

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

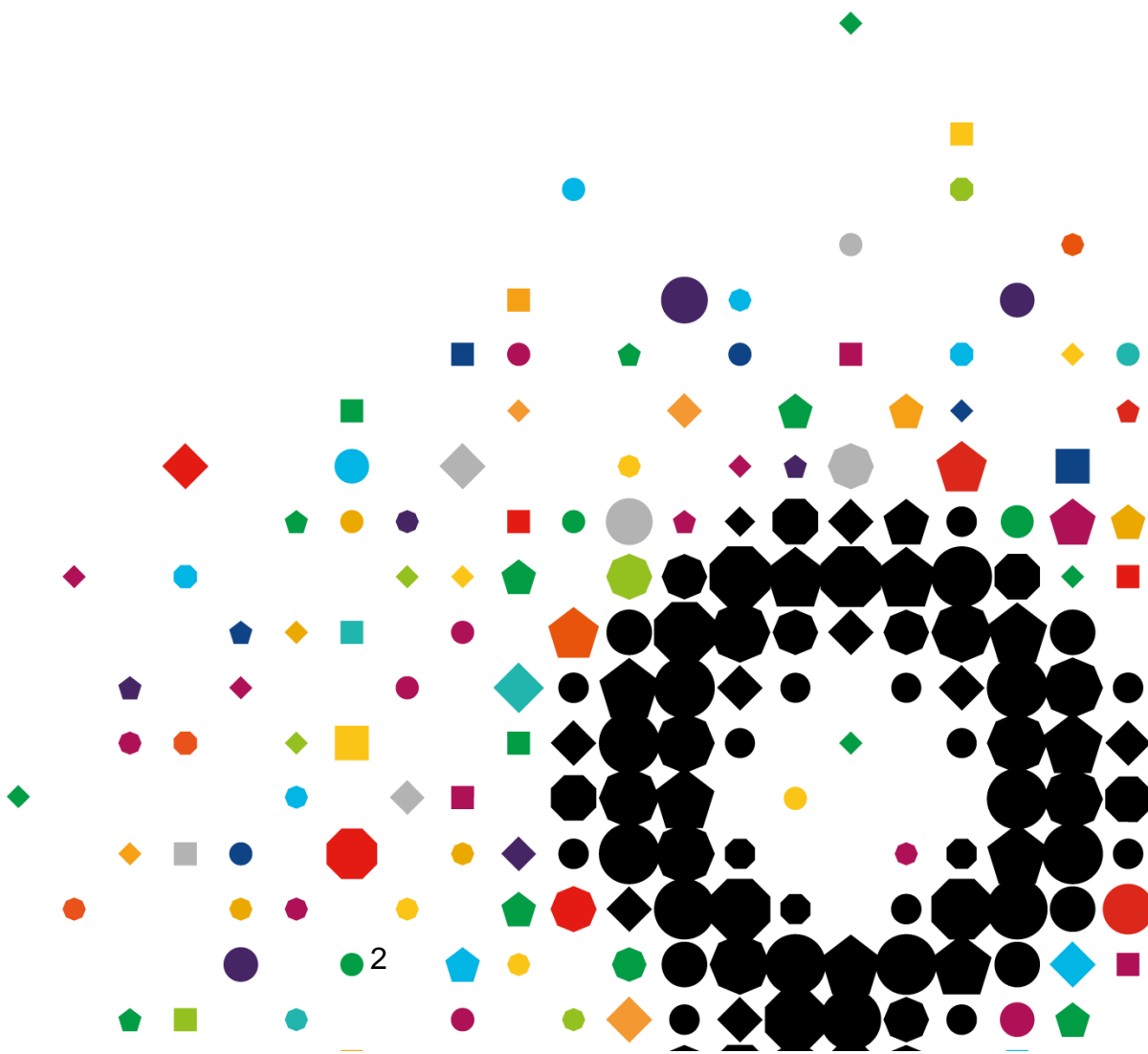
Essential Skills Qualifications (Wales)





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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, therefore similar challenges exist with remote assessment. Therefore, our advice would be that assessment delivery returns to usual practice as soon as possible.

