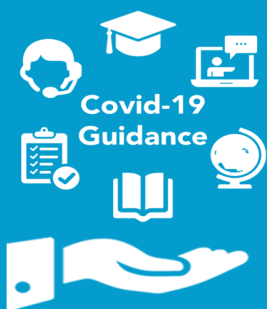


Assessment mitigation centre guidance for NVQs & VRQs in relation to Covid-19 disruption, Summer 2020

Hospitality & Catering

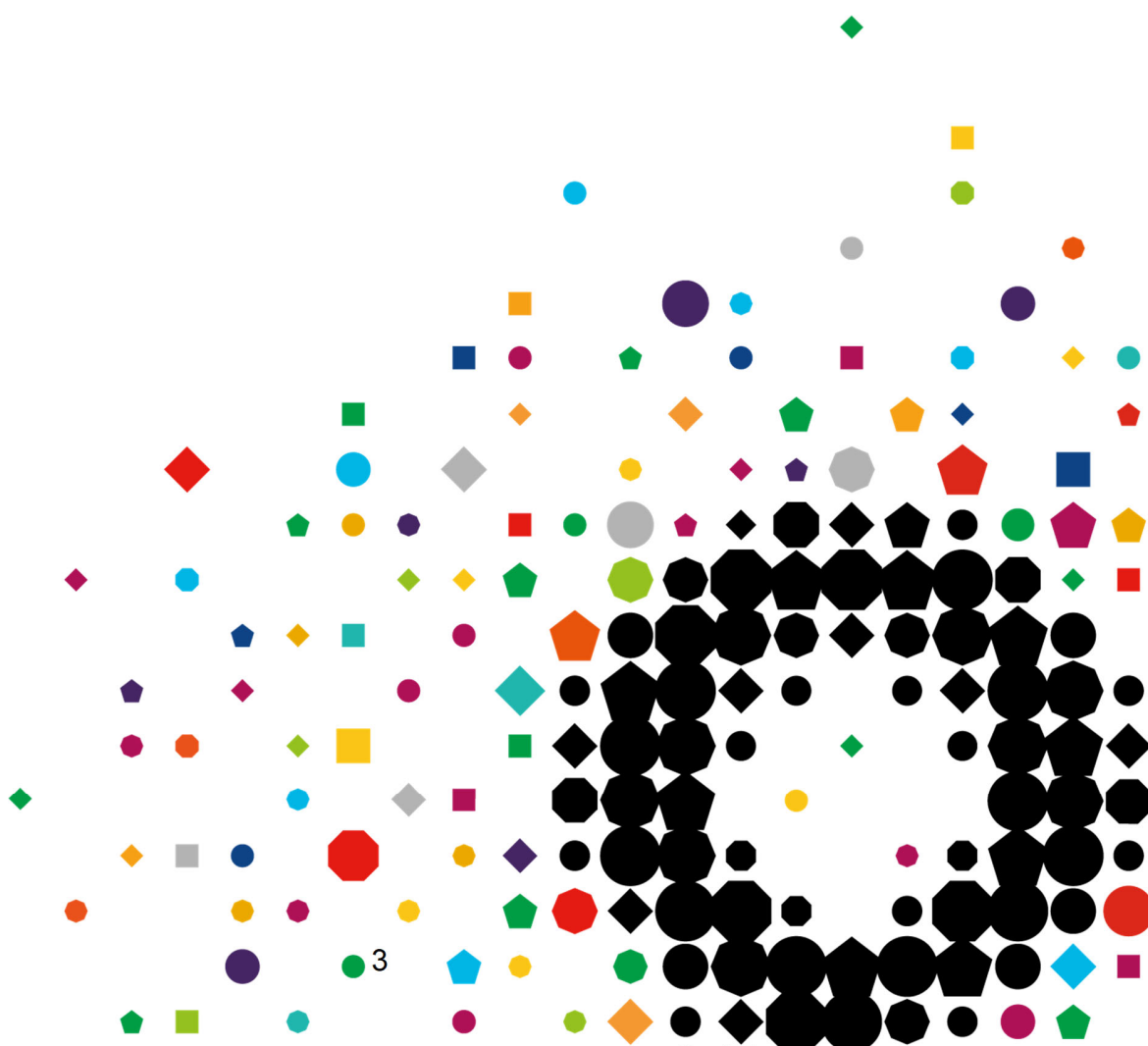




Version	Amendment type	Section
1.2 (June 2020)	Amendment for B task requires made to 7100-613 & 7100-864	Qualification pages for 7100
1.3 (June 2020)	<p>Mitigation approach amended from adapt to calculated for all level 1 VRQ qualifications (amendment applied to 7100, 7103, 7138)</p> <p>Mitigation approach amended from adapt to calculated for all technical certificates predominantly assessed by evolve (7091 & 7108)</p> <p>Amended the learner scope requirements for 7040 & 7107 to remove the % threshold requirement, added in requirements linked to health and safety and food safety</p> <p>Removal of remote invigilation as a permitted adaption for any evolve tests, in some cases additional guidance added around adaptations</p> <p>Additional guidance added around submission window deadline for qualifications and components that are now calculated</p> <p>Removal of reference that MCQ cannot be carried out remotely from NVQs</p> <p>Additional guidance around observations in skills sessions and training centres added to NVQs</p> <p>Additional guidance added around the use of professional discussion for knowledge assignments for level 2 & 3 7100, 7120, 7103 & 7138</p> <p>Additional guidance added around the use of formative assessment and expert witness testimonies to level 2 & 3 7100 & 7120</p> <p>Additional guidance added around the use of expert witness testimony for 7103 & 7138</p>	Qual pages and appendix A-B
	Template guidance sections amended (Sections 2, 4 & 5; Section 6 removed)	Sections 2, 4 & 5 Section 6 removed.
1.4 (June 20)	Additional guidance added around adaptation to 7100-871 Exploring gastronomy	

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
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7. Further advice and guidance
8. 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.



**Adaptations for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
600/0448/4	7040-01	City & Guilds Level 1 Award in Introduction to Employment in the Hospitality Industry

Which learners do the mitigation arrangements apply to?

These assessment arrangements are ONLY available to learners who meet the full criteria stated on page 6 and any specific requirements stated below:

- Have achieved the food safety assessment via City & Guilds assessment (202/802/820/620) or via approved alternative (802). City & Guilds assessment may have been achieved prior 20th March or via the permitted adaption outlined below.
- There is confidence that the learners would not pose any risk to the health and safety and food safety of themselves, peers and customers.

