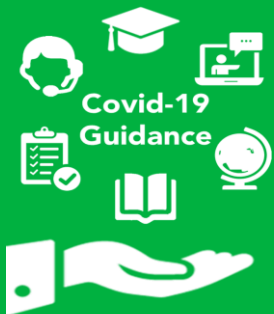


2020 - 2021 Adaptations Manufacturing

For the period of:
September 2020 – Summer 2021





Version history

Version	Amendment type	Section/Qualification
1.0 (October 2020)	Document created and published	All



Introduction

The Covid-19 pandemic caused significant disruption to the summer 2020 assessment series.

City & Guilds, working in consultation with regulators and other awarding bodies, adopted several mitigation options to ensure that affected learners received a valid and reliable result for assessments they were unable to sit. These were either estimated grades, adapted assessment or delayed assessment until they could be sat safely.

As we move into the 2020/21 academic year, we recognise that the ongoing nature of this pandemic will likely cause further disruptions for learners and centres. The observation of government guidance will bring additional challenges for the administration of assessments

For the academic year 2020/21, centres should plan to, and wherever possible, deliver all assessments in line with the requirements set out in City & Guilds handbooks and assessment materials.

Where this is not possible City & Guilds has devised adaptation guidance. This will provide details of what adaptations can be used to provide centres and learners with flexibility to support the delivery of assessment during these challenging times.

This document sets out the qualification specific adaptations available and the conditions for their adoption. This document 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 ×.

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

Scope of learners

The adaptations within this document are ONLY available to learners who meet the following criteria:

- Are undertaking their assessment in the United Kingdom or Republic of Ireland
- Are scheduled to complete their qualification or assessments during the 2020/21 academic year

Please note these adaptations do not apply to international or End-point Assessment products.



Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/3741/6	0194-21	Level 2 Certificate in Improving Business Performance

What adaptations are permitted for assessment methods?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and/or understanding alone.	201 - 204	✓ Remote assessment
Centre marked assignment/test with little or no practical.	202 Task B 204 Task C	✓ Remote assessment

For centre marked assignments or tasks assessing only 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, 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

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 assignment/tasks assessing applied knowledge (research tasks):

Knowledge based assignments can be completed remotely, provided 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.



Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/0820/9	0610-20/21/22	Level 2 Diploma in Process Technology
600/1066/6	0610-30/31/32	Level 3 Diploma in Process Technology

What adaptations are permitted for assessment methods?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	203 / 205 / 206 / 207 / 208 / 211 / 212 / 223 / 224 301 / 303 – 305 / 311 / 312 / 320	✓ Remote assessment
Assessments for knowledge and understanding alone. Externally marked e-volve test.	201 / 202	✓ Remote invigilation only
Assessments for practical skills. Centre marked assignment with majority practical.	204 / 302	×
Centre devised assessments	209 / 210 / 215 / 219 / 222 / 306 – 310 / 313 – 319 / 321 – 327 / 332	×

Please see information below and on the next page about the specific permitted adaptation for each assessment method

For centre marked assignments or tasks assessing only knowledge and understanding (short-answer):

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



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 or tasks assessing only knowledge and understanding (multiple-choice):

These can be taken remotely by learners provided 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.

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

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

For e-volve tests:

Remote invigilation is available, please see the latest guidance on the Covid-19 section of the City & Guilds website for more information www.cityandguilds.com/covid-19/

For centre devised assessments:

These can be review/amended as per the standard centre devised assessment process.



Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
501/1638/1	1285-22	Level 2 Diploma for Proficiency in Baking Industry Skills

What adaptations are permitted for assessment methods?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for occupational competency. Portfolio of evidence.	001 - 020	✓ Remote assessment

For portfolio of evidence assessing competency:

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, it 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 www.cityandguilds.com/covid-19

- 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 section 3 of the 'Qualification assessment adaptation guidance' document available on our website www.cityandguilds.com/covid-19



Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/3978/4	1288-22	Level 2 Diploma for Proficiency in Fish and Shellfish Industry Skills

What adaptations are permitted for assessment methods?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for occupational competency. Portfolio of evidence.	All	✓ Remote assessment

For portfolio of evidence assessing competency:

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, it 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 www.cityandguilds.com/covid-19

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- 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 www.cityandguilds.com/covid-19



Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/2126/3	5400-20	Level 2 NVQ Certificate in Pre-Press for Print
600/2125/1	5400-21	Level 2 NVQ Certificate in Machine Printing
600/2127/5	5400-25	Level 2 NVQ Certificate in Print Finishing
600/2128/7	5400-30	Level 3 NVQ Diploma in Digital Pre-Press for Print
600/2130/5	5400-32	Level 3 NVQ Diploma in Machine Printing
600/2129/9	5400-37	Level 3 NVQ Certificate in Print Finishing

What adaptations are permitted for assessment methods?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for occupational competency. Portfolio of evidence.	All	✓ Remote assessment

For portfolio of evidence assessing competency:

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, it 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 www.cityandguilds.com/covid-19

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- 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 www.cityandguilds.com/covid-19



Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/1931/1	5405-30	Level 3 Certificate in Printing and Graphic Communications

What adaptations are permitted for assessment methods?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	302 - 312	✓ Remote assessment
Assessments for knowledge and understanding alone. Externally marked e-volve test.	201	✓ Remote invigilation only

For centre marked assignments or tasks assessing only 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, 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

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 e-volve tests:

Remote invigilation is available, please see the latest guidance on the Covid-19 section of the City & Guilds website for more information www.cityandguilds.com/covid-19/



Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/1974/8	5780-01	Level 1 Certificate in Furniture Making and Furnishings

What adaptations are permitted for assessment methods?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and understanding alone. Externally marked e-volve test.	105 / 210	✓ Remote invigilation only
Assessments for practical skills. Centre marked assignment with majority practical.	Remaining assessments	×

For e-volve tests:

Remote invigilation is available, please see the latest guidance on the Covid-19 section of the City & Guilds website for more information www.cityandguilds.com/covid-19/



Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/3228/5	5780-20	Level 2 Diploma in Furniture Making
600/3193/1	5780-21	Level 2 Diploma in Furnishings - Traditional Upholstery
600/3194/3	5780-21	Level 2 Diploma in Furnishings – Upholstery
600/1976/1	5780-22	Level 2 Diploma in Wood Machining
600/1978/5	5780-30	Level 3 Diploma in Furniture Design and Making
600/3198/0	5780-31	Level 3 Diploma in Furnishings - Modern Upholstery
600/1977/3	5780-33	Level 3 Diploma in Furniture Installation

What adaptations are permitted for assessment methods?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	219, 220, 229, 305, 319	✓ Remote assessment
Assessments for knowledge and understanding alone. Externally marked e-volve test.	210	✓ Remote invigilation only
Assessments for practical skills. Centre marked assignment with majority practical.	201 - 209 / 211-218, 221 - 228, 230 - 232 301 - 304, 306 -318, 320 - 322	×

Please see information on the next page about the specific permitted adaptation for each assessment method



For centre marked assignments or tasks assessing only 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, 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

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 e-volve tests:

Remote invigilation is available, please see the latest guidance on the Covid-19 section of the City & Guilds website for more information www.cityandguilds.com/covid-19/



Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
500/8463/X	5782-12	Level 2 NVQ Diploma in Fitted Furniture and Interiors
500/8543/8	5782-19	Level 2 NVQ Diploma in Furniture Making
500/8982/1	5782-30	Level 3 NVQ Diploma in Furniture Making
500/9662/X	5782-36	Level 3 NVQ Diploma in Fitted Furniture and Interiors
500/9662/X	5782-37	Level 3 NVQ Diploma in Fitted Furniture and Interiors
500/9995/4	5782-40	Level 3 NVQ Diploma in Upholstery and Soft Furnishings

What adaptations are permitted for assessment methods?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for occupational competency. Portfolio of evidence.	All	✓ Remote assessment only

For portfolio of evidence assessing competency:

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, it 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 www.cityandguilds.com/covid-19

- 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 section 3 of the 'Qualification assessment adaptation guidance' document available on our website www.cityandguilds.com/covid-19



Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
601/3036/2	5938-01	Level 2 Certificate in Manufacturing Practices

What adaptations are permitted for assessment methods?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessment for applied knowledge and/or understanding alone. Research task	201	×
Assessment tasks for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	202 - 206	✓ Remote assessment
Assessment tasks for practical skills. Centre marked assignment with majority practical.	202 - 206	✓ Remote assessment

Please see information below and on the next page about the specific permitted adaptation for each assessment method

For centre marked assignments or tasks assessing only 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, 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.

