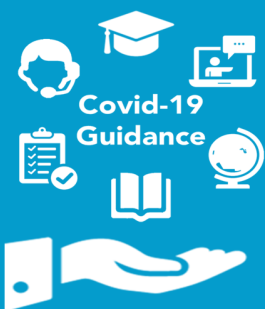


Assessment mitigation centre guidance for NVQs & VRQs in relation to Covid-19 disruption, Summer 2020

Teaching and Learning



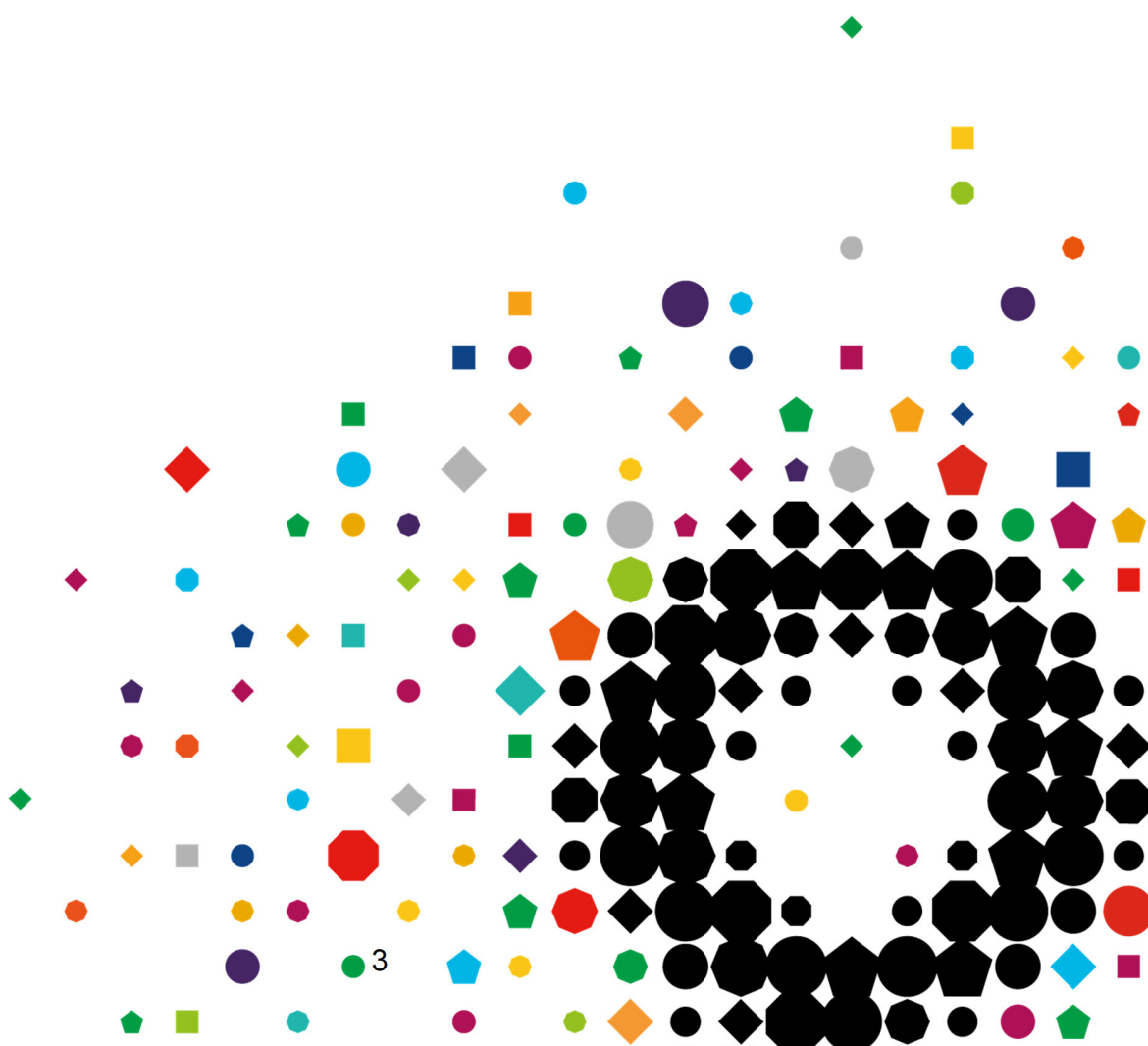


Version	Amendment type	Section
1.2 (June 2020)	Table of units for 6502 amended.	6502 Suite page.
1.3 (June 2020)	6312-40, change to mitigation approach and guidance	6312 Suite page.
	8375, suite guidance added	8375 Suite page.
	Template guidance sections amended (Sections 2, 4 & 5; Section 6 removed)	Sections 2, 4 & 5 Section 6 removed.



