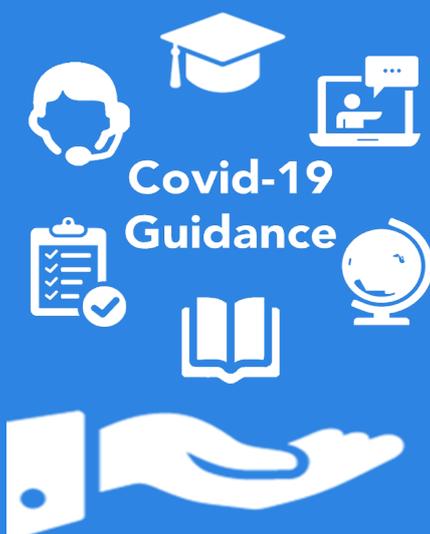


Centre guidance for submitting Alternative Results and Evidence

Teacher Assessed Grades (TAG)
Centre Determined Grades (CDG)
E-volve Alternative Evidence Results

Information for centres on how to submit alternative results
through Walled Garden and evidence to the Quality
Delivery Portal

Version 1.3, June 2021



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Version control

Version	Date	Changes
1.3	17/06/2021	Addition of information for centres on how to amend results previously submitted, where they have been unlocked by City & Guilds
1.2	09/06/2021	Addition of information in relation to use of Internet Explorer
1.1	04/06/2021	Correction to section numbers. Amendments to spelling, grammar and terminology throughout. <i>Section 3</i> : addition of acceptable evidence file format types, size, and tips for upload. <i>Section 4</i> : addition of how centres can view their submissions in Walled Garden
1.0	28/05/2021	Initial release.

Section 1 General Information

1.1 Introduction

As a result of continued disruption to the delivery of qualifications and assessment processes caused by the Covid-19 pandemic in 2021, Regulators have put in place a regulatory framework (such as the Ofqual VTQ Contingency Regulatory Framework (VCRF)). These frameworks cover certificating and non-certificating candidates who were expecting to take assessments between 1 August 2020 and 31 August 2021.

The frameworks allow awarding organisations to issue results via alternative arrangements when an exam did not take place and/or when candidates cannot complete all internal assessment(s). This includes issuing results based on teachers' judgements of candidates' performance, to be referred to as Teacher Assessed Grades (TAGs) and Centre Determined Grades (CDGs).

This guidance document has been created to support centres with the processes and systems we have made available to submit their grades for TAGs, CDGs or applicable e-volve units. It also covers the portal that we will use for centres who need to submit evidence.

Prior to submitting any grades or evidence, centres must ensure they have read the relevant qualification guidance documents on how to determine and ensure the validity of their results, and how to select their sample of evidence for upload (where necessary). Some detail is provided within this guide, however for further information, please visit our [website](#).

1.2 Scope and Purpose

The detailed guidance within this document is intended to support centres when using our system to submit grades and evidence for the following qualification groups:

- Technical Qualifications
- Extended Project Qualification
- Functional Skills
- ESOL
- Essential Skills (Wales and Northern Ireland)
- Category B1 VRQs
- E-volve adaptation results (where applicable)

Note:

For Functional Skills, ESOL and Essential Skills qualifications, it is key that centres must have made eligibility bookings in advance of submitting grades and evidence via this process.

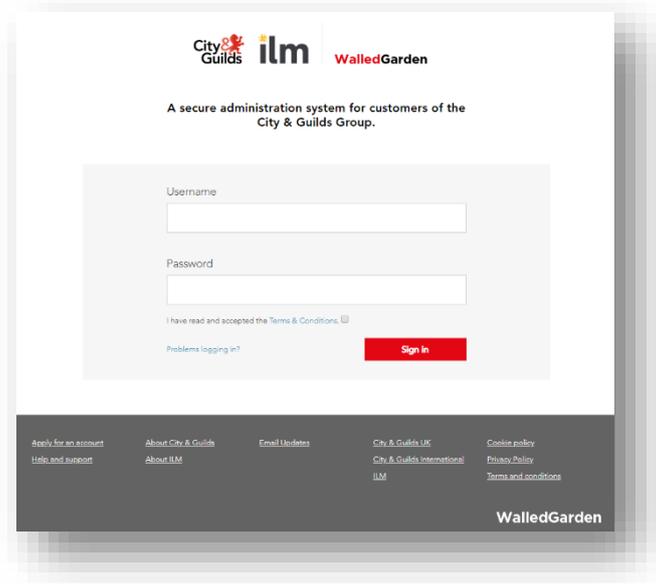
For Technical Qualifications and Extended Project Qualifications, centres must have made the relevant bookings for candidates on the components they wish to submit grades and evidence for.

Please refer to the relevant guidance on our [website](#) to support you with this process.

2.2 Access to the Walled Garden

You will need the appropriate Walled Garden access to submit alternative results.

All City & Guilds' centres have access to Walled Garden, however the access arrangements within each centre will differ according to their organisational structure.



Only a **Primary User** or a **Secondary User** can submit grades on Walled Garden.

Accounts which are set as **Finance User**, **Read Only User** or **Tutor User** will not be able to submit grades.

If you do not have the correct permissions or do not have access to Walled Garden, you will need to request this from your centre's primary account holder.

For further information on Walled Garden please click [here](#). Alternatively, please contact our Centre Support team:

T: 01924 930 800

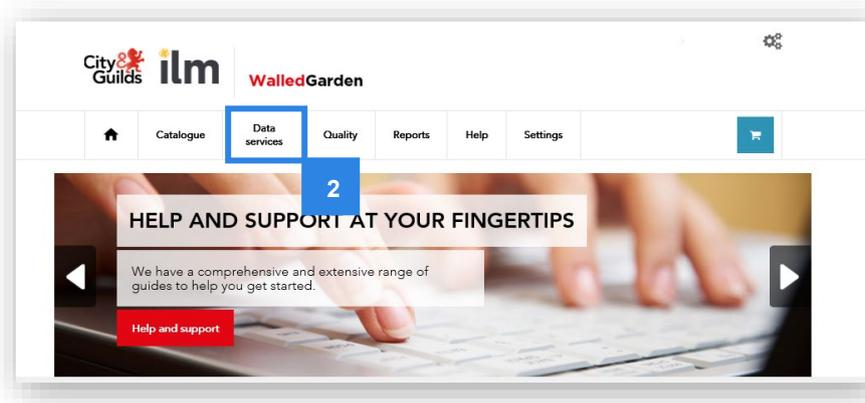
E: centresupport@cityandguilds.com

Lines are open Monday to Friday 8 am to 6 pm.

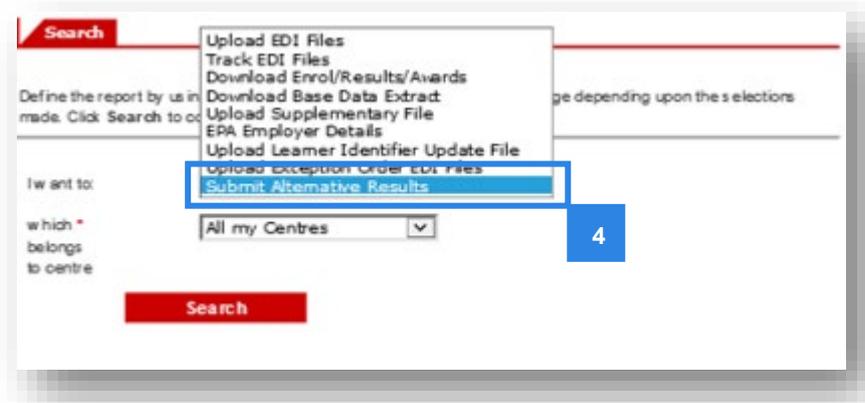
2.3 Upload via csv file

This section explains how to submit alternative results uploading a csv file. This option gives centres the flexibility to create the results data in advance offline, using either their own MIS system (similar to how you would submit via EDI) or through our excel tool to create the files.

1. Firstly, log into your Walled Garden account.
2. Select the **Data services** tab.



3. Ensure you select **City & Guilds** on the organisation screen.
4. Select **Submit Alternative Results** from the drop-down menu.



5. Select your centre number and then click **Search**. You may have more than one, in which case use the drop-down menu to select the centre number you wish to use.

The screenshot shows a 'Search' form with the following elements: a red header with the word 'Search', a sub-header 'Search', and a paragraph: 'Define the report by using the search criteria below. The fields may change depending upon the selections made. Click Search to continue.' Below this, there are two dropdown menus. The first is labeled 'I want to:' and has 'Submit Alternative Results' selected. The second is labeled 'which * belongs to centre' and has '999990' selected. A red 'Search' button is at the bottom. A blue box with the number '5' has two arrows pointing to the second dropdown menu and the 'Search' button.

6. The Alternative Results File Upload screen will then display in the right window.

Note:

You will notice that there is a limit of 1000 for the number of records that can be uploaded at any one time. Each record is one line in your csv file. If you wish to upload more than 1000 lines, then you can do this by making multiple submissions.

There is also a link to this document (6a) and a link to the [Alternative Results upload template](#) (6b) – this is the excel tool which you can use to populate your results and create csv files for upload if you do not have your own system.

The screenshot shows two side-by-side windows. The left window is the 'Search' form from the previous image. The right window is titled 'Alternative Results File upload' and contains a red header, a warning icon and text: 'Please Note: This file upload facility is for Alternative Results Submission only. Any attempt to load other file types will fail. Number of records allowed per file is restricted to: 1000.' Below this, it shows 'Centre: 999990', 'SAP Test UK CR1', and 'Receipt method: Web'. There is a text input field for 'Please select the file you wish to upload' with 'Browse' and 'Upload' buttons. At the bottom, there are two links: 'Alternative Results File upload Guidance' (labeled '6a Guidance') and 'Alternative Results File upload CSV Template' (labeled '6b CSV creator tool').

If you are using our csv file creator tool, the file will create automatically including the required order for the data fields.

Step 1

Enter your centre number including any suffix letter

Step 4

When you are ready, click on 'Create CSV Submission File' and follow the onscreen instructions. You will need to save the file to a suitable location ready for upload to Walled Garden

Step 5

You can clear data on the form using the Clear form function

Step 2

Enter all fields correctly and in the appropriate format

City & Guilds **Alternative Results Submissions Tool**
 Create CSV form for alternative results submission to Walled Garden for Teacher Assessed Grades (TAG)

Centre Number: Suffix:

Clear form:

No.	ENR	Gender	Date of Birth DD/MM/YYYY	Qualification No. NNNN-NN	Module No. NNNN-NNN	Grade	Grade Interval
1							
2							
3							
4							
5							
6							
7							

Step 3

You must ensure you select the correct grade, and one that is applicable to the module/assessment you have entered.

Grade Intervals are only applicable for Technical Qualification Synoptic Assignments and Theory Exam grades.

A more detailed set of instructions is available in the tool.

If you are not using our tool, and creating the csv manually or using your MIS system, the order of the data fields for each csv file must be as follows:

Column	Column Header	Description
A	CentreNumber	Centre number
B	ProgramOfStudy	Qualification number e.g. 0172-33
C	Module	Unit number (Assessment/Module) e.g. 0172-531
D	EnrolmentNumber	Candidate enrolment number (ENR) e.g ABC1234
E	Gender	Candidate gender
F	DateOfBirth	Candidate date of birth
G	ReasonCode	Please leave this field blank
H	Mark	Please leave this field blank
I	Grade	Grade achieved for the candidate
J	GradeInterval	Grade Interval (applicable to Technical Qualification Synoptic Assignment and Exams only)
K	Rank	Please leave this field blank

Note:

All data fields shown above need to be complete and checked for accuracy, as any errors will cause the file to error, and this may cause delays. Columns G, H and K must always be left blank.

- Once your template is populated (manually, via your MIS system or via our tool) with all your candidate data, you will need to save the template on your own system ready to upload.

Note:

You can only upload files which are in a csv format and **not** in excel format. To ensure your file is a csv file, you will need to save it in as a csv (comma delimited) *.csv file and not a *.xlsx file.

- To upload your saved file, click **Browse**.

The screenshot shows the 'Alternative Results File upload' interface. On the left, there is a 'Search' section with a dropdown menu set to 'Submit Alternative Results' and a text input field containing '999990'. A red 'Search' button is below. On the right, the 'Alternative Results File upload' section has a red header. It contains a 'Please Note' message, a 'Centre' dropdown set to '999990 SAP Test UK CR1', and a 'Receipt method' dropdown set to 'Web'. Below this is a text input field for the file path, with a red 'Browse' button and a red 'Upload' button. A blue box with the number '8' is overlaid on the 'Browse' button. Below the file path, there is a list of terms to confirm, followed by two links: 'Alternative Results File upload Guidance' and 'Alternative Results File upload CSV Template'.

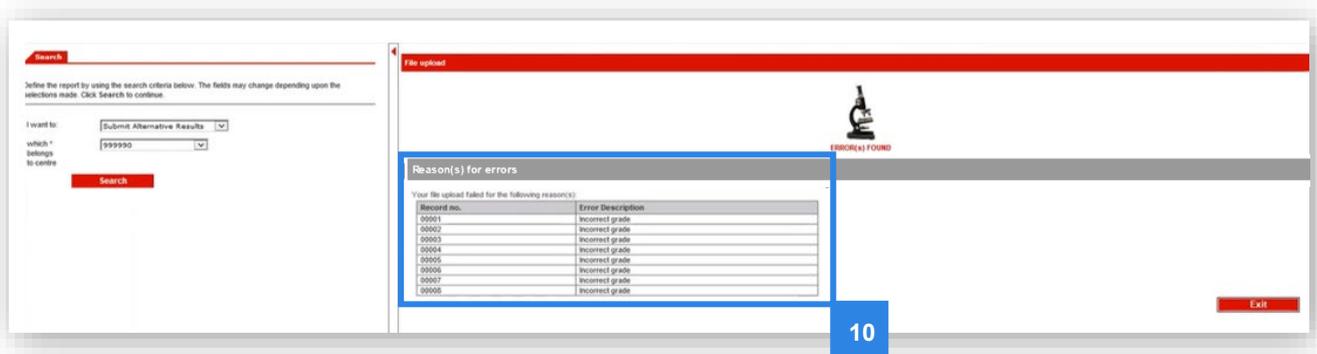
- Locate the file on your system, ensure the file path location updates, and then click **Upload**.

This screenshot shows the same 'Alternative Results File upload' interface as the previous one, but with the file path input field updated to '\\ogilvus.er\home\ukcom\Anthony AtfDesktop\ARS_999990184133.CSV'. The red 'Upload' button is now highlighted with a blue box, and a blue box with the number '9' is overlaid on it.

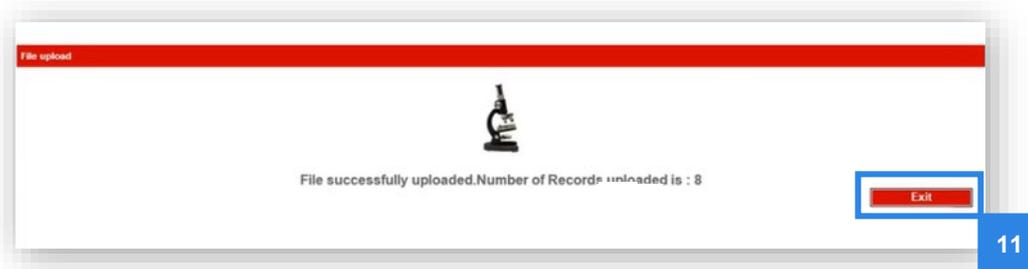
10. If there are any errors in the csv file that you have uploaded, you will see the reasons why and which record the error relates to in the **Reason(s) for errors** section.

The 'record number' corresponds to the line on your csv file, with line 1 being the column headings on the spreadsheet.

If you receive this error message you will need to check the data in your csv file and resubmit by going back to step 7 (the **Alternative Results File Upload** screen).



11. If your csv file has been successfully uploaded, you will see the message below.



The message will also tell you how many records have been successfully uploaded so you can check this number against your own records.

At this point you have now successfully uploaded your file.

12. Click **Exit**. You will be able to upload further csv files if required.

2.4 Submitting Grades: Alternative Results Process

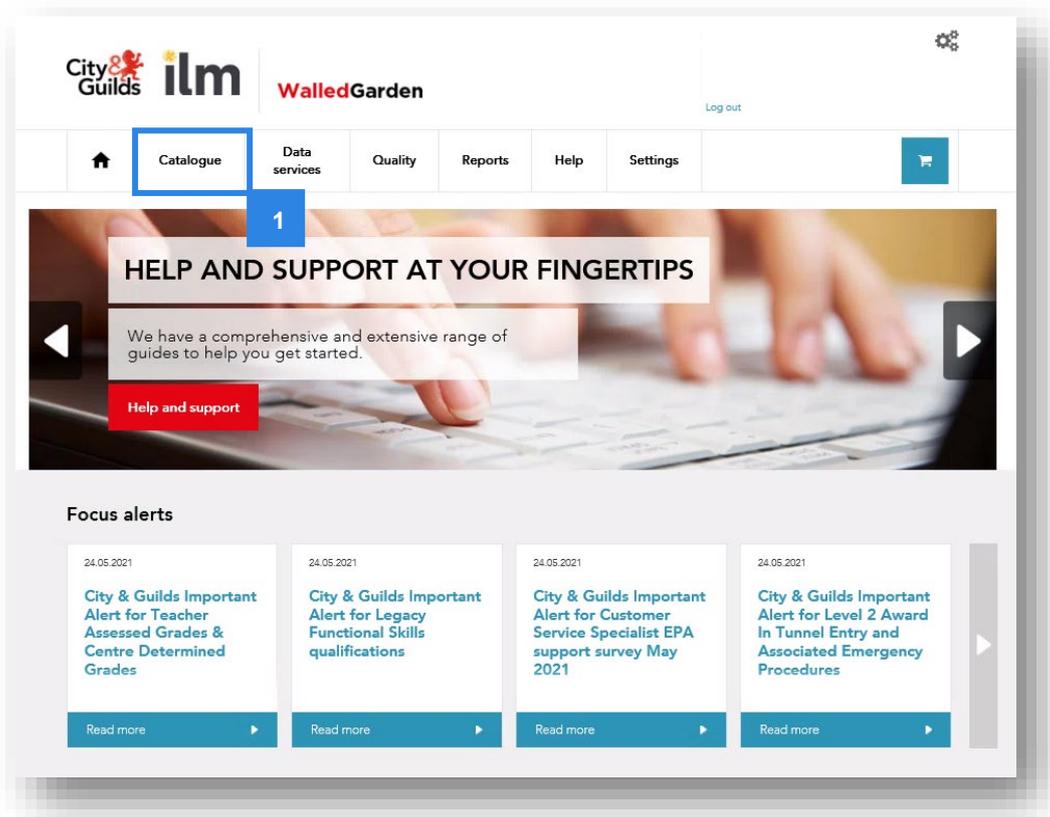
Instead of uploading csv files, you may wish to submit grades through Walled Garden using our new Alternative Results Process (ARP).

