

June 2020

Dear ESOL learners

ESOL (4692) qualifications – calculated grades for summer 2020

We hope you and your families are well at this very difficult time.

City & Guilds is the Awarding Organisation for your ESOL qualification. We would like to explain how we are working with your college or training provider this summer to make sure you get your results.

We know the last few weeks have been very worrying for you and your teachers. Most colleges and training providers have closed temporarily, and assessments and exams have been cancelled.

It is not possible to do your assessments while colleges and training providers are closed. So, this summer, you will get a **calculated result**. This means that if you were going to take your assessment between 20 March and 31 July, your teacher will estimate your grade. We are working hard to support your teachers with this process. We want to make sure you are treated as fairly as possible and can move on to the next stage of your education or your work as planned.

How will your grade be calculated?

Your teachers will be asked to use all the information they have about your progress and performance. They will look at all the work you have completed on your course including your homework, classwork, practice tests, assignments. They will also consider your general progress. They will agree your grade.

Your teachers are the ones who know you best. They can make accurate, professional judgements about your level of achievement.

Your grade will be approved by the Head of Centre or Principal of your college or training provider and then it will be sent to City & Guilds.

City & Guilds will do some important quality assurance checks. They will check how teachers made their judgements about your grades and they will check the evidence teachers used.

City & Guilds will also look at other data and statistics to make sure all the judgements are fair.

Can I see the grades my school or college submits for me?

Please **do not** ask your teachers or anyone else at your college or training provider to tell you the grades they have sent to City & Guilds. These are confidential until City & Guilds has finished all its quality checks.

When will I get my results?

City & Guilds will let your college or training provider know your **confirmed** results on **31 July**. If City & Guilds has any questions for your college or training provider about grades, results may take a bit longer.

There is no difference between grades and certificates issued to candidates this year and those issued at any other time. They will have the same value and importance.

Once again, we understand how difficult this time is for you. We want to reassure you that we are working closely with your college or training provider to make sure your grades are a fair reflection of your abilities and performance.

If you have any questions, please contact your college or training provider directly.

With best wishes

David Phillips
Managing Director, City & Guilds