Centre Determined Grades and Teacher Assessed Grades

Essential Skills
(Northern Ireland) (4800)
and
ESOL Skills for Life (4692)

27 April 2021

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Key dates

Assessment Window 1		
	Open	Closes
Eligibility submission	19/4/21	23/4/21
Submission of TAG/CDG results	4/5/21	21/5/21
Results release deadline		18/6/21

Assessment Window 2		
	Open	Closes
Eligibility submission	24/4/21	28/5/21
Submission of TAG/CDG results	4/6/21	25/6/21
Results release deadline		23/7/21

| Assessment Window 3		
	Open	Closes
Eligibility submission	29/5/21	2/7/21
Submission of TAG/CDG results	9/7/21	30/7/21
Results release deadline		27/8/21

Essential Skills (4800)

# Essential Skills (Northern Ireland) (4800)

For Level 1 and 2 Reading and Writing and Level 1 and 2 Application of Number:
- All external exams have been cancelled and an alternative process of Centre Determined Grades (CDG) has been put in place
- Ofqual has an arrangement known as Teacher Assessed Grades (TAG) which applies to ESOL and these two arrangements will use the same City & Guilds' process,
- A Guidance document to this process can be found on the Nations Covid-19 page (with the blue cover) this is what we will be going through in this session.
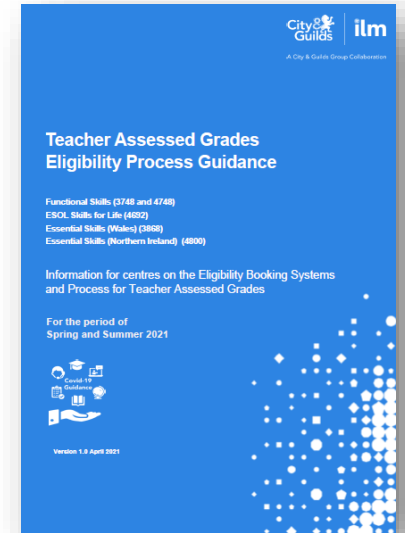
For Speaking & Listening at Levels 1 and 2, all assessments at Entry Level and for ICT
- please refer to the 2020 – 2021 Adaptations and Alternative Arrangements document
- This is the one with a green cover
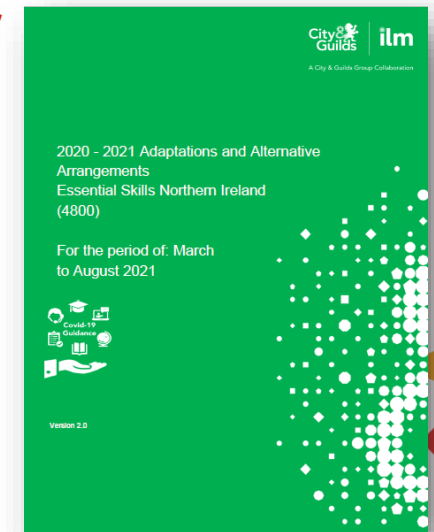
Essential Skills (4800) CDGs

Step 1 – Eligibility Booking

- Candidates must be registered for 4800-40, Communications and/or 4800-50 Application of Number

- You must determine a grade; **either** Pass **or** Fail
  - for each candidate who would have been expected to take their Essential Skills exam between 1 March 2021 and 31 August 2021
  - Or could not take their planned Essential Skills exam during 2020/21 for reasons outside their control

- You will then create an Eligibility Booking for these candidates in Walled Garden

Eligibility Booking …

To submit your Eligibility Booking:
- Log in to Walled Garden
- In the catalogue, select 'Place Order'
- Select order type ' Eligibility Booking'
- You will need to complete the information fields under 'Eligibility Booking details'

  - Your centre number will auto populate if you only have one centre, otherwise you need to select the relevant number from the drop-down list

  - Check the submission window – the system should show the current window unless the date is within one week of the next window when it will move on – make sure it is showing the window you require.

