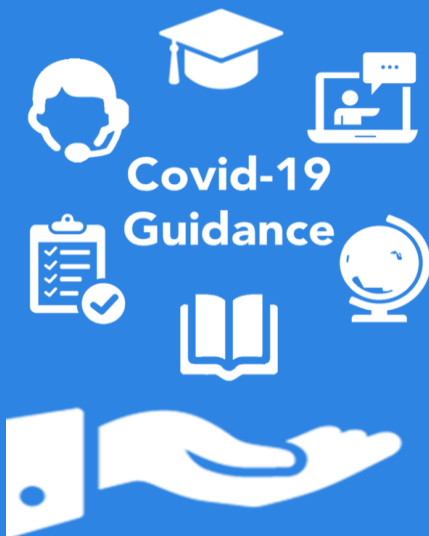


# Alternative Assessment Arrangements for 2021

## 7457 Veterinary Nursing OSCE Covid-secure delivery guidance

Information for centres, candidates, hosting venues and examiners

Version 2.0, 2021 OSCE series



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## Change history

Version	Date published	Change detail
<b>Version 2.0</b>	March 2021	<ul style="list-style-type: none"><li>• Revised dates for the 2021 series</li><li>• Removal of reference to video recorded assessment, this will not be used</li><li>• Updated links to declarations and documents</li><li>• Guidance and requirements for candidates on completing Covid-19 rapid lateral-flow test prior to attending their OSCE</li><li>• Guidance and requirements for examiners on completing Covid-19 rapid lateral-flow test prior to attending an OSCE weekend</li></ul>

## Foreword

This guidance sets out the required mitigations and approach City & Guilds must take to ensure the safe delivery of the Objective Structured Clinical Examinations (OSCEs) for the Level 3 Diploma in Veterinary Nursing qualifications.

The key aspects of working safely during the Covid pandemic are:

- social distancing,
- increased hygiene procedures,
- frequent, effective hand washing and
- track and trace compliance.

### Who is this document intended for?

In this document we refer to the following roles and their responsibilities:

#### **Candidate**

The student veterinary nurse (SVN) completing their L3 Diploma in Veterinary Nursing with a college or training provider, registered with City & Guilds, and who is eligible to sit the OSCE.

The candidate is responsible for ensuring they are prepared for the examination, and that they comply with the requirements set out in this document to protect themselves and others.

#### **Centre**

The college or training provider responsible for the candidate. Centres must ensure that their candidates are eligible to enter the examination, are well prepared and know what to expect, understand the additional requirements for Covid-safe delivery, and follow the guidance.

Centres should also ensure that candidates bring with them the necessary PPE and other stationery.

#### **Hosting venue**

The business that is supplying its venue and/or resources to City & Guilds for the purpose of carrying out an OSCE examination. This may include a college, university, training provider or veterinary organisation.

Whilst City & Guilds takes overall responsibility for the OSCEs, the hosting venue must play its part in ensuring the venue is safe and that our examiners are able to carry out the OSCE per our guidance. They will also be responsible for supplying certain equipment and consumables.

The hosting venue may also be a centre, but for the purposes of this document must be viewed as two separate entities.

#### **Examiner**

A suitably qualified person contracted with City & Guilds to act on its behalf, to carry out the OSCE examination and IQA process. They include Examiners, Senior Examiners and Chief Examiners. Examiners will uphold the integrity of the examination whilst ensuring the examination is carried out safely and per the appropriate guidance.

## Exam dates

We plan to deliver two extended OSCE series across 2021:

April 2021 series	
Week 1	Friday 09 – Sunday 11 April 2021
Week 2	Friday 16 – Sunday 18 April 2021
Results available by	Monday 17 May 2021

September 2021 series	
Week 1	Friday 17 – Sunday 19 September 2021
Week 2	Friday 24 – Sunday 26 September 2021
Results available by	Monday 25 October 2021

Please note that dates are subject to change.

We must ensure the safety of all candidates, our examiners, and the staff of our hosting venues at all times. We will continue to monitor government guidance closely.

