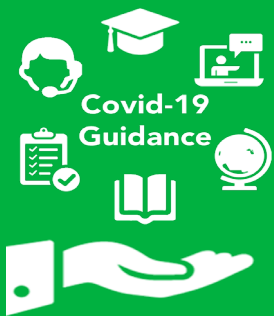


Assessment mitigation centre guidance in relation to Covid-19 disruption, Academic Year 2020-21

Essential Skills Qualifications (Wales)

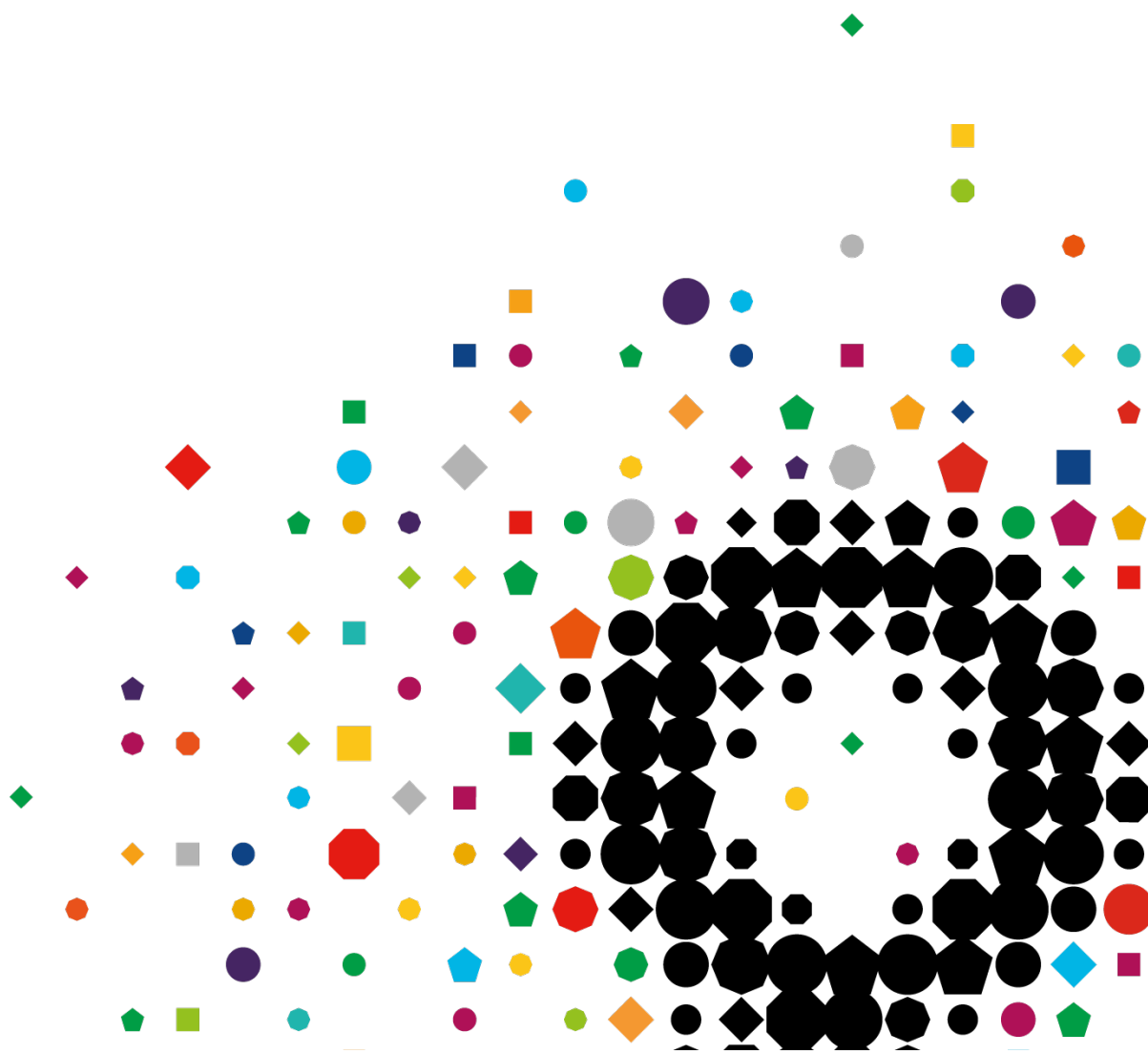


Version history

Version	Amendment type	Section/Qualification
1.0 (September 2020)	Document created and published	All
1.1 (November 2020)	Availability of Word versions of assessment packs Clarification regarding password protection of controlled tasks	Communication – Section 4 Application of Number – Section 5 Digital Literacy Skills – Section 6
1.1 (November 2020)	Extension of date for the first stage of adaptations for ECommS and EAoNS – ‘Test only’ to apply until 31 December 2020	Communication – Section 4 Application of Number – Section 5
1.2 (December 2020)	Extension of ECommS and EAoNS adaptations for ‘Test only’ until 31 August 2021	Communication – Section 4 Application of Number – Section 5
2.0 (March 2021)	Following directive from Welsh Government and Qualification Wales – change of scope or qualifications for adaptation and learners affected	Introduction – Section 1
2.0 (March 2021)	Extension of range of adaptations for ECommS and EAoNS and EDLS at Levels 1 -3	Communication – Section 4 Application of Number – Section 5 Digital Literacy – Section 6
2.0 (March 2021)	Following directive (as above) introduction of adaptations for EES at all levels and Entry Levels ECommS, EAoNS and EDLS	Communication - Section 4 Application of Number – Section 5 Digital Literacy – Section 6 Employability Skills – Section 7

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1. 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, are 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.

2. 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

3. Learners covered by these adaptations

The learners who are covered by these adaptations are all learners who are registered for Essential Skills qualifications for all subjects.

Alternative Assessment Learner Eligibility Criteria:

- Those who have completed teaching and learning and are considered to be functioning at the required level
- Those due to complete their ESW qualifications before 31st August 2021

Although adaptations to mitigate against the impact of Covid-19 on teaching, learning and assessment are outlined in this document, in order to protect the validity and integrity of the qualification for the long term, centres must have completed teaching and learning across the full content of the qualification



4. Adaptations for Essential Communication Skills

Entry Level

QAN	City & Guilds qualification number	City & Guilds qualification title
500/8939/0	3868-01	Entry Level Essential Skills Wales in Communication (Entry 1)