  - Select the assessment code for the booking that you are making for example 4800-121 for Level 2 Application of Number
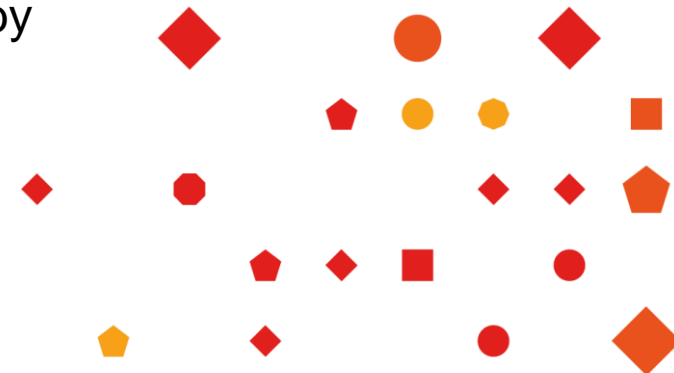
  - Give each booking a reference number so you can locate individual candidates by eligibility booking

Select order type

| Named registration | Unnamed registration | Dated entry | Results entry | On Demand | Eligibility booking |

This section allows you to submit an eligibility booking request for a specific assessment so that you can submit results via the Atypical result entry process.

Eligibility booking details

Centre number *   999990 - SAP Test UK CR1

Your reference

Window   Assessment Window 1

Assessment code *

Please select assessment
4748-015 - Functional English Speaking, Listening and Communicating Level 2
4748-113 - Functional English Reading Level 2
4748-114 - Functional English Writing Level 2
4748-012 - Functional English Speaking, Listening and Communicating Level 1
4748-110 - Functional English Reading Level 1
4748-111 - Functional English Writing Level 1

Add candidate

Adding candidates to an Eligibility Booking

To add candidates to this booking:

- Select 'Add candidate'
- There are **four** ways to select individuals from the candidates that you have registered for the relevant qualification:
  - Use the candidate details field – such as name, DoB or enrolment number to search, tick to select the required learners and then click 'Add to booking'
  - Use cohort details – select the relevant cohort title from the drop down list and tick the candidate(s) and click 'Add to booking'
  - Use the enrolment number – enter the number in the search field and select the candidate by ticking the box, click 'Add to booking'
    - You can search using multiple enrolment numbers by choosing the 'Multiple Enrolment numbers' link, enter each number on a new line and then Click on 'Search' using the tick boxes select the candidates and click on 'Add to booking'
  - Finally you can search for candidates by using their ULN, enter the number in the search box and select the candidate using a tick and click 'Add to booking'

Add candidate

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

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

Search by candidate details

First name		Last name *	smith
Date of birth	Day ▼ Month ▼ Year ▼	Gender	Please select a gender ▼
Enrolment No.	LKT3067	Your reference	
			Search

Select	Enr no.	First name	Middle name	Last name	Gender	D.O.B.	Your ref
☑	LKT3067	JONATHAN		SMITH	M	21.10.1990	

Add to booking

Adding more candidates to the booking

Once you have clicked 'Add to booking'
- You will get a dialogue box which asks you if you wish to add another candidate

Candidate has been successfully added to your basket. Do you wish to add another candidate?

Yes   No

andidates by Unique Learner number.
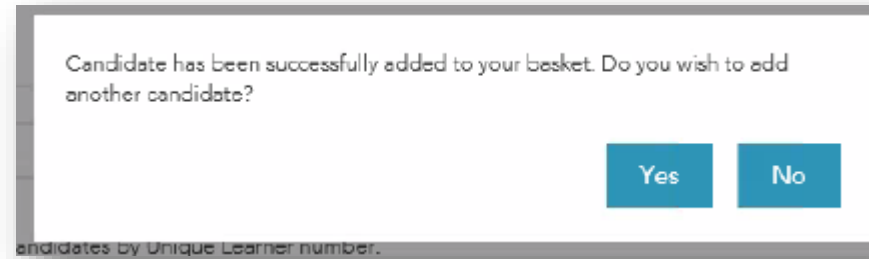
- Repeat this process until you have added all the candidates you wish to include in this eligibility book or reach the maximum number of learners that can be added to a booking which is 100.