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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 practical tasks:

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, it 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 www.cityandguilds.com/covid-19

- 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 section 3 of the 'Qualification assessment adaptation guidance' document available on our website www.cityandguilds.com/covid-19



Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
500/7473/8	7576-02	Level 2 NVQ Diploma in Business-Improvement Techniques
501/0600/4	7576-03	Level 3 NVQ Diploma in Business Improvement Techniques

What adaptations are permitted for assessment methods?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for occupational competency. Portfolio of evidence.	All	✓ Remote assessment

For portfolio of evidence assessing competency:

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, it 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 www.cityandguilds.com/covid-19

- 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 section 3 of the 'Qualification assessment adaptation guidance' document available on our website www.cityandguilds.com/covid-19



Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
501/2239/3	7585-01	Level 1 NVQ Diploma in Performing Manufacturing Operations
501/1313/6	7585-02	Level 2 NVQ Diploma in Performing Manufacturing Operations

What adaptations are permitted for assessment methods?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for occupational competency. Portfolio of evidence.	All	✓ Remote assessment

For portfolio of evidence assessing competency:

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, it 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 www.cityandguilds.com/covid-19

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- 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 www.cityandguilds.com/covid-19



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
600/3741/6	0194-21	City & Guilds Level 2 Certificate in Improving Business Performance
600/0820/9	0610-20	City & Guilds Level 2 Diploma in Process Technology
600/1066/6	0610-30	City & Guilds Level 3 Diploma in Process Technology
501/1638/1	1285-22	City & Guilds Level 2 Diploma for Proficiency in Baking Industry Skills
600/2126/3	5400-20	City & Guilds Level 2 NVQ Certificate in Pre-Press for Print
600/2125/1	5400-21	City & Guilds Level 2 NVQ Certificate in Machine Printing
600/2127/5	5400-25	City & Guilds Level 2 NVQ Certificate in Print Finishing
600/2128/7	5400-30	City & Guilds Level 3 NVQ Diploma in Digital Pre-Press for Print
600/2130/5	5400-32	City & Guilds Level 3 NVQ Diploma in Machine Printing
600/2129/9	5400-37	City & Guilds Level 3 NVQ Certificate in Print Finishing
600/1931/1	5405-30	City & Guilds Level 3 Certificate in Printing and Graphic Communications
600/1974/8	5780-01	City & Guilds Level 1 Certificate in Furniture Making and Furnishings
600/3228/5	5780-20	City & Guilds Level 2 Diploma in Furniture Making
600/3193/1	5780-21	City & Guilds Level 2 Diploma in Furnishings - Traditional Upholstery
600/3194/3	5780-21	City & Guilds Level 2 Diploma in Furnishings - Upholstery
600/1976/1	5780-22	City & Guilds Level 2 Diploma in Wood Machining
600/1978/5	5780-30	City & Guilds Level 3 Diploma in Furniture Design and Making



600/3198/0	5780-31	City & Guilds Level 3 Diploma in Furnishings - Modern Upholstery
600/1977/3	5780-33	City & Guilds Level 3 Diploma in Furniture Installation
500/8463/X	5782-12	City & Guilds Level 2 NVQ Diploma in Fitted Furniture and Interiors
500/8543/8	5782-19	City & Guilds Level 2 NVQ Diploma in Furniture Making
500/8982/1	5782-30	City & Guilds Level 3 NVQ Diploma in Furniture Making
500/9662/X	5782-36	City & Guilds Level 3 NVQ Diploma in Fitted Furniture and Interiors
500/9662/X	5782-37	City & Guilds Level 3 NVQ Diploma in Fitted Furniture and Interiors
500/9995/4	5782-40	City & Guilds Level 3 NVQ Diploma in Upholstery and Soft Furnishings
601/3036/2	5938-01	City & Guilds Level 2 Certificate in Manufacturing Practices
600/5114/0	5938-01	City & Guilds Level 2 Certificate in Manufacturing Practices
500/7473/8	7576-02	City & Guilds Level 2 NVQ Diploma in Business-Improvement Techniques
501/0600/4	7576-03	City & Guilds Level 3 NVQ Diploma in Business Improvement Techniques
501/2239/3	7585-01	City & Guilds Level 1 NVQ Diploma in Performing Manufacturing Operations
501/1313/6	7585-02	City & Guilds Level 2 NVQ Diploma in Performing Manufacturing Operations



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.



adaptation.quality@cityandguilds.com

or

centresupport@cityandguilds.com



0844 543 0000

Calls to our 0844 numbers cost 7 pence per minute plus your telephone company's access charge.

Related documents, Ofqual guidance and updates can be found on our website here

www.cityandguilds.com/covid-19



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