

ESOL Skills for Life (4692)

Assessment arrangements 2021

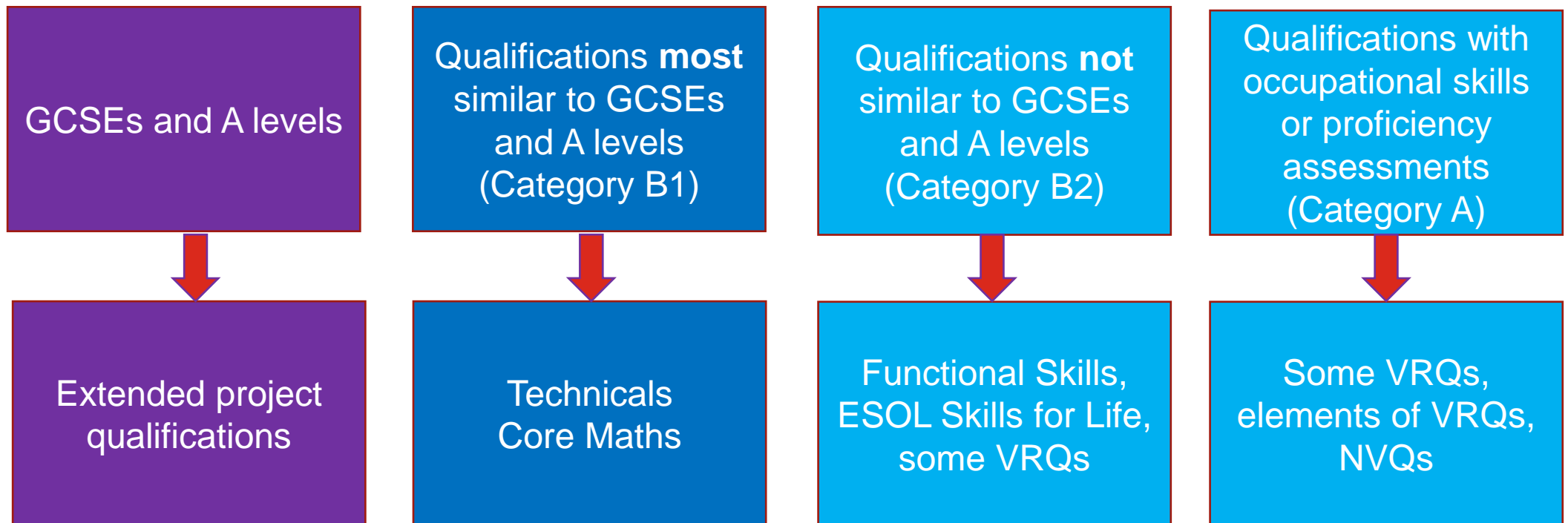
How will vocational and technical qualifications be awarded in 2021?

- Arrangements this year very **different** from those in 2020.
- Some, but not all, exams and assessments have been cancelled.
- The vocational and technical qualification landscape is complex. There's no 'one size fits all' solution.
- UK Government issued direction to Ofqual (qualifications regulator within England)
[Letter from Gavin Williamson to Ofqual \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/92441/letter-from-gavin-williamson-to-ofqual.pdf).
- Ofqual consulted on arrangements and has published a new regulatory framework (VCRF) that will operate until 31 August 2021.

NB: ESOL Skills for Life qualifications are regulated in England, Northern Ireland and Wales (these arrangements are common to **all three** jurisdictions).


How will vocational and technical qualifications be awarded in 2021?

- Qualifications have been placed into different categories according to their purpose.
- Each category has a different set of arrangements.


