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 available
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	101, 102, 201, 203	✓			
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	820/620		✓		
Assessments for knowledge and understanding alone. Externally marked Evolve test	202				✓



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
- Learners percentage of attendance prior to centre closures
- Overall learner performance and progress
- Classwork/homework
- Internal tutor assessment and progress data
- Any other records of learner performance over the course of study

Centre assessment grades (estimations) for learners must be submitted within the submission window for calculated approach for VRQs.

What adaptations to assessments are permitted?

Where the food safety e-volve or externally set paper, test has not already been achieved, the following adaptations are permitted

Centre marked multiple choice tests

- Centres can assess learners via oral questioning. The paper version of the test can be used as a basis of this provided the security of the assessment materials is maintained.
- 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 learners own.
- These will need to be recorded in written or verbal format and linked to the assessment criteria.

On-demand evolve test (202)

Remote invigilation is not available, however, where learners are able to continue to take the evolve test safely in their normal assessment environment, the tests are still available to sit.

**Mitigations for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
600/0832/5	7091-32	City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Professional Cookery)
600/0839/8	7091-32	City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Front of House Reception)
600/0838/6	7091-32	City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Food Production and Cooking)
600/0841/6	7091-32	City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Food and Beverage Service)
600/0849/0	7091-32	City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Housekeeping)
600/0851/9	7091-32	City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Hospitality Services)
600/0853/2	7091-32	City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Kitchen Services)
600/0854/4	7091-32	City & Guilds Level 2 Certificate In Hospitality and Catering Principles (Professional Cookery - Food Preparation and Cooking)
600/0862/3	7091-33	City & Guilds Level 3 Certificate In Hospitality and Catering Principles (Professional Cookery)

Which learners do the mitigation arrangements apply to?

These assessment arrangements are **ONLY** available to learners who meet the full criteria stated on page 6.



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 available
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	365	✓			
Assessments for knowledge and understanding alone. Externally marked Evolve test	Evolve test numbers 151-158, 223-280 Results entry unit numbers 151-158, 223-280	✓			

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

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

Centre assessment grades (estimations) for learners must be submitted within the submission window for calculated approach for VRQs.

For this qualification centre assessment grades can still be submitted via walled garden.

**Mitigations for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
601/0602/5	7100-11	City & Guilds Level 1 Diploma In Introduction to Professional Cookery

Which learners do the mitigation arrangements apply to?

These assessment arrangements are **ONLY** available to learners who meet the full criteria stated on page 6 and any specific requirements stated below:

- Have achieved the food safety assessment via City & Guilds assessment (202/802/820/620) or via approved alternative (802). City & Guilds assessment may have been achieved prior 20th March or via the permitted adaption outlined below.
- There is confidence that the learners would not pose any risk to the health and safety and food safety of themselves, peers and customers.

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 available
Assessments for knowledge and/or understanding alone. Centre marked assignment with little or no practical.	602, 603, 604, 605	✓			
Assessments for knowledge and/or understanding alone. Centre marked test with little or no practical.	820/620		✓		
Assessments for knowledge and understanding alone. Externally marked Evolve test	202				✓

Assessments for practical skills. Centre marked assignment with majority practical.	607, 608, 609, 610, 611, 612, 613	✓			
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Where calculated results based on centre assessment grades are permitted what evidence should this be based on?

- Participation and performance in skills-based activities, including B tasks already achieved or mock synoptics where applicable
- Any completed assignment and or tasks
- Any formative or practice exam/assessment results
- Learners percentage of attendance prior to centre closures
- Overall learner performance and progress
- Classwork/homework
- Internal tutor assessment and progress data
- Any other records of learner performance over the course of study

What adaptations to assessments are permitted?

Where the food safety e-volve or externally set paper, test has not already been achieved, the following adaptations are permitted

Centre marked multiple choice tests

- Centres can assess learners via oral questioning. The paper version of the test can be used as a basis of this provided the security of the assessment materials is maintained.
- 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 learners own.
- These will need to be recorded in written or verbal format and linked to the assessment criteria.

On-demand evolve tests (202)

Remote invigilation is not available, however, where learners are able to continue to take the evolve test safely in their normal assessment environment, the tests are still available to sit.

Centre assessment grades (estimations) for learners must be submitted within the submission window for calculated approach for VRQs.

**Adaptations for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
601/0717/0	7100-12	City & Guilds Level 2 Diploma in Professional Cookery
601/3142/1	7100-85	City & Guilds Level 3 Diploma in Advanced Professional Cookery
601/3139/1	7100-86	City & Guilds Level 3 Diploma in Advanced Professional Cookery (Kitchen and Larder)
501/0071/3	7120-22	City & Guilds Level 2 Certificate in General Patisserie and Confectionery
601/3141/X	7120-23	City & Guilds Level 3 Certificate in General Patisserie and Confectionery
600/1986/4	7120-32	City & Guilds Level 2 Certificate in Professional Patisserie and Confectionery
601/3140/8	7120-33	City & Guilds Level 3 Diploma in Professional Patisserie and Confectionery

Which learners do the mitigation arrangements apply to?

These assessment arrangements are ONLY available to learners who meet the full criteria stated on page 6.

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 available
Assessments for knowledge and/or understanding alone. Centre marked assignment with little or no practical.	7100 assessments 702, 703, 704, 705, 302, 870, 871 7120 assessments 201, 203, 204, 205, 206, 302, 320, 327		✓		



Assessments for knowledge and/or understanding alone. Centre marked test with little or no practical.	7100 & 7120 assessment 820/620		✓		
Assessments for knowledge and understanding alone. Externally marked Evolve test	7100 & 7120 assessment 202				✓
Assessments for practical skills. Centre marked assignment with majority practical.	7100 assessments 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 862, 863, 864, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880 7120 assessments 213, 214, 215, 216, 321, 322, 323, 324, 325, 326,		✓		

What adaptations to assessments are permitted?

Centre marked assignment assessing knowledge and understanding

Knowledge based assignments can be delivered remotely, provided the centre has software or a process that maintains the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the learners own.

Where assessments have/are being completed after centres were closed, centres must exercise caution where that evidence suggests a change in performance. In many cases this is likely to reflect the circumstances and context in which the work was completed.

Where it is not possible to complete the knowledge assignment, the following adaptations are also permitted.



Wherever possible, knowledge and understanding criteria usually assessed by knowledge assignments or tasks, can be inferred from practical observations that have already been achieved and there is trusted evidence of that observation.

Where knowledge and understanding cannot be inferred from the observation, other assessment methods such as oral Q&A or professional discussion should be used to generate evidence against the remaining criteria.

