

## Centre Assessment Grades

### Head of Centre Declaration – Essential Skills Wales

Please provide one completed declaration.

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

**Please note you only need to complete this declaration if you have submitted Centre Assessment Grades for your candidates. This declaration does not apply to ‘partial completion’.**

Qualification	No.	Submission window
<b>Essential Skills (Wales)</b>	(3868)	01 June – 26 June 2020

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

[Essential 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 qualifications this declaration corresponds to.




### Section 3 Centre assessment grades

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

Course work completed towards the qualification (i.e. work they have undertaken in class or at home)

Formative assessment (either centre-developed or commercial product but should not include initial / diagnostic assessment as this is just used to place the candidate on the level they are studying)

Practice tests/sample tasks

Your expected achievement rate on each qualification for this year (with reference to historic achievement rates, where this is available)

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 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 the relevant regulatory 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.