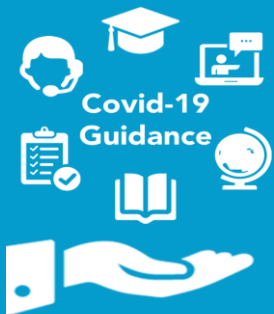


Assessment mitigation centre guidance for NVQs & VRQs in relation to Covid-19 disruption, Summer 2020

Engineering



Version	Amendment type	Section/Qualification
1.2 (May 2020)	Removal of Adaptation as a permitted mitigation approach and updated supporting guidance.	2850 Level 1
	Change of mitigation from Calculated to Adaptation for some assessment components and updated supporting guidance.	2850 Levels 2/3
1.3 (June 2020)	Corrected mitigation from 'Adaptation' to 'Delay'	2675-23
1.4 (June 2020)	Qualifications removed as can be found in the Transport sector Mitigation Guide	2463 / 2473
1.5 (June 2020)	Change of mitigation for some e-volve assessed components to Calculate	1272, 2850 Levels 2/3, 4715
	Details of permitted mitigation for practical skills updated	2850 Level 3
	Qualification mitigation changed to Calculate	3268-10/11/12/13, 7689-01
	Qualification mitigation changed Adapt	2660, 3268
	Additional Programmes of Study added	1788
	Template guidance sections amended (Sections 2, 4 & 5; Section 6 removed)	Sections 2, 4 & 5 Section 6 removed.
1.6 (June 2020)	Additional evidence that may be considered for NVQs	Page 14
	Qualification added	4715-03



Contents

1. Introduction
2. Scope of qualifications
3. Scope of Learners
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.

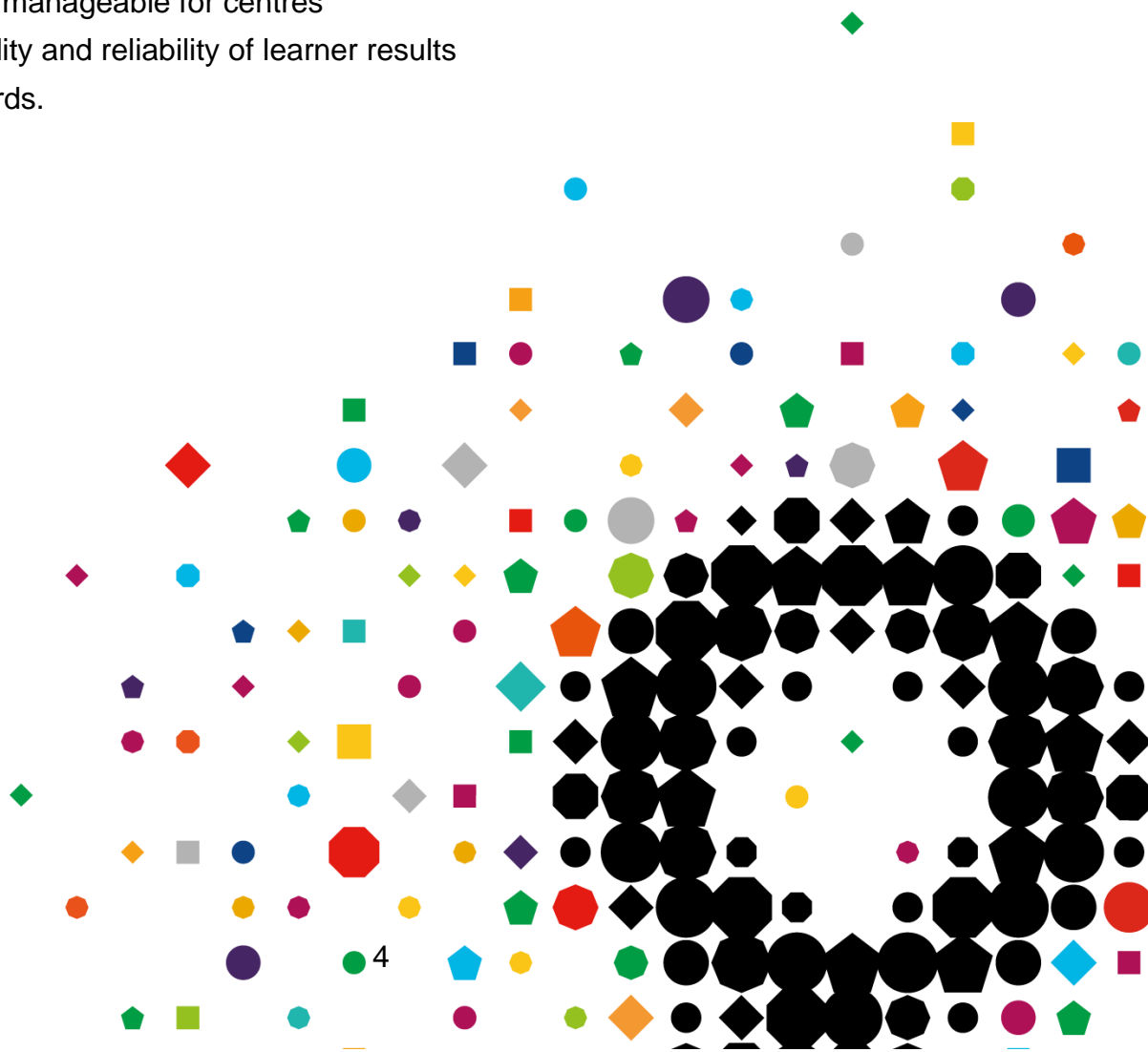
The qualifications in this sector serve a number of purposes, such as progression to further study, signalling occupational competence, or are linked to occupational regulation, such as licence to practice and as such they vary in their assessment approaches and therefore their assessment and mitigation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