Oral questioning/professional discussion must be carried out by an assessor who is occupationally competent and in a way that authenticates the responses are the learners own.

These will need to be recorded in written or verbal format and linked to the assessment criteria.

Standard IQA processes should remain in place but can be carried out remotely

For unit 7100-871 Exploring gastronomy learners can still produce a checklist. Learners can then either complete the task based on dining experiences they had prior to lockdown, or it could be completed based on food delivery from two different restaurants.

To evaluate the dining experience learners can review websites. The two restaurants do not have to be high end restaurants, just two restaurants with different experiences.

Centre marked multiple choice and short answer question tests

For assignments/tasks that are assessed via a centre marked test, Assessors can review a range of trusted evidence and using their professional judgement make an informed decision of the result each learner would most likely have achieved had they sat their assessments this summer as planned. Below are some examples of the type of evidence that may be used, please note – this list of is not exhaustive.

- Any formative or mock exam/assessment results
- Learners percentage of attendance prior to centre closures
- Overall learners' performance and progress
- Classwork/homework
- Internal tutor assessment and progress data
- Any other records of learners' performance over the course of study or from the workplace.
- comparison with previous cohorts

Where an Assessor feels there is insufficient evidence to make a professional judgement, a supplementary Q&A session or professional discussion can be held to fill any gaps and give confidence to the judgements being made. 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 learners own. These will need to be recorded in written or verbal format and linked to the assessment criteria.

Evidence that has been utilised to make the judgement and a final summary of the justification for the grade submitted must be recorded and kept at the centre.



On-demand evolve tests (202)

Remote invigilation is not available, however, where learners are able to continue to take the evolve test safely in their normal assessment environment, the tests are still available to sit.

Centre marked assignment assessing practical skills

To claim the practical craft assessments learners must have been observed and have achieved to a minimum of a pass standard, the minimum number of tasks, as outlined below.

Where the minimum assessment requirements have not been met the following are also permitted

- Evidence for the B tasks can be come from a formative assessment, provided the learner had achieved to a minimum of a pass standard
- Where a learner has been working in an RWE / work placement, an expert witness testimony, that describes an observation which is retrospective, can be accepted as evidence towards achievement of the B tasks, provided
 - the dish cooked covers all of the assessment criteria the B task covered and there is clear mapping of the observation evidence to the specific B task it is covering
 - the work in the RWE / work placement took place during the learner's registration period, and there is document evidence of the observation
 - there is evidence of time management, in line with the expectation of the B tasks
 - the expert witness statement should only reference the learners own work
 - the expert witness can apply the grading criteria for the B task to the observation.

There must be trusted evidence of each of the observations and confidence that the learners would not pose any risk to the health and safety and food safety to themselves, peers and customers.

When determining the grade for the synoptic craft assessment, assessors should review a range of trusted evidence, including the observations and using their professional judgement to make an informed decision of the result each learner would most likely have achieved had they sat their assessments this summer as planned.

Below are some examples of the type of evidence that may be used, please note – this list of is not exhaustive.

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



Where an Assessor feels there is insufficient evidence to make a professional judgement, a supplementary Q&A session or professional discussion can be held to fill any gaps and give confidence to the judgements being made.

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 learners own. These will need to be recorded in written or verbal format and linked to the assessment criteria.

Evidence that has been utilised to make the judgement and a final summary of the justification for the grade submitted must be recorded and kept at the centre.

7100-12 Level 2 Diploma in Professional Cookery	717	A minimum of either <ul style="list-style-type: none"> • 4 B tasks (including one pastry and one larder) & a mock synoptic has been assessed or <ul style="list-style-type: none"> • 6 B tasks (including one pastry and one larder) has been assessed
7100-85 Level 3 Diploma in Advanced Professional Cookery	862	A minimum of either <ul style="list-style-type: none"> • 4 B tasks (including one pastry and one larder) & a mock synoptic has been assessed or <ul style="list-style-type: none"> • 6 B tasks (including one pastry and one larder) has been assessed
7100-86 City & Guilds Level 3 Diploma in Advanced Professional Cookery (Kitchen and Larder)	864	A minimum of either <ul style="list-style-type: none"> • 2 B tasks & a mock synoptic has been assessed or <ul style="list-style-type: none"> • 3 B tasks has been assessed
7120-22 Level 2 Certificate in General Patisserie and Confectionery	862	A minimum of either <ul style="list-style-type: none"> • 2 B tasks & a mock synoptic has been assessed or <ul style="list-style-type: none"> • 3 B tasks has been assessed
7120-32 Level 2 Certificate in Professional Patisserie and Confectionery	862	A minimum of either <ul style="list-style-type: none"> • 2 B tasks & a mock synoptic has been assessed or <ul style="list-style-type: none"> • 3 B tasks has been assessed
7120-23 Level 3 Certificate in General Patisserie and Confectionery	863	A minimum of either <ul style="list-style-type: none"> • 2 B tasks & a mock synoptic has been assessed or <ul style="list-style-type: none"> • 3 B tasks has been assessed
7120-33 Level 3 Diploma in Professional Patisserie and Confectionery	863	A minimum of either <ul style="list-style-type: none"> • 2 B tasks & a mock synoptic has been assessed or <ul style="list-style-type: none"> • 3 B tasks has been assessed

**Mitigations for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
601/0859/9	7103-05	City & Guilds Level 1 Certificate In Introduction to Professional Food and Beverage Service
500/9141/4	7103-11	City & Guilds Level 1 Certificate in General Food and Beverage Service Skills
601/0621/9	7103-16	City & Guilds Level 1 Award In Introduction to Professional Food and Beverage Service Skills
601/0622/0	7103-17	City & Guilds Level 1 Certificate In Introduction to Professional Food and Beverage Service 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 6 and any specific requirements stated below:

- Where food safety unit is being claimed as an optional unit, have achieved the food safety assessment via City & Guilds assessment (202/802/820/620) or via approved alternative (802). City & Guilds assessment may have been achieved prior 20th March or via the permitted adaption outlined below.
- There is confidence that the learners would not pose any risk to the health and safety and food safety of themselves, peers and customers.

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 available
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	103, 104, 105	✓			
Assessments for knowledge and/or understanding alone.	820/620		✓		



Centre marked assignment/test with little or no practical.					
Assessments for knowledge and understanding alone. Externally marked Evolve test	202				✓
Assessments for practical skills. Centre marked assignment with majority practical.	102, 106, 107, 108, 109, 110	✓			

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

- Participation and performance in skills-based activities
- Any completed assignment and or tasks
- Any formative or practice exam/assessment results
- Learners percentage of attendance prior to centre closures
- Overall learner performance and progress
- Classwork/homework
- Internal tutor assessment and progress data
- Any other records of learner performance over the course of study

Centre assessment grades (estimations) for learners must be submitted within the submission window for calculated approach for VRQs.