This option allows centres to access the candidates who have been registered/booked for the relevant assessment components and to individually enter TAGs, CDGs or e-evolve alternative results against each candidate. The process is very similar to what centres are already familiar with when entering results for centre assessed components for VRQs.

The following steps should be followed in order to access the ARP screens for all qualifications eligible for TAGs, as well as centres who need to enter alternative results for some e-evolve components (where applicable – see industry guidance documents [here](#))

Once the qualification and assessment component has been accessed, please then follow the process applicable to the qualification(s) for which you wish to submit your TAGs or alternative results.

1. Log in to Walled Garden and access the [Catalogue](#) page.

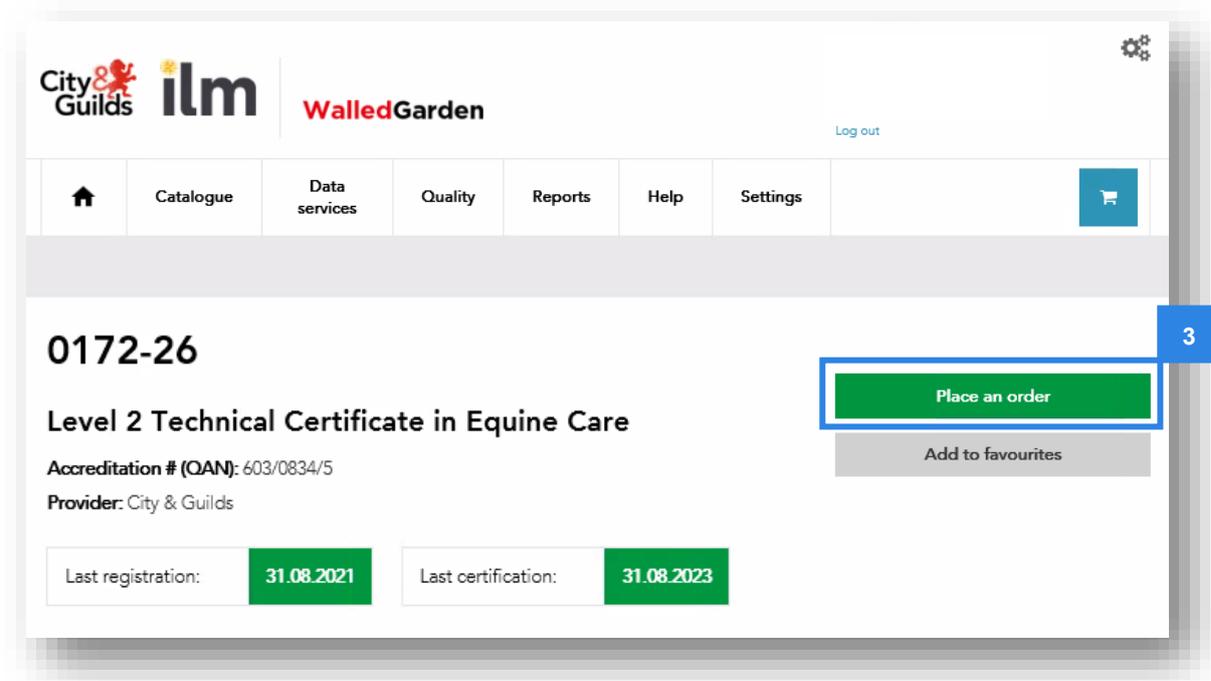


- From your list of approved qualifications, select the qualification you want to submit your alternative results for - simply click on the blue text of the qualification title, or use the search functionality to narrow down the list of qualifications.

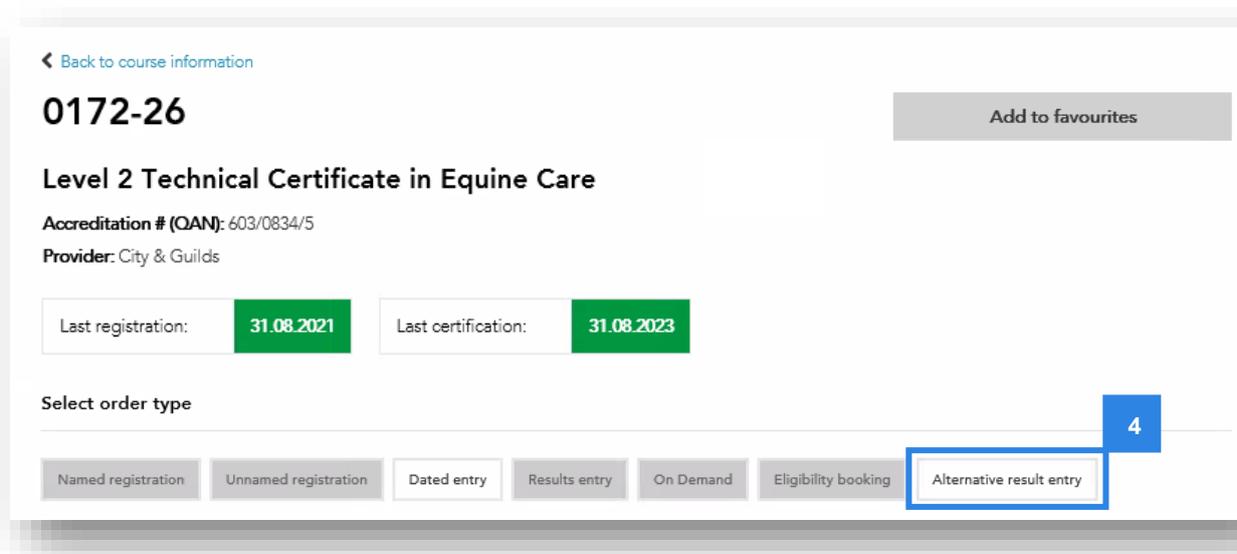
The screenshot shows the City & Guilds WalledGarden portal. At the top, there are logos for City & Guilds, ilm, and WalledGarden. A navigation menu includes Catalogue, Data services, Quality, Reports, Help, and Settings. A secondary menu lists various services like Access arrangements, Candidate management, etc. The main content area shows a search for '0172' in the 'Search catalogue' field. Below the search bar, there are filter buttons: 'SHOW APPROVED' (highlighted with a blue box and a '2' in a blue circle), 'VIEW ALL', 'INDUSTRY/SECTOR', 'MY FAVOURITES', and 'FREQUENTLY ORDERED PRODUCTS'. A 'CLEAR FILTERS' link is also present. The search results are displayed in a table with columns: Approved, Code, Level, Name, and Route. The first row is highlighted with a blue border.

Approved	Code	Level	Name	Route
✓	2800-21	Level 2	Level 2 Certificate in Engineering - Manufacturing Technology	Full
✓	4222-21	Level 2	Level 2 Diploma in Health and Social Care (Adults) for England	Full
✓	0170-20	Level 2	Level 2 Technical Award in Land Based Studies	Full
✓	0172-20	Level 2	Level 2 Technical Certificate in Animal Care	Full
✓	0172-21	Level 2	Level 2 Technical Certificate in Animal Care	Full
✓	0172-25	Level 2	Level 2 Technical Certificate in Equine Care	Full

3. When viewing the qualification, now click [Place an order](#).



4. You will now see the option [Alternative results entry](#) within the list of options – click on this button.



In the next section, we break down the different steps required for the different qualification groups.

Section 2.5 Submitting TAGs for our Technical Qualifications and the Extended Project Qualification (2935-03)

Section 2.6 Submitting TAGs/CDGs for Category 1 VRQs, Functional Skills, ESOL and Essential Skills
Submitting alternative results for e-volve test adaptations (where permitted in our industry guidance)

2.5 Submitting TAGs for Technical Qualifications and EPQ

Before submitting TAGs for Technical Qualifications please ensure you have familiarised yourself with the qualification guidance on our website [here](#).

You will need to ensure that you enter TAGs for every component applicable to the candidate in the current academic year, and that you have made bookings for them. This should include synoptic assignments, theory exams and any optional and/or mandatory centre assessed components.

The exception to this is any Employer Involvement and Mandatory Work Experience components. Whilst you had to ensure a booking was made on Walled Garden for these, there is no requirement to submit TAGs as we will process the result automatically, provided a booking is in the system.

Technical Qualification requirements

Assessment	Grades	Intervals	Notes
Synoptic Assignments	✓	✓	Grades are P/M/D/X
Theory Exams	✓	✓	Grades are P/M/D/X
Other Centre Assessed Components	✓	X	Grades are P/X or P/M/D/X
Employer Involvement	X	X	We don't require grades
Mandatory Work Experience Units	X	X	We don't require grades

Extended project Qualification requirements

Assessment	Grades	Intervals	Notes
Extended Project (2935-301)	✓	X	Grades are A* - E and U

Note:

Internet Explorer is being decommissioned by Microsoft. Centres should not use Internet Explorer when submitting results via the Walled Garden. Please use Google Chrome or Microsoft Edge. Where it is not possible for any reason to use an alternative to Internet Explorer, centres should use the csv file bulk upload option.



1. Follow the steps 1-4 in [section 2.4](#) above to select the qualification for which you are submitting TAGs, then click on Alternative results entry. The centre and assessment (1a) and candidate details (1b) sections will display.

0172-26 Add to favourites

Level 2 Technical Certificate in Equine Care

Accreditation # (OAN): 603/0834/5
Provider: City & Guilds

Last registration: 31.08.2021 Last certification: 31.08.2023

Select order type

Named registration Unnamed registration Dated entry Results entry On Demand Eligibility booking **Alternative result entry** 1

This section allows you to submit alternative results for a specific assessment.

Centre details

1a

Centre number * Your reference

Window *

Assessment code * Please select assessment

Add candidate

Candidate details Cohort Enrolment Number Unique learner number 1b

2. Under the 'Centre details' section for Technical Qualifications the centre number and window should be prepopulated. The window that displays will depend on the period you are submitting results.
3. Select the **Assessment code** you are submitting TAGs for from the drop-down menu.
4. Enter a reference for your submission in the **Your reference** box.

Centre details

4

Centre number * Your reference

Window *

Assessment code * Please select assessment

3

0172-526 - Level 2 Equine Care - Theory exam
0172-025 - Level 2 Equine Care - Synoptic assignment
0172-230 - Health and Safety for Land-based industries
0172-223 - Keeping horses at grass
0172-227 - Environmental land and based business
0172-233 - Introduction to equine anatomy and physiology
0172-236 - Principles of horse behaviour
0172-237 - Riding horses under supervision
0172-238 - Riding and exercising horses
0172-239 - Assisting with the transportation of horses
0172-240 - Assisting with the care of competition horses

5. You can then add candidates to the assessment using the four search options:

The screenshot shows a form titled "Add candidate" with four tabs: "Candidate details", "Cohort", "Enrolment Number", and "Unique learner number".

Candidate details

Allows you to search by using other candidate details if you do not have the candidate enrolment number. Once you have found the candidate, you will then be able to proceed with your submission.

Cohort

Allows you to add an existing group of candidates to your order (if you have previously created the cohort for the qualification).

Enrolment Number

Allows you to add candidates to your order by an Enrolment Number (ENR) that is created at registration.

Unique learner number

Allows you to search for candidates by Unique Learner Number (ULN).

6. Use the **Candidate details**, **Enrolment Number** or **Unique Learner Number** search fields (6a) that display to locate and add the candidates individually (6b). Then click **Add to results entry** (7c).

You'll need to repeat this step for each candidate you want to add. An example is shown below.

The screenshot shows the "Add candidate" form with the "Candidate details" tab selected. A blue box labeled "6" is at the top right. A blue box labeled "6a" is on the left, pointing to the search fields. A blue box labeled "6b" is at the bottom left, pointing to the "Select" checkbox in the table. A blue box labeled "7c" is at the bottom right, pointing to the "Add to results entry" button.

This section allows you to search by using other candidate details if you do not have the candidate enrolment number. Once you have found the candidate, you will then be able to proceed with your order.

Search by candidate details

First name: Mikael
Last name*: Kavanagh
Date of birth: Day, Month, Year
Gender: Please select a gender
Enrolment No.:
Your reference:

Search

Select	Enr no.	First name	Middle name	Last name	Gender	D.O.B.	Your ref
<input checked="" type="checkbox"/>	OTE2828	Mikael		Kavanagh	M	06.12.1990	

Add to results entry

- Use the **Cohort** search field to add multiple cohorts from a saved cohort. Select the cohort from the **Cohort name** drop down menu (7a), select/deselect the candidates you want to add (7b) and then click **Add to results entry** (7c).

Add candidate 7

Candidate details **Cohort** Enrolment Number Unique learner number

This section allows you to add an existing group of candidates to your order.

Search by candidate details 7a

Cohort name TAG_centre_guidance_cohort

Select	Enr no.	First name	Middle name	Last name	Gender	D.O.B.	Your ref
<input checked="" type="checkbox"/>	OTE2828	Mikael		Kavanagh	M	06.12.1990	
<input checked="" type="checkbox"/>	OTE2767	Conner		Hallam	M	10.10.1992	
<input checked="" type="checkbox"/>	OTE2865	Lucian		Sharples	M	14.09.1990	
<input checked="" type="checkbox"/>	OTE2877	Alison		Moyet	F	12.04.1989	
<input checked="" type="checkbox"/>	OTE2755	Isabelle		Kirby	F	17.01.1993	
<input checked="" type="checkbox"/>	OTE2816	Elowen		Rahman	F	14.10.1991	
<input checked="" type="checkbox"/>	OTE2804	Peggy		Bloom	F	12.09.1992	
<input checked="" type="checkbox"/>	OTE2779	Beverly		Gilmore	F	08.07.1990	

Add to results entry 7c

- Once you've added all the required candidates (either individually or via cohort) you will then need to enter their TAGs (grades) and grade intervals (for Technical Qualification synoptic assignment and theory exams). Don't worry however, it will only let you select the relevant grades for the assessment, and grade intervals can't be entered for assessments where they are not required.

Level 2 Technical Certificate in Equine Care
Order type: Alternative results entry 8

	Enr no.	First name	Last name	Gender	Grade	Grade interval
Remove	OTE2828	Mikael	Kavanagh	M	<input type="text"/>	<input type="text"/>
Remove	OTE2767	Conner	Hallam	M	<input type="text"/>	<input type="text"/>
Remove	OTE2865	Lucian	Sharples	M	<input type="text"/>	<input type="text"/>
Remove	OTE2877	Alison	Moyet	F	<input type="text"/>	<input type="text"/>
Remove	OTE2755	Isabelle	Kirby	F	<input type="text"/>	<input type="text"/>
Remove	OTE2816	Elowen	Rahman	F	<input type="text"/>	<input type="text"/>

- You can remove candidates by clicking **Remove**.

