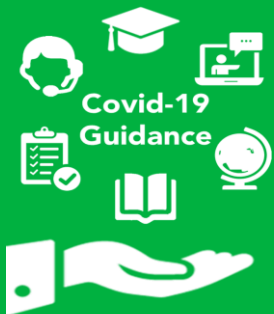


# 2020 - 2021 Adaptations Utilities

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.**

**Adaptation for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
500/9992/9	2339-17	Level 2 Certificate in Electrical Power Engineering - Distribution and Transmission (Technical Knowledge)
600/1221/3	2339-45	Level 3 Diploma in Electrical Power Engineering - Distribution and Transmission (Technical Knowledge)
600/2700/9	2339-54	Level 3 Diploma in Electrical Power Engineering - Wind Turbine Maintenance (Technical Knowledge)

**What adaptations are permitted for assessments?**

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	All	✓ <b>Remote assessment</b>

**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 (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](http://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 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](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.

**Adaptation for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
600/1311/4	6028-10	Level 1 Certificate in Network Construction Operations (Gas)
600/1534/2	6028-21	Level 2 Diploma in Network Construction Operations (Gas) - Main layer
600/1535/4	6028-22	Level 2 Diploma in Network Construction Operations (Gas) - Service layer

**What adaptations are permitted for assessments?**

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

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

**Adaptation for:**

<b>QAN</b>	<b>City &amp; Guilds qualification number</b>	<b>City &amp; Guilds qualification title</b>
500/5328/0	6150-01	Level 2 Award in Working in Low Risk Confined Spaces in the Water Industry
500/5327/9	6150-02	Level 2 Award in Working in Medium Risk Confined Spaces (Top Man) (Entrant) in the Water Industry
500/5333/4	6150-03	Level 2 Award in Working in High Risk Confined Spaces in the Water Industry
500/5332/2	6150-05	Level 3 Award in Emergency Rescue and Recovery of Casualties from Confined Spaces in the Water Industry
500/7657/7	6150-06	Level 2 Award in Working in Medium Risk Confined Spaces (Top Man) (non-entrant) in the Water Industry
600/5017/2	6150-14	Level 3 Award in Top Man/Persons for High Risk Confined Spaces: Water
500/9329/0	6150-51	Level 2 Award in Working in Low Risk Confined Spaces
500/9511/0	6150-52	Level 2 Award in Working in medium risk confined spaces
500/9559/6	6150-53	Level 2 Award in Working in High Risk Confined Spaces
500/9639/4	6150-54	Level 3 Award in Top Person for High Risk Confined Spaces
500/9384/8	6150-55	Level 3 Award in Emergency Rescue and Recovery of Casualties from Confined Spaces



## What adaptations are permitted for assessments?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	001 / 003 / 005 / 009 / 011 / 501 / 503 / 505 / 507 / 509	×
Assessments for practical skills. Centre marked assignment with majority practical.	002 / 004 / 006 / 010 / 012 / 301 / 502 / 504 / 506 / 508 / 510 /	✓

For **all** centre marked assignments assessing practical skills:

- Risk assessments must be carried out by the centre and appropriate measures put in place to ensure the health and safety of learners and centre staff at all times. This includes adhering to any local and governmental guidelines.
- The requirement that a tutor cannot assess their own learners has been relaxed until further notice. The tutor must be TAQA qualified or equivalent.
- The practical element still requires assessing by a qualified assessor including face fitting of breathing apparatus if required.
- Centres must take every step to ensure the cleanliness of all equipment. There should be no sharing of equipment among learners.
- Learners must use only one individual breathing apparatus set, issued to them prior to any practical assessment. At the end of the course centres must deep clean the breathing apparatus (following advice from the manufacturers) before it is issued to another learner.



**Adaptation for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
600/6166/2	6150-61	Level 5 Award in Manage Work in Confined Spaces

**What adaptations are permitted for assessments?**

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	514	✓ <b>Remote assessment</b>
Assessments for practical skills. Centre marked assignment with majority practical.	514	✓ <b>Remote assessment</b>

**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.

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 practical skills:**

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

**Adaptation for:**

<b>QAN</b>	<b>City &amp; Guilds qualification number</b>	<b>City &amp; Guilds qualification title</b>
n/a	6159-30	Winter Service Operations - Vehicles and Snow Ploughs
n/a	6159-31	Winter Service Operations - Highways England Equipment
n/a	6159-32	Winter Service Operations - Non-Highways England/Welsh Ministers Dedicated Service Equipment
n/a	6159-33	Winter Service Operations - Snow Blowers
n/a	6159-34	Winter Service Operations - Welsh Ministers Dedicated Service Equipment
n/a	6159-35	Winter Service - Supervision and Monitoring
n/a	6159-37	Winter Service Operations - Welsh Ministers Dedicated Service Equipment

**What adaptations are permitted for assessments?**

<b>Assessment methods</b>	<b>Assessment component numbers</b>	<b>Adaptation permitted</b>
Assessments for occupational competency. Portfolio of evidence.	All	✓

To support adherence to local and governmental guidelines, during this period the assessor is permitted to travel in a separate vehicle behind the learner but must remain in radio contact throughout the assessment.

