

# Functional Skills

## Assessment arrangements 2021

# How will vocational and technical qualifications be awarded in 2021?

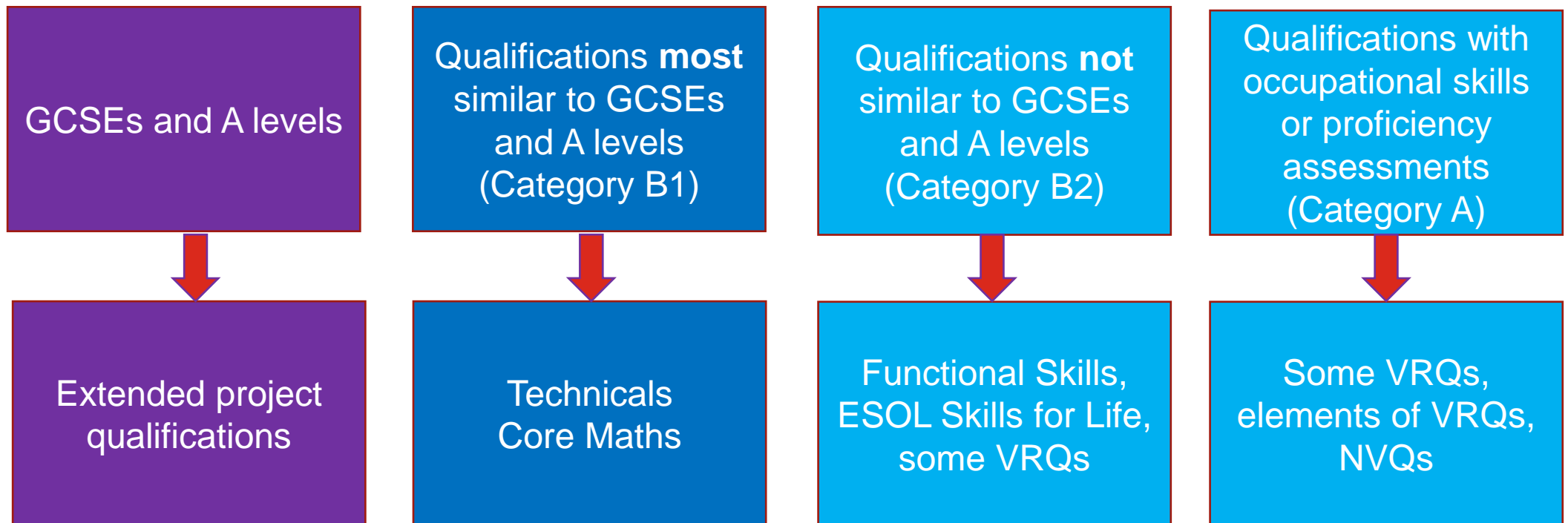
- Arrangements this year are very **different** from those in 2020.
- Some, but not all, exams and assessments have been cancelled.
- The vocational and technical qualification landscape is complex. There is no 'one size fits all' solution.
- Government has issued direction to Ofqual.

[Letter from Gavin Williamson to Ofqual \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