500/8952/3	3868-01	Entry Level Essential Skills Wales in Communication (Entry 2)
500/8942/0	3868-01	Entry Level Essential Skills Wales in Communication (Entry 3)

What adaptation arrangements are permitted for outstanding assessments?

From 1 September 2020 until 31 August 2021, for learners who are registered and on programme

Learners who are able to complete the assessment in the usual way should continue to do so.

If this is not possible:

Delay the assessment until it can be safely conducted, provided this does not cause a negative impact on learners' progression

OR:

Where delay is not possible, a task can be carried out remotely without supervision.

OR:

Where remote assessment is not possible, the centre can move to a Centre Determined Grade using the following evidence:

- Learner work which clearly demonstrates competency in a broad range of the skills, as laid out in the Practitioners' Guidance.
- For communication this should include evidence in reading, writing, speaking and listening.

Submission of Centre Determined Grades

The process for submitting Centre Determined Grades is being developed and this document will be updated with further details as soon as these become available.

Levels 1, 2 and 3

QAN	City & Guilds qualification number	City & Guilds qualification title
601/6805/5	3868-01	Level 1 Essential Skills Wales in Communication
601/6809/2	3868-01	Level 2 Essential Skills Wales in Communication
601/6813/4	3868-01	Level 3 Essential Skills Wales in Communication

From 1 August 2020 until 31 August 2021 - For learners who are registered and on programme.

Learners who are able to complete the current adapted assessment should continue to do so (remote invigilation can be used where possible).

Where this is not possible

consider whether the assessment can be delayed until later in the course where this is unlikely to cause a negative impact for the learner.

OR:

If a delay is not possible and the learner is unable to take a live test, the centre can move to a Centre Determined Grade using any of the following evidence:

- Successful completion of a practice controlled task, carried out without formal supervision (internally assessed and quality assured)
- Successful completion of a practice confirmatory test carried out without formal supervision (internally assessed and quality assured)
- Learner work which clearly demonstrates competency in a broad range of the skills, as laid out in the design principles
 - For ECommS this should include evidence in reading, writing, speaking and listening.

Submission of Centre Determined Grades

The process for submitting Centre Determined Grades is being developed and this document will be updated with further details as soon as these become available.



