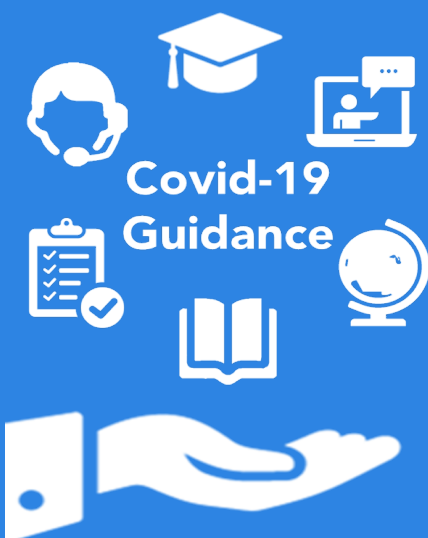


Centre guidance for submitting Alternative Results and Evidence

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.

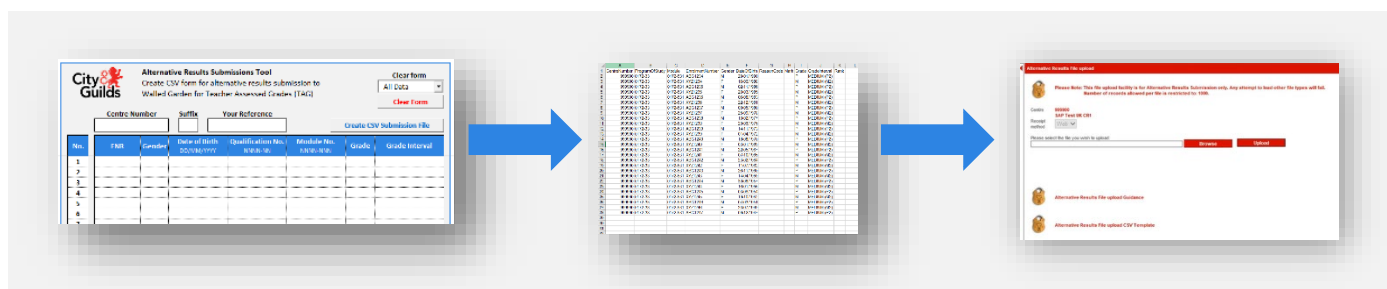
Section 2 Submission of Grades

2.1 Submission options

Centres can submit alternative results for TAGs, CDGs and applicable e-volve units using two methods available in Walled Garden. Which option centres use depends on preference.

Option 1 – bulk upload via csv file (See [Section 2.3](#))

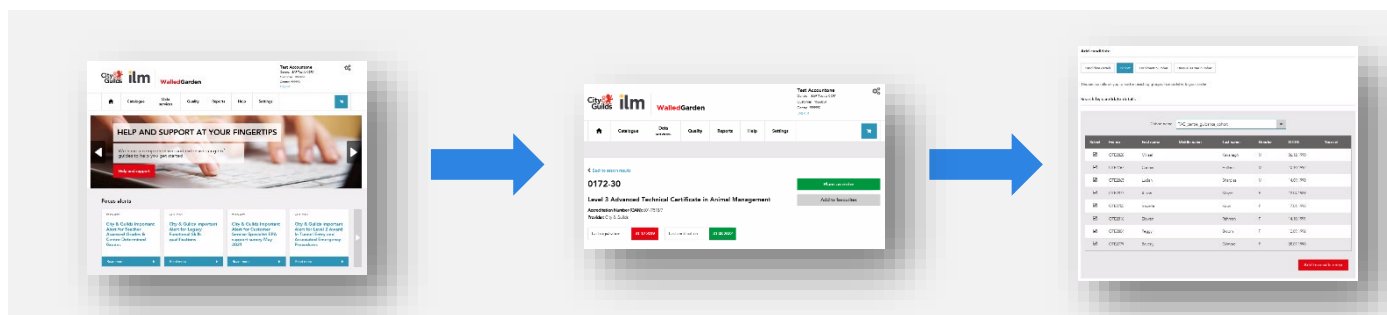
This option allows centres to bulk-upload alternative results using a csv file. You can either create the file using your own MIS systems, or alternatively we have published a simple excel file which you can download, fill out in your own time and use to create the csv files. Once these are created you can upload this as a document directly to Walled Garden.



Option 2 – results entry via our new ‘Alternative Results’ functionality (See [section 2.4](#))

If you're more familiar with the functionality of making registrations and bookings in Walled Garden, we have developed a new approach for you to submit alternative results (for TAG, CDG etc.).

The process is very similar to how you would enter results for VRQs centre assessed components, where you select the qualification, add candidates, and enter their results.



Note:

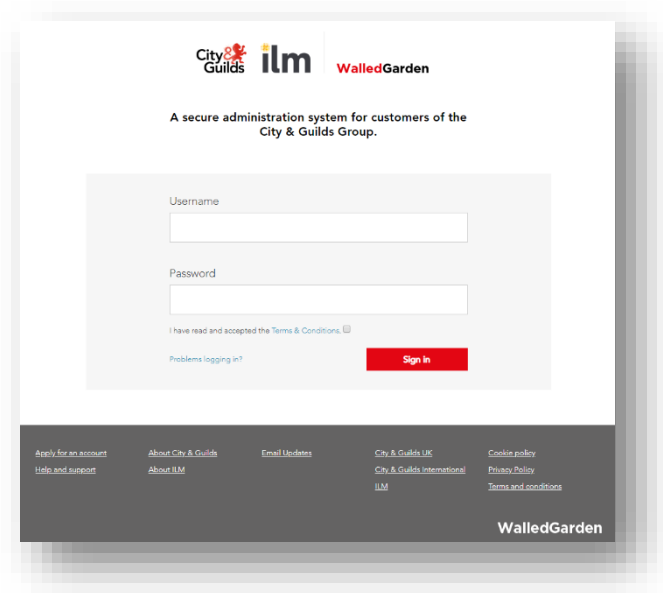
Internet Explorer is being decommissioned by Microsoft. Centres should not use Internet Explorer when submitting results via the Walled Garden. Please use Google Chrome or Microsoft Edge. Where it is not possible for any reason to use an alternative to Internet Explorer, centres should use the csv file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



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

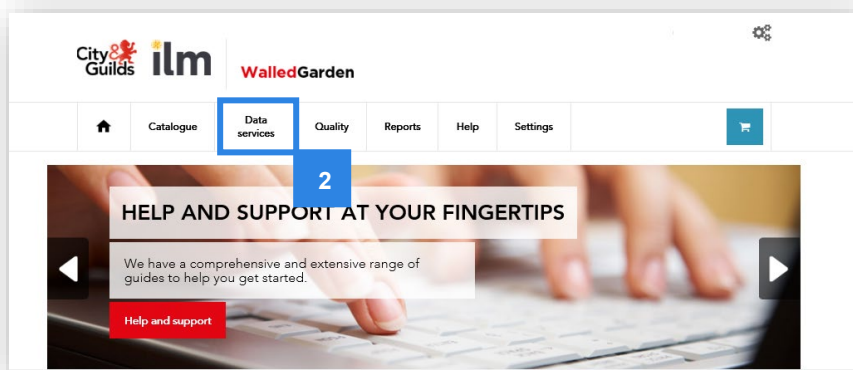
Lines are open Monday to Friday 8 am to 6 pm.

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.

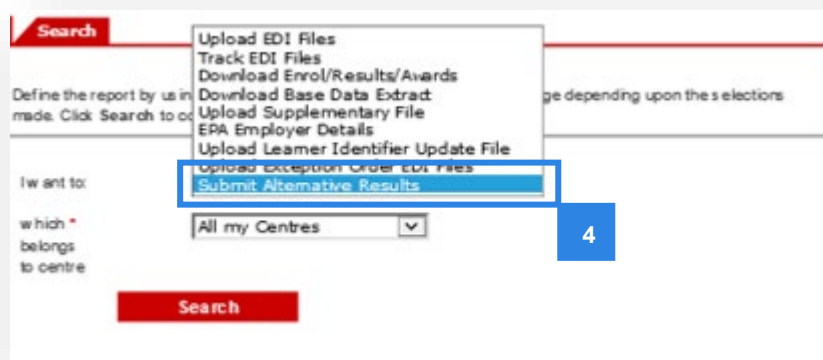
1. Firstly, log into your Walled Garden account.

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 a red header. Below the header, it says 'Define the report by using the search criteria below. The fields may change depending upon the selections made. Click Search to continue.' There are two dropdown menus: 'I want to:' with 'Submit Alternative Results' selected, and 'which * belongs to centre:' with '999990' selected. A red 'Search' button is at the bottom. A blue box with the number '5' has two arrows pointing to the '999990' dropdown 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 a split-screen interface. The left pane is the 'Search' form from the previous image. The right pane is titled 'Alternative Results File upload' and has a red header. It contains a 'Please Note' message, a 'Centre' field with '999990' and 'SAP Test UK CR1', a 'Receipt method' dropdown with 'Web' selected, and a file upload section with a text box, a 'Browse' button, and an 'Upload' button. Below the upload section are two links: 'Alternative Results File upload Guidance' and 'Alternative Results File upload CSV Template'. A blue box with '6a Guidance' points to the first link, and a blue box with '6b CSV creator tool' points to the second link.

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
All Data
Clear Form

Create CSV Submission File

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.

7. 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.

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

The screenshot shows the 'Alternative Results File upload' interface. On the left is a 'Search' panel with dropdowns for 'I want to' (set to 'Submit Alternative Results') and 'which * belongs to centre' (set to '999990'), with a 'Search' button below. The main panel has a red header 'Alternative Results File upload'. Below it is a 'Please Note' message: '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.' The 'Centre' is '999990' and 'Receipt method' is 'Web'. A file selection area says 'Please select the file you wish to upload:' with a text box and 'Browse' and 'Upload' buttons. The 'Browse' button is highlighted with a blue box. A blue box with the number '8' is overlaid on the right. Below the file selection area is a list of confirmation points under 'By uploading results I confirm that:'.

