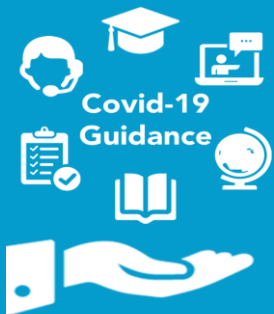


Assessment mitigation centre guidance for NVQs & VRQs in relation to Covid-19 disruption, Summer 2020

Construction



Version	Amendment type	Section/Qualification
1.2 (May 2020)	Removal of Adaptation as a permitted mitigation approach and updated supporting guidance.	6705-6715: Level 1
	Change of mitigation from Calculated to Adaptation for some assessment components and updated supporting guidance.	6705-6715: Levels 2/3
1.3 (June 2020)	Qualification headers corrected to 'Mitigations for:'	All qualifications
1.4 (June 2020)	Change of mitigation for externally assessed (eg e-volve and on-demand paper-based) components to Calculation.	6705-6715: Levels 2/3
	Template guidance sections amended (Sections 2, 4 & 5; Section 6 removed)	Sections 2, 4 & 5 Section 6 removed.
1.5 (June 2020)	Qualification added	6567-27



Contents

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2. Scope of qualifications
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4. Qualifications where calculated results are permitted
5. Qualifications where adaptation of assessments is permitted
6. Further advice and guidance
7. Appendices

1. Introduction

This guidance applies to OFQUAL regulated qualifications delivered in England, Northern Ireland, Wales and Scotland.

Our overarching aim is to allow as many learners as possible that were due to complete/achieve their assessment/qualifications in summer 2020 to receive results, so they can progress onto further education and employment without delay.

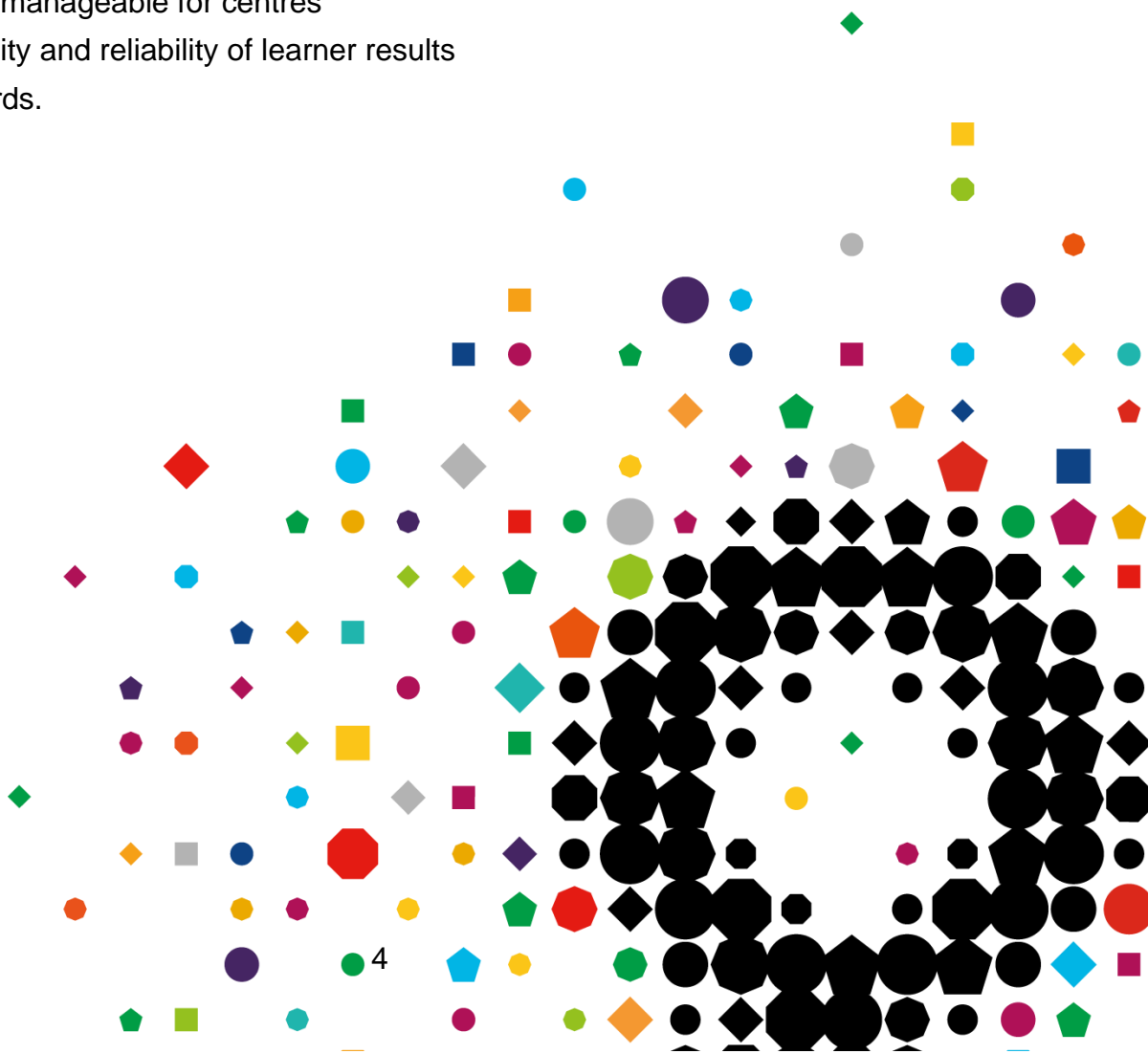
The qualifications in this sector serve a number of purposes, such as progression to further study, signalling occupational competence, or are linked to occupational regulation, such as licence to practice and as such they vary in their assessment approaches and therefore their assessment and mitigation approaches.