What adaptations to assessments are permitted?

Where the food safety e-volve or externally set paper, test has not already been achieved, the following adaptations are permitted

Centre marked multiple choice tests

- Centres can assess learners via oral questioning. The paper version of the test can be used as a basis of this provided the security of the assessment materials is maintained.
- 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 learners own.
- These will need to be recorded in written or verbal format and linked to the assessment criteria.

On-demand evolve tests (202)

Remote invigilation is not available, however, where learners are able to continue to take the evolve test safely in their normal assessment environment, the tests are still available to sit.

**Adaptations for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
600/2078/7	7103-04	City & Guilds Level 3 Diploma in Food and Beverage Service Supervision
601/0993/2	7103-06	City & Guilds Level 2 Diploma In Professional Food and Beverage Service
500/8698/4	7103-12	City & Guilds Level 2 Certificate in General Food and Beverage Service Skills
601/0992/0	7103-20	City & Guilds Level 2 Award In Professional Food and Beverage Service Skills
601/0603/7	7103-21	City & Guilds Level 2 Certificate In Professional Food and Beverage Service 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 6.

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 available
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	203, 204, 205, 207, 211, 214, 301, 302, 303, 304, 306		✓		
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	820/620		✓		



Assessments for knowledge and understanding alone. Externally marked Evolve test	202				✓
Assessments for practical skills. Centre marked assignment with majority practical.	208, 209, 210, 213, 305, 307, 308, 309, 310, 311, 313, 314		✓		

What adaptations to assessments are permitted?

Centre marked assignment assessing knowledge and understanding

Knowledge based assignments can be delivered remotely, provided the centre has software or a process that maintains the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the learners own.

Where assessments have/are being completed after centres were closed, centres must exercise caution where that evidence suggests a change in performance. In many cases this is likely to reflect the circumstances and context in which the work was completed.

Where it is not possible to complete the knowledge assignment, the following adaptations are also permitted.

Wherever possible, knowledge and understanding criteria usually assessed by knowledge assignments or tasks, can be inferred from practical observations that have already been achieved and there is trusted evidence of that observation.

Where knowledge and understanding cannot be inferred from the observation, other assessment methods such as oral Q&A or professional discussion should be used to generate evidence against the remaining criteria.

Oral questioning/professional discussion must be carried out by an assessor who is occupationally competent and in a way that authenticates the responses are the learners own.

These will need to be recorded in written or verbal format and linked to the assessment criteria.

Standard IQA processes should remain in place but can be carried out remotely

Centre marked multiple choice and short answer question tests

For assignments/tasks that are assessed via a centre marked test, Assessors can review a range of trusted evidence and using their professional judgement make an informed decision of the result each learner would most likely have achieved had they sat their assessments this summer as planned. Below are some examples of the type of evidence that may be used, please note – this list of is not exhaustive.



- Any formative or mock exam/assessment results
- Learners percentage of attendance prior to centre closures
- Overall learners' performance and progress
- Classwork/homework
- Internal tutor assessment and progress data
- Any other records of learners' performance over the course of study or from the workplace.
- comparison with previous cohorts

Where an Assessor feels there is insufficient evidence to make a professional judgement, a supplementary Q&A session or professional discussion can be held to fill any gaps and give confidence to the judgements being made. 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 learners own. These will need to be recorded in written or verbal format and linked to the assessment criteria.

Evidence that has been utilised to make the judgement and a final summary of the justification for the grade submitted must be recorded and kept at the centre.

On-demand evolve tests (202)

Remote invigilation is not available, however, where learners are able to continue to take the evolve test safely in their normal assessment environment, the tests are still available to sit.

Centre marked assignment assessing practical skills

A minimum of one observation must have been achieved to a minimum of a pass standard for each practical unit claimed.

Evidence for the observation can be come from either formative or summative assessments, provided there is trusted documented evidence of the observation and there is confidence that the learners would not pose any risk to the health and safety and food safety of themselves, peers and customers.

Where evidence of remaining practical observations is not available, professional discussion should be carried out around the approach the learner would have taken for the task.

Where one observation has not achieved for a particular unit, if a learner has been working in an RWE / work placement, an expert witness testimony that describes an observation which is retrospective, can be accepted as evidence towards the achievement of the tasks, provided

- the observation covers all of the assessment criteria that would normally be covered by the task and is clearly mapped
- the work in the RWE / work placement took place during the learner's registration period, and there is document evidence of the observation
- the expert witness statement should only reference the learners own work
- there is evidence of time management, where relevant for the task



- the expert witness testimony can apply the grading criteria for the task to the observation.

Observation evidence should reflect the grade submitted, any variation in the grade submitted and the grade from the observation must be supported by additional trusted evidence that justifies the variation in grade.

For example:

Where a learner's only evidence for a unit, is from formative evidence, but there is summative evidence from another unit with comparable skills, that was observed on a later date, this could act as justification for submission of a higher grade.

Or

Where a learner's only evidence for a unit is from formative evidence, but there is additional documented evidence from practical classroom sessions carried out after the observation, that evidences improved skills, this could act as justification for submission of a higher grade.

**Adaptations for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
500/6598/1	7105-02	City & Guilds Level 3 Diploma for Butlers

Which learners do the mitigation arrangements apply to?

These assessment arrangements are ONLY available to learners who meet the full criteria stated on page 6.

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.	301,303, 310		✓		
Assessments for practical skills. Centre marked assignment with majority practical.	302, 304,305, 306, 307, 308, 309, 311, 312, 314		✓		
Assessments for practical skills. Centre marked assignment with majority practical.	313			✓	



What adaptations to assessments are permitted?

Centre marked assignment assessing knowledge and understanding

Knowledge based assignments can be delivered remotely, provided the centre has software or a process that maintains the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the learners own.

Where assessments have/are being completed after centres were closed, centres must exercise caution where that evidence suggests a change in performance. In many cases this is likely to reflect the circumstances and context in which the work was completed.

Centre marked short answer question tests

For assignments/tasks that are assessed via a centre marked tests, centres can assess learners via oral questioning.

The test content can be used as a basis of this provided the security of the assessment materials is maintained.

- Where questions have images or tables, these can either be shared discretely from the test, alternative equivalent images sourced, or 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 learners own.

These will need to be recorded in written or verbal format and linked to the assessment criteria.

