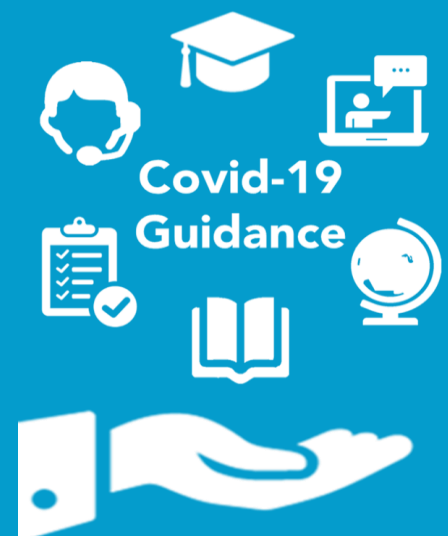


Submitting Centre Assessment Grades to Walled Garden Centre Guidance

Version 5.5, June 2020

**The deadline for submitting centre
assessment grades to Walled Garden
is now Wednesday 01 July**



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Information

We understand that centres will be at different stages of the process for gathering and reviewing evidence to support the estimation of centre assessment grades, required in response to the cancellation of summer 2020 assessments due to the ongoing Covid-19 pandemic. This document provides detailed information to guide you through the submission process for these grades and other required information.

City & Guilds has developed a new tool within our Walled Garden secure administration platform to enable centres to submit the required information in order to support the calculation of results. This document explains how to use this tool to submit centre assessment grades, grade intervals and rank ordering (where applicable).

We've provided some basic guidance, hints and tips in the first section on [using the tool](#), with more qualification-specific guidance in subsequent sections.

Release date	System functionality
Monday 08 June 2020	<p>Core functions will be re-released for centres to search by qualification and assessments.</p> <p>Centres will be able to manually input centre assessment grades, grade intervals and rank order candidates and submit these to City & Guilds. Centres will also be able to download candidate records for each assessment.</p> <p>Centres can submit grades where assessment is provided on paper only and/or where your centre has only used the paper version of the test.</p> <p>The tool only allows grades to be submitted against one version of an exam, where there is both an onscreen evolve and paper option. See page 13 and Appendix for further information.</p> <p>From Monday 8 June, the tool will show all previous achievement from across both mediums of the same assessment number on the same record.</p>
Friday 12 June 2020	<p>Centres can input centre assessment grades, grade intervals and rank order into the downloaded file (see above) and upload this back to the system.</p>
Friday 19 June 2020	<p>The tool will now only show candidate records for manual entry where the number of active records does not exceed 500. Where it does exceed this number centres will be required to complete the grade input via the download file. Please see page 18 for further information.</p>

Before submitting any centre assessment grades to Walled Garden, centres must ensure they have read the relevant qualification guidance documents on determining centre assessment grades.

Please visit our [COVID-19](#) website for further information.

Submission requirements and key dates

The table below shows the information required for each qualification/assessment, the submission deadlines and when results will be published to centres on Walled Garden.

Qualification/assessment		Requirements for submission			Submission deadline	Results published
		Centre Assessment Grade	Grade Intervals	Rank Ordering		
Technical Qualifications	Theory Exam	✓	✓	✓	01 July 2020	Level 3: 3 August 2020
	Synoptic Assignment	✓	✓	✓		
	Centre Assessed Components	✓	X	X		Level 2: 20 August 2020
	Employer Involvement / Work Experience	X	X	X		
Extended Project		✓	X	✓	01 July 2020	13 August 2020
Core Maths		✓	X	✓	01 July 2020	13 August 2020
ESOL		✓	X	X	01 July 2020	31 July 2020
Functional Skills		✓	X	X	01 July 2020	31 July 2020
Essential Skills Wales		✓	X	X	01 July 2020	31 July 2020
Essential Skills Northern Ireland		✓	X	X	16 June 2020	31 July 2020
VRQs		✓	X	X	01 July 2020	Level 3: 13 August 2020 Level 2: 19 August 2020

Considering objectivity and bias

To support centres in making professional judgements based on the evidence they have available, Ofqual have produced the following guidance:

[Guidance for Heads of Centre, Heads of Department and teachers on objectivity in grading and ranking.](#)

We have outlined some key points from this to consider when reflecting on centre judgements:

- Centres should use different sources of evidence and data (where applicable) to make a holistic professional judgement when providing centre assessment grades and rank ordering.
- Tutors should only take account of existing records and available evidence of a candidate's knowledge, skills and abilities against that assessment component, and must be as objective as possible. The judgment should reflect each candidate's likely performance, had they taken the assessment component this year as planned.
- Judgements should not be influenced by any factors under equality legislation, such as sex, race, disability, religion or belief, gender reassignment, sexual orientation or other factors such as good or poor behaviour, social background, appearance or character.

Centres are required to avoid unconscious bias when making judgements. Tutors must reflect upon whether their decisions have been unduly influenced by preconceptions about each candidate's performance and the effect of irrelevant factors.

Ofqual guidance states that centres should be aware of:

- confirmation bias, for example noticing only evidence about a student that fits with pre-existing views about them
- masking or halo effects, for example a particular view about an aspect of a student that hides, or overly accentuates, their actual knowledge, skills and abilities
- recency effects, for example giving undue weight to the most recent interaction with a student or the most recent piece of work done by a student
- primacy effects, for example giving undue weight to 'first impressions' of a student
- selective perceptions, for example giving undue weight to a student's performance on a particular part of the content of the specification rather than considering performance across all the material
- contrast effects, for example over- or under-estimating a student's likely performance having first considered a large number of students who are all working at a different standard

Consideration of previous year's comparative data and internal centre records may identify where unconscious bias is influencing the estimation process.

Centres should review any potential evidence of unconscious bias when undertaking internal quality assurance of their grading and ranking judgements.

Access arrangements and special consideration

Centre assessment grades should be based on candidate performance with consideration given to any access arrangements that they would have had in place.

The access arrangements do not need to have been approved by City & Guilds.

Where a candidate has been affected by a temporary illness/injury, close bereavement or some other event outside of the candidate's control, the centre assessment grade should be based on how you would have expected the candidate to perform under normal circumstances (i.e. how they would have performed had the event not happened).

Access to Walled Garden

You will need the appropriate Walled Garden access to submit centre assessment grades and other relevant information.

All City & Guilds' centres have access to Walled Garden, however the access arrangements within each centre will differ according to their organisational structure.

Only a **Primary User** or a **Secondary User** can submit centre assessment grades on Walled Garden.

Accounts which are set as **Finance User**, **Read Only User** or **Tutor User** will not be able to submit centre assessment grades.

If you do not have the correct permissions or do not have access to Walled Garden, you will need to request this from your centre's primary account holder.

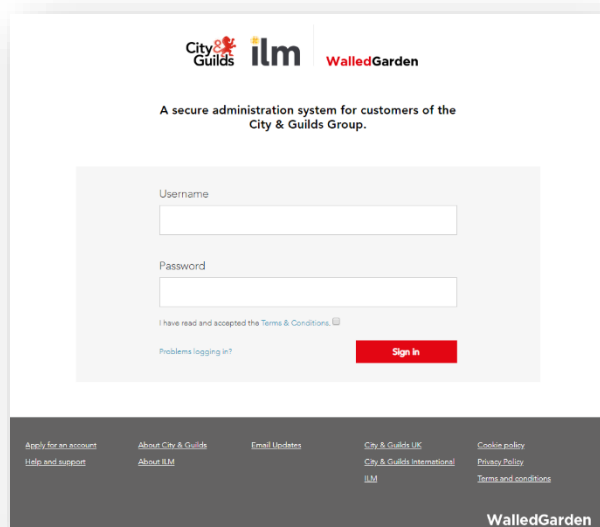
For further information on Walled Garden please click [here](#). Alternatively, please contact our Centre Support team:

T: 0844 543 0000*

E: centresupport@cityandguilds.com

Lines are open Monday to Friday 8 am to 5 pm.

**Calls to our 0844 numbers cost 7 pence per minute plus your telephone company's access charge.*



The screenshot shows the Walled Garden login interface. At the top, there are logos for City & Guilds, ilm, and WalledGarden. Below the logos, it states: "A secure administration system for customers of the City & Guilds Group." The main login area contains a "Username" field, a "Password" field, and a checkbox for "I have read and accepted the Terms & Conditions." Below these fields are links for "Problems logging in?" and a red "Sign in" button. At the bottom, there is a footer with various links: "Apply for an account", "Help and support", "About City & Guilds", "About ilm", "Email Updates", "City & Guilds UK", "City & Guilds International", "ilm", "Cookie policy", "Privacy Policy", and "Terms and conditions". The WalledGarden logo is also present in the bottom right corner of the footer.

Exception processes

Where a candidate has already achieved the qualification

For some qualifications (such as Technicals and VRQs) the tool will only show candidates with an active registration and who have not achieved the full qualification. We understand that there may be some instances where a candidate has previously achieved their qualification but intended to re-sit an assessment this summer in order to improve their grade.

If this is the case, you will need to request this candidates record is made available to you on the Walled Garden tool.

Please note that we may require further information to validate your request. For synoptic assignment and any other centre assessed components of our Technical Qualifications, a booking must have been placed prior to 20 March 2020 for the candidate.

Please email estimation.quality@cityandguilds.com for further information.

Where grades have been submitted in error

If you submit grades in error, you will need to contact us so we can unlock the qualification and/or assessment.

Please email estimation.quality@cityandguilds.com with your request including the following details;

- Full centre number and name,
- Qualification number (e.g. 0172-30)
- Assessment number (e.g. 0172-301)
- Brief description and reason for error

Please note that grades submitted in error may impact our ability to issue results to the published timescale.

