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| **CAG-CD5** |  |
| **Essential Skills Wales**(3868) |

 

**Centre Assessment Grades**

Head of Centre Declaration – Essential Skills Wales

**Please note you only need to complete this declaration if you have submitted Centre Assessment Grades for your candidates. This declaration does not apply to ‘partial completion’.**

Please provide one completed declaration.

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** |
| **Essential Skills (Wales)** | (3868) | 01 June – 26 June 2020 |

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

**[Essential Skills](https://www.cityandguilds.com/covid-19/nations)**

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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 qualifications this declaration corresponds to.  |
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| **Section 3 Centre assessment grades** |
| Please select the evidence used to determine the centre assessment grades: |
|[ ]  Course work completed towards the qualification (i.e. work they have undertaken in class or at home) |
|[ ]  Formative assessment (either centre-developed or commercial product but should not include initial / diagnostic assessment as this is just used to place the candidate on the level they are studying) |
|[ ]  Practice tests/sample tasks |
|[ ]  Your expected achievement rate on each qualification for this year (with reference to historic achievement rates, where this is available) |
|[ ]  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 the relevant regulatory 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: |
|  | 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.