## Safe delivery principles

The OSCE consists of 12 tasks examined in separate individual stations, each one being six minutes long. Candidates are required to pass a minimum of eight tasks. Within each task are several key steps. Candidates must achieve these key steps and the cut score to pass the station. It is the responsibility of the centre to ensure candidates are adequately prepared for the examination and familiar with the key steps.

### Capacity:

To deliver this assessment in a safe and secure way, reducing the risk to those involved, the maximum number of candidates that can be examined in one venue or area at a time is 6.

The maximum number of examiners is also 6, plus 1 senior examiner. Where possible we may reduce the examiner number further through delivery of more than one task by the same examiner (see explanation below under 'exam setup').

There will be one morning session and one afternoon session per venue. Specific times will be published to centres for their candidates.

Where a venue offers scope for multiple areas, where candidates and examiners can be kept separate, the number of assessments at any one time can be increased. However, the maximum in any one area must not exceed six, and a senior examiner will be required for each separate group.

### Risk assessment:

A venue risk assessment has been developed which must be completed for each hosting venue to mitigate the risk from contracting Covid-19 whilst participating in the preparation and delivery of an OSCE. All sections are mandatory, however venues used for the October – December 2020 OSCE series do not have to complete another risk assessment unless facilities have significantly changed.

Venues must be assessed by room, i.e. they cannot be assessed holistically. The assessment must include a general appraisal of the entrance areas, student waiting rooms, passageways and vestibules, and all separate assessment rooms. A risk rating will be assigned which will assess the impact and level of risk a) prior to mitigations b) following implementation of mitigations.

Rating	Action Required
R1	No risk / Risk is acceptable or low.
R2	Action is required to mitigate the risk. Adaptations and controls are required to ensure safety and reduce risk of contamination and spread of virus.
R3	Risk is unacceptable. Significant action required, or facility must be removed from use.

The risk assessment must be completed by a competent member of staff (City & Guilds Examiner, or senior RVN within the centre) and provided to City & Guilds for review. Each risk assessment will then be scrutinised by a Chief Examiner and a City & Guilds Senior Quality Manager.

The aim of the Covid-secure OSCE sessions should be to provide fair and effective assessment options to eligible candidates in a safe environment for all. This can be achieved by reducing direct contact between the individuals (e.g. remote assessing and where this is not possible, use of social distancing and PPE). This would be in the form of masks/visors, hand hygiene, increased ventilation, and increased cleaning measures.

## Exam setup:

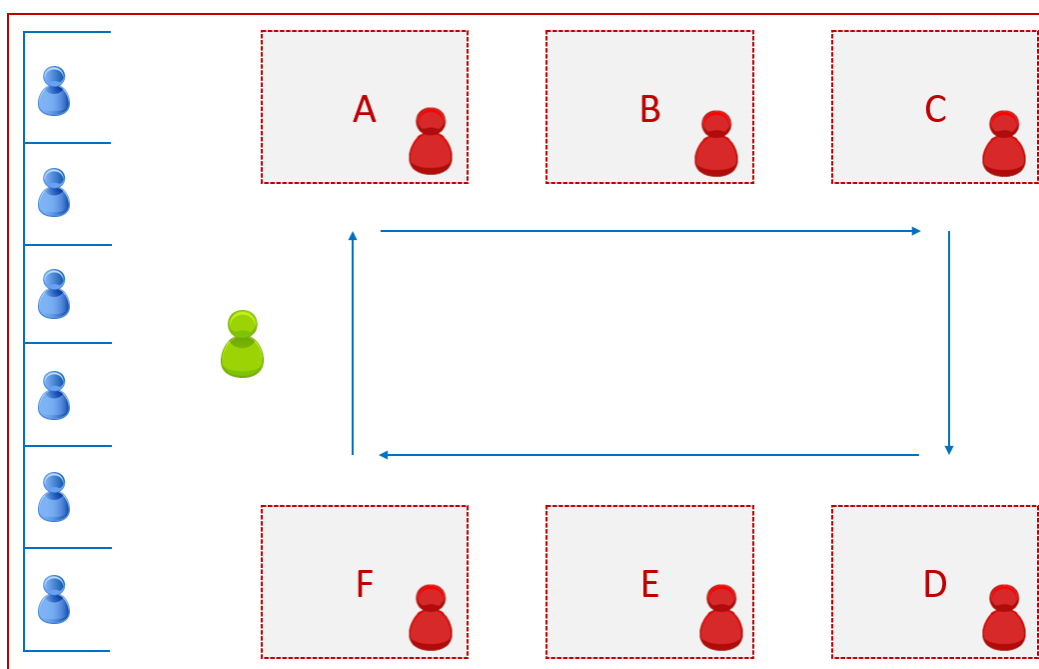
We will not be changing the number of tasks a candidate must complete, or the Pass criteria.