Where a centre is not able to submit centre assessment grades / unable to meet deadline

Centres should make every effort to provide centre assessment grades for candidates that intended to complete assessments in summer 2020, and by the required deadline.

If centres are unable to submit centre assessment grades for candidates, or are unable to meet the deadline they must contact estimation.quality@cityandguilds.com.

Centres should consider the potential adverse impact this will have on candidates. City & Guilds will be required to notify the relevant regulator where a centre does not submit.

Grades submitted after the required deadline will not be released on the published date(s) for the qualification.

Missing Employer Involvement / work experience units for Technical Qualifications

For Employer Involvement and work experience units, where there is a booking, we will relax the requirement for centres. There will be no requirement for the centre to submit an assessment grade, we will process this for you provided a booking was made for the current academic year.

If you identify candidates where a booking is not present, please complete the ER2 exceptions request form on our website [here](#) and submit to estimation.quality@cityandguilds.com.

Using the tool

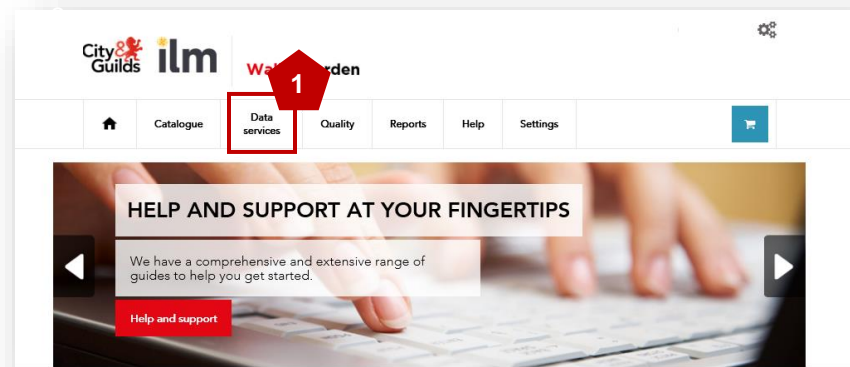
The tool in Walled Garden has been developed to allow centres to submit centre assessment grades to City & Guilds.

The tool has been developed to show candidate records based on registration data only. The tool does not have any requirement for a booking to have been made for the assessment on Walled Garden. As long as the candidate is registered on the selected qualification, the centre will be able to submit a centre assessment grade for any applicable assessment without a booking.

Guidance on finding your candidates and validating your grades are common to all qualifications/assessment, however you must follow the steps outlined in each of the qualification specific guidance as these detail the individual grade, grade interval, or rank ordering requirements.

Display your candidates

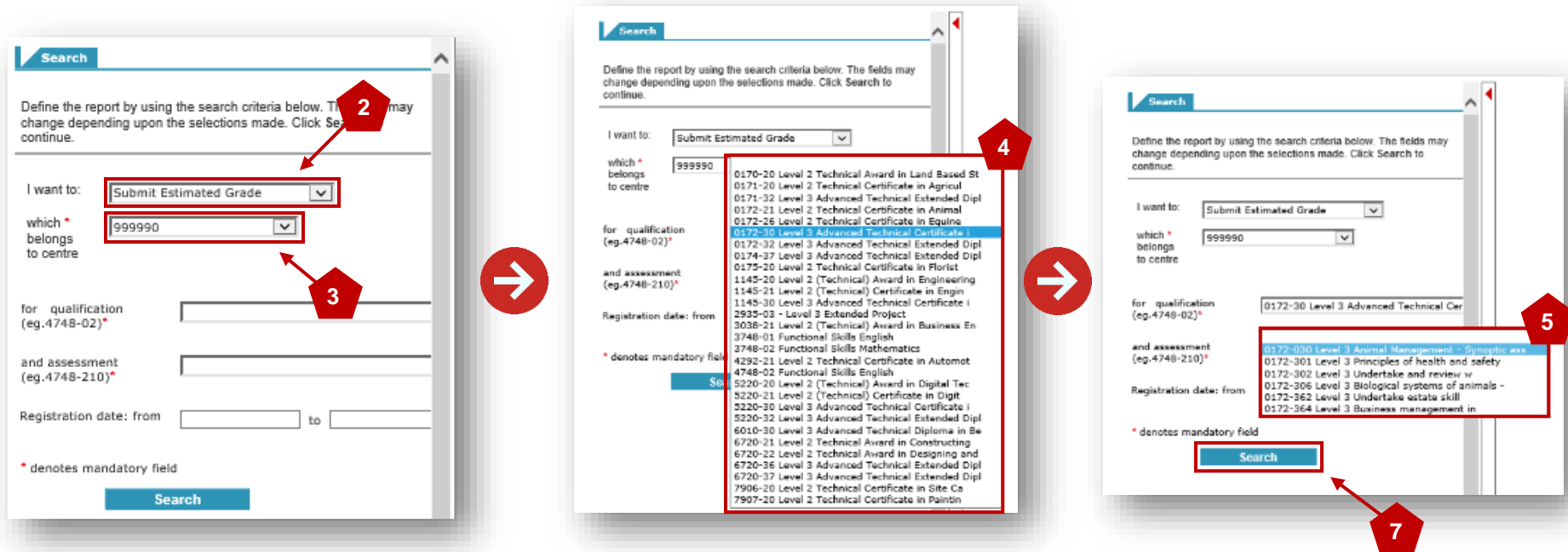
1. From the Walled Garden home page, go to the **Data Services** tab:



2. From the dropdown menu which now appears on the left of the screen, select **Submit Estimated Grade**.
3. Select the correct centre number for your candidates. Grades must be submitted separately against each centre number where candidates are registered. If you are responsible for multiple centres, please ensure that the submission of centre assessment grades is entered individually against each centre number.

NOTE: Don't use the default **All my Centres** option as the centre assessment grades will not submit correctly. You must filter on each centre number separately.

4. Choose the **Qualification** you wish to submit grades for – qualifications will appear in numerical order.
5. Choose the **Assessment** you wish to submit grades for.
6. You can refine your search range by registration date if you wish, however please note that when you come to finalise the grades and submit, you will need to remove this filter.
7. Click **Search** to display your registered candidates



The screenshots illustrate the search process for submitting centre assessment grades. The first screenshot shows the initial search criteria selection. The second screenshot shows the selection of a qualification from a list. The third screenshot shows the selection of an assessment from a list and the final search button.

Step 2: Select **Submit Estimated Grade** from the "I want to:" dropdown menu.

Step 3: Select the correct centre number from the "which * belongs to centre" dropdown menu.

Step 4: Select a qualification from the list.

Step 5: Select an assessment from the list.

Step 7: Click the **Search** button.

8. Candidates registered on the selected qualification and those with a valid registration will display.

Note: If you see this message below, this means that the number of candidates exceeds 500 records. Where this is the case centres must utilise the download and upload feature to provide estimated grades.

Please see [page 18](#) for further guidance.

Estimates Grade Entry

Qualification		Assessment		Valid grades
4800-50 ESSENTIAL SKILLS QUALIFICATIONS IN APPLI		4800-101 ENTRY 1 NUMERACY		PX
Achievement Rate	Pass Rate	Grade Distribution	Status	Last Update
			Not Started	

Candidate List

The below table shows all candidates with valid registrations for the qualification. Please use the table to provide an estimated grade for all applicable candidates and where applicable provide the rank within the grade. Please refer to specific guidance relating to this qualification for additional instructions. If you are not submitting a grade for a candidate please indicate this by ticking the "No Submission" tick box. Download files will contain all of the candidates registered for the qualification regardless of any date filters you have used.

Browse...
Upload
Download
Sort by Grade

The number of candidates exceeds the maximum number allowed for on-screen entry. Please click the 'Download' button to obtain your candidate list for the selected assessment. Please save the file locally and input your centre assessment grades. You can upload your updated file by clicking 'Browse' and selecting the file and then clicking the 'Upload' button. Once you have uploaded your data, please click the 'Ready to Submit' button and follow the onscreen instructions.

Validation Rules
Check data
Save
Ready to Submit

The following table lists what is displayed to centres per qualification:

Qualification	Candidate data displayed
Technical Qualifications Extended Project Qualification Core Maths Other VRQs	<p>Candidates will not be displayed if they have previously achieved the qualification / programme of study.</p> <p>Centres wishing to submit new centre assessed grades for these candidates should contact estimation.quality@cityandguilds.com or call us on 0300 303 53 52 (option 2, then option 3).</p> <p>For some assessments, any candidate who has previous achievement (e.g. a Pass, or higher), the system will show this and automatically select the 'No Submission' checkbox, the columns for grades / grade intervals will be unavailable. You can deselect this box if you intend to submit a new centre assessment grade.</p>
Functional Skills Essential Skills (Northern Ireland) ESOL	<p>Candidates will still be displayed even where they have previously achieved the qualification / programme of study. This is because these qualifications include different levels of assessment combined within the same qualification number (E.g. Functional Skills entry levels).</p> <p>However, candidates will <u>not</u> be displayed if they have previously achieved the specified assessment component (E.g. a Pass) within the qualification selected.</p>
Essential Skills (Wales)	<p>Candidates eligible for 'partial completion' will not be displayed in the tool for the particular qualification number.</p> <p>Centre assessment grades should be submitted only for candidates where 'partial completion' is not applicable.</p> <p>Note that evolve English and Welsh units show for these qualifications, see Appendix for further detail.</p>

The data provided within the table is **Surname, Forename, Enrolment Number** and **Registration date**. Where a result has previously been published for a candidate, this will show in the “previous achievement” column.

Search

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click Search to continue.