10. Enter the **Grade** and corresponding **Grade interval** (if applicable).

Synoptic / Exam	<table border="1"> <thead> <tr> <th></th> <th>Enr no.</th> <th>First name</th> <th>Last name</th> <th>Gender</th> <th>Grade</th> <th>Grade interval</th> </tr> </thead> <tbody> <tr> <td>Remove</td> <td>OTE2828</td> <td>Mikael</td> <td>Kavanagh</td> <td>M</td> <td rowspan="3"> <div style="border: 1px solid black; padding: 2px;"> D M P X </div> </td> <td><input type="text"/></td> </tr> <tr> <td>Remove</td> <td>OTE2767</td> <td>Conner</td> <td>Hallam</td> <td>M</td> <td><input type="text"/></td> </tr> <tr> <td>Remove</td> <td>OTE2865</td> <td>Lucian</td> <td>Sharples</td> <td>M</td> <td><input type="text"/></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th></th> <th>Enr no.</th> <th>First name</th> <th>Last name</th> <th>Gender</th> <th>Grade</th> <th>Grade interval</th> </tr> </thead> <tbody> <tr> <td>Remove</td> <td>OTE2828</td> <td>Mikael</td> <td>Kavanagh</td> <td>M</td> <td>M</td> <td rowspan="3"> <div style="border: 1px solid black; padding: 2px;"> High (M3) Medium (M2) Low (M1) </div> </td> </tr> <tr> <td>Remove</td> <td>OTE2767</td> <td>Conner</td> <td>Hallam</td> <td>M</td> <td><input type="text"/></td> </tr> <tr> <td>Remove</td> <td>OTE2865</td> <td>Lucian</td> <td>Sharples</td> <td>M</td> <td><input type="text"/></td> </tr> </tbody> </table>		Enr no.	First name	Last name	Gender	Grade	Grade interval	Remove	OTE2828	Mikael	Kavanagh	M	<div style="border: 1px solid black; padding: 2px;"> D M P X </div>	<input type="text"/>	Remove	OTE2767	Conner	Hallam	M	<input type="text"/>	Remove	OTE2865	Lucian	Sharples	M	<input type="text"/>		Enr no.	First name	Last name	Gender	Grade	Grade interval	Remove	OTE2828	Mikael	Kavanagh	M	M	<div style="border: 1px solid black; padding: 2px;"> High (M3) Medium (M2) Low (M1) </div>	Remove	OTE2767	Conner	Hallam	M	<input type="text"/>	Remove	OTE2865	Lucian	Sharples	M	<input type="text"/>
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Other Centre Assessed	<table border="1"> <thead> <tr> <th></th> <th>Enr no.</th> <th>First name</th> <th>Last name</th> <th>Gender</th> <th>Grade</th> <th>Grade interval</th> </tr> </thead> <tbody> <tr> <td>Remove</td> <td>OTE2828</td> <td>Mikael</td> <td>Kavanagh</td> <td>M</td> <td rowspan="3"> <div style="border: 1px solid black; padding: 2px;"> D M P X </div> </td> <td><input type="text"/></td> </tr> <tr> <td>Remove</td> <td>OTE2767</td> <td>Conner</td> <td>Hallam</td> <td>M</td> <td><input type="text"/></td> </tr> <tr> <td>Remove</td> <td>OTE2865</td> <td>Lucian</td> <td>Sharples</td> <td>M</td> <td><input type="text"/></td> </tr> </tbody> </table>		Enr no.	First name	Last name	Gender	Grade	Grade interval	Remove	OTE2828	Mikael	Kavanagh	M	<div style="border: 1px solid black; padding: 2px;"> D M P X </div>	<input type="text"/>	Remove	OTE2767	Conner	Hallam	M	<input type="text"/>	Remove	OTE2865	Lucian	Sharples	M	<input type="text"/>																										
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Remove	OTE2865	Lucian	Sharples	M		<input type="text"/>																																															
Extended Project Qualification	<table border="1"> <thead> <tr> <th></th> <th>Enr no.</th> <th>First name</th> <th>Last name</th> <th>Gender</th> <th>Grade</th> <th>Grade interval</th> </tr> </thead> <tbody> <tr> <td>Remove</td> <td>OTE2828</td> <td>Mikael</td> <td>Kavanagh</td> <td>M</td> <td rowspan="5"> <div style="border: 1px solid black; padding: 2px;"> A* A B C D E U </div> </td> <td><input type="text"/></td> </tr> <tr> <td>Remove</td> <td>OTE2767</td> <td>Conner</td> <td>Hallam</td> <td>M</td> <td><input type="text"/></td> </tr> <tr> <td>Remove</td> <td>OTE2865</td> <td>Lucian</td> <td>Sharples</td> <td>M</td> <td><input type="text"/></td> </tr> <tr> <td>Remove</td> <td>OTE2877</td> <td>Alison</td> <td>Moyet</td> <td>F</td> <td><input type="text"/></td> </tr> <tr> <td>Remove</td> <td>OTE2755</td> <td>Isabelle</td> <td>Kirby</td> <td>F</td> <td><input type="text"/></td> </tr> </tbody> </table>		Enr no.	First name	Last name	Gender	Grade	Grade interval	Remove	OTE2828	Mikael	Kavanagh	M	<div style="border: 1px solid black; padding: 2px;"> A* A B C D E U </div>	<input type="text"/>	Remove	OTE2767	Conner	Hallam	M	<input type="text"/>	Remove	OTE2865	Lucian	Sharples	M	<input type="text"/>	Remove	OTE2877	Alison	Moyet	F	<input type="text"/>	Remove	OTE2755	Isabelle	Kirby	F	<input type="text"/>														
	Enr no.	First name	Last name	Gender	Grade	Grade interval																																															
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Remove	OTE2865	Lucian	Sharples	M		<input type="text"/>																																															
Remove	OTE2877	Alison	Moyet	F		<input type="text"/>																																															
Remove	OTE2755	Isabelle	Kirby	F		<input type="text"/>																																															

11. When you're confident the **Grade** and **Grade Intervals** entered are correct, you will need to confirm the **submission declaration** (11a).

Level 2 Technical Certificate in Equine Care
Order type: Alternative results entry

	Enr no.	First name	Last name	Gender	Grade	Grade interval
Remove	OTE2767	Conner	Hallam	M	D	Highest (D4)
Remove	OTE2865	Lucian	Sharples	M	D	Medium (D2)
Remove	OTE2877	Alison	Moyet	F	M	Medium (M2)
Remove	OTE2755	Isabelle	Kirby	F	M	Medium (M2)
Remove	OTE2816	Elowen	Rahman	F	M	Low (M1)
Remove	OTE2804	Peggy	Bloom	F	P	High (P3)
Remove	OTE2779	Beverly	Gilmore	F	P	Low (P1)
Remove	OTE2828	Mikael	Kavanagh	M	X	X

I confirm that:

- all grades are accurate and represent the professional judgements made by centre staff
- all grades have been checked for accuracy and reviewed by a second member of staff
- my centre has met the requirements set out by City & Guilds for internal quality assurance
- each grade is based on sufficient, appropriate evidence and is the candidate's own work
- access arrangements were provided, where required, when the evidence was generated (and where not, that has been taken into account)
- centre staff have taken note of the Ofqual guidance document 'Information for centres about making objective judgements'
- judgements have not been influenced by pressure from candidates, parents or carers
- all relevant evidence and records are available for inspection, as necessary and will be retained for 12 months after the results date

Submit

12. Then you're ready to submit the TAGs for the assessment component. To complete the submission click **Submit**.

Note:

Once you've submitted the TAGs for each assessment, they cannot currently be amended by the centre. You will have to contact the Quality team if you have made any errors.

2.6 Submitting alternative results for VRQs, Functional Skills, ESOL and Essential Skills

This section includes the general process for submitting TAGs, CDGs or alternative results for e-volve components (where applicable).

1. Follow steps 1-4 in [section 2.4](#) above to select the qualification you are submitting TAGs, click on Alternative results entry and the centre and assessment (1a) and candidate details (1b) sections will display.

4748-04 Add to favourites

Functional Skills Mathematics

Provider: City & Guilds

Last registration: 31.08.2022 Last certification: 31.08.2024

Select order type

Named registration Unnamed registration Dated entry Results entry On Demand Eligibility booking **Alternative result entry**

This section allows you to submit alternative results for a specific assessment.

Centre details

Centre number * Your reference

Window *

Assessment code * Please select assessment

Add candidate

Candidate details Cohort Enrolment Number Unique learner number

2. Under the 'Centre details' section for the centre number and window should be prepopulated. The window that displays will depend on the period you are submitting results. You may need to check this is correct.
3. Select the **Assessment code** you are submitting TAGs for from the drop-down menu.
4. Enter a reference for your submission in the **Your reference** box.

Centre details

Centre number * Your reference

Window *

Assessment code * Please select assessment

4748-119 - Functional Mathematics Level 1

4748-120 - Functional Mathematics Level 2

Add candidate

Candidate details Cohort Enrolment Number Unique learner number

5. You can then add candidates to the assessment using the four search options:

The screenshot shows a header 'Add candidate' with four tabs below it: 'Candidate details', 'Cohort', 'Enrolment Number', and 'Unique learner number'. The 'Candidate details' tab is currently selected.

Candidate details

Allows you to search by using other candidate details if you do not have the candidate enrolment number. Once you have found the candidate, you will then be able to proceed with your submission.

Cohort

Allows you to add an existing group of candidates to your order (if you have previously created the cohort for the qualification).

Enrolment Number

Allows you to add candidates to your order by an enrolment number (ENR) that is created at registration.

Unique learner number

Allows you to search for candidates by Unique Learner Number (ULN).

6. Use the **Candidate details**, **Enrolment Number** or **Unique learner number** search fields (6a) that display to locate and add the candidates individually (6b). Then click **Add to results entry** (6c).

You'll need to repeat this step for each candidate you want to add. An example is shown below.

The screenshot shows the 'Add candidate' interface with the 'Candidate details' tab selected. A blue box labeled '6' highlights the tab. A blue box labeled '6a' points to the search form. The search form includes fields for First name (Mikael), Last name (Kavanagh), Date of birth (Day, Month, Year), Gender (Please select a gender), Enrolment No., and Your reference. A 'Search' button is located below the form. A table below the form shows search results with columns: Select, Enr no., First name, Middle name, Last name, Gender, D.O.B., and Your ref. A blue box labeled '6b' points to the 'Select' checkbox in the first row, which is checked. A blue box labeled '6c' points to the 'Add to results entry' button in the bottom right corner of the table area.

Select	Enr no.	First name	Middle name	Last name	Gender	D.O.B.	Your ref
<input checked="" type="checkbox"/>	OTE2828	Mikael		Kavanagh	M	06.12.1990	

- Use the **Cohort** search field to add multiple cohorts from a saved cohort. Select the cohort from the **Cohort name** drop down menu (7a), select/deselect the candidates you want to add (7b) and then click **Add to results entry** (7c).

Add candidate 7

Candidate details: **Cohort** | Enrolment Number | Unique learner number

This section allows you to add an existing group of candidates to your order.

Search by candidate details 7a

Cohort name: TAG_centre_guidance_cohort

Select	Enr no.	First name	Middle name	Last name	Gender	D.O.B.	Your ref
<input checked="" type="checkbox"/>	OTE2828	Mikael		Kavanagh	M	06.12.1990	
<input checked="" type="checkbox"/>	OTE2767	Conner		Hallam	M	10.10.1992	
<input checked="" type="checkbox"/>	OTE2865	Lucian		Sharples	M	14.09.1990	
<input checked="" type="checkbox"/>	OTE2877	Alison		Moyet	F	12.04.1989	
<input checked="" type="checkbox"/>	OTE2755	Isabelle		Kirby	F	17.01.1993	
<input checked="" type="checkbox"/>	OTE2816	Elowen		Rahman	F	14.10.1991	
<input checked="" type="checkbox"/>	OTE2804	Peggy		Bloom	F	12.09.1992	
<input checked="" type="checkbox"/>	OTE2779	Beverly		Gilmore	F	08.07.1990	

Add to results entry 7c

- Once you've added all the required candidates (either individually or via cohort) you will then need to enter their TAGs (grades).

Level 2 Technical Certificate in Equine Care
Order type: Alternative results entry

	Enr no.	First name	Last name	Gender	Grade	Grade interval
<input type="button" value="Remove"/>	OTE2828	Mikael	Kavanagh	M	<input type="text" value=""/>	<input type="text" value=""/>
<input type="button" value="Remove"/>	OTE2767	Conner	Hallam	M	<input type="text" value=""/>	<input type="text" value=""/>
<input type="button" value="Remove"/>	OTE2865	Lucian	Sharples	M	<input type="text" value=""/>	<input type="text" value=""/>
<input type="button" value="Remove"/>	OTE2877	Alison	Moyet	F	<input type="text" value=""/>	<input type="text" value=""/>
<input type="button" value="Remove"/>	OTE2755	Isabelle	Kirby	F	<input type="text" value=""/>	<input type="text" value=""/>
<input type="button" value="Remove"/>	OTE2816	Elowen	Rahman	F	<input type="text" value=""/>	<input type="text" value=""/>

- You can remove candidates by clicking **Remove**.

10. Enter the **Grade** for each candidate in the Grade column.

	Enr no.	First name	Last name	Gender	Grade	Grade interval
Remove	OTE2828	Mikael	Kavanagh	M	P	
Remove	OTE2767	Conner	Hallam	M		
Remove	OTE2865	Lucian	Sharples	M		
Remove	OTE2877	Alison	Moyet	F		

11. When you're confident the **Grades** entered are correct, you will need to confirm the **submission declaration** (11a).

	Enr no.	First name	Last name	Gender	Grade	Grade interval
Remove	OTE2828	Mikael	Kavanagh	M	P	
Remove	OTE2767	Conner	Hallam	M	P	
Remove	OTE2865	Lucian	Sharples	M	P	
Remove	OTE2877	Alison	Moyet	F	P	
Remove	OTE2755	Isabelle	Kirby	F	P	
Remove	OTE2816	Elowen	Rahman	F	P	
Remove	OTE2804	Peggy	Bloom	F	P	
Remove	OTE2779	Beverly	Gilmore	F	P	

I confirm that:

- all grades are accurate and represent the professional judgements made by centre staff
- all grades have been checked for accuracy and reviewed by a second member of staff
- my centre has met the requirements set out by City & Guilds for internal quality assurance
- each grade is based on sufficient, appropriate evidence and is the candidate's own work
- access arrangements were provided, where required, when the evidence was generated (and where not, that has been taken into account)
- centre staff have taken note of the Ofqual guidance document 'Information for centres about making objective judgements'
- judgements have not been influenced by pressure from candidates, parents or carers
- all relevant evidence and records are available for inspection, as necessary and will be retained for 12 months after the results date

Submit

12. Then you're ready to submit the results for the assessment component. To complete the submission click **Submit**.

Note:

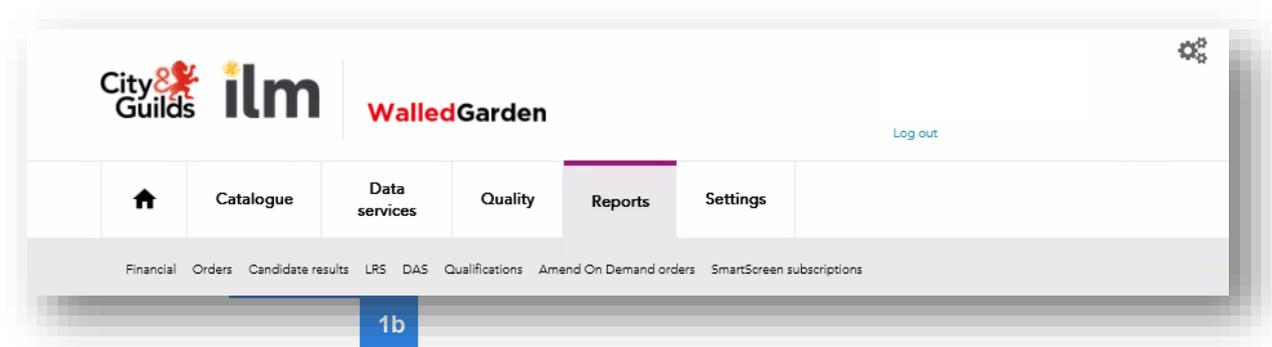
Once you've submitted the results for each assessment, they cannot currently be amended by the centre. You will have to contact the Quality team if you have made any errors.

Section 3 Your submissions

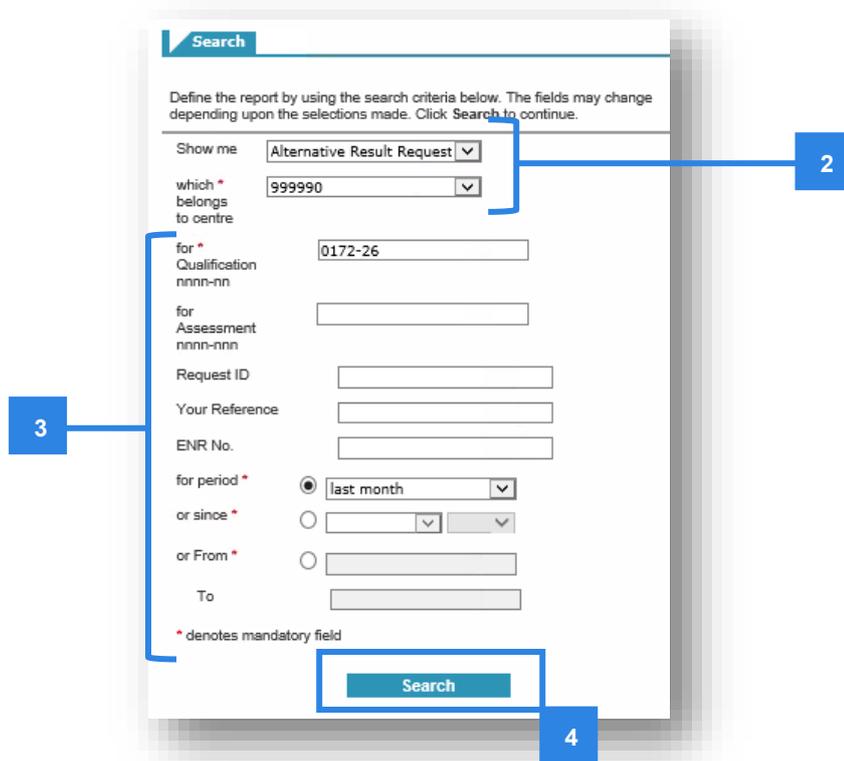
3.1 Search for your submission

Centres can view the submissions made for alternative results (TAGs, CDGs and e-evolve adaptations) in Walled Garden, as well as the status of the submission. You can also amend submissions where they have been unlocked by City & Guilds, see [section 3.2](#).

1. From the Walled Garden homepage, click on the **Reports** tab at the top, and then select the option for **Candidate results** (1b).



2. Select **Alternative Results Requests** from the 'show me' menu and make sure you select the correct centre number.
3. Enter the **qualification number** and then set the data range you want to search within.
4. Then click **Search**.



The screenshot shows the 'Search' form in Walled Garden. The form is titled 'Search' and contains the following fields and options:

- Show me:** A dropdown menu with 'Alternative Result Request' selected. A blue box labeled '2' points to this dropdown.
- which * belongs to centre:** A text input field containing '999990'.
- for * Qualification nnnn-nn:** A text input field containing '0172-26'. A blue box labeled '3' points to this field.
- for Assessment nnnn-nn:** An empty text input field.
- Request ID:** An empty text input field.
- Your Reference:** An empty text input field.
- ENR No.:** An empty text input field.
- for period *:** A radio button selected next to 'last month' in a dropdown menu.
- or since *:** Two empty dropdown menus.
- or From *:** Two empty text input fields.
- To:** An empty text input field.
- * denotes mandatory field**
- Search:** A blue button at the bottom of the form. A blue box labeled '4' points to this button.

