

A City & Guilds Group Collaboration

2021 - 2022 Adaptations Manufacturing

For the period of: September 2021 – August 2022







Version history

Version	Amendment type	Section/Qualification
1.0 (September 2021)	Document created and published	All
1.1 (December 2021)	Link to new 'Remote Assessment Centre Guide' added	Throughout

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 \checkmark and where there is no adaptation permitted or needed it is indicated by \times .

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 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 <u>not</u> permitted to make any further adaptation to the assessments beyond what is set out in this document.



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

Please see information below about the specific permitted adaptation for each assessment method

For centre marked written-response questions/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 our 'Remote Assessment Centre Guide' document available from the 'Quality Assurance' tab at <u>www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library</u>

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 research tasks:

These can be taken remotely by learners provided 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 learner's own.

Please refer to our 'Remote Assessment Centre Guide' document available from the 'Quality Assurance' tab at <u>www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library</u>.



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 over the page about the specific permitted adaptation for each assessment method

For centre marked written-response questions/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 our 'Remote Assessment Centre Guide' document available from the 'Quality Assurance' tab at <u>www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library</u>



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 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 our 'Remote Assessment Centre Guide' document available from the 'Quality Assurance' tab at <u>www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library</u>

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 City & Guilds website for more information <u>www.cityandguilds.com/delivering-our-qualifications/exams-and-admin/remote-invigilation</u>

For centre devised assessments:

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



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.	001 - 020	✓
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.

- 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' document available from the 'Quality Assurance' tab at <u>www.cityandguilds.com/delivering-our-qualifications/centredevelopment/centre-document-library</u>



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.	A 11	✓
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.

- 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' document available from the 'Quality Assurance' tab at <u>www.cityandguilds.com/delivering-our-qualifications/centredevelopment/centre-document-library</u>



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.	All	\checkmark
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.

- 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' document available from the 'Quality Assurance' tab at <u>www.cityandguilds.com/delivering-our-qualifications/centredevelopment/centre-document-library</u>



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

Please see information below about the specific permitted adaptation for each assessment method

For centre marked written-response questions/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 our 'Remote Assessment Centre Guide' document available from the 'Quality Assurance' tab at <u>www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library</u>

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 City & Guilds website for more information <u>www.cityandguilds.com/delivering-our-qualifications/exams-and-admin/remote-invigilation</u>



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 City & Guilds website for more information <u>www.cityandguilds.com/delivering-our-qualifications/exams-and-admin/remote-invigilation</u>



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 over the page about the specific permitted adaptation for each assessment method

Covid-19

For centre marked written-response questions/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.

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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 e-volve tests:

Remote invigilation is available, please see the latest guidance on the City & Guilds website for more information www.cityandguilds.com/delivering-our-gualifications/exams-and-admin/remote-invigilation



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.		\checkmark
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.

- 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' document available from the 'Quality Assurance' tab at www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library



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 written-response questions/tests:

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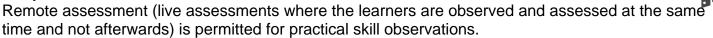
Mark schemes/marking guidance and grade boundaries from tests should be used to mark the assessment and determine the final grade.

Please refer to our 'Remote Assessment Centre Guide' document available from the 'Quality Assurance' tab at <u>www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library</u>

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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:



- 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' document available from the 'Quality Assurance' tab at <u>www.cityandguilds.com/delivering-our-qualifications/centredevelopment/centre-document-library</u>



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.	A 11	\checkmark
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.

- 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
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- Assessors must complete standard assessment documentation as they would face-to-face
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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.	A II	\checkmark
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.

- 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
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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	
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.



centresupport@cityandguilds.com



0844 543 0000

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

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





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.

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