2. Scope of qualifications

The qualifications covered by this guidance are:

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

3. Learners covered by these adaptations

The learners who are covered by these adaptations are all learners who are registered for Levels 1, 2 or 3 Essential Skills qualifications and are due to complete their assessments/achieve their qualification(s) by 31 August 2021.

The specific arrangements which apply will depend on the actual date that the learner is intended to complete their qualification, and these are laid out in the sections below.

These arrangements do not apply to learners registered for Essential Skills Qualifications at Entry Level. The intention is that these learners continue to undertake teaching and learning and take their assessments under the usual supervised conditions.



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?

There are no adaptations proposed for these qualifications. Candidates will need to complete the Controlled Task under supervised conditions.

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 until 30 November 2020

For learners who are registered and on programme and will complete their ESW qualification by 30 November 2020.

Candidates must successfully complete the confirmatory test in order to be awarded the qualification. Candidates are not required to complete the controlled task.

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/wifi connection, 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 candidates makes during the assessment.

Quality Assurance

Where only the confirmatory test is being used to award the qualification, centres need to satisfy themselves that candidates have all the skills required for competency at this level so that they can successfully complete the assessment and for progression purposes.

No additional evidence is required for EQA at this moment.

Certification

Once the candidate has successfully achieved the confirmatory test the centre should then claim the controlled task on the Walled Garden to generate a certificate.

The centre **must** keep a record of all candidates where the qualification has been awarded under these arrangements and provide this for City & Guilds on request.



City & Guilds qualification title	Component must be claimed via Walled Garden:
Level 1 Essential Skills Wales in Communication	3868-004
Level 2 Essential Skills Wales in Communication	3868-005
Level 3 Essential Skills Wales in Communication	3868-006

From 1 December 2020 until further notice

For learners who have not completed their qualification by 30 November 2020. This also applies to all new learners registered from 1 December 2020 onwards.

- Candidates completing must successfully complete the confirmatory test.
- In addition, candidates must complete a controlled task to provide evidence to support the skills required for the successful completion of the qualification. Centres can choose from two tasks that will be made available at each level by the awarding bodies for use during this arrangement. This task can be assessed **without** formal invigilation.
- It is recommended that standard timeframes are adhered to.
- 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.
- Candidates are to be reminded that the task must be their own work and they are not to consult with others for support.
- Where the task has not been completed using a collaborative tool, Candidates must return the completed task, password protected, by email.

Quality Assurance

This task must be internally assessed and retained for internal and externally quality assurance.

Certification

Once the candidate has successfully achieved the confirmatory test and the completed controlled task received and assessed by the Assessor, the centre can then claim the controlled task element via Walled Garden to generate a certificate.

The centre **must** keep a record of all candidates where the qualification has been awarded under these arrangements and provide this for City & Guilds on request.



City & Guilds qualification title	Component must be claimed via Walled Garden:
Level 1 Essential Skills Wales in Communication	3868-004
Level 2 Essential Skills Wales in Communication	3868-005
Level 3 Essential Skills Wales in Communication	3868-006

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?

There are no adaptations proposed for these qualifications. Candidates will need to complete the Controlled Task under supervised conditions.

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 until 30 November 2020

For learners who are registered and on programme and will complete their ESW qualification by 30 November 2020.

Candidates must successfully complete the confirmatory test in order to be awarded the qualification. Candidates are not required to complete the controlled task.

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/wifi connection, 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 candidates makes during the assessment.

Quality Assurance

Where only the confirmatory test is being used to award the qualification, centres need to satisfy themselves that candidates have all the skills required for competency at this level so that they can successfully complete the assessment and for progression purposes.

No additional evidence is required for EQA at this moment.