The submissions will display in the right-hand table:

Centre No.	Customer No.	Centre name
999990	0001066854	SAP TEST UK CRONE

Your search header

Select	Submission Date	Request ID	Qualification Number	Your reference
<input type="checkbox"/>	28.05.2021	ARP-999990-20210528-132920	0172-26	COHORT-0172-26.CSV
<input type="checkbox"/>	28.05.2021	ARP-999990-20210528-120518	0172-26	0172-26-OTE3189.CSV
<input type="checkbox"/>	28.05.2021	ARP-999990-20210528-123825	0172-26	ARS_999990215820.CSV
<input type="checkbox"/>	28.05.2021	ARP-999990-20210528-154146	0172-26	ARS_999990153911.CSV
<input type="checkbox"/>	28.05.2021	ARP-999990-20210528-154502	0172-26	ARS_999990215820ABC.CSV
<input type="checkbox"/>	28.05.2021	ARP-999990-20210528-154650	0172-26	ARS_999990215820.CSV
<input type="checkbox"/>	28.05.2021	ARP-999990-20210528-164205	0172-26	0172-26 - 4323 -PP.CSV
<input type="checkbox"/>	02.06.2021	ARP-999990-20210602-153849	0172-26	COHORT-0172-26.CSV

- To view the details of the submission, click on the **Select** icon.

The submission details will then display in the table below (5a) including all candidate details, assessment number, the grade / grade intervals and finally the status of the submission.

Centre No.	Customer No.	Centre name
999990	0001066854	SAP TEST UK CRONE

Your search header

Select	Submission Date	Request ID	Qualification Number	Your reference
<input type="checkbox"/>	28.05.2021	ARP-999990-20210528-132920	0172-26	COHORT-0172-26.CSV
<input type="checkbox"/>	28.05.2021	ARP-999990-20210528-120518	0172-26	0172-26-OTE3189.CSV
<input type="checkbox"/>	28.05.2021	ARP-999990-20210528-123825	0172-26	ARS_999990215820.CSV
<input type="checkbox"/>	28.05.2021	ARP-999990-20210528-154146	0172-26	ARS_999990153911.CSV
<input type="checkbox"/>	28.05.2021	ARP-999990-20210528-154502	0172-26	ARS_999990215820ABC.CSV
<input checked="" type="checkbox"/>	28.05.2021	ARP-999990-20210528-154650	0172-26	ARS_999990215820.CSV
<input type="checkbox"/>	28.05.2021	ARP-999990-20210528-164205	0172-26	0172-26 - 4323 -PP.CSV
<input type="checkbox"/>	02.06.2021	ARP-999990-20210602-153849	0172-26	COHORT-0172-26.CSV

Selected result details

Assessment No	Window Name	Enr No	Candidate Name	Grade	Grade Interval	Status
0172-025	PRE-DEADLINE 2021	OTE2877	Alison Moyet	P	MEDIUM (P2)	
0172-025	PRE-DEADLINE 2021	OTE2885	Lucian Sharples	M	MEDIUM (M2)	
0172-025	PRE-DEADLINE 2021	OTE2828	Mikael Kavanagh	D	HIGHEST (D4)	
0172-025	PRE-DEADLINE 2021	OTE2816	Elowen Rahman	X	X	
0172-025	PRE-DEADLINE 2021	OTE2804	Peggy Bloom	P	HIGH (P3)	
0172-025	PRE-DEADLINE 2021	OTE2779	Beverly Gilmore	M	HIGH (M3)	
0172-025	PRE-DEADLINE 2021	OTE2767	Conner Hallam	D	LOW (D1)	
0172-025	PRE-DEADLINE 2021	OTE2755	Isabelle Kirby	X	X	

5a

3.2 Amending a submission

Centres cannot currently directly amend or delete submissions once they have been submitted unless they have been requested to be unlocked by City & Guilds.

If you need to request us to unlock a specific submission, you will need to contact the Quality Delivery team.

Centres may need to amend results submitted either due to inaccuracies or following external quality assurance by Moderators / EQAs.

If you miss a candidate / assessment, you can correct this by making an additional submission.

If, however you make a mistake during the submission process, please do not resubmit as this will create a duplicate record which will then error. This will delay the processing period and delay release of results.

You should contact the Quality team directly if you have any issues.

1. Select **Alternative Results Requests** from the 'show me' menu and make sure you select the correct centre number.
2. Enter the **qualification number** and then set the data range you want to search within.
3. Tick the box next to **Modifiable lines only**.
4. Then click **Search**.

The screenshot shows a 'Search' form with the following fields and callouts:

- 1**: Points to the 'Show me' dropdown menu, which is set to 'Alternative Result Requ'.
- 2**: Points to the 'which * belongs to centre' dropdown menu, which is set to '999990'.
- 3**: Points to the 'Modifiable lines only' checkbox, which is checked.
- 4**: Points to the 'for period *' dropdown menu, which is set to 'last month', and the 'or since *' dropdown menu, which is set to 'January' and '202'.

The 'Search' button is located at the bottom of the form.

Records that have been unlocked and which can be amended will now display.

5. Select the submission you want to change.
6. Amend any grade(s) or grade interval(s) that are required, ensuring you have actioned this for the correct assessment code / component number that shows in the first column.
7. Click **Save**.

Alternative Result Requests

Centre No.	Customer No.	Centre name
999990	0001096854	SAP TEST UK CRONE

Your search header

Select	Submission Date	Request ID	Qualification Number	Your reference
<input type="checkbox"/>	13.08.2021	ARF-999990-20210913-181629	0172-26	FR-0172-26.CSV

Selected result details

Assessment No	Window Name	Enr No	Candidate Name	Grade	Grade Interval	Status
0172-025	PRE DEADLINE 2021	OTE4908	techfour testt	P	HIGH (P3)	On Hold
0172-025	PRE DEADLINE 2021	OTE2024	techthree mousee	X	X	On Hold
0172-025	PRE DEADLINE 2021	OTE2036	techw o mousee	M	HIGH (M3)	On Hold

Save

6

7

8. Repeat the process for any further submissions that require amendment.

Section 4 Submitting your Evidence

4.1 Qualification requirements

We're using our Quality Delivery Portal for centres which need to submit samples of evidence as part of the External Quality Assurance review process. Whether you need to submit evidence depends on the type of qualifications you are submitting TAGs/CDGs for.

The following table highlights the approach to evidence for the different qualification types:

Qualification Category	Evidence required in advance	Evidence required on request
Functional Skills		✓
ESOL		✓
Essential Skills		✓
Technical Qualifications	✓	
Extended Project Qualification	✓	
Category B1 VRQs		✓

Unless you're submitting TAGs for Technical Qualifications or the Extended Project Qualification (2935), all other qualifications will only require evidence to be uploaded on request. You will be contacted directly by the City & Guilds Quality team where this is required (via email).

It's important that where these requests are made, that evidence is uploaded quickly to ensure there is no delay to the process. Where evidence is not received, or significant time is taken to provide the requested evidence, results may be delayed.

Ideally centres should ensure evidence submission requests are actioned within 3 working days.

4.2 Initial access

We've already set up at least one primary user account for each centre based on what we know you are intending to submit for TAGs/CDGs.

For Technical Qualifications

The primary account holder will be the person you informed us is the main point of contact for Technical Qualifications in the 2020/21 academic year.

For Functional Skills, ESOL and Essential Skills

This will be the person who submitted the Eligibility Rationale Form(s) for the submission.

For VRQs

This will be the Quality Contact for your centre, the person we would usually contact for all matters relating to quality assurance activities.

Centres can request additional accounts where required. This is explained in [section 4.4](#).

4.3 Navigating the portal

The screenshot shows the City & Guilds Learning Assistant interface. On the left, a navigation menu includes: Preferences, Notifications, Password, Avatar, and Logout. The main content area displays a welcome message, a user profile picture, and quick links for requesting additional account holders and viewing support pages. A 'Need support?' section provides contact information for Technical Qualifications and Functional Skills.

Use the links on the left panel to navigate between the homepage and the submission section.

By clicking the 'Ampersand' icon you can change your password and logout.

Use these quick links to request additional user accounts for your centre, or to view our latest guidance and support videos.

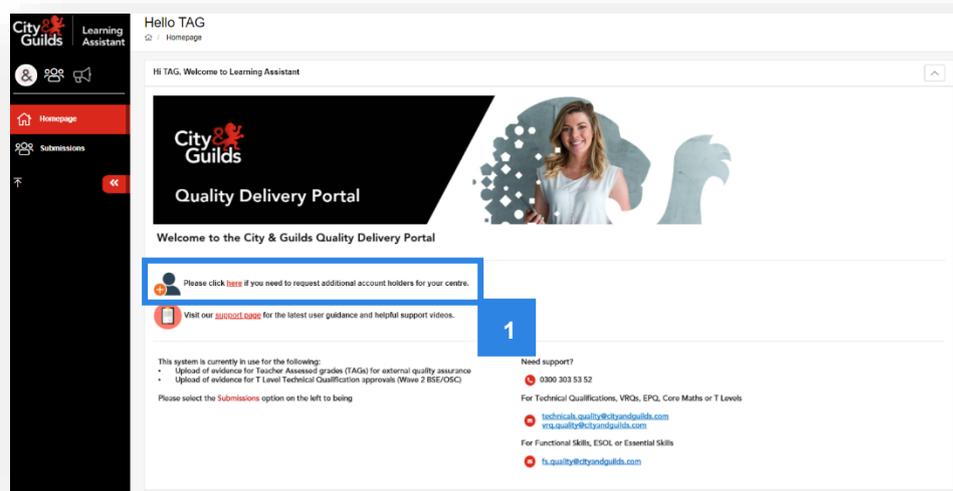
If at any point you get stuck, or just need some general assistance please contact our Quality team.

4.4 Adding additional accounts

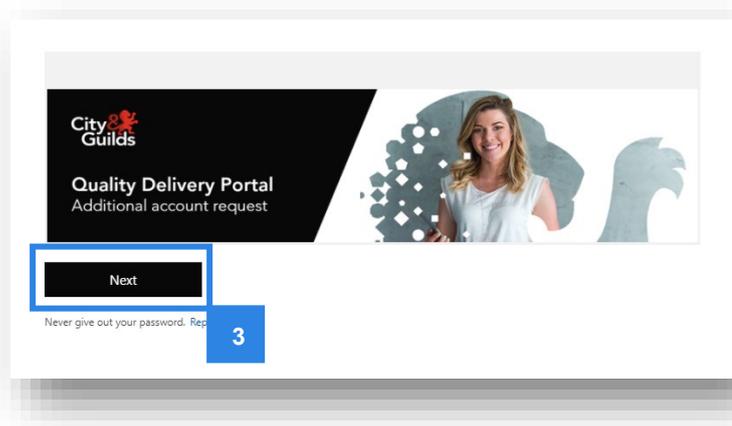
Unfortunately, it's not possible for centres to independently create additional accounts in this system at the moment. These have to be requested.

However, the process is still simple, and once requested the new user should receive their account details within a few hours.

1. From the homepage, click the link next to the  icon.



2. A new tab will open in your browser.
3. The additional account request form will load, to complete the form click **Next**.



4. Complete form providing the full details of the additional user account.
5. Select the qualification groups the user should be provided access to.
6. Click the **Submit** button.

The information provided on the form will be verified by one of our team, and the user will receive their account details, usually within a few hours.

4.5 Evidence file requirements

All document formats must be compatible with Windows and Mac. Please see the list of acceptable file formats for the portal below.

The maximum file size for evidence is 150MB.

DOC	Microsoft Word 2003-2007
DOCX	Microsoft Word 2010+
XLSX	Microsoft Excel 2010+
XLS	Microsoft Excel 2003-2007
PPS	Microsoft Power Point 2003-2007
PPT	Microsoft Power Point 2003-2007
PPTX	Microsoft Power Point 2010+
PDF	Portable Document Format
HTM	Text/HTML
HTML	Text/HTML
ZIP	Compressed File Container
GIF	Graphics Interchange Format
PNG	Portable Network Graphic
JPEG	Image
JPG	Image
BMP	BitMap Image

MP3	Audio
WAV	Audio
WMA	Audio
MP4	Video
QT	Quick Time Video
MOV	Video
WMV	Video Windows Media
AVI	Video
TXT	Basic Text
CLSS	Java Class File
SWF	Shockwave Flash
MSG	Outlook Message
ODT	Open Office
MHT	Message
CAF	Audio x-caf

Note:

- The number of documents should be kept to a minimum and where possible evidence for full tasks/assessment should be kept together in a single compressed file.
- Scanned evidence should be compiled as one document to PDF ensuring each piece of evidence is clearly labelled prior to scanning for easy reference.
- Documents scanned in should be checked for clarity, in particular with hand-written documents.
- Photo evidence should be kept to the minimum (such as as specified in the synoptic handbook for Technical Qualifications).
- We recommend the use of lower resolution formats for video and pictures, or a converting software.
- Only short extracts supporting the illustration of candidate performance should be used.

4.6 Technical Qualifications and EPQ

The window during which TAGs and any required sample of evidence should be submitted for Technical Qualifications and the Extended Project Qualification runs from **01 June 2021** to **18 June 2021**, to ensure that results can be released to your candidates by the published dates.

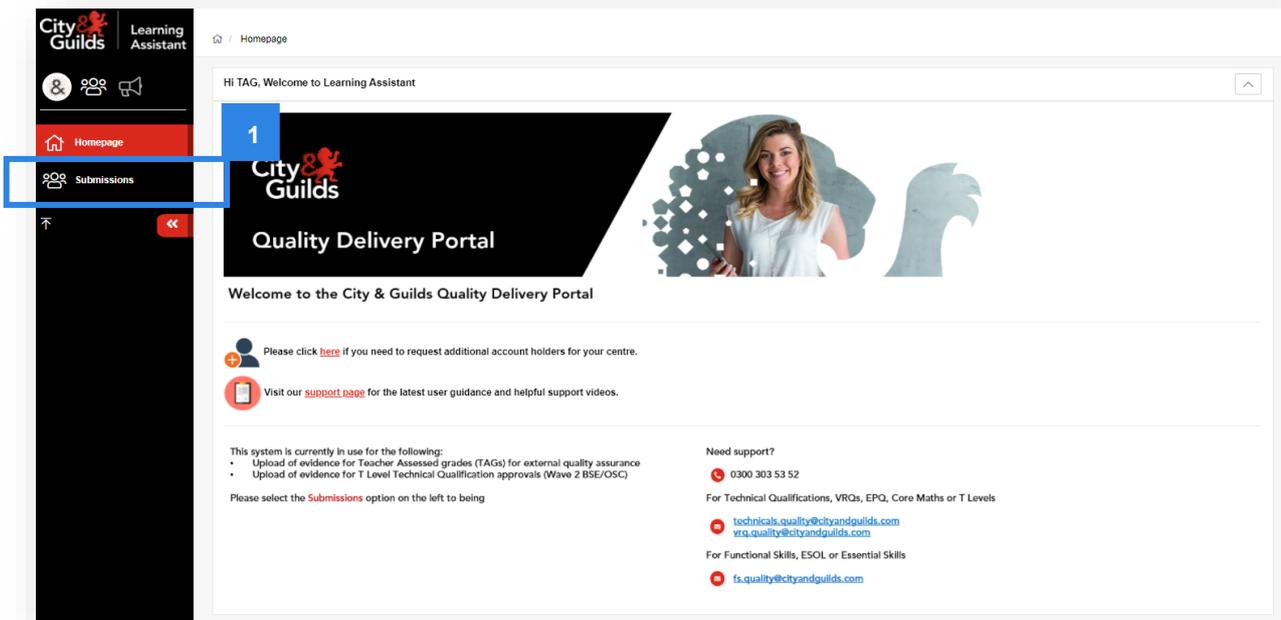
For Technical Qualifications, as you can see from the table below, a sample of evidence is required only for the synoptic assignment and theory exam components.

Likewise, for the Extended Project Qualification, candidate grades must be submitted as well as a sample of evidence (although for the EPQ, no grade intervals are needed):

Qualification and Component		Requirements for submission			Submission deadline
		Teacher Assessed Grade (TAG)	Grade Intervals	Sample of evidence	
Technical Qualifications	Theory Exam	✓	✓	✓	18 June 2021*
	Synoptic Assignment	✓	✓	✓	
	Centre Assessed Components	✓	X	X	
	Mandatory Work Experience	X	X	X	
	Employer Involvement	X	X	X	
EPQ	Extended Project Qualification	✓	X	✓	

*TAGs can be submitted after this deadline up until 31 August 2021 and will continue to be processed. However, results will not be released in time for the published dates. We aim to process any TAGs submitted after 18 June within **32 working days** of a correct submission, however this may not always be possible.

1. Once logged into the portal, select the **Submissions** tab from the menu on the left-hand side.



2. Search for the component or assessment for which you need to submit evidence.

(2a) For Technical Qualifications:

If you are looking to submit evidence for the synoptic assignment, enter the **qualification number** for synoptic components into the box labelled **Course**.

If you are looking to submit evidence for the exam component, enter the **exam component code** into the **Course** box – this code is specific for the industry area and a list of the codes can be found in [Appendix 2](#) of this document.

