

## Centre Assessment Grades

### Head of Centre Declaration – ESOL

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
<b>ESOL</b>	(4692)	01 June – 26 June 2020

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

[ESOL](#)

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 ESOL**

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

	Practice tests
	Formative assessment undertaken to check learning and assess progress (this can be centre-devised or a commercially available product)
	Any other candidate work towards the qualification (i.e. work they have independently undertaken in class or at home);
	Previous attempts at live assessments
	Progression data

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 [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.

