

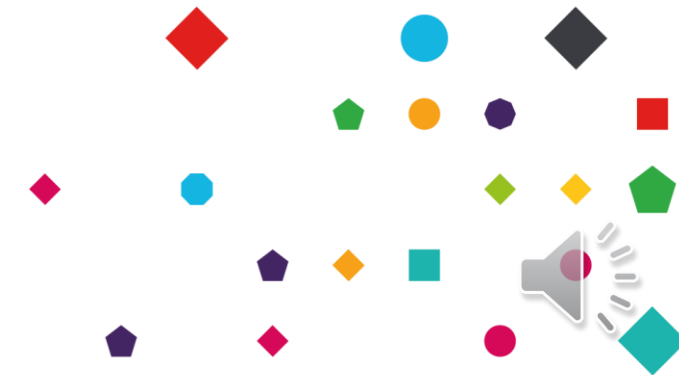
Assessment Mitigation guidance for VRQs and NVQs

10 June 2020



We are here to support you

- Extensive communications and guidance - <https://www.cityandguilds.com/covid-19/>
 - Regular updates and links to relevant information – Regulator information and guidance
 - List of qualifications with primary mitigation - ;
 - Calculate
 - Adapt
 - Delay
 - No Mitigation
 - Assessment mitigation centre guidance for NVQs & VRQs by Sector, including detailed information on mitigation approaches including delay and where no mitigation is required
<https://www.cityandguilds.com/covid-19/mitigation-approaches-for-vrqs-nvqs>
 - Guidance on Centre Assessment Grades for our suite of VRQs
- Continued support through range of webinars



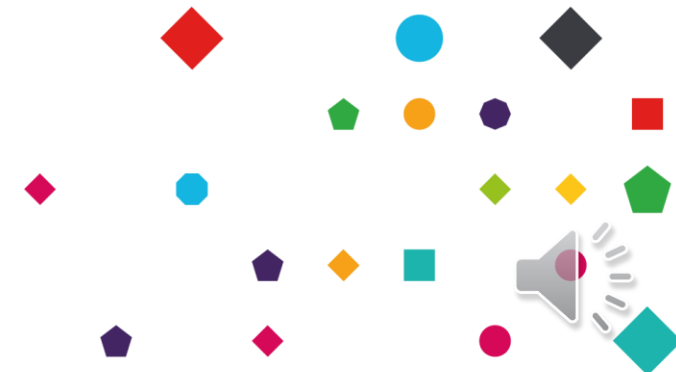
Assessment guidance



Mitigation approach to VTQs – Summer 2020

Introduction

- This guidance applies to regulated qualifications delivered in England, Northern Ireland, Wales and Scotland.
- Our overarching aim is to allow as many learners as possible that were due to complete/achieve their assessment/qualifications in summer 2020 to receive results, so they can progress onto further education and employment without delay.

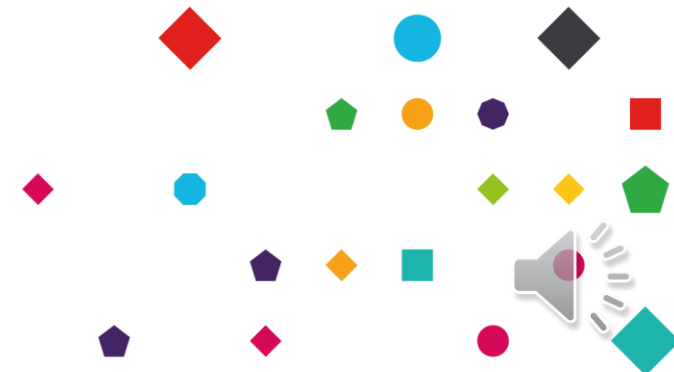


Mitigation approach to VTQs – Summer 2020

This guidance covers the assessment and mitigation processes that will be applied to the qualifications in this sector.

These include:

- Calculated results
- Adaptation
- Delay
- No mitigation required



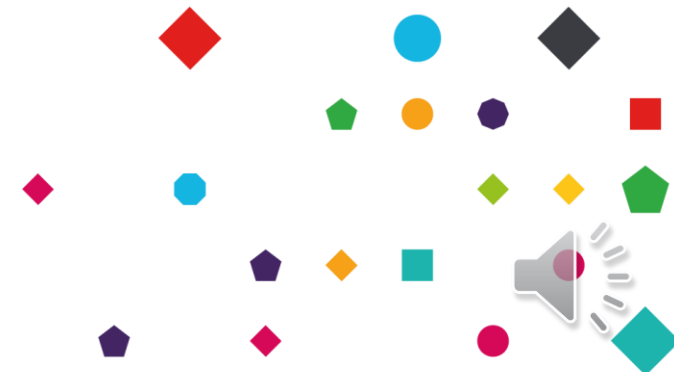
Mitigation approach to VTQs – Summer 2020