9. 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' page as before, but now the file path is entered in the text box: 'Y:\gillius er\home\ukcom\Anthony At\Desktop\ARS_999990184133.CSV'. The 'Upload' button is now highlighted with a blue box. A blue box with the number '9' is overlaid on the right.

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).

The screenshot shows the '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'. Below this is a 'Search' button. The main area is titled 'Reason(s) for errors' and contains a table with two columns: 'Record no.' and 'Error Description'. The table lists eight records, all with the error description 'Incorrect grade'. A blue box highlights the table. To the right of the table, there is a red button labeled 'Exit'.

Record no.	Error Description
00001	Incorrect grade
00002	Incorrect grade
00003	Incorrect grade
00004	Incorrect grade
00005	Incorrect grade
00006	Incorrect grade
00007	Incorrect grade
00008	Incorrect grade

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

The screenshot shows the 'File upload' interface. The main area displays a message: 'File successfully uploaded. Number of Records uploaded is : 8'. Below the message is a red button labeled 'Exit'. A blue box highlights the 'Exit' button.

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

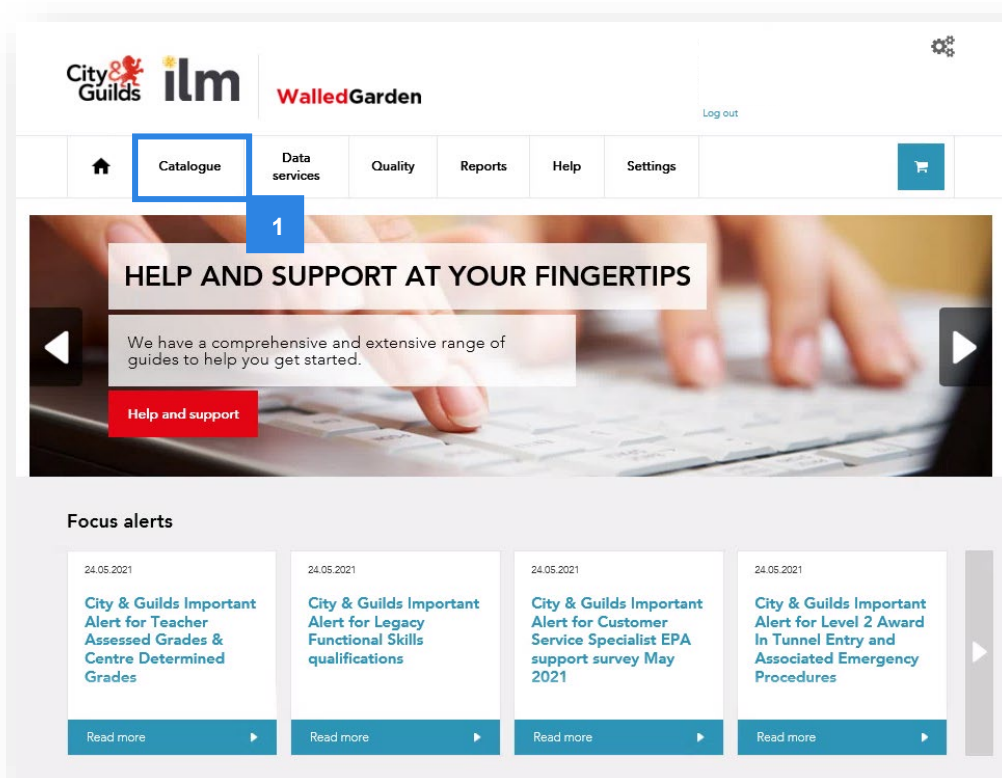
Instead of uploading csv files, you may wish to submit grades through Walled Garden using our new Alternative Results Process (ARP).

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-volve 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-volve 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 ILM WalledGarden portal. The top navigation bar includes links for Home, Catalogue, Data services, Quality, Reports, Help, and Settings. A user profile dropdown is visible in the top right corner.

Below the navigation bar, there is a secondary menu with links: Catalogue, Access arrangements, Candidate management, e-certificates, Price list, e-volve scheduling, Publications & merchandise, SmartScreen, and Alternative results.

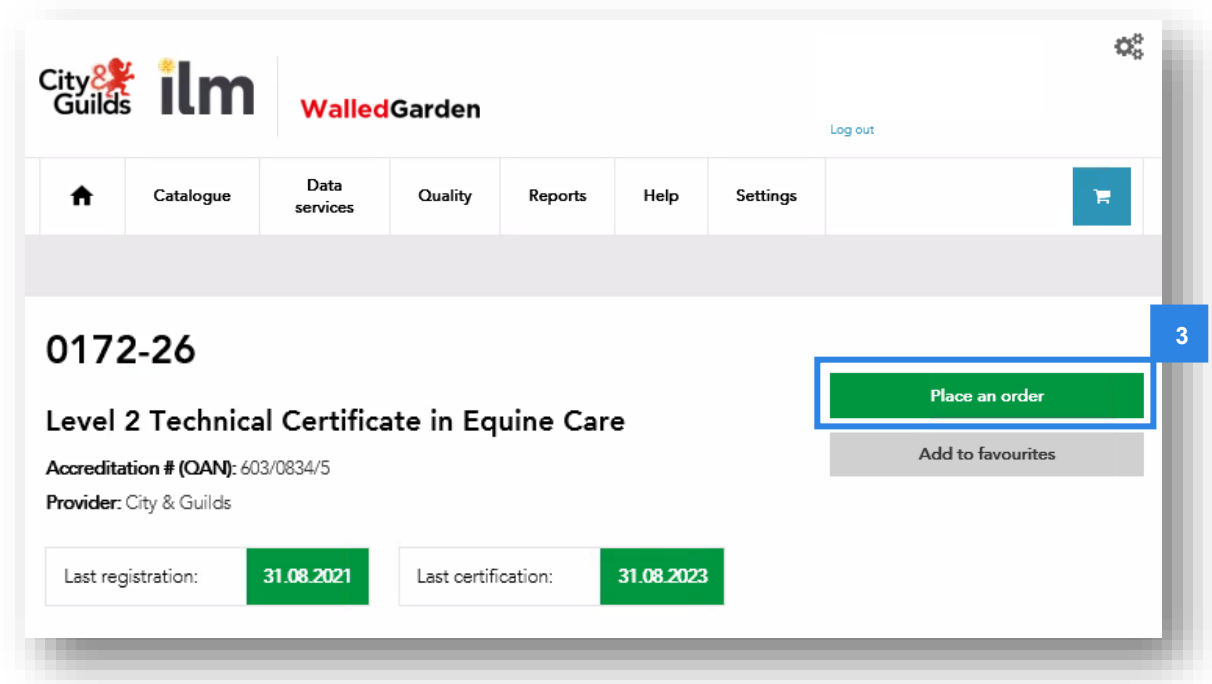
The main content area features a search bar with the text "0172" entered. A blue box highlights the search bar and the "SHOW APPROVED" button. A blue box with the number "2" highlights the "centre:" dropdown menu.

Below the search bar, there is a section for "Advanced search" with filters for "CITY & GUILDS UK" and "ILM". A note states: "*Orders can only be placed from one of these organisations at a time".

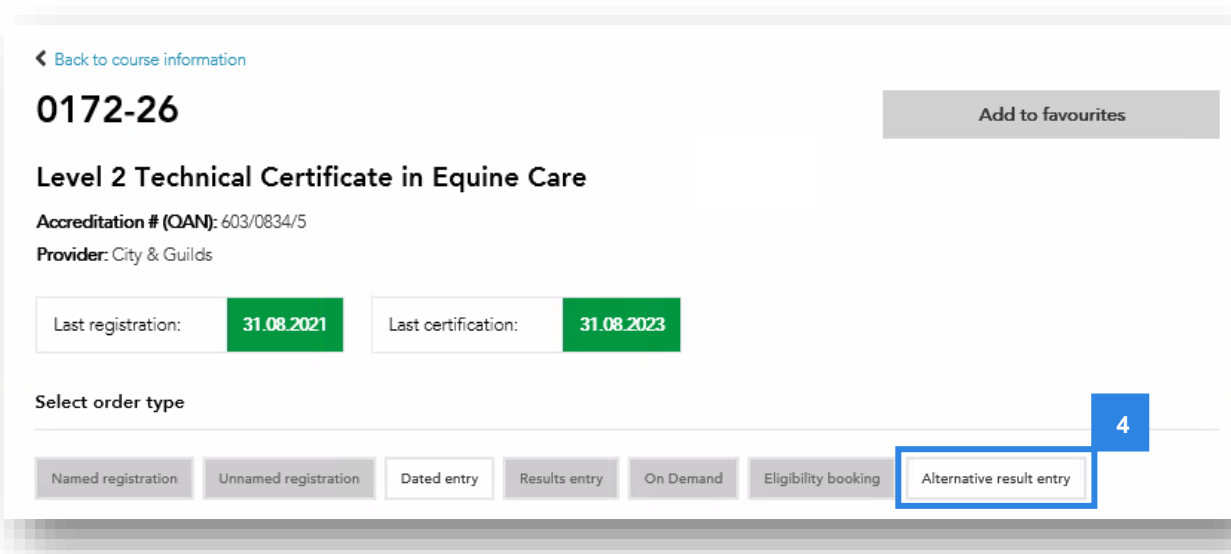
The results summary shows "Showing results 9 of 9" and a "Show 10 results" dropdown. Below this is a table of qualifications:

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 # (QAN): 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**

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 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

Centre number * Your reference

Window *

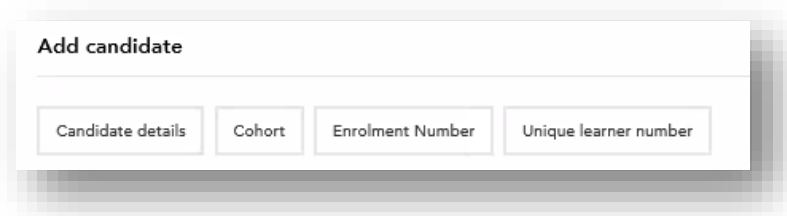
Assessment code * Please select assessment ▼