(2b) For Extended Project Qualification:

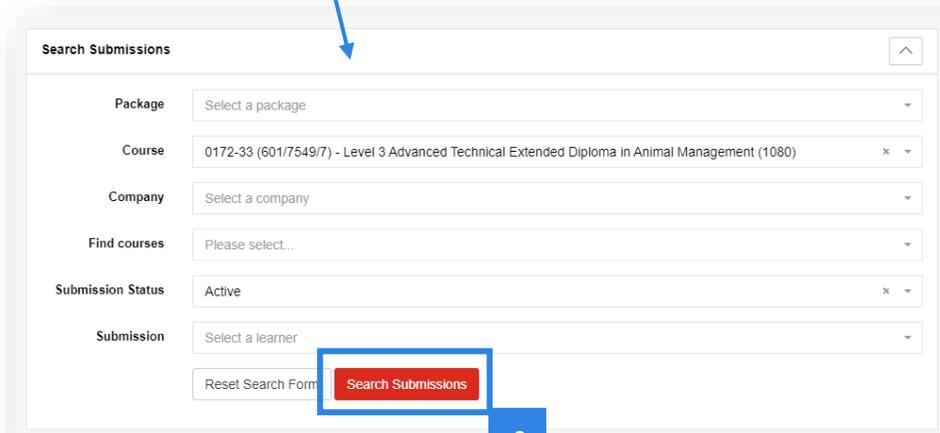
As there is only one unit for which to submit evidence for this qualification, enter the **qualification number** into the box labelled **Course**.

3. Click **Search Submissions**.

Searching for a Technical Qualification Synoptic Assignment or Extended Project Qualification

2a

If searching for a Technical Qualification synoptic assignment or the Extended Project Qualification, enter the qualification number in the **Course** box



The screenshot shows the 'Search Submissions' form with the following fields:

- Package: Select a package
- Course: 0172-33 (601/7549/7) - Level 3 Advanced Technical Extended Diploma in Animal Management (1080)
- Company: Select a company
- Find courses: Please select...
- Submission Status: Active
- Submission: Select a learner

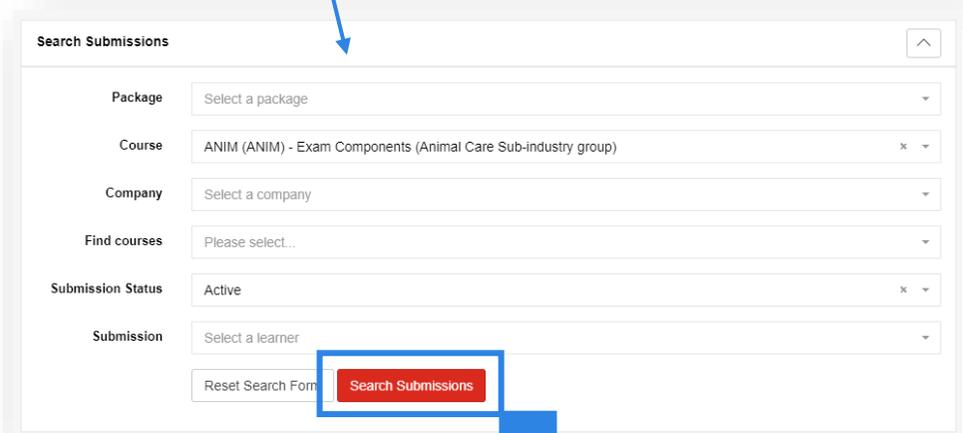
Buttons: Reset Search Form, Search Submissions

A blue box with the number '3' is positioned below the 'Search Submissions' button.

Searching for a Technical Qualification exam component

2b

If searching for a Technical Qualification exam component, select the industry group or enter the code found in [Appendix 2](#) into the **Course** box



The screenshot shows the 'Search Submissions' form with the following fields:

- Package: Select a package
- Course: ANIM (ANIM) - Exam Components (Animal Care Sub-industry group)
- Company: Select a company
- Find courses: Please select...
- Submission Status: Active
- Submission: Select a learner

Buttons: Reset Search Form, Search Submissions

A blue box with the number '3' is positioned below the 'Search Submissions' button.

4. A list of components will be displayed, provided you have already made bookings in Walled Garden for the components.



Synoptic Assignment



Exam Components



Extended Project Qualification

Some Technical Qualifications have multiple synoptic assessments within the qualification - if your centre has booked your candidates on a variety of synoptic assignments, these will be displayed here.

Click into the **red text** of the component for which you need to upload evidence.

Submissions Print Settings

Status: Not Started Started Completed Verified Referred

Displaying 1 to 5 of 5 Results 25 per page 1 of 1

SUBMISSION / COURSE	ACTIONS
601/7549/7 - - Level 3 Advanced Technical Extended Diploma in Animal Management (1080) (0172-33) Submissions: 5	
0172-030 Level 3 Animal Management - Synoptic assignment (1), (999990) 0172-33 (999990) City & Guilds	
0172-038 Level 3 Animal Management - Synoptic assignment (2), (999990) 0172-33 (999990) City & Guilds	
0172-040 Level 3 Animal Management - Synoptic assignment (2), (999990) 0172-33 (999990) City & Guilds	
0172-042 Level 3 Animal Management - Synoptic assignment (2), (999990) 0172-33 (999990) City & Guilds	
0172-044 Level 3 Animal Management - Synoptic assignment (2), (999990) 0172-33 (999990) City & Guilds	

Displaying 1 to 5 of 5 Results 25 per page 1 of 1

Submissions Print Settings

Status: Not Started Started Completed Verified Referred

Displaying 1 to 2 of 2 Results 25 per page 1 of 1

SUBMISSION / COURSE	ACTIONS
ANIM - - Exam Components (Animal Care Sub-industry group) (ANIM) Submissions: 2	
Multiple Choice Exam Component (Animal Care), (999990) MCEC (999990) City & Guilds	
Written Exam Component (Animal Care), (999990) WEC (999990) City & Guilds	

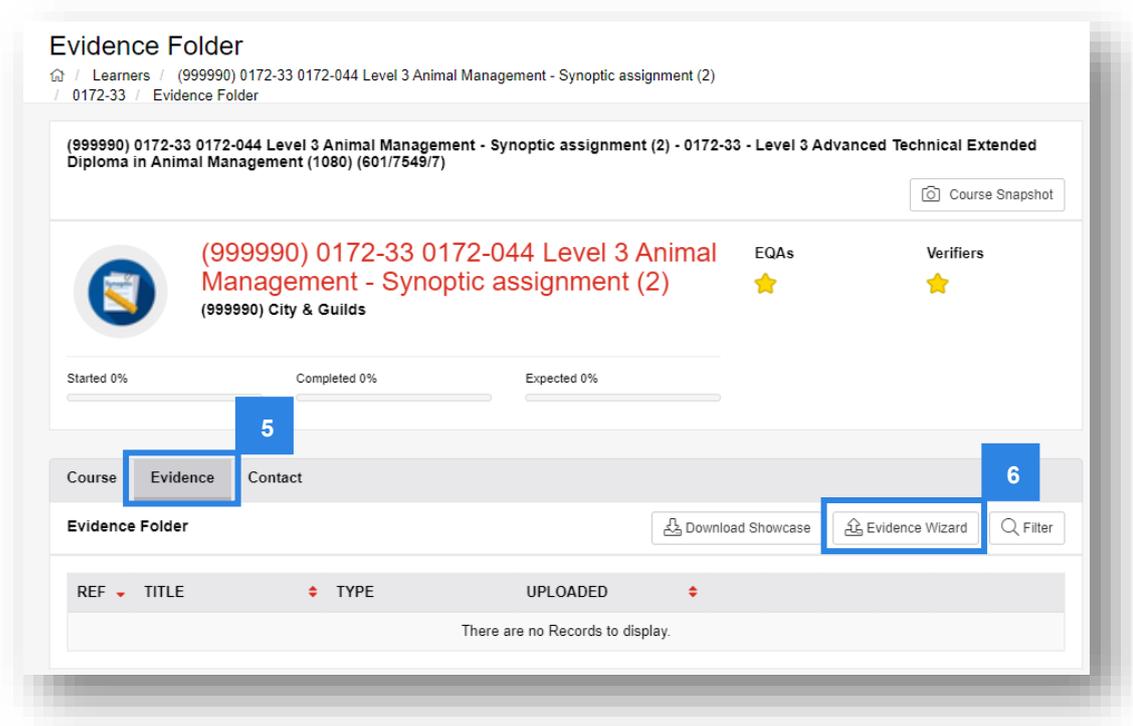
Displaying 1 to 2 of 2 Results 25 per page 1 of 1

5. This will load the “Course” page. Now click into the **Evidence** tab to access the Evidence Folder.

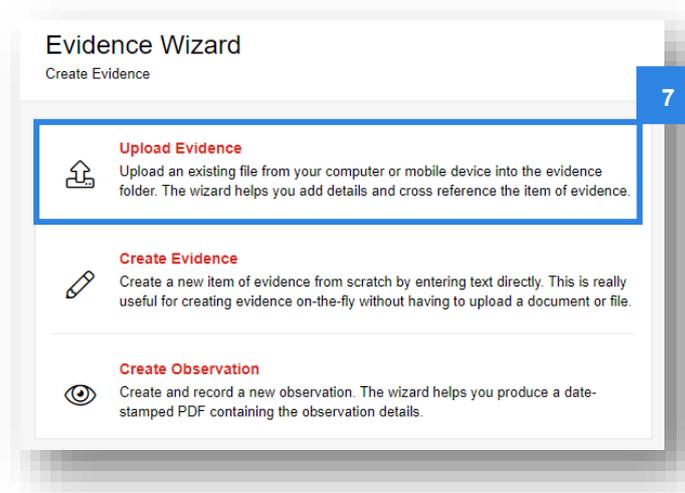
Note:

There will be no records to display if nothing has been uploaded.

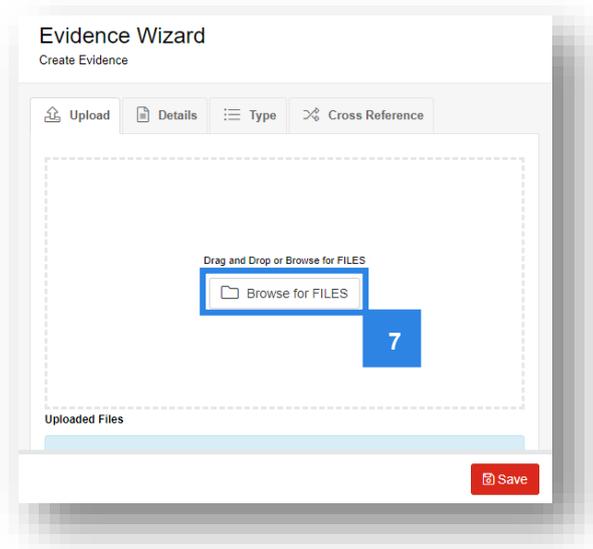
6. To begin your upload and to create a folder of evidence for each candidate, click **Evidence Wizard** and a pop-up will display.



7. Click **Upload Evidence** in the pop-up window.



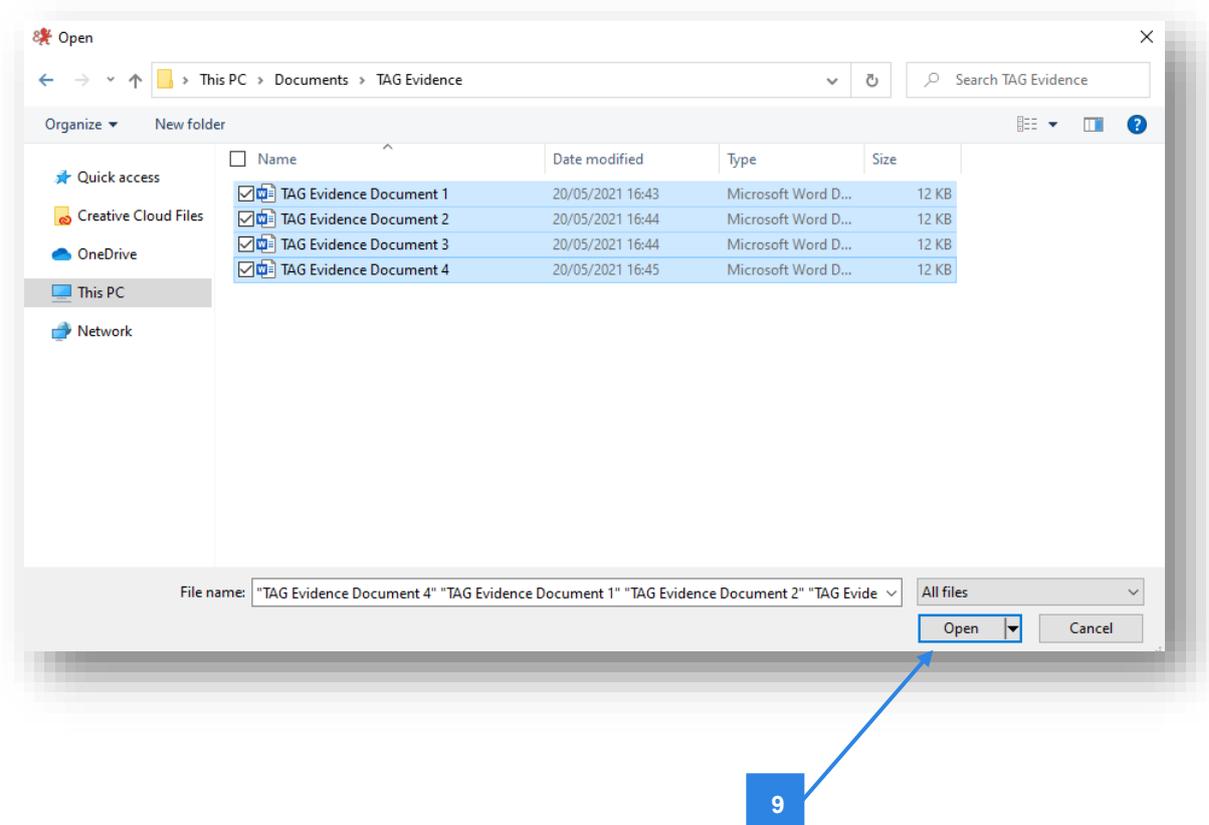
8. Browse for files in the **Upload** tab.



9. When uploading candidate evidence, select **all** files at one time, as this will create a folder for each candidate. You might have to use the ctrl key on your keyboard to select multiple files if your file explorer is not configured correctly.

It's best to ensure in advance that evidence is in one folder.

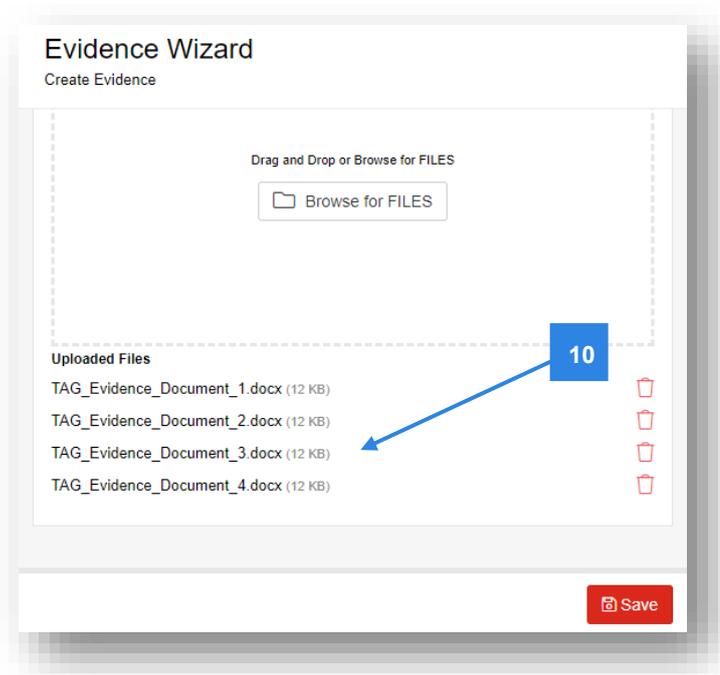
Then click **Open** from your file explorer screen.



10. You will see each file load into the system. Once the upload is complete, the files will be visible within the 'Uploaded Files' list.

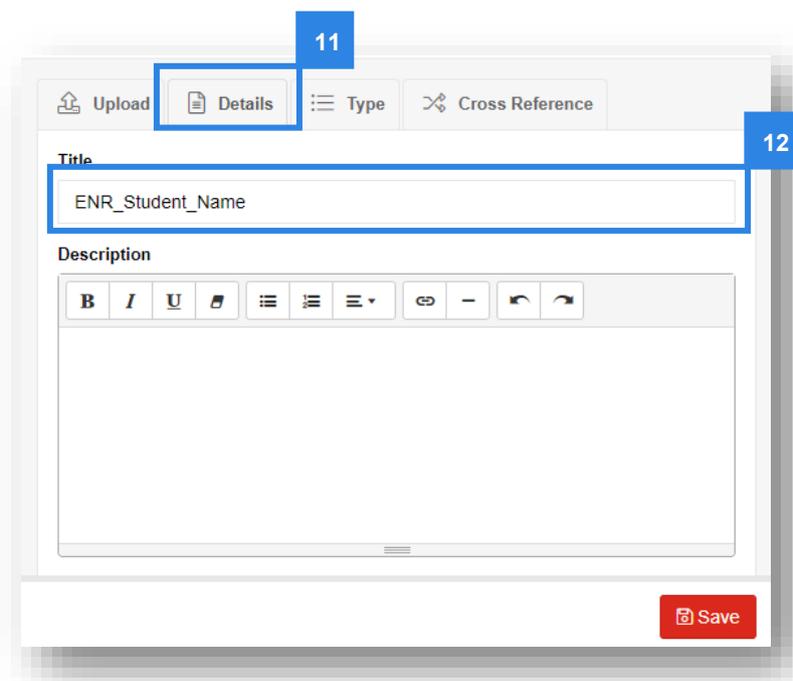
You may repeat the process to add further documents and files. We ask that you combine all relevant files for the candidate here, as this will create a single zip folder for the candidate.