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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 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.
- 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.



Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/1617/6	3569-03	City & Guilds Level 3 NVQ in Advice and Guidance
600/1632/2	3569-04	City & Guilds Level 4 NVQ in Advice and Guidance

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	001-016, 018-022, 024-030, 032-034		✓		

What adaptations to assessments are permitted?

Portfolio of evidence assessing competency

The assessment strategy permits a range of options for assessing these qualifications; during this period, a more relaxed blend of assessment methods may be considered to evidence outstanding assessment criteria (e.g. an increased use of witness testimony over direct observation).



Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
501/1651/4	6312-40	City & Guilds Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice

Which learners do the mitigation arrangements apply to?

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

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

Outstanding assessments	Assessment component numbers	Calculated result based on centre estimation	Adaptation	Delay	No mitigation required
Assessments for occupational competency Portfolio of evidence	404		✓		

What adaptations to assessments are permitted?

Portfolio of evidence assessing competency

The assessment strategy permits a range of options for assessing these qualifications; during this period, a more relaxed blend of assessment methods may be considered to evidence outstanding knowledge assessment criteria.

**Adaptations for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
600/8001/2	6259-02	City & Guilds Level 2 Award for Learning Support Practitioners
600/6837/1	6259-03	City & Guilds Level 3 Award for Learning Support Practitioners
600/7977/0	6259-04	City & Guilds Level 3 Certificate for Learning Support Practitioners
600/7985/X	6259-05	City & Guilds Level 3 Supporting Literacy, Language and Numeracy
600/7907/1	6259-06	City & Guilds Level 3 Supporting Disabled Learners

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.	201 301, 316-321				✓



Assessments for practical skills. Centre marked assignment with majority practical.	202, 205, 207-208, 303-305, 309, 311, 313-315, 322-325		✓		
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What adaptations to assessments are permitted?

Centre marked assignment assessing practical skills

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

Expert witness testimony is collated for evidence of outstanding assessment elements.

Where Expert witness testimony is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A session should be undertaken with the learner.

Where Expert witness testimony is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used



Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
501/1128/0	5329-20	City & Guilds Level 2 Award in Support Work in Schools
501/1136/X	5329-21	City & Guilds Level 2 Certificate in Supporting Teaching and Learning in Schools
501/1132/2	5329-30	City & Guilds Level 3 Award in Supporting Teaching and Learning in Schools
501/1123/1	5329-31	City & Guilds Level 3 Certificate in Supporting Teaching and Learning in Schools
501/1395/1	5329-32	City & Guilds Level 3 Certificate in Cover Supervision of Pupils in Schools
501/1394/X	5329-33	City & Guilds Level 3 Diploma in Specialist Support for Teaching and Learning in Schools

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.	201-205 301-302 331, 333, 346-347				✓
Assessments for occupational competency Portfolio of evidence	206-222 303-330, 332, 334-345, 348-352		✓		

What adaptations to assessments are permitted?

Portfolio of evidence assessing competency

All units must be completed satisfactorily; at least one observation **must** be carried out by an assessor in a real-life work situation, and one observation may be evidenced via Expert Witness Testimony.

Where Expert Witness Testimony is used, this should be supported with additional assessment evidence as outlined in the Qualification Handbook.

**Adaptations for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
501/1648/4	6317-30	City & Guilds Level 3 Award in Understanding the Principles and Practices of Assessment
501/1676/9	6317-31	City & Guilds Level 3 Award in Assessing Competence in the Work Environment
501/1677/0	6317-32	City & Guilds Level 3 Award in Assessing Vocationally Related Achievement
501/1679/4	6317-33	City & Guilds Level 3 Certificate in Assessing Vocational Achievement

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 and any specific requirements stated below:

- For 6317-31, 32, 33 - Some assessor observations must have been completed.

