

Assessment adaptation centre guidance in relation to Covid-19 disruption, Academic Year 2021-22

Essential Skills Qualifications (Wales)

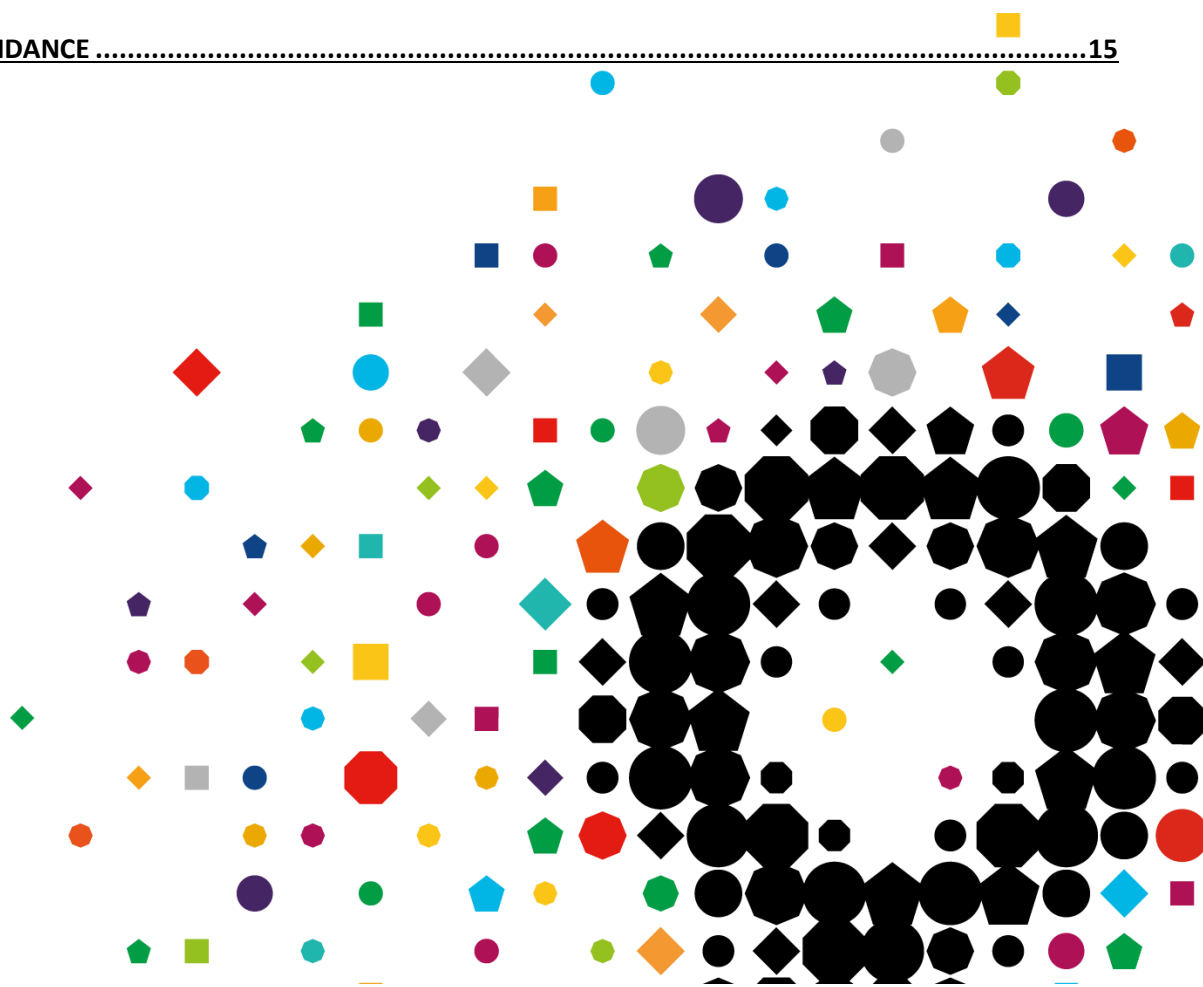




Version history

Version	Amendment type	Section/Qualification
1.0 (August 2021)	Document created and published	All

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Introduction

This guidance applies to Essential Skills qualifications regulated by Qualifications Wales and delivered in Wales.

City & Guilds, as part of the Asset Management Group (AMG) comprising of the four Awarding Bodies who collaborate to develop the Essential Skills qualifications, is committed to developing a process that, as far as possible, will:

1. be practical and manageable for centres,
2. support the validity and reliability of learner results,
3. maintain standards.