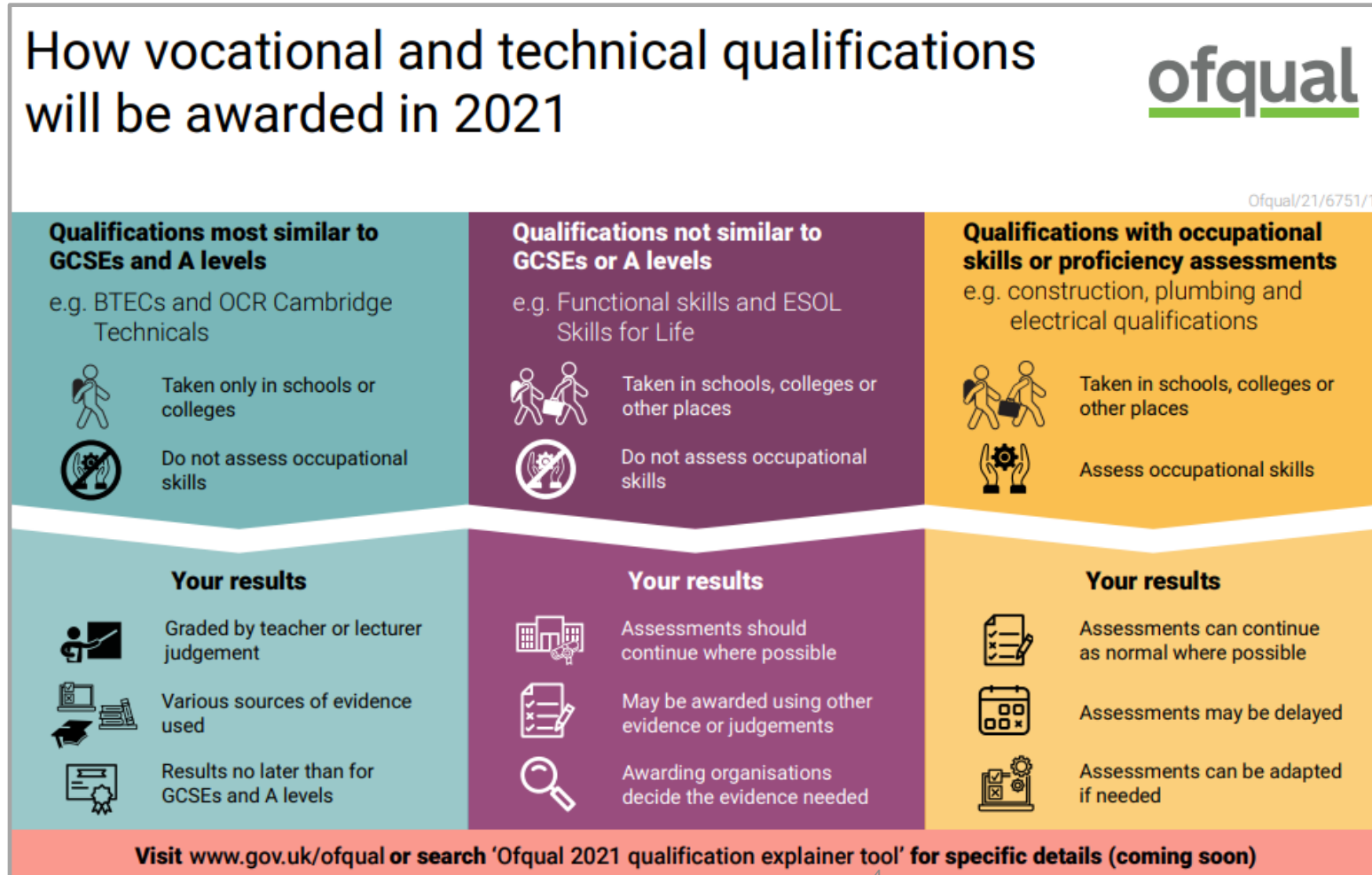
- Ofqual has consulted on arrangements and has also published a new regulatory framework (VCRF) to regulate qualifications during this period.

# How will vocational and technical qualifications be awarded in 2021?

- Qualifications have been placed into different categories according to their purpose.
- Each category has a different set of arrangements.



# [Infographic - how vocational and technical qualifications will be awarded in 2021.pdf](https://publishing.service.gov.uk) (publishing.service.gov.uk)





# The approach for Functional Skills

There is a very clear approach for Functional Skills and arrangements for awarding Functional Skills exams and assessments have been set out.

[Awarding of functional skills in 2021 - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

These arrangements apply to both legacy and reformed Functional Skills qualifications

There are three ways in which a learner will be given a result

1. Assessments **can continue to take place** in a training provider, college, school, employer premises or alternative location, where it is safe for them to do so in line with public health guidance.
2. Assessments **can be taken remotely** using published adaptations or by using our remote invigilation solutions.
3. Where **neither of these options is possible**, and learners need a result to progress, then the grade can be awarded through **teacher assessed grades (TAG)**.

