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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](mailto:Estimation.Quality@cityandguilds.com) after **ALL** centre assessment grades have been submitted to the Walled Garden tool.