It is accepted that it may be difficult for teaching and learning to be delivered remotely, and similar challenges exist with remote assessment. Therefore, our advice would be that centres continue to attempt to deliver assessments face-to-face where it is safe to do so.

Scope of qualifications

The qualifications covered by this guidance are:

- Essential Communication Skills –Level 1 to Level 3
- Essential Application of Number Skills –Level 1 to Level 3
- Essential Digital Literacy Skills – Entry Level 1 to Level 3
- Essential Employability Skills – Entry Level 3 to Level 3
- ESW in Communication – Entry Level 1 to Entry Level 3
- ESW in Application of Number – Entry Level 1 to Entry Level 3

Eligible Learners

The learners who are covered by these adaptations are those who have completed teaching and learning and are considered to be functioning at the required level.



Entry Level Essential Skills Wales in Communication and Application of Number

Qualifications

QN	QW Approval Number	City & Guilds qualification number	City & Guilds qualification title
500/8939/0	C00/0288/9	3868-01	City & Guilds Entry Level Essential Skills Wales in Communication (Entry 1)
500/8952/3	C00/0289/0	3868-01	City & Guilds Entry Level Essential Skills Wales in Communication (Entry 2)
500/8942/0	C00/0289/1	3868-01	City & Guilds Entry Level Essential Skills Wales in Communication (Entry 3)
500/8944/4	C00/0288/6	3868-02	City & Guilds Entry Level Essential Skills Wales in Application of Number (Entry 1)
500/8945/6	C00/0288/7	3868-02	City & Guilds Entry Level Essential Skills Wales in Application of Number (Entry 2)
500/8946/8	C00/0288/8	3868-02	City & Guilds Entry Level Essential Skills Wales in Application of Number (Entry 3)

What adaptation arrangements are permitted for Entry Level Communication and Application of Number assessments from 1 September 2021 until 31 August 2022?

Learners who are able to complete the assessment in the usual way, should continue to do so. The number of tasks available for use has been limited. If this is not possible the centre is able to explore the adaptation options below:

Adaptation	Applicable to			
	Comms	AoN		
Learners can complete the task remotely. This can be carried out without formal supervision* (the number of tasks available for use will be limited).	✓	✓		
A recording (internally quality assured) or an assessor written record (internally quality assured) can be used to evidence the speaking and listening activities.	✓			



*See section about Task administration – remote assessment without formal supervision for definition and further information.

Communication and Application of Number Levels 1, 2, & 3 -

Qualifications

QN	QW Approval Number	City & Guilds qualification number	City & Guilds qualification title
601/6805/5	C00/0736/7	3868-01	City & Guilds Level 1 Essential Communication Skills
601/6809/2	C00/0736/8	3868-01	City & Guilds Level 2 Essential Communication Skills
601/6813/4	C00/0736/9	3868-01	City & Guilds Level 3 Essential Communication Skills
601/6802/X	C00/0737/0	3868-02	City & Guilds Level 1 Essential Application of Number Skills
601/6808/0	C00/0737/1	3868-02	City & Guilds Level 2 Essential Application of Number Skills
601/6812/2	C00/0737/2	3868-02	City & Guilds Level 3 Essential Application of Number Skills

What adaptation arrangements are permitted for outstanding assessments?

1 September 2020 until 31 October 2021

Learners need to **only** complete the Confirmatory Test. Learners are not required to complete the Controlled Task.

Centres will need to claim the controlled task component via Walled Garden to ensure a qualification certificate is triggered.

To support the delivery of the Confirmatory Test, centres are able to use remote invigilation as a further adaptation, where it is possible to do so.

From 1 November 2021 until 31 August 2022

From the 1 November 2021 any learner who has not achieved the Confirmatory Test and therefore has not achieved the qualification will need to successfully complete **both** the Controlled Task and the Confirmatory Test.



Controlled Task

Learners who are able to complete the task in the normal way should continue to do so (the number of tasks available for use will be limited).

If this is not possible:

- Learners should complete the task remotely which can be carried out without formal supervision* (the number of tasks available for use will be limited).
- Standard assessment time allowances must be adhered to wherever it is safe and possible to do so.
- For Essential Communication Skills, a recording (internally quality assured) or an assessor written record (internally quality assured) can be used to evidence the speaking and listening activity.

Confirmatory Test:

Learners should complete the test in the normal way (online and paper-based options available). An option for remote invigilation is available.

