

Centre Assessment Grades

Head of Centre Declaration – Essential Skills Northern Ireland

Please provide one completed declaration.

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

Qualification	No.	Submission window
Essential Skills (NI)	(4800)	01 June – 16 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 Essential Skills (Northern Ireland)

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

<input type="checkbox"/>	Banked components
<input type="checkbox"/>	Completed internal assessment tasks
<input type="checkbox"/>	Candidates' performance during their course of study
<input type="checkbox"/>	Candidate prior attainment
<input type="checkbox"/>	Completion of guided learning hours
<input type="checkbox"/>	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 after **ALL** centre assessment grades have been submitted to the Walled Garden tool.

