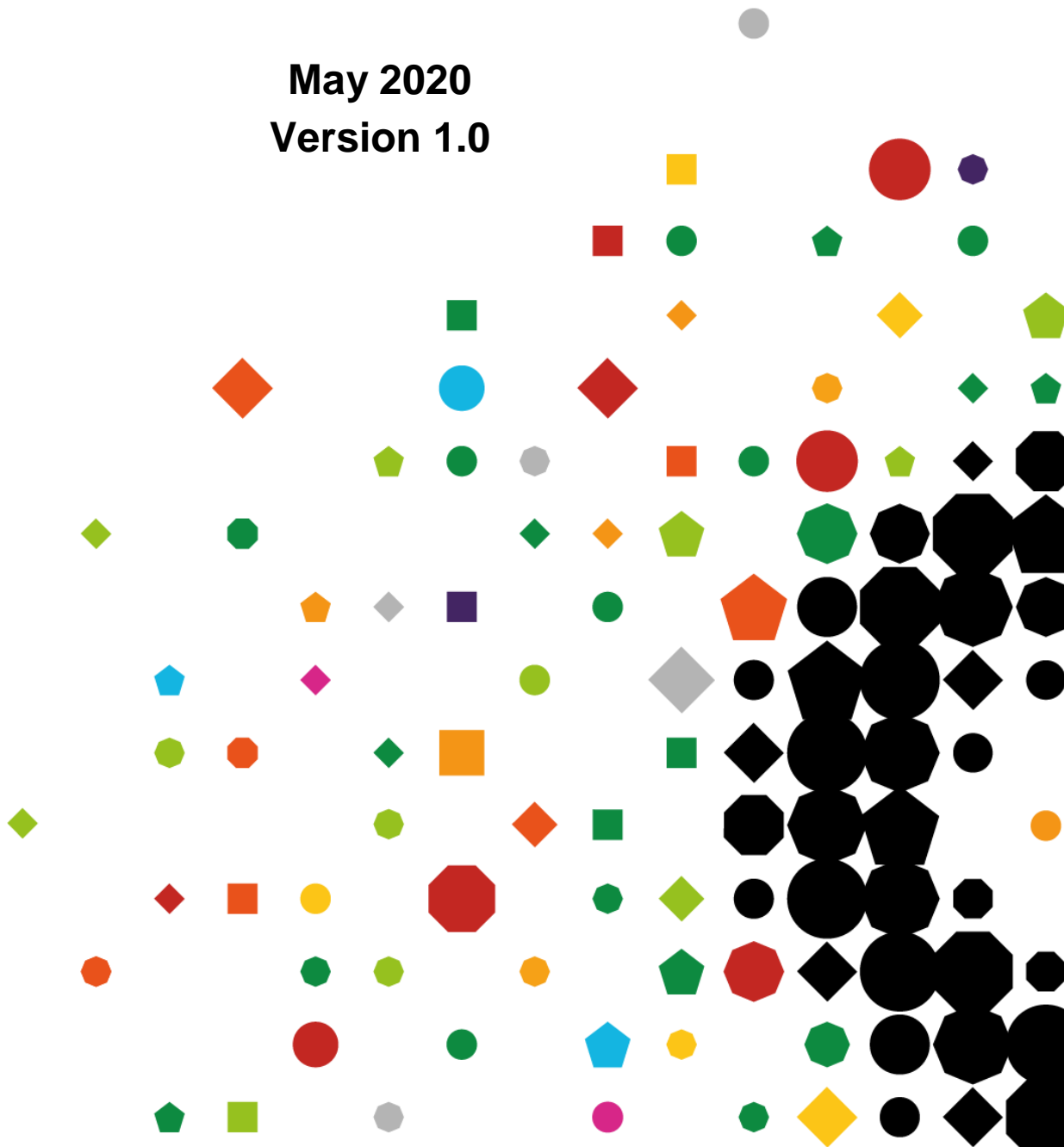


# City & Guilds summer 2020 grades for ESOL Skills for Life (4692)

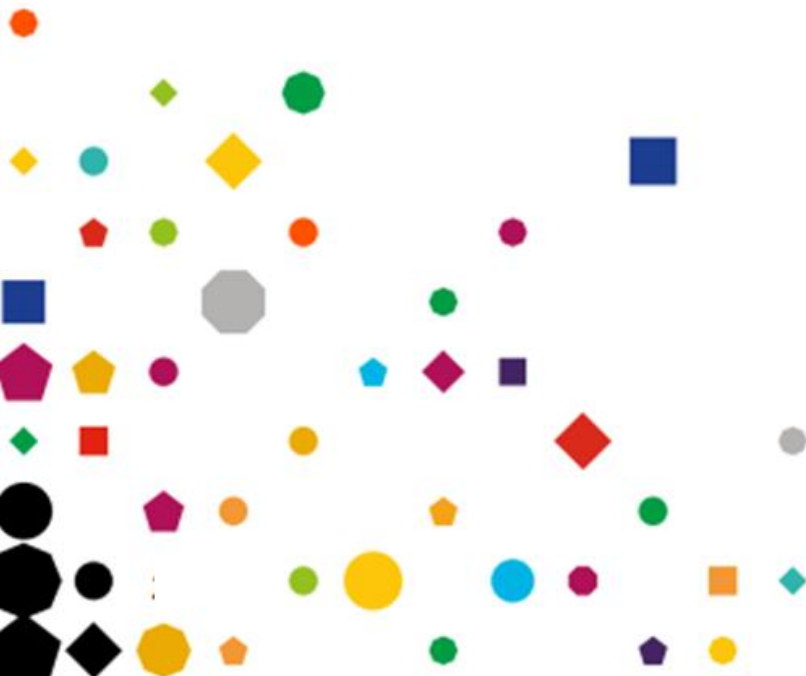
Information for Heads of Centre, heads of department and tutors on the determination of centre assessment grades, in relation to Covid-19 disruption

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## 1. Introduction

In order to help fight the spread of the Coronavirus (COVID-19), candidates will not be required to complete any outstanding assessments this summer to achieve their ESOL Skills for Life qualifications.

In these unprecedented and difficult times, we as an awarding organisation have a responsibility to support our centres in ensuring that:

- the maximum number of candidates possible receive the results that they would have most likely have achieved had they been able to take their assessments between 20 March and 31 July 2020; and
- these candidates are protected, as far as is possible, from being systematically advantaged or disadvantaged by the current situation.

We are committed to developing a process that, as far as possible, will:

- be practicable and manageable for centres
- support the validity and reliability of candidate results
- maintain standards.

For ESOL Skills for Life, eligible candidates will receive a **calculated result** for assessments they were due to complete this summer. These will be used to determine the overall qualification grade that candidates will receive. Calculated results will draw appropriately on a range of trusted evidence and will be based primarily on tutor judgements of what result each candidate would most likely have achieved had they had sat their assessments this summer. These will then be subject to quality assurance by City & Guilds. City & Guilds will also quality assure the judgements across different centres once they have been submitted. Where there are banked assessment results already achieved for candidates, these will be used.

We therefore require centres to determine for each candidate **centre assessment grades** for each assessment component that they have not yet achieved or completed, for the qualification on which they are registered. This document is aimed at providing practical information to support this activity.

The window for submitting data to City & Guilds will open from **1 June 2020**. Further detailed information on the submission process and attendant timescales will be provided to centres shortly.

