

## Centre Assessment Grades

### Head of Centre Declaration – Other VRQs

Please provide one completed declaration for all other VRQs.

**NOTE:** *Technical Qualifications, Extended Project Qualification, Functional Skills, Essential Skills, Core Maths and ESOL should be recorded separately on the correct declaration.*

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

Qualification	Submission window
<b>VRQs</b>	01 June – 26 June 2020

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

[VRQs & NVQs](#)

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.


Centres are permitted to send a list of full qualification details in 'excel format' as an attachment to their email instead of completing this page if desirable.



### Section 3 VRQs (further details)

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

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Any formative or practice exam/assessment results            |
| <input type="checkbox"/> | Participation and performance in skills-based activities     |
| <input type="checkbox"/> | Candidates percentage of attendance prior to centre closures |
| <input type="checkbox"/> | Overall candidate performance and progress                   |
| <input type="checkbox"/> | Classwork/homework   |
| <input type="checkbox"/> | Internal tutor assessment and progress 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.