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.	205 301 401				✓
Assessments for occupational competency Portfolio of evidence	302-303		✓		



What adaptations to assessments are permitted?

Portfolio of evidence assessing competency

For units 302 and 303, learners must have been satisfactorily observed on at least one occasion in a real-life work situation. For outstanding assessment criteria, the assessment may be adapted to include a broader range of assessment mediums, such as Expert Witness Testimony, a statement or discussion.



**Adaptations for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
600/2556/6	6318-02	City & Guilds Level 3 Award in Facilitating Learning and Development
600/2746/0	6318-03	City & Guilds Level 3 Certificate in Learning and Development
600/2773/3	6318-05	City & Guilds Level 4 Diploma in Learning and Development

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 and any specific requirements stated below:

- Some assessor observations must have been completed.

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	001-031, 524, 526, 530		✓		

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

Where learners have achieved at least one satisfactory observation per practical unit with positive feedback prior to 10 March 2020, the remainder of their assessed observations can be conducted remotely.

Arrangements for the collection of remote evidence should be checked with the centre's EQA to confirm that their arrangements will provide sufficient evidence for an assessment decision to be made.

**Adaptations for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
600/9554/4	6502-31	City & Guilds Level 3 Award in Education and Training
601/0253/6	6502-41/42	City & Guilds Level 4 Certificate in Education and Training
601/0254/8	6502-51	City & Guilds Level 5 Diploma in Education and Training

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.	301, 305		✓		
Centre marked assignment with practical element.	302			✓	
Assessments for occupational competency Portfolio of evidence	313, 319 401 – 426 501 - 518		✓		



What adaptations to assessments are permitted?

GUIDANCE ON ADAPTING CET/DET OPTIONAL UNIT OBSERVATIONS

Where learners are undertaking optional units which require an observation, and which are in addition to those observations linked to mandatory units 426 and 501, it may be possible to produce other evidence, where a live observation cannot take place.

The learner must meet the requirements as laid down in the Covid-19 document, *Guidance for assessment approached – in relation to Covid-19 for Summer 2020*, before any adaptations are considered.

It is suggested that the learner could produce a plan (probably one they have already used) showing where the option unit criteria has been met, accompanied by a rationale, written by the learner, and a statement or an endorsement from the tutor/assessor confirming the information is correct. If the a/c is identified in an existing observation they can cross reference it.

It is recommended that any such adaptations are discussed with the centre's EQA in advance, and if agreed, the centre must adhere to the processes required for adapted assessments and complete the Covid claiming documents as outlined in the guidance.

Centre-marked assignments

6502-31

Level 3 AET: Any micro teach incomplete should be carried forward if not complete.

Portfolio of evidence assessing competency

6502-41

The following adaptations are permissible for this qualification.

Pass if all assignments passed and at least 20 hours of teaching practice complete with 2 satisfactory observations, including 1 of which may be remote.

6502-51

The following adaptations are permissible for 1 year Full-time or year 2 of Part-time programmes only.

If all other in course assignments are complete, pass if 70% of teaching placement hours have been completed (though where the majority of hours relate to group hours, rather than 1:1) and where a minimum of 6 observations have been completed (and where most recent 4 have been satisfactory). Additionally, if, and where there are insufficient observations completed and where placement is continuing but no observations are possible from the provider team, these may be done in this instance by the placement mentor.

Adaption only year 1 of full-time programme, if all course assignments completed then they can be passed if 70% of teaching placement hours / 6 observations are complete, with 4 satisfactory observations (instead of 8)

**Adaptations for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
600/2783/6	8375-01	City & Guilds Level 3 Essential Skills Practitioners (Literacy)
600/2783/6	8375-02	City & Guilds Level 3 Essential Skills Practitioners (Numeracy)
600/2783/6	8375-03	City & Guilds Level 3 Essential Skills Practitioners (ESOL)
600/2783/6	8375-04	City & Guilds Level 3 Essential Skills Practitioners (Digital Literacy)

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 and any specific requirements stated below:

- Some assessor observations must have been completed.

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	301 - 316		✓		

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

All units must be completed satisfactorily; where the unit includes a requirement for observation, at least one observation **must** be carried out by an assessor in a real-life work situation, and one observation may be evidenced via Expert Witness Testimony.

Where Expert Witness Testimony is used, this should be supported with additional assessment evidence as outlined in the Qualification Handbook.

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

