

## Teaching and Learning Assessment Mitigation FAQs - Covid-19, Summer 2020

Question	Answer
<p>1. How do some organisations offer the L3 AET, L4 CET and L5 DET entirely online with other AOs?</p>	<p>The 6502 Education and Training qualifications provide an introduction (via the L3 Award) through to a full qualification (the L5 Diploma) for the FE sector, and thus provide evidence of the practitioner's ability to teach across the full range of contexts and settings found in the FE and Skills sector, including classrooms, 16-19 learning, work-based settings, adult learners, apprenticeships and at Entry level to Level 5 and above. City &amp; Guilds fully stands by previously issued guidance that requires delivery and assessment be face to face with the assessor and learner(s) in the same room at the same time. The majority of delivery should be face to face - some centres deliver through blended learning and/or self-directed study for some more knowledge-based units well.</p>
<p>2. Given the current climate for promoting online learning surely delivering micro teach online is a positive thing (6502-31)? It is teaching and it can be recorded.</p>	<p>Future qualifications may well reflect this, but as has been agreed by Ofqual and the other AOs - microteach sessions should be delayed until they can be done with all parties in the same room at the same time. FE teaching will continue to include some face to face delivery.</p>
<p>3. I have carried out online observations as TAQA assessor. Do I need to complete the declarations for each learner or does this form part of the alterations?</p>	<p>Please refer to the latest guidance as this is subject to change: <a href="https://www.cityandguilds.com/covid-19">https://www.cityandguilds.com/covid-19</a></p>
<p>4. How many face-to-face observations do learners have to have on the Level 5 Diploma in Education and Training</p>	<p>6 rather 8 observations are required as part of the mitigation guidance, all must be face to face with the assessor and learner(s) in the same room at the same time, including those conducted by placement mentors.</p>
<p>5. Are we not able to move onto more modern assessment methods such as recorded skype observations</p>	<p>Future qualifications may reflect this - but the current qualifications do not permit remote observations. Specifications for equipment will need to be agreed to ensure centres are able to deliver and assess fairly.</p>
<p>6. With teachers moving to online learning more and more in the next academic year, surely a broader acceptance of online observations in AET, CET and DET has to be considered? Some organisations are offering these qualifications entirely online with other AOs.</p>	<p>Future qualifications may well include aspects of online delivery, but as an addition to face to face delivery. The current AET, CET and DET do not allow this. This has been agreed with Ofqual, ETF and other awarding bodies.</p>

7. For 6317 is there a date by which the first direct observation must have been completed before a remote observation / expert witness testimony be used?	The guidance states one face to face observation must have been conducted by 20 March, with the adaptation applying to any outstanding assessment criteria.
8. Who do we go to with questions on VILT observations approval on 6502-41 and 6502-51 after a face to face observation has been completed and is there a number restriction?	No non-face to face observations are permitted, only that the number of observations required is 6 rather than 8, with the most recent 4 assessed as 'satisfactory' for those that meet the adaptation requirements.
9. Can adaptation be applied to a functional skills level 1 qualification where a student has been shielding and not available to learn?	Please see <a href="https://www.cityandguilds.com/covid-19/functional-skills">https://www.cityandguilds.com/covid-19/functional-skills</a>
10. For STLS, if we have made some adaptations, do we need to send in a form to C&G	Yes, centre declaration forms must be completed for each learner. We recommend contacting your EQA before any adaptations are made.
11. Given the current climate for promoting online learning surely delivering microteaches online is a positive thing (6317-31)? It is teaching and it can be recorded?	Future qualifications may well reflect this, but FE teaching will continue to include some face to face delivery.
12. TAQA 302/303 - I have learners that are due to complete before the 31st July but have not had any observations. How do I complete these? Can I carry out remote observation via teams?	If no face to face observations have been completed, centres will have to wait until suitable opportunities arise to enable them to be carried out. The current guidance allows a remote observation where at least one face to face (with the TAQA assessor and TAQA learner in the same room at the same time) observation has occurred.
13. In terms of the DET, you are confirming that remote observations are valid and can be counted. Unfortunately, the guidance we have received is not clear.	No non-face to face observations are permitted, only that the number of observations required is 6 rather than 8, with the most recent 4 assessed as 'satisfactory'.
14. Re: 5329-20 registered after 20th March but completing before end July: We usually have physical paper portfolios. This year, can we use file storage such as dropbox to store digital versions of candidates' work. E.g. convert everything to PDF and ask them to digitally sign?	Yes. Please be aware that City & Guilds' mitigation guidance relates to learners registered prior to 20 March 2020, so these learners are out of scope for Covid-19 adaptations.
15. Can you please confirm if 6317-41 is Adapt or Delay?	6317-41 is delay - this relates to the single required observation.
16. The observation for the Award in E&T has to be 'live' (not adapted but Microsoft Teams is a live platform and so can we assess the microteaches through this?	Observation must be with the assessor and the AET learner(s) in the same room at the same time, not remote via video conferencing or similar facilities, even if live (as in real time).

