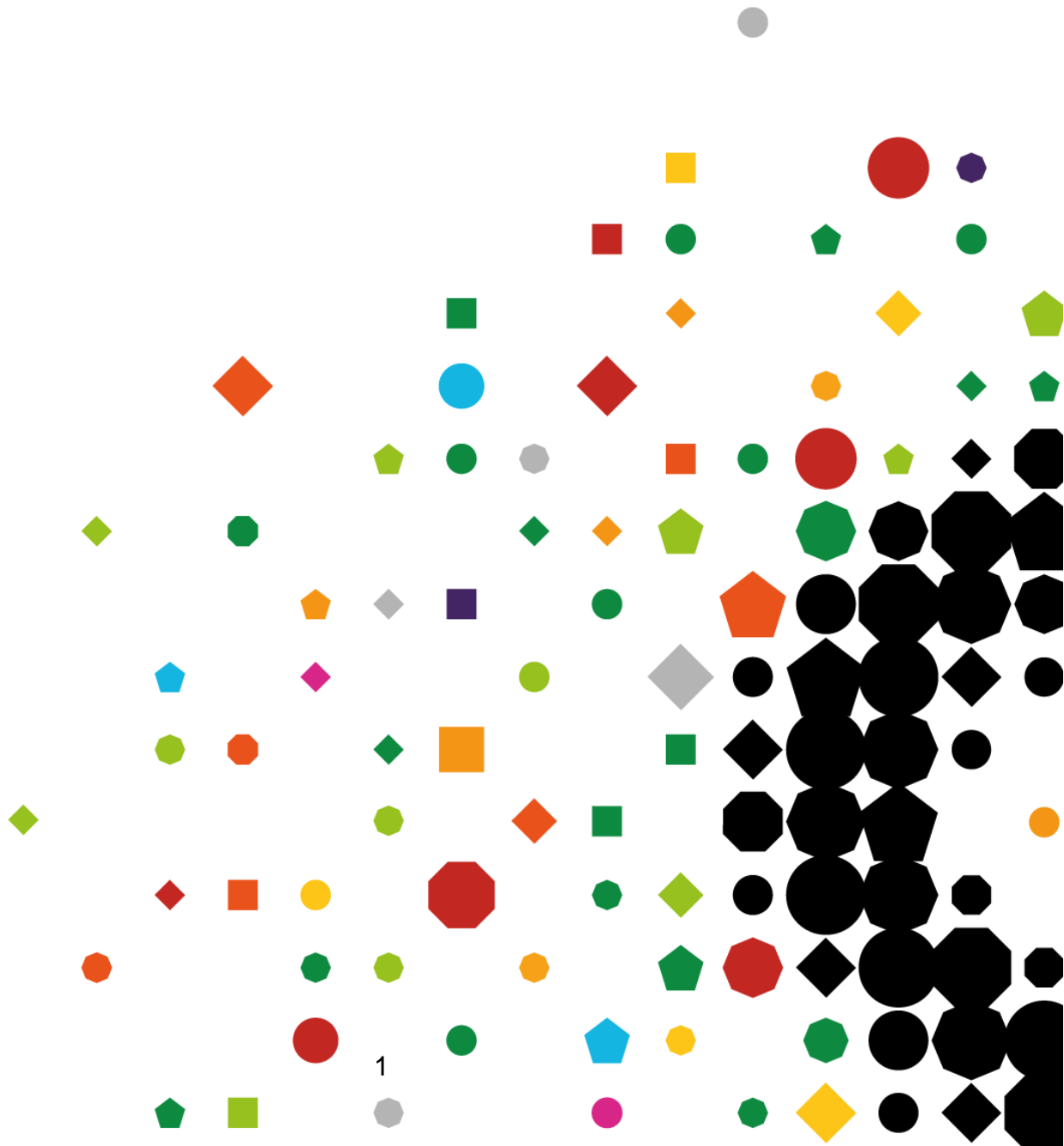


City & Guilds Summer 2020 Grades for VRQs

Information for Heads of Centre, heads of department and tutors on the determination of Centre Assessment Grades

Version 1.1



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1 Introduction

This document has been developed to support centres to provide centre assessment grades for permitted qualifications.

Ofqual confirms, we will be calculating results for vocational and technical qualification that have a core purpose of progression to further or higher education.