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.

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
603/1705/X	1272-02	Level 2 Diploma in Machining (Foundation Knowledge)
603/1706/1	1272-03	Level 3 Diploma in Machining (Development Knowledge)

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 / 202 / 204-213 301-311 / 313-315 / 317 / 318		✓		
Assessments for knowledge and understanding alone. Externally marked e-volve test.	203	✓			
Assessments for practical skills. Centre marked assignment with majority practical.	312 / 316			✓	



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.

Mitigations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
601/0081/3	1712-70	Level 3 NVQ Extended Diploma in Mechanical Manufacturing Engineering
601/0077/1	1782-20	Level 2 NVQ Diploma in Fabrication and Welding Engineering
601/0078/3	1782-30	Level 3 NVQ Diploma in Fabrication and Welding Engineering
601/0083/7	1782-60	Level 3 NVQ Extended Diploma in Fabrication and Welding Engineering
601/0082/5	1786-70	Level 3 NVQ Extended Diploma in Engineering Technical Support
501/0377/5	1788-10 to 23	Level 2 NVQ Diploma in Engineering Maintenance and installation
501/0458/5	1788-30 to 41	Level 3 NVQ Diploma in Engineering Maintenance
601/0079/5	1788-80	Level 3 NVQ Extended Diploma in Engineering Maintenance
600/1074/5	1789-21	Level 2 NVQ Diploma in Aeronautical Engineering
601/0080/1	1789-34	Level 3 NVQ Extended Diploma in Aeronautical Engineering
600/9470/9	7682-10	Level 1 NVQ Certificate in Performing Engineering Operations
600/9471/0	7682-20	Level 2 NVQ Diploma in Performing Engineering Operations

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?

The most effective way of assessing competence within an NVQ, is through direct observation of the learner. During social distancing, this method of assessment would not meet with the current government guidance for COVID -19. Therefore, assessors should be conscious of other appropriate methods of assessment and/or evidence types that would cover the requirements of the unit/qualification, these could include:

- Witness testimonies
- Professional discussions
- Authenticated learner produced reports
- Outputs of learner's work or work products (with supporting documentation from work activity)
- Records, photographs or video evidence of work activity taking place (these must be enough to show the relevant level of input from the learner).

Use of technology should also be considered:

- Video 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 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.

Minimum Performance Evidence Requirements

Performance evidence should continue to be the main form of assessment in order to demonstrate consistent, competent performance for a unit. Where strategies define a set or minimum number of examples of evidence required, assessors may accept fewer examples provided they are satisfied that the full range of performance and scope have been met to confirm competency.