Centre marked assignment assessing practical skills

Simulation is allowed for all units however assessors must be confident that the simulation replicates the workplace to such an extent that learners will be able to fully transfer their occupational competence to the workplace in a real situation.

Observations completed via audio visual remote technology can be used.

For unit 313, assessments must be completed in line with normal assessment requirements and conditions.

**Adaptations for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
500/6513/0	7107-03	City & Guilds Entry Level Award in Introduction to the Hospitality Industry (Entry 3)
500/6519/1	7107-03	City & Guilds Entry Level Certificate in Introduction to the Hospitality Industry (Entry 3)
601/0358/9	7107-21	City & Guilds Level 1 Award in Introduction to the Hospitality Industry
601/0299/8	7107-22	City & Guilds Level 1 Certificate in Introduction to the Hospitality Industry
601/0239/1	7107-23	City & Guilds Level 1 Diploma in Introduction to the Hospitality Industry

Which learners do the mitigation arrangements apply to?

These assessment arrangements are **ONLY** available to learners who meet the full criteria stated on page 6 and any specific requirements stated below:

- Where food safety unit is being claimed as an optional unit, have achieved the food safety assessment via City & Guilds assessment (202/802/820/620) or via approved alternative (802). City & Guilds assessment may have been achieved prior 20th March or via the permitted adaption outlined below.
- There is confidence that the learners would not pose any risk to the health and safety and food safety of themselves, peers and customers.

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 available
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	301, 101, 102, 105, 108, 112, 113, 114, 115, 116, 117 118, 124, 125, 203	✓			

Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	820/620		✓		
Assessments for knowledge and understanding alone. Externally marked Evolve test	202				✓
Assessments for practical skills. Centre marked assignment with majority practical.	302, 303, 304, 305,306, 307, 308, 309, 310, 103, 106, 107, 109, 110,111, 119, 120, 121, 122, 123, 126, 127,128, 129	✓			

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
- Learners percentage of attendance prior to centre closures
- Overall learner performance and progress
- Classwork/homework
- Internal tutor assessment and progress data
- Any other records of learner performance over the course of study

Centre assessment grades (estimations) for learners must be submitted within the submission window for calculated approach for VRQs.

What adaptations to assessments are permitted?

Where the food safety e-volve or externally set paper, test has not already been achieved, the following adaptations are permitted.

Centre marked multiple choice tests

- Centres can assess learners via oral questioning. The paper version of the test can be used as a basis of this provided the security of the assessment materials is maintained.



- 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 learners own.
- These will need to be recorded in written or verbal format and linked to the assessment criteria.

On-demand evolve tests (202)

Remote invigilation is not available, however, where learners are able to continue to take the evolve test safely in their normal assessment environment, the tests are still available to sit.



Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/0554/3	7108-12	City & Guilds Level 3 Award in Hospitality Supervision and Leadership Principles

Which learners do the mitigation arrangements apply to?

These assessment arrangements are ONLY available to learners who meet the full criteria stated on page 6.

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 available
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	302	✓			
Assessments for knowledge and understanding alone. Externally marked Evolve test	301, 322	✓			

What adaptations to assessments are permitted?

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

- Any formative or mock exam/assessment results
- Participation and performance in skills-based activities
- Learners percentage of attendance prior to centre closures
- Overall learner performance and progress
- Classwork/homework
- Internal tutor assessment and progress data



- Any other records of learner performance over the course of study
- Comparison with previous cohorts.

Centre assessment grades (estimations) for learners must be submitted within the submission window for calculated approach for VRQs.

**Adaptations for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
500/9867/6	7131-02	City & Guilds Level 1 NVQ Certificate in Food and beverage service
500/9797/0	7131-03	City & Guilds Level 1 NVQ Certificate in Food preparation and Cooking
501/0003/8	7131-04	City & Guilds Level 1 NVQ Certificate in Hospitality Services
500/9490/7	7132-01	City & Guilds Level 2 NVQ Diploma in Front of House Reception
500/9488/9	7132-02	City & Guilds Level 2 NVQ Diploma in Housekeeping
500/9544/4	7132-05	City & Guilds Level 2 NVQ Diploma in Food and Beverage Service
500/9543/2	7132-06	City & Guilds Level 2 NVQ Diploma in Food Production and Cooking
500/9869/X	7132-07	City & Guilds Level 2 NVQ Diploma in Professional Cookery (Preparation and Cooking)
500/9979/6	7132-08	City & Guilds Level 2 NVQ Diploma in Professional Cookery
500/9981/4	7132-09	City & Guilds Level 2 NVQ Diploma in Hospitality Services
500/9542/0	7132-14	City & Guilds Level 2 NVQ Diploma in Kitchen Services
500/9520/1	7133-01	City & Guilds Level 3 NVQ Diploma in Professional Cookery (Preparation and Cooking)
500/9439/7	7133-02	City & Guilds Level 3 NVQ Diploma in Professional Cookery
500/9438/5	7133-03	City & Guilds Level 3 NVQ Diploma in Professional Cookery (Patisserie and Confectionery)
600/6626/X	7148-41	City & Guilds Level 4 Diploma In Hospitality Management



600/0861/1	7250-02	City & Guilds Level 3 NVQ Diploma in Hospitality Supervision and Leadership
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Which learners do the mitigation arrangements apply to?

These assessment arrangements are ONLY available to learners who meet the full criteria stated on page 6.

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	7131, 7132, 7133 assessments 101-146, 201-299, 302, 303, 305, 309, 330, 332-356, 666 7148 assessments 401, 402, 403, 405-417, 423-426, 428, 454, 504, 518-522, 527 7250 assessments 401-432, 531, 602, 624		✓		

What adaptations to assessments are permitted?