Do not click 'save' yet – there are further steps to complete.



11. Click into the **Details** tab.

12. For candidate evidence, rename the collection of evidence with the candidate's enrolment number and name. Ideally in the format *ENR_Firstname_Lastname*. For generic evidence (e.g. IQA records) these should just be clearly titled.



13. If it's candidate evidence, click into the **Type** tab and place a tick against the candidate's grade. This helps the Moderator/EQA easily confirm the candidate's grade, however this should also be clear through the evidence submitted. Remember we don't need you to submit evidence for Fail grades.

Note:

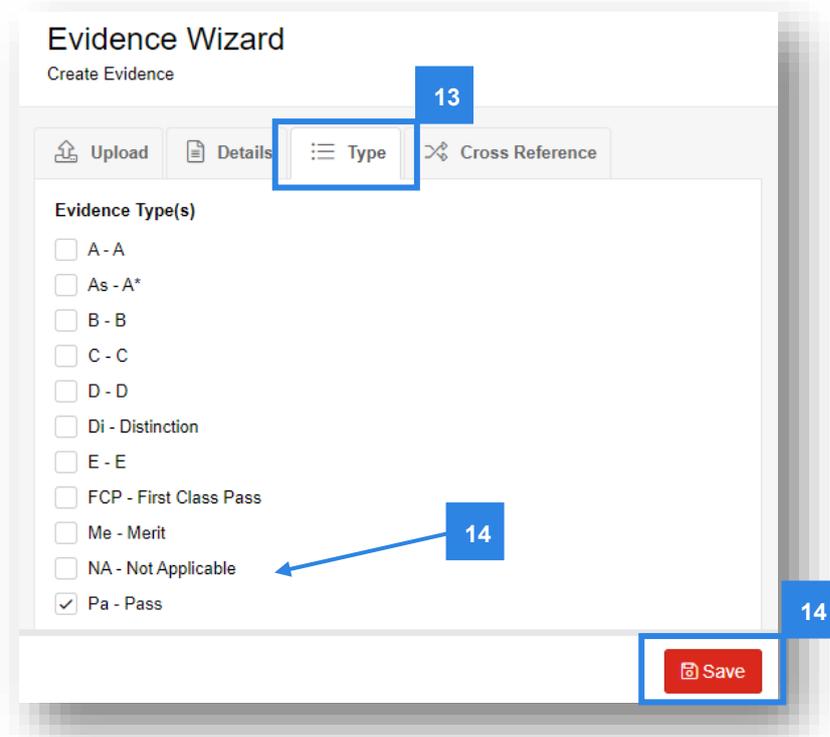
The grades available for Technical Qualifications are:

- Pa – Pass
- Me – Merit
- Di – Distinction

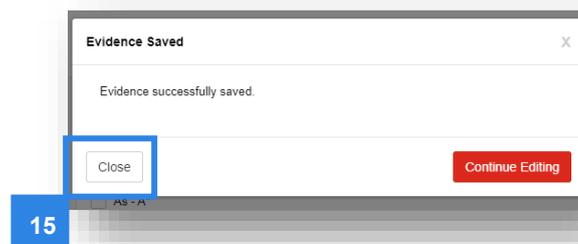
The grades available for Extended Project Qualification are:

- As – A*
- B – B
- C – C
- D – D
- E – E

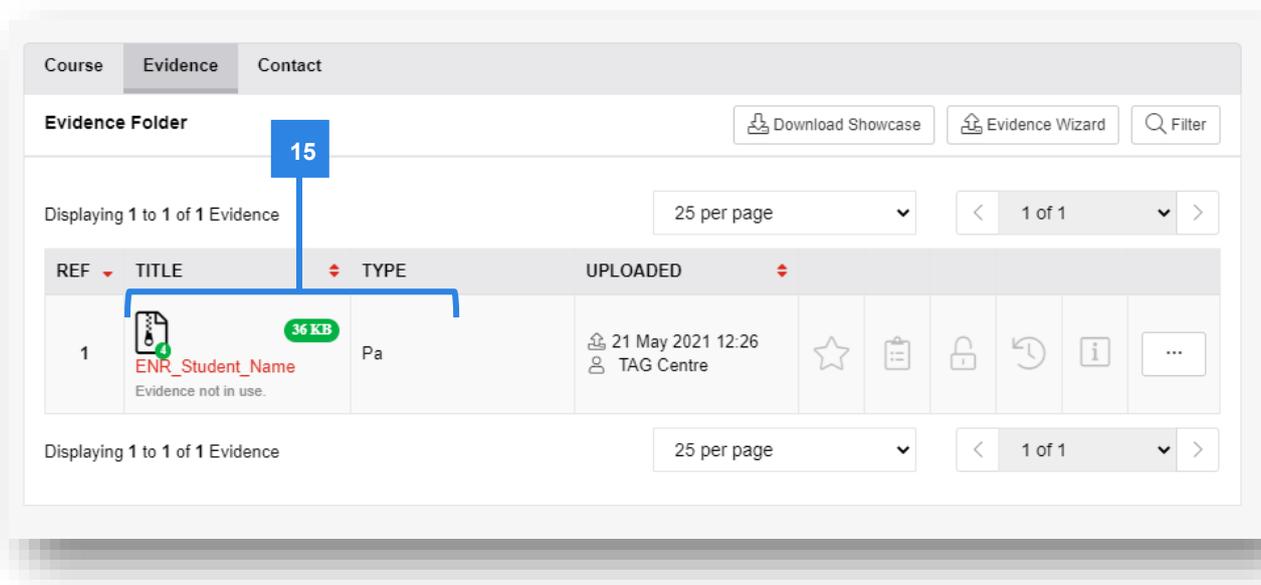
14. You can now click **Save**.



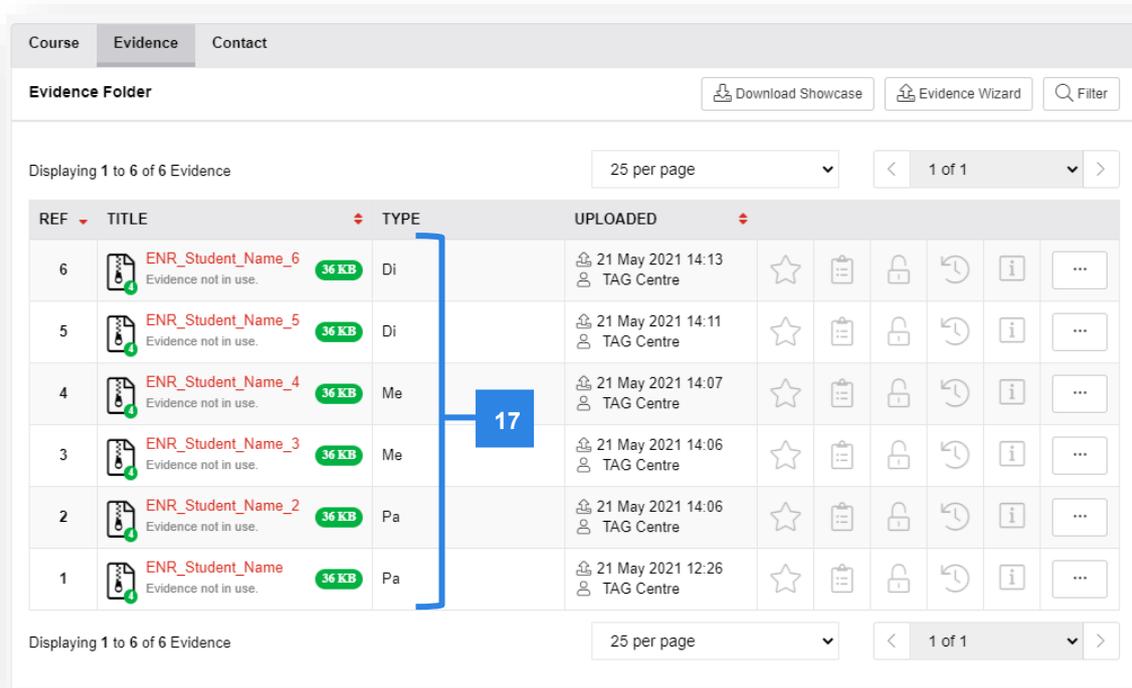
15. A pop-up will confirm that the evidence has been successfully saved. Click **Close**.



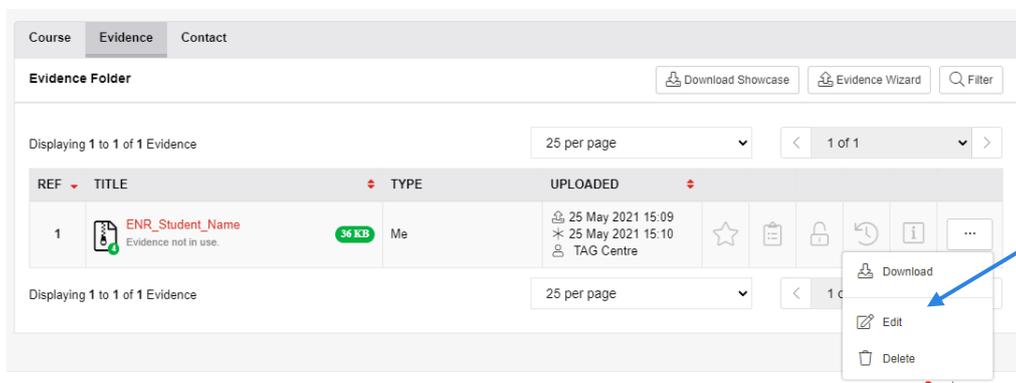
16. The Evidence Folder overview will display the candidate's ENR and name which you entered (in step 11), along with the image of a zip file. The grade will be visible within the **Type** box.



17. Return to **step 6** of this process and repeat until you have created folders for each candidate within this component / assessment you need to submit evidence for.



18. You are permitted to make changes after you have saved the evidence, although we would recommend you try to upload all evidence at the same time within the Evidence Wizard (from step 6). You can do this by clicking on the three dots on the far-right hand side of each candidate's evidence folder and clicking **Edit**. Any changes made after the original upload will be time-stamped in the **Uploaded** column and can be seen in the **Revision History**.



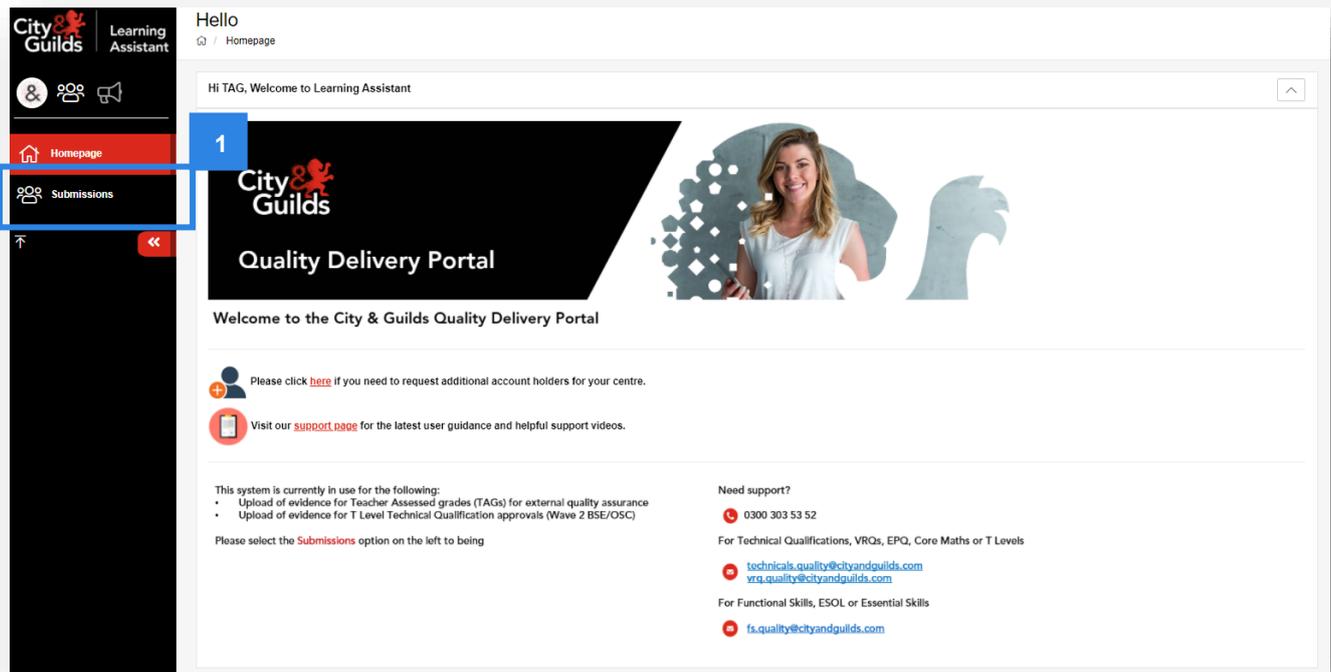
19. Return to the **Submissions** page and repeat the process for all components.

4.7 VRQs, Functional Skills, ESOL and Essential Skills

The following steps should be followed where City & Guilds have requested a sample of candidate evidence and IQA records to support your TAG/CDG judgements is uploaded for external quality assurance sampling by our EQAs.

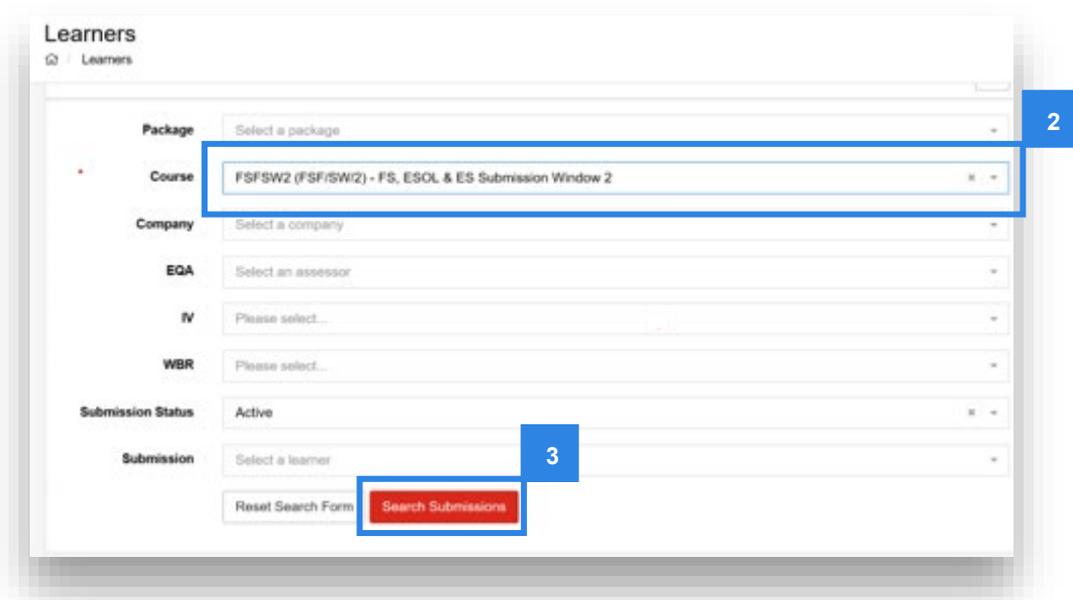
City & Guilds will notify you via email of the candidates you should upload evidence for.

1. Once logged into the portal, click the **Submissions** tab from the menu on the left-hand side.



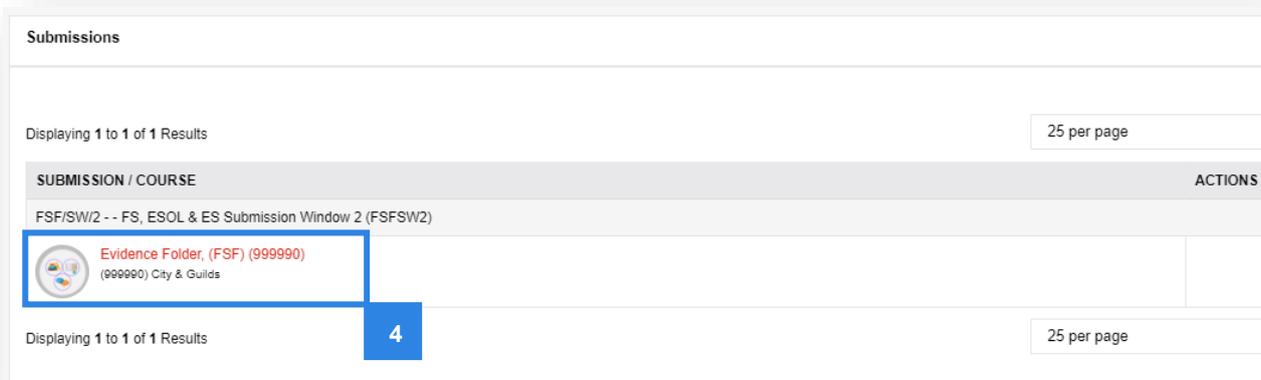
2. Within the **Course** field, please search for the corresponding window we have set up for VRQs and Functional Skills/ESOL/Essential Skills qualifications – this can be found by searching for:
- **VRQSW1 (VRQ/SW/1) – VRQ Submission Window 1**
 - **VRQSW2 (VRQ/SW/2) – VRQ Submission Window 2**
 - **FSFSW2 (FSF/SW/2) – FS, ESOL & ES Submission Window 2**
 - **FSFSW3 (FSF/SW/3) – FS, ESOL & ES Submission Window 3**

The request from City & Guilds will include detail of the submission window you should select from the course field. Further submission windows may be made available throughout the summer.