# Support for assessment face to face

- Guidance on adaptations

[Guidance for assessment approaches - in relation to Covid-19 for 2020-21 \(cityandguilds.com\)](https://www.cityandguilds.com)

- A Functional Skills Exams Invigilation Service to allow learners to take exams at a **dedicated Covid-19 secure site**, allowing level 1 and 2 maths, reading, writing and ICT exams to be administered safely and securely

[FSExamsService@cityandguilds.com](mailto:FSExamsService@cityandguilds.com)

- Information to support delivery of exams at an **employer's site**

[E-volve - Covid-19 | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com)

- Signposting to government's **Exam Support Service**

[DfE exam support service: autumn exam fees, sites and invigilators - GOV.UK \(www.gov.uk\)](https://www.gov.uk)





# Remote assessment and remote invigilation

## Remote assessment

- Speaking, Listening & Communicating/Communication activities can be carried out remotely without the need for the assessor, candidates and other participants to be in the same location.
- Details about managing this process can be found in the assessor guidance for the SLC component on the 3748 and 4748 qualification pages

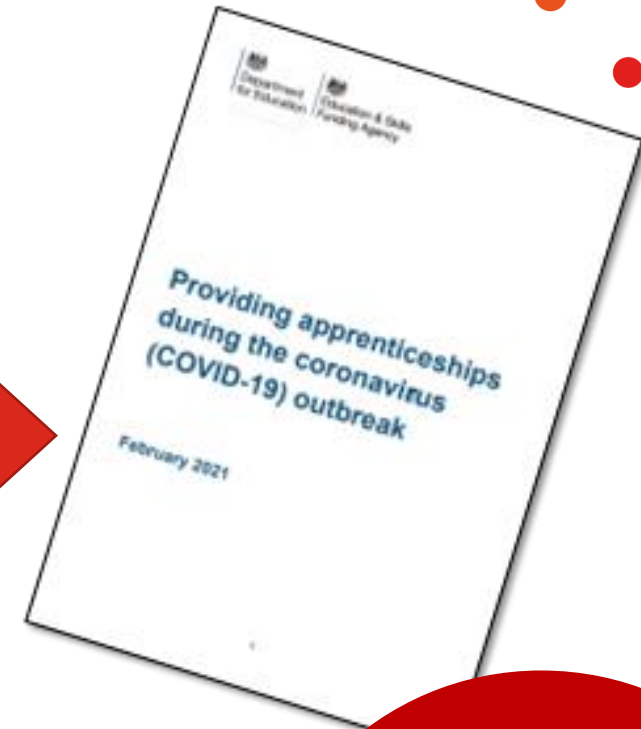
## Remote invigilation

- We offer our onscreen Functional Skills Reading, Writing and Mathematics exams at Levels 1 and 2 through our interim remote invigilation solution – Test at Home.
- Centres wishing to deliver their e-volve exams using this service will need to apply for approval to do so
- More information can be found on the website [here](#)

# Apprenticeships update

Temporary flexibility on the requirement for L2 apprentices to attempt L2 Functional Skills has now been extended to 31 July 2021

Flexibility introduced to allow eligible apprentices to take EPA before FS tests.



Ensure you are up to date with the latest documents

You can access the relevant information from the ESFA [here](#)





# What is a Teacher Assessed Grade (TAG) and when can it be requested?

- In 2020, when Functional Skills assessments were **cancelled**, all centres were required to submit Centre Assessed Grades (CAGs) for eligible learners within a fixed window.
- In **2021**, Functional Skills assessments **have not been cancelled**. Exams and assessments can continue to be taken on demand, either on paper or on screen, using adaptations and/or remotely.
- **Teacher Assessed Grades (TAGs)** are only to be requested as a last resort, for **eligible learners**, where it is not possible to access live testing safely and where all remote options have been explored and exhausted.
- TAGs need to be requested for **individual** learners to meet the needs of their specific circumstances.
- For Functional Skills English – each component can be managed separately – you could carryout SLC activities remotely but submit TAGs for Reading and Writing for example