This guidance covers the assessment and mitigation processes that will be applied to the qualifications in this sector. These include:

- Calculated results
- Adaptation
- Delay
- No mitigation required

We are committed to developing a process that, as far as possible, will:

1. be practical and manageable for centres
2. support the validity and reliability of learner results
3. maintain standards.





2. Scope of qualifications

For information on Exceptional Arrangements for Vocational and Technical qualifications see [here](#).

In line with the government's stated aim of ensuring parity between GQ and VTQ learners and to ensure VTQ learners can progress to HE/FE/employment, the following mitigation and assessment approaches apply, arrangements for all qualifications in this sector are detailed in this document.

Calculated results/centre-assessment grades

We have proposed calculated results/centre-assessment grades for qualifications where:

- their primary purpose is either progression to either further or higher education. Learners will receive a calculated result for assessments they were due to complete this academic year
- there is sufficient evidence available to form a valid judgement and where there are no health & safety or safeguarding issues.

Calculated results will draw appropriately on a range of trusted evidence and will be based primarily on tutor judgements of what result each learner would most likely have achieved had they had sat their assessments this summer.

These will then be subject to quality assurance by City & Guilds. City & Guilds will also quality assure the judgements across different centres once they have been submitted. Where there are banked assessment results already achieved for learners, these will be used.

Adaptation

We have proposed Adaptation for qualifications where:

- their primary purpose is a mix of either progression to further or higher education or signifying competence, or where the primary purpose is to signify competence.
- a calculated result/centre-assessment grade is not possible
- learners are completing programmes of study where the primary aim is linked directly to occupational or professional competence
- the validity of the assessment will remain protected
- it does not conflict with identified health and safety or safeguarding issues

Delay

For some qualifications, assessments will need to be delayed where neither estimation nor adaptation is possible.

This is very much based on the purpose and nature of the qualification.

Qualifications such as licence to practice qualifications or those qualifications considered 'high risk' will fall under this approach.

Please refer to Appendix D : List of qualifications where delay is the approach.



No mitigation required

For some qualifications it will be the case that no mitigation is required as assessments can continue to be delivered and assessed in the usual way according to the acceptable approaches within the assessment strategy/plan.

Please refer to Appendix C : List of qualifications where no mitigation is required.

For a small number of qualifications, a 'hybrid' approach may be proposed with a primary mitigation approach for most outstanding assessments and a secondary mitigation for others. Full details for where this approach exists within the specific qualifications is provided in this guidance document.

Where the primary mitigation approach for a qualification is adaptation, but calculated results/centre assessment grades are permitted for some of the assessments, this is indicated in the adaptation list with an *. Please note the different submission timescales for adaptation results and centre calculated grades.



3. Scope of Learners

These mitigation approaches are **ONLY** available to learners who meet the following criteria:

- Were incomplete/still registered as of 20th March 2020
- Were scheduled to complete their qualification/assessments by 31st July 2020
- Have completed a learning programme that addresses a significant proportion of the content of the qualification
- Have met any specific requirements at qualification level as set out later in this document if applicable.

For any learners where access arrangements have been agreed (for example a reader or extra time), this should be taken into consideration in the mitigation approach.

Centres should give consideration of where illness or other personal circumstances might have affected learner performance in assessments or assessment components that have already been undertaken.

Arrangements for learners out of scope

For learners out of scope please continue to offer remote and blended learning where feasible, supporting learners to prepare for their assessments once the government guidance allows them to return to their centres. The following actions should be taken by centres:

- Continue to support learners with their learning remotely in line with current and evolving social distancing requirements
- Tutors/assessors should continue to undertake formative assessment and to support remote learning

Formal summative assessment can be resumed when the centre re-opens.

International learners are not in scope for these mitigations.





4. Qualifications where calculated results are permitted

At City & Guilds we want to ensure that wherever possible learners who planned to take assessments this summer for progression to either further or higher education or into employment will be able to receive results.

In many circumstances where progression to either further or higher education is the primary purpose of the qualification, learners will receive a calculated result for assessments they were due to complete this academic year. Calculated results will draw appropriately on a range of trusted evidence and will be based primarily on tutor judgements of what result each learner would most likely have achieved had they had sat their assessments this summer.

These will then be subject to quality assurance by City & Guilds. City & Guilds will also quality assure the judgements across different centres once they have been submitted. Where there are banked assessment results already achieved for learners, these will be used.

The individual qualification pages that follow provide detail of the specific assessments and conditions where calculated results are permitted.

Please refer to Appendix A: List of qualifications where calculated results are permitted.

For more information on centre assessment grades, please refer to the following documents on the City & Guilds website:

City & Guilds Summer 2020 Grades for VRQs guidance document found [here](#)

Submitting Centre Assessment Grades to Walled Garden guidance document found [here](#)



5. Qualifications where adaptation of assessments is permitted

Please refer to Appendix B: List of qualifications where adaptation of assessments is permitted.

