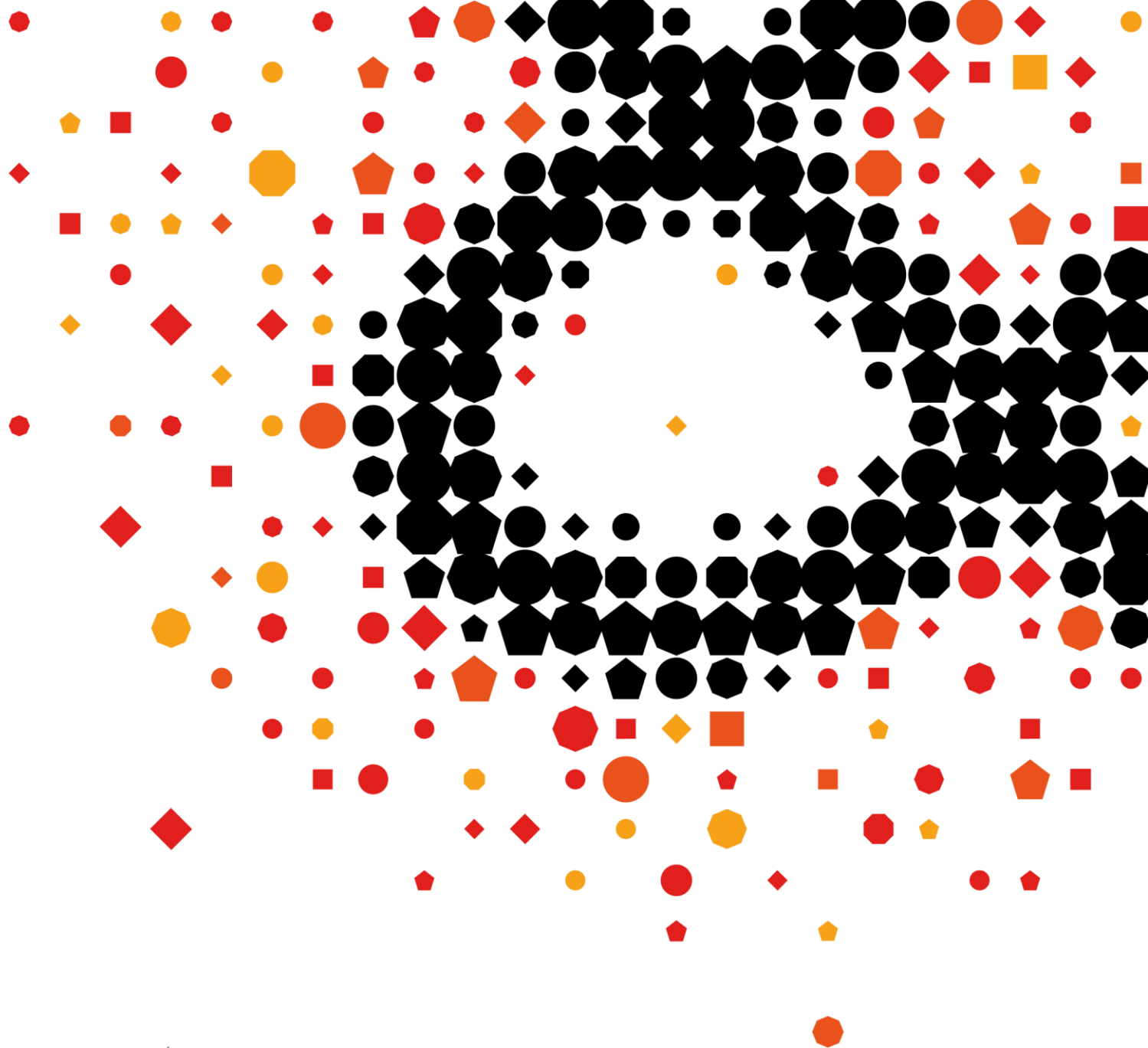


# Centre Determined Grades

## Essential Skills Qualifications (Wales) (3868)

30 April 2021



# Contents of the session

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2. Step 1 Essential Skills (3868) – Eligibility Booking
3. Step 2 Eligibility status
4. Step 3 Internal Quality Assurance
5. Step 4 Submitting CDGs
6. Step 5 External Quality Assurance
7. Step 6 Results