For learners who are nearing the completion of their qualification, the evidence already gathered should be reviewed to identify where it may provide additional evidence to meet the requirements of the remaining units. Evidence of the following may also be considered:

- a) Performance observed based on training activities leading up to summative assessment.
- b) Reference and evidence to training tasks, GLH, SOW and assessor statements.

Important note:

It is expected that whichever assessment method is used to produce evidence, awarding bodies and centres/providers must be confident that the evidence produced is *Valid, Authentic, Reliable, Current and Sufficient* to cover the performance criteria and knowledge requirements fully.

The process of assessment must not differ from that outlined within the relevant assessment strategy as a result of the COVID-19 situation in that the assessor and the learner must first agree a plan prior to assessment and gathering of evidence. Assessment must be carried out in a way that ensures the assessor has the confidence to make an informed decision about the learner's competence.

Following this, the assessor must provide feedback on their decision to the learner and finally review the learner's progress towards competence.



Both the internal and external quality assurance arrangements remain as stated in the assessment strategy documentation.

The full guidance document from Enginuity can be found [here](#).

Mitigations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/2639/X	2660-30/31/32/33/34/35	Level 3 Diploma in Engineering 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
Units that assess knowledge and understanding alone. Externally marked e-volve test.	301	✓			
Centre devised assessments (internally set and internally marked).	Remaining assessments				✓

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 for other assessments.



What adaptations to assessments are permitted?

Centre devised assessments

These can be review/amended as per the standard centre devised assessment process. Centres can offer a consolidated practical assessment that focuses on the breadth of practical skills in a reduced time that gives confidence to the Assessor on making a grade judgement that is comparable to previous cohorts

Mitigations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/0879/9	2850-10	Level 1 Certificate in Engineering

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
Units that assess knowledge and understanding alone. Externally marked e-volve test.	101	✓			
Units that assess practical skills. Centre marked assignment with majority practical.	102-116	✓			

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
600/0880/5	2850-20 to 2850-23	Level 2 Certificate in Engineering
600/0881/7	2850-24 to 2850-27	Level 2 Diploma in Engineering
600/0882/9	2850-30 to 2850-36 and 2850-38	Level 3 Diploma in Engineering

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
Units that assess knowledge and understanding alone. Externally marked e-volve test.	Level 2: 201 / 202 Level 3: 301 / 302	✓			
Units that assess practical skills. Centre marked assignment with majority practical.	Level 2: 203 - 231 Level 3: 303 - 338		✓		



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?

Level 2 practical tasks

Undertake an audit of evidence that exists for the learner in relation to outstanding practical assessments. Below are some examples of the type of evidence that may be used, please note – this list is not exhaustive.

- Any formative or mock 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.

Based on outstanding evidence a supplementary Q&A session should be undertaken with the learner to provide sufficient evidence to satisfy outstanding assessment elements. Records of the Q&A session must be kept, and evidence generated to support the external quality assurance process.

Level 3 practical tasks

Centres can offer a consolidated practical assessment that focuses on the breadth of practical skills in a reduced time that gives confidence to the Assessor on making a grade judgement that is comparable to previous cohorts. Supplementary Q&A session should be undertaken with the learner to provide sufficient evidence to satisfy outstanding assessment elements. Records of the Q&A session must be kept and evidence generated to support the external quality assurance process.

Evidence may also be sourced from the records of candidate performance in the workplace, this evidence must be aligned and mapped to the assessment criteria. This may create barriers for learners accessing higher grades due to the competency nature of workplace evidence.



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
600/3748/9	3268-10	Level 1 Award in Introductory Manual Metal Arc (MMA) Welding
600/3753/2	3268-11	Level 1 Award in Introductory Oxy-Acetylene Welding
600/3754/4	3268-12	Level 1 Award in Introductory Tungsten Inert Gas (TIG) Welding
600/3749/0	3268-13	Level 1 Award in Introductory Metal Inert Gas (MIG) Welding
601/4170/0	3268-17	Level 1 Certificate in Introductory Welding Skills
601/4168/2	3268-18	Level 1 Certificate in Introductory Welding, Fabrication, and Cutting Skills