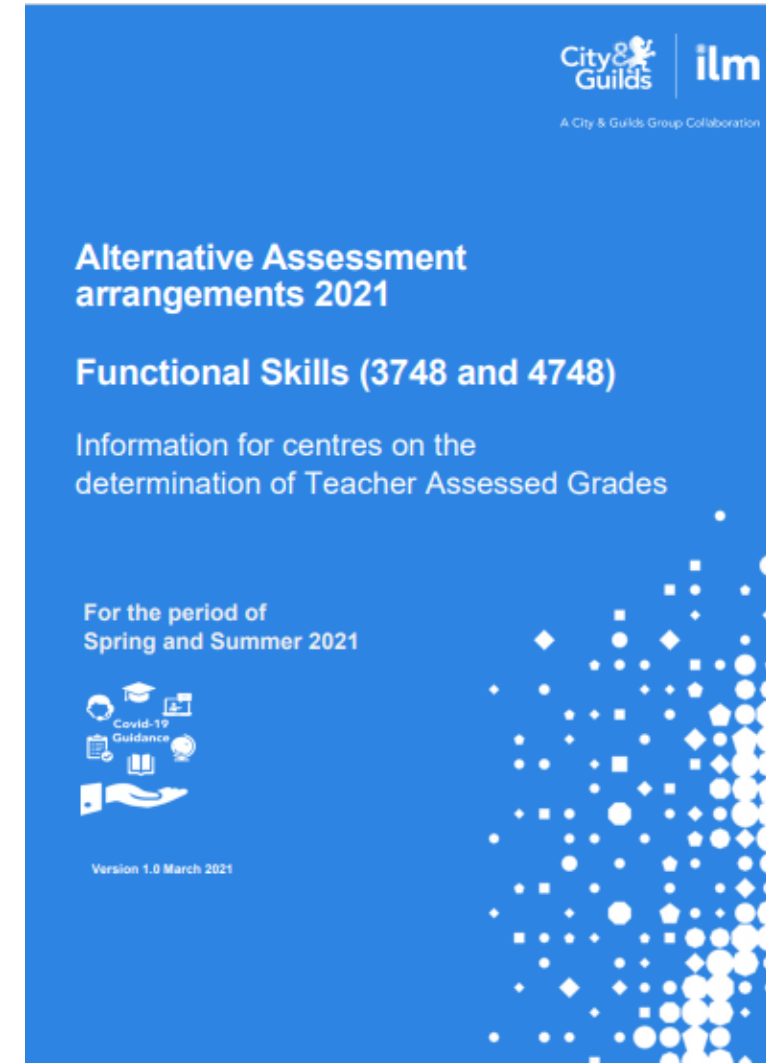
# Support for Teacher Assessed Grades

Guidance on Teacher Assessed Grades is now available

[Guidance for assessment arrangements for Functional Skills – Teacher Assessed Grades 2021](https://cityandguilds.com/guidance-for-assessment-arrangements-for-functional-skills-teacher-assessed-grades-2021)  
([cityandguilds.com](https://cityandguilds.com))

See also our full Covid-19 Functional Skills pages:

[Functional Skills - Covid-19 | City & Guilds](https://cityandguilds.com/functional-skills-covid-19)  
([cityandguilds.com](https://cityandguilds.com))



