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| **CAG-CD1** |  |
| **Technical Qualifications** |



**Centre Assessment Grades**

Head of Centre Declaration – Technical Qualifications

Please provide one completed declaration for all Technical Qualifications.

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

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| **Qualification** | **Submission window** |
| Technical Qualifications | 01 June – 26 June 2020 |

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

**[Technical Qualifications](https://www.cityandguilds.com/covid-19/technical-qualifications)**

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| **Section 1 Head of Centre details** | | | |
| Centre number | |  |  |
| Centre name | |  | |
| Please confirm who is completing this form:  Head of Centre  Acting on behalf of the Head of Centre | | | |
| Head of Centre  (or deputy) | Name |  | |
| Email |  | |
| Phone |  | |
| Official job title |  | |

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| **Section 2 Qualification details** | | |
| Please record the Technical Qualifications this declaration corresponds to. | | |
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**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.**

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| **Section 3 Technical Qualifications (further details)** | |
| Please select the evidence used to determine the centre assessment grades: | |
|  | Results from any completed external assessments |
|  | Previous examination results, for example any re-sitting candidates or those with relevant smaller qualifications |
|  | Results of any completed optional/mandatory centre-assessments from year one or year two |
|  | Internal marks for centre synoptic assignment tasks that have not been completed or moderated |
|  | Internal marks for any other centre assessed components that have not been completed or submitted |
|  | Any formative or practice exam/assessment results |
|  | Participation and performance in skills-based activities |
|  | Overall candidate performance and progress |
|  | Classwork/homework |
|  | Internal tutor assessment and progress data |
|  | Assessment evidence completed after 20 March 2020 |
|  | 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 synoptic assignment and theory exam 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. | |
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| **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](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886921/Guidance_on_objectivity_in_grading_and_ranking_21MAY2020.pdf), * 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: |
|  | Click or tap to enter a 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.