Infographic - how vocational and technical qualifications will be awarded in 2021.pdf
(publishing.service.gov.uk)

How vocational and technical qualifications will be awarded in 2021



Ofqual/21/6751/1

<div>Qualifications most similar to GCSEs and A levels e.g. BTECs and OCR Cambridge Technicals</div> <div><div>Taken only in schools or colleges</div></div> <div><div>Do not assess occupational skills</div></div>	<div>Qualifications not similar to GCSEs or A levels e.g. Functional skills and ESOL Skills for Life</div> <div><div>Taken in schools, colleges or other places</div></div> <div><div>Do not assess occupational skills</div></div>	<div>Qualifications with occupational skills or proficiency assessments e.g. construction, plumbing and electrical qualifications</div> <div><div>Taken in schools, colleges or other places</div></div> <div><div>Assess occupational skills</div></div>
<div>Your results</div> <div><div>Graded by teacher or lecturer judgement</div></div> <div><div>Various sources of evidence used</div></div> <div><div>Results no later than for GCSEs and A levels</div></div>	<div>Your results</div> <div><div>Assessments should continue where possible</div></div> <div><div>May be awarded using other evidence or judgements</div></div> <div><div>Awarding organisations decide the evidence needed</div></div>	<div>Your results</div> <div><div>Assessments can continue as normal where possible</div></div> <div><div>Assessments may be delayed</div></div> <div><div>Assessments can be adapted if needed</div></div>





The approach for ESOL Skills for Life qualifications

ESOL qualifications are in **Category B2** of the VCRF.

There are three ways in which learners can be awarded a result:

1. Assessments **can continue to take place** – either in the centre's own premises or an alternative location where it is safe for them to do so in line with public health guidance.
2. Assessments can be **completed remotely** – using the range of published adaptations (or, in the case of Reading at Level 1-2, by using our remote invigilation solutions).
3. Where **neither of these options is possible**, and learners need a result to progress, then the grade can be awarded through **teacher assessed grades (TAG)**.

Carrying out ESOL assessments

- See [Adaptations - Covid-19 | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com) for range of permitted adaptations, eg
 - internal assessments could be **completed remotely**
 - external assessments (ie Reading at Level 1-2) could be delivered on-screen using our 'Test at Home' interim **remote invigilation** solution.
- Also need to consider
 - could different premises be used?
 - could assessment be delayed?
- Situation might be different for each mode...





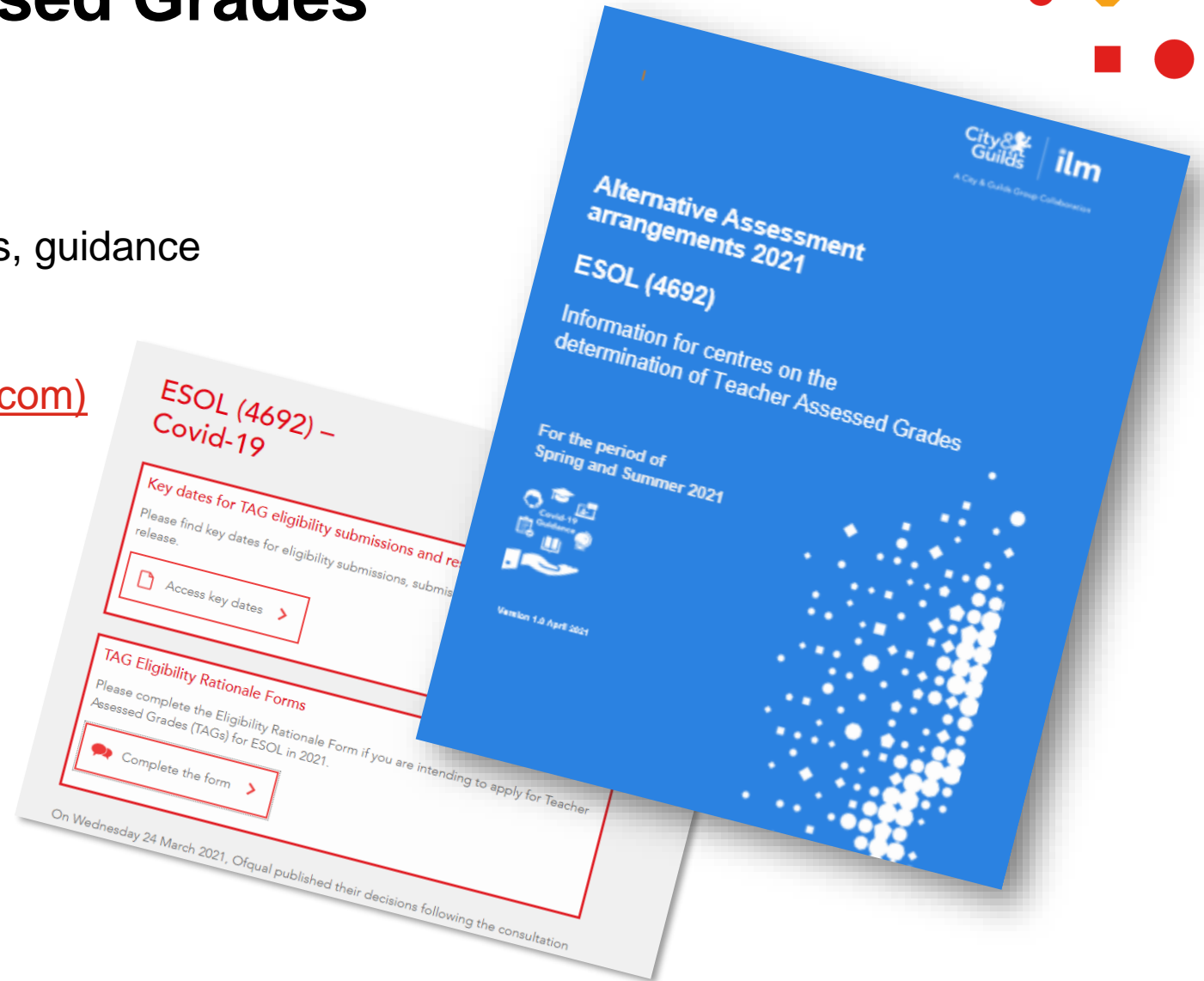
What is a Teacher Assessed Grade (TAG) and when can it be requested?