Types of adaptation that may be used

The individual qualification pages that follow provide detail of the **specific** adaptations that are **permitted** for individual assessments. The main types of adaptation that have been used across qualifications include:

Expert Witness Testimony

The use of additional expert witness testimonies from qualified individuals to act as evidence in place of other assessment activities (e.g. direct observation).

Professional Discussion

The use of a professional discussion element to provide evidence of coverage that may not be possible for learners to produce through typical assessment processes at this time (e.g. instead of a practical task).

Simulation

The use of simulation to assess activities that would typically have occurred in a certain (e.g. real work) environment.

Observation

In some instances where direct observation is not possible, the number of required observations for assessment have been reduced. In other instances, alternative methods of assessment may be accepted (e.g. Expert Witness Testimony).

Knowledge-based written assessments

The use of a range of adaptations have been suggested, depending on the qualification, but typically include:

- a) A relaxation of conditions, e.g. tasks that may have typically been done in supervised conditions in a centre that now may be taken in the learner's home.
- b) An adaptation to the mode of assessment e.g. use of oral questioning.

Reflective accounts/statements

The use of reflective accounts or statements that learners can provide to detail activities previously undertaken. The specific guidance will state where retrospective reflection is permitted.

For more information on the adaptation process, please refer to the **Quality Process Arrangements and Guidance for assessments that have been adapted** document on the City & Guilds website.

Mitigations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
603/0385/2	3654-06	Level 5 Diploma in Occupational Health and Safety Practice

Which learners do the mitigation arrangements apply to?

These assessment arrangements are ONLY available to learners who meet the full criteria stated on page 7.

What mitigation arrangements are permitted for outstanding assessments if learners meet the criteria?

Outstanding assessments	Assessment component numbers	Calculated result based on centre estimation	Adaptation	Delay	No mitigation required
Assessments for applied knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	611				✓
Assessments for occupational competency. Portfolio of evidence.	402 / 510 – 523 / 610		✓		

What adaptations to assessments are permitted?**Portfolio of evidence assessing competency**

- Video link/recording – this option may be considered for various elements of the assessment process including communication with learners, witnesses, and employers. **It can also be used as an alternative to direct observation.** Where this option is used the following must apply:
 - The assessor must introduce all members of the call and their role and purpose for the call.



- The assessor must agree with all parties that they agree to being recorded, in line with individual privacy policies.
 - The date, time, location and purpose of the recording must be stated.
 - The date and time must also be stated at the end of the recording.
 - The assessor should have agreed a plan in advance of the call to ensure the outcomes are met.
 - When being used as a tool for observation, the assessor must be able to confidently validate and authenticate the evidence being provided to enable an assessment decision.
 - The video needs to be clear and at a distance that the task is clearly visible, and an assessment decision can be made with confidence.
 - The video evidence must be accompanied by an assessment decision that demonstrates that the video evidence has been assessed and feedback given to the learner.
 - The video is of the actual work being carried out in real time and not a synopsis of the work done when completed (if being used as an observation).
- Audio link/recording - this option may be considered for various elements of the assessment process including, communication with learners, witnesses, and employers. Where this option is used the following must apply:
 - The assessor must introduce all members of the call and their role and purpose for the call.
 - The assessor must agree with all parties that they agree to being recorded, in line with individual privacy policies.
 - The date, time, location and purpose of the recording must be stated.
 - The date and time must also be stated at the end of the recording.
 - The assessor should have agreed a plan in advance of the call to ensure the outcomes are met.
 - When being used to capture a professional discussion, the assessor must be able to confidently validate and authenticate the evidence being provided to enable an assessment decision.
 - This method is not suitable for observations.

Mitigations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
501/2252/6	4065-12	Level 2 Award in Health and Safety in the Workplace

Which learners do the mitigation arrangements apply to?

These assessment arrangements are ONLY available to learners who meet the full criteria stated on page 7.

What mitigation arrangements are permitted for outstanding assessments if learners meet the criteria?

Outstanding assessments	Assessment component numbers	Calculated result based on centre estimation	Adaptation	Delay	No mitigation required
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	201		✓		

What adaptations to assessments are permitted?**Centre marked assignment or task assessing only knowledge and understanding**

These can be taken remotely by candidates provided the centre has software or processes that maintain the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the candidates own.

Where this is not an option, centres can assess candidates via oral questioning. The test content can be used as a basis of this provided the security of the assessment materials is maintained.

- Where tests are multiple-choice questions, the multiple-choice questions can be rephrased into open questions.
- Where questions have images or tables, these can either be shared discretely from the test, alternative equivalent image sourced or the questions can be rephrased around the image.



Oral questioning/Q&A session must be carried out by an assessor who is occupationally competent and in a way that authenticates the responses are the candidates own. These will need to be recorded in written or verbal format and linked to the assessment criteria.

Mitigations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
603/1347/X	6072-51	Level 1 Award in Health and Safety in a Construction Environment

Which learners do the mitigation arrangements apply to?

These assessment arrangements are ONLY available to learners who meet the full criteria stated on page 7.

What mitigation arrangements are permitted for outstanding assessments if learners meet the criteria?

Outstanding assessments	Assessment component numbers	Calculated result based on centre estimation	Adaptation	Delay	No mitigation required
Assessments for knowledge and understanding alone. Externally marked e-volve test.	501		✓ Remote Invigilation Only		

What adaptations to assessments are permitted?