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Using cohorts …

We recommend that you submit groups of candidates in cohorts

- The maximum number of candidates per cohort is 100
- You can submit as many cohorts per window as you need/want
- Each submission needs to be completed in one sitting, it is not possible to save progress although we will be introducing this functionality shortly – hopefully next week

Two advantages of creating cohorts:

- The cohort created for Reading & Writing for example can be used for an Application of Number submission at the eligibility stage
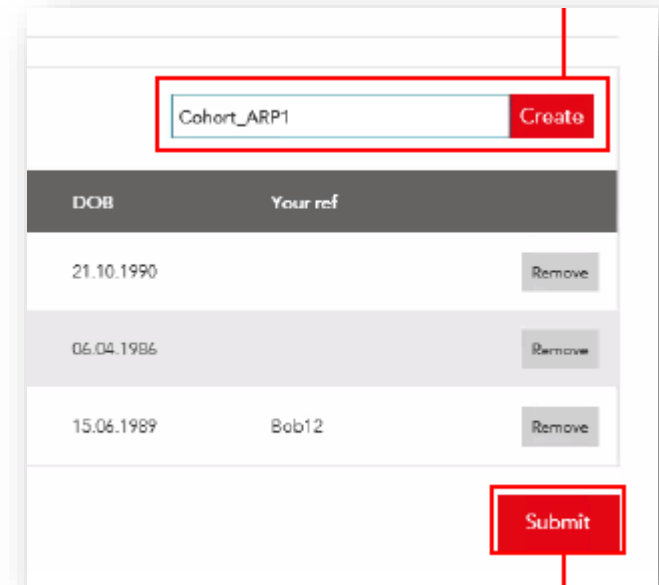- The same cohort can be used to submit the grades in the next stage

Submitting your booking

Once you have added all your candidates:

- Give the cohort of candidates a name by typing this in the box at the top right and click the red button marked 'Create'
- Once you have done this, select and click on 'Submit'
- You will see a prompt dialogue box asking you if you are sure you want to submit, click on 'OK' to submit the booking
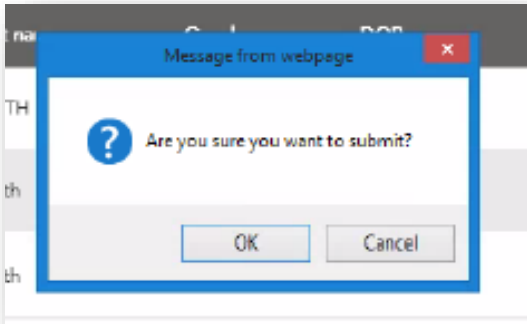
You will get either a confirmation of successful submission: "Thanks for your submission" with a booking request number
Or the message "There was an issue submitting the eligibility booking" will appear together with a list of potential issues.
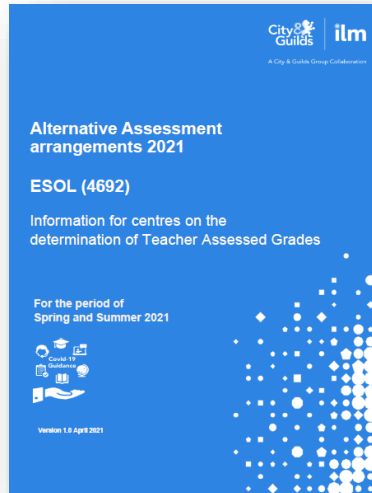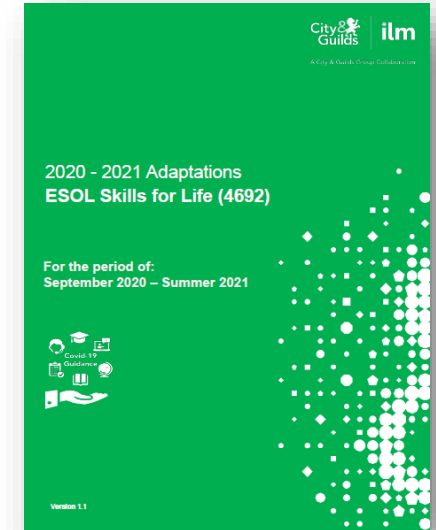
ESOL Skills for Life (4692)