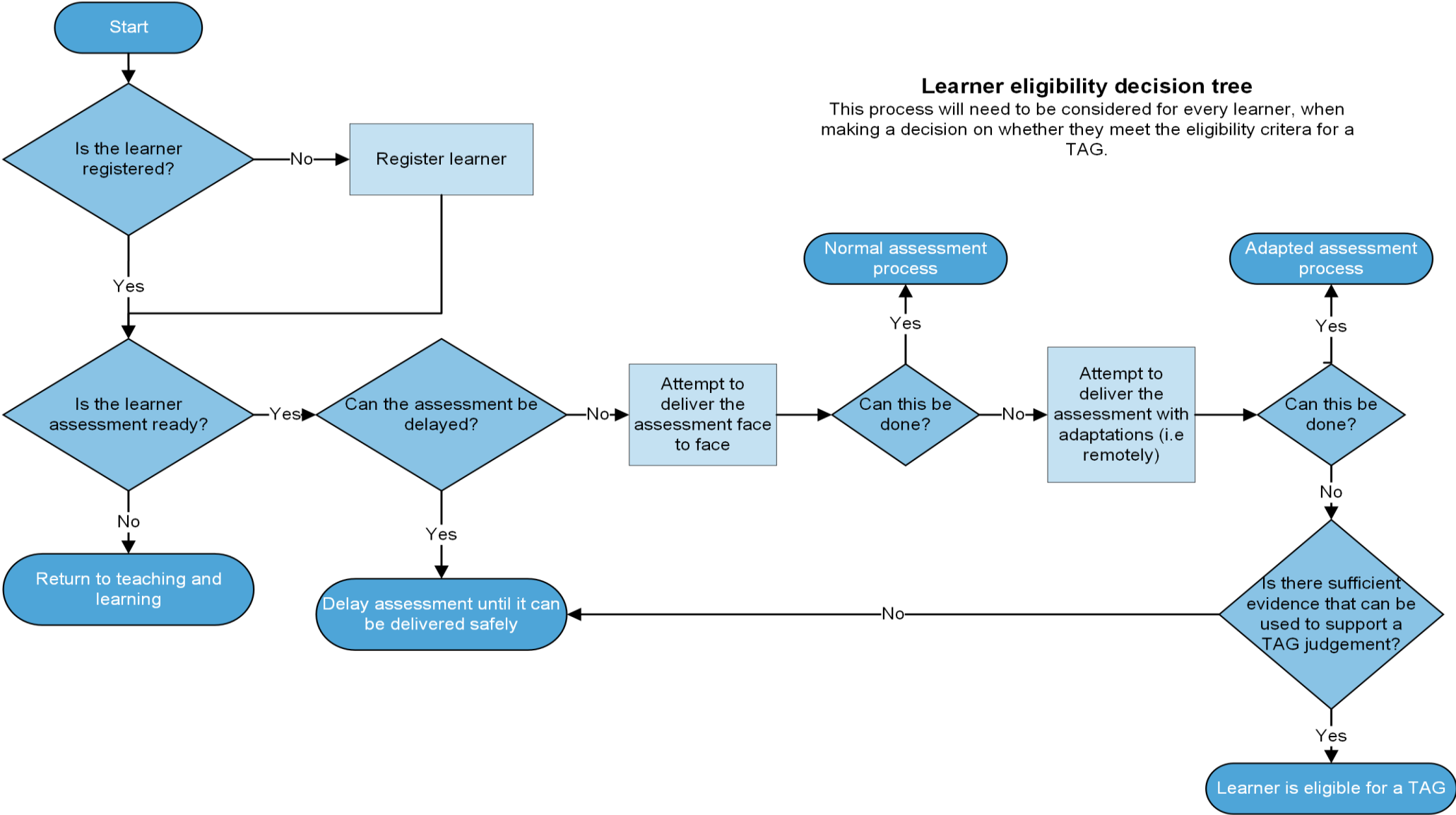


# In summary

Teacher Assessed Grades (TAGs) are available for Functional Skills as a **last resort**, where a centre can demonstrate for **individual learners**, who are assessment ready:

- it is not possible to delay the assessment
- it is not possible to deliver the assessment face-to-face and
- it is not possible to deliver assessment remotely.

Centres should refer to the DfE guidance which outlines how to run assessments in line with Public Health England (PHE) guidance.





# Eligibility – Step 1

## Identify learners who are eligible for a TAG

There are a number of elements to eligibility that need to be **evidenced** by the centre – The learner must:

- be registered onto a Functional Skills qualification with City & Guilds
- be assessment ready
- be unable to access assessment face to face
- be unable to access assessment remotely
- be unable to delay the assessment as a result is required for progression, and any delay will impact a learner's ability to progress, and
- The **centre must have evidence** that a tutor can use to form the basis of their TAG judgement.

Use the details included in the following documents to support identification of learners who are eligible

- Guidance for assessment arrangements for Functional Skills – Teacher Assessed Grades 2021  
[Guidance for assessment arrangements for Functional Skills – Teacher Assessed Grades 2021](https://www.cityandguilds.com/en/guidance-for-assessment-arrangements-for-functional-skills-teacher-assessed-grades-2021)  
 [\(cityandguilds.com\)](https://www.cityandguilds.com)

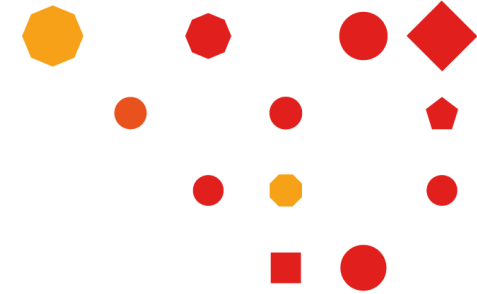
# Learners who were due to take their Functional Skills assessment at the beginning of the academic year

You may have learners who were due to take an assessment between August 2020 and March 2021

These learners will have completed their course of study and are 'overdue' their assessment. They will be considered eligible for a TAG provided that they meet all of the following conditions:

- their Functional Skills course end date is in the past and assessment is overdue,
- they would have been considered eligible for a TAG **at the time they were ready to take a live assessment**,
- the centre has supporting evidence to demonstrate the learner was assessment ready,
- the centre can demonstrate it is **not possible** to invite the learner back to take an assessment face to face **and** has explored all possible adaptations to test.