Add candidate

Candidate details Cohort Enrolment Number Unique learner number

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 'Add candidate' form has four tabs: 'Candidate details', 'Cohort', 'Enrolment Number', and 'Unique learner number'. The 'Candidate details' tab is 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

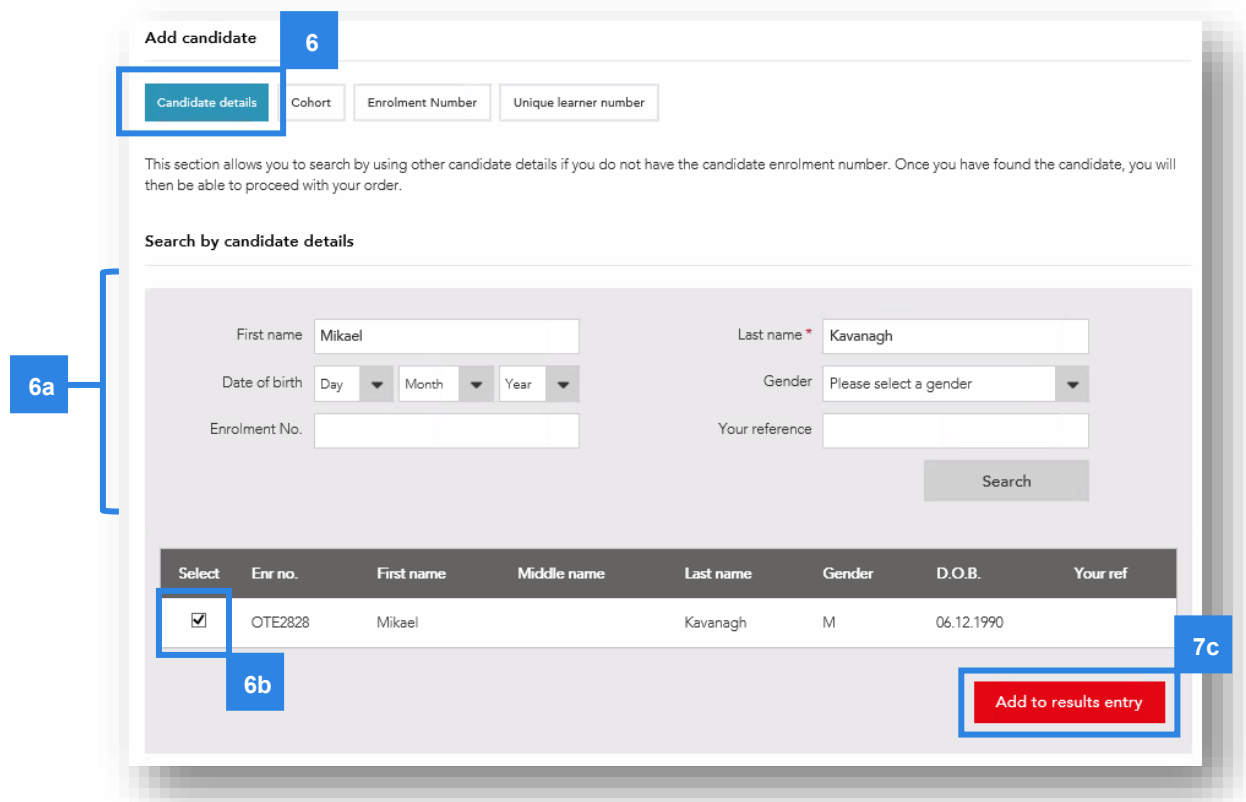
Allows you to add candidates to your order by an Enrolment Number (ENR) that is created at registration.

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** (7c).

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



The 'Add candidate' form is shown with the 'Candidate details' tab selected. The search fields are filled with 'Mikael' for First name, 'Kavanagh' for Last name, and '06.12.1990' for Date of birth. The 'Search' button is clicked, and a table of results is displayed. The first result is selected, and the 'Add to results entry' button is clicked.

6a points to the 'Candidate details' tab.

6b points to the 'Select' checkbox in the table.

7c points to the 'Add to results entry' button.

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

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	

7c

Add to results entry

- 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

	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** and corresponding **Grade interval** (if applicable).

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

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

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

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

Enr no.	First name	Last name	Gender	Grade	Grade interval
Remove	OTE2828	Mikael	Kavanagh	M	
Remove	OTE2767	Conner	Hallam	M	
Remove	OTE2865	Lucian	Sharples	M	
Remove	OTE2877	Alison	Moyet	F	
Remove	OTE2755	Isabelle	Kirby	F	

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

11

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:

11a

- 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

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).

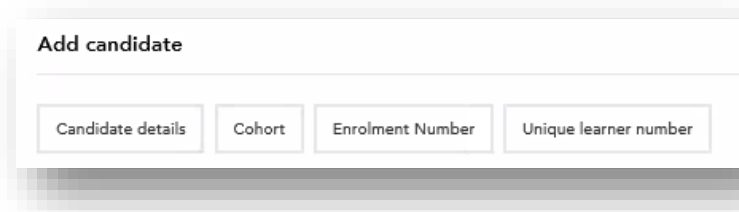
1. Follow steps 1-4 in [section 2.4](#) above to select the qualification you are submitting TAGs, click on Alternative results entry and the centre and assessment (1a) and candidate details (1b) sections will display.

The screenshot shows the 'Alternative result entry' form for 'Functional Skills Mathematics' (4748-04). The form is titled '4748-04 Functional Skills Mathematics' and includes a 'Provider: City & Guilds' label. Below this, there are two date fields: 'Last registration: 31.08.2022' and 'Last certification: 31.08.2024'. A 'Select order type' section contains several buttons: 'Named registration', 'Unnamed registration', 'Dated entry', 'Results entry', 'On Demand', 'Eligibility booking', and 'Alternative result entry'. The 'Alternative result entry' button is highlighted with a blue box and a blue '1' label. Below this, a text box states: 'This section allows you to submit alternative results for a specific assessment.' The 'Centre details' section contains three input fields: 'Centre number *', 'Window *', and 'Assessment code *'. The 'Assessment code *' field is a dropdown menu with the text 'Please select assessment'. A blue bracket labeled '1a' groups these three fields. Below the 'Centre details' section is the 'Add candidate' section, which contains four input fields: 'Candidate details', 'Cohort', 'Enrolment Number', and 'Unique learner number'. A blue bracket labeled '1b' groups these four fields.

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.

The screenshot shows the 'Centre details' section of the form. The 'Centre number *' and 'Window *' fields are prepopulated. The 'Assessment code *' dropdown menu is open, showing two options: '4748-119 - Functional Mathematics Level 1' and '4748-120 - Functional Mathematics Level 2'. A blue box labeled '3' highlights the dropdown menu. The 'Your reference' input field is empty. A blue box labeled '4' highlights the 'Your reference' input field. Below the 'Centre details' section is the 'Add candidate' section, which contains four input fields: 'Candidate details', 'Cohort', 'Enrolment Number', and 'Unique learner number'.

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



The 'Add candidate' form has 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

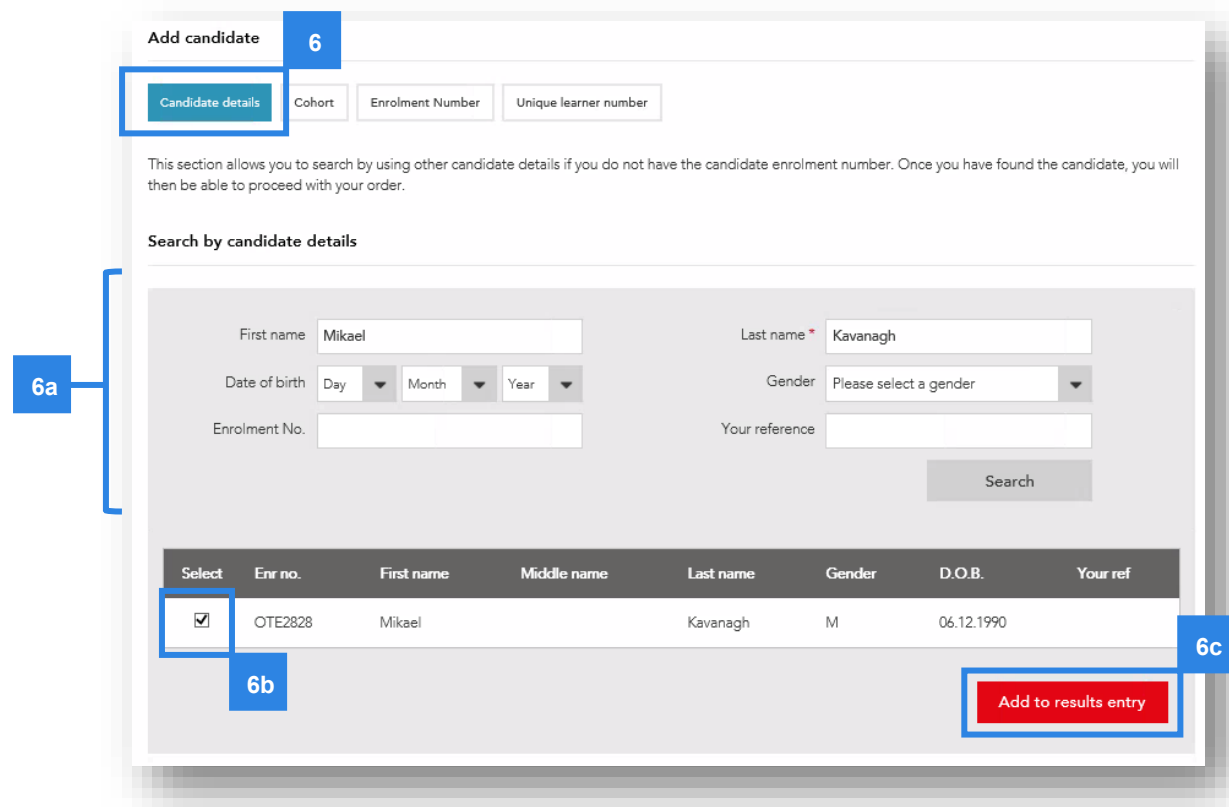
Allows you to add candidates to your order by an enrolment number (ENR) that is created at registration.