Remotely invigilated e-volve tests

1. On demand e-volve tests can be delivered in the learner's home with a remote invigilator only for the assessments indicated in the table above.
2. Guidance on how to set up, deliver and invigilate tests remotely can be found on our website.
3. Specific online screen sharing software or application only are permitted for remote invigilation (see guidance document for details). The system must allow the invigilator to be able to view the candidate, their environment and their computer/laptop screen at all times during the test.
4. The test must be completed under exam conditions.
5. Remotely invigilated e-volve tests will be delivered through a web-delivery application requiring no installation to the candidate's computer.
6. This is an interim adaptation for those assessments and learners that are eligible.

Mitigations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
601/0405/3	6219-01	Entry Level Award in Construction Skills (Entry 3)
601/0283/4	6219-02	Entry Level Certificate in Construction Skills (Entry 3)
601/0512/4	6219-03	Entry Level Extended Certificate in Construction Skills (Entry 3)

Which learners do the mitigation arrangements apply to?

These assessment arrangements are ONLY available to learners who meet the full criteria stated on page 7.

What mitigation arrangements are permitted for outstanding assessments if learners meet the criteria?

Outstanding assessments	Assessment component numbers	Calculated result based on centre estimation	Adaptation	Delay	No mitigation required
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	101 / 102	✓			
Assessments for practical skills. Centre marked assignment with majority practical.	All remaining units	✓			



Where calculated results based on centre assessment grades are permitted, what evidence should this be based on?

- Any formative or practice exam/assessment results
- Participation and performance in skills-based activities
- Candidates percentage of attendance prior to centre closures
- Overall candidate performance and progress
- Classwork/homework
- Internal tutor assessment and progress data
- Any other records of candidate performance over the course of study
- Comparison with previous cohorts.

Centre assessment grades (estimations) for learners must be submitted by 26 June 2020.

Mitigations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
601/0324/3	6219-04	Level 1 Award in Construction Skills
601/0330/9	6219-05	Level 1 Certificate in Construction Skills
601/0513/6	6219-06	Level 1 Extended Certificate in Construction Skills
601/0329/2	6219-07	Level 1 Diploma in Construction Skills
601/0284/6	6219-08	Level 1 Certificate in Construction Skills (Carpentry and Joinery)
601/0522/7	6219-08	Level 1 Certificate in Construction Skills (Painting and Decorating)
601/0523/9	6219-08	Level 1 Certificate in Construction Skills (Bricklaying)
601/0527/6	6219-08	Level 1 Certificate in Construction Skills (Plumbing)
601/0521/5	6219-08	Level 1 Certificate in Construction skills (Plastering)
601/0088/6	6219-08	Level 1 Award in Construction Skills (Carpentry and Joinery)
601/0528/8	6219-08	Level 1 Certificate in Construction Skills (Electrical)
601/0287/1	6219-08	Level 1 Certificate in Construction Skills (Wall and Floor Tiling)
601/0514/8	6219-08	Level 1 Award in Construction Skills (Painting & Decorating)
601/0310/3	6219-08	Level 1 Award in Construction skills (Bricklaying)
601/0314/0	6219-08	Level 1 Award in Construction Skills (Plastering)

601/0526/4	6219-08	Level 1 Award in Construction Skills (Plumbing)
601/0286/X	6219-08	Level 1 Award in Construction Skills (Wall and Floor Tiling)
601/0313/9	6219-08	Level 1 Certificate in Construction Skills (Construction Operations)
601/0406/5	6219-08	Level 1 Award in Construction Skills (Electrical)

Which learners do the mitigation arrangements apply to?

These assessment arrangements are ONLY available to learners who meet the full criteria stated on page 7.

What mitigation arrangements are permitted for outstanding assessments if learners meet the criteria?

Outstanding assessments	Assessment component numbers	Calculated result based on centre estimation	Adaptation	Delay	No mitigation required
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	101 / 102	✓			
Assessments for practical skills. Centre marked assignment with majority practical.	All remaining units	✓			

Where calculated results based on centre assessment grades are permitted, what evidence should this be based on?

- Any formative or practice exam/assessment results
- Participation and performance in skills-based activities
- Candidates percentage of attendance prior to centre closures
- Overall candidate performance and progress
- Classwork/homework
- Internal tutor assessment and progress data
- Any other records of candidate performance over the course of study
- Comparison with previous cohorts.

Centre assessment grades (estimations) for learners must be submitted by 26 June 2020.

Mitigations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/7852/2	6560-02	Level 2 NVQ Certificate in Wall and Floor Tiling (Construction)
601/2468/4	6562-22	Level 2 NVQ Diploma in Building Maintenance Multi-trade Repair and Refurbishment Operations (Construction)
600/7856/X	6567-01 to 06	Level 2 NVQ Diploma in Interior Systems (Construction)
600/7994/0	6567-11 to 13	Level 2 NVQ Certificate in Interior Systems (Construction)
603/3152/5	6567-24 to 29	Level 2 NVQ Diploma in Interior Systems (Construction)
600/7857/1	6570-02	Level 2 NVQ Diploma in Trowel Occupations (Construction)
600/7858/3	6570-03	Level 3 NVQ Diploma in Trowel Occupations (Construction)
601/5843/8	6571-21	Level 2 NVQ Diploma in Wood Occupations (Construction)
600/7849/2	6571-27	Level 3 NVQ Diploma in Wood Occupations (Construction)
600/7864/9	6572-01	Level 2 NVQ Diploma in Decorative Finishing and Industrial Painting Occupations (Construction)
601/1235/9	6572-03	Level 3 NVQ Diploma in Decorative Finishing - Painting and Decorating (Construction)
600/7861/3	6573-01	Level 2 NVQ Diploma in Plastering (Construction)
601/1173/2	6573-05	Level 3 NVQ Diploma in Plastering (Construction)
603/3080/6	6573-22	Level 2 NVQ Diploma in Plastering (Construction)

600/7850/9	6574-01	Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services - Construction Operations (Construction)
603/4147/6	6576-04	Level 3 NVQ Diploma in Occupational Work Supervision (Construction)

Which learners do the mitigation arrangements apply to?