- In 2020, when all 'normal' ESOL assessments were **cancelled**, all centres were required to submit Centre Assessed Grades (CAGs) for eligible learners within a fixed window.
- In **2021**, ESOL assessments **have not been cancelled**. Assignments and exams remain available – making use of available adaptations.
- **Teacher Assessed Grades (TAGs)** are only to be requested as a last resort, for **eligible learners**, where it is not possible to access live assessment safely and where all remote options have been explored and exhausted.
- TAGs need to be requested for **individual** learners to meet the needs of their specific circumstances.
- Each mode needs to be considered separately – eg Speaking and Listening might be able to go ahead, whilst a TAG might need to be requested for Reading or Writing.

Support for Teacher Assessed Grades

See Covid-19 **ESOL** pages for key dates, forms, guidance and latest information:

[ESOL - Covid-19 | City & Guilds \(cityandguilds.com\)](https://cityandguilds.com/esol-covid-19)



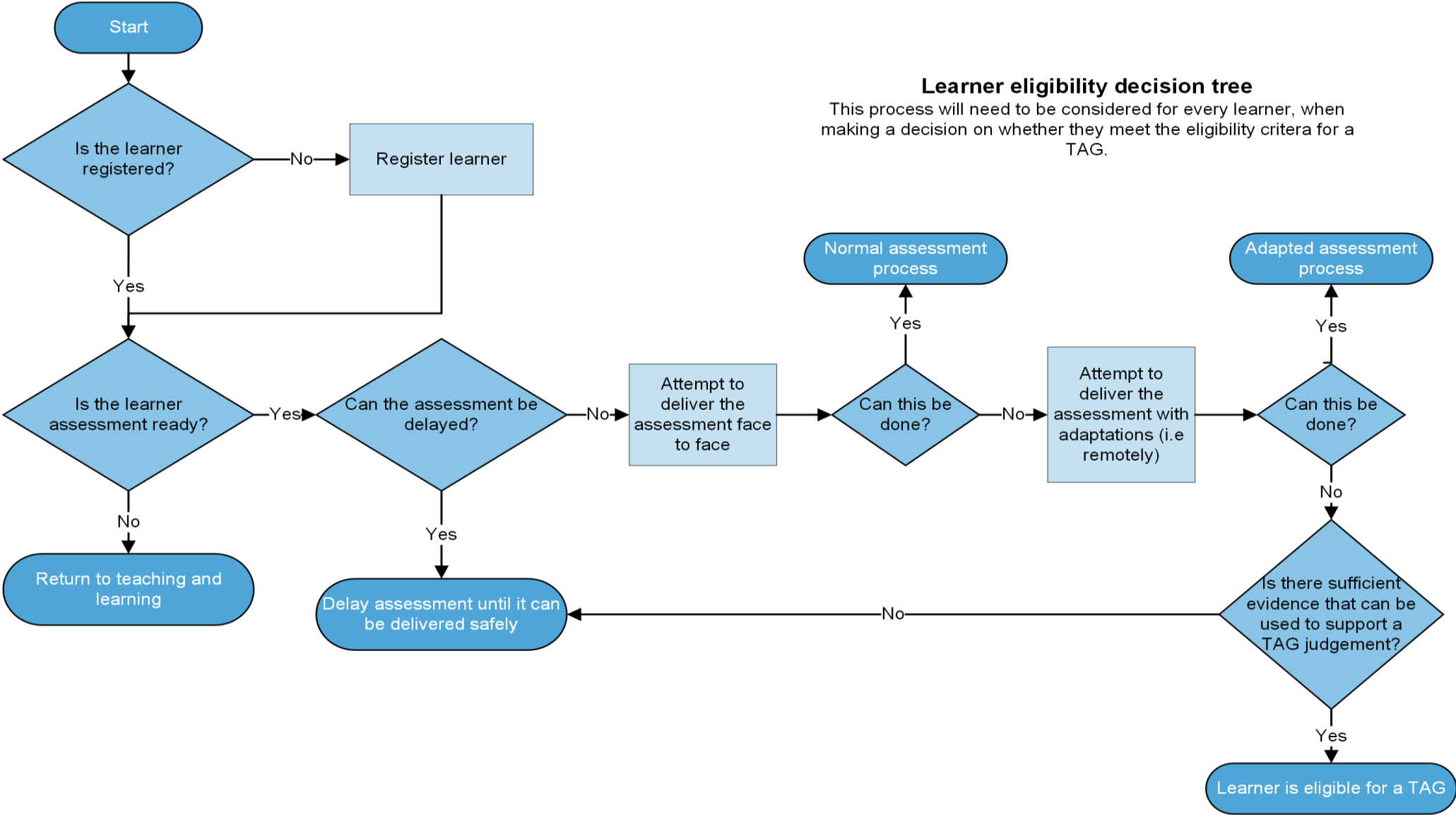
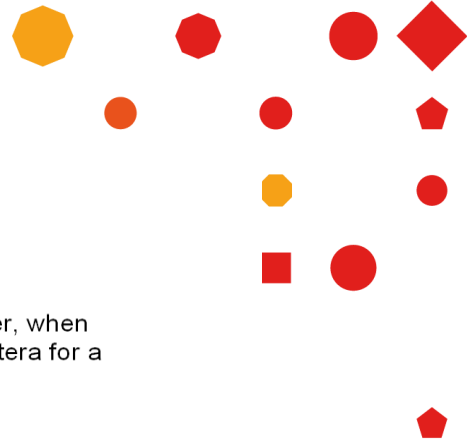


In summary

