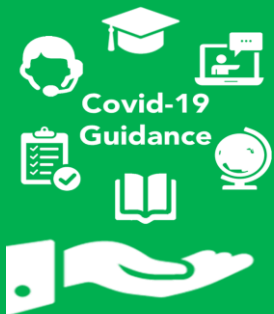


2020 - 2021 Adaptations Security

For the period of:
September 2020– Summer 2021





Version history

Version	Amendment type	Section/Qualification
1.0 (October 2020)	Document created and published	All
1.1 (November 2020)	Minor clarification on learners in scope	Introduction – ‘scope of learners’



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 have 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
601/6114/0	2950-02	City & Guilds Level 2 Award In Parking Enforcement - Civil Enforcement Officers (VRQ)

What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for occupational competency Portfolio of evidence	211	✓ Remote assessment only
Assessments for knowledge and/or understanding alone Centre marked assignment/test with little or no practical	206, 207, 209, 210	✓ Remote assessment only

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

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 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 portfolio of evidence:

Remote assessment (live assessments where the learners are observed and assessed at the same time and not afterwards) is permitted for some 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>

- 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 <https://www.cityandguilds.com/covid-19>

General guidance

For Unit 211, please refer to the 'supporting information' section of the Qualification Handbook for guidance on the assessment methodology.

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
500/6209/8	1853-02	City & Guilds Level 2 Certificate in Knowledge of Electronic Security and Emergency Systems

What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and understanding alone. Externally marked Evolve test	001-006	✓ Remote invigilation only
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	101, 102, 103, 104, 106	✓ Remote assessment only

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 <https://www.cityandguilds.com/covid-19/>

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

Knowledge based assignments can be delivered 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 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>



Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
500/9798/2	1853-03	City & Guilds Level 3 Diploma in Electronic, security and emergency systems

What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and understanding alone. Externally marked Evolve test	009-010	✓ Remote invigilation only
Assessments for knowledge and understanding alone. Externally marked paper-based exam	011-016	×

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 <https://www.cityandguilds.com/covid-19/>

**Adaptations for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
501/0032/4	2882-02	City & Guilds Level 2 NVQ Certificate in Providing Electronic Security and Emergency Systems
501/0837/2	2882-03	City & Guilds Level 3 NVQ Diploma in Providing Electronic Security and Emergency Systems

What adaptations are permitted for assessments?

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

For centre marked assignment or task assessing only knowledge and understanding:**For portfolio of evidence:**

Remote assessment (live assessments where the learners are observed and assessed at the same time and not afterwards) is permitted for some practical skill observations. This will suit the more customer or communication-orientated units but should **not** be used within restricted or confined work spaces, where there are clear health and safety risks to those involved or where social distancing cannot be enforced. In some instances, observation or collection of evidence should be delayed.

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>

- 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 <https://www.cityandguilds.com/covid-19>



Appendices

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
601/6114/0	2950-02	City & Guilds Level 2 Award In Parking Enforcement - Civil Enforcement Officers (VRQ)
500/6209/8	1853-02	City & Guilds Level 2 Certificate in Knowledge of Electronic Security and Emergency Systems
500/9798/2	1853-03	City & Guilds Level 3 Diploma in Electronic, security and emergency systems
501/0032/4	2882-02	City & Guilds Level 2 NVQ Certificate in Providing Electronic Security and Emergency Systems
501/0837/2	2882-03	City & Guilds Level 3 NVQ Diploma in Providing Electronic Security and Emergency Systems

Appendix B

List of qualifications where no adaptations are permitted

QAN	City & Guilds qualification number	City & Guilds qualification title
NA	NA	NA



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



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
<https://www.cityandguilds.com/covid-19>



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

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

©2020 The City & Guilds of London Institute. All rights reserved. City & Guilds is a trademark of the City & Guilds of London Institute, a charity established to promote education and training registered in England & Wales (312832) and Scotland (SC039576).

Giltspur House 5-6 Giltspur Street London EC1A 9DE

T +44 (0)20 7294 2468

F +44 (0)20 7294 2400

cityandguilds.com