Portfolio of evidence assessing competency

- At least one observation of assessment per unit must have taken place, the use of holistic assessment is encouraged to meet a number of units and a wide range of criteria.
 - Evidence can be mapped from the following, providing the majority of the units have been observed in the workplace
 - Observation of a skills session, providing it was carried out in an industrial kitchen
 - Observations from a training centre, providing it was carried out in an environment that replicates and workplace kitchen or restaurant environment



- All additional What you must do (WYMD) and What you must cover (WYMC) criteria not observed must still be met but can use alternative sources of evidence including
 - Expert Witness Testimony
Expert witness testimony could be used to contribute to the assessment of the learner by providing a statement against the criteria explaining what the learner has achieved in the work place. The approved Expert Witness will usually be the learner's supervisor or manager in the workplace but could also be an experienced colleague or other approved assessor. The statement produced by the expert witness must be referenced to the criteria.
 - Professional Discussion
The assessor is encouraged to make the most of discussing with learners how they have met the criteria with examples from the work place; it must be recorded in a written or verbal format and correctly referenced to the criteria. This could be supported with work products e.g. recipes and menus.
 - Case Studies or Scenarios
These must reflect the workplace of the learner and be referenced to the criteria.
 - Guided Discussion or Q&A
It is advised this is assessment method is only used where some gap filling of WYMD and WYMC criteria exists and not to cover a large proportion of criteria within a unit.
- Knowledge statements can be assessed by using alternative sources of evidence and need not be restricted to one type of evidence for one unit
 - Guided discussion or Q&A session, this must be recorded in a written or verbal format and correctly referenced to the criteria.
 - Professional discussion, this must be recorded in a written or verbal format and correctly referenced to the criteria.
 - Referenced to an Observation, it must be clearly recorded in the observation where knowledge criteria have been met.
 - Learner statement of the knowledge requirements, this must be assessed and correctly referenced to the criteria.
 - Projects or assignments, these must be assessed and correctly referenced to the criteria.
- Simulation is not allowed to replace the one observation for any of the practical units.
- Observations of assessment must have taken place in the correct RWE environment.
- Remote assessment of evidence is allowed with the exception of the observation
- The assessor and IQA will need to ensure VARCS is still applied across all assessment methods.

Prior to certification all learners MUST have evidence assessed against ALL of the Assessment Criteria within the qualification.

**Mitigations for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
601/0989/0	7138-10	City & Guilds Level 1 Award in Introduction to Culinary Skills
601/0991/9	7138-11	City & Guilds Level 1 Certificate in Introduction to Culinary 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 6.

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 available
Assessments for knowledge and/or understanding alone. Centre marked assignment with little or no practical.	602, 603, 604, 605	✓			
Assessments for knowledge and/or understanding alone. Centre marked test with little or no practical.	820/620		✓		
Assessments for knowledge and understanding alone. Externally marked Evolve test	202				✓
Assessments for practical skills.	607, 608, 69, 610, 611, 612,	✓			



Centre marked assignment with majority practical.					
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Where calculated results based on centre assessment grades are permitted what evidence should this be based on?

- Participation and performance in skills-based activities, including B tasks already achieved or mock synoptics where applicable
- Any completed assignment and or tasks
- Any formative or practice exam/assessment results
- Learners percentage of attendance prior to centre closures
- Overall learner performance and progress
- Classwork/homework
- Internal tutor assessment and progress data
- Any other records of learner performance over the course of study

Centre assessment grades (estimations) for learners must be submitted within the submission window for calculated approach for VRQs.

What adaptations to assessments are permitted?

Where the food safety e-volve or externally set paper, test has not already been achieved, the following adaptations are permitted

Centre marked multiple choice tests

- Centres can assess learners via oral questioning. The paper version of the test can be used as a basis of this provided the security of the assessment materials is maintained.
- 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 learners own.
- These will need to be recorded in written or verbal format and linked to the assessment criteria.

On-demand evolve tests (202)

Remote invigilation is not available, however, where learners are able to continue to take the evolve test safely in their normal assessment environment, the tests are still available to sit.

**Adaptations for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
601/0604/9	7138-21	City & Guilds Level 2 Certificate in Culinary Skills
601/0711/X	7138-22	City & Guilds Level 2 Diploma in Culinary 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 6 and any specific requirements stated below:

- Where food safety unit is being claimed as an optional unit, have achieved the food safety assessment via City & Guilds assessment (202/802/820/620) or via approved alternative (802). City & Guilds assessment may have been achieved prior 20th March or via the permitted adaption outlined below.
- There is confidence that the learners would not pose any risk to the health and safety and food safety of themselves, peers and customers.

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 available
Assessments for knowledge and/or understanding alone. Centre marked assignment with little or no practical.	702, 403, 704, 705		✓		
Assessments for knowledge and/or understanding alone. Centre marked test with little or no practical.	820/620		✓		



Assessments for knowledge and understanding alone. Externally marked Evolve test	202				✓
Assessments for practical skills. Centre marked assignment with majority practical.	707, 708, 709, 710, 711, 712, 713, 714, 715, 716		✓		

What adaptations to assessments are permitted?

Centre marked assignment assessing knowledge and understanding

Knowledge based assignments can be delivered remotely, provided the centre has software or a process that maintains the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the learners own.

Where assessments have/are being completed after centres were closed, centres must exercise caution where that evidence suggests a change in performance. In many cases this is likely to reflect the circumstances and context in which the work was completed.

Where it is not possible to complete the knowledge assignment, the following adaptations are also permitted.

Wherever possible, knowledge and understanding criteria usually assessed by knowledge assignments or tasks, can be inferred from practical observations that have already been achieved and there is trusted evidence of that observation.

Where knowledge and understanding cannot be inferred from the observation, other assessment methods such as oral Q&A or professional discussion should be used to generate evidence against the remaining criteria.

Oral questioning/professional discussion must be carried out by an assessor who is occupationally competent and in a way that authenticates the responses are the learners own.

These will need to be recorded in written or verbal format and linked to the assessment criteria.

Standard IQA processes should remain in place but can be carried out remotely

Centre marked multiple choice and short answer question tests

For assignments/tasks that are assessed via a centre marked test, Assessors can review a range of trusted evidence and using their professional judgement make an informed decision of the result each learner would most likely have achieved had they sat their assessments this summer as planned.



Below are some examples of the type of evidence that may be used, please note – this list of is not exhaustive.

- Any formative or mock exam/assessment results
- Learners percentage of attendance prior to centre closures
- Overall learners' performance and progress
- Classwork/homework
- Internal tutor assessment and progress data
- Any other records of learners' performance over the course of study or from the workplace.
- comparison with previous cohorts

Where an Assessor feels there is insufficient evidence to make a professional judgement, a supplementary Q&A session or professional discussion can be held to fill any gaps and give confidence to the judgements being made. 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 learners own. These will need to be recorded in written or verbal format and linked to the assessment criteria.

Evidence that has been utilised to make the judgement and a final summary of the justification for the grade submitted must be recorded and kept at the centre.

On-demand evolve tests (202)

Remote invigilation is not available, however, where learners are able to continue to take the evolve test safely in their normal assessment environment, the tests are still available to sit.

Centre marked assignment assessing practical skills

A minimum of one observation must have been achieved to a minimum of a pass standard for each practical unit claimed.