The screenshot shows the 'Learners' search interface. A blue box labeled '2' highlights the 'Course' dropdown menu, which is set to 'FSFSW2 (FSF/SW/2) - FS, ESOL & ES Submission Window 2'. Another blue box labeled '3' highlights the 'Search Submissions' button at the bottom of the form.

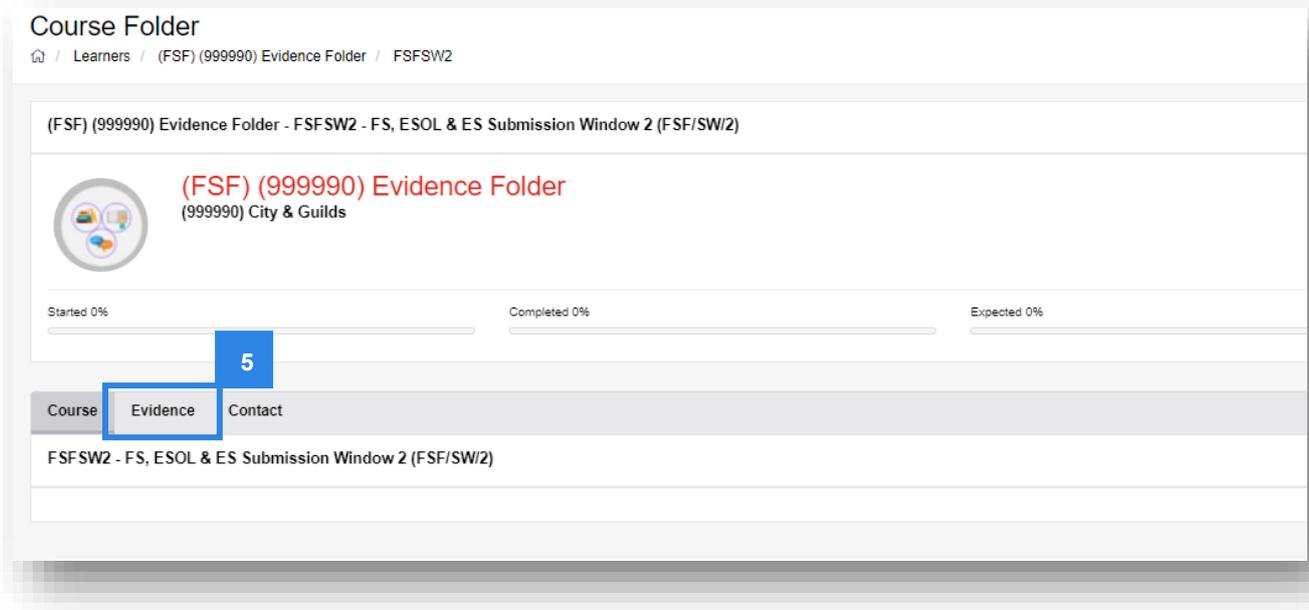
3. Then click **Search Submissions**.
4. If we have successfully received and processed your eligibility bookings, an evidence folder with your centre number will appear under the **Submission / Course** header. Click on the **red text** of your evidence folder link.



The screenshot shows the 'Submissions' results page. It displays a table with one row of results. A blue box labeled '4' highlights the 'Evidence Folder, (FSF) (999990)' link in the 'SUBMISSION / COURSE' column. The table header is 'SUBMISSION / COURSE' and the header for the first row is 'FSF/SW/2 - - FS, ESOL & ES Submission Window 2 (FSFSW2)'. The table also shows 'Displaying 1 to 1 of 1 Results' and '25 per page'.

SUBMISSION / COURSE	ACTIONS
FSF/SW/2 - - FS, ESOL & ES Submission Window 2 (FSFSW2)	
Evidence Folder, (FSF) (999990) (999990) City & Guilds	

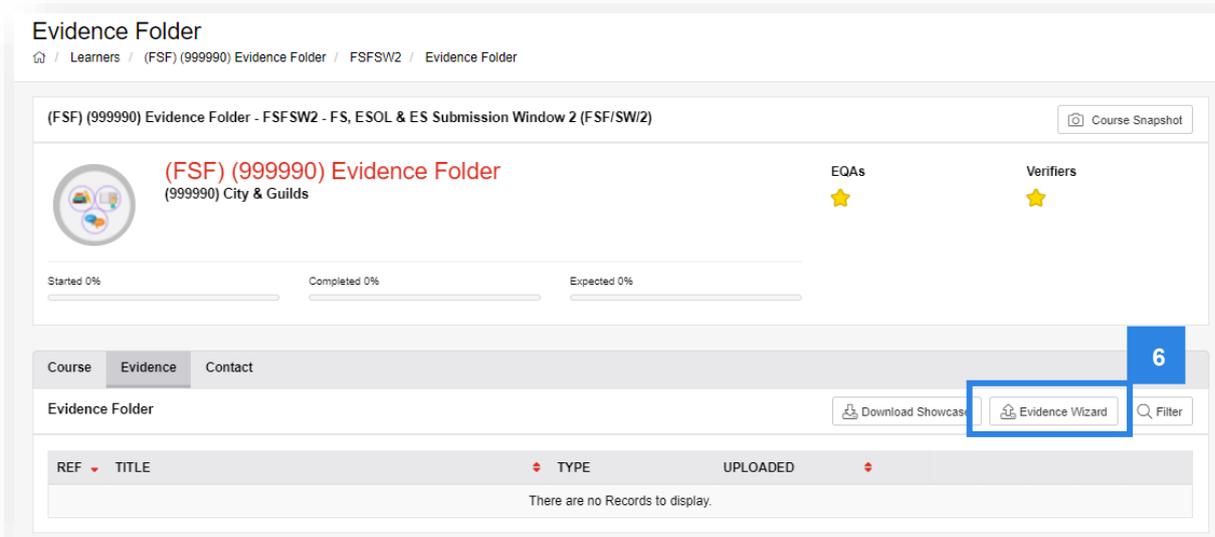
5. This will then load the **Course Folder** page. Now click into the **Evidence** tab to access the Evidence Folder.



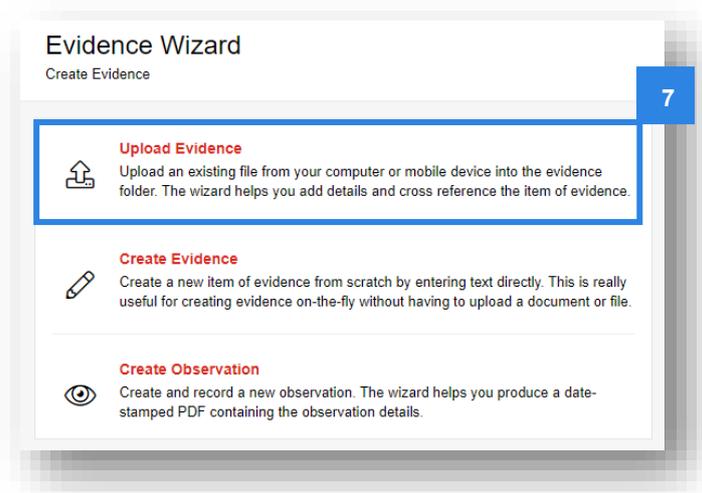
Note:

This section will be empty and there will be no records to display if nothing has yet been uploaded.

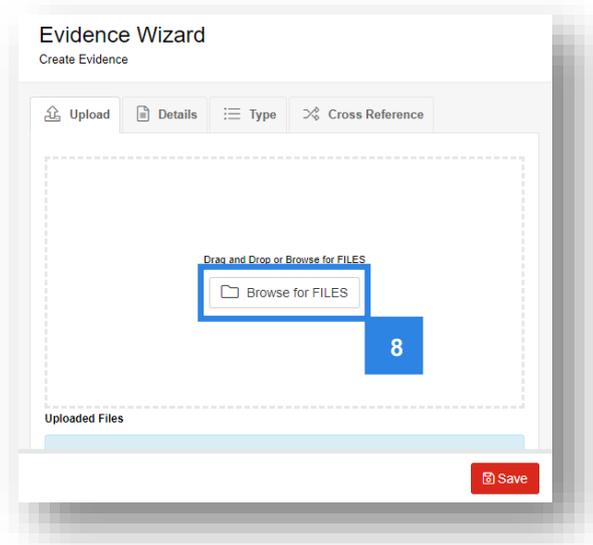
6. To begin your upload and to create a folder of evidence for each candidate, click **Evidence Wizard** and a pop-up will load.



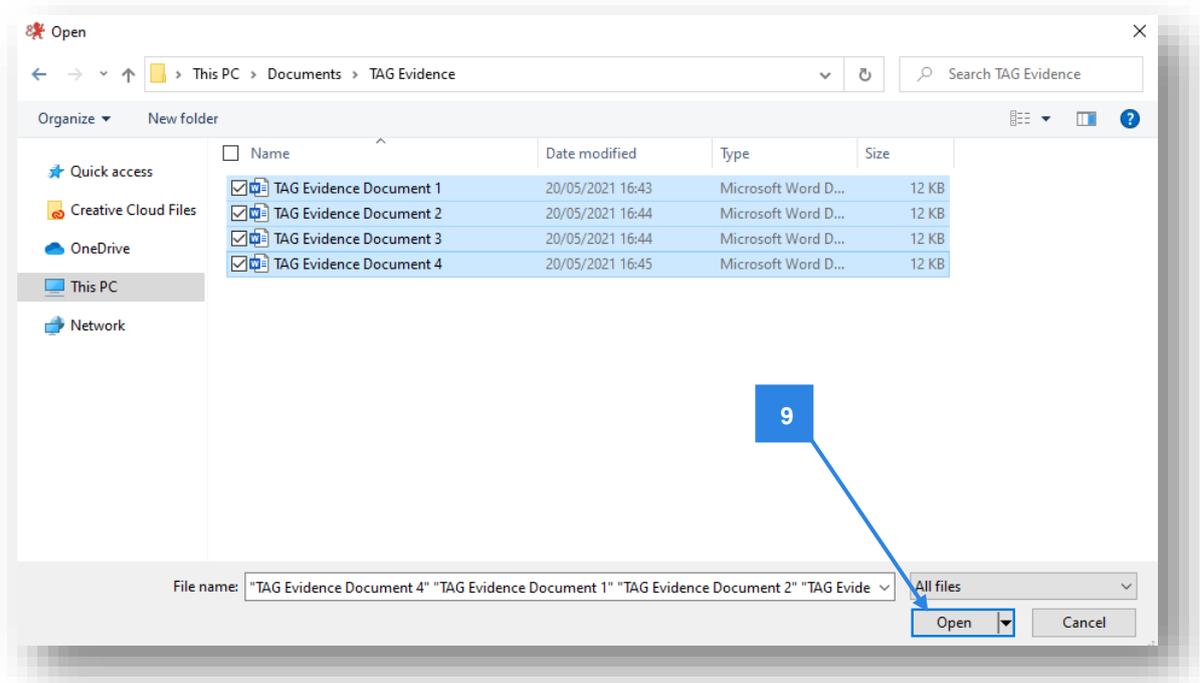
7. Click **Upload Evidence** in the pop-up window.



8. Browse for files in the **Upload** tab.



9. When uploading candidate evidence, select **all** files at one time, as this will create a folder for each candidate. Then click **Open** from your file explorer screen.



10. Once the upload is complete, the files will be visible within the 'Uploaded Files' list. Do not click 'save' yet – there are further steps to complete.



Note:

Do not click **SAVE** until the **Evidence** and **Details** tabs have been completed. The *Cross Reference* tab does not need to be completed. If you are uploading multiple files for the same candidate, the system will combine them into one easy folder.

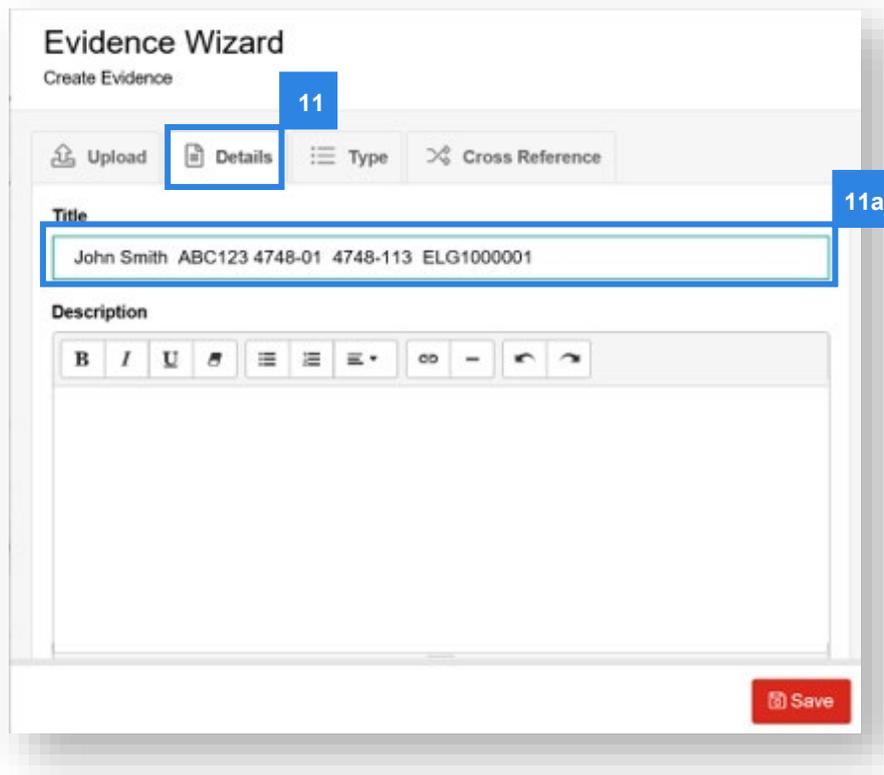
11. Click into the **Details** tab and name your evidence file in the below format in the Title field (11a).
For Functional Skills, ESOL and Essential Skills qualifications: as an eligibility booking ID is needed to identify the candidate, the format should be:

Candidate's name, ENR, Qualification, Assessment number, Eligibility Booking ID.

For VRQs, the format should be:

Candidate ENR_First Name_Surname

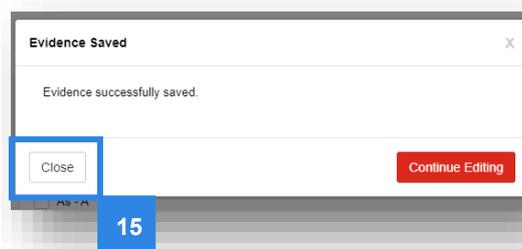
Comments in the **Description** box are not required.



The screenshot shows the 'Evidence Wizard' interface with the 'Create Evidence' header. The 'Details' tab is selected and highlighted with a blue box and a '11' callout. The 'Title' field is highlighted with a blue box and a '11a' callout, containing the text 'John Smith ABC123 4748-01 4748-113 ELG1000001'. The 'Description' field is empty and contains a rich text editor toolbar. A red 'Save' button is located at the bottom right of the form.

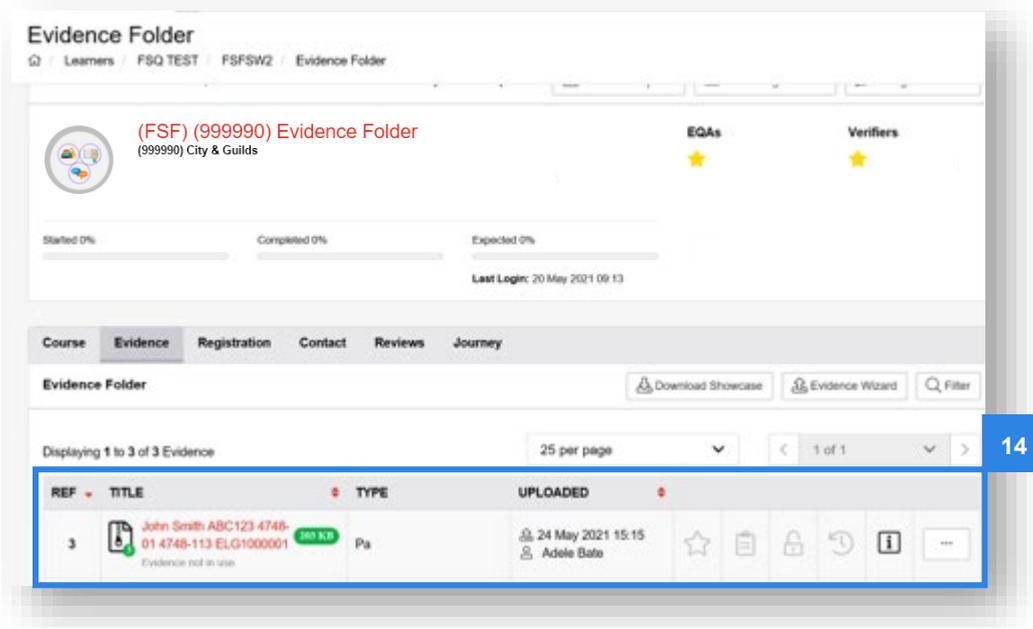
12. You can now click **Save**.