### 1.1. Scope

The information in this document applies to City & Guilds approved centres in the UK who offer ESOL Skills for Life qualifications (4692).

This information is provided in the context of the most up-to-date advice for educational settings.

If that advice changes, Heads of Centre should consider this information in the light of any updated guidance.

## **2. Calculated results**

### **2.1. Information centres need to provide**

Centres should identify all learners who they would expect to have completed the qualification between 20 March and 31 July 2020, including resits. City & Guilds will require centres to submit a **centre assessment grade** for each candidate to support the calculation of results.

This will be a considered estimation of the grade that each candidate would most likely have achieved this year. This professional judgement is derived from evidence held within the centre and which has been reviewed by tutors and relevant heads of department.

### **2.2. Centre assessment grades**

This will be a holistic, professional judgement balancing different sources of trusted evidence. Tutors and heads of department will have a strong understanding of candidates' skills, knowledge and understanding.

Heads of department and tutors should consider each student's performance over the course of study and make a realistic judgement about whether the candidate would have passed, if they had taken the assessment this summer.

### **2.3. Sources of evidence**

In coming to this holistic judgement, centres should assume that it is no easier or harder for a candidate to achieve this year, compared to previous years. Judgements should reflect how they would have performed under ordinary circumstances.

Tutors should draw on existing records and available evidence (as far as possible in the context of current public health advice). It is important that the judgements are objective, and they should only take account of evidence about candidate performance. We recognise that centres will have incomplete evidence, and that the range and amount of evidence will vary between different candidates. Judgements should be made on the evidence that is available and, where possible, centres should give weight to the most trusted sources of evidence.