However, to reduce the number of examiners and candidates present at the venue at a given time, more than one task will be delivered separately in the same booth. This will likely be two tasks per booth.

Only one examiner and student can be present in the booth. The tasks will remain entirely separate, each six minutes long, they will not be combined.

The diagram below shows a typical set up for a venue.

- There are six booths where tasks will be examined. There will be one examiner in each booth (red icon).
- The booths will be labelled A, B C and so on, depending how many there are at the specific venue.
- A senior examiner will be present (green icon).
- Candidates (blue icon) will be allocated a waiting area with a chair to sit. They will use this position to return to once they have completed each task.
- Each candidate will be provided with a pack at the start of the exam which will include the instructions for each task. The packs will correspond to the chair they have been assigned.
- The candidate pack will provide the running order, which will flow around the room, for example:
  - Booth A, Task: Diagnostic imaging 01
  - Booth A, Task: Laboratory Diagnostics 05
  - Booth B, Task: Nursing Case 05And so on...
- Candidate packs will be in their specific running order for the assessment, candidates will not need to reorganise these.
- After each task is completed, they will return to their allocated waiting area and wait further instruction, just like they would normally.
- When the senior examiner announces the start of the next task, they should remove the briefing and then move to the task once the examiner calls them in. Any candidate seen to open instructions for a task they are not about to complete will be disqualified.



**Please note:** this is an example of how the room may be set up. It will differ at each location and candidate's allocated chairs will be spread out. Where booths do not have sufficient privacy, candidates may be required to sit in an alternative location, so they are not able to observe other candidates being examined.

## Hosting venues

Hosting venues already have well adopted safety measures in place from their own risk assessments including one-way systems and limits on access to waiting areas, toilets and vestibules etc. We strongly encourage centres to apply these same policies and procedures when providing their services to City & Guilds for the OSCE examinations.

We will ask candidates to arrive individually and that they should not meet any other individuals or groups. Family, friends and/or fellow colleagues etc. must under no circumstances be allowed entry to the venue.

### Specific venue requirements:

The following requirements will be set for all hosting venues as part of the agreement with City & Guilds. Where additional equipment and resources are required to implement these requirements, hosting venues should charge this back to City & Guilds at a reasonable and proportionate fee.

- Good ventilation must be provided throughout the day, even where the internal temperature drops, and heating has to be increased etc. Windows should be open to assist ventilation.
- Where air-conditioning is an internal circulation system (i.e. the air is re-circulated) it must be switched off. Only systems that extract or provide fresh air may be used.
- Increased spacing must be maintained where possible with protective screens between stations. However, this will be dictated by the physical limitations of the venue e.g. room sizes.
- Hand sanitiser and cleaning supplies should be readily available throughout the exam room(s) for candidates and examiners to access with limited contact. The supply of such products should be negotiated as part of the venue hire and include other equipment such as pots or disposable items which are needed to assess the candidates.
- Cleaning products (surface cleaners, disinfectant spray, wipes, hand sanitiser, gloves for designated personnel and single use cloths) must be available for cleaning of high traffic and high contact areas at the end of each exam session, both in the centre and in each exam station.
- A thorough cleaning programme must be provided at the end of each day, which includes the effective sanitisation of communal areas and toilet facilities. However, the cleaning regime for stations will be carried out by the examiners before, during and after each exam session.
- Government guidelines will need to be followed when setting up areas where tasks are being examined remotely, to ensure that these are clearly marked and the areas to be worked in, on the work surface are identifiable. We will provide further guidance to examiners and hosting venue staff where necessary.
- Clear information posters should be displayed around the venue to act as a reminder and encourage social distancing and other requirements such as hand hygiene for candidates and examiners. Examples can be found [here](#) on the PHE website. These should preferably be in A3 print. We will also send copies in advance.
- A venue QR code must be displayed upon entrance to the venue. This will be provided by City & Guilds in advance; however, venues may also have their own generic venue QR code too.