These assessment arrangements are ONLY available to learners who meet the full criteria stated on page 7.

What mitigation arrangements are permitted for outstanding assessments if learners meet the criteria?

Outstanding assessments	Assessment component numbers	Calculated result based on centre estimation	Adaptation	Delay	No mitigation required
Assessments for occupational competency. Portfolio of evidence.	All		✓		

What adaptations to assessments are permitted?

Portfolio of evidence assessing competency:

As indicated by CITBs 'Covid-19 addendum to Consolidated Assessment Strategy' Assessors should now consider the use of video links (this could be used as a tool for observation) and audio links (cannot be used as a tool for observation). More detail can be found in the addendum: [Click here to view](#)

Mitigations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/8052/8	6705-13	Level 1 Diploma in Bricklaying
600/8046/2	6706-13	Level 1 Diploma in Carpentry and Joinery
600/8778/X	6707-13	Level 1 Diploma in Painting and Decorating
600/7937/X	6708-13	Level 1 Diploma in Plastering
600/8786/9	6710-13	Level 1 Diploma in Wall and Floor Tiling
601/3613/3	6715-01	Level 1 Diploma in Stonemasonry

Which learners do the mitigation arrangements apply to?

These assessment arrangements are ONLY available to learners who meet the full criteria stated on page 7.

What mitigation arrangements are permitted for outstanding assessments if learners meet the criteria?

Outstanding assessments	Assessment component numbers	Calculated result based on centre estimation	Adaptation	Delay	No mitigation required
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	Knowledge tasks	✓			
Assessments for knowledge and understanding alone.	101 / 201	✓			

Externally marked e-volve test.					
Assessments for knowledge and understanding alone. Externally marked paper-based exam.	501 / 601*	✓			
Assessments for practical skills. Centre marked assignment with majority practical.	Remaining units	✓			

Where calculated results based on centre assessment grades are permitted, what evidence should this be based on?

- Any formative or practice exam/assessment results
- Participation and performance in skills-based activities (eg health and safety)
- Candidates percentage of attendance prior to centre closures
- Overall candidate performance and progress
- Classwork/homework
- Internal tutor assessment and progress data
- Any other records of candidate performance over the course of study or from the workplace
- Comparison with previous cohorts.

Centre assessment grades (estimations) for learners must be submitted by 26 June 2020.

Mitigations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/7913/7	6705-23	Level 2 Diploma in Bricklaying
600/9509/X	6705-50	Level 2 Extended Diploma in Bricklaying
600/8047/4	6706-23	Level 2 Diploma in Site Carpentry
600/8048/6	6706-26	Level 2 Diploma in Bench Joinery
600/9067/4	6706-50	Level 2 Extended Diploma in Site Carpentry
600/9068/6	6706-51	Level 2 Extended Diploma in Bench Joinery
600/8053/X	6707-22	Level 2 Certificate in Preparation and Application of Paint Systems
600/8584/8	6707-23	Level 2 Diploma in Painting and Decorating
600/9224/5	6707-50	Level 2 Extended Diploma in Painting and Decorating
600/8051/6	6708-23	Level 2 Diploma in Plastering
600/9233/6	6708-50	Level 2 Extended Diploma in Plastering
600/8054/1	6709-22	Level 2 Certificate in Construction Operations - General Construction
600/8785/7	6710-23	Level 2 Diploma in Wall and Floor Tiling
600/9225/7	6710-50	Level 2 Extended Diploma in Wall and Floor Tiling
600/8049/8	6711-23	Level 2 Diploma in Maintenance Operations (Construction)

601/3786/1	6713-23	Level 2 Diploma in Dry Lining
601/3612/1	6715-02	Level 2 Diploma in Stonemasonry
601/3191/3	6715-04	Level 2 Diploma in Craft Masonry

Which learners do the mitigation arrangements apply to?

These assessment arrangements are ONLY available to learners who meet the full criteria stated on page 7.

What mitigation arrangements are permitted for outstanding assessments if learners meet the criteria?

Outstanding assessments	Assessment component numbers	Calculated result based on centre estimation	Adaptation	Delay	No mitigation required
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	Knowledge tasks		✓		
Assessments for knowledge and understanding alone. Externally marked e-volve test.	201 / 202	✓			
Assessments for knowledge and understanding alone. Externally marked paper-based exam.	601 / 602	✓			
Assessments for practical skills. Centre marked assignment with majority practical.	Remaining units		✓		



Where calculated results based on centre assessment grades are permitted, what evidence should this be based on?

- Any formative or practice exam/assessment results
- Participation and performance in skills-based activities
- Candidates percentage of attendance prior to centre closures
- Overall candidate performance and progress
- Classwork/homework
- Internal tutor assessment and progress data
- Any other records of candidate performance over the course of study
- Comparison with previous cohorts.