I want to: Submit Estimated Grade

which * belongs to centre: 999990

for qualification (eg.4748-02)*: 0172-26 Level 2 Technical Certificate in

and assessment (eg.4748-210)*: 0172-025 Level 2 Equine Care - Synopti

Registration date: from to

* denotes mandatory field

Search

Estimates Grade Entry

Qualification		Assessment		Valid grades	
0172-26 LEVEL 2 TECHNICAL CERTIFICATE IN EQUINE		0172-025 LEVEL 2 EQUINE CARE - SYNOPTIC ASSIGNMEN		D,M,P,X	

Achievement Rate	Pass Rate	Grade Distribution	Status	Last Update
48%	38%	D8%, M15%, P23%, X54%	In Progress	100194819 29.05.2020 07:49:07

Candidate List

The below table shows all candidates with valid registrations for the qualification. Please use the table to provide an estimated grade for all applicable candidates and where applicable provide the rank within the grade. Please refer to specific guidance relating to this qualification for additional instructions. If you are not submitting a grade for a candidate please indicate this by ticking the “No Submission” tick box.

Surname	Forename	Enrolment Number	Registration date	Previous Achievement	No Submission?	Grade	Grade Interval	Rank
		FKV5856	05.05.2020		<input type="checkbox"/>			
		FJL2297	21.04.2020		<input type="checkbox"/>			
		FKW3383	06.06.2019		<input type="checkbox"/>			
		FKW3395	06.06.2019		<input type="checkbox"/>			
		FKW3407	06.06.2019		<input type="checkbox"/>			

Sort by Grade

Validation Rules **Check data** **Save** **Ready to Submit**

The data table at the top displays the Qualification and Assessment numbers and the valid grades for the selected assessment.

The status will update as you complete the progress. You can also see the timestamp of when the grades were last updated.

Functions available to support grade entry including **Sort by Grade** and **Check data**.

8

9

Estimates Grade Entry				
Qualification		Assessment		Valid grades
0172-26 LEVEL 2 TECHNICAL CERTIFICATE IN EQUINE		0172-025 LEVEL 2 EQUINE CARE - SYNOPTIC ASSIGNMEN		D,M,P,X
Achievement Rate	Pass Rate	Grade Distribution	Status	Last Update
46%	38%	D8%, M15%, P23%, X54%	In Progress	100194819 29.05.2020 07:49:07

9. For some qualifications the Walled Garden tool will display additional grade performance data including **achievement rate**, **pass rate** and **distribution of grades** for a set time period:

Technical Qualifications; data will show for 2019 assessments

Essential Skills Northern Ireland; data will show 21 March – 31 July 2019

Essential Skills Wales; data will show 20 March – 31 July 2019

ESOL; data will show 20 March – 31 July (for the Reading Level 1 & Level 2 only)

Please now refer to the section of this guide which applies to your selected qualification and assessment:

[Technical Qualifications](#)

[Extended Project Qualification / Core Maths](#)

[Functional Skills, ESOL, Essential Skills and VRQs](#)

Submitting grades for exam assessments

As the summer 2020 assessments/exams have been cancelled, as part of the process of submitting centre assessment grades, centres are expected to submit a grade for any relevant exam component that the candidate intended to sit in the summer.

Where there are both **paper** and **onscreen evolve** versions of the same exam for a qualification, the Walled Garden may only show one exam version. If centres need to submit a centre assessment grade, it must be submitted under the available exam component number.

For ESOL and Essential Skills Wales, only the **onscreen evolve** units will show (see [Appendix](#)).

For Functional Skills and Technical Qualifications, only the **paper** units will show (see [Appendix](#)).

Example 1: Functional Skills Mathematics (3748-02) has four versions of the same exam on different mediums:

Exam/Assessment number	Medium
3748-119 Functional Mathematics – Level 1	Onscreen (e-volve)
3748-319 Functional Mathematics – Level 1	Paper
3748-419 Functional Mathematics at Level 1 – Braille Paper	Paper
3748-519 Functional Mathematics at Level 1 – Enlarged Print	Paper

For the purposes of submitting centre assessment grades, the centre must use the assessment number **3748-319** to submit grades.

Example 2: Level 3 Advanced Technical Certificate in Animal Management (0172-30) has two versions of the same exam on different mediums:

Exam/Assessment number	Medium
0172-031 Level 3 Animal Management - Theory exam (1)	Onscreen (e-volve)
0172-531 Level 3 Animal Management - Theory exam (1)	Paper

For the purposes of submitting centre assessment grades, the centre must use the assessment number 0172-531 to submit grades.

It does not matter if a booking was already placed for the paper, or e-volve version of the exam prior to 20 March.

Lists of **paper** and **onscreen evolve** exam equivalents can be found in the [Appendix](#)

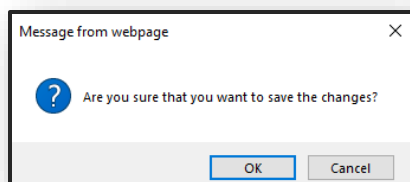
NOTE: The Walled Garden tool will show all previous achievement across both versions of the same exam within the available component. This will support centres where previous achievement was against the version of the exam not available on the tool.

Checking your data

We understand that it may take some time to enter your centre assessment grades, so please click **Save** regularly to ensure your grades are being recorded onto the system. You will find a list of functions at the bottom of the screen, below your candidate list:



By clicking **Save**, a message will display:



After clicking **OK**, you will see at the top of the screen that the status changes **in progress**, the last update has been timestamped, and there is a confirmation that the data has been saved successfully:

Status	Last Update
In Progress	100194819 27.05.2020 16:04:48

The data has been successfully saved.

Saving your grades does not mean that they have been submitted. Please follow the qualification-specific sections of this document for details around the submission of your centre assessment grades.

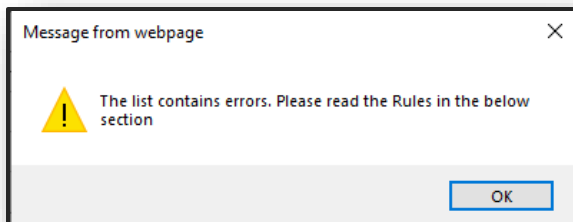
Additional functions are provided within the tool to assist you when entering your centre assessment grades:

Check data

Check data

Check data can be found at the bottom of the screen below your list of candidates. By clicking on **Check data**, this function provides a system check of the grades and details you have entered already and will highlight any missing information or errors, for example that no data has been entered for candidate(s). The missing fields will be highlighted in **red**.

These will need to be reviewed and corrected before you can submit your centre assessment grades.



Validation rules

Validation Rules

Validation rules can be found at the bottom of the screen below your list of candidates. By clicking on **Validation rules**, guidance will appear in a panel at the bottom of the screen – this is the same guidance which you will see if you have clicked **Check data** and errors have been identified:

Rules Validation

The following rules are used to validate the data you have entered, if you receive a warning that the data contains errors please check that:

- All candidates are ticked as 'No Submission' or have a grade selected from the 'Grade' dropdown
- Only grades listed in the 'Grade' dropdown are valid
- If a grade has been supplied for a candidate and the 'Grade Interval' dropdown is enabled then a value must be entered, the only exception is for candidates with Fail (X or U) grades
- If a grade has been provided and the 'Rank' field is enabled then a value must be entered
 - The 'Rank' value must be numeric
 - The 'Rank' value must start from 1 for each different grade, for instance if you have Fail, Pass, Merit and Distinction grades then they should all have a candidate with a rank of '1'
 - The 'Rank' value must be continuous numbers for each different grade
 - The 'Rank' value must ensure that the grade and grade intervals are logically grouped, for instance the 'M' (Merit) grade cannot be ranked below a 'P' (Pass) grade just as a 'D2' grade interval cannot be ranked above 'D3' grade interval

This guidance may be useful for centres to ensure the correct information is entered within the tool, and to understand the reasons behind any errors which may have been flagged and are restricting the submission.

Sort by Grade

Sort by Grade

At the top of your list of candidates, you will see **Sort by Grade**. This can only be used after you have entered and saved your grades. By clicking **Sort by Grade**, you will then see your candidates listed in order of achievement, using the grades you have entered.

We suggest using this function to cross check the grades you have provided on the Walled Garden tool with your internal lists of centre assessment grades.

For qualifications where candidate ranking is needed, this is particularly useful to see the order in which you have ranked your learners across the grades provided (and grade intervals, if necessary).

Download and save candidate data

We understand that some centres may wish to extract or download their candidate data and complete this offline, especially if there are many candidates who have current registrations and appear in the candidate list.

You may want to use the download function for two purposes:

- **In preparation for submission;** to download a spreadsheet of all candidates which can then be populated offline. You can enter grades onto the downloaded file, save it locally, and upload it back to the tool on Walled Garden, where your grades will then update onto the tool for you.
- **Post submission;** to download all candidates, grades, grade intervals and ranking (where applicable) which you have entered onto the tool your own internal records.

Candidate List

The below table shows all candidates with valid registrations for the qualification. Please use the table to provide an estimated grade for all applicable candidates and where applicable provide the rank within the grade. Please refer to specific guidance relating to this qualification for additional instructions. If you are not submitting a grade for a candidate please indicate this by ticking the "No Submission" tick box. Download files will contain all of the candidates registered for the qualification regardless of any date filters you have used.

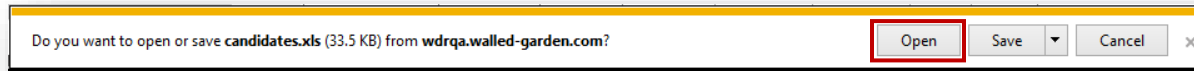
Browse... Upload Download Sort by Grade

Surname	Forename	Enrolment Number	Registration date	Previous Achievement	No Submission?	Grade	Grade Interval	Rank
		FKV4481	05.02.2019	X	<input type="checkbox"/>	<div>▼</div>	<div>▼</div>	
		FKV4479	05.02.2019	X	<input type="checkbox"/>	<div>▼</div>	<div>▼</div>	
		FKV4456	05.02.2019		<input type="checkbox"/>	<div>▼</div>	<div>▼</div>	

Download

At the top of the list of candidates, click **Download**.