Evidence for the observation can be come from either formative or summative assessments, provided there is trusted documented evidence of the observation and there is confidence that the learners would not pose any risk to the health and safety and food safety of themselves, peers and customers..

Where evidence of remaining practical observations is not available, professional discussion should be carried out around the approach the learner would have taken for the task.

Where one observation has not achieved for a particular unit, if a learner has been working in an RWE /work placement, an expert witness testimony that describe an observation which is retrospective, can be accepted as evidence towards achievement of the tasks, provided the

- dish cooked covers all of the assessment criteria that would normally be covered by the task and there is clear mapping of the observation evidence to the specific task it is covering
- the work in the RWE took place during the learner's registration period, and there is document evidence of that



- there is evidence of time management, in line with the expectation of the task
- the expert witness statement should only reference the learners own work
- the assessor can apply the grading criteria for the task to the observation.



Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
500/5186/6	7150-52	City & Guilds Level 2 Award in Food Safety in Catering

Which learners do the mitigation arrangements apply to?

These assessment arrangements are ONLY available to learners who meet the full criteria stated on page 6.

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 available
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	820/620		✓		
Assessments for knowledge and understanding alone. Externally marked Evolve test	202				✓



What adaptations to assessments are permitted?

Where the food safety e-volve or externally set paper, test has not already been achieved, the following adaptations are permitted

Centre marked multiple choice tests

- Centres can assess learners via oral questioning. The paper version of the test can be used as a basis of this provided the security of the assessment materials is maintained.
- 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 learners own.
- These will need to be recorded in written or verbal format and linked to the assessment criteria.

On-demand evolve tests (202)

Remote invigilation is not available, however, where learners are able to continue to take the evolve test safely in their normal assessment environment, the tests are still available to sit.

**Adaptations for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
500/7960/8	7102-53	City & Guilds Level 2 Award in Barista 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 6.

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 available
Assessments for practical skills. Centre marked assignment with majority practical.	201		✓		

What adaptations to assessments are permitted?**Centre marked short answer question tests**

For the task that is assessed via a centre marked test, centres can assess learners via oral questioning.

The test content can be used as a basis of this provided the security of the assessment materials is maintained.

- Where questions have images or tables, these can either be shared discretely from the test, alternative equivalent images sourced, or 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 learners own.

These will need to be recorded in written or verbal format and linked to the assessment criteria.

Centre marked assignment assessing practical skills

Evidence for the observation can be come from either formative or summative assessments, provided there is trusted documented evidence of the observation, it is clear timings were adhered to, that grading was recorded, or can be applied from the documentation and there is confidence that the learners would not pose any risk to the health and safety and food safety of themselves, peers and customers.