From 1 September 2021 onwards

From the 01 September 2021 any candidate who has not achieved the Confirmatory Test and therefore has not achieved the qualification will need to complete **both** the Controlled Task and the Confirmatory Test. These assessments will need to be taken under the controlled assessment conditions which were in place prior to any adaptation introduced during the Covid-19 pandemic. This includes any candidate who attempted and failed the Confirmatory Test prior to 01 September 2021. These candidates will need to take the Controlled Task and re-sit the Confirmatory Test.

5. Adaptations for Essential Application of Number Skills

Entry Level

QAN	City & Guilds qualification number	City & Guilds qualification title
500/8944/4	3868-02	Entry Level Essential Skills Wales in Application of Number (Entry 1)
500/8945/6	3868-02	Entry Level Essential Skills Wales in Application of Number (Entry 2)
500/8946/8	3868-02	Entry Level Essential Skills Wales in Application of Number (Entry 3)

What adaptation arrangements are permitted for outstanding assessments?

Learners who are able to complete the assessment in the usual way should continue to do so.

If this is not possible:

Delay the assessment until it can be safely conducted, provided this does not cause a negative impact on learners' progression

OR:

Where delay is not possible, a task can be carried out remotely without supervision.

OR:

Where remote assessment is not possible, the centre can move to a Centre Determined Grade using the following evidence:

- Learner work which clearly demonstrates competency in a broad range of the skills, as laid out in the Practitioners' Guidance.
- For number this should include calculations and the interpretation and presentation of data

Submission of Centre Determined Grades

- The process for submitting Centre Determined Grades is being developed and this document will be updated with further details as soon as these become available.

Levels 1, 2 and 3

QAN	City & Guilds qualification number	City & Guilds qualification title
601/6802/X	3868-02	Level 1 Essential Application of Number Skills
601/6808/0	3868-02	Level 2 Essential Application of Number Skills
601/6812/2	3868-02	Level 3 Essential Application of Number Skills

From 1 August 2020 until 31 August 2021 For learners who are registered and on programme.

Learners who are able to complete the current adapted assessment should continue to do so (remote invigilation can be used where possible).

If this is not possible:

Delay the assessment until it can be safely conducted, provided this does not cause a negative impact on learners' progression.

OR:

If a delay is not possible and the learner is unable to take a live test, the centre can move to a Centre Determined Grade using any of the following evidence:

- Successful completion of a practice controlled task, carried out without supervision (internally assessed and quality assured)
- Successful completion of a practice confirmatory test carried out without supervision (internally assessed and quality assured)
- Learner work which clearly demonstrates competency in a broad range of the skills, as laid out in the Design Principles
 - For EAoNS this should include calculations and the interpretation and presentation of data.

Submission of Centre Determined Grades

The process for submitting Centre Determined Grades is being developed and this document will be updated with further details as soon as these become available.



From 1 September 2021 onwards

From the 01 September 2021 any candidate who has not achieved the Confirmatory Test and therefore has not achieved the qualification will need to complete **both** the Controlled Task and the Confirmatory Test. These assessments will need to be taken under the controlled assessment conditions which were in place prior to any adaptation introduced during the Covid-19 pandemic. This includes any candidate who attempted and failed the Confirmatory Test prior to 01 September 2021. These candidates will need to take the Controlled Task and re-sit the Confirmatory Test.

6. Adaptations for Essential Digital Literacy Skills

Entry Level

QAN	City & Guilds qualification number	City & Guilds qualification title
601/6800/6	3868-03	Entry Level Essential Digital Literacy Skills (Entry 1)
601/6803/1	3868-03	Entry Level Essential Digital Literacy Skills (Entry 2)
601/6801/8	3868-03	Entry Level Essential Digital Literacy Skills (Entry 3)

What adaptation arrangements are permitted for outstanding assessments?

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

- A witness testimony (internally quality assured) can be used in place of the recording of the structured discussion.

If this is not possible:

Complete a task remotely which can be carried out without supervision.

- A witness testimony (internally quality assured) can be used in place of the recording of the structured discussion.

OR:

Delay the assessment until it can be safely conducted, provided this does not cause a negative impact on learners' progression

OR

If a delay is not possible, the centre can move to a Centre Determined Grade using the following evidence:

- Learner work which clearly demonstrates competency in a broad range of the skills, as laid out in the design principles.

Submission of Centre Determined Grades

- The process for submitting Centre Determined Grades is being developed and this document will be updated with further details as soon as these become available.

Levels 1, 2 and 3

QAN	City & Guilds qualification number	City & Guilds qualification title
601/6806/7	3868-03	Level 1 Essential Digital Literacy Skills
601/6810/9	3868-03	Level 2 Essential Digital Literacy Skills
601/6820/1	3868-03	Level 3 Essential Digital Literacy Skills

Learners who are able to complete the current adapted assessment should continue to do so.