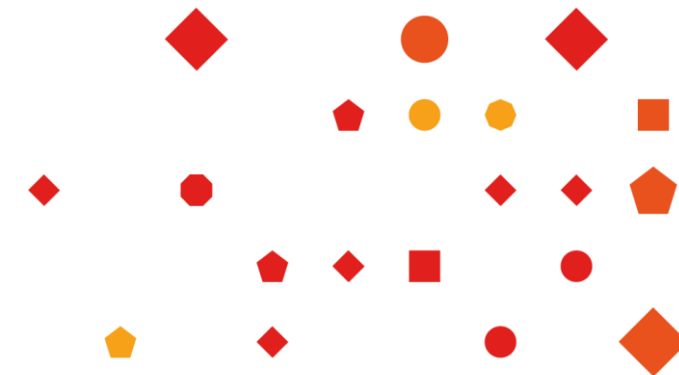


# Key dates

Assessment Window 2		
	Open	Closes
Eligibility submission	24/4/21	28/5/21
Submission of 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 CDG results	9/7/21	30/7/21
Results release deadline		27/8/21

We are likely to have at least one further window following Assessment Window 3





# Step 1 – Eligibility Booking

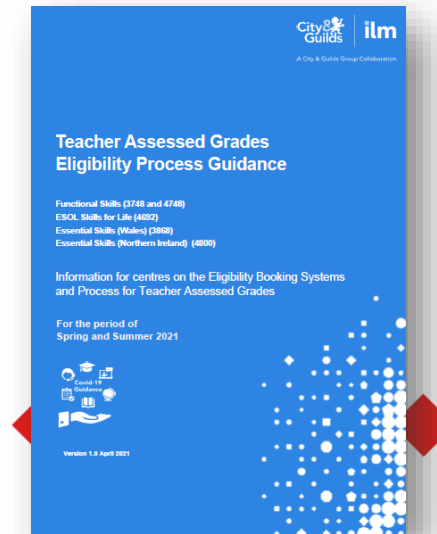
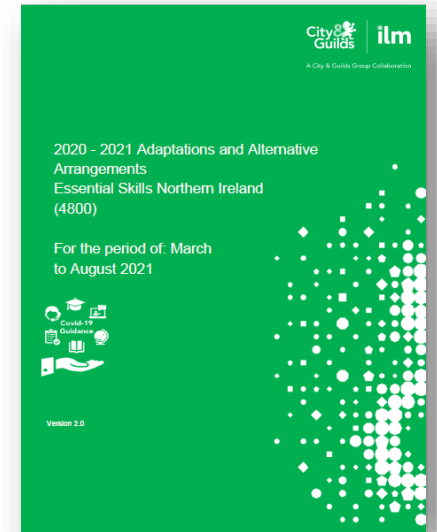
# Essential Skills Qualifications (Wales) (3868)

## Where assessments can be delivered as usual or in line with the adaptations,

- Please refer to the 2020 – 2021 Adaptations document
- This is the one with a green cover
- Entry Level ECommS and EAoNS

## Where delaying assessments or delivering adapted assessments is not possible

- An alternative process of **Centre Determined Grades (CDG)** has been put in place
- For those learners who have completed teaching & learning and are considered to be functioning at the required level and
- Are due to complete their ESW qualification before 31 August
- 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.





# Essential Skills Centre Determined Grades

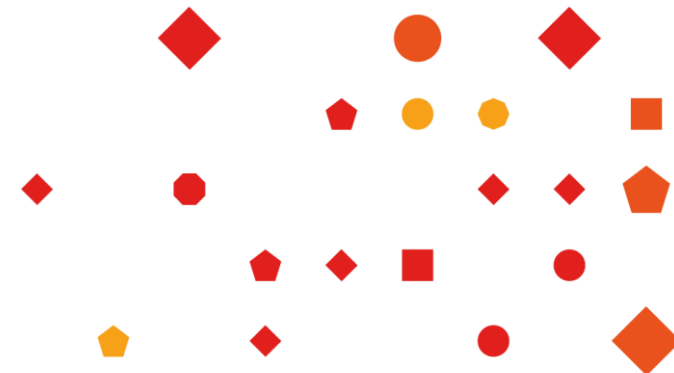
## Step 1 – Eligibility Booking

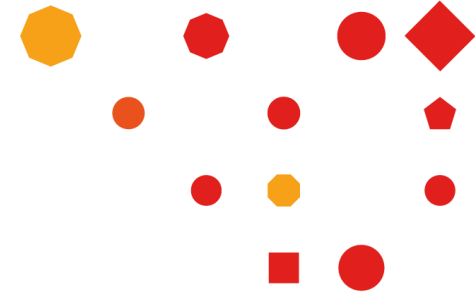
- Candidates must be registered for the relevant qualification:
  - 3868-01, Essential Communication Skills
  - 3868-02, Application of Number
  - 3868-03, Digital Literacy
  - 3868-04, Employability Skills
- You will make a judgement for each candidate for each qualification based on trusted evidence
- Where you hold evidence that the candidate meets or exceeds the pass standard, you can apply for a CDG
- There are two steps in this process:
  - An Eligibility Booking for these candidates in Walled Garden
  - A centre declaration