# Eligibility – Step 2

**There will be three opportunities to submit an application to submit TAGs for specific learners**

- Individual learners must be submitted for consideration of eligibility through Walled Garden through the Eligibility Booking function
- This will allow the selection of relevant learners to create an eligibility submission
- Once reviewed by our Quality teams any actions or the decisions will be seen against the submission
- – the guidance document around the process will be released shortly
- A more detailed recorded presentation about the process will be made available too

<b>Assessment Window 1</b>	Window opens	Window closes
Eligibility submission 1	19/4/21	23/4/21
<b>Assessment Window 2</b>		
Eligibility submission	24/4/21	28/5/21
<b>Assessment Window 3</b>		
Eligibility submission	29/5/21	2/7/21

# Eligibility – Step 3

## Process to request TAG submission for learners

- Centres need to complete an Eligibility Rationale form on the website [Functional Skills - Covid-19 | City & Guilds \(cityandguilds.com\)](https://cityandguilds.com)
- It is important that this form provides as much information as possible about why learners are unable to take live Functional Skills tests in order that our Quality Delivery team have the information needed to consider the requests for TAG submission.

**City & Guilds**  
A City & Guilds Group Business

### Eligibility Rationale - Level 1 and Level 2 Functional Skills

Please complete the below form to detail the reasons why you believe the learners you have submitted within your Eligibility Booking are eligible for a TAG. You will need to complete one form for all the learners within your eligibility booking and for each submission window; also please ensure you have completed the eligibility booking within Walled Garden alongside this form.

Please only complete this form if you have submitted TAGs for any of the following assessments:

Legacy Assessment No.	Reformed Assessment No.	Assessment Title
3748-012	4748-012	Functional English Speaking, listening and communication at Level 1
3748-015	4748-015	Functional English Speaking, listening and communication at Level 2
3748-110	4748-110	Functional English Reading Level 1
3748-111	4748-111	Functional English Reading Level 2
3748-113	4748-113	Functional English Writing Level 1
3748-114	4748-114	Functional English Writing Level 2
3748-119	4748-119	Functional Mathematics Level 1
3748-120	4748-120	Functional Mathematics Level 2
3748-024	4748-024	Functional ICT In-app at Level 1
3748-025	4748-025	Functional ICT In-app at Level 2

**Contact and Organisation details**

First Name\*

Last Name\*

Job Role\*

Your work email\*

Telephone Number

07400 123456





# TAG submission - gathering evidence

**Centres must collect evidence of learner performance to support their TAG decision.**

**City & Guilds has not mandated the type of evidence that must be used. However, centres should consider available evidence such as:**

- completed sample papers
- any formative or practice exam/assessment results
- coursework/homework
- evidence gathered from the workplace
- relevant evidence gathered to support attainment against other qualifications
- any other records of learner performance over the course of study.

Evidence must be current and available for quality assurance purposes.

# TAG submission - Internal Quality Assurance

## **Centres will need to have a clear IQA process which should cover:**

- All staff involved in the TAG process having a common understanding of the Functional Skills Subject Content and the standard of the pass grade, as set out in the pass descriptors.
- Supporting consistent and valid decisions, centres will need to carry out standardisation activities to ensure the validity of the evidence.
- Authenticity of the learners' work is important and centres need to be confident that this is the case.
- It is useful to understand the centres assessment data from previous years to get a feel for performance levels.
- It is important that all TAG grades are reviewed and signed off by the Head of Centre as part of the submission process.

**City & Guilds will review these internal quality assurance processes as part of their quality assurance monitoring.**





# Submission of TAGs - Results

## Once City & Guilds has approved the eligibility of candidates:

- Centres will be able to submit the TAGs through Walled Garden – further guidance including screen shots of the relevant sections will be released shortly
- There will be three windows for submission:

Assessment Window 1	Window Open	Window Closes
Centres able to submit TAG/CDG results	4/5/21	21/5/21
Assessment Window 2		
Centres able to submit TAG/CDG results	4/6/21	25/6/21
Assessment Window 3		
Centres able to submit TAG/CDG results	9/7/21	30/7/21

- City & Guilds quality and assessment teams will complete quality assurance checks on candidate's evidence against the grades submitted.