Your internet browser will download the file, and give you the option of how you wish to open it:



You must ensure the file format remains as **Unicode Text (*.txt)** otherwise you will not be able to upload the file to the tool.



Try to avoid saving the file as any other format, otherwise you may have to convert the file back to the *.txt format

If a file is saved as an Excel file (*.xls) it will need to be converted back to a Unicode Text file (*.txt) prior to being submitted to the Walled Garden tool. See the section [open, edit and/or converting file ready for upload](#) for further guidance.

Downloading a list of candidates in preparation for uploading to the Walled Garden tool.

After completing the download, the file will open. Note that the file is a text file, however, can be opened using Excel. However, the file format must not be changed.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Centre	PoS Nu	PoS Name	Assess	Assessment Name	Enrolment No	First Name	Last Name	Registration	Previous	No Sub	Grade	Grade I	Rank
2	999990	1234-12	Qualification name	1234-123	Assessment name	ABC1234	Name1	Lastname1	14.11.2019					
3	999990	1234-12	Qualification name	1234-123	Assessment name	ABC1235	Name2	Lastname2	14.11.2019					
4	999990	1234-12	Qualification name	1234-123	Assessment name	ABC1236	Name3	Lastname3	13.11.2019	X				
5	999990	1234-12	Qualification name	1234-123	Assessment name	ABC1237	Name4	Lastname4	14.11.2019					
6	999990	1234-12	Qualification name	1234-123	Assessment name	ABC1238	Name5	Lastname5	14.11.2019					
7	999990	1234-12	Qualification name	1234-123	Assessment name	ABC1239	Name6	Lastname6	14.11.2019					
8	999990	1234-12	Qualification name	1234-123	Assessment name	ABC1240	Name7	Lastname7	14.11.2019					
9	999990	1234-12	Qualification name	1234-123	Assessment name	ABC1241	Name8	Lastname8	14.11.2019					
10	999990	1234-12	Qualification name	1234-123	Assessment name	ABC1242	Name9	Lastname9	14.11.2019	P	X			
11	999990	1234-12	Qualification name	1234-123	Assessment name	ABC1243	Name10	Lastname10	13.11.2019					

Your candidate information will all be displayed. Where applicable the 'previous achievement' column will show any grade already achieved, and the 'no submission' column will be marked with an "X" if the candidate has already achieved a grade.

NOTE: Amending candidate details, or previous achievement grades will not upload to the system!

You may remove the "X" from the no submission column for candidates if you would like to submit another centre assessed grade – this new grade must be entered, in upper case, into column L.

Grades for other candidates can be populated into column L, and where grade intervals and candidate rankings are required, these are to be entered into column M and N respectively.

You may filter and sort the data provided as required.

NOTE:

- Any adjustments to the candidates' core data will cause an error when uploading – do not edit candidate names, enrolment numbers, prior achievements etc. The only columns which permit new data are columns K, L, M and N.
- New or missing candidates cannot be added to this list. This will cause an error when uploading to the Walled Garden tool. If a candidate is missing from the download this may be due to several factors, such as the candidate having already achieved the programme of study or assessment (depending on the qualification).

When entering grades onto the file prior to upload, only the following characters can be used.

Please note these must all be entered in **UPPERCASE** text.

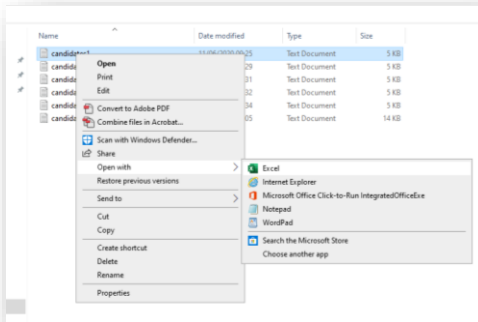
Grade:	To be entered as:
Pass	P
Merit	M
Distinction	D
Fail	X
A*	AS
A	A
B	B
C	C
D	D
E	E
U	U

Open, edit and/or converting file ready for upload

If a centre has saved the data to a location as an excel file format (*.xls or *.xlsx), this will need to be converted back to **Unicode Text (*.txt)** so that the Walled Garden tool will accept the upload.

Open *.txt file using Excel:

1. Locate the file location
2. **Right click**, select open with and then **Excel**:



Convert *.xls or *.xlsx file to *.txt file:

1. Locate and open the *.xls or *.xlsx file
2. Click **Save As**
3. Change the format to **Unicode Text (*.txt)**
4. Click **Save**



Upload candidate data

To upload a completed *.text file to the Walled Garden tool

1. Filter to the correct **Qualification** and **Assessment** number
2. Click **Browse** at the top of the candidate list for the correct assessment

Candidate List

The below table shows all candidates with valid registrations for the qualification. Please use the table to provide an estimated grade for all applicable candidates and where applicable provide the rank within the grade. Please refer to specific guidance relating to this qualification for additional instructions. If you are not submitting a grade for a candidate please indicate this by ticking the "No Submission" tick box. Download files will contain all of the candidates registered for the qualification regardless of any date filters you have used.

Browse...
Upload
Download
Sort by Grade

Surname	Forename	Enrolment Number	Registration date	Previous Achievement	No Submission?	Grade	Grade Interval	Rank
		FKV4481	05.02.2019	X	<input type="checkbox"/>	▼	▼	

A pop-up window should display asking you to choose the file to upload.

3. Select the correct file to import the candidate data from
4. Click **Open**
5. Now click **Upload** on the Walled Garden tool

Providing the data has been completed correctly and there have been no alterations, additions etc. then the information within the file will update onto the assessment on the tool:

The data has been successfully uploaded

Where the file format is not correct (e.g. an *.xls file format) the following message will display:

The file does not contain data or the format is not valid

If an error has occurred with your data, or incorrect data has been entered an error message will show:

The error message will indicate where the error is in the file:

The file contains incorrect values for Grade Interval

The file contains incorrect values for Grade

The file contains incorrect values for 'No Submission

6. You should now click **Save** and check that the data has updated correctly onto your candidate records
7. Use the **Sort by Grade**, **Validation Rules** and **Check data** functions before proceeding, see the section on [checking your data](#) for further information on how to use these functions.
8. When you are confident all required centre assessment grades, grade intervals and rank order have been provided for the assessment, click **Save** and then click **Ready to Submit**.

Submitting Grades

Technical Qualifications

For Technical Qualifications (see list [here](#)) centres must submit centre assessment grades, provide grade intervals for each candidate, and rank order them within each grade, for all synoptic assignments and theory exams.

For mandatory and optional units (centre assessed components) you only need to submit a grade.

For Employer Involvement and work experience units, we have relaxed the requirements this year. There is no requirement to submit grades for these units. Providing the unit was booked in Walled Garden, we will automatically Pass these units for you. If, however you did not make the booking for the Employer Involvement and/or work experience units you will need to contact us at estimation.quality@cityandguilds.com.

The following table shows the submission requirements for Technical Qualifications for each assessment type:

Assessment type:	Centre Assessment Grade	Grade Intervals	Rank Ordering
Theory Exam	✓	✓	✓
Synoptic Assignment	✓	✓	✓
Centre Assessed Components	✓	X	X
Employer Involvement / Work Experience	X	X	X

Remember the rules of combination must be met for each candidate to ensure their overall qualification grade is calculated.

NOTE: You must complete this process for each assessment your candidates intended to complete this summer.

Please check the rules of combination in the relevant Qualification Handbook or on the Walled Garden catalogue for further information.

Please first follow the steps from the section [display your candidates](#) in order to locate your candidates.

Once you have filtered to your qualification and assessment, all registered candidates will display on the screen. For Technical Qualifications, these will be candidates with a valid registration and who have not previously achieved the full qualification grade (i.e have not yet been certificated). The list will therefore include candidates who may have left the programme of study.

Search

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click Search to continue.

I want to: Submit Estimated Grade

which * belongs to centre: 999990

for qualification (eg.4748-02)*: 0172-30 Level 3 Advanced Technical Cer

and assessment (eg.4748-210)*: 0172-030 Level 3 Animal Management -

Registration date: from to

* denotes mandatory field

Search

Estimates Grade Entry

Qualification	Assessment	Valid grades
0172-30 LEVEL 3 ADVANCED TECHNICAL CERTIFICATE I	0172-030 LEVEL 3 ANIMAL MANAGEMENT - SYNOPSIS ASS	D,M,P,X

Achievement Rate	Pass Rate	Grade Distribution	Status	Last Update
%	%		Not Started	00.00.0000 00:00:00

Candidate List

The below table shows all candidates with valid registrations for the qualification. Please use the table to provide an estimated grade for all applicable candidates and where applicable provide the rank within the grade. Please refer to specific guidance relating to this qualification for additional instructions. If you are not submitting a grade for a candidate please indicate this by ticking the "No Submission" tick box.

Sort by Grade

Surname	Forename	Enrolment Number	Registration date	Previous Achievement	No Submission?	Grade	Grade Interval	Rank
		FKU7726	19.11.2018	D	<input checked="" type="checkbox"/>			
		FKU7749	19.11.2018	X	<input checked="" type="checkbox"/>			
		FKV5331	12.03.2019		<input type="checkbox"/>			
		FKX0602	26.10.2018		<input type="checkbox"/>			
		FKX0614	26.10.2018	P	<input checked="" type="checkbox"/>			
		FKX0675	13.11.2019		<input type="checkbox"/>			
		FKX0698	14.11.2019		<input type="checkbox"/>			
		FKX0700	14.11.2019		<input type="checkbox"/>			
		FKX0712	14.11.2019		<input type="checkbox"/>			

Where a candidate has previously achieved the assessment, the grade will show in this column. This will be the highest achieved grade. The system will automatically select the **No Submission** box.