<p>17. You will have to adapt as delivery will move online - you will have to adapt to support colleges</p>	<p>Future qualifications may well reflect this, but the current qualifications are not exclusively about online delivery.</p>
<p>18. I have a question for CET L4 6502-41, please. Some of our learners have lost their teaching jobs. They have completed and passed all the assignments and have been observed once. They are due to complete in the end of June. What would be the best way to help learners in that situation? Can an expert witness testimony be used?</p> <p style="text-align: right;">i.</p>	<p>As long as they have been observed as part of their assessment for unit 402, they should be able to proceed if all other evidence can be provided.</p> <p>From the published guidance, agreed with ETF: The following adaptations are permissible for this qualification (6502-41). Pass if all assignments passed and at least 20 hours of teaching practice complete with 2 satisfactory observations, including 1 of which may be remote.</p>
<p>19. I've tried to locate the booklet you have referred to, but having no luck. Please can you give us the full title so I can search for it. Many thanks.</p>	<p><a href="https://www.cityandguilds.com/covid-19/mitigation-approaches-for-vrqs-nvqs">https://www.cityandguilds.com/covid-19/mitigation-approaches-for-vrqs-nvqs</a></p>
<p>20. Is this presentation going to be available/sent to us?</p>	<p>Yes, it will be available on GoTo Webinar via the City &amp; Guilds website here: <a href="https://www.cityandguilds.com/covid-19/mitigation-approaches-for-vrqs-nvqs#webinars">https://www.cityandguilds.com/covid-19/mitigation-approaches-for-vrqs-nvqs#webinars</a></p>
<p>21. If a centre sends in an intention form and then doesn't for some reason, do they have to do anything?</p>	<p>Contact <a href="mailto:Adaptation.Quality@cityandguilds.com">Adaptation.Quality@cityandguilds.com</a> to clarify the centre's position</p>
<p>22. For the IQA quals we are only doing standardisation activities online so they won't be able to ever do them face to face</p>	<p>Unit 402 requires face to face observation (with the TAQA assessor and trainee IQA(s) in the same room at the same time) of the trainee IQA.</p>
<p>23. All Diplomas 501, 508 and 514 there are no face to face classes to observe. Are online observations of whole class teaching online acceptable? Our EQA has said no</p>	<p>Observations and teaching must be face to face, with trainee teachers, their assessors and learners in the same room at the same time.</p>
<p>24. Remote observations are still not considered as an adaptation for Level 5 when the guidelines state that where there are insufficient observations completed and the placement is continuing but the provider team is unable to complete any observations, these may be done in this instance by the placement mentor. Probably this will be made clearer at the event next week.</p> <p>6502: will you accept observations online after 20th March. If not, how do you suggest observations are carried out when all teaching even in sept will be online?</p>	<p>The guidance has been agreed between ETF and the AOs that award the E&amp;T qualifications. No online observations or teaching for 6502 are permitted. Future qualifications may provide specifically for online delivery, including online-only delivery.</p> <p>The current mitigation guidance relates to learners due to complete by 31 July 2020. After this date, assessed observations of teaching should be in person, in real time with all participants in the same room.</p>