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** (6c).

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



The 'Add candidate' form is shown with the 'Candidate details' tab selected. The search fields are: 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 at the bottom right. Below the search fields is a table with the following data:

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	

The 'Add to results entry' button is at the bottom right.

- 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

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	

7c

Add to results entry

- 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	<div style="border: 1px solid black; padding: 2px;">Grade</div>	<div style="border: 1px solid black; padding: 2px;">Grade interval</div>
<input type="button" value="Remove"/>	OTE2767	Conner	Hallam	M	<div style="border: 1px solid black; padding: 2px;">Grade</div>	<div style="border: 1px solid black; padding: 2px;">Grade interval</div>
<input type="button" value="Remove"/>	OTE2865	Lucian	Sharples	M	<div style="border: 1px solid black; padding: 2px;">Grade</div>	<div style="border: 1px solid black; padding: 2px;">Grade interval</div>
<input type="button" value="Remove"/>	OTE2877	Alison	Moyet	F	<div style="border: 1px solid black; padding: 2px;">Grade</div>	<div style="border: 1px solid black; padding: 2px;">Grade interval</div>
<input type="button" value="Remove"/>	OTE2755	Isabelle	Kirby	F	<div style="border: 1px solid black; padding: 2px;">Grade</div>	<div style="border: 1px solid black; padding: 2px;">Grade interval</div>
<input type="button" value="Remove"/>	OTE2816	Elowen	Rahman	F	<div style="border: 1px solid black; padding: 2px;">Grade</div>	<div style="border: 1px solid black; padding: 2px;">Grade interval</div>

9

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

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

Functional Skills Mathematics
Order type: Alternative results entry

	Enr no.	First name	Last name	Gender	Grade	Grade interval
Remove	OTE2828	Mikael	Kavanagh	M	P X	
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).

Functional Skills Mathematics
Order type: Alternative results entry

	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:

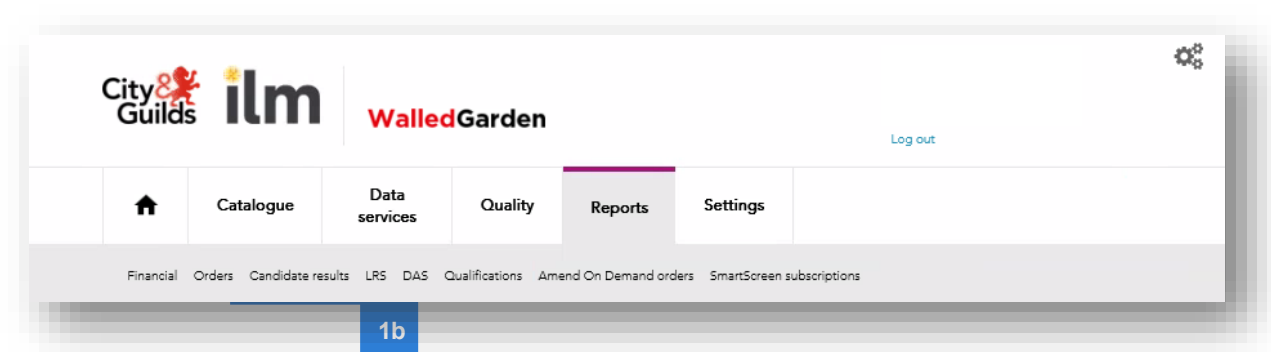
Once you've submitted the results for each assessment, they cannot currently be amended by the centre. You will have to contact the Quality team if you have made any errors.

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 the Walled Garden system. 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 dropdown menu with '999990' selected.
- for * Qualification nnnn-nn:** A text input field with '0172-26' entered. A blue box labeled '3' points to this field.
- for Assessment nnnn-nn:** A text input field.
- Request ID:** A text input field.
- Your Reference:** A text input field.
- ENR No.:** A text input field.
- for period *:** A radio button selected next to 'last month' and a dropdown menu.
- or since *:** A radio button and two dropdown menus.
- or From *:** A radio button and two text input fields.
- To:** A 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:

Alternative Result Requests		
Centre No.	Customer No.	Centre name
999990	0001066854	SAP TEST UK CRONE

Your search header				
Select	Submission Date	Request ID	Qualification Number	Your reference
	28.05.2021	ARP-999990-20210526-132920	0172-26	COHORT-0172-26.CSV
	28.05.2021	ARP-999990-20210528-120518	0172-26	0172-26-OTE3189.CSV
	28.05.2021	ARP-999990-20210528-123825	0172-26	ARS_999990215620.CSV
	28.05.2021	ARP-999990-20210528-154146	0172-26	ARS_999990153911.CSV
	28.05.2021	ARP-999990-20210528-154502	0172-26	ARS_999990215620ABC.CSV
	28.05.2021	ARP-999990-20210528-154650	0172-26	ARS_999990215620.CSV
	28.05.2021	ARP-999990-20210528-164205	0172-26	0172-26 - 4323 -PP.CSV
	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.

Alternative Result Requests		
Centre No.	Customer No.	Centre name
999990	0001066854	SAP TEST UK CRONE

Your search header				
Select	Submission Date	Request ID	Qualification Number	Your reference
	28.05.2021	ARP-999990-20210526-132920	0172-26	COHORT-0172-26.CSV
	28.05.2021	ARP-999990-20210528-120518	0172-26	0172-26-OTE3189.CSV
	28.05.2021	ARP-999990-20210528-123825	0172-26	ARS_999990215620.CSV
	28.05.2021	ARP-999990-20210528-154146	0172-26	ARS_999990153911.CSV
	28.05.2021	ARP-999990-20210528-154502	0172-26	ARS_999990215620ABC.CSV
	28.05.2021	ARP-999990-20210528-154650	0172-26	ARS_999990215620.CSV
	28.05.2021	ARP-999990-20210528-164205	0172-26	0172-26 - 4323 -PP.CSV
	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 elements and callouts:

- Callout 1:** Points to the 'Show me' dropdown menu, which is set to 'Alternative Result Requ'.
- Callout 2:** Points to the 'which * belongs to centre' dropdown menu, which is set to '999990'.
- Callout 3:** Points to the 'Modifiable lines only' checkbox, which is checked.
- Callout 4:** Points to the 'Search' button at the bottom of the form.

The form also includes fields for 'for * Qualification nnnn-nn' (set to '0172-26'), 'for Assessment nnnn-nnn', 'Request ID', 'Your Reference', 'BVR No.', and date range selectors for 'for period *' (set to 'last month') and 'or since *' (set to 'January' and '202'). A legend at the bottom indicates that '*' denotes a mandatory field.

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**.

The screenshot shows the 'Alternative Result Requests' interface. At the top, there's a red header bar. Below it, a form contains fields for 'Centre No.', 'Customer No.', and 'Centre name'. A 'Your search header' section follows, containing a table with columns: 'Select', 'Submission Date', 'Request ID', 'Qualification Number', and 'Your reference'. Below this is a 'Selected result details' section with a table containing columns: 'Assessment No', 'Window Name', 'Enr No', 'Candidate Name', 'Grade', 'Grade Interval', and 'Status'. Three rows of data are shown in this table. A blue bracket labeled '6' points to the 'Grade' and 'Grade Interval' columns of the three rows. A red 'Save' button is located at the bottom right, with a blue callout '7' pointing to it. A blue callout '5' points to the 'Select' column in the search header table.

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

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 Quality Delivery Portal interface. A left-hand navigation menu is visible, containing links for Preferences, Notifications, Password, Avatar, and Logout. The main content area displays a welcome message, a user profile picture, and quick links for requesting additional user accounts and viewing support videos. A 'Need support?' section provides contact information for technical and functional support.

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

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

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

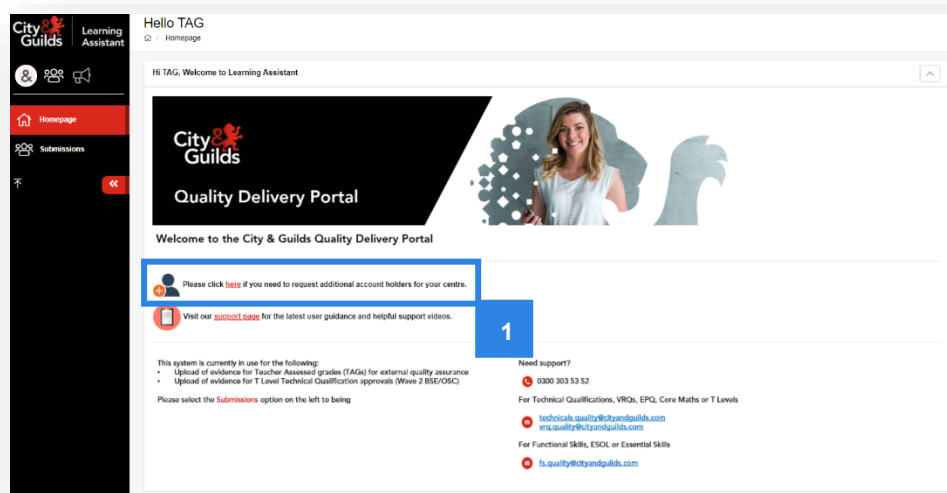
If at any point you get stuck, or just need some general assistance please contact our Quality team.

4.4 Adding additional accounts

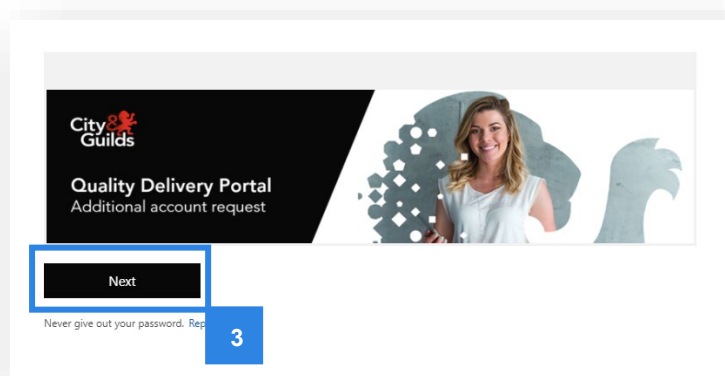
Unfortunately, it's not possible for centres to independently create additional accounts in this system at the moment. These have to be requested.