There is no requirement to set additional formative, practice/sample tests or homework tasks for the purposes of determining centre assessment grades and no student should be disadvantaged if they are unable to complete any work set after centres were closed. Learning up to the 20 March provides the main evidence for grade estimation.

For each component for each qualification at a centre, all tutors that have taught the candidate should be involved in determining whether they would have passed / failed using available evidence, including:

- practice tests;
- formative assessment undertaken to check learning and assess progress (this can be centre-devised or a commercially-available product);
- any other candidate work towards the qualification (ie work they have independently undertaken in class or at home);
- previous attempts at live assessments;
- progression data.

Results of initial and diagnostic assessment can be used but only in the following ways:

- As a benchmark to gauge progress made towards the component requirements by the candidate.
- Where this provides evidence that the candidate had already met one or more of the component's assessed requirements at the point at which the initial / diagnostic assessment was taken.

#### **2.4. Access arrangements and special consideration**

For any candidates where access arrangements would have been agreed (for example a reader or extra time), the judgement should take account of likely achievement with the access arrangement in place.

Centres should give consideration of where illness or other personal circumstances might have affected candidate performance in formative assessments or assessment components that have already been undertaken.

#### **2.5. Submitting information to City & Guilds**

We are currently working to confirm the process to collect this data in a way that is as practicable and manageable as possible for centres. Centres will be given a window in June within which to submit this information.

Please do not try to submit data until City & Guilds has issued instructions on how to do so.

Please note that in order to ensure the validity and reliability of results as much as possible we may need to follow up with centres to request further information about the rationale for their centre assessment grades. We will ensure that these discussions are open and transparent, and we will work closely with centres to ensure that standards are maintained, and candidates are neither advantaged nor disadvantaged as far as possible.

#### **2.6. Internal sign-off within the centre**

##### **a) Department sign-off**

Each set of centre assessment grades must be signed off by at least two tutors/staff members, one of whom should be the head of department (or where if there is only one tutor or only one is available, by the Head of Centre). Where a staff member might have a personal interest in a candidate (for example as a relative), Heads of Centre should make sure that additional controls are put in place, as appropriate.

##### **b) Head of Centre sign-off**

The Head of Centre will be required to confirm that the centre assessment grades are a true representation of student performance. If the Head of Centre is unavailable to do this, it may be delegated to a Deputy. In reviewing these centre assessment grades, the Head of Centre should consider how the distribution of centre assessment grades compares with grades achieved by the centre in previous years. The Head of Centre will be required to submit a declaration confirming this when the centre assessment grades are submitted. The declaration should include details of the evidence that was used, and a justification if the distribution is significantly different from previous cohorts.

The Head of Centre is:

- the head of a school; or
- the principal of a college; or
- the chief officer of an institution which is approved by City & Guilds as an examination/assessment centre (including employers).

## **2.7. Sharing data with candidates, parents and carers**

Centres must **not, under any circumstances, share the centre assessment grades** with candidates, or their parents/carers or any other individuals outside the centre, before final results have been issued by City & Guilds. If any member of centre staff does share this information with anyone outside the centre, other than City & Guilds, this **must** be reported to City & Guilds immediately as suspected malpractice. For further information on reporting suspected malpractice please refer to the City & Guilds Managing cases of suspected malpractice in examinations and assessments document, available on the City & Guilds website. This is to protect the integrity of tutors' judgements, and to avoid tutors, heads of department, senior leaders or Heads of Centre being put under pressure by candidates and parents, to submit a grade that is not supported by the evidence, or has not been quality assured by City & Guilds.

Once centre assessment grades have been submitted to City & Guilds, the process to produce the final grades will start. More information will be made available to centres to facilitate any appeals against the process at the time that final results are issued by City & Guilds.

## **3. Releasing results**

As the process is different this summer, results will be issued on a specific date. Centre assessment grades should be submitted by the end of June and City & Guilds will issue the results by the end of July.

Calculated results can only be issued:

- where the Head of Centre declaration has been completed correctly,
- after the quality assurance process has been completed by City & Guilds.

## **4. Further advice and information**

For all queries relating to the arrangements for summer exams and assessments, contact the customer services team at City & Guilds. We're available Monday to Friday 9am to 5pm excluding UK public holidays.

### **Appeals**

There will be an appeal process available for centres this year and details on this will be made available shortly.

### **Related documents**

*Ofqual guidance on [awarding qualifications in summer 2020](#)*

*Ofqual consultation on [awarding vocational and technical qualifications in summer 2020](#)*

*Ofqual [guidance for Heads of Centre, heads of department and teachers on objectivity in grading and ranking](#)*

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