<p>25. For STLS learners who are now back working in schools, can teachers complete observations as assessors are not allowed in? These are learners who are on program sep2019-sep2020 and assessors have carried out 2 or 3 observations but not gathered all the observation evidence required</p>	<p>Expert witness testimonies are permitted provided one observation has been satisfactorily completed by an assessor. EWTs must be written in line with the guidance given.</p>
<p>26. Please can you clarify or be specific as possible regarding 6502 as I am being asked, for the L3, if observation can be assessed in real-time using digital tools if they have presented lesson plan, resources etc. before hand?</p>	<p>No, delivery and observation must be face to face with everyone involved, physically in the same room at the same time.</p>
<p>27. Can you clarify the requirements for lesson observations and portfolios for the L5 Diploma?</p>	<p>No non-face to face observations are permitted, the adaptation is that the number of observations required has been reduced to 6 rather than 8, with the most recent 4 having been graded as 'satisfactory' for those that meet the adaptation requirements.</p>
<p>28. I realise that the webinar is for assessment adaptations for current students. However, we are now planning for online delivery of L3 Award in Education &amp; Training in 2020-21 as opposed to class based. Will you accept students teaching their peers on Zoom/Teams for the microteach assessment?</p>	<p>No - please follow the current mitigation guidance. There are no changes to the assessment strategy for AET for new students. Remote assessment of the micro-teach is currently not acceptable.</p>
<p>29. I would like to know the policy on virtual observations- can we observe staff training others via or through zoom. I feel it is still a virtual &amp; direct observation and should be valid and safe evidence as teaching observations.</p>	<p>Observations of 6502 teaching practice must be face to face - all participants in the same room at the same time.</p>
<p>30. Do we need to submit one adaption intentions form for each programme or one per centre?</p>	<p>Email <a href="mailto:Adaptation.Quality@cityandguilds.com">Adaptation.Quality@cityandguilds.com</a> with details of all the qualifications you intend to use 'adaptation'.</p>
<p>31. We have learners who will not be able to be observed until the next academic year (September at the earliest). Can the observation be waived, if an expert witness (eg qualified teacher with whom they have been working) provided testimony?</p>	<p>If no observations have occurred at all, centres will have to wait for an appropriate opportunity in the future.</p>
<p>32. Do the same restrictions regarding observations via recording apply to FE and adult learners? (i.e. not children under age 16)</p>	<p>The restrictions are based on the original assessment guidance rather than the age of the learners.</p>
<p>33. Will there be an update on direct remote observations?</p>	<p>Remote observation is not considered direct observation, even if conducted in real time.</p>