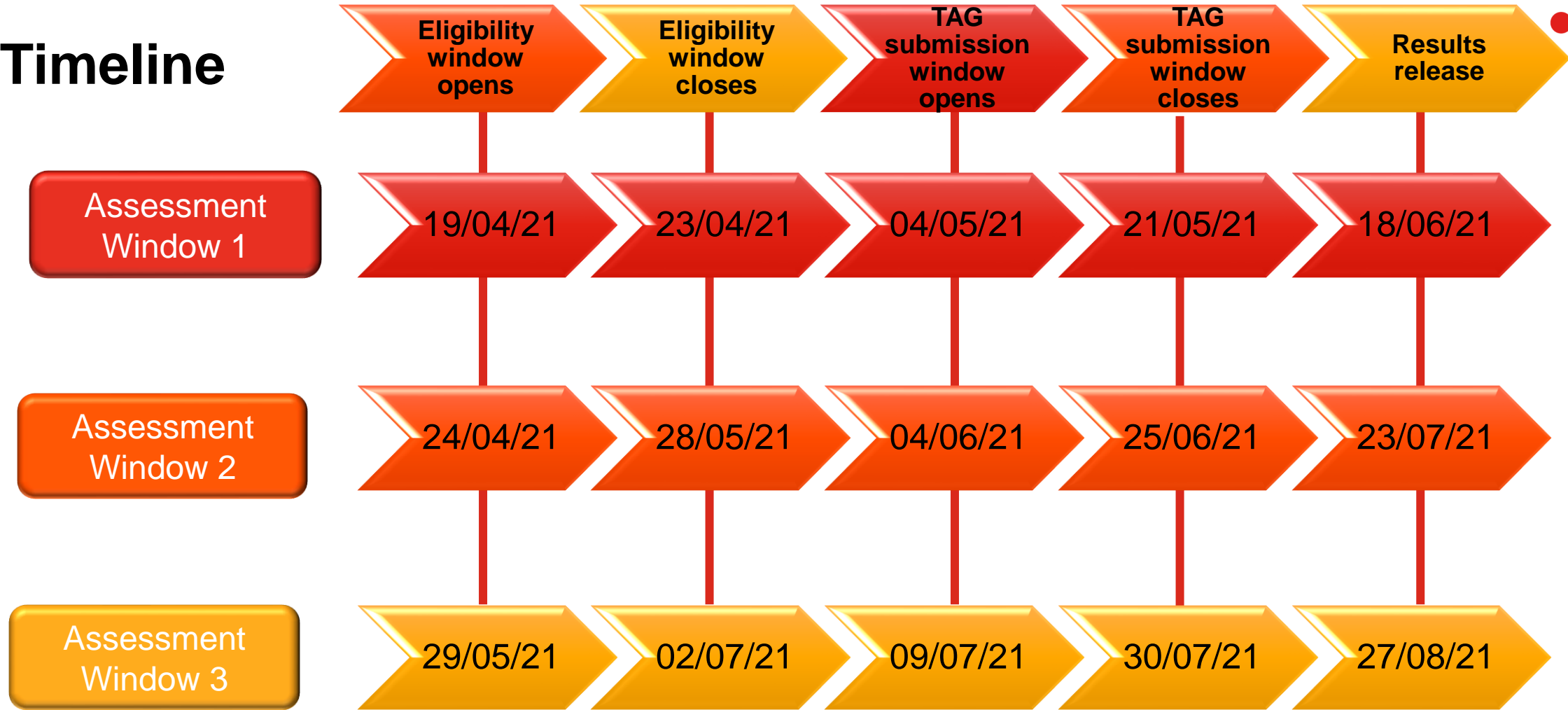


# TAG submission – results issue

**For each TAG submission window there will be a corresponding results release deadline:**

<b>Assessment Window 1</b>	
Results release deadline	18/6/21
<b>Assessment Window 2</b>	
Results release deadline	23/7/21
<b>Assessment Window 3</b>	
Results release deadline	27/8/21

# Timeline



# Support

If you have any further questions about the TAG process,  
please send your email to:

**[FS.Quality@cityandguilds.com](mailto:FS.Quality@cityandguilds.com)**

Our customer services team are also available to support you  
with your queries and they can be reached on:

0192 4930 800

or at

**[centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com)**



# Thank you