Teacher Assessed Grades (TAGs) are available for ESOL Skills for Life qualifications as a **last resort**, where a centre can demonstrate for **individual learners**, who are assessment ready:

- it is not possible to delay the assessment
- it is not possible to deliver the assessment face-to-face and
- it is not possible to deliver assessment remotely.

Any assessments should be run in accordance with relevant public health regulations and guidance.



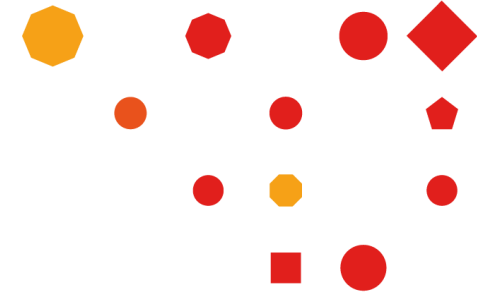


Eligibility – Step 1

Identify learners who are eligible for a TAG

There are a number of elements to eligibility that need to be **evidenced** by the centre – The learner must:

- be registered for the ESOL Skills for Life suite of qualifications with City & Guilds (Awards or Certificates, as applicable)
- be assessment ready
- be unable to access assessment face to face
- be unable to access assessment remotely
- be unable to delay the assessment as a result is required for progression, and any delay will impact their ability to progress, and
- the **centre must have evidence** that a tutor can use to form the basis of their TAG judgement.