Scope of Learners

These mitigation approaches are ONLY available to learners who meet the following criteria:

- Were incomplete/still registered as of 20 March 2020
- Were scheduled to complete their qualification/assessments by 31 July 2020
- Have completed a learning programme that addresses a significant proportion of the content of the qualification

*For learners out of scope please continue to offer remote and blended learning where feasible



Mitigation approach to VTQs – Summer 2020

Example of Sector Guidance document



Guidance for assessment approaches - in relation to Covid-19 for Summer 2020

Adaptations for:		
QAN	City & Guilds qualification number	City & Guilds qualification title
603/1705/X	1272-02	Level 2 Diploma in Machining (Foundation Knowledge)
603/1705/1	1272-03	Level 3 Diploma in Machining (Development Knowledge)

Which learners do the mitigation arrangements apply to?
These assessment arrangements are ONLY available to learners who meet the full criteria stated on page 4.

Outstanding assessments	Assessment component numbers	Calculated result based on centre estimation	Adaptation	Delay	No mitigation required
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	201 / 202 / 204-213 301-311 / 313-315 / 317 / 318		✓		
Assessments for knowledge and understanding alone. Externally marked e-volve test.	203			✓	
Assessments for practical skills. Centre marked assignment with majority practical.	312 / 316				✓

What adaptations to assessments are permitted?

Centre marked assignment or task assessing only knowledge and understanding
These can be taken remotely by candidates provided the centre has software or processes that maintain the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the candidates own.

Where this is not an option, centres can assess candidates via oral questioning. The test content can be used as a basis of this provided the security of the assessment materials is maintained.

- Where tests are multiple-choice questions, the multiple-choice questions can be rephrased into open questions.
- Where questions have images or tables, these can either be shared discretely from the test, or in a way that authenticates the responses are the candidates own. These will need to be recorded in written or verbal format and linked to the assessment criteria.

Orally questioning/Q&A session must be carried out by an assessor who is occupationally competent and in a way that authenticates the responses are the candidates own. These will need to be recorded in written or verbal format and linked to the assessment criteria.

Remotely invigilated e-volve tests

- On demand e-volve tests can be delivered in the learner's home with a remote invigilator only for the assessments indicated in the table above.
- Guidance on how to set up, deliver and invigilate tests remotely only are permitted for remote invigilation (see guidance document for details). The system must allow the invigilator to be able to view the candidate, their environment and their computer/laptop screen at all times during the test.
- The test must be completed under exam conditions.
- Remotely invigilated e-volve tests will be delivered through a web-delivery application requiring no installation to the candidate's computer.
- This is an interim adaptation for those assessments and learners that are eligible.

Sector assessment mitigation guidance documents

Mitigation approach to VTQs – Summer 2020

Submission dates/deadlines:

- **Centre Assessment Grades** – calculated results must be submitted by 26 June 2020.
- **Adaptation** - claims must be submitted by 30 September 2020.

Results:

- Functional Skills, Essential Skills (Wales and Northern Ireland) – **31 July** for all approved results
- Technicals - Level 3 – **3 August** for centres and candidates
- Technicals Level 2 /Level 2 VRQs – **19 August** restricted to centres; **20 August** release to candidate
- Core Maths; Extended Project, Level 3 VRQs - **13 August**



Submission requirements and key dates

The table below shows the information required for each qualification/assessment, the submission deadlines and when results will be published to centres on Walled Garden.

Qualification/assessment		Requirements for submission			Submission deadline	Results published
		Centre Assessment Grade	Grade Intervals	Rank Ordering		
Technical Qualifications	Theory Exam	✓	✓	✓	26 June 2020	Level 3: 3 August 2020
	Synoptic Assignment	✓	✓	✓		
	Centre Assessed Components	✓	X	X		Level 2: 20 August 2020
	Employer Involvement / Work Experience	X	X	X		
Extended Project		✓	X	✓	26 June 2020	13 August 2020
Core Maths		✓	X	✓	26 June 2020	13 August 2020
ESOL		✓	X	X	26 June 2020	31 July 2020
Functional Skills		✓	X	X	26 June 2020	31 July 2020
Essential Skills Wales		✓	X	X	26 June 2020	31 July 2020
Essential Skills Northern Ireland		✓	X	X	16 June 2020	31 July 2020
VRQs		✓	X	X	26 June 2020	Level 3: 13 August 2020 Level 2: 19 August 2020