Centre assessment grades (estimations) for learners must be submitted by 26 June 2020. This deadline does not apply to grades where an Adaptation is being utilised.

What adaptations to assessments are permitted?

Centre marked assignment or task assessing only knowledge and understanding

These can be taken remotely by candidates provided the centre has software or processes that maintain the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the candidates own.

Where this is not an option, centres can assess candidates via oral questioning. The test content can be used as a basis of this provided the security of the assessment materials is maintained.

- Where tests are multiple-choice questions, the multiple-choice questions can be rephrased into open questions.
- Where questions have images or tables, these can either be shared discretely from the test, alternative equivalent image sourced or the questions can be rephrased around the image.

Oral questioning/Q&A session must be carried out by an assessor who is occupationally competent and in a way that authenticates the responses are the candidates own. These will need to be recorded in written or verbal format and linked to the assessment criteria.

Centre marked assignment assessing practical skills

Undertake an audit of evidence that exists for the learner (from units undertaken, mock/sample assessments) in relation to outstanding practical assessments, based on outstanding evidence – select adaptation that is most appropriate for individual candidate.

1. Expert Witness Testimony (EWT) is collated for evidence of outstanding assessment elements eg from the workplace.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.

Mitigations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/8083/8	6705-33	Level 3 Diploma in Bricklaying
600/7995/2	6706-33	Level 3 Diploma in Site Carpentry
600/8050/4	6706-36	Level 3 Diploma in Bench Joinery
600/8592/7	6707-33	Level 3 Diploma in Painting and Decorating
601/1001/6	6708-33	Level 3 Diploma in Plastering

Which learners do the mitigation arrangements apply to?

These assessment arrangements are ONLY available to learners who meet the full criteria stated on page 7.

What mitigation arrangements are permitted for outstanding assessments if learners meet the criteria?

Outstanding assessments	Assessment component numbers	Calculated result based on centre estimation	Adaptation	Delay	No mitigation required
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	Knowledge tasks		✓		
Assessments for knowledge and understanding alone. Externally marked e-volve test.	201 / 301	✓			

Assessments for knowledge and understanding alone. Externally marked paper-based exam.	601 / 701	✓			
Assessments for practical skills. Centre marked assignment with majority practical.	Remaining units		✓		

Where calculated results based on centre assessment grades are permitted, what evidence should this be based on?

- Any formative or practice exam/assessment results
- Participation and performance in skills-based activities
- Candidates percentage of attendance prior to centre closures
- Overall candidate performance and progress
- Classwork/homework
- Internal tutor assessment and progress data
- Any other records of candidate performance over the course of study
- Comparison with previous cohorts.

Centre assessment grades (estimations) for learners must be submitted by 26 June 2020. This deadline does not apply to grades where an Adaptation is being utilised.

What adaptations to assessments are permitted?

Centre marked assignment or task assessing only knowledge and understanding

These can be taken remotely by candidates provided the centre has software or processes that maintain the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the candidates own.

Where this is not an option, centres can assess candidates via oral questioning. The test content can be used as a basis of this provided the security of the assessment materials is maintained.

- Where tests are multiple-choice questions, the multiple-choice questions can be rephrased into open questions.
- Where questions have images or tables, these can either be shared discretely from the test, alternative equivalent image sourced or the questions can be rephrased around the image.

Oral questioning/Q&A session must be carried out by an assessor who is occupationally competent and in a way that authenticates the responses are the candidates own. These will need to be recorded in written or verbal format and linked to the assessment criteria.



Centre marked assignment assessing practical skills

Undertake an audit of evidence that exists for the learner (from units undertaken, mock/sample assessments) in relation to outstanding practical assessments, based on outstanding evidence – select adaptation that is most appropriate for individual candidate.

1. Expert Witness Testimony (EWT) is collated for evidence of outstanding assessment elements eg from the workplace.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.



6. Guidance for adaptation

6.1 Assessment adaptation process & information centres need to record

For learners who meet the eligibility criteria, centres must:

- Identify learners who meet the mitigation criteria for assessment adaptation arrangements
- Undertake an audit of each learners work to identify completed units and agree an assessment plan for the outstanding units as per the permitted arrangements outlined in the scope of learners (section 3). These must be clearly documented to show a clear audit trail (including the NVQ/VRQ Adaptation Submission spreadsheet)
- For assessments where an adaptation is permitted, ensure that the assessor reviews all evidence, makes sound assessment decisions and clearly record these
- Clearly identify which units' adaptation has been applied to. Where multiple options of assessment adaptation are available, centres need to identify which adaptation was applied
- All portfolios must contain an individual Learner Declaration which must be signed off by the assessor and internal quality assurer
- Internal quality assurance procedures should be followed to agree final assessment decisions and all associated records retained by the centre.

6.2 Internal Quality Assurance

Quality assurance is fundamental to City & Guilds as an awarding organisation and is embedded in all of our processes, products and services. It guarantees the integrity and value of our qualifications and/or assessments.

Centres need to ensure that the following quality assurance measures are in place:

- check assessors have identified appropriate learners for adaptation
- apply a risk-based sampling approach on the principles of 'CAMERA'
- appropriate assessment methods selected in line with adaptation requirements
- standardisation of assessor decisions across adaptation
- apply policies, procedures and legislation to meet City & Guilds and external/regulatory requirements

All claims must be signed off by a qualified and occupationally competent Internal Quality Assurer (IQA).