**Adaptation for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
n/a	6167-01	Streetworks Excavation and Reinstatement
n/a	6167-02	Reassessed Streetworks Excavation and Reinstatement

**What adaptations are permitted for assessments?**

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	201 - 216 217 - 232	×
Assessments for knowledge and understanding alone. Externally marked e-volve test.	501 - 516 517 - 532	✓ <b>Remote invigilation only</b>
Assessments for practical skills. Centre marked assignment with majority practical.	101 - 116	×

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

**Adaptation for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
600/1282/1	7428-23	Level 2 Diploma in Smart Metering – dual fuel

**What adaptations are permitted for assessments?**

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for occupational competency. Portfolio of evidence.	201 - 215	✓ <b>Remote assessment</b>

**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](http://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](http://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
500/9992/9	2339-17	City & Guilds Level 2 Certificate in Electrical Power Engineering - Distribution and Transmission Technical Knowledge
600/1221/3	2339-45	City & Guilds Level 3 Diploma in Electrical Power Engineering - Distribution and Transmission (Technical Knowledge)
600/2700/9	2339-54	City & Guilds Level 3 Diploma in Electrical Power Engineering - Wind Turbine Maintenance (Technical Knowledge)
600/1311/4	6028-10	City & Guilds Level 1 Certificate in Network Construction Operations (Gas)
600/1534/2	6028-21	City & Guilds Level 2 Diploma in Network Construction Operations (Gas) - Main layer
600/1535/4	6028-22	City & Guilds Level 2 Diploma in Network Construction Operations (Gas) - Service layer
500/5328/0	6150-01	City & Guilds Level 2 Award in Working in Low Risk Confined Spaces in the Water Industry
500/5327/9	6150-02	City & Guilds Level 2 Award in Working in Medium Risk Confined Spaces (Top Man) (Entrant) in the Water Industry
500/5333/4	6150-03	City & Guilds Level 2 Award in Working in High Risk Confined Spaces in the Water Industry
500/5332/2	6150-05	City & Guilds Level 3 Award in Emergency Rescue and Recovery of Casualties from Confined Spaces in the Water Industry
500/7657/7	6150-06	City & Guilds Level 2 Award in Working in Medium Risk Confined Spaces (Top Man) (non-entrant) in the Water Industry
600/5017/2	6150-14	City & Guilds Level 3 Award in Top Man/Persons for High Risk Confined Spaces: Water
500/9329/0	6150-51	City & Guilds Level 2 Award in Working in Low Risk Confined Spaces



500/9511/0	6150-52	City & Guilds Level 2 Award in Working in medium risk confined spaces
500/9559/6	6150-53	City & Guilds Level 2 Award in Working in High Risk Confined Spaces
500/9639/4	6150-54	City & Guilds Level 3 Award in Top Person for High Risk Confined Spaces
500/9384/8	6150-55	City & Guilds Level 3 Award in Emergency Rescue and Recovery of Casualties from Confined Spaces
600/6166/2	6150-61	City & Guilds Level 5 Award in Manage Work in Confined Spaces
n/a	6159-30	Winter Service Operations - Vehicles and Snow Ploughs
n/a	6159-31	Winter Service Operations - Highways England Equipment
n/a	6159-32	Winter Service Operations - Non-Highways England/Welsh Ministers Dedicated Service Equipment
n/a	6159-33	Winter Service Operations - Snow Blowers
n/a	6159-34	Winter Service Operations - Welsh Ministers Dedicated Service Equipment
n/a	6159-35	Winter Service - Supervision and Monitoring
n/a	6159-37	Winter Service Operations - Welsh Ministers Dedicated Service Equipment
n/a	6167-01	Streetworks Excavation and Reinstatement
n/a	6167-02	Reassessed Streetworks Excavation and Reinstatement
600/1282/1	7428-23	City & Guilds Level 2 Diploma in Smart Metering - dual fuel



## Appendix B

### List of qualifications where no adaptations are permitted

QAN	City & Guilds qualification number	City & Guilds qualification title
600/0811/8	2339-53	City & Guilds Level 3 NVQ Diploma in Electrical Power Engineering - Wind Turbine Operations and Maintenance
603/2768/6	6038-01	City & Guilds Level 2 Award in Safe Location and Avoidance of Underground Services
600/6823/1	6144-31	City & Guilds Level 3 Award in Understanding Planning, Supervising and Managing Working at Height
600/6495/X	6146-21	City & Guilds Level 2 Award in Install and Remove Mechanical Support Systems for Excavations
600/6567/9	6146-21	City & Guilds Level 2 Award in Install and Remove Sheet Piling Support Systems for Excavations
600/6587/4	6146-21	City & Guilds Level 2 Award in Install and Remove Board and Skeleton Support Systems for Excavations
600/6167/4	6151-02	City & Guilds Level 2 Award in Tunnel Entry and Associated Emergency Procedures





## 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.



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



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