This document covers qualification where a calculated results approach will be used.

As City & Guilds has previously announced, the summer 2020 assessment series has been cancelled in order to help fight the spread of the Coronavirus (COVID-19).

As an Awarding Organisation have a responsibility to support our centres in ensuring that:

- the maximum number of candidates possible receive the results that they would have most likely have achieved had they been able to take their assessments in summer 2020; and
- these candidates are protected, as far as is possible, from being systematically advantaged or disadvantaged by the current situation.

We are committed to developing a process that, as far as possible, will:

- be practicable and manageable for centres
- support the validity and reliability of candidate results
- maintain standards.

Eligible candidates will receive a **calculated result** for assessments they were due to complete this academic year. These will be used to determine the overall qualification grade that candidates will receive. Calculated results will draw appropriately on a range of trusted evidence and will be based primarily on tutor judgements of what result each candidate would most likely have achieved had they had sat their assessments this summer. These will then be subject to quality assurance by City & Guilds. City & Guilds will also quality assure the judgements across different centres once they have been submitted. Where there are banked assessment results already achieved for candidates, these will be used.

We therefore require centres to determine for each candidate **centre assessment grades** for each assessment component that they have not yet achieved or completed, for the Qualification on which they are registered. This document is aimed at providing practical information to support this activity.

1.1 Scope

The information in this document applies to City & Guilds approved Centres in England, Scotland, Wales and Northern Ireland who offer Ofqual-regulated City & Guilds vocationally-related qualifications (VRQs) that have been identified as permitting calculated results. Please check the Assessment Mitigation Centre Guidance on our website here -

<https://www.cityandguilds.com/covid-19/mitigation-approaches-for-vrqs-nvqs>

This information is provided in the context of the most up-to-date advice for educational settings provided by the Department for Education (DfE) and Public Health England¹.

For specific information for technical qualifications, Functional Skills assessments, Essential Skills Northern Ireland, Essential Skills Wales and ESOL can be found here -

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

If that advice changes, Heads of Centre should consider this information in the light of any updated guidance.

¹ <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

2 Information centres need to provide

City & Guilds will require centres to submit the following information, to support the calculation of results:

A **centre assessment grade** for each assessment component (that they have not yet achieved) for each candidate. This will be a considered estimation of the grade that each candidate would most likely have achieved had they completed their assessment components this year. This professional judgement is derived from evidence held within the centre and which has been reviewed by tutors and relevant heads of department. We will only require an estimated grade. We **do not** require interval or rank ordering.

In summary, between now and 26 June, you can:

Step 1 – Identify your candidates; only include candidates that are on programme and aiming to complete

Step 2 – Review the evidence available for each candidate, for each assessment component that they have not yet achieved

Step 3 – Assign a centre assessment grade for each candidate, for each component

Step 4 – Internal sign-off within the centre.

Step 5 – Submit Centre Assessment Grades via a portal on the Walled Garden

Where candidates have an achieved result for an assessment component this will be used, an improved estimated grade submission is **not** permitted. However, if the candidate failed the previous assessment and was due to re-sit then centres will have the opportunity to enter an estimated result for this re-sit. This will be subject to the same quality assurance as other centre assessment grades.

2.1 Centre assessment grades

This will be a holistic, professional judgement balancing different sources of trusted evidence. Tutors and heads of department will have a strong understanding of candidates' skills, knowledge and understanding, and how their performance might compare to other candidates within the cohort this year.

Heads of department and tutors must consider each candidate's performance over the course of study and make a realistic judgement of the grade each candidate would have been most likely to get if they had taken their assessment(s) this spring/summer. This includes 'Fail' grades.

2.2 Sources of evidence

In coming to this holistic judgement, centres should assume that it is no easier or harder for a candidate to achieve a particular grade this year, compared to previous years. Judgements should reflect how they would have performed under ordinary circumstances.

Tutors must draw on existing records and available evidence (as far as possible in the context of current public health advice). It is important that the judgements are objective, and they must only take account of evidence about candidate performance.

Given the timing of the announcement, we recognise that centres will have incomplete evidence. Judgements must be made on the evidence that is available.