6.3 External quality assurance

External Quality Assurance monitoring will be carried out remotely during the Covid-19 emergency. External Quality Assurers will maintain their usual sampling practice. EQAs will plan, select and review their sample of your processes and record their findings on a CAR sampling report. As part of their remote sample, EQAs will carry out interviews of learners by phone or online.

Centres with Direct Claims Status (DCS) can continue to claim results via the Walled Garden as per the usual process providing the following steps have been implemented:

- Complete individual learner declarations – retain in the portfolio and centre assessment records
- Complete the NVQ/VRQ Adaptation Submission spreadsheet – retain in centre
- Attach the NVQ/VRQ Adaptation Submission spreadsheet to the CA2 in the Walled Garden in preparation for your remote monitoring activity.
- All evidence must be retained for the next External Quality Assurance activity (as per section 5.2.5 in the Centre Manual).

Centres with a Medium or High-Risk Status will be unable to claim results via the Walled Garden, the following steps must be implemented:

- Complete individual learner declarations – retain in the portfolio and centre assessment records
- Complete the NVQ/VRQ Adaptation Submission spreadsheet – retain in centre
- Contact the Quality Delivery Team to confirm when they will be ready for a Remote Monitoring activity to take place. This must take place before any results can be claimed.
- The External Quality Assurer (EQA) will contact the centre to arrange a date for the remote sample
- Centre will attach the NVQ/VRQ Adaptation Submission spreadsheet to the CA2 in the Walled Garden in preparation for the remote monitoring activity.
- All evidence must be retained for the External Quality Assurance activity (as per section 5.2.5 in the Centre Manual).
- The EQA will complete a Centre Activity Report (CAR)
- A Results Override form will need to be completed by the centre for any learners who have been signed off for certification by the EQA.

6.4 Centre Responsibilities

The NVQ/VRQ Adaptation Submission spreadsheet will need to be signed off and dated by the Head of Centre.

It is the responsibility of the Head of Centre to ensure that all claims submitted meet the adaptation criteria.

All evidence must be retained for a period of 3 years (as per section 5.2.5 in the Centre Manual) to support the adaptation process and be available for the on-going external quality assurance sampling process.

Any claims that do not meet the adaptation criteria may be subject to invalidation.

All assessment result claims where adaptation applies must be made by the **31st July 2020**.

The Head of Centre is responsible for reporting any suspected malpractice. Please refer to [Managing Cases of Suspected Malpractice](#)

Please see the City & Guilds website for copies of the Learner Declaration form and NVQ/VRQ Adaptation Submission spreadsheet.



7. Further advice and guidance

For all queries relating to this guidance and arrangements, contact the Customer Support Team at City & Guilds. Who are available Monday to Friday 8am to 6pm excluding UK public holidays.



centresupport@cityandguilds.com

or

general.enquiries@cityandguilds.com



0844 543 0000

Related documents, Ofqual guidance and updates can be found on our website here
<https://www.cityandguilds.com/covid-19>

Appendix A

List of qualifications where calculated results are permitted

QAN	City & Guilds qualification number	City & Guilds qualification title
601/0405/3	6219-01	City & Guilds Entry Level Award in Construction Skills (Entry 3)
601/0283/4	6219-02	City & Guilds Entry Level Certificate in Construction Skills (Entry 3)
601/0512/4	6219-03	City & Guilds Entry Level Extended Certificate in Construction Skills (Entry 3)
601/0324/3	6219-04	City & Guilds Level 1 Award in Construction Skills
601/0330/9	6219-05	City & Guilds Level 1 Certificate in Construction Skills
601/0513/6	6219-06	City & Guilds Level 1 Extended Certificate in Construction Skills
601/0329/2	6219-07	City & Guilds Level 1 Diploma in Construction Skills
601/0284/6	6219-08	City & Guilds Level 1 Certificate in Construction Skills (Carpentry and Joinery)
601/0522/7	6219-08	City & Guilds Level 1 Certificate in Construction Skills (Painting and Decorating)
601/0523/9	6219-08	City & Guilds Level 1 Certificate in Construction Skills (Bricklaying)
601/0527/6	6219-08	City & Guilds Level 1 Certificate in Construction Skills (Plumbing)
601/0521/5	6219-08	City & Guilds Level 1 Certificate in Construction skills (Plastering)
601/0088/6	6219-08	City & Guilds Level 1 Award in Construction Skills (Carpentry and Joinery)
601/0528/8	6219-08	City & Guilds Level 1 Certificate in Construction Skills (Electrical)
601/0287/1	6219-08	City & Guilds Level 1 Certificate in Construction Skills (Wall and Floor Tiling)
601/0514/8	6219-08	City & Guilds Level 1 Award in Construction Skills (Painting & Decorating)
601/0310/3	6219-08	City & Guilds Level 1 Award in Construction skills (Bricklaying)
601/0314/0	6219-08	City & Guilds Level 1 Award in Construction Skills (Plastering)
601/0526/4	6219-08	City & Guilds Level 1 Award in Construction Skills (Plumbing)
601/0286/X	6219-08	City & Guilds Level 1 Award in Construction Skills (Wall and Floor Tiling)