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.

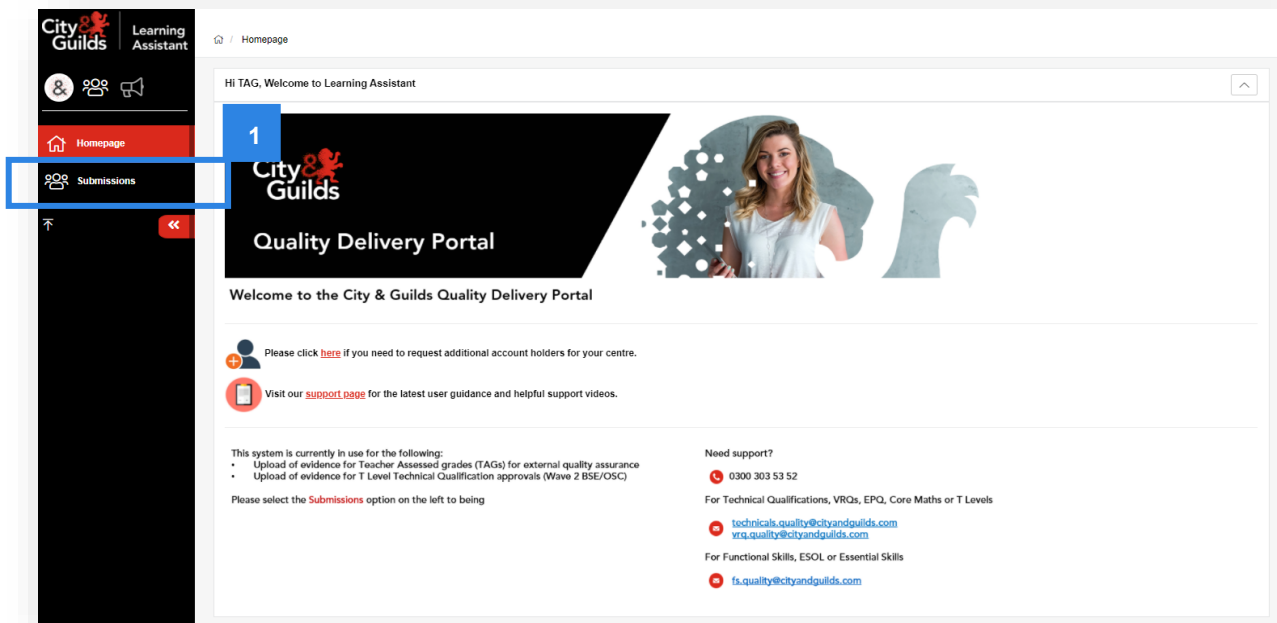
For Technical Qualifications, as you can see from the table below, a sample of evidence is required only for the synoptic assignment and theory exam components.

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

Searching for a Technical Qualification exam component

2a

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

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

Search Submissions

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

Reset Search Form Search Submissions

3

Search Submissions

Package Select a package

Course ANIM (ANIM) - Exam Components (Animal Care Sub-industry group)

Company Select a company

Find courses Please select...

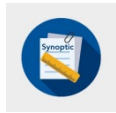
Submission Status Active

Submission Select a learner

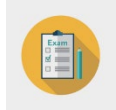
Reset Search Form Search Submissions

3

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	

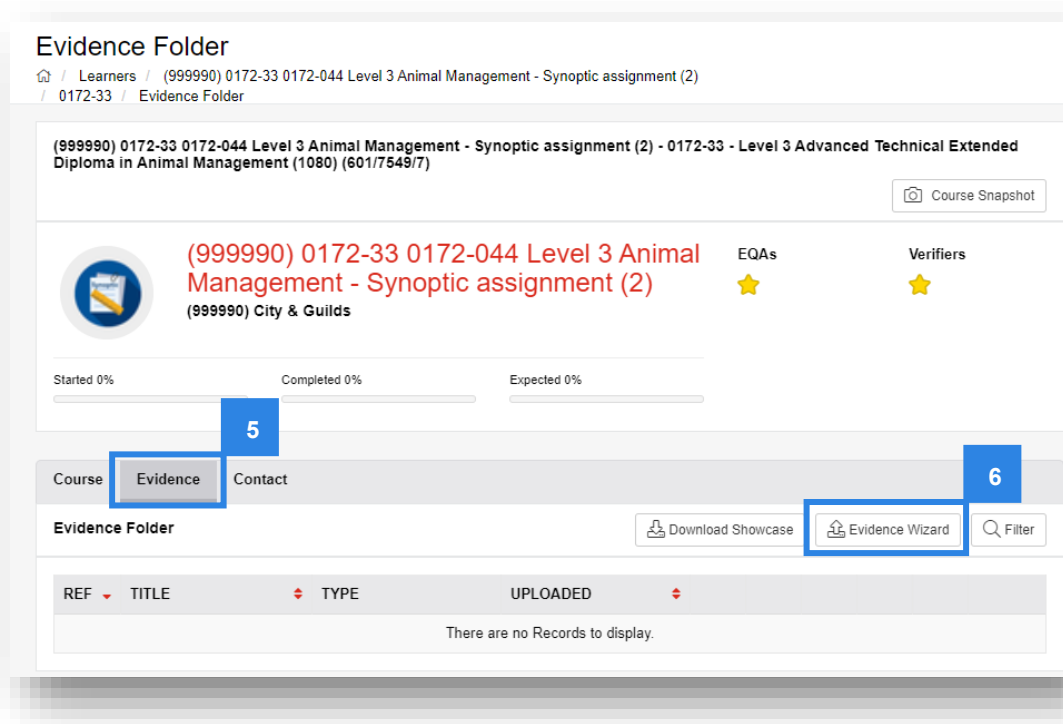
Displaying 1 to 2 of 2 Results 25 per page < 1 of 1 >

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

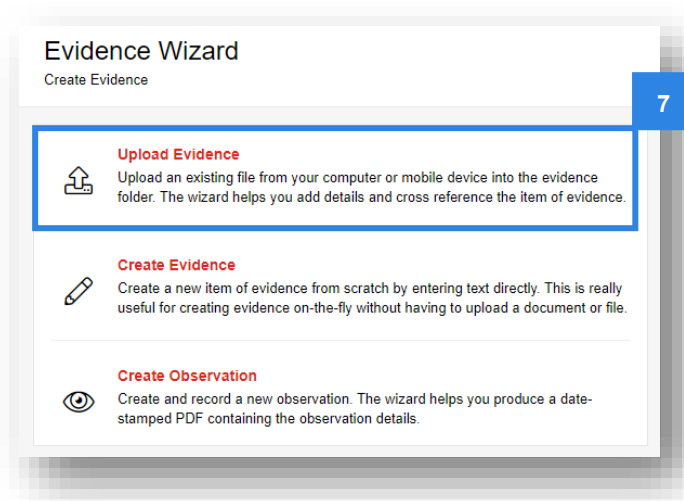
Note:

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

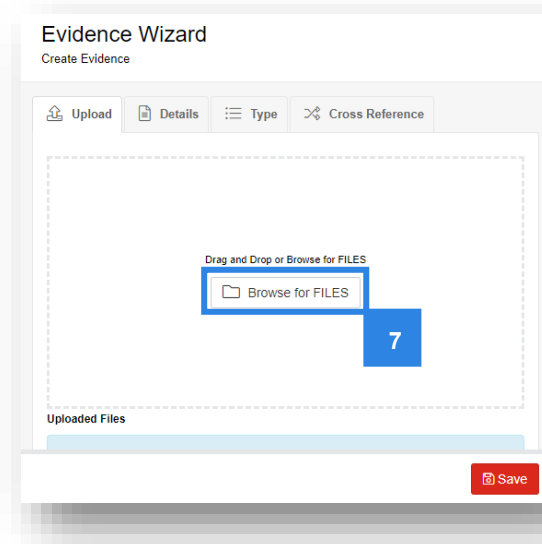
6. To begin your upload and to create a folder of evidence for each candidate, click **Evidence Wizard** and a pop-up will display.



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



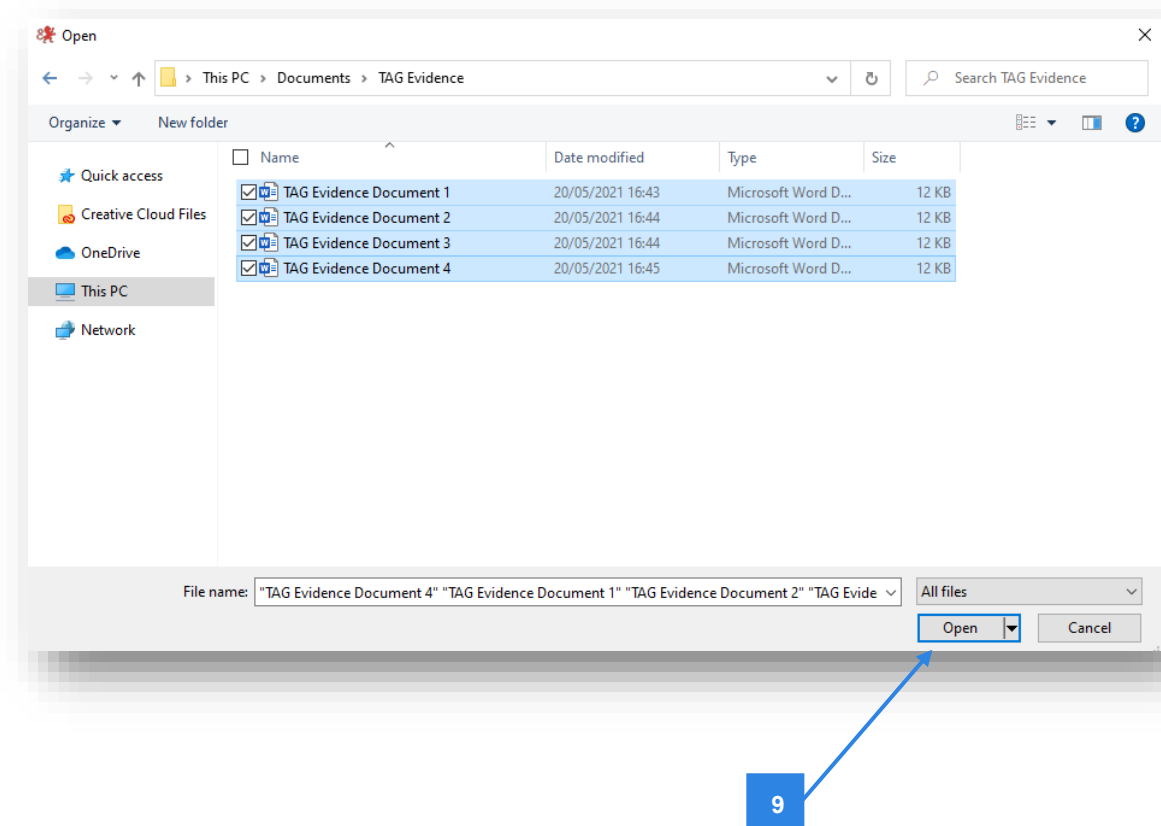
8. Browse for files in the **Upload** tab.