### Risk assessment:

This document must be completed for each hosting venue to mitigate the risk to stakeholders from contracting Covid-19 whilst participating in the preparation and delivery of an OSCE. All sections are mandatory.

Our examiners will have access to the risk assessment for each venue they are attending and will be responsible for ensuring the relevant mitigations are adhered to at all times.

It is also the responsibility of the hosting venue to ensure all listed mitigations required are in place.

Venues used for the Covid-secure 2020 OSCE series do not have to complete another risk assessment unless facilities have significantly changed for the 2021 series.



### **Track and trace:**

Our quality team will request candidates to sign an online declaration which includes supplying their personal details (name, email address, and telephone number). Candidates must acknowledge that where requested, these details may be provided to the UK government and/or the hosting venue.

We have also requested examiners to ensure their home address and contact details are up to date for our records.

The hosting venue should only request this information where necessary, and where a risk has been identified which requires delivery of the information. GDPR compliance must always be maintained.

All candidates and examiners will be encouraged to download the relevant NHS Test and Trace phone app which should be used to scan the venue QR code upon entry. Candidates will be permitted to keep the phone on their person if they are using the app (see guidance under '[Candidates](#)').

We recognise that some venues may also implement their own track and trace procedure in line with government guidance.

It is the responsibility of all parties (City & Guilds, the hosting venue, examiners, the centres, and its candidates) to share/disclose details where any symptoms of Covid-19 results in a positive test following an OSCE.

If you believe any of our examiners or your candidates have been put at risk, you must inform us immediately by contacting [VeterinaryNursing@cityandguilds.com](mailto:VeterinaryNursing@cityandguilds.com).

# Candidates

Candidates will be required to watch the [online exam briefing](#) prior to the exam.

Candidates **must not** attend the exam if;

- They feel unwell or are showing symptoms of Covid-19,
- They have knowingly come into contact with anyone who has tested positive for Covid-19 within the last 14 days,
- They or someone they live with is awaiting results of a Covid-19 test, regardless of whether they are asymptomatic, and/or
- They have tested positive for Covid-19 either through a rapid lateral-flow or polymerase chain reaction (PCR) test prior to the exam

## Track and trace:

All candidates must sign the [online declaration](#) which includes supplying their personal details (name, email address, and contact telephone number) to City & Guilds. Candidates must acknowledge that where requested, these details may be provided to the UK government and/or the hosting venue. If they do not agree to consent, or fail to provide these details, they will not be permitted to complete the exam. Please note, the hosting venue has the right to request these details upon entry in addition to the City & Guilds declaration.

Please see our privacy policy [here](#).

Candidates are requested to download the relevant NHS Test and Trace app onto their mobile device where possible. When they enter the venue, they will be asked to scan the venue QR code on the app if they have it. Whilst it is not mandatory for candidates to use the app, we strongly encourage this to help protect others.

Whilst JCQ posters will be displayed informing no web enabled devices are allowed, we are permitting candidates who are using the app to keep their phone on their person (i.e. in a pocket). The phone must be kept on silent (with vibration switched off) and must not be used at any point in the venue unless in an emergency. Any candidate found abusing this rule will be immediately disqualified. Where the candidate does not wish to use the app, or cannot because of system requirements, their phone must be stored away in their personal belongings.

## Covid-19 testing:

It is the responsibility of each candidate, and the candidate's centre to ensure that a rapid lateral-flow Covid-19 test has been completed prior to attending the OSCE. This must have been completed within 48 hours of the date of the OSCE for the candidate.

Candidates don't need to complete this within their centre, they can do this at home and submit the result online at the government website:

[Report a COVID-19 rapid lateral flow test result - GOV.UK \(www.gov.uk\)](#)

Once the result has been submitted and the confirmation text received, this should be kept safe (i.e. don't delete the text).