You can unselect the box if you intend to submit a new centre assessment grade for the candidate

Now you have your candidate list, start to input the centre assessment **Grade** for each candidate.

Surname	Forename	Enrolment Number	Registration date	Previous Achievement	No Submission?	Grade	Grade Interval	Rank
		FKV5331	12.03.2019		<input type="checkbox"/>	D	▼	
		FKX0675	13.11.2019		<input type="checkbox"/>	M	▼	
		FKX0698	14.11.2019		<input type="checkbox"/>	P	▼	
		FKX0700	14.11.2019		<input type="checkbox"/>	X	▼	
		FKX0712	14.11.2019		<input type="checkbox"/>		▼	
		FKX0724	14.11.2019		<input type="checkbox"/>		▼	

For Synoptic Assignment and Theory Exam assessments please continue to **Step 1**. For all other centre assessed components, only a grade needs to be entered, so please skip to **Step 4** as grade intervals and rank order are not needed.

1. If you are submitting for a theory exam or synoptic assignment select the correct **Grade Interval** for each candidate. Candidates should be placed in grade intervals to indicate whether they would have likely achieved a high (P3/M3), middle (P2/M2) or lower (P1/M1) end of the Pass/Merit grade, or the highest (D4), high (D3), middle (D2) or lower (D1) end of the Distinction grade. There are no grade intervals for Fail grades.

Surname	Forename	Enrolment Number	Registration date	Previous Achievement	No Submission?	Grade	Grade Interval	Rank
		FKV5331	12.03.2019		<input type="checkbox"/>	D	D4	
		FKX0675	13.11.2019		<input type="checkbox"/>	D	D3	
		FKX0698	14.11.2019		<input type="checkbox"/>	M	M2	
		FKX0700	14.11.2019		<input type="checkbox"/>	P	P2	
		FKX0712	14.11.2019		<input type="checkbox"/>	P	P1	
		FKX0724	14.11.2019		<input type="checkbox"/>		P2	

Distinction	D4
	D3
	D2
	D1
Merit	M3
	M2
	M1
Pass	P3
	P2
	P1
Fail	-

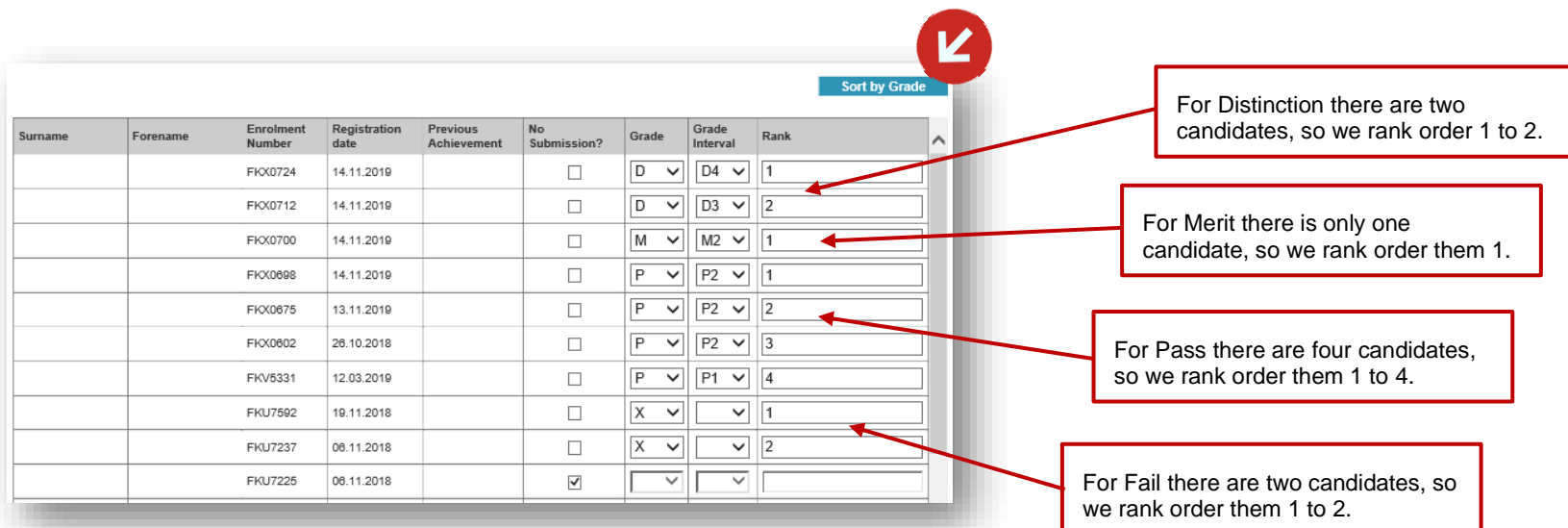


Higher performance

Lower performance

2. We recommend you click **Save** at this point – this is located at the bottom of the screen.
3. Finally, if you are submitting for a theory exam or synoptic assignment the candidates need to be ranked from highest to lowest for each grade, including Fail with 1 being the highest attaining/most secure grade.

You may find it easier to sort by grade first. To do this click **Save** and then **Sort by Grade**.



The screenshot shows a table with columns: Surname, Forename, Enrolment Number, Registration date, Previous Achievement, No Submission?, Grade, Grade Interval, and Rank. A red circle with a white arrow points to the 'Sort by Grade' button. Red boxes with arrows point to specific rows in the table, each with an explanatory text box.

Surname	Forename	Enrolment Number	Registration date	Previous Achievement	No Submission?	Grade	Grade Interval	Rank
		FKX0724	14.11.2019		<input type="checkbox"/>	D	D4	1
		FKX0712	14.11.2019		<input type="checkbox"/>	D	D3	2
		FKX0700	14.11.2019		<input type="checkbox"/>	M	M2	1
		FKX0698	14.11.2019		<input type="checkbox"/>	P	P2	1
		FKX0675	13.11.2019		<input type="checkbox"/>	P	P2	2
		FKX0602	26.10.2018		<input type="checkbox"/>	P	P2	3
		FKV5331	12.03.2019		<input type="checkbox"/>	P	P1	4
		FKU7592	19.11.2018		<input type="checkbox"/>	X		1
		FKU7237	06.11.2018		<input type="checkbox"/>	X		2
		FKU7225	06.11.2018		<input checked="" type="checkbox"/>			

For Distinction there are two candidates, so we rank order 1 to 2.

For Merit there is only one candidate, so we rank order them 1.

For Pass there are four candidates, so we rank order them 1 to 4.

For Fail there are two candidates, so we rank order them 1 to 2.

NOTE: You must complete ranking for each grade individually as per the example above, and rankings must not be continuous across the whole cohort or range of grades.

No two candidates can be placed in the same rank order position within each grade.

4. Click **Save** once you have entered all the required grades, grade intervals and rank order (if applicable).

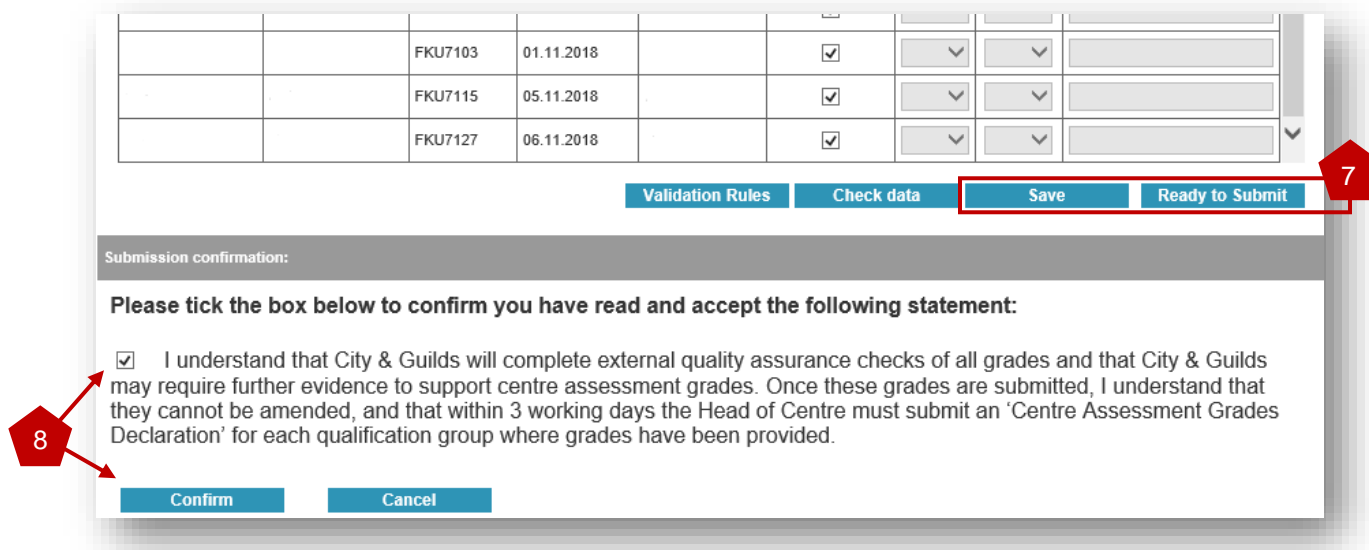
- For all other candidates you do not intend to submit centre assessment grades for, you must ensure the **No Submission** box is selected before you can proceed further. If you have used the **registration date** filter, you will need to remove this and click **Search** again so all candidates display.