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.

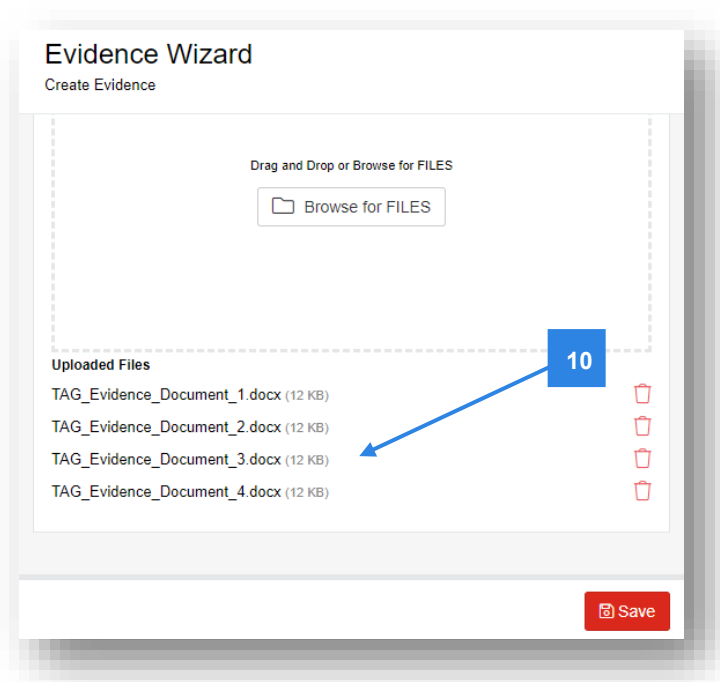
Then click **Open** from your file explorer screen.



- 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.

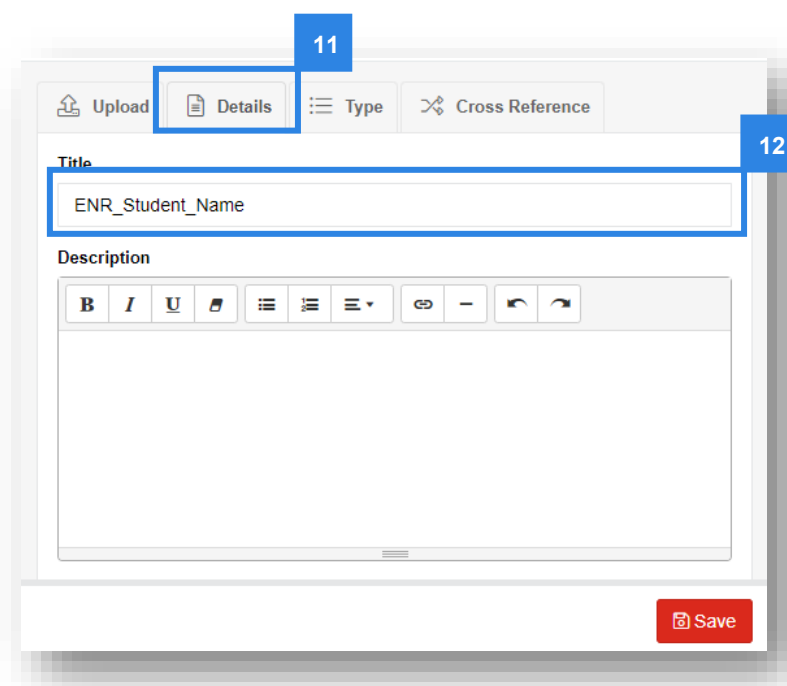
You may repeat the process to add further documents and files. We ask that you combine all relevant files for the candidate here, as this will create a single zip folder for the candidate.

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**.

The screenshot shows the 'Evidence Wizard' interface with the 'Type' tab selected. The 'Evidence Type(s)' section contains a list of checkboxes for various grades. The 'Pa - Pass' option is checked. A red 'Save' button is located at the bottom right. Blue callout boxes with numbers 13, 14, and 14 point to the 'Type' tab, the 'NA - Not Applicable' option, and the 'Save' button respectively.

Evidence Wizard
Create Evidence

Upload Details **Type** Cross Reference

Evidence Type(s)

- ☐ A - A
- ☐ As - A*
- ☐ B - B
- ☐ C - C
- ☐ D - D
- ☐ Di - Distinction
- ☐ E - E
- ☐ FCP - First Class Pass
- ☐ Me - Merit
- ☐ NA - Not Applicable
- ☒ Pa - Pass

Save

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

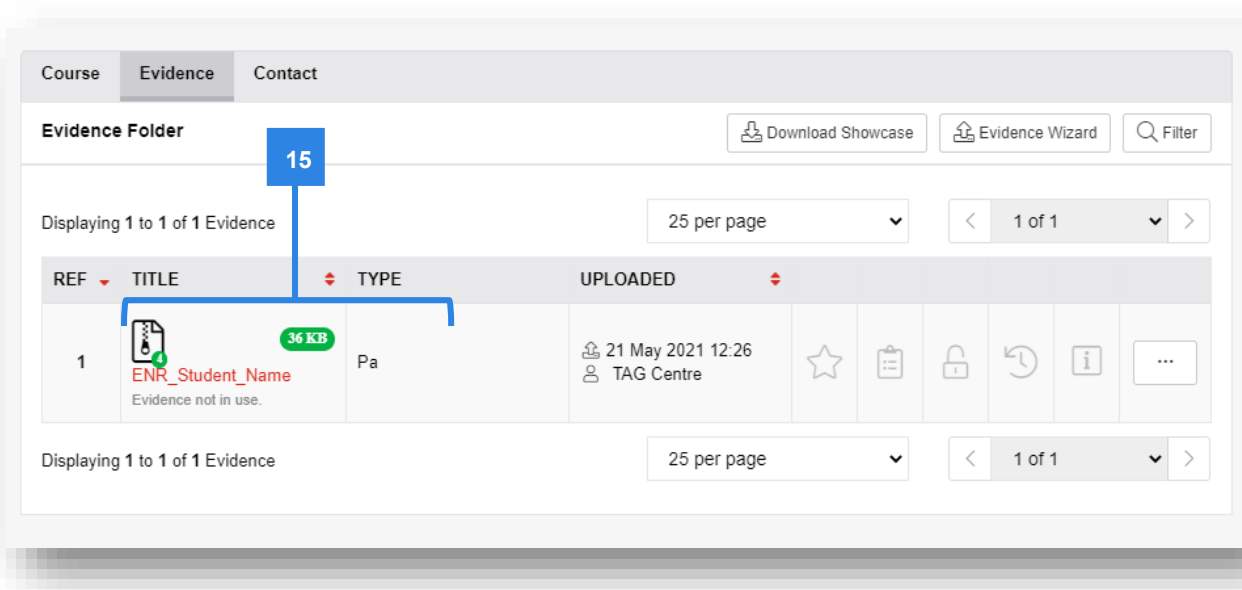
The screenshot shows a small pop-up dialog titled 'Evidence Saved'. It contains the text 'Evidence successfully saved.' and two buttons: 'Close' and 'Continue Editing'. A blue callout box with the number 15 points to the 'Close' button.

Evidence Saved

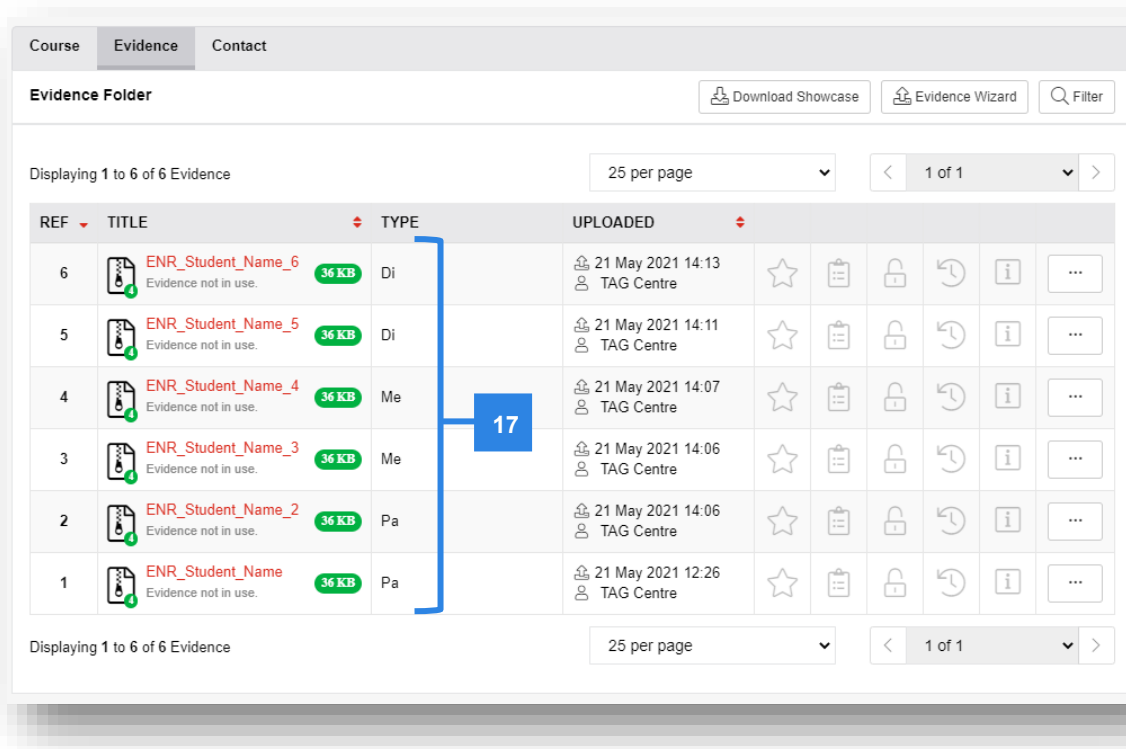
Evidence successfully saved.