There is no requirement to set additional formative, practice/sample tests or homework tasks for the purposes of determining centre assessment grades and no candidate should be disadvantaged if they are unable to complete any work set after centres were closed. Learning up to the **20 March** provides the main evidence for grade estimation. It could be disadvantageous to consider teaching and learning after the closure of centres due to candidates' access to technology and difficulties verifying authenticity of work. Where additional work has been completed after centres were closed, Centres must exercise caution where that evidence suggests a change in performance. In many cases this is likely to reflect the circumstances and context in which the work was completed.

Evidence that could be used includes (this is not an exhaustive or exclusive list):

- Results from any completed external assessments
- Previous examination results, for example any re-sitting candidates or those with relevant smaller qualifications
- Results of any completed optional/mandatory centre-assessments from the course of study
- Internal marks for any centre assessed components that have not been completed or submitted
- Any formative or practice exam/assessment results
- Participation and performance in skills-based activities
- Candidates percentage of attendance prior to centre closures
- Overall candidate performance and progress
- Classwork/homework
- Internal tutor assessment and progress data
- Any other records of candidate performance over the course of study

Centres must retain records of the evidence that they have used to determine their assessment grades for audit purposes, and any follow-up queries about the evidence.

Please note that centre assessment grades (i.e. the ones that you are determining) are not the same as:

- working at grades (the grade a candidate is currently working at)
- target grades (often set a little higher than likely to be achieved, to motivate candidates)
- predicted grades provided to UCAS in support of university applications

2.3 Access arrangements and special consideration

For any candidates where access arrangements have been agreed (for example a reader or extra time), the judgement should take account of likely achievement with the access arrangement in place.

Centres should give consideration of where illness or other personal circumstances might have affected candidate performance in formative assessments or assessment components that have already been undertaken.

2.4 Submitting information to City & Guilds

We are currently working to confirm the process to collect this data in a way that is as practicable and manageable as possible for centres. At this stage we can confirm that the submission window will commence on **1 June 2020** and centres will be given more details in due course.

While you can begin the work to generate the grade please do not try to submit data until City & Guilds has issued instructions.

Please note that in order to ensure the validity and reliability of results as much as possible we may need to follow up with centres to request further information about the rationale for their centre assessment grades. We will ensure that these discussions are open and transparent, and we will work closely with centres to ensure that standards are maintained, and candidates are neither advantaged nor disadvantaged as far as possible.

2.5 Internal sign-off within the centre

- a) Department sign-off

Each set of centre assessment grades for each assessment component for each Technical Qualification must be signed off by at least **two** tutors/staff members, one of whom should be the head of department (or where if there is only one tutor or only one is available, by the Head of

Centre). Where a staff member might have a personal interest in a candidate (for example as a relative), Heads of Centre should make sure that additional controls are put in place, as appropriate.

b) Head of Centre sign-off

The Head of Centre will be required to confirm that the centre assessment grades, and the rank order of candidates are a true representation of candidate performance. If the Head of Centre is unavailable to do this, it may be delegated to a Deputy. In reviewing these centre assessment grades, the Head of Centre should consider how the distribution of centre assessment grades compares with grades achieved by the centre in previous years. The Head of Centre will be required to submit a declaration confirming this when the centre assessment grades are submitted. The declaration should include details of the evidence that was used, and a justification if the distribution is significantly different from previous cohorts.

The Head of Centre is:

- the head of a school; or
- the principal of a college; or
- the chief officer of an institution which is approved by City & Guilds as an examination/assessment centre (including employers).

2.6 Sharing data with candidates

Centres must **not, under any circumstances, share the centre assessment grades of candidates** with candidates or any other individuals outside the centre, before final results have been issued by City & Guilds. This is to protect the integrity of tutors' judgements, and to avoid tutors, heads of department, senior leaders or Heads of Centre being put under pressure by candidates, to submit a grade that is not supported by the evidence, or has not been quality assured by City & Guilds.

Once centre assessment grades have been submitted to City & Guilds, the process to produce the final grades will start. More information will be made available to centres to facilitate any appeals against the process at the time that final results are issued by City & Guilds.

2.7 Arrangements for appeals

There will be an appeal process available for centres this year and details on this will be made available shortly.

3. Further advice and information

For all queries relating to the arrangements for summer exams and assessments, contact the Quality Team at City & Guilds. We're available Monday to Friday 9am to 5pm excluding UK public holidays.

Related documents

Ofqual guidance on [awarding qualifications in summer 2020](#)

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