Calculated grades

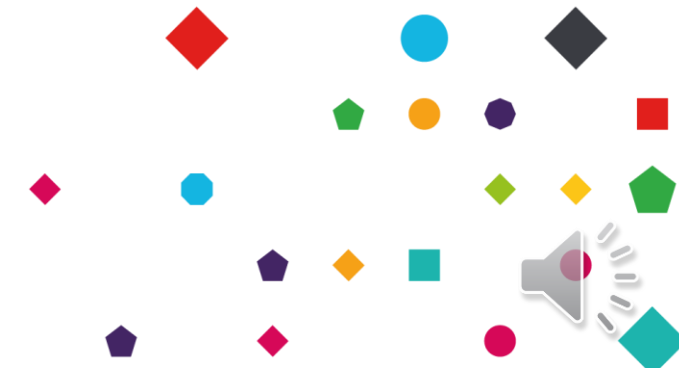
Centre assessment grades



Calculated Grades/Centre Assessment Grades

- **Where are centre assessment grades used?**
 - Functional Skills – Legacy/Reformed/ All subject areas/All levels
 - Technicals – Technical Awards, Technical Certificates, Tech Levels – both yr 1 and yr 2 Learners
 - Core Maths, Extended Project, Essential Skills (Wales) and Essential Skills (Northern Ireland), ESOL
 - Range of VTQs
- **Guidance and support available on our website**
 - Detailed guidance of the process
 - Submission forms
 - Sector specific guidance
 - FAQs
- **How are centre assessment grades submitted**
 - Via centre assessment grade tool that can be found within Walled Garden
 - Normal permission process in place
 - Results

Centre assessment grades must be submitted by the 26 June 2020.



Centre Assessment Grades

6 Step Guide



Step 1

Work out which learners are eligible/in scope

Candidates who would have taken assessment/exam from **20 March-31 July** (disrupted by Covid-19).



Step 2

Familiarise tutors with guidance and accompanying documents



Step 3

Gather and review valid evidence for each candidate, for each component



Step 4

Determine centre assessment grades



Step 5

Conduct centre standardisation activities
(Where required)



Step 6

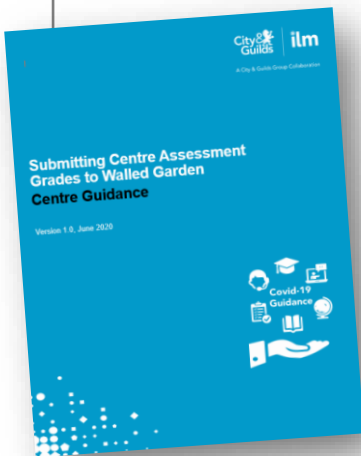
Sign off
Department sign off (Tutor(s) and/or Heads of Department)
Head of Centre Declaration
Centre declaration and Head of Centre sign off

Submission process

Submit centre assessment grades

Centres can submit assessment grades via Walled Garden from 1 June.

A download/upload function will also be available from 12 June.



Complete Head of Centre Declaration

The Head of Centre must then complete and submit a declaration for their candidates. You only have to submit one declaration for each of the following qualification groups:

- Technical Qualifications
- Extended Project Qualification
- Functional Skills
- Core Maths
- ESOL
- Essential Skills Wales
- Essential Skills Northern Ireland
- Other VRQs

Submit to:

Estimation.Quality@cityandguilds.com

Adaptation



Adaptation – Step by Step Guide



Step 1

Identify learners who meet the mitigation criteria i.e. on programme before 20 March 2020, scheduled to complete by end July 2020 - AND any specific qualification criteria

Centre must submit a Centre Intention form by **31 July 2020**



Step 2

Undertake an audit of each learner to identify completed units and agree an assessment plan for the outstanding units as per the permitted arrangements



Step 3

For assessments where an adaptation is permitted, ensure that assessor reviews all evidence and follows standard assessment processes, ensuring decisions are recorded clearly



Step 4

Clearly identify which units adaptation has been applied to. Where multiple options of assessment adaptation is available, centres need to identify which method was taken



Step 5

Complete the Adaptation submission spreadsheet which **must** be attached to the CA2 and subject to Internal and External Quality Assurance



Step 6

Internal quality assurance procedures should be followed to agree final results and all associated records retained by the centre for 3 years.



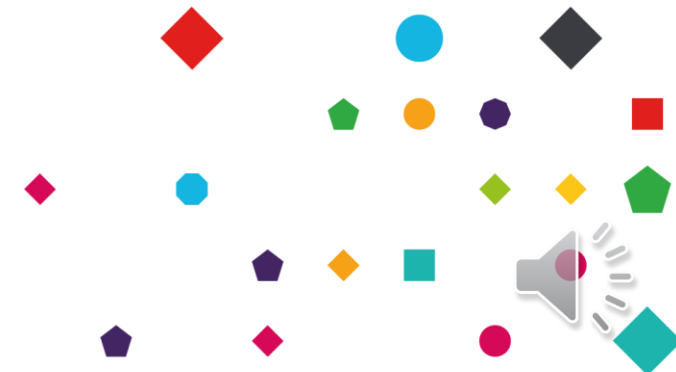
Step 7

Submit unit claims via Walled Garden

Centre intention to apply adaptations to assessment

All centres need to complete the Centre intention to apply adaptations to assessment form to confirm the following information:

