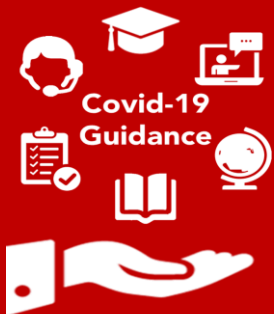


2021 - 2022 Adaptations Utilities

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 ([VCRE](#)) 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 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.

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	✓ Remote assessment

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

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 www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library

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

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 www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library

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

- 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

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. Externally marked e-volve test.	501 - 532	✓ Remote invigilation only
Assessments for practical skills. Centre marked assignment with majority practical.	101 - 116	✓ Remote assessment

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

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-qualifications/exams-and-admin/remote-invigilation

HAUC(UK) have issued an addendum to the Assessment Strategy which can be utilised by centres after 1 April 2021:

This addendum to the assessment strategy outlines the arrangements which can be used in emergency circumstances when face-to-face assessments are not possible (e.g. COVID-19 lockdowns). These arrangements can **only** be used by AOs when directed by HAUC that they apply.

This addendum is for use in conjunction with the Street Works Assessment Strategy. Centres must also comply with the guidance set out by their AO.

The following flexibilities to assessments may be made:

- Practical assessments may take place remotely by live streaming with an assessor over a live internet connection.
- A camera operator will be used to film the live stream but they may not coach or advise the candidate during filming.
- Knowledge assessments may be sat remotely. Remote invigilation/proctoring must take place. The only platform for delivery of the exam must be the one provided by your AO.



- For Knowledge assessments candidates must have access to hard copy or electronic versions of the Required Publications.

Centres will need to confirm that they intend to use these assessment methods with the relevant Awarding Organisation before going ahead.

The Centre and Assessor are responsible for ensuring the equipment in place is suitable for online activity. Learners must provide photographic identification as outlined in the assessment strategy to undertake assessment activity.

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

- 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

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

- 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



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
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.



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

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