The screenshot shows a search interface on the left and a table of candidates on the right. The search criteria include 'I want to: Submit Estimated Grade', 'which belongs to centre: 999990', 'for qualification: [0172-30 Level 3 Advanced Technical Cer]', and 'and assessment: [0172-030 Level 3 Animal Management]'. The 'Registration date: from' field is empty. A red box highlights the 'Search' button with the text: 'Remove any **registration date** filter you have applied and click **Search** to show all active candidates.' The table on the right has columns: Surname, Forename, Enrolment Number, Registration date, Previous Achievement, No Submission?, Grade, Grade Interval, and Rank. The 'No Submission?' column has checkboxes, and the 'Grade' and 'Grade Interval' columns have dropdown menus. A red box highlights the 'No Submission?' column with the text: 'Make sure all candidates that you do not intend to submit grades for have the **No Submission** checkbox selected.'

Surname	Forename	Enrolment Number	Registration date	Previous Achievement	No Submission?	Grade	Grade Interval	Rank
		FKU7641	19.11.2018	D	<input checked="" type="checkbox"/>			
		FKU7639	19.11.2018	D	<input checked="" type="checkbox"/>			
		FKU7616	19.11.2018	D	<input checked="" type="checkbox"/>			
		FKU7604	19.11.2018	D	<input checked="" type="checkbox"/>			
		FKU7592	19.11.2018		<input checked="" type="checkbox"/>			
		FKU7580	19.11.2018	D	<input checked="" type="checkbox"/>			
		FKU7237	06.11.2018		<input type="checkbox"/>	D	D4	1
		FKU7225	06.11.2018		<input type="checkbox"/>	D	D3	2
		FKU7213	06.11.2018		<input type="checkbox"/>	M	M2	1
		FKU7201	06.11.2018		<input type="checkbox"/>	P	P2	1
		FKU7199	06.11.2018		<input type="checkbox"/>	P	P2	2
		FKU7176	06.11.2018		<input type="checkbox"/>	P	P2	3
		FKU7164	06.11.2018		<input type="checkbox"/>	P	P1	4
		FKU7152	06.11.2018		<input type="checkbox"/>	X		1
		FKU7140	06.11.2018		<input type="checkbox"/>	X		2
		FKU7138	06.11.2018		<input checked="" type="checkbox"/>			
		FKU7127	06.11.2018	D	<input checked="" type="checkbox"/>			
		FKU7115	05.11.2018	D	<input checked="" type="checkbox"/>			
		FKU7103	01.11.2018	D	<input checked="" type="checkbox"/>			
		FKU7091	01.11.2018	D	<input checked="" type="checkbox"/>			

- Use the **Sort by Grade**, **Validation Rules** and **Check data** functions before proceeding, see the section on [checking your data](#) for further information on how to use these functions.
- When you are confident all required centre assessment grades, grade intervals and rank order have been provided for the assessment, click **Save** and then click **Ready to Submit**.

8. The submission confirmation will appear underneath your candidate records. Please select the checkbox to confirm you have read the conditions and then click **Confirm**. Providing you have completed the process correctly the system will update.



		FKU7103	01.11.2018		<input checked="" type="checkbox"/>			
		FKU7115	05.11.2018		<input checked="" type="checkbox"/>			
		FKU7127	06.11.2018		<input checked="" type="checkbox"/>			

Validation Rules Check data **Save** Ready to Submit

Submission confirmation:

Please tick the box below to confirm you have read and accept the following statement:

☒ I understand that City & Guilds will complete external quality assurance checks of all grades and that City & Guilds may require further evidence to support centre assessment grades. Once these grades are submitted, I understand that they cannot be amended, and that within 3 working days the Head of Centre must submit an 'Centre Assessment Grades Declaration' for each qualification group where grades have been provided.

Confirm **Cancel**

If, however, any information is missing or if there are errors, an error message will display. The system will highlight all missing information or errors in **red** on screen. If you receive a warning that the data contains errors, please check that:

- All candidates are either ticked as 'No Submission' or have a grade selected
- If a grade has been supplied for a candidate and the 'Grade Interval' field is enabled then a value must be entered, the only exception is for candidates with Fail grades
- If a grade has been provided and the 'Rank' field is enabled, then a value must be entered
- The 'Rank' value must be numeric
- The 'Rank' value must start from 1 for each different grade, for instance if you have Fail, Pass, Merit and Distinction grades then they should all have a candidate with a rank of '1'
- The 'Rank' value must be continuous numbers for each different grade
- The 'Rank' value must ensure that the grade and grade intervals are logically grouped, for instance the 'M' (Merit) grade cannot be ranked below a 'P' (Pass) grade just as a 'D2' grade interval cannot be ranked above 'D3' grade interval

Extended Project Qualification / Core Maths

Level 3 Extended Project Qualification (2935-03)

For the Level 3 Extended Project Qualification (2935-03) centres must submit centre assessment grades and rank order candidates within each grade for the 301 assignment. There is no requirement to enter grade intervals.

Following internal moderation, centres should use the 2019 grade boundaries available [here](#) to convert marks into the centre assessment grade.

For this qualification valid grades are **A*** to **E** and **U**. Note that **A*** will show as **AS** on the tool.

Level 3 Certificate in Using and Applying Mathematics (Core Maths) (3849-03)

For Core Maths (3849-03) centres must submit centre assessment grades and rank order candidates. There is no requirement to enter grade intervals.

For this qualification valid grades are **A** to **E** and **U**.

The following table shows the submission requirements for Extended Project Qualification and Core Maths for each assessment type:

Assessment type:	Valid Grades	Centre Assessment Grade	Grade Intervals	Rank Ordering
Extended Project (2935-03)	AS (A*), A, B, C, D, E and U	✓	X	✓
Core Maths (3849-03)	A, B, C, D, E and U	✓	X	✓

Please follow the steps from the section [displaying your candidates](#) in order to locate your candidates.

Once you have filtered to your qualification and assessment, all registered candidates will display on the screen. For the Extended Project qualification, these will be candidates with a valid registration and who have not previously achieved the full qualification grade (i.e have not yet been certificated). The list will therefore include candidates who may have left the programme of study.

Search

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click Search to continue.

I want to: Submit Estimated Grade

which * belongs to centre: 999990

for qualification (eg.4748-02)*: 2935-03 - Level 3 Extended Project

and assessment (eg.4748-210)*: 2935-301 Level 3 Extended Project

Registration date: from to

* denotes mandatory field

Search

Estimates Grade Entry

Qualification		Assessment		Valid grades
2935-03 LEVEL 3 EXTENDED PROJECT		2935-301 LEVEL 3 EXTENDED PROJECT		A*,A,B,C,D,E
Achievement Rate	Pass Rate	Grade Distribution	Status	Last Update
			Not Started	00.00.0000 00:00:00

Candidate List

The below table shows all candidates with valid registrations for the qualification. Please use the table to provide an estimated grade for all applicable candidates and where applicable provide the rank within the grade. Please refer to specific guidance relating to this qualification for additional instructions. If you are not submitting a grade for a candidate please indicate this by ticking the "No Submission" tick box.

Sort by Grade

Surname	Forename	Enrolment Number	Registration date	Previous Achievement	No Submission?	Grade	Grade Interval	Rank
		FKU7726	19.11.2018		<input type="checkbox"/>	▼	▼	
		FKU7749	19.11.2018		<input type="checkbox"/>	▼	▼	
		FKV5331	12.03.2019		<input type="checkbox"/>	▼	▼	
		FKX0602	26.10.2018		<input type="checkbox"/>	▼	▼	
		FKX0614	26.10.2018		<input type="checkbox"/>	▼	▼	
		FKX0675	13.11.2019		<input type="checkbox"/>	▼	▼	
		FKX0698	14.11.2019		<input type="checkbox"/>	▼	▼	
		FKX0700	14.11.2019		<input type="checkbox"/>	▼	▼	
		FKX0712	14.11.2019		<input type="checkbox"/>	▼	▼	

Only the Grade and Rank fields will be enabled for the Extended Project /Core Maths Assessment. There is no requirement to enter grade intervals.

- Now you have your candidate list, start to input the centre assessment **Grade** for each candidate. Note that **A*** grade must be entered as **AS**.

Enrolment Number	Registration date	Previous Achievement	No Submission?	Grade	Grade Interval	Rank
CWO8989	11.12.2019		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CRH0539	24.10.2019		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CJU2161	24.10.2019		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CJU2136	24.10.2019		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CJU2051	24.10.2019		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CJU2026	02.12.2019		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CJU2002	24.10.2019		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CJU1995	24.10.2019		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CJU1922	24.10.2019		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CJU1910	02.12.2019		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CJU1873	24.10.2019		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CJU1859	24.10.2019		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CJU1824	24.10.2019		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Next, the candidates need to be ranked from highest to lowest for each grade, including Fail (U) with 1 being the highest attaining/most secure grade.

You may find it easier to sort by grade first. To do this click **Save** and then **Sort by Grade**.

Enrolment Number	Registration date	Previous Achievement	No Submission?	Grade	Grade Interval	Rank
CWO8989	11.12.2019		<input type="checkbox"/>	AS		1
CRH0539	24.10.2019		<input type="checkbox"/>	A		1
CJU2161	24.10.2019		<input type="checkbox"/>	B		1
CJU2136	24.10.2019		<input type="checkbox"/>	B		2
CJU2051	24.10.2019		<input type="checkbox"/>	B		3
CJU2026	02.12.2019		<input type="checkbox"/>	C		1
CJU2002	24.10.2019		<input type="checkbox"/>	C		2
CJU1995	24.10.2019		<input type="checkbox"/>	U		1
CJU1922	24.10.2019		<input type="checkbox"/>	U		2
CJU1910	02.12.2019		<input checked="" type="checkbox"/>			

For A* and A there is only one candidate, so we rank them 1.