When the candidate attends the OSCE, the text message confirming the negative result must be shown to the Senior Examiner responsible for the sign in process.

## Reporting illness:

Upon entry to the venue candidates will be asked to show their valid ID and have their temperature checked using an infrared thermometer.

Any candidate who presents themselves showing symptoms which are of concern on the day will not be permitted to enter the assessment. Dependent on the severity of the symptoms, and if they have come into contact with equipment or

other examiners or candidates, this may result in the full cancellation of the OSCE for that venue for the day and/or series of days.

If at any point within 28 days after an examination a candidate develops symptoms of Covid-19 they should get a test, and update City & Guilds immediately of the outcome so we can take the necessary steps.

Symptoms include:

- High temperature
- New continuous cough
- Loss or change in your sense of taste and/or smell

Please notify [VeterinaryNursing@cityandguilds.com](mailto:VeterinaryNursing@cityandguilds.com) providing:

- full name,
- contact telephone number,
- date/time/venue of the OSCE,
- symptoms,
- whether you have had a positive Covid-19 test.

### **Attending the exam:**

On the day of the exam, the candidate will need to check in with the senior examiner, including confirming they are fit and well to participate in the examination by showing the text message confirming a negative Covid-19 rapid lateral-flow test result within the previous 48 hour period.

When they arrive at the examination venue, they must remain in a car outside or, if travelled by other means, wait outside in a suitable safe area, maintaining social distancing at all times, unless the specific venue has a waiting area facility.

Whilst we know it may not always be possible, candidates should try to avoid use of public transport.

Candidates will only be allowed to proceed to the exam once they have had their temperature taken via infrared thermometer (below 37.8°C) and used hand sanitiser to clean their hands.

**Face masks and visors must be worn at all times**, except under the following conditions;

- where a temperature check is being conducted and as part of the authentication (i.e. presenting their formal photographic ID).
- Candidates who wear glasses can be exempt from wearing a visor.
- Visors should be removed when wearing laboratory goggles.

Candidates must bring the following PPE and equipment:

- Hand sanitiser, which should be a minimum of 60% alcohol
- Face mask, which ideally should have a 95-98% bacterial filtration efficiency. Ideally, they should bring a good supply, and preferably not re-usable coverings unless first-time use.
- Full face visor/shield
- Box of disposable powder free gloves (non-latex preferable)
- Surgical gloves (for theatre practice tasks, please bring at least four pairs)
- Disposable surgical gowns (for theatre practice tasks, please bring two gowns)
- Laboratory goggles (for laboratory diagnostics tasks)
- Calculator
- Pens
- Scissors
- Fob/wristwatch
- Anti-bacterial or alcohol wipes (optional)

If the candidate does not bring this equipment, we will not provide this on the day of the OSCE and they will not be permitted to participate.

Candidates should keep personal belongings to a minimum where possible as some venues may not permit them to store these at reception or they will need to be left in the designated waiting area.

They will be given their individual exam pack (copies of the set tasks) and then proceed directly to the exam area. The cubicle/booth will display the number of the tasks inside.

Use of phones or other non-essential electronic devices is strictly prohibited during the exam. However, will be permitted to be kept on their person (i.e. in a pocket) for use of

- a) scanning the QR code upon entry
- b) showing the Senior Examiner the rapid lateral-flow test result confirmation
- c) making effective use of the Bluetooth technology within the NHS Test and Trace app

As the candidates leave the venue, they must repeat the hand hygiene process and the pack of exam set tasks must be disposed of upon exit.

### **Exam format:**

There will be one morning session (usually 10.00-12.30) and one afternoon session (usually 14.00-16.30) per venue, with a maximum of 6 candidates being examined at a time. Exact times will be confirmed.

Candidates should be familiarised with the exam set up explained under the section '[Safe delivery principles](#)'.

### **Non-compliance:**

Our examiners will remind candidates who are not following the relevant guidance, not practicing the required hygiene procedures or social distancing policy.

The Senior Examiner has the right to remove any candidate from the examination should they fail to comply with examiner instructions, or if they pose a risk to other candidates or examiners.