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





# Selecting the assessment code

Select the Eligibility Booking from the following assessment codes:

Subject	Level	Code
Essential Communication Skills	Entry Level 1	3868-001
Essential Communication Skills	Entry Level 2	3868-002
Essential Communication Skills	Entry Level 3	3868-003
Essential Communication Skills	Level 1	3868-204
Essential Communication Skills	Level 2	3868-205
Essential Communication Skills	Level 3	3868-206

Subject	Level	Code
Essential Application of Number Skills	Entry Level 1	3868-007
Essential Application of Number Skills	Entry Level 2	3868-008
Essential Application of Number Skills	Entry Level 3	3868-009
Essential Application of Number Skills	Level 1	3868-210
Essential Application of Number Skills	Level 2	3868-211
Essential Application of Number Skills	Level 3	3868-212

Subject	Level	Code
Essential Digital Literacy Skills	Entry Level 1	3868-013
Essential Digital Literacy Skills	Entry Level 2	3868-014
Essential Digital Literacy Skills	Entry Level 3	3868-015
Essential Digital Literacy Skills	Level 1	3868-216
Essential Digital Literacy Skills	Level 2	3868-217
Essential Digital Literacy Skills	Level 3	3868-218

Subject	Level	Code
Essential Employability Skills	Entry Level 3	3868-019
Essential Employability Skills	Level 1	3868-020
Essential Employability Skills	Level 2	3868-021
Essential Employability Skills	Level 3	3868-022



1.3 Centre number will default if you are only allocated to one.

1.2 Select 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

1.4 This will default to the current or next available window.

1.5 Select from the drop-down list of Assessment codes.

1.6 Add in your internal centre reference number and use this within the Eligibility Rational form to link your submission together.



# 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'

2.1 Add candidates to your eligibility booking using these options here.

### 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

Date of birth Day  Month  Year

Gender

Enrolment No.

Your reference

Search

Select	Enr no.	First name	Middle name	Last name	Gender	D.O.B.	Your ref
<input checked="" type="checkbox"/>	LKT3067	JONATHAN		SMITH	M	21.10.1990	

Add to booking

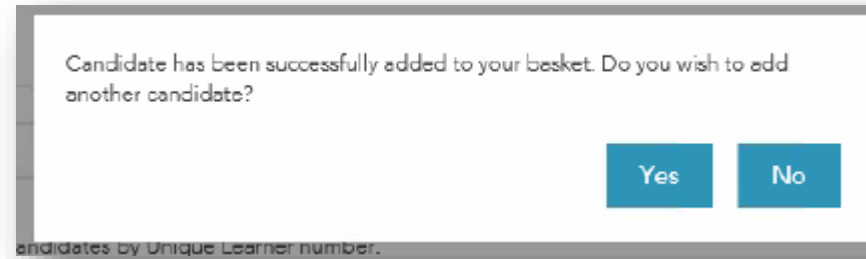
2.2 Select candidate using the tick box.

2.3 Then click on Add to booking.

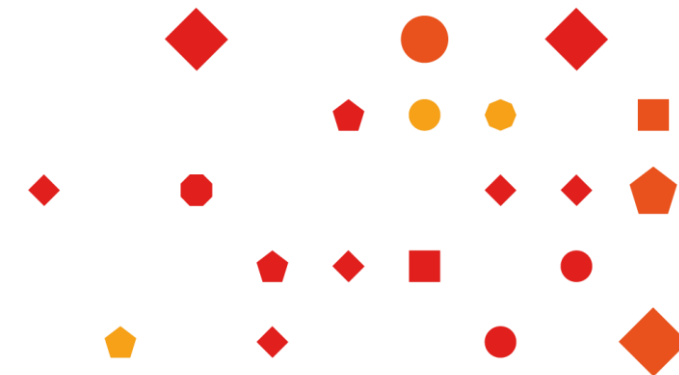
# Adding more candidates to the booking

## Once you have clicked 'Add to booking'

- You will get a dialogue box which asks you if you wish to add another candidate



- 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.