Certification

Once the candidate has successfully achieved the confirmatory test the centre should then claim the controlled task element via Walled Garden to generate a certificate.

The centre **must** keep a record of all candidates where the qualification has been awarded under these arrangements and provide this for City & Guilds on request.



City & Guilds qualification title	Component must be claimed via Walled Garden:
Level 1 Essential Application of Number Skills	3868-010
Level 2 Essential Application of Number Skills	3868-011
Level 3 Essential Application of Number Skills	3868-012

From 1 December 2020 until further notice

For learners who have not completed their qualification by 30 November 2020. This also applies to all new learners registered from 1 December 2020 onwards.

- Candidates completing must successfully complete the confirmatory test.
- In addition, candidates must complete a controlled task to provide evidence to support the skills required for the successful completion of the qualification. Centres can choose from two tasks that will be made available at each level by the awarding bodies for use during this arrangement. This task can be assessed **without** formal invigilation.
- It is recommended that standard timeframes are adhered to.
- 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.
- Candidates are to be reminded that the task must be their own work and they are not to consult with others for support.
- Where the task has not been completed using a collaborative tool, Candidates must return the completed task, password protected, by email.

Quality Assurance

This task must be internally assessed and retained for internal and externally quality assurance.

Certification

Once the candidate has successfully achieved the confirmatory test and the completed controlled task received and assessed by the Assessor, the centre can then claim the controlled task element via Walled Garden to generate a certificate.

The centre **must** keep a record of all candidates where the qualification has been awarded under these arrangements and provide this for City & Guilds on request.



City & Guilds qualification title	Component must be claimed via Walled Garden:
Level 1 Essential Application of Number Skills	3868-010
Level 2 Essential Application of Number Skills	3868-011
Level 3 Essential Application of Number Skills	3868-012

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?

There are no adaptations proposed for these qualifications. Candidates will need to complete the Controlled Task under supervised conditions.

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

- From the **1st October 2020**, candidates can be assessed on the controlled task **without** formal invigilation.
- Candidates will now also need to complete the structured discussion element of the task, either individually or as part of a small group. This may be carried out remotely and a recording of the discussion must be made available for external verification, together with the candidate's preparatory notes.
- It is recommended that the standard assessment time allowances be adhered to.
- Two tasks will be made available by the awarding bodies for use during this arrangement.



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 - Cynyrchiadau 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.
- 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.

Certification

Once the candidate has successfully completed the controlled task and structured discussion, the centre can then claim the controlled task element via Walled Garden to generate a certificate.

The centre **must** keep a record of all candidates where the qualification has been awarded under these arrangements and provide this for City & Guilds on request.



City & Guilds qualification title	Component must be claimed via Walled Garden:
Level 1 Essential Digital Literacy Skills	3868-016
Level 2 Essential Digital Literacy Skills	3868-017
Level 3 Essential Digital Literacy Skills	3868-018

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?

There are no adaptations proposed for this qualification. Candidates will need to complete the Controlled Task under supervised conditions.

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

With immediate effect:

- Candidates must successfully complete the controlled tasks without adaptation.
- Candidates will also need to complete the structured discussion element of the task, either individually or as part of a small group. This may be carried out remotely and a recording of the discussion must be made available for external verification, together with the candidate's preparatory notes. It is recommended that the standard assessment time allowances be adhered to.

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
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- 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
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- 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

Certification

Once the candidate has successfully achieved the controlled task and the appropriate quality assurance has taken place, the centre can then claim the controlled task element via Walled Garden to generate a certificate.

The centre **must** keep a record of all candidates where the structured discussion has taken place under these arrangements and provide this for City & Guilds on request.

City & Guilds qualification title	Qualification can be claimed via Walled Garden:
Level 1 Essential Employability Skills	3868-020
Level 2 Essential Employability Skills	3868-021
Level 3 Essential Employability Skills	3868-022

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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