

## Centre Assessment Grades

### Head of Centre Declaration – Core Maths

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
<b>Level 3 Core Maths: Using and Applying Mathematics</b>	01 June – 26 June 2020

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

[Core Maths](#)

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      Core Maths (further details)**

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

Any formative or practice exam/assessment results;
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
Any formative assessment results
Previous results in your centre
Comparison with the performance of previous cohorts

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

For submitted 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 3 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](mailto:Estimation.Quality@cityandguilds.com) after **ALL** centre assessment grades have been submitted to the Walled Garden tool.