601/0313/9	6219-08	City & Guilds Level 1 Certificate in Construction Skills (Construction Operations)
601/0406/5	6219-08	City & Guilds Level 1 Award in Construction Skills (Electrical)
600/8052/8	6705-13	City & Guilds Level 1 Diploma in Bricklaying
600/8046/2	6706-13	City & Guilds Level 1 Diploma in Carpentry and Joinery
600/8778/X	6707-13	City & Guilds Level 1 Diploma in Painting and Decorating
600/7937/X	6708-13	City & Guilds Level 1 Diploma in Plastering
600/8786/9	6710-13	City & Guilds Level 1 Diploma in Wall and Floor Tiling
601/3613/3	6715-01	City & Guilds Level 1 Diploma in Stonemasonry

Appendix B

List of qualifications where adaptation of assessments is permitted

QAN	City & Guilds qualification number	City & Guilds qualification title
603/0385/2	3654-06	City & Guilds Level 5 Diploma in Occupational Health and Safety Practice
501/2252/6	4065-12	City & Guilds Level 2 Award in Health and Safety in the Workplace
603/1347/X	6072-51	City & Guilds Level 1 Award in Health and Safety in a Construction Environment
600/7852/2	6560-02	City & Guilds Level 2 NVQ Certificate in Wall and Floor Tiling (Construction)
601/2468/4	6562-22	City & Guilds Level 2 NVQ Diploma in Building Maintenance Multi-trade Repair and Refurbishment Operations (Construction)
600/7856/X	6567-01 to 06	City & Guilds Level 2 NVQ Diploma in Interior Systems (Construction)
600/7994/0	6567-11 to 13	City & Guilds Level 2 NVQ Certificate in Interior Systems (Construction)
603/3152/5	6567-24 to 29	City & Guilds Level 2 NVQ Diploma in Interior Systems (Construction) - Dry Lining Fixing
600/7857/1	6570-02	City & Guilds Level 2 NVQ Diploma in Trowel Occupations (Construction)

600/7858/3	6570-03	City & Guilds Level 3 NVQ Diploma in Trowel Occupations (Construction)
601/5843/8	6571-21	City & Guilds Level 2 NVQ Diploma in Wood Occupations (Construction)
600/7849/2	6571-27	City & Guilds Level 3 NVQ Diploma in Wood Occupations (Construction)
600/7864/9	6572-01	City & Guilds Level 2 NVQ Diploma in Decorative Finishing and Industrial Painting Occupations (Construction)
601/1235/9	6572-03	City & Guilds Level 3 NVQ Diploma in Decorative Finishing - Painting and Decorating (Construction)
600/7861/3	6573-01	City & Guilds Level 2 NVQ Diploma in Plastering (Construction)
601/1173/2	6573-05	City & Guilds Level 3 NVQ Diploma in Plastering (Construction)
603/3080/6	6573-22	City & Guilds Level 2 NVQ Diploma in Plastering (Construction)
600/7850/9	6574-01	City & Guilds Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services - Construction Operations (Construction)
603/4147/6	6576-04	City & Guilds Level 3 NVQ Diploma in Occupational Work Supervision (Construction)
600/7913/7	6705-23*	City & Guilds Level 2 Diploma in Bricklaying
600/8083/8	6705-33*	City & Guilds Level 3 Diploma in Bricklaying
600/9509/X	6705-50*	City & Guilds Level 2 Extended Diploma in Bricklaying
600/8047/4	6706-23*	City & Guilds Level 2 Diploma in Site Carpentry
600/8048/6	6706-26*	City & Guilds Level 2 Diploma in Bench Joinery
600/7995/2	6706-33*	City & Guilds Level 3 Diploma in Site Carpentry
600/8050/4	6706-36*	City & Guilds Level 3 Diploma in Bench Joinery
600/9067/4	6706-50*	City & Guilds Level 2 Extended Diploma in Site Carpentry
600/9068/6	6706-51*	City & Guilds Level 2 Extended Diploma in Bench Joinery
600/8053/X	6707-22*	City & Guilds Level 2 Certificate in Preparation and Application of Paint Systems

600/8584/8	6707-23*	City & Guilds Level 2 Diploma in Painting and Decorating
600/8592/7	6707-33*	City & Guilds Level 3 Diploma in Painting and Decorating
600/9224/5	6707-50*	City & Guilds Level 2 Extended Diploma in Painting and Decorating
600/8051/6	6708-23*	City & Guilds Level 2 Diploma in Plastering
601/1001/6	6708-33*	City & Guilds Level 3 Diploma in Plastering
600/9233/6	6708-50*	City & Guilds Level 2 Extended Diploma in Plastering
600/8054/1	6709-22*	City & Guilds Level 2 Certificate in Construction Operations - General Construction
600/8785/7	6710-23*	City & Guilds Level 2 Diploma in Wall and Floor Tiling
600/9225/7	6710-50*	City & Guilds Level 2 Extended Diploma in Wall and Floor Tiling
600/8049/8	6711-23*	City & Guilds Level 2 Diploma in Maintenance Operations (Construction)
601/3786/1	6713-23*	City & Guilds Level 2 Diploma in Dry Lining
601/3612/1	6715-02*	City & Guilds Level 2 Diploma in Stonemasonry
601/3191/3	6715-04*	City & Guilds Level 2 Diploma in Craft Masonry

Appendix C

List of qualifications where no mitigation is required

QAN	City & Guilds qualification number	City & Guilds qualification title
n/a	n/a	n/a

Appendix D

List of qualifications where assessments will be delayed

QAN	City & Guilds qualification number	City & Guilds qualification title
n/a	n/a	n/a

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