### **Integrity of examinations:**

We have taken steps to reduce the risk to candidates across the different OSCE tasks, however this has meant performing adaptations or removing tasks from use.

We must maintain the integrity of our exams, and therefore we are extending the confidentiality period for the current assessments. Candidates are not permitted to discuss the content of the OSCE with any other party (family, friends, colleagues, centre staff, clinical coach etc.) for a **three-month** period following the examination. We advise candidates particularly to avoid discussions via social media or messenger applications such as Facebook or WhatsApp.

Any candidate to be found in breach of this requirement will be disqualified and any result void.

### **Enquiries and appeals:**

Please note, that due to additional steps being taken by hosting venues and examiners, there may be additional sounds or noise disruption during an examination. For example, because windows and/or doors must be open to assist good ventilation.

Whilst we will take steps to mitigate the impact of this, we cannot provide any guarantee. All candidates should expect additional noise, background discussions and disruption throughout forthcoming exams.

Therefore, for the all Covid-secure OSCE series we will not accept special consideration requests, enquiries about results (EARs) or Appeals based on noise disruption, or where a candidate feels they have been impacted by reasonable and proportionate mitigations that have been put in place to protect fellow candidates and examiners.

### **Other considerations:**

We advise that candidates avoid the use of communal areas and toilets wherever possible. If these are required, good hygiene must be followed.

It may seem simple, but it's easy to become complacent and forget to follow the guidance. We recommend candidates watch this [government information video](#) and remember:

#### **Wash hands**

- keep washing your hands regularly

#### **Cover face**

- wear a face covering in enclosed spaces

#### **Make space**

- stay at least 2 metres apart - or 1 metre with a face covering or other precautions

# Examiners

Examiners **must not** attend the exam if;

- They feel unwell or are showing symptoms of Covid-19,
- They have knowingly come into contact with anyone who has tested positive for Covid-19 within the last 14 days,
- They or someone they live with is awaiting results of a Covid-19 test, regardless of whether they are asymptomatic, and/or
- They have tested positive for Covid-19 either through a rapid lateral-flow or polymerase chain reaction (PCR) test prior to the exam

## Exam format:

Some skills can be accurately examined once the candidate has completed the task & exited the booth, some need to be examined at a closer distance.

Examiner guidance will be updated in time for each series, and the relevant requirements for each task will be provided.

All examiners should expect to be allocated to examine more than 1 task (likely 2 tasks within a booth).

There will be one morning session (usually 10.00-12.30) and one afternoon session (usually 14.00-16.30) per venue, with a maximum of 6 candidates being examined at a time. Exact times will be confirmed.

Examiners should familiarise themselves with the exam set up explained under the section '[Safe delivery principles](#)'.

## Equipment:

Please ensure you provide your own:

- Hand sanitiser, which must be a minimum of 60% alcohol
- Face mask, which must have a 95-98% bacterial filtration efficiency. Ideally, examiners should bring a good supply, and preferably not re-usable coverings
- Full face visor/shield
- Box of disposable powder free gloves (non-latex preferable)
- Laboratory goggles for any lab tasks
- Calculator
- Pens
- Scissors
- Fob/wristwatch
- Alcohol or anti-bacterial cleaning wipes
- Antibacterial spray (where the venue is not providing)
- Disposable cleaning cloths (where the venue is not providing)

You will need to retain VAT receipts for all required PPE and submit these as part of your expenses claim. Equipment must be sanitised and re-used where it is suitable to do so (for example, a face visor does not have to be replaced each day or at each venue. It can be cleaned with alcohol wipes or other suitable anti-bacterial cleaning fluid).

You should only purchase quantities that you need specifically for your role. You will not be permitted to claim expenses for prescription laboratory goggles.

## Requirements:

Examiners who are in the station during the task must always wear PPE (mask and visor), standing side by side to the candidate and at least 1m apart.

Examiners must provide hand sanitiser in the station and supply their own cleaning products/household gloves, single use cloths etc. (where the venue is not providing).

Examiners must always wear their mask and visor when with candidates and other examiners but are permitted to remove the visor when more than 2 metres apart from others during rest breaks.