ESOL – Alternative arrangements for 2021

As ESOL Skills for Life is an Ofqual regulated qualification, different rules apply for the assessment arrangements for this academic year

- Teacher Assessed Grades are only available for ESOL as a **last resort**, where you can demonstrate, for individual learners, who are assessment ready **now** that:

  - 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 the assessment remotely

- All the relevant guidance for ESOL can be found on the <u>ESOL Covid-19</u> page
- The adaptations guidance for assessments is in the document with the green cover
- Information about the determination of TAGs is in the document with the blue cover

TAGs for ESOL Skills for Life

The process for creating an Eligibility Booking for ESOL is similar to that described earlier for Essential Skills however, there some key differences:

- As well as submitting individual candidates through the Eligibility Booking process, centres will need to demonstrate why they feel these candidates meet the eligibility requirements to allow a TAG to be submitted for their ESOL assessment(s)
- This is done through the Eligibility Rationale Form (ERF) which can be found on the website <u>here</u>
- This form, which is signed off by the Head of Centre or someone who is authorised to act on their behalf, needs to include details of the reasons why assessments cannot be delayed, or live assessments cannot be delivered either face to face or remotely for the individual learners listed in the Eligibility Bookings
- Centres will only need to complete one ERF for ESOL, in each window

TAGs for ESOL …

Before completing the Eligibility Booking submission
- Candidates must be registered for 4692-01 or 4692-02
- Candidates must be **assessment ready**, this means, after a period of teaching & learning, the teacher is confident, in that moment of time, that if the learner was to sit the assessment through usual methods, they would meet/exceed the pass standard.
  - If the teacher is not confident of this then they should delay applying to submit a TAG and continue teaching and learning

There may be some learners who were due to take their 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 if:
- their course end date is in the past and assessment is overdue, and,
- they would have been considered eligible for a TAG **at the time they were ready to take a live assessment,** and,
- the centre has supporting evidence to demonstrate the learner was assessment ready, and,
- 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 take the assessment.
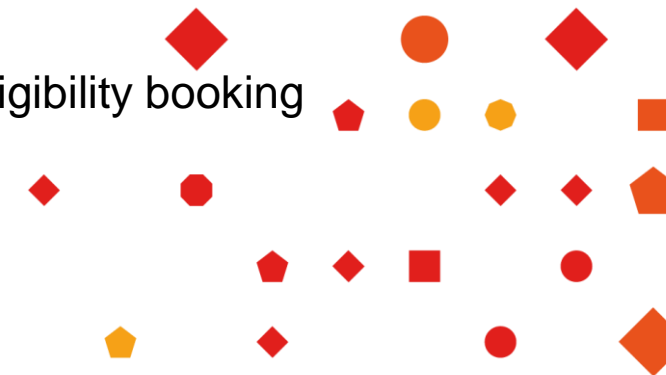
Eligibility Booking …

To submit your Eligibility Booking:
- Log in to Walled Garden and in the catalogue, select 'Place Order'
- Select order type ' Eligibility Booking'
- You will need to complete the information fields under 'Eligibility Booking details'
  - Your centre number will auto populate if you only have one centre, otherwise you need to select the relevant number from the drop-down list
  - Check the submission window – the system should show the current window unless the date is within one week of the next window when it will move on – make sure it is showing the window you require.
  - Select the assessment code for the booking that you are making for example 4692-202 for Level 2 Writing to Convey Information