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

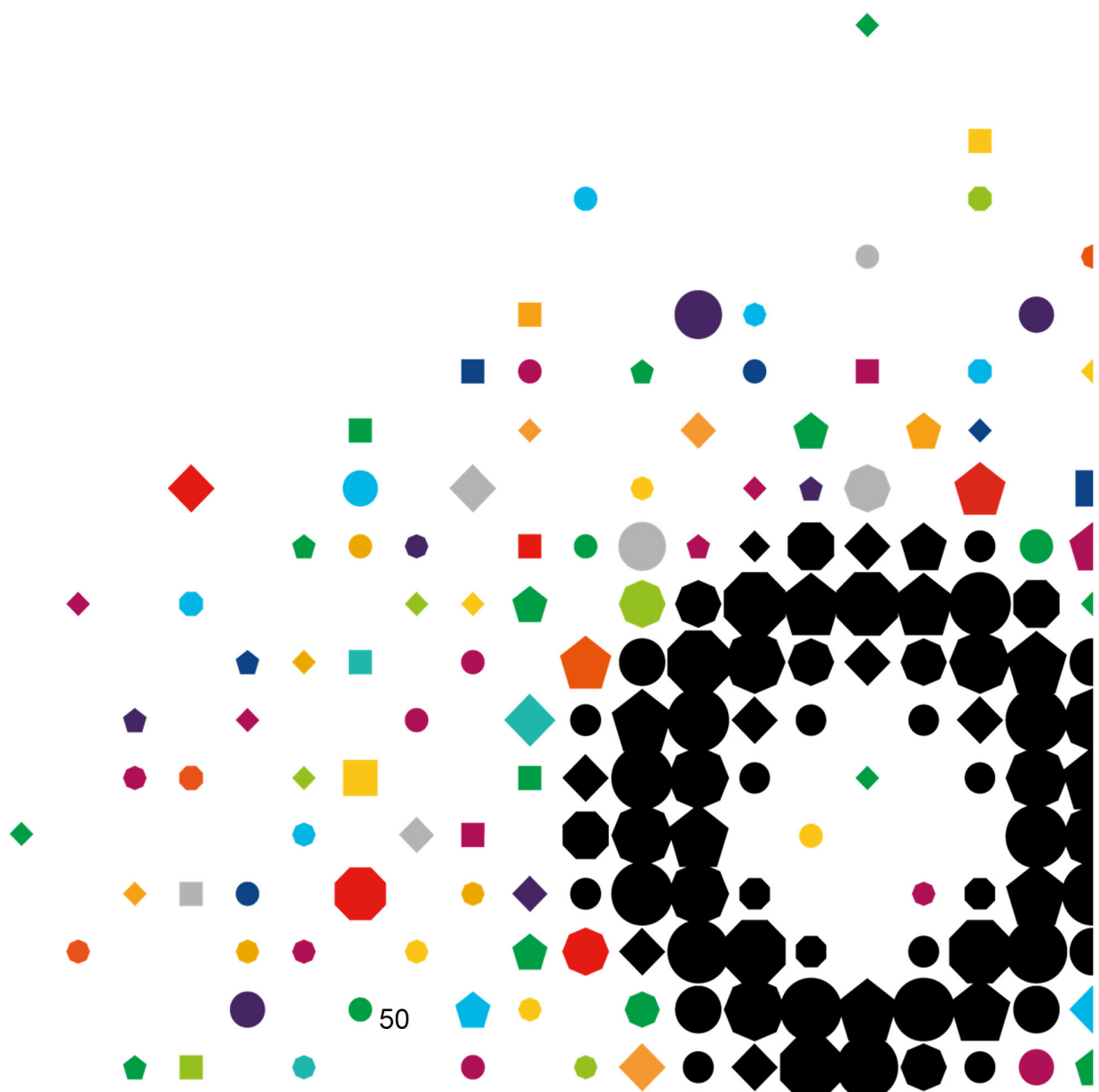
or

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
600/0448/4	7040-01*	City & Guilds Level 1 Award in Introduction to Employment in the Hospitality Industry
600/0832/5	7091-32	City & Guilds Level 2 Certificate in Hospitality and Catering Principles (Professional Cookery)
600/0839/8	7091-32	City & Guilds Level 2 Certificate in Hospitality and Catering Principles (Front of House Reception)
600/0838/6	7091-32	City & Guilds Level 2 Certificate in Hospitality and Catering Principles (Food Production and Cooking)
600/0841/6	7091-32	City & Guilds Level 2 Certificate in Hospitality and Catering Principles (Food and Beverage Service)
600/0849/0	7091-32	City & Guilds Level 2 Certificate in Hospitality and Catering Principles (Housekeeping)
600/0851/9	7091-32	City & Guilds Level 2 Certificate in Hospitality and Catering Principles (Hospitality Services)
600/0853/2	7091-32	City & Guilds Level 2 Certificate in Hospitality and Catering Principles (Kitchen Services)
600/0854/4	7091-32	City & Guilds Level 2 Certificate in Hospitality and Catering Principles (Professional Cookery - Food Preparation and Cooking)
600/0862/3	7091-33	City & Guilds Level 3 Certificate in Hospitality and Catering Principles (Professional Cookery)
601/0602/5	7100-11*	City & Guilds Level 1 Diploma In Introduction to Professional Cookery
601/0859/9	7103-05*	City & Guilds Level 1 Certificate In Introduction to Professional Food and Beverage Service
500/9141/4	7103-11*	City & Guilds Level 1 Certificate in General Food and Beverage Service Skills
601/0621/9	7103-16*	City & Guilds Level 1 Award In Introduction to Professional Food and Beverage Service Skills
601/0622/0	7103-17*	City & Guilds Level 1 Certificate In Introduction to Professional Food and Beverage Service Skills
601/0989/0	7138-10*	City & Guilds Level 1 Award In Introduction to Culinary Skills
601/0991/9	7138-11*	City & Guilds Level 1 Certificate In Introduction to Culinary Skills
500/6513/0	7107-03*	City & Guilds Entry Level Award in Introduction to the Hospitality Industry (Entry 3)
500/6519/1	7107-03*	City & Guilds Entry Level Certificate in Introduction to the Hospitality Industry (Entry 3)



601/0358/9	7107-21*	City & Guilds Level 1 Award In Introduction to the Hospitality Industry
601/0299/8	7107-22*	City & Guilds Level 1 Certificate In Introduction to the Hospitality Industry
601/0239/1	7107-23*	City & Guilds Level 1 Diploma In Introduction to the Hospitality Industry
600/0554/3	7108-12	City & Guilds Level 3 Award in Hospitality Supervision and Leadership Principles

Appendix B

List of qualifications where adaptation of assessments is permitted

QAN	City & Guilds qualification number	City & Guilds qualification title
601/0717/0	7100-12	City & Guilds Level 2 Diploma in Professional Cookery
601/3142/1	7100-85	City & Guilds Level 3 Diploma in Advanced Professional Cookery
601/3139/1	7100-86	City & Guilds Level 3 Diploma in Advanced Professional Cookery (Kitchen and Larder)
600/2078/7	7103-04	City & Guilds Level 3 Diploma in Food and Beverage Service Supervision
601/0993/2	7103-06	City & Guilds Level 2 Diploma in Professional Food and Beverage Service
500/8698/4	7103-12	City & Guilds Level 2 Certificate in General Food and Beverage Service Skills
601/0992/0	7103-20	City & Guilds Level 2 Award in Professional Food and Beverage Service Skills
601/0603/7	7103-21	City & Guilds Level 2 Certificate in Professional Food and Beverage Service Skills
500/6598/1	7105-02	City & Guilds Level 3 Diploma for Butlers
501/0071/3	7120-22	City & Guilds Level 2 Certificate in General Patisserie and Confectionery
601/3141/X	7120-23	City & Guilds Level 3 Certificate in General Patisserie and Confectionery
600/1986/4	7120-32	City & Guilds Level 2 Certificate in Professional Patisserie and Confectionery



601/3140/8	7120-33	City & Guilds Level 3 Diploma in Professional Patisserie and Confectionery
500/9867/6	7131-02	City & Guilds Level 1 NVQ Certificate in Food and beverage service
500/9797/0	7131-03	City & Guilds Level 1 NVQ Certificate in Food preparation and Cooking
501/0003/8	7131-04	City & Guilds Level 1 NVQ Certificate in Hospitality Services
500/9490/7	7132-01	City & Guilds Level 2 NVQ Diploma in Front of House Reception
500/9488/9	7132-02	City & Guilds Level 2 NVQ Diploma in Housekeeping
500/9544/4	7132-05	City & Guilds Level 2 NVQ Diploma in Food and Beverage Service
500/9543/2	7132-06	City & Guilds Level 2 NVQ Diploma in Food Production and Cooking
500/9869/X	7132-07	City & Guilds Level 2 NVQ Diploma in Professional Cookery (Preparation and Cooking)
500/9979/6	7132-08	City & Guilds Level 2 NVQ Diploma in Professional Cookery
500/9981/4	7132-09	City & Guilds Level 2 NVQ Diploma in Hospitality Services
500/9542/0	7132-14	City & Guilds Level 2 NVQ Diploma in Kitchen Services
500/9520/1	7133-01	City & Guilds Level 3 NVQ Diploma in Professional Cookery (Preparation and Cooking)
500/9439/7	7133-02	City & Guilds Level 3 NVQ Diploma in Professional Cookery
500/9438/5	7133-03	City & Guilds Level 3 NVQ Diploma in Professional Cookery (Patisserie and Confectionery)
601/0604/9	7138-21	City & Guilds Level 2 Certificate in Culinary Skills
601/0711/X	7138-22	City & Guilds Level 2 Diploma in Culinary Skills
600/6626/X	7148-41	City & Guilds Level 4 Diploma in Hospitality Management
500/5186/6	7150-52	City & Guilds Level 2 Award in Food Safety in Catering
600/0861/1	7250-02	City & Guilds Level 3 NVQ Diploma in Hospitality Supervision and Leadership



500/7960/8	7102-53	City & Guilds Level 2 Award in Barista Skills
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Appendix C

List of qualifications where no mitigation is required

QAN	City & Guilds qualification number	City & Guilds qualification title
600/6642/8	7147-44	City & Guilds Level 4 Diploma in Principles of Hospitality Management

Appendix D

List of qualifications where assessments will be delayed

QAN	City & Guilds qualification number	City & Guilds qualification title
na	na	na

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