13. A pop-up will confirm that the evidence has been successfully saved. Click **Close**.

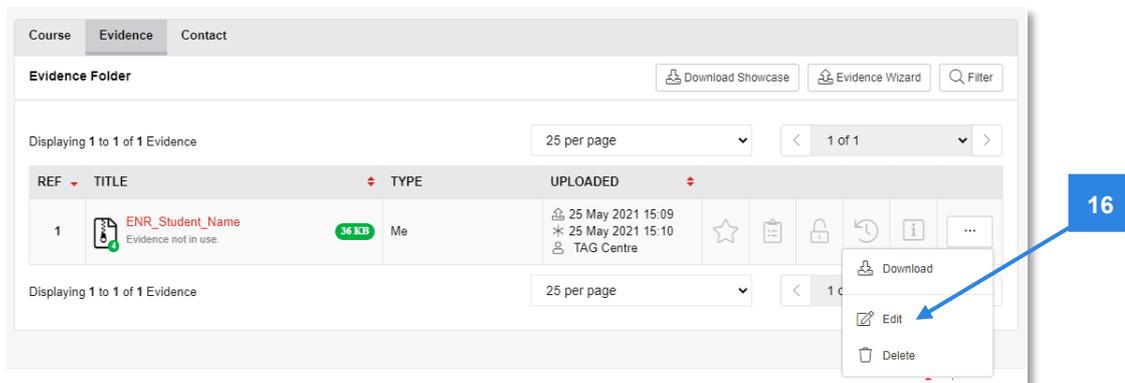


The screenshot shows a pop-up dialog box titled 'Evidence Saved' with a close button (X) in the top right corner. The message 'Evidence successfully saved.' is displayed in the center. At the bottom left, there is a 'Close' button highlighted with a blue box and a '15' callout. At the bottom right, there is a red 'Continue Editing' button.

14. A new folder will be visible in the **Evidence folder** which will show with the title, as you entered in step 11.



15. You are permitted to make changes after you have saved the evidence, although we would recommend you try to upload all evidence at the same time within the Evidence Wizard (from step 6). You can do this by clicking on the three dots on the far-right hand side of each candidate's evidence folder and clicking **Edit**. Any changes made after the original upload will be time-stamped in the **Uploaded** column and can be seen in the **Revision History**.



16. Repeat the process until you have created folders of evidence for each candidate you need to submit evidence for.

Section 5 Results dates

Functional Skills, ESOL and Essential Skills (Wales and Northern Ireland)

Depending on the assessment window in which TAG results have been submitted and provided all quality assurance activities have been completed, results will be released ahead of specific deadlines as detailed below:

Assessment Window 1		
Available for the following qualifications: <ul style="list-style-type: none"> • 3748 Functional Skills (Legacy) • 4748 Functional Skills (Reformed) • 4692 ESOL Skills for Life • 4800 Essential Skills (Northern Ireland) 		
	Opens	Closes
Eligibility submission	Monday, 19 April	Friday, 23 April
Submission of TAG results	Monday, 10 May	Friday, 21 May
Results release deadline	Friday, 18 June	

Assessment Window 2		
Available for the following qualifications: <ul style="list-style-type: none"> • 3748 Functional Skills (Legacy) • 4748 Functional Skills (Reformed) • 4692 ESOL Skills for Life • 3868 Essential Skills (Wales) • 4800 Essential Skills (Northern Ireland) 		
	Opens	Closes
Eligibility submission	Monday, 24 May	Friday, 28 May
Submission of TAG results	Friday, 04 June	Friday, 25 June
Results release deadline	Friday, 23 July	

Assessment Window 3		
Available for the following qualifications: <ul style="list-style-type: none"> • 3748 Functional Skills (Legacy) • 4748 Functional Skills (Reformed) • 4692 ESOL Skills for Life • 3868 Essential Skills (Wales) • 4800 Essential Skills (Northern Ireland) 		
	Opens	Closes
Eligibility submission	Thursday, 10 June	Friday, 02 July
Submission of TAG results	Friday, 09 July	Friday, 30 July
Results release deadline	Friday, 27 August	

Technical Qualifications and EPQ

For Technical Qualifications and the Extended Project Qualification, results days will align to the dates for General Qualifications (A levels and GCSEs), providing TAGs and evidence have been submitted by the published deadline of 18 June.

Qualification	Results available on Walled Garden to centres	Results can be released to candidates
Level 3 Technical Qualifications and EPQ	Monday, 9 August	Tuesday, 10 August
Level 2 Technical Qualifications	Wednesday, 11 August	Thursday, 12 August

TAGs submitted after the published deadline up until 31 August 2021 will be processed within **32 working days** of a correct submission, however this may not always be possible.

Category B1 VRQs

As there are two submission windows for VRQs in category B1, results will be published on dates according to the submission of TAGs and their required evidence, as follows:

For Window 1, the deadline for submission of TAGs and any required evidence is **18 June 2021** to ensure that results can be released as follows:

Submission Window 1 01 June – 18 June 2021	Qualification level	Results available on the Walled Garden*
	Entry, Level 1-2	Wednesday, 11 August
	Level 3 or above	Monday, 9 August

**Where TAGs have been submitted correctly*

For **Window 2** submissions, we will aim to process results within **32 working days** of a correct submission. However, we cannot guarantee this will always be possible and may also depend on any external quality assurance activity we need to take.

Submission Window 2 21 June – 31 August 2021	Qualification level	Results available on the Walled Garden*
	Entry, Level 1-2	within 32 working days of a correct submission
	Level 3 or above	

**Dependent on whether TAGs have been submitted correctly and/or any external quality assurance activity is required.*

Section 6 Next Steps

Centres should avoid sharing details of TAGs/CDGs with candidates and/or parents/carers until the published results dates, however where appropriate centres may share details of the evidence that has been used to determine the TAG/CDG.

City & Guilds will undertake monitoring and sampling of TAGs/CDGs as part of our external quality assurance activities this year to confirm the validity and reliability of results. This will involve looking at:

- internal quality assurance processes
- the process followed for the determination of grades
- candidate evidence samples
- centre outcomes and volumes compared to previous years

In some instances, City & Guilds may request further information regarding TAGs/CDGs and the evidence submitted, and centres may be asked to provide evidence within agreed timescales upon request, in order to ensure that final results can be issued on time.

City & Guilds will only issue qualification results once the quality assurance requirements are satisfied.

Section 7 Further advice and guidance

Please visit our COVID-19 web pages [here](#) for all the latest information on the qualifications you deliver.

General guidance

For all general queries relating to arrangements for 2021, contact our Customer Support team who are available Monday to Friday 8 am to 6 pm excluding UK public holidays.



centresupport@cityandguilds.com



01924 930 800

Quality assurance and support with submission of grades and evidence

For all other queries relating to these arrangements, contact our Quality team who are available Monday to Friday 8.30am to 12.30pm and 1.30pm to 5pm excluding UK public holidays.

fs.quality@cityandguilds.com

For support with Functional Skills, ESOL, and Essential Skills (Wales and Northern Ireland)



vrq.quality@cityandguilds.com

For support with category B1 VRQs

technicals.quality@cityandguilds.com

For support with Technical Qualifications and Extended Project Qualification



0300 303 53 52

Appendix 1

This document is applicable to the following Technical Qualifications for the period covered by these alternative arrangements.

Sub-industry	Qual no.	Qualification title
Industry: Land		
Agriculture and Related Industries	0170-20	Level 2 Technical Award in Land Based Studies
Agriculture and Related Industries	0171-20	Level 2 Technical Certificate in Agriculture
Agriculture and Related Industries	0171-28	Level 2 Technical Certificate in Land-Based Engineering
Agriculture and Related Industries	0171-30	Level 3 Advanced Technical Certificate in Agriculture
Agriculture and Related Industries	0171-31	Level 3 Advanced Technical Diploma in Agriculture (540)
Agriculture and Related Industries	0171-32	Level 3 Advanced Technical Extended Diploma in Agriculture (720)
Agriculture and Related Industries	0171-33	Level 3 Advanced Technical Extended Diploma in Agriculture (1080)
Agriculture and Related Industries	0171-38	Level 3 Advanced Technical Extended Diploma in Land-Based Engineering (1080)
Animal Care	0172-21	Level 2 Technical Certificate in Animal Care
Animal Care	0172-30	Level 3 Advanced Technical Certificate in Animal Management
Animal Care	0172-31	Level 3 Advanced Technical Diploma in Animal Management (540)
Animal Care	0172-32	Level 3 Advanced Technical Extended Diploma in Animal Management (720)
Animal Care	0172-33	Level 3 Advanced Technical Extended Diploma in Animal Management (1080)
Equine	0172-26	Level 2 Technical Certificate in Equine Care
Equine	0172-35	Level 3 Advanced Technical Certificate in Equine Management
Equine	0172-36	Level 3 Advanced Technical Diploma in Equine Management (540)
Equine	0172-37	Level 3 Advanced Technical Extended Diploma in Equine Management (720)
Equine	0172-38	Level 3 Advanced Technical Extended Diploma in Equine Management (1080)
Environmental Conservation	0173-20	Level 2 Technical Certificate in Land and Wildlife
Environmental Conservation	0173-30	Level 3 Advanced Technical Certificate in Land and Wildlife Management
Environmental Conservation	0173-35	Level 3 Advanced Technical Diploma in Land and Wildlife Management (540)
Environmental Conservation	0173-32	Level 3 Advanced Technical Extended Diploma in Land and Wildlife Management (720)
Environmental Conservation	0173-37	Level 3 Advanced Technical Extended Diploma in Land and Wildlife Management (1080)
Horticulture	0174-20	Level 2 Technical Certificate in Horticulture
Horticulture	0174-30	Level 3 Advanced Technical Certificate in Horticulture
Horticulture	0174-36	Level 3 Advanced Technical Diploma in Horticulture (540)
Horticulture	0174-32	Level 3 Advanced Technical Extended Diploma in Horticulture (720)

Horticulture	0174-37	Level 3 Advanced Technical Extended Diploma in Horticulture (1080)
Forestry and Arboriculture	0174-21	Level 2 Technical Certificate in Forestry and Arboriculture
Forestry and Arboriculture	0174-35	Level 3 Advanced Technical Certificate in Forestry and Arboriculture
Forestry and Arboriculture	0174-38	Level 3 Advanced Technical Extended Diploma in Forestry and Arboriculture (1080)
Floristry	0175-20	Level 2 Technical Certificate in Floristry
Floristry	0175-30	Level 3 Advanced Technical Diploma in Floristry (540)
Industry: Engineering		
Mechanical	1145-20	Level 2 Technical Award in Engineering
Mechanical	1145-21	Level 2 Technical Certificate in Engineering
Mechanical	1145-30	Level 3 Advanced Technical Certificate in Engineering
Mechanical	1145-31	Level 3 Advanced Technical Diploma in Engineering (540)
Mechanical	1145-32	Level 3 Advanced Technical Extended Diploma in Engineering (720)
Industry: Health & Care		
Oral Health	3134-20	Level 2 Technical Certificate in Working in Dental Settings
Health	3625-20	Level 2 Technical Certificate in Healthcare, Care and Childcare
Health	3625-30	Level 3 Advanced Technical Diploma in Health and Care (540)
Health	3625-31	Level 3 Advanced Technical Extended Diploma in Health and Care (1080)
Industry: Automotive		
Automotive	4292-20	Level 2 Technical Award in Vehicle Technology
Automotive	4292-21	Level 2 Technical Certificate in Automotive
Automotive	4292-30	Level 3 Advanced Technical Certificate in the Automotive Industry
Industry: Digital		
IT Systems Support	5220-20	Level 2 Technical Award in Digital Technologies
IT Systems Support	5220-21	Level 2 Technical Certificate in Digital Technologies
IT Systems Support	5220-30	Level 3 Advanced Technical Certificate in Digital Technologies
IT Systems Support	5220-32	Level 3 Advanced Technical Extended Diploma in Digital Technologies (720)
Industry: Hair & Beauty		
Hairdressing	6002-20	Level 2 Technical Certificate in Barbering
Hairdressing	6002-21	Level 2 Technical Certificate in Hairdressing (450)
Hairdressing	6002-22	Level 2 Technical Certificate for Cutting and Styling Services
Hairdressing	6002-23	Level 2 Technical Certificate for Hair Colouring Services
Hairdressing	6002-30	Level 3 Advanced Technical Diploma in Barbering (450)
Hairdressing	6002-31	Level 3 Advanced Technical Diploma in Hairdressing (540)
Beauty Therapy	3038-21	Level 2 Technical Award in Hair & Beauty Studies

Beauty Therapy	6003-21	Level 2 Technical Certificate in Beauty Retail
Beauty Therapy	6003-20	Level 2 Technical Certificate in Beauty Therapy (450)
Beauty Therapy	6003-22	Level 2 Technical Certificate in Nail Treatments
Beauty Therapy	6003-30	Level 3 Advanced Technical Diploma in Beauty and Spa Therapy (540)
Beauty Therapy	6003-32	Level 3 Advanced Technical Diploma in Nail Technology (450)
Beauty Therapy	6010-20	Level 2 Technical Certificate in Make-up Artistry
Beauty Therapy	6004-30	Level 3 Advanced Technical Diploma in Complementary Therapies (540)
Beauty Therapy	6010-30	Level 3 Advanced Technical Diploma in Media Make-up Artistry (540)
Beauty Therapy	6010-31	Level 3 Advanced Technical Diploma in Theatrical, Special Effects and Media Make-up Artistry (540)
Industry: Hospitality & Catering		
Hospitality and Catering	6106-20	Level 2 Technical Award in Cookery and Service for the Hospitality Industry
Hospitality and Catering	6100-20	Level 2 Technical Certificate in Professional Cookery (450)
Hospitality and Catering	6103-20	Level 2 Technical Certificate in Food and Beverage Service (450)
Hospitality and Catering	7178-20	Level 2 Technical Certificate in Food Preparation and Service (450)
Hospitality and Catering	6100-30	Level 3 Advanced Technical Diploma in Professional Cookery (450)
Hospitality and Catering	6103-30	Level 3 Advanced Technical Diploma in Supervision in Food and Beverage Services (450)
Hospitality and Catering	6100-31	Level 3 Advanced Technical Diploma for Professional Chefs (540)
Hospitality and Catering	6100-32	Level 3 Advanced Technical Diploma for Professional Chefs (Patisserie and Confectionery) (450)
Hospitality and Catering	6100-33	Level 3 Advanced Technical Diploma for Professional Chefs (Kitchen and Larder) (450)
Industry: Construction		
Construction	6720-21	Level 2 Technical Award in Constructing and Maintaining the Built Environment
Construction	6720-22	Level 2 Technical Award in Designing and Planning the Built Environment
Construction	6720-34	Level 3 Advanced Technical Certificate in Constructing the Built Environment
Construction	6720-35	Level 3 Advanced Technical Diploma in Constructing the Built Environment (540)
Construction	6720-36	Level 3 Advanced Technical Extended Diploma in Constructing the Built Environment (720)
Construction	6720-37	Level 3 Advanced Technical Extended Diploma in Constructing the Built Environment (1080)
Construction	7905-20	Level 2 Technical Certificate in Bricklaying
Construction	7905-30	Level 3 Advanced Technical Diploma in Bricklaying (450)
Construction	7906-20	Level 2 Technical Certificate in Site Carpentry
Construction	7906-21	Level 2 Technical Certificate in Architectural Joinery
Construction	7906-30	Level 3 Advanced Technical Diploma in Site Carpentry (450)
Construction	7906-31	Level 3 Advanced Technical Diploma in Architectural Joinery (450)
Construction	7907-20	Level 2 Technical Certificate in Painting and Decorating

Construction	7907-30	Level 3 Advanced Technical Diploma in Painting and Decorating (450)
Construction	7908-20	Level 2 Technical Certificate in Plastering
Construction	7908-30	Level 3 Advanced Technical Diploma in Plastering (450)
Industry: Building Services Engineering (BSE)		
Electrical Installation	8202-20	Level 2 Technical Certificate in Electrical Installation
Electrical Installation	8202-30	Level 3 Advanced Technical Diploma in Electrical Installation (450)
Plumbing	8202-25	Level 2 Technical Certificate in Plumbing
Plumbing	8202-35	Level 3 Advanced Technical Diploma in Plumbing (450)

Appendix 2

Code	Title	Type
ADMI	Exam Components (Administration Sub-industry group)	Written Exam Component (WEC)
AGRI	Exam Components (Agriculture and Related Industries Sub-industry group)	Written Exam Component (WEC) Multiple Choice Exam Component (MCEC)
ANIM	Exam Components (Animal Care Sub-industry group)	Written Exam Component (WEC) Multiple Choice Exam Component (MCEC)
AUTO	Exam Components (Automotive Sub-industry group)	Written Exam Component (WEC)
BEAU	Exam Components (Beauty Therapy Sub-industry group)	Written Exam Component (WEC)
CHIL	Exam Components (Children and Young People's Services Sub-industry group)	Written Exam Component (WEC)
CONS	Exam Components (Construction Sub-industry group)	Written Exam Component (WEC) Multiple Choice Exam Component (MCEC)
ELEC	Exam Components (Electrical Installation Sub-industry group)	Written Exam Component (WEC) Multiple Choice Exam Component (MCEC)
ENVI	Exam Components (Environmental Conservation Sub-industry group)	Written Exam Component (WEC) Multiple Choice Exam Component (MCEC)
EQUI	Exam Components (Equine Sub-industry group)	Written Exam Component (WEC) Multiple Choice Exam Component (MCEC)
FLOR	Exam Components (Floristry Sub-industry group)	Written Exam Component (WEC) Multiple Choice Exam Component (MCEC)
FORE	Exam Components (Forestry and Arboriculture Sub-industry group)	Written Exam Component (WEC) Multiple Choice Exam Component (MCEC)
HAIR	Exam Components (Hairdressing Sub-industry group)	Written Exam Component (WEC)
HEAL	Exam Components (Health Sub-industry group)	Written Exam Component (WEC)
HORT	Exam Components (Horticulture Sub-industry group)	Written Exam Component (WEC) Multiple Choice Exam Component (MCEC)
HOSP	Exam Components (Hospitality and Catering Sub-industry group)	Written Exam Component (WEC)
ITSY	Exam Components (IT Systems Support Sub-industry group)	Written Exam Component (WEC)
MECH	Exam Components (Mechanical Sub-industry group)	Written Exam Component (WEC)
ORAL	Exam Components (Oral Health Sub-industry group)	Written Exam Component (WEC)
PLUM	Exam Components (Plumbing Sub-industry group)	Written Exam Component (WEC) Multiple Choice Exam Component (MCEC)

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