*See section about Task administration – remote assessment without formal supervision for definition and further information

Digital Literacy – All levels

Qualifications

QN	QW Approval Number	City & Guilds qualification number	City & Guilds qualification title
601/6800/6	C00/0737/3	3868-03	City & Guilds Entry Level Essential Digital Literacy Skills (Entry 1)
601/6803/1	C00/0737/4	3868-03	City & Guilds Entry Level Essential Digital Literacy Skills (Entry 2)
601/6801/8	C00/0737/5	3868-03	City & Guilds Entry Level Essential Digital Literacy Skills (Entry 3)
601/6806/7	C00/0737/6	3868-03	City & Guilds Level 1 Essential Digital Literacy Skills
601/6810/9	C00/0737/7	3868-03	City & Guilds Level 2 Essential Digital Literacy Skills
601/6820/1	C00/0737/8	3868-03	City & Guilds Level 3 Essential Digital Literacy Skills

What adaptation arrangements are permitted for assessments from 1 September 2021 until 31 August 2022?

Learners who are able to complete the task in the normal way should continue to do so (the number of tasks available for use will be limited).

If this is not possible the centre is able to explore the adaptation options below:

- Learners should complete the task remotely. This can be carried out without formal supervision* (the number of tasks available for use will be limited).
- A recording (internally quality assured) or an assessor written record (internally quality assured) can be used to evidence the structured discussion activity.
- Standard assessment time allowances must be adhered to wherever it is safe and possible to do so.

We have made available editable versions of the learner and assessor packs on the 3868-qualification webpage, these are password protected. The password is available from Walled Garden. Centres should give the learner pack an alternative password before sharing with learners.



Essential Digital Literacy Skills task administration

Centres must **only** use the following two EDLS tasks for each level during this time period.

Level	Topic	Title
Level 1	Automotive	Preparing Cars for Winter
Level 1	Social Care	Social Care/Gofal Cymdeithasol
Level 2	Automotive 2	Modifying Cars
Level 2	Creative Industries	Film/TV Production - Cynyrchiadau Ffilm/Teledu
Level 3	Food and Drink	Food Hygiene
Level 3	Creative Industries	Open Mic/Meic Agored

If a learner has already started assessment using another task, then they must continue this under the normal controlled conditions.

*See section about Task administration – remote assessment without formal supervision for definition and further information.

Employability – All levels

Qualifications

QN	QW Approval Number	City & Guilds qualification number	City & Guilds qualification title
601/6804/3	C00/0737/9	3868-04	City & Guilds Entry Level Essential Employability Skills (Entry 3)
601/6807/9	C00/0738/0	3868-04	City & Guilds Level 1 Essential Employability Skills
601/6811/0	C00/0738/1	3868-04	City & Guilds Level 2 Essential Employability Skills
601/6814/6	C00/0738/2	3868-04	City & Guilds Level 3 Essential Employability Skills

What adaptation arrangements are permitted for assessments from 1 September 2021 until 31 August 2022?

Learners who are able to complete the task in the normal way should continue to do so (the number of tasks available for use will be limited).

If this is not possible the centre is able to explore the adaptation options below:

- Learners should complete the task remotely. This can be carried out without formal supervision* (the number of tasks available for use will be limited).
- A recording (internally quality assured) or an assessor written record (internally quality assured) can be used to evidence the structured discussion activity.
- Standard assessment time allowances must be adhered to wherever it is safe and possible to do so.

We have made available editable versions of the learner and assessor packs on the 3868-qualification webpage, these are password protected. The password is available from Walled Garden. Centres should give the learner pack an alternative password before sharing with learners.

*See section about Task administration – remote assessment without formal supervision for definition and further information.



Centre Devised Tasks

Centre Devised tasks must not be used from 1 October 2020 until centres are notified **otherwise**.

Delivering the Confirmatory Tests

- Candidates must be invigilated when carrying out the confirmatory tests.
- Whilst invigilators must be suitably informed and briefed, determining who can or cannot fulfil the Invigilator role is ultimately an internal staffing matter for centres.

As with any form of assessment, centres must consider the potential for any malpractice that could occur and ensure that there are adequate internal safeguards in place to mitigate the risk of this happening. Particular care needs to be taken if an invigilator might be perceived to have a conflict of interest as a result of other roles they perform. As far as possible, centres should avoid situations where candidates are invigilated solely by the main tutor/assessor who has prepared them for the essential skill being assessed. Where this is genuinely unavoidable, the centre must take all reasonable steps to prevent any conflict of interest which could lead to, or be perceived as, malpractice. Candidates' relatives or peers* must not act as sole invigilator under any circumstances. If only one invigilator is present, that person must be able to get help easily, without leaving the room or disturbing the candidates. There must be at least one invigilator present at all times during the test.

*A peer is defined as any student at the same provider or an employee at the same level as the candidate.

