

Centre Assessment Grades

Head of Centre Declaration – Technical Qualifications

Please provide one completed declaration for all Technical Qualifications.

Centre assessment grades submitted to Walled Garden will not be processed until City & Guilds has received this form.

Qualification	Submission window
Technical Qualifications	01 June – 26 June 2020

Please ensure you have read the latest information and guidance documents available on our web pages:

[Technical Qualifications](#)

Section 1 Head of Centre details		
Centre number		
Centre name		
Please confirm who is completing this form: <input type="checkbox"/> Head of Centre <input type="checkbox"/> Acting on behalf of the Head of Centre		
Head of Centre (or deputy)	Name	
	Email	
	Phone	
	Official job title	

Section 2 Qualification details

Please record the Technical Qualifications this declaration corresponds to.

Centres are permitted to send a list of full qualification details in 'excel format' as an attachment to their email instead of completing this page if desirable.



Section 3 Technical Qualifications (further details)

Please select the evidence used to determine the centre assessment grades:

- | |
|---|
| 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 year one or year two |
| Internal marks for centre synoptic assignment tasks that have not been completed or moderated |
| Internal marks for any other centre assessed components that have not been completed or submitted |
| Any formative or practice exam/assessment results |
| Participation and performance in skills-based activities |
| Overall candidate performance and progress |
| Classwork/homework |
| Internal tutor assessment and progress data |
| Assessment evidence completed after 20 March 2020 |
| Comparison with the performance of previous cohorts |

Any other records of candidate performance over the course of study, please specify:

For submitted synoptic assignment and theory exam centre assessment grades, please provide a rationale/commentary for any assessments where there is a significant variation in achievement rates or volumes than in previous years.



Section 4 The Declaration

- As Head of Centre I confirm/understand that;
- the centre assessment grades submitted are an accurate and fair representation of the candidates' expected achievement,
 - all available evidence has been used in determining the centre assessment grades,
 - a comparison was made with previous achievement rates (where applicable),
 - in determining centre assessment grades, all staff involved have considered these objectively in line with [Ofqual guidance](#),
 - all teachers/tutors have agreed the rank order of candidates (where applicable),
 - centre assessment grades have been submitted only for candidates that are eligible and were expected to take the assessment in summer 2020,
 - centre assessment grades have not been disclosed to either the candidate or their parent/guardian,
 - City & Guilds will conduct quality assurance of centre assessment grades, and may request further information to support their validity,
 - all evidence must be retained at the centre and provided upon request,
 - failure to meet the above requirement could affect City & Guilds' ability to issue results on the published dates and may constitute malpractice.

Signature:

Date:

Please submit this form to Estimation.Quality@cityandguilds.com after **ALL** centre assessment grades have been submitted to the Walled Garden tool.