Eligibility – Step 2

There will be three opportunities to submit an application to submit TAGs for specific learners

- Individual learners must be submitted for consideration of eligibility through Walled Garden through the Eligibility Booking function
- This will allow the selection of relevant learners to create an eligibility submission
- Once reviewed by our Quality teams any actions or the decisions will be seen against the submission
- – the guidance document around the process will be released shortly
- A more detailed recorded presentation about the process will be made available too

Assessment Window 1	Window opens	Window closes
Eligibility submission 1	19/4/21	23/4/21
Assessment Window 2		
Eligibility submission	24/4/21	28/5/21
Assessment Window 3		
Eligibility submission	29/5/21	2/7/21

Eligibility – Step 3

Process to request TAG submission for learners

- Centres need to complete an Eligibility Rationale form on the website [ESOL - Covid-19 | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com/esol-covid-19)
- It is important that this form provides as much information as possible about **why** learners are unable to complete their ESOL assessments and why they cannot delay - so our Quality Delivery team has the information needed to consider the request for TAG.

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Eligibility Rationale - ESOL

Please complete the below form to detail the reasons why you believe the learners you have submitted within your Eligibility Booking are eligible for a TAG. You will need to complete one form for all the learners within your eligibility booking and for each submission window, also please ensure you have completed the eligibility booking within Waikiki Garden alongside this form.

Contact and Organisation details

First Name*

Last Name*

Job Role*

Your work email*

Telephone Number

Centre Number*

Organisation Name*

Postcode

Organisation Type*

Country/Territory*

Rationale questions

Please answer the below questions to the best of your ability with as much detail as possible to support your request for TAG, please email fs.quality@cityandguilds.com or telephone 0300 3035352 for queries on submissions.



TAG submission - gathering evidence

Centres must collect evidence of learner performance to support their TAG decision.

City & Guilds has not mandated the type of evidence that must be used. However, centres should consider available evidence such as:

- completed sample assignments and/or tests
- any formative or practice assessment results
- coursework/homework
- relevant evidence gathered from elsewhere, eg the workplace
- relevant evidence gathered to support attainment against other qualifications
- any other records of learner performance over the course of study.

Evidence must be current and available for quality assurance purposes.

TAG submission - Internal Quality Assurance

Centres will need to have a clear IQA process which should cover:

- All staff involved in the TAG process having a common understanding of the relevant assessment criteria (as well as the adult literacy standards and adult ESOL curriculum that underpin these qualifications).
- Supporting consistent and valid decisions, centres will need to carry out standardisation activities to ensure validity of evidence.
- Authenticity of the learners' work is important, and centres need to be confident that this is the case.
- It is useful to understand the centres assessment data from previous years to get a feel for performance levels.
- It is important that all TAG grades are reviewed and signed off by the Head of Centre as part of the submission process.

City & Guilds will review these internal quality assurance processes as part of their quality assurance monitoring.





Submission of TAGs - Results

Once City & Guilds has approved the eligibility of candidates:

- Centres will be able to submit the TAGs through Walled Garden – further guidance including screen shots of the relevant sections will be released shortly
- There will be three windows for submission:

Assessment Window 1	Window Open	Window Closes
Centres able to submit TAG/CDG results	4/5/21	21/5/21
Assessment Window 2		
Centres able to submit TAG/CDG results	4/6/21	25/6/21
Assessment Window 3		
Centres able to submit TAG/CDG results	9/7/21	30/7/21

- City & Guilds quality and assessment teams will complete quality assurance checks on candidate's evidence against the grades submitted.