<p>34. For Unit 6317 is one observation by the Assessor sufficient?</p>	<p>One face to face observation (with the TAQA assessor and TAQA learner(s) in the same room at the same time) is needed for unit 302 and one observation for unit 303 – so a minimum of one face to face observation per unit, before centres can apply the guidance of adapting assessment to include a broader range of assessment mediums for what would normally be the second observation.</p>
<p>35. Is this (mitigation guidance) only for learners completing before the end of July?</p>	<p>Yes</p>
<p>36. I am delivering the AET course via Google classroom. The learners will also be delivering their sessions via video and recorded. Is this acceptable evidence?</p>	<p>No – assessment and observations must be face to face and the assessor observing also has to be in the same room at the same time as those being observed.</p>
<p>37. We cannot be allowed on site to observe a candidate IQA on site. Bearing in mind that if we are observing candidate IQAs, we all need to keep our distance so as not to crowd as the candidate and the Assessor. The guidance does not mention 6317-41. Is there any way that we could observe this via Microsoft Teams?</p>	<p>Observations for 6317-41 must be face to face (with the TAQA assessor and TAQA learner(s) in the same room at the same time), so it will mean 'delay' and waiting for appropriate opportunities in the future.</p> <p>This is covered in the mitigations booklet in Appendix D.</p>
<p>38. Does the adaptation process apply to the Level 5 Diploma in Education and Training?</p>	<p>Yes - the number of observations required is 6 rather than 8, if the most recent 4 were assessed as being 'satisfactory'.</p>
<p>39. Our learners doing 5329-21 are not employed in schools. They go in on work placement which is currently not possible. The usual evidence methods to confirm practice is assessor observation and Witness testimonies. The adaptation says we can use expert witnesses. If this is not possible, can we just use witness testimonies from teachers and professional discussions etc</p>	<p>One face to face observation by the assessor (with the assessor and learner(s) in the same room at the same time) is required. Expert witness testimony (EWT) can be used in place of the second assessor observation – the EWT can be any appropriate individual providing it describes what they saw the learner do to meet the assessment criteria. EWT can be retrospective provided it clearly evidences criteria observed and we would be looking for the required 'consistent competence over a period of time' (so not in the same week as the assessor observation). Further evidence such as professional discussion can be used to supplement the above.</p>
<p>40. My learners are doing the Supporting Teaching and Learning L3 Diploma. They are apprentices so aren't due to complete till sept but obviously schools finish for the summer mid-July and actually they haven't been in schools for the last couple of months, Does this apply to them with regards to meeting the observation criteria?</p>	<p>The mitigation guidance currently covers learners expecting to finish by 31 July 2020 only.</p>
<p>41. As a centre we are delivering all of our qualifications via digital platform and are planning to do so for the next academic year.</p>	<p>Current mitigation adaptations apply to learners completing by 31 July 2020, otherwise all observed assessments must be face to face (with the assessor and learner(s) in the same room at the same time) and requirements set out in the qualification handbooks must be met.</p>

42. 5329 I believed that the Award section had no adaptation and the Certificate did but what has been said in this webinar seems to disagree with this	Adaptations apply to the units requiring observation of occupational competence in a school. Knowledge units and components do not require adaptation.
43. Expert witness - do teachers etc need to register with C&G?	No, this is not required although the centre must keep details of who the EW's are, their relationship to the candidate, and what makes them an EW.
44. In the assessor qualification it says that you need to have at least one observation prior to March 2020, does the learner need to show other work product for other assessments they have completed as well as the expert witness testimony?	Yes, for the knowledge components.  Learners need to produce sufficient evidence for the assessor to confirm that all assessment criteria has been met and the IQA and EQA will review the assessment decision, so the relevant documents must be available and accessible.
45. I deliver the 6502 L5 DET. If the Covid situation continues how can observations be adapted? Particularly if the learners also have no teaching taking place.	Guidance may have to be adapted if the situation continues
46. Supporting teaching and learning -If an assessor has worked with a learner at Level 2 and the learner has gone straight on to L3, can the L2 observations be used?	Where RPL is allowed, however, all normal assessment and recording requirements must be met.
47. There is no adaptation for the IQA qualification but if the assessor qualification allows adaptation if one 'real' observation is carried out, why doesn't this apply to IQA?	Because only one observation is required, therefore it must be face to face with everyone physically in the same room at the same time.
48. Who can we contact to discuss a particular adaptation?	The centre EQA in the first instance.
49. I have a learner who has not been observed by her Assessor but has been observed as part of her college observation process can this be used?	Depends on the qualification, e.g. the requirements are for two observations for Unit 302 and two for Unit 303 in TAQA 6317. These must be completed by the TAQA assessor. College observations do not look specifically at the assessment process. Anyone contributing to assessment of the 6317 qualifications must meet the assessment strategy set out in the handbook and be agreed by the EQA before carrying out any assessment. To do this - submit a CU form and the person's CV to the Walled Garden & let the EQA know they are there.
50. Shorter qualifications such as assessor award and IQA are stalled because of the requirement for one face to face observation. Can both observations be carried out remotely or does the requirement for one face to face still apply?	Where one observation is required (face to face with all parties physically in the same room at the same time) but not yet occurred, it is 'delay'.