For B there are three candidates, so we rank order them 1 to 3.

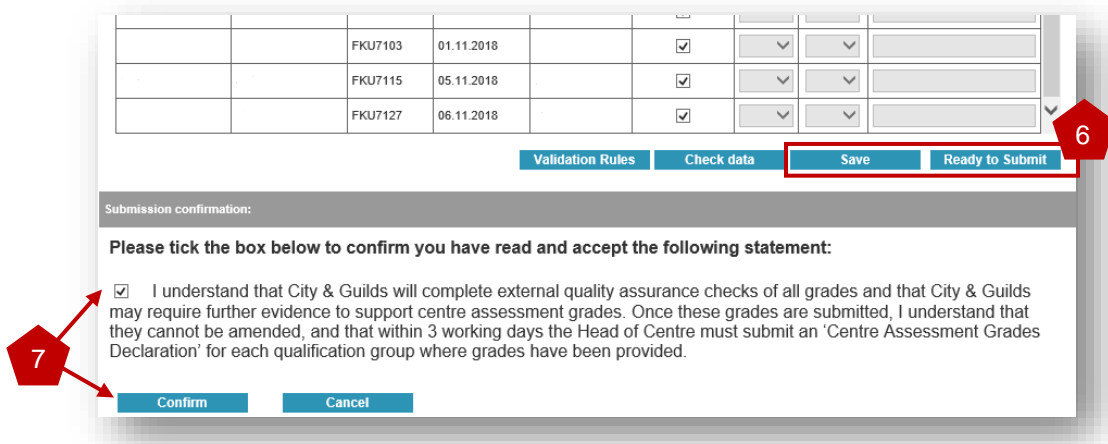
For C there are two candidates, so we rank order them 1 to 2.

We also need to rank order candidates who have failed (U).

NOTE: You must complete ranking for each grade individually as per the example above, and rankings must not be continuous across the whole cohort or range of grades.

No two candidates can be placed in the same rank order position within each grade.

3. We recommend you click **Save** at this point – this is located at the bottom of the screen.
4. For all other candidates you do intend to submit centre assessment grades for, you must ensure the **No Submission** box is selected before you can proceed further. If you have used the **registration date** filter, you will need to remove this and click **Search** again so all candidates display.
5. Use the **Sort by Grade**, **Validation Rules** and **Check data** functions before proceeding, see the section on [checking your data](#) for further information on how to use these functions.
6. When you are confident all required centre assessment grades and rank order have been provided for the assessment, click **Save** and then click **Ready to Submit**.
7. The submission confirmation will appear underneath your candidate records. Please select the checkbox to confirm you have read the conditions and then click **Confirm**. Providing you have completed the process correctly the system will update.



		FKU7103	01.11.2018	<input checked="" type="checkbox"/>			
		FKU7115	05.11.2018	<input checked="" type="checkbox"/>			
		FKU7127	06.11.2018	<input checked="" type="checkbox"/>			

Validation Rules Check data **Save** Ready to Submit

Submission confirmation:

Please tick the box below to confirm you have read and accept the following statement:

☒ I understand that City & Guilds will complete external quality assurance checks of all grades and that City & Guilds may require further evidence to support centre assessment grades. Once these grades are submitted, I understand that they cannot be amended, and that within 3 working days the Head of Centre must submit an 'Centre Assessment Grades Declaration' for each qualification group where grades have been provided.

Confirm Cancel

If, however, any information is missing or if there are errors, an error message will display. The system will highlight all missing information or errors in **red** on screen. If you receive a warning that the data contains errors, please check that:

- All candidates are ticked as 'No Submission' or have a grade selected
- If a grade has been provided and the 'Rank' field is enabled, then a value must be entered
- The 'Rank' value must be numeric
- The 'Rank' value must start from 1 for each different grade, for instance if you have Fail, Pass, Merit and Distinction grades then they should all have a candidate with a rank of '1'
- The 'Rank' value must be continuous numbers for each different grade

Functional Skills, ESOL, Essential Skills and VRQs

For Functional Skills, ESOL, Essential Skills Wales / Essential Skills Northern Ireland, and other VRQs, centres must only submit centre assessment grades for components of the qualification which you intend to claim for your candidates.

NOTE: You must complete this process for each component or assessment your candidates intended to complete.

Please check the rules of combination in the relevant Qualification Handbook or on the Walled Garden catalogue for further information.

For these qualifications, only the centre assessment grades need to be entered onto Walled Garden. Depending on the qualification, grades available may be Distinction (D), Merit (M), Pass (P), or Fail (X).

Qualification/assessment	Valid grades	Requirements for submission		
		Centre Assessment Grade	Grade Intervals	Rank Ordering
ESOL	Externally marked exam: Pass (P), Fail (X) Internally marked assessment: Pass (P) Entry Level: Pass (P)	✓	X	X
Functional Skills		✓	X	X
Essential Skills Wales		✓	X	X
Essential Skills Northern Ireland		✓	X	X
VRQs	Various, depending on qualification	✓	X	X

Please follow the steps from the section [display your candidates](#) in order to locate your candidates.

Once you have filtered to your qualification and assessment, registered candidates will display on screen as per the table listed on page 8 .

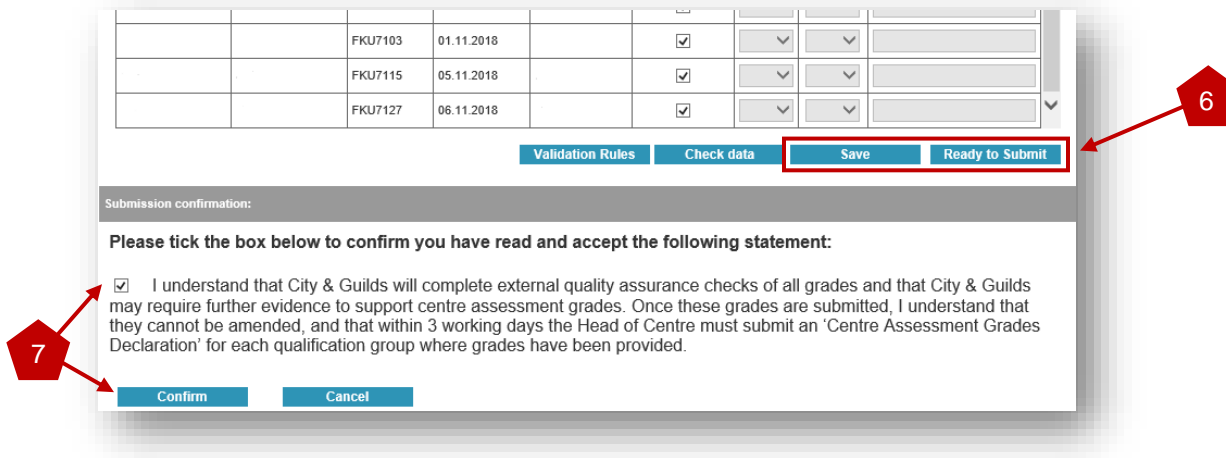
1. Now you have your candidate list, start to input the centre assessment **Grade** for each candidate

Surname	Forename	Enrolment Number	Registration date	Previous Achievement	No Submission?	Grade	Grade Interval	Rank
			11.05.2018		<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			11.05.2018		<input type="checkbox"/>	P <input type="text"/>	<input type="text"/>	<input type="text"/>
			11.05.2018	X	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			14.05.2018		<input type="checkbox"/>	P <input type="text"/>	<input type="text"/>	<input type="text"/>
			24.05.2018		<input type="checkbox"/>	X <input type="text"/>	<input type="text"/>	<input type="text"/>
			22.01.2019		<input type="checkbox"/>	X <input type="text"/>	<input type="text"/>	<input type="text"/>
			22.01.2019		<input type="checkbox"/>	P <input type="text"/>	<input type="text"/>	<input type="text"/>

NOTE: All candidates within the list must have either a grade entered or must be confirmed as “no submission”.

2. We recommend you click **Save** at this point – this is located at the bottom of the screen.
3. For all other candidates you do not intend to submit centre assessment grades for, you must ensure the **No Submission** box is selected before you can proceed further. If you have used the **registration date** filter, you will need to remove this and click **Search** again so all candidates display.
4. Use the **Sort by Grade**, **Validation Rules** and **Check data** functions before proceeding, see the section on [checking your data](#) for further information on how to use these functions.
5. When you are confident all required grades have been provided for the assessment, click **Save** and then click **Ready to Submit**.

6. The submission confirmation will appear underneath your candidate records. Please select the checkbox to confirm you have read the conditions and then click **Confirm**. Providing you have completed the process correctly the system will update.



		FKU7103	01.11.2018		<input checked="" type="checkbox"/>			
		FKU7115	05.11.2018		<input checked="" type="checkbox"/>			
		FKU7127	06.11.2018		<input checked="" type="checkbox"/>			

Validation Rules Check data **Save** **Ready to Submit**

Submission confirmation:

Please tick the box below to confirm you have read and accept the following statement:

☒ I understand that City & Guilds will complete external quality assurance checks of all grades and that City & Guilds may require further evidence to support centre assessment grades. Once these grades are submitted, I understand that they cannot be amended, and that within 3 working days the Head of Centre must submit an 'Centre Assessment Grades Declaration' for each qualification group where grades have been provided.

Confirm **Cancel**

If, however, any information is missing or if there are errors, an error message will display. The system will highlight all missing information or errors in **red** on screen.

If you receive a warning that the data contains errors, please check that all candidates are either confirmed as **No Submission** or have a grade selected.