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
Assessment tasks for knowledge and/or understanding alone. Centre marked test with little or no practical.	101 – 104 / 106 / 107	✓			
Assessments for practical skills. Centre marked assignment with majority practical.	101 – 104 / 106 / 107	✓			



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
500/4739/5	3268-03	Level 3 Award in Advanced Welding Skills

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 practical skills. Centre marked assignment with majority practical.	As applicable			✓	
Assessments for knowledge and understanding alone. Externally marked e-volve test.	310-313	✓			

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
603/2425/9	4715-02	Level 2 Diploma in Maritime Defence (Foundation Knowledge)
603/2426/0	4715-03	Level 3 Diploma in Maritime Defence (Development Knowledge)

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.	202 / 204 – 209 / 217 / 218 300 / 301 / 303 – 306		✓		
Assessments for knowledge and understanding alone.	201 / 203	✓			
Externally marked e-volve test.	302			✓	
Centre devised assessments (internally set and internally marked).	210 – 216 307 – 336				✓



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 devised assessments

These can be review/amended as per the standard centre devised assessment process.

**Mitigations for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
601/5120/1	7689-01	Level 1 Award in Parametric Modelling
601/5113/4	7689-02	Level 2 Award in Parametric Modelling
601/5114/6	7689-03	Level 3 Award in Parametric Modelling
601/5115/8	7689-04	Level 2 Award in 2D Computer Aided Design
601/5116/X	7689-05	Level 3 Award in 2D Computer Aided Design
601/5117/1	7689-06	Level 3 Award in 3D Computer Aided Design
601/5118/3	7689-07	Level 2 Certificate in Computer Aided Design
601/5119/5	7689-08	Level 3 Certificate in Computer Aided Design

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 practical skills.	101	✓			
Centre marked assignment with majority practical.	201 / 202 / 301 / 302 / 303		✓		

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 or task assessing practical skills

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 work produced is the candidates' own. Specified time limits must be adhered to for the specific tasks but should not include any additional time required to deliver the assessment remotely.