Hand hygiene and social distancing measures must be applied appropriately and updated in line with any subsequent government guidance.

Unfortunately, examiners will not be permitted to group during rest breaks and must always maintain social distancing. Examiners will be allocated a rest area, with a chair, which is only for their use.

The examiner team will be reduced to a minimum requirement and in examiner bubbles if multiple teams/rooms are in use (where feasible).

The allocation of examiners will be based on their proximity to the venue, which would reduce the need for hotels which will be considered as a last resort. If hotels are used, then examiners are required to make their arrangements, in line with existing City & Guilds fees and expenses policy and during their stay, follow social distancing and increased hand hygiene measures.

Examiners are strongly encouraged to bring their own refreshments and should limit their time to the venue and the hotel room only if applicable. Food may be consumed on the premises, however, must not be shared with others. For example, home baked products are strictly prohibited from being shared with other examiners.

### **Track and trace:**

Examiners will be expected to download the relevant NHS Test and Trace app onto their mobile device. When they enter the venue, they will be asked by the Senior Examiner to scan the venue QR code on the app each day.

The Senior Examiner will also take their temperature each day using an infrared thermometer upon entry and record this in a log.

We may be required to provide examiner names, addresses and contact telephone numbers to the hosting venue if this forms part of their policy. If an examiner does not consent to sharing this information, then they will not be considered to examine for us.

### **Covid-19 testing:**

It is mandatory for all Examiners to have completed a rapid lateral-flow Covid-19 test prior to attending each OSCE weekend. This must have been completed within 24 hours of the date of the first OSCE the examiner attends.

Where an examiner already has access to a test through their employer please use this facility. Otherwise, City & Guilds will provide examiners with the required tests. We'll be in touch shortly before each series to confirm your requirements.

The result should be reported on government website:

[Report a COVID-19 rapid lateral flow test result - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/report-a-covid-19-rapid-lateral-flow-test-result)

Once the result has been submitted and the confirmation text received, this should be kept safe (i.e. don't delete the text).

When the examiner attends the OSCE, the text message confirming the negative result must be shown to the Senior Examiner responsible for the sign in process. The Senior Examiner is the only individual who is required to send a copy of the test result to the Quality team via email (screen shot of result is sufficient).

### **Reporting illness:**

All examiners will be required to report any illness prior to the examination, and any point 28 days after an examination. If they have symptoms of Covid-19, then they are required to get a test, and update City & Guilds immediately of the outcome so that the necessary steps can be taken.

Symptoms include:

- High temperature
- New continuous cough
- Loss or change in your sense of taste and/or smell

Please notify [VeterinaryNursing@cityandguilds.com](mailto:VeterinaryNursing@cityandguilds.com) providing:

- full name,
- contact telephone number,
- symptoms,
- whether you have had a positive Covid-19 test.



## Exam process

Where possible we will group multiple tasks into one station, which will mean reduced requirement for the number of examiners. Subject to space, this could be replicated in a room, so that the volume of testing is increased whilst the overall student to examiner ratio is not compromised.

One Senior Examiner is still required to oversee the assessment at all OSCE venues. They will also take overall responsibility for ensuring candidates and examiners follow safe distancing at all times.

### Task risk assessment

In order to ensure the safety of candidates and examiners we have performed a risk assessment on the current stations available for use during the OSCE. Each task has been assigned a risk rating:

Rating	Action Required
R1	No risk / Risk is acceptable or low.
R2	Action is required to mitigate the risk. Adaptations and controls are required to ensure safety and reduce risk of contamination and spread of virus.
R3	Risk is unacceptable. Significant action required, or task must be removed.

We must ensure a broad range of tasks are maintained to assess candidate skill and competency against the RCVS Day One Skills (DOS), however we will take the necessary steps to mitigate risk of any medium risk (R2) rated task through extra hygiene or adaptation.

Any task which carries a significant risk (R3) will be removed from use until further notice.

Only Senior Examiners will be informed of this decision. We will not share this information with centres or candidates to ensure the integrity of our examinations.

Every effort has been made to ensure that the information contained in this publication is true and correct at time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time.

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