# 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

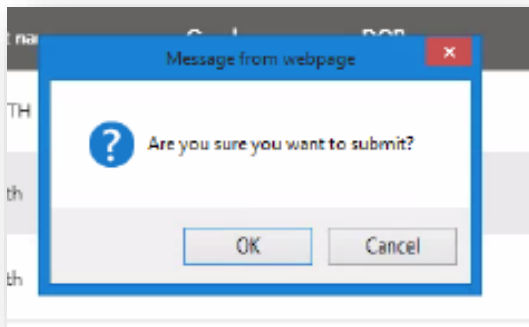
## Two advantages of creating cohorts:

- 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

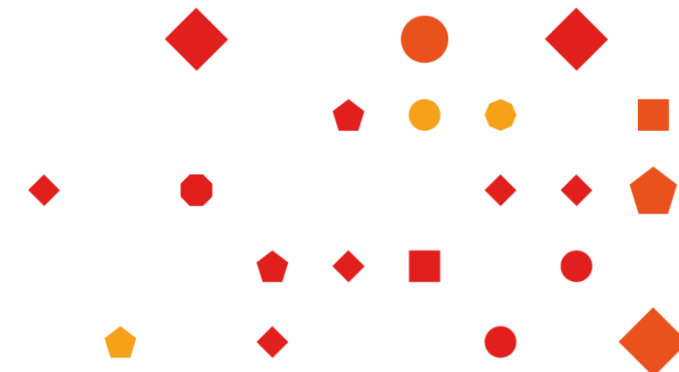
## Once you have added all your candidates:

- 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.

DOB	Your ref	
21.10.1990		Remove
06.04.1986		Remove
15.06.1989	Bob12	Remove





# Essential Skills Centre Policy and Approach form (CPA)

- When you complete the eligibility booking process in Walled Garden to notify City & Guilds of their intention to submit a CDG for learners within a particular assessment window you also need to complete an Essential Skills Centre Policy and Approach form
- You must provide detail around your process for determining CDGs, the use of supporting evidence, and how they will be internally quality assured.
- The form covers the approach for all Essential Skills Qualifications being delivered. It must be completed by the Head of Centre, or someone with the designated authority to act on their behalf, as a statement of compliance.

## It demonstrates:

- the process you will use to determine CDGs,
- how you will ensure sufficient range and appropriate use of evidence,
- robust IQA procedures, including effective internal standardisation,
- evidence retention policy.

You only need to complete one CPA form for each centre in the first assessment window for which you make an eligibility booking



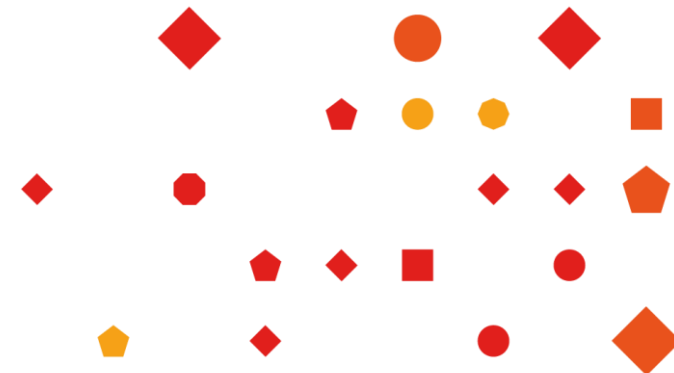
# Step 2 - Eligibility status



# Eligibility status

## Our quality teams will review the Eligibility Bookings

- 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,

- we will not request further evidence for Essential Skills at this time

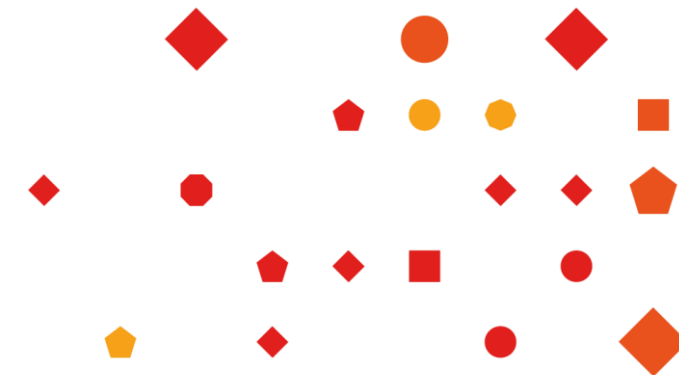


# Step 3 – IQA

# Internal Quality Assurance

**Centres need to ensure that they have a quality assurance policy that covers the following areas:**

- All members of staff involved in making or reviewing CDG judgments must have a common understanding of the Essential Skills subject content and ensuring that there is a common understanding of the performance standard required to achieve a pass grade
- Standardisation activities need to be undertaken relating to:
  - The collection of evidence
  - The review of evidence
  - Making judgements for the CDG based on the evidence