6. 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

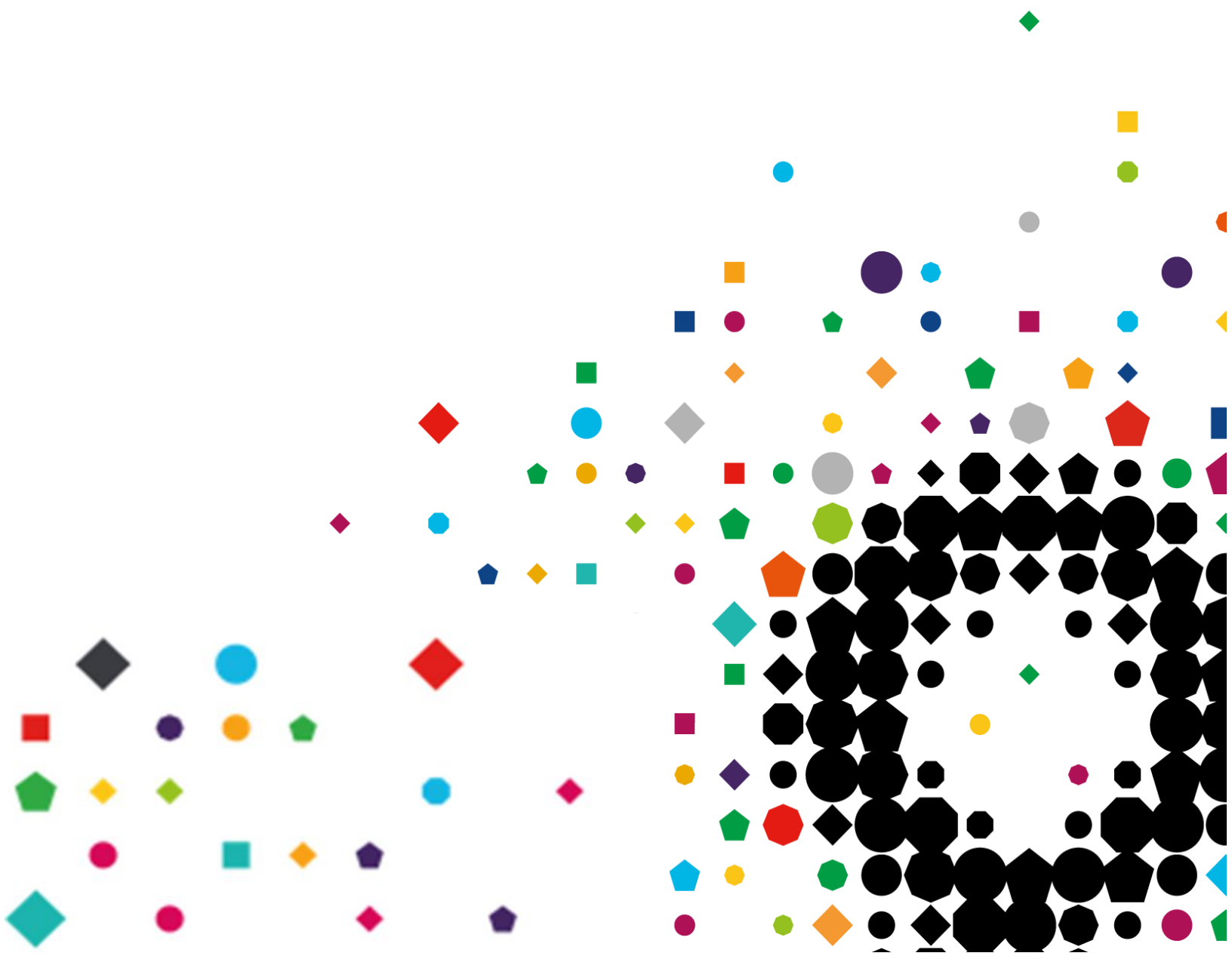
or

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
600/0879/9	2850-10	City & Guilds Level 1 Certificate in Engineering
600/3748/9	3268-10	City & Guilds Level 1 Award in Introductory Manual Metal Arc (MMA) Welding
600/3753/2	3268-11	City & Guilds Level 1 Award in Introductory Oxy-Acetylene Welding
600/3754/4	3268-12	City & Guilds Level 1 Award in Introductory Tungsten Inert Gas (TIG) Welding
600/3749/0	3268-13	City & Guilds Level 1 Award in Introductory Metal Inert Gas (MIG) Welding
601/4170/0	3268-17	City & Guilds Level 1 Certificate in Introductory Welding Skills
601/4168/2	3268-18	City & Guilds Level 1 Certificate in Introductory Welding, Fabrication, and Cutting Skills
601/5120/1	7689-01	City & Guilds Level 1 Award in Parametric Modelling

Appendix B

List of qualifications where adaptation of assessments is permitted

QAN	City & Guilds qualification number	City & Guilds qualification title
603/1704/8	1271-02	City & Guilds Level 2 Diploma in Advanced Manufacturing Engineering (Foundation Competence)
603/1705/X	1272-02*	City & Guilds Level 2 Diploma in Machining (Foundation Knowledge)
603/1706/1	1272-03*	City & Guilds Level 3 Diploma in Machining (Development Knowledge)
601/0081/3	1712-70	City & Guilds Level 3 NVQ Extended Diploma in Mechanical Manufacturing Engineering
601/0077/1	1782-20	City & Guilds Level 2 NVQ Diploma in Fabrication and Welding Engineering
601/0078/3	1782-30	City & Guilds Level 3 NVQ Diploma in Fabrication and Welding Engineering
601/0083/7	1782-60	City & Guilds Level 3 NVQ Extended Diploma in Fabrication and Welding Engineering