- A witness testimony (internally quality assured) can be used in place of the recording of the structured discussion.

If this is not possible:

Delay the assessment until it can be safely conducted, provided this does not cause a negative impact on learners' progression

OR:

If a delay is not possible, the centre can move to a Centre Determined Grade using the following evidence:

- Learner work which clearly demonstrates competency in a broad range of the skills, as laid out in the design principles. This should include digital collaboration, creativity, productivity, responsibility and information literacy

Essential Digital Literacy Skills task administration

- Centres must only use the following two EDLS tasks during this time period.

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



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

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

- Centres must share the task with the candidate by means of a secure collaborative tool. Tasks may be emailed to candidates provided that they are password protected. Emailing a non-password protected task is not considered secure.
- Editable versions of the assessor packs and the candidate packs have been made available on the website these are password protected. The password is available from Walled Garden. Centres should give the candidate pack an alternative password before sharing with learners.
- Candidates are to be reminded that the task 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 for the collaborative elements of the task.

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

Remote Structured Discussion

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 candidates to clearly state their full name and candidate 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 candidate(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
- candidate 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 candidate number(s) of the candidate(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, a meeting password can be set and shared with the candidates in advance.
- Reviewing the security, meeting best practice and privacy policy for the chosen virtual meeting software.
- After the assessment has finished, the assessor should also end the meeting.
- Regularly check 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.

Submission of Centre Determined Grades

The process for submitting Centre Determined Grades is being developed and this document will be updated with further details as soon as these become available.

7. Adaptations for Essential Employability Skills

Entry Level

QAN	City & Guilds qualification number	City & Guilds qualification title
601/6804/3	3868-04	Entry Level Essential Employability Skills (Entry 3)

What adaptation arrangements are permitted for outstanding assessments?

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

- A witness testimony (internally quality assured) can be used in place of the recording of the structured discussion.

If this is not possible:

Complete a task remotely which can be carried out without supervision.

- A witness testimony (internally quality assured) can be used in place of the recording of the structured discussion.

OR:

Delay the assessment until it can be safely conducted, provided this does not cause a negative impact on learners' progression

OR

If a delay is not possible, the centre can move to a Centre Determined Grade using the following evidence:

- Learner work which clearly demonstrates competency in a broad range of the skills, as laid out in the design principles.

Submission of Centre Determined Grades

The process for submitting Centre Determined Grades is being developed and this document will be updated with further details as soon as these become available.

Levels 1, 2 and 3

QAN	City & Guilds qualification number	City & Guilds qualification title
601/6807/9	3868-04	Level 1 Essential Employability Skills
601/6811/0	3868-04	Level 2 Essential Employability Skills
601/6814/6	3868-04	Level 3 Essential Employability Skills

Learners who are able to complete the current assessment should continue to do so (the number of tasks available for use will be limited).

- A witness testimony (internally quality assured) can be used in place of the recording of the structured discussion.

If this is not possible:

Delay the assessment until it can be safely conducted, provided this does not cause a negative impact on learners' progression

OR:

If a delay is not possible, the centre can move to a Centre Determined Grade using the following evidence:

- Learner work which clearly demonstrates competency in a broad range of the skills, as laid out in the Design Principles. This should include critical thinking and problem solving, planning and organisation, creativity, innovation and personal effectiveness.

Remote Structured Discussion

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 candidates to clearly state their full name and candidate 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 candidate(s) and the assessor are clearly audible throughout the assessment
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- 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:

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- level and assessment activity

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

- centre name
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- name of the assessor
- date of activity
- type of assessment taking place e.g. Level 1 group discussion
- name and candidate number(s) of the candidate(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

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- If the meeting can be locked to the invited attendees only or where this functionality is not available, a meeting password can be set and shared with the candidates in advance.
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Submission of Centre Determined Grades

The process for submitting Centre Determined Grades is being developed and this document will be updated with further details as soon as these become available.

8. Further advice and guidance

For all queries relating to this guidance and arrangements, contact the Customer Support Team at City & Guilds who are available Monday to Friday 8am to 6pm excluding UK public holidays.



centresupport@cityandguilds.com

or

general.enquiries@cityandguilds.com



0844 543 0000

Related documents, Ofqual guidance and updates can be found on our website here
<https://www.cityandguilds.com/covid-19>

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