

Centre Assessment Grades

Head of Centre Declaration – Extended Project Qualification

Please provide one completed declaration.

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

| Qualification | Submission window |
|--------------------------------|------------------------|
| Extended Project Qualification | 01 June – 26 June 2020 |

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

[Extended Project Qualification](#)

| 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 Extended Project Qualification (further details)

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

| | |
|--------------------------|---|
| <input type="checkbox"/> | Any work towards the Extended Project, even where this has not been fully completed |
| <input type="checkbox"/> | Overall candidate performance and progress |
| <input type="checkbox"/> | Classwork/homework |
| <input type="checkbox"/> | Internal tutor assessment and progress data |
| <input type="checkbox"/> | Any other records of candidate performance |
| <input type="checkbox"/> | Any formative assessment results |
| <input type="checkbox"/> | Previous results in your centre |
| <input type="checkbox"/> | The performance of this year's candidates compared to those in previous years |
| <input type="checkbox"/> | Comparison with the performance of previous cohorts |

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

Please provide a rationale/commentary where there is a significant variation in achievement rates or volumes than in previous years.



Section 3 The Declaration

- I confirm that these centre assessment grades, and the rank order of candidates have been checked for accuracy, reviewed by a second member of staff (where possible) and are accurate and represent the objective and professional judgements made by my staff, that entries were appropriate for each candidate and that each candidate has no more than one entry per subject.

Having reviewed the relevant processes and data, I am confident that they honestly and fairly represent the grades that these candidates would have been most likely to achieve if they had sat their assessments as planned, and that they have not been disclosed to either the candidate or their parent/guardian. In determining centre assessment grades, all staff involved have considered these objectively in line with Ofqual guidance.

I understand that Awarding Organisations will conduct a statistical standardisation exercise, using a model developed with Ofqual, and that, if the profile of grades submitted is substantially different from what might be expected based on my centre's historical results and the prior attainment of this year's candidates, the grades for my centre will be adjusted to bring them into line with national standards.

Signature:

Date:

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