Close **Continue Editing**

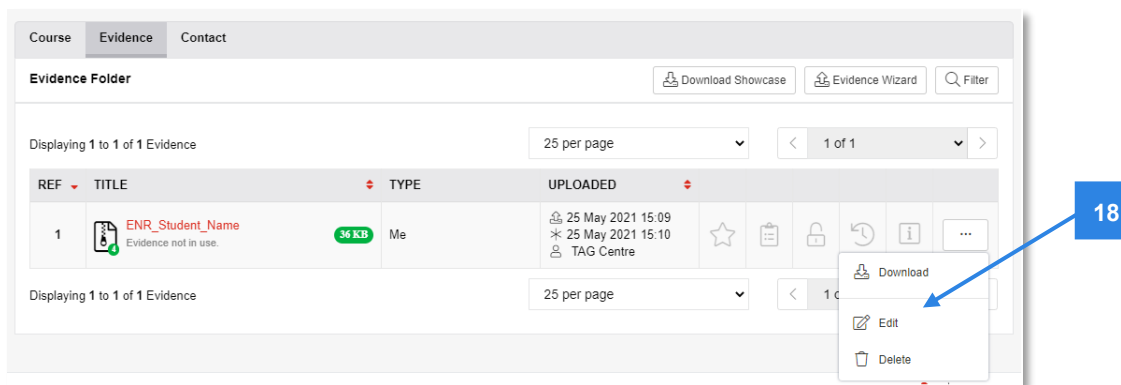
- 16.** The Evidence Folder overview will display the candidate's ENR and name which you entered (in step 11), along with the image of a zip file. The grade will be visible within the **Type** box.



- 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**.



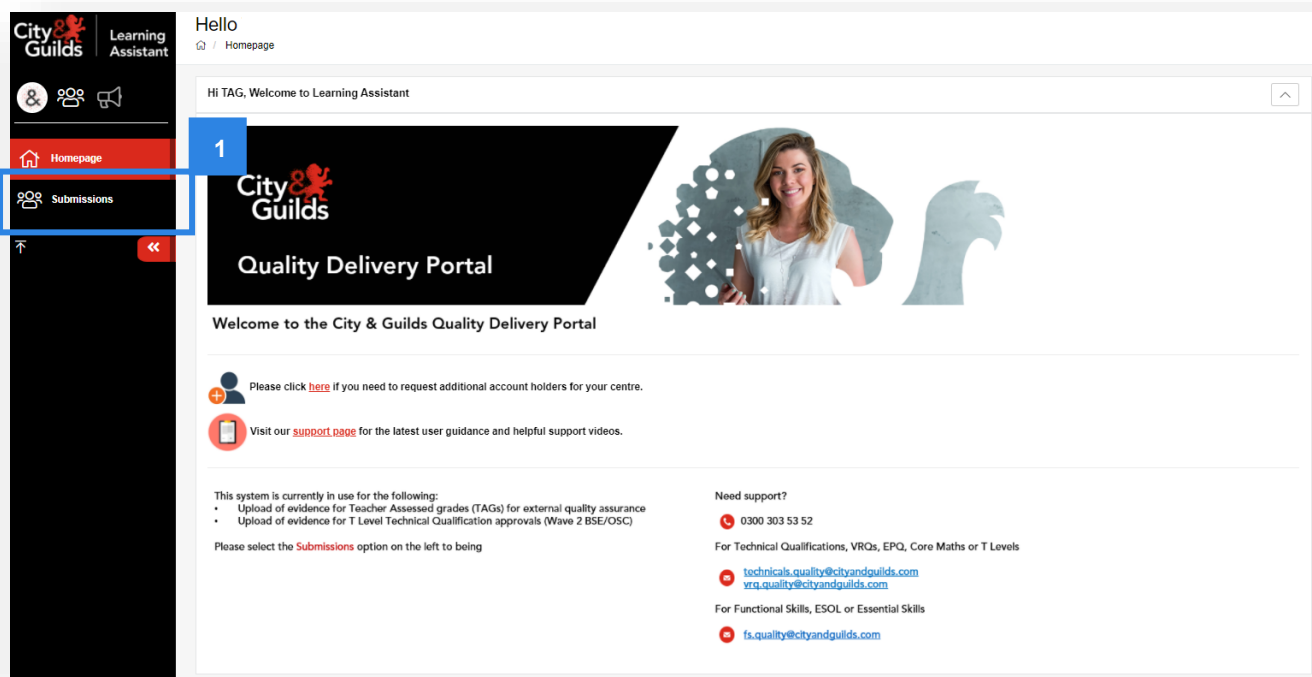
- 19.** Return to the **Submissions** page and repeat the process for all components.

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.

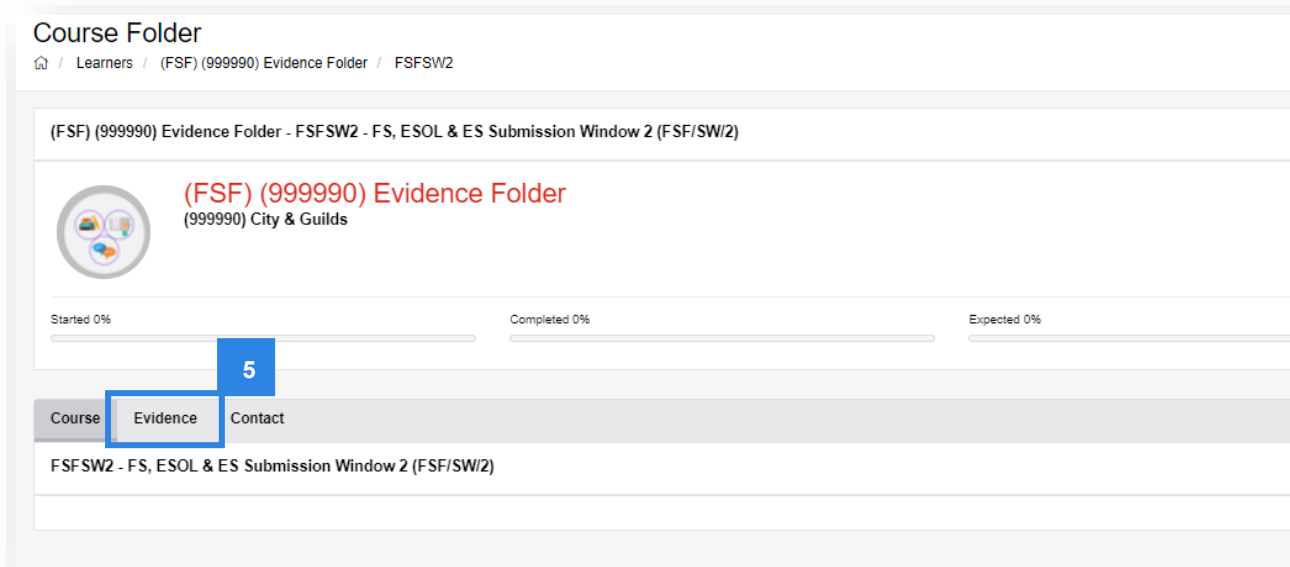
The screenshot shows the 'Learners' search interface. A blue box labeled '2' highlights the 'Course' dropdown menu, which is set to 'FSFSW2 (FSF/SW/2) - FS, ESOL & ES Submission Window 2'. Another blue box labeled '3' highlights the 'Search Submissions' button at the bottom of the form. Other fields include Package, Company, EQA, IV, WBR, Submission Status (set to Active), and Submission (Select a learner).

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' table with one result. A blue box labeled '4' highlights the 'Evidence Folder, (FSF) (999990)' link in the 'SUBMISSION / COURSE' column. The table has columns for 'SUBMISSION / COURSE' and 'ACTIONS'. The result is for 'FSF/SW/2 - - FS, ESOL & ES Submission Window 2 (FSFSW2)'. The page 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	

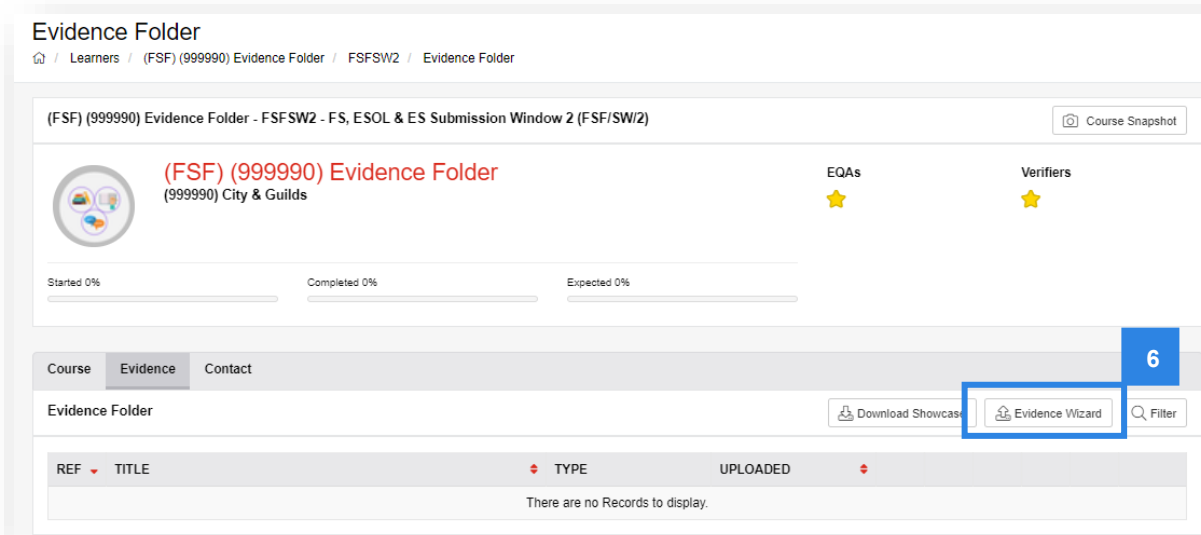
5. This will then load the **Course Folder** page. Now click into the **Evidence** tab to access the Evidence Folder.



