

2020 - 2021 Adaptations Essential Skills Northern Ireland (4800)

For the period of:
September 2020– Summer 2021





Version history

Version	Amendment type	Section/Qualification
1.0 (October 2020)	Document created and published	All

1. Introduction

The Covid-19 pandemic caused significant disruption to the summer 2020 assessment series.

City & Guilds, working in consultation with CCEA and other ESNI awarding bodies, adopted centre estimated grades to ensure that affected learners (those due to achieve between 20th March 2020 and 31st July 2020) received a valid and reliable result for assessments they were unable to sit.

As we move into the 2020/21 academic year, we recognise that the ongoing nature of this pandemic will likely cause further disruptions for learners and centres and that the observation of government guidance will prove additional challenges for the administration of assessments.

For the academic year 2020/21, centres should plan to, and wherever possible, deliver all assessments in line with the requirements set out in City & Guilds handbooks and assessment materials.

This guide provides details of what mitigation can be introduced when this is not possible due to restrictions impacting standard delivery introduced by the COVID-19 pandemic.

This guidance document sets out the ESNI adaptations available and has been designed to complement the ***City & Guilds Qualification assessment adaptation guidance*** document which can be found on City & Guilds COVID-19 webpages.

1.1. Scope

The information in this document applies to City & Guilds approved centres in the UK who offer any of the Essential Skills Northern Ireland qualifications listed below:

4800-40	Essential Skills qualifications in Communication and Literacy
4800-50	Essential Skills qualifications in Application of Number and Numeracy
4800-60	Essential Skills qualifications in Information and Communication Technology



2. Adaptations

Where possible centres should return to delivering assessments in line with normal assessment conditions ensuring this is done in a safe and COVID secure way. However, where this is not possible, centres can use the below adaptations.

Please note that centres **must** notify City & Guilds before delivering any adapted assessments. The **Centre Intention form** can be found [here](#) to inform City & Guilds they are having to adapt assessments.

2.1. Instructions for Conducting Examinations (ICE)

We have reviewed and updated our ESNI Instructions for Conducting Examinations guidance (ICE) in light of the challenges that COVID has created, this can be found on the 4800 qualification webpage.

This includes:

- additional flexibility for exam dates,
- exam dates can now be moved for individual candidates,
- City & Guilds do not need to be informed of exam locations before exams take place,
- additional guidance about distributing papers and quarantining them before and after use,
- scripts can be collected after candidates leave the room,
- scripts can be sent up to three calendar days after the exam.

2.2. Level 1 and 2 Application of number and Communication (Reading and Writing)

City & Guilds will continue to make all paper-based exams available on-demand to the usual timescales.

These assessments must be conducted in line with the ESNI Instructions for Conducting Examinations guidance (ICE). Note there is no adaptation in the delivery of these assessments.

2.3. Speaking and Listening

Where Speaking and Listening assessments cannot be conducted in person, remote assessment can be utilised. This adaptation means the S&L assessor does not have to be in the same location as the candidate or other participants.

2.4. Adult Literacy/Numeracy at Entry Level

Entry level, assessment must take place in the usual way with no adaptation, whilst observing social distancing guidance.

2.5. Information and Communication Technology Level 1 and Level 2

Given this is assessed by a portfolio of evidence, assessment must take place in the usual way with no adaptation.



3. Applying for Adaptation

Centres need to notify City & Guilds when they intend to apply an adaptation to Essential Skills assessments. Details on this process can be found within the ***City & Guilds Qualification assessment adaptation guidance***.

4. External Quality Assurance

At present, all External Quality Assurance activity will be conducted remotely. Where centres are assessing Speaking and Listening activities remotely, they must advise their External Quality Assurer (EQA) in advance. City & Guilds EQAs will aim to attend a sample of Speaking and Listening assessments that are conducted remotely in order to carry out their quality assurance checks.

5. Further advice and information

We recognise that centres will be faced with unprecedented challenges this year and want to understand the impact this has on learners being able to access Essential Skills assessments. Therefore, please provide regular feedback to us around the effectiveness of these adaptations.

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

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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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