Head of Centre Declaration

Each set of centre assessment grades must be signed off by at least two tutors/staff members, one of whom should be the relevant head of department (or where there is only one tutor or only one is available, by the Head of Centre). Where a staff member might have a personal interest in a candidate (for example as a relative), Heads of Centre should make sure that additional controls are put in place, as appropriate.

The Head of Centre is required to confirm that the centre assessment grades, and any grade intervals and rank order of candidates (where applicable) are a true representation of candidate performance. If the Head of Centre is unavailable to do this, it may be delegated to a member of staff authorised to act on their behalf. In reviewing these centre assessment grades, the Head of Centre should consider how the distribution of centre assessment grades compares with grades achieved by the centre in previous years.

Once centre assessment grades have been submitted in Walled Garden in full, the Head of Centre will be required to submit a declaration confirming the above. In addition, the declaration should include details of the evidence that was used, and a justification if the distribution is significantly different from previous cohorts.

Centres must submit one separate declaration that covers all relevant qualifications for each of the following areas:

- Technical Qualifications
- Extended Project Qualification
- Functional Skills
- Core Maths
- Essential Skills Wales
- Essential Skills Northern Ireland
- ESOL

The declaration templates can be found on our website [here](#).

Once completed, the declaration should be sent via email to estimation.quality@cityandguilds.com.

Please don't submit the declaration until all centre assessment grades have been submitted to the Walled Garden tool

Next steps

Centres must not, under any circumstances, share the centre assessment grades nor the rank order of candidates with candidates, or their parents/carers or any other individuals outside the centre, before results have been issued by City & Guilds.

City & Guilds will undertake quality assurance of all submitted Centre Assessment grades to ensure their validity and reliability.

This includes

- centre and qualification risk analysis
- comparisons with the performance of previous cohorts
- comparisons with previous years qualification performance and national standards,
- comparisons across centres,
- review of prior attainment information
- reviewing Head of Centre declarations

In some instances, City & Guilds may request further information regarding the derivation of centre assessment grades, and centres must provide evidence upon request within agreed timescales in order to ensure that final results can be issued on time.

City & Guilds will only issue qualification results once the quality assurance requirements are satisfied.

Claiming certificates

Some VRQ and legacy Functional Skills (3748) qualifications include certification or grade claim modules as part of the rules of combination. Where this applies, these should be claimed using the normal process.

Where a centre is on Direct Claims Status (DCS) for the qualification, the centre can claim the module(s) directly through Walled Garden.

Where a centre is not on DCS, the module(s) will need to be claimed via the results override process through your centres allocated Quality Delivery team.

Please consider the relevant results days for VRQs (shown below) when submitting any required certification/grade claim modules to avoid delays in full qualification certification. However, centres should use a degree of caution where the module claimed impacts the grade/level/pathway for the qualification achieved.

Level 3 13 August 2020

Level 2 19 August 2020

Please note this does **not** apply to:

- Technical Qualifications
- Extended Project Qualification
- Reformed Functional Skills (4748)
- Core Maths
- ESOL
- Essential Skills Wales
- Essential Skills Northern Ireland

For further advice, please contact our Centre Support team.

Further advice and information

Please visit our COVID-19 web pages [here](#) for all the latest information on the qualifications you deliver.

General guidance

For all queries relating to mitigation guidance and arrangements, contact our Customer Support team who are available Monday to Friday 8 am to 6 pm excluding UK public holidays.



centresupport@cityandguilds.com



0844 543 00 00

**Calls to our 0844 numbers cost 7 pence per minute plus your telephone company's access charge.*

Submitting centre assessment grades and quality assurance

For all queries relating to the arrangements for summer exams and assessments, contact our Quality team who are available Monday to Friday 8.30 am to 5 pm excluding UK public holidays.



estimation.quality@cityandguilds.com



0300 303 53 52

Appendix

List of exam components for Technical Qualifications.

Onscreen evolve and paper equivalent

For all Technicals the **paper** exam units will show on the Walled Garden tool. These are highlighted in blue.

Paper	Onscreen evolve	Paper	Onscreen evolve	Paper	Onscreen evolve	Paper	Onscreen evolve
0170-501	0170-001	0172-543	0172-043	3038-502	3038-002	6002-505	6002-005
0171-502	0171-002	0172-545	0172-045	3134-520	3134-020	6002-507	6002-007
0171-506	0171-006	0173-501	0173-001	3605-535	3605-035	6002-509	6002-009
0171-508	0171-008	0173-505	0173-005	3625-520	3625-020	6002-511	6002-011
0171-510	0171-010	0173-507	0173-007	3625-530	3625-030	6002-530	6002-030
0171-512	0171-012	0173-509	0173-009	3625-532	3625-032	6002-532	6002-032
0171-514	0171-014	0173-511	0173-011	3625-534	3625-034	6003-520	6003-020
0171-515	0171-015	0173-513	0173-013	4292-520	4292-020	6003-522	6003-022
0171-516	0171-016	0173-524	0173-024	4292-522	4292-022	6003-524	6003-024
0171-518	0171-018	0174-502	0174-002	4292-530	4292-030	6003-530	6003-030
0171-521	0171-021	0174-506	0174-006	4292-532	4292-032	6003-534	6003-034
0171-523	0171-023	0174-508	0174-008	4406-521	4406-021	6004-530	6004-030
0172-502	0172-002	0174-510	0174-010	4406-531	4406-031	6004-532	6004-032
0172-504	0172-004	0174-512	0174-012	4782-532	4782-032	6010-520	6010-020
0172-506	0172-006	0174-514	0174-014	5220-520	5220-020	4292-520	4292-020
0172-508	0172-008	0174-521	0174-021	5220-522	5220-022	4292-522	4292-022
0172-524	0172-024	0174-523	0174-023	5220-530	5220-030	4292-530	4292-030
0172-526	0172-026	0175-501	0175-001	5220-535	5220-035	4292-532	4292-032
0172-531	0172-031	0175-521	0175-021	5220-536	5220-036	4406-521	4406-021
0172-535	0172-035	1145-502	N/A	5220-537	5220-037	4406-531	4406-031
0172-537	0172-037	1145-520	N/A	5220-538	5220-038	4782-532	4782-032
0172-539	0172-039	1145-530	N/A	5220-540	5220-040	5220-520	5220-020
0172-541	0172-041	1145-532	N/A	5220-542	5220-042	5220-522	5220-022

Paper	Onscreen evolve	Paper	Onscreen evolve
5220-530	5220-030	6103-530	6103-030
5220-535	5220-035	6106-502	6106-002
5220-536	5220-036	6720-502	6720-002
5220-537	5220-037	6720-504	6720-004
5220-538	5220-038	6720-540	6720-040
5220-540	5220-040	6720-542	6720-042
5220-542	5220-042	6720-544	6720-044
6002-505	6002-005	6720-546	6720-046
6002-507	6002-007	6720-548	6720-048
6002-509	6002-009	6720-550	N/A
6002-511	6002-011	6720-552	6720-052
6002-530	6002-030	6720-554	6720-054
6002-532	6002-032	6720-556	N/A
6003-520	6003-020	7178-521	7178-021
6003-522	6003-022	7905-501	7905-001
6003-524	6003-024	7905-503	7905-003
6003-530	6003-030	7906-501	7906-001
6003-534	6003-034	7906-503	7906-003
6004-530	6004-030	7906-505	7906-005
6004-532	6004-032	7906-507	7906-007
6010-520	6010-020	7907-501	7907-001
6010-530	6010-030	7907-503	7907-003
6010-533	6010-033	7908-501	7908-001
6100-521	6100-021	7908-503	7908-003
6100-530	6100-030	7908-505	7908-005
6100-532	6100-032	8202-520	8202-020
6100-534	6100-034	8202-525	8202-025
6100-536	6100-036	8202-531	N/A
6103-521	6103-021	8202-535	8202-035

List of exam components for Functional Skills (3748/4748).

Onscreen evolve and paper equivalent

For Functional Skills (3748-4748) the **paper** exam units will show on the Walled Garden tool. These are highlighted in blue.

Paper	Onscreen evolve	Braille	Enlarged
3748-310	3748-110	3748-410	3748-510
3748-313	3748-113	3748-413	3748-513
3748-311	3748-111	3748-411	3748-511
3748-314	3748-114	3748-414	3748-514
3748-319	3748-119	3748-419	3748-519
3748-320	3748-120	3748-420	3748-520
3748-324	3748-924	3748-424	3748-524
3748-325	3748-925	3748-425	3748-525
4748-210	4748-110	4748-310	4748-410
4748-213	4748-113	4748-313	4748-413
4748-211	4748-111	4748-311	4748-411
4748-214	4748-114	4748-314	4748-414
4748-219	4748-119	4748-319	4748-419
4748-220	4748-120	4748-320	4748-420

List of exam components for ESOL (4692).

Onscreen evolve and paper equivalent

For ESOL (4692) the **onscreen evolve** exam units will show on the Walled Garden tool. These are highlighted in blue.

Paper	Onscreen evolve
4692-101	4692-501
4692-201	4692-601

List of exam components for Essential Skills Wales (3868).

Onscreen evolve and paper equivalent.

For Essential Skills Wales (3868) the **onscreen evolve** English and Welsh exam units will show on the Walled Garden tool. These are highlighted in blue.

Paper English	Paper Welsh	Onscreen evolve English	Onscreen evolve Welsh
3868-104	3868-304	3868-204	3868-404
3868-105	3868-305	3868-205	3868-405
3868-106	3868-306	3868-206	3868-406
3868-110	3868-310	3868-210	3868-410
3868-111	3868-311	3868-211	3868-411
3868-112	3868-312	3868-212	3868-412

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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