Guilds Level 3 Diploma in Advanced Professional Cookery   |



|            |         |  |
|------------|---------|--|
| 601/3139/1 | 7100-86 | City & Guilds Level 3 Diploma in Advanced Professional Cookery (Kitchen and Larder)                |
| 501/0071/3 | 7120-22 | City & Guilds Level 2 Certificate in General Patisserie and Confectionery                          |
| 601/3141/X | 7120-23 | City & Guilds Level 3 Certificate in General Patisserie and Confectionery                          |
| 600/1986/4 | 7120-32 | City & Guilds Level 2 Certificate in Professional Patisserie and Confectionery                     |
| 601/3140/8 | 7120-33 | City & Guilds Level 3 Diploma in Professional Patisserie and Confectionery                         |
| 500/6598/1 | 7105-02 | City & Guilds Level 3 Diploma for Butlers  |
| 601/0859/9 | 7103-05 | City & Guilds Level 1 Certificate in Introduction to Professional Food and Beverage Service        |
| 500/9141/4 | 7103-11 | City & Guilds Level 1 Certificate in General Food and Beverage Service Skills                      |
| 601/0621/9 | 7103-16 | City & Guilds Level 1 Award in Introduction to Professional Food and Beverage Service Skills       |
| 601/0622/0 | 7103-17 | City & Guilds Level 1 Certificate in Introduction to Professional Food and Beverage Service Skills |
| 600/2078/7 | 7103-04 | City & Guilds Level 3 Diploma in Food and Beverage Service Supervision                             |
| 601/0993/2 | 7103-06 | City & Guilds Level 2 Diploma in Professional Food and Beverage Service                            |
| 500/8698/4 | 7103-12 | City & Guilds Level 2 Certificate in General Food and Beverage Service Skills                      |
| 601/0992/0 | 7103-20 | City & Guilds Level 2 Award in Professional Food and Beverage Service Skills                       |
| 601/0603/7 | 7103-21 | City & Guilds Level 2 Certificate in Professional Food and Beverage Service Skills                 |
| 500/6513/0 | 7107-03 | City & Guilds Entry Level Award in Introduction to the Hospitality Industry (Entry 3)              |



|            |         |   |
|------------|---------|---|
| 500/6519/1 | 7107-03 | City & Guilds Entry Level Certificate in Introduction to the Hospitality Industry (Entry 3) |
| 601/0358/9 | 7107-21 | City & Guilds Level 1 Award in Introduction to the Hospitality Industry                     |
| 601/0299/8 | 7107-22 | City & Guilds Level 1 Certificate in Introduction to the Hospitality Industry               |
| 601/0239/1 | 7107-23 | City & Guilds Level 1 Diploma in Introduction to the Hospitality Industry                   |
| 600/0554/3 | 7108-12 | City & Guilds Level 3 Award in Hospitality Supervision and Leadership Principles            |
| 500/9867/6 | 7131-02 | City & Guilds Level 1 NVQ Certificate in Food and beverage service                          |
| 500/9797/0 | 7131-03 | City & Guilds Level 1 NVQ Certificate in Food preparation and Cooking                       |
| 501/0003/8 | 7131-04 | City & Guilds Level 1 NVQ Certificate in Hospitality Services                               |
| 500/9490/7 | 7132-01 | City & Guilds Level 2 NVQ Diploma in Front of House Reception                               |
| 500/9488/9 | 7132-02 | City & Guilds Level 2 NVQ Diploma in Housekeeping   |
| 500/9544/4 | 7132-05 | City & Guilds Level 2 NVQ Diploma in Food and Beverage Service                              |
| 500/9543/2 | 7132-06 | City & Guilds Level 2 NVQ Diploma in Food Production and Cooking                            |
| 500/9869/X | 7132-07 | City & Guilds Level 2 NVQ Diploma in Professional Cookery (Preparation and Cooking)         |
| 500/9979/6 | 7132-08 | City & Guilds Level 2 NVQ Diploma in Professional Cookery                                   |
| 500/9981/4 | 7132-09 | City & Guilds Level 2 NVQ Diploma in Hospitality Services                                   |
| 500/9542/0 | 7132-14 | City & Guilds Level 2 NVQ Diploma in Kitchen Services                                       |



|            |         |  |
|------------|---------|--|
| 500/9520/1 | 7133-01 | City & Guilds Level 3 NVQ Diploma in Professional Cookery (Preparation and Cooking)      |
| 500/9439/7 | 7133-02 | City & Guilds Level 3 NVQ Diploma in Professional Cookery                                |
| 500/9438/5 | 7133-03 | City & Guilds Level 3 NVQ Diploma in Professional Cookery (Patisserie and Confectionery) |
| 600/6626/X | 7148-41 | City & Guilds Level 4 Diploma In Hospitality Management                                  |
| 600/0861/1 | 7250-02 | City & Guilds Level 3 NVQ Diploma in Hospitality Supervision and Leadership              |
| 601/0989/0 | 7138-10 | City & Guilds Level 1 Award in Introduction to Culinary Skills                           |
| 601/0991/9 | 7138-11 | City & Guilds Level 1 Certificate in Introduction to Culinary Skills                     |
| 601/0604/9 | 7138-21 | City & Guilds Level 2 Certificate in Culinary Skills                                     |
| 601/0711/X | 7138-22 | City & Guilds Level 2 Diploma in Culinary Skills   |

## Appendix B

### List of qualifications where no adaptations are permitted/needed

| QAN        | City & Guilds qualification number | City & Guilds qualification title  |
|------------|------------------------------------|--|
| 500/7960/8 | 7102-53                            | City & Guilds Level 2 Award in Barista Skills  |
| 500/8081/7 | 7106-01                            | City & Guilds Level 2 Award in Professional Bartending (Cocktails with free pouring) |
| 500/8081/4 | 7106-11                            | City & Guilds Level 2 Award in Professional Bartending (Cocktails)                   |



## 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)



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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:

[www.cityandguilds.com/covid-19](http://www.cityandguilds.com/covid-19)

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