- Centre name and number
- Qualification names and numbers – confirming where Adapted assessments are being used
- The form must be signed by the Head of Centre or someone who has permission to act on their behalf
- The form must be submitted by 31 July to Adaptation.Quality@cityandguilds.com



[illegible]

Adaptation Submission Spreadsheet

- The adaptation submission spreadsheet must be completed containing details for all learners where adaptation has been applied
- This must be signed off by the Head of Centre or someone who has permission to sign this on their behalf
- Electronic signatures will be accepted
- The spreadsheet must be completed and attached to the CA2 activity in Walled Garden once an activity has been arranged with your EQA
- Centres with direct claims status (DCS) results can be claimed via the Walled Garden in the usual way.
- Centres on a Medium or High risk status - a remote monitoring needs to take place before any results can be claimed. Results need to be claimed using the Results Override process – more information on this process is to follow.
- EQA activities will be arranged by the Adaptation Quality Team as required.

Please note: All results for learners where adaptation has been applied must be made by **30 September.**

The Adaptation submission spreadsheet is available [here](#).

Sector webinars – Summer 2020

Sector	Date	Booking link
Digital	2 June	https://attendee.gotowebinar.com/register/9110800044480471819
Hair and Beauty	2 June 4 June	https://attendee.gotowebinar.com/register/1161283697564439568 https://attendee.gotowebinar.com/register/5075917826937520653
Hospitality	4 June	https://attendee.gotowebinar.com/register/4145622137857480462
Wales – Essential Skills	4 June	https://attendee.gotowebinar.com/register/6069586067485527819
BSE	5 June	https://attendee.gotowebinar.com/register/4094920358610958348
NI – Essential Skills	5 June	https://attendee.gotowebinar.com/register/5252928204001589515
NI - Construction	9 June	https://attendee.gotowebinar.com/register/3824391020125662734
Eng – Construction	9 June	https://attendee.gotowebinar.com/register/3824391020125662734
Wales – Construction	10 June	https://attendee.gotowebinar.com/register/2285355116704493326
Wales – Construction	11 June	https://attendee.gotowebinar.com/register/6356943431382277902
Eng – Construction	11 June	https://attendee.gotowebinar.com/register/3519743835859744782
Automotive	12 June	https://attendee.gotowebinar.com/register/6363519610452546576
Hospitality and Catering	16 June	https://attendee.gotowebinar.com/register/4578089748052113675
ESOL	5 June	https://attendee.gotowebinar.com/register/3836475752449465867
FS	3 June, 10 June, 17 June	https://attendee.gotowebinar.com/register/2055388955647831309

Appeals Process

Appeals for calculated results

For summer 2020 assessments, where results have been calculated, the following principles apply:

- Appeals can be made on the grounds that City & Guilds did not use the correct information or follow the correct procedures.
- It is not possible to appeal the professional judgements of tutors or centres.

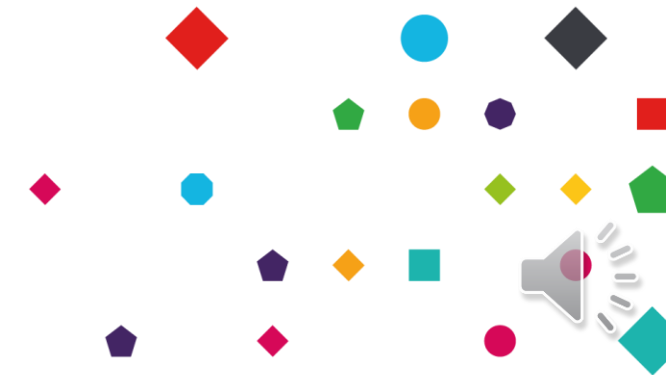
There will be no 'Enquiry about results' process for calculated results. This is because City & Guilds has not marked or moderated any candidate work for these assessment components.

If a centre is unhappy with a result, they can go straight to the appeal stage of the process.

Appeals for adapted assessments

Please follow the standard appeals process for adapted assessments.

An appeal cannot be made for what has been adapted, but an appeal can be made about the final result.



Further advice and information

For all queries relating to this guidance and arrangements, contact the Customer Support Team at City & Guilds. Who are available Monday to Friday 9am to 5pm excluding UK public holidays.



centresupport@cityandguilds.com or general.enquiries@cityandguilds.com



0844 543 0000*

*Calls to our 0844 numbers cost 7 pence per minute plus your telephone company's access charge.

Related documents, Ofqual guidance and updates can be found on our website here

<https://www.cityandguilds.com/covid-19>



Thank you