<p>51. Some learners have portfolios with paper-based work but I am unable to get these off them as the college is closed and they are not allowed into college to drop off their portfolios or sign all the completion paperwork. What do we do about this with regards to IQA/ EQA?</p>	<p>It is a case of having to wait until learners, assessors and IQAs have access to the relevant evidence and documents. Your EQA will be aware of the delay.</p>
<p>52. Who would we ask for detail on second observation via recorded skype for 6317?</p>	<p>Remote observations must enable accurate and robust assessment decisions to be made, so centres need to be confident they can do so. Any recordings must be of good quality and must provide sufficient evidence for an assessor to make an assessment decision. The recordings must be readily available and accessible for the IQA and EQA to review in the future.</p>
<p>53. Do we need C&amp;G approval for adaptations that have been made for portfolio evidence for STLS</p>	<p>As long as they are in line with the guidance, you just need to declare that you are making adaptations via the adaptations spreadsheet.</p>
<p>54. What if adaptations of assessments do not allow learners to meet assessment criteria (6317) 302 1.1 or 303 1.1?</p>	<p>Assessment criteria (6317) 302 1.1 (plan assessment) and 303 1.1 (select methods of assessment) do not require adaptations as the evidence for these are products of work rather than observations.</p>
<p>55. Is there is a minimum amount of placement hours that will be accepted for 5329 STLS qualifications?</p>	<p>The mitigation does not mention any change to placement hours.</p>
<p>56. With regard to the 6317 TAQA quals where I have some learners nearly finished, can I accept e-signatures (on 'Witness Sheet')?</p>	<p>Yes.</p>
<p>57. Are centres required to complete a declaration form if they are simply delaying student observations on 6502 until August?</p>	<p>No</p>
<p>58. Why doesn't the Apprenticeship confer QTLS?</p>	<p>QTLS is awarded by the Society for Education and Training (SET) who are not involved in the assessment of apprenticeships for the sector. The L5 Learning and Skills Teacher standard is being reviewed, with a revised version available from September 2021 at the earliest.</p>

<p>59. For 6317 - can you use virtual observations?</p>	<p>There must be one face to face observation per practical unit with the assessor and the candidate in the same room. For what would be the second observation, centres are allowed to use a broader range of assessment mediums which may include remote observations. If these are used, centres must ensure that the recording is of good quality and captures sufficient evidence for the assessor to make an assessment decision. Recordings must be available and accessible for the IQA and EQA to review at a future date.</p>
<p>60. My EQA has agreed that I can complete my micro teaches for Level 3 via Microsoft Teams, as long as recorded. Is this correct?</p>	<p>No, micro teach must be face to face with everyone physically in the same room at the same time - so the micro teaches have to be delayed until this can happen.</p>
<p>61. 6317 TAQA (Assessor and IQA) - can the Expert W/T cover the face to face observations for level 3 and level 4 or does the TAQA Assessor need to observe the learner at least once?</p>	<p>The TAQA assessor needs to observe in person (with the assessor and learner(s) in the same room at the same time) at least once per practical unit for the Level 3 Assessor qualifications, and the EW cannot carry out observations for the Level 4 IQA - they have to be delayed.</p>
<p>62. I thought that ETF had reduced number of required face to face observations required.</p>	<p>ETF has reduced the required number of observations from 8 to 6, where the most recent 4 are satisfactory. All must be face to face for the Level 5 Diploma. For the Level 4 Certificate (6502-41/42): 2 satisfactory observations, including 1 of which may be remote.</p>
<p>63. For 6317-41 - if observation has taken place by TAQA Assessor is adaptation an option?</p>	<p>No adaptation is required if the single direct face to face observation has taken place and captured everything required. It will just be a 'normal' claim.</p>