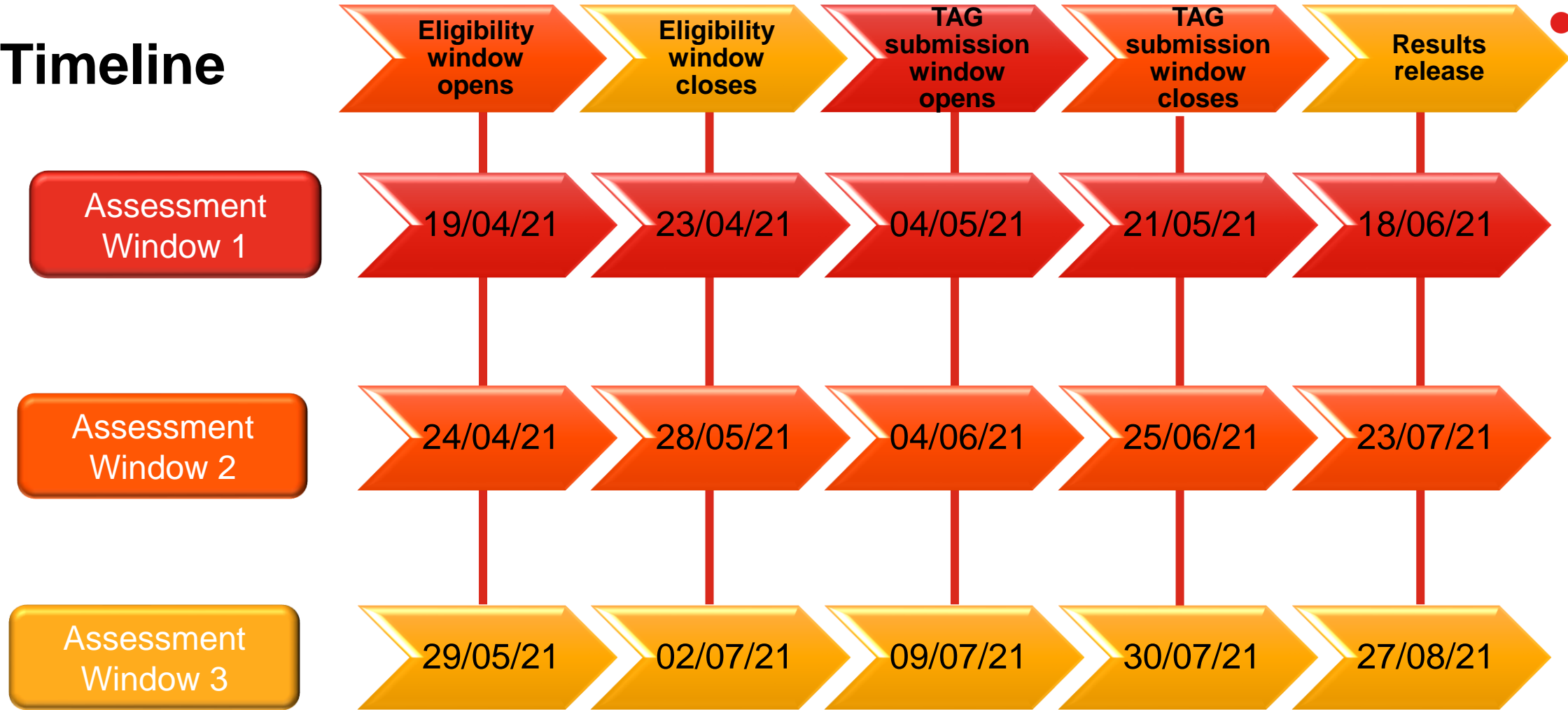


TAG submission – results issue

For each TAG submission window there will be a corresponding results release deadline:

Assessment Window 1	
Results release deadline	18/6/21
Assessment Window 2	
Results release deadline	23/7/21
Assessment Window 3	
Results release deadline	27/8/21

Timeline



Support

If you have any further questions about the TAG process,
please send your email to:

FS.Quality@cityandguilds.com

Our customer services team are also available to support you
with your queries and they can be reached on:

0192 4930 800

or at

centresupport@cityandguilds.com



Thank you