# Evidence

## Sources of suitable evidence to base CDG judgements on are listed in the Alternative Assessment arrangements 2021 guide

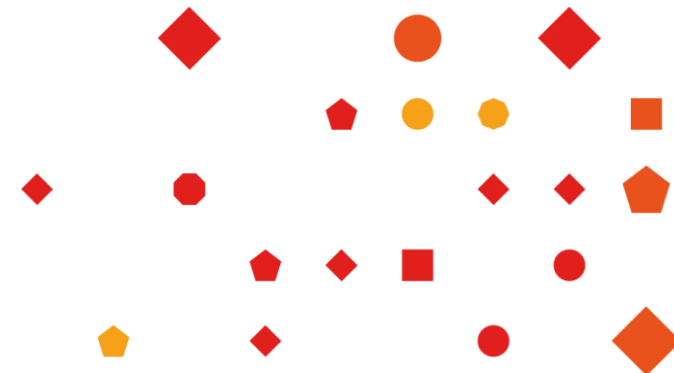
- To determine the most trusted evidence you must consider
- What is the evidence?
  - for example; a sample test/task from the City & Guilds website would be classed as strong evidence
- How it was generated
  - A sample test taken under supervision is stronger evidence than a sample test delivered by email and completed at home

Where the evidence being used is Learner work and not a sample test or task then the evidence that supports the CDG decision must be mapped across the qualification

# Standardisation

**While the pass mark of the sample task is a good indicator of performance**

- It is not the only thing that should be taken into account
- The quality of learner responses should be considered – are they meeting the requirements?
- Teachers and tutors should standardise their understanding of what performance meets the pass standard





# Following the review of evidence

## Centres must retain:

- The evidence used to make each and every CDG
- The evidence of standardisation of teacher decisions
- Evidence of internal quality assurance



# Step 4 - CDG results submission



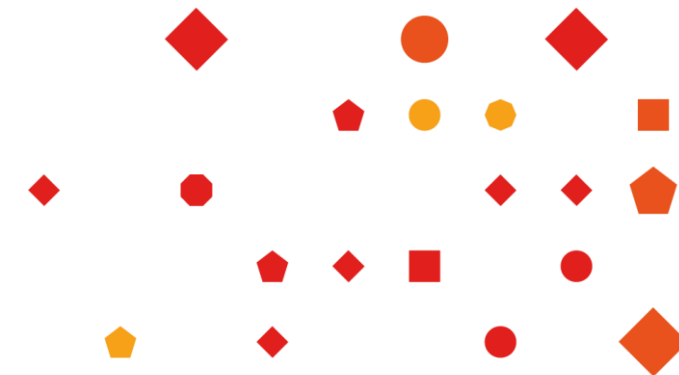
# Submitting your TAGs

**Once the status of the Eligibility Booking has been marked as 'Approved' in Walled Garden and the CDG 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 2		
	Open	Closes
Submission of CDG results	4/6/21	25/6/21

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





# ECommS and EAoNS at Levels 1, 2 & 3

## Where a CDG is submitted for a learner for Levels 1, 2 & 3 ECommS and EAoNS:

- Centres need to claim the results entry component for the learners in Walled Garden
- Provided that this has been done at the point that the CDG result is submitted a qualification certificate will be generated when City & Guilds issues the results for the CDG

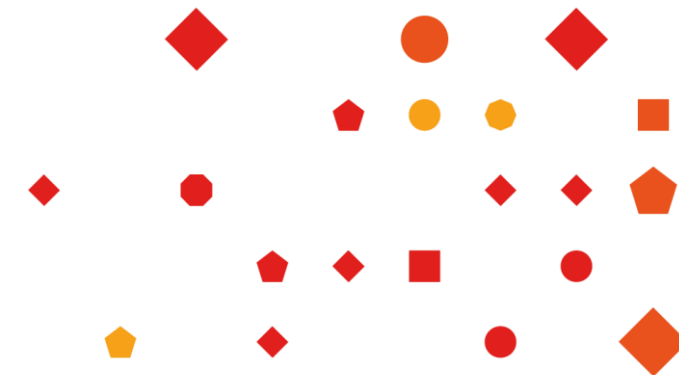


# Step 5 – External Quality Assurance

# EQA

## Once the CDGs have been submitted City & Guilds will commence their EQA processes

- At this stage, centres may be contacted as part of the sampling process
- We may request the following:
  - Evidence from learners which has been used to base CDG judgements on
  - Examples of standardisation activities on candidate evidence
  - Further details around centre IQA processes





# Step 6 – Results



# Results issue

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

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

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

# Support

If you have any further questions about the CDG 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)



# Questions answers



Thank  
you

