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| **CAG-CD4** |  |
| **Functional Skills**(3748 & 4748) |

 

**Centre Assessment Grades**

Head of Centre Declaration – Functional Skills

Please provide one completed declaration for all Functional Skills qualifications.

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

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| **Qualification** | **No.** | **Submission window** |
| **Functional Skills** | 3748 & 4748 | 01 June – 26 June 2020 |

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

**[Functional Skills](https://www.cityandguilds.com/covid-19/functional-skills)**

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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 Functional Skills qualifications this declaration corresponds to.  |
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| **Section 3 Functional Skills**  |
| Please select the evidence used to determine the centre assessment grades: |
|[ ]  Previous centre-marked attempts at Functional Skills practice tests |
|[ ]  Previous attempts at the live exam |
|[ ]  Formative assessment results. Formative assessment is defined as assessment undertaken to check learning has taken place and assess progress towards the level. This can be centre-devised or a commercially available product. This does not include initial and diagnostic assessment (see below) |
|[ ]  Any other candidate work towards the qualification (i.e. work they have independently undertaken in class or at home) |
|[ ]  Candidate work demonstrating the skills assessed by Functional Skills qualifications that has been completed in support of another qualification learning aim |
|[ ]  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 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 after **ALL** centre assessment grades have been submitted to the Walled Garden tool.