- Guidance on the invigilation procedure must be shared with the nominee invigilator and should include:
- Checking the proposed test area is suitably quiet, adequately lit, has good internet/wi-fi connection and has a visible clock
- Confirming the identity of the candidate
- Checking that the candidate or anyone else does not copy the test in any way
- Removing mobile phones, dictionaries and calculators and any other items that could be used for support during the assessment
- Ensuring that candidates are sufficiently distanced when more than one person is attempting the test
- Collecting in after completion, any notes the candidate makes during the assessment.

Information about our Remote Invigilation service for Essential Skills Confirmatory Tests can be found here: <https://www.cityandguilds.com/delivering-our-qualifications/exams-and-admin/remote-invigilation>



Task Administration –

Remote Assessment without formal supervision

Taking a controlled task without formal supervision is recognition that centres are delivering the qualification in various ways, such as through blended learning, online delivery. This adaptation to the conditions allows a degree of flexibility in the way a candidate takes a controlled task as it assumes that a supervisor will not be present for all or some of the time that the task is being taken e.g. that it is being taken remotely.

Candidates should approach the controlled task in exactly the same way as described in the qualifications' handbook i.e. the duration of each session should be recorded, they can access the internet etc. but with an increased emphasis upon the requirement that the work produced must be wholly their own, and that it has not been copied or plagiarised. Internal assessors and quality assurers undertake quality assurance in exactly the same way as stated in the handbook. If they suspect anything untoward in the way the evidence has been produced or there is concern that it might not be that candidate's work then the centre's normal procedures for dealing with such instances should be applied. Whilst centres are being asked to apply their internal quality assurance in a slightly different way regarding supervision, authentication and rigour have not been reduced. The awarding body will be sampling work through its external quality assurance process, taking account of adaptations whilst looking for evidence that demonstrates full completion of the task and the IQA process.

Centres must share assessments with the learner by means of a secure collaborative tool. Tasks may be emailed to learners provided that they are password protected, and that password differs to the password on Walled Garden. Emailing a non-password protected task is not considered secure.

Learners are to be reminded that the assessment must be their own work and they are not to consult with others for support. Centres should provide details of those who they are able to work with if there are collaborative elements of the assessment.

Where the task has not been completed using a collaborative tool, learners must return the completed password protected task by email.

Recording remote structured discussions

Where the structured discussion is carried out remotely a recording must be made which may form part of the internal and external quality assurance monitoring.

Video or audio evidence

Where video or audio evidence is being used in remote assessment situations, the centre is responsible for:

- testing all video or audio recording equipment before the assessment begins
- instructing learners to clearly state their full name and learner enrolment number at the beginning of each recording
- securely storing all the recordings on the centre's computer system as soon as practically possible, not on the individual assessor's personal drive



- providing good quality recording with clear audio and video
- ensuring the voices of the learner(s) and the assessor are clearly audible throughout the assessment
- using a quiet location for recording
- storing all recordings until after the next EQA activity
- ensuring that the recordings are not edited.

All filenames of the recordings must be labelled with:

- centre name and number
- learner enrolment number(s)
- level and assessment activity.

Important information to be included in the recording by the assessor:

- centre name
- centre number
- name of the assessor
- date of activity
- type of assessment taking place e.g. 'Level 1 group discussion'
- name and learner number(s) of the learner(s) being assessed, and the names of any participants not being assessed
- location of the participants e.g. 'workplace' or 'home' – not specific details
- the time the assessment begins and the time the assessment ends.

Online meeting security

Where online meeting software is used, the centre may want to consider the following:

- If the meeting can be locked to the invited attendees only or, where this functionality is not available, whether a meeting password can be set and shared with the learners in advance.
- Reviewing the security, best practice for meetings and the privacy policy for the chosen virtual meeting software.
- Ensuring that after the assessment has finished, the assessor ends the meeting.
- Regularly checking for any security issues or technical issues that may affect your selected virtual meeting product.

Quality Assurance

Centres must retain all completed controlled task materials and recordings of structured discussions for review by Internal Quality Assurance teams as well as for External Quality Assurance monitoring.

Further advice and guidance

General guidance

For all general queries relating to arrangements for 2021, contact our Customer Support team who are available Monday to Friday 8 am to 6 pm excluding UK public holidays.

✉ centresupport@cityandguilds.com



01925 930 800

Quality assurance and submission

For all other queries relating to these arrangements, contact our Quality team who are available Monday to Friday 8.30 am to 5 pm excluding UK public holidays.

✉ fs.quality@cityandguilds.com



0300 303 53 52

Related documents, Ofqual guidance and updates can be found on our website here

<https://www.cityandguilds.com/covid-19>



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