

Centre Assessment Grades

Head of Centre Declaration – Functional Skills

Please provide one completed declaration for all Functional Skills qualifications.

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

| Qualification | No. | Submission window |
|--------------------------|-------------|------------------------|
| Functional Skills | 3748 & 4748 | 01 June – 26 June 2020 |

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

[Functional Skills](#)

| 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 Functional Skills qualifications this declaration corresponds to.

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Section 3 Functional Skills

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

Previous centre-marked attempts at Functional Skills practice tests

Previous attempts at the live exam

Formative assessment results. Formative assessment is defined as assessment undertaken to check learning has taken place and assess progress towards the level. This can be centre-devised or a commercially available product. This does not include initial and diagnostic assessment (see below)

Any other candidate work towards the qualification (i.e. work they have independently undertaken in class or at home)

Candidate work demonstrating the skills assessed by Functional Skills qualifications that has been completed in support of another qualification learning aim

Comparison with the performance of previous cohorts

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

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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 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.