601/0082/5	1786-70	City & Guilds Level 3 NVQ Extended Diploma in Engineering Technical Support
501/0377/5	1788-10 to 23	City & Guilds Level 2 NVQ Diploma in Engineering Maintenance and installation
501/0458/5	1788-30 to 41	City & Guilds Level 3 NVQ Diploma in Engineering Maintenance
601/0079/5	1788-80	City & Guilds Level 3 NVQ Extended Diploma in Engineering Maintenance
600/1074/5	1789-21	City & Guilds Level 2 NVQ Diploma in Aeronautical Engineering
601/0080/1	1789-34	City & Guilds Level 3 NVQ Extended Diploma in Aeronautical Engineering
600/2639/X	2660-30 to 35	City & Guilds Level 3 Diploma in Engineering Construction
600/0880/5	2850-20*	City & Guilds Level 2 Certificate in Engineering
600/0881/7	2850-24*	City & Guilds Level 2 Diploma in Engineering
600/0882/9	2850-30*	City & Guilds Level 3 Diploma in Engineering
600/2483/5	2850-70*	City & Guilds Level 3 Diploma in Engineering - Marine
500/4739/5	3268-03*	City & Guilds Level 3 Award in Advanced Welding Skills
603/2425/9	4715-02*	City & Guilds Level 2 Diploma in Maritime Defence (Foundation Knowledge)
603/2426/0	4715-03	City & Guilds Level 3 Diploma in Maritime Defence (Development Knowledge)
600/9470/9	7682-10*	City & Guilds Level 1 NVQ Certificate in Performing Engineering Operations
600/9471/0	7682-20*	City & Guilds Level 2 NVQ Diploma in Performing Engineering Operations
601/5113/4	7689-02*	City & Guilds Level 2 Award in Parametric Modelling
601/5114/6	7689-03*	City & Guilds Level 3 Award in Parametric Modelling
601/5115/8	7689-04*	City & Guilds Level 2 Award in 2D Computer Aided Design
601/5116/X	7689-05*	City & Guilds Level 3 Award in 2D Computer Aided Design

601/5117/1	7689-06*	City & Guilds Level 3 Award in 3D Computer Aided Design
601/5118/3	7689-07*	City & Guilds Level 2 Certificate in Computer Aided Design
601/5119/5	7689-08*	City & Guilds Level 3 Certificate in Computer Aided Design

Appendix C

List of qualifications where no mitigation is required

QAN	City & Guilds qualification number	City & Guilds qualification title
600/1969/4	2675-01	City & Guilds Level 2 Certificate in Aircraft Maintenance (Military Aircraft)
600/2708/3	2850-60	City & Guilds Level 2 Diploma in Engineering - Military Marine and Air Engineering
600/3167/0	2850-62	City & Guilds Level 2 Diploma in Engineering - Weapons Engineering Maintenance
600/2539/6	2850-63	City & Guilds Level 2 Certificate in Engineering - Military
600/3166/9	2850-78	City & Guilds Level 3 Diploma in Engineering - Weapons Engineering Maintenance
603/4594/9	4620-02	City & Guilds Level 2 Diploma in Maritime Electrical/Mechanical Mechanics (Knowledge)

Appendix D

List of qualifications where assessments will be delayed

QAN	City & Guilds qualification number	City & Guilds qualification title
600/1928/1	2675-02	City & Guilds Level 2 Diploma in Aircraft Maintenance (Civil Aircraft)
600/1972/4	2675-03	City & Guilds Level 3 Diploma in Aircraft Maintenance (Military Aircraft Mechanical)
600/1929/3	2675-03	City & Guilds Level 3 Diploma in Aircraft Maintenance (Civil Aircraft Mechanical)



600/1971/2	2675-03	City & Guilds Level 3 Diploma In Aircraft Maintenance (Military Aircraft Electrical and Avionics)
600/1927/X	2675-04	City & Guilds Level 3 Diploma for On-Aircraft Maintenance - Category A
600/3409/9	2675-23	City & Guilds Level 2 Diploma in Aircraft Engineering
500/4746/2	3268-02	City & Guilds Level 2 Award in Welding Skills
600/4884/0	3268-20	City & Guilds Level 2 Certificate in Welding Skills
601/7310/5	4605-02	City & Guilds Level 2 Diploma in Aerospace and Aviation Engineering (Foundation Competence) (OQ)
601/9036/X	4608-30	City & Guilds Level 3 Diploma in Aviation Maintenance (Development Competence)
603/1388/2	4608-50	City & Guilds Level 2 Diploma in Aerospace and Aviation Engineering (Military Foundation Competence)
603/2068/0	4608-60	City & Guilds Level 3 Diploma in Aviation Maintenance (Military Development Competence)
603/1392/4	4708-30	City & Guilds Level 3 Diploma in Aircraft Maintenance (Military)

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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