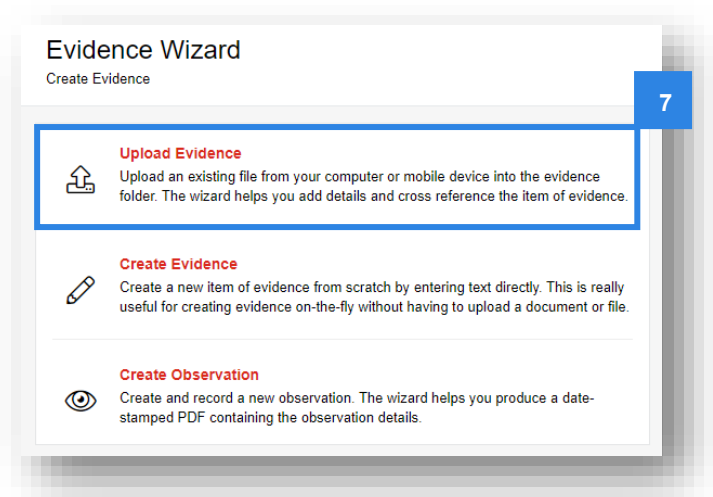
Note:

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

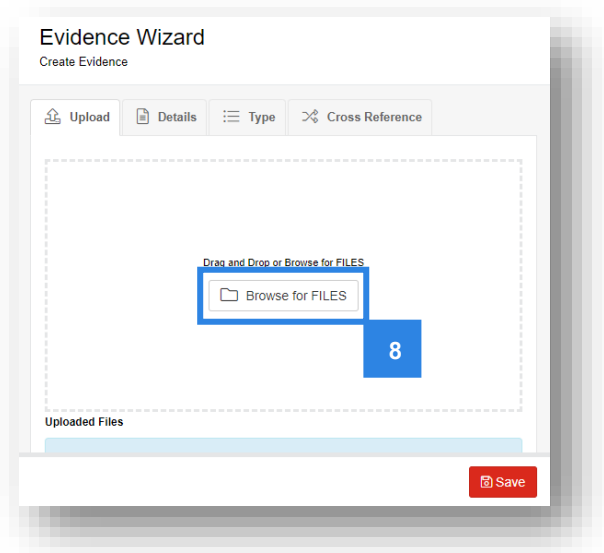
6. To begin your upload and to create a folder of evidence for each candidate, click **Evidence Wizard** and a pop-up will load.



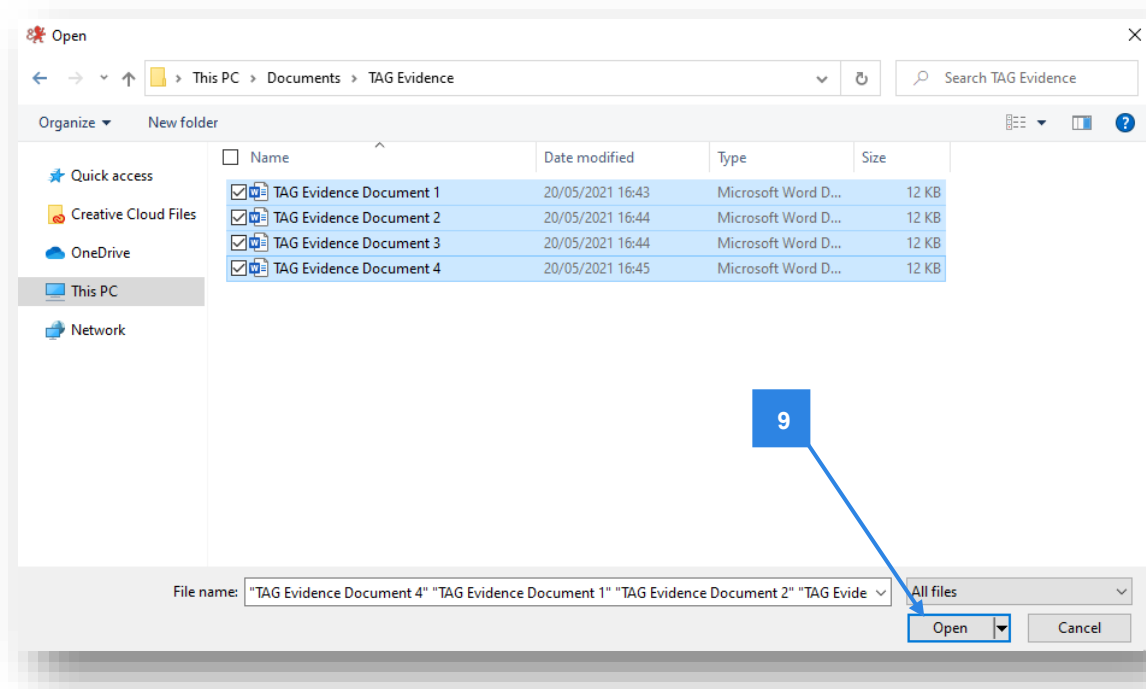
7. Click **Upload Evidence** in the pop-up window.



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.

Evidence Wizard
Create Evidence

11

Upload Details Type Cross Reference

Title

11a

John Smith ABC123 4748-01 4748-113 ELG1000001

Description

B I U

Save

- 12.** You can now click **Save**.
- 13.** A pop-up will confirm that the evidence has been successfully saved. Click **Close**.

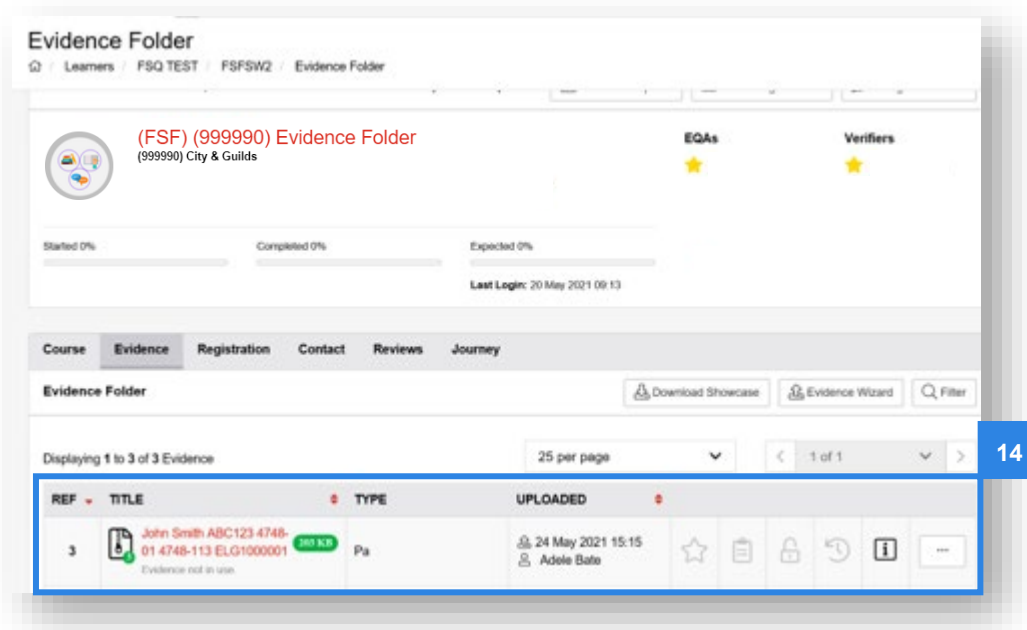
Evidence Saved X

Evidence successfully saved.

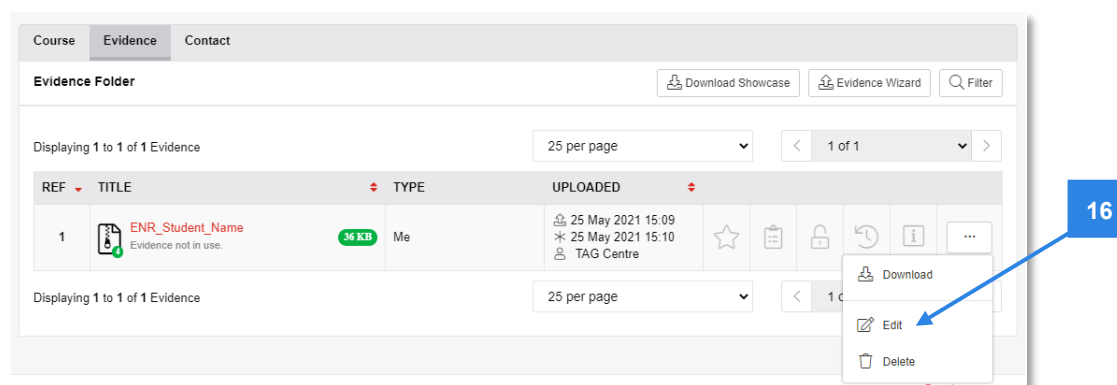
15

Close Continue Editing

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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Giltspur House 5-6 Giltspur Street London EC1A 9DE

T +44 (0)20 7294 2468

F +44 (0)20 7294 2400

cityandguilds.com