NB: For Level 1 & 2 Reading the system will **only** display the e-volve assessment codes (4692-501 for Level 1 and 4692-601 for Level 2) you will need to use these, even if you would normally use paper-based assessments

  - Give each booking a reference number so you can locate individual candidates by eligibility booking

Add candidates to an Eligibility Booking

Add candidates to the booking:

- Select 'Add candidate'
- Use one of the **four** ways to select individuals from the candidates that you have registered for the ESOL qualification:
  - Use the candidate details field
  - Use cohort details
  - Use the enrolment number
  - Or search for candidates by using their ULN

Continue to add candidates until you are ready to submit your booking, Give the booking a cohort name and submit.
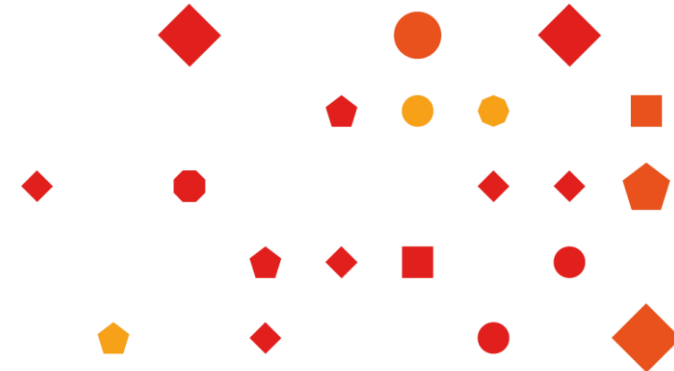
Eligibility status

Eligibility status – step 2

Our quality teams will review the Eligibility Bookings and for ESOL they will review the ERF with reference to the rationale given for the request for eligibility approval

- Once this process has been completed it will be possible to review the status of the individual candidates
- Log in to Walled Garden and click on the Eligibility Booking tab
- Search for candidate(s) using the Eligibility Booking request number, Qualification Number, Window, Centre Number, Assessment Code and Status
- This will generate a list and in the column marked 'Status' on the far right you will see one of the following status positions

  - Pending

  - Approved

  - Rejected

  - Action Needed

Action needed …

How to view the feedback when the status is 'Action needed'

This status means that we require more information to support your eligibility booking, which may include evidence of your candidates being eligible for TAG

- this applies to ESOL **only** – we will not request further evidence for Essential Skills at this time

- To review the feedback, select 'Action Needed' in the status box and click on 'Search'
- Select a Booking
- See the 'City & Guilds Feedback' box to review the information and see what action needs to be taken.
- If we require further evidence for your ESOL submission we will advise you how to share this with us
  - We are finalising a secure way to share this information and will be updating our guidance with the details shortly

TAG results submission

Submitting your TAGs

Once the status of the Eligibility Booking has been marked as 'Approved' and the TAG results submission window opens:

- Individual candidate results can be entered into Walled Garden.
- We will be updating our guidance documents with step by step instructions and screen shots in due course
- The key days for the submission windows are

Assessment Window 1		
	Open	Closes
Submission of TAG results	4/5/21	21/5/21

Assessment Window 2		
	Open	Closes
Submission of TAG results	4/6/21	25/6/21

Assessment Window 3		
	Open	Closes
Submission of TAG results	9/7/21	30/7/21

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Results issue

The results for each submission window will be released by a deadline per window

Assessment Window 1		
	Open	Closes
Results release deadline		18/6/21

Assessment Window 2		
	Open	Closes
Results release deadline		23/7/21

Assessment Window 3		
	Open	Closes
Results release deadline		27/8/21

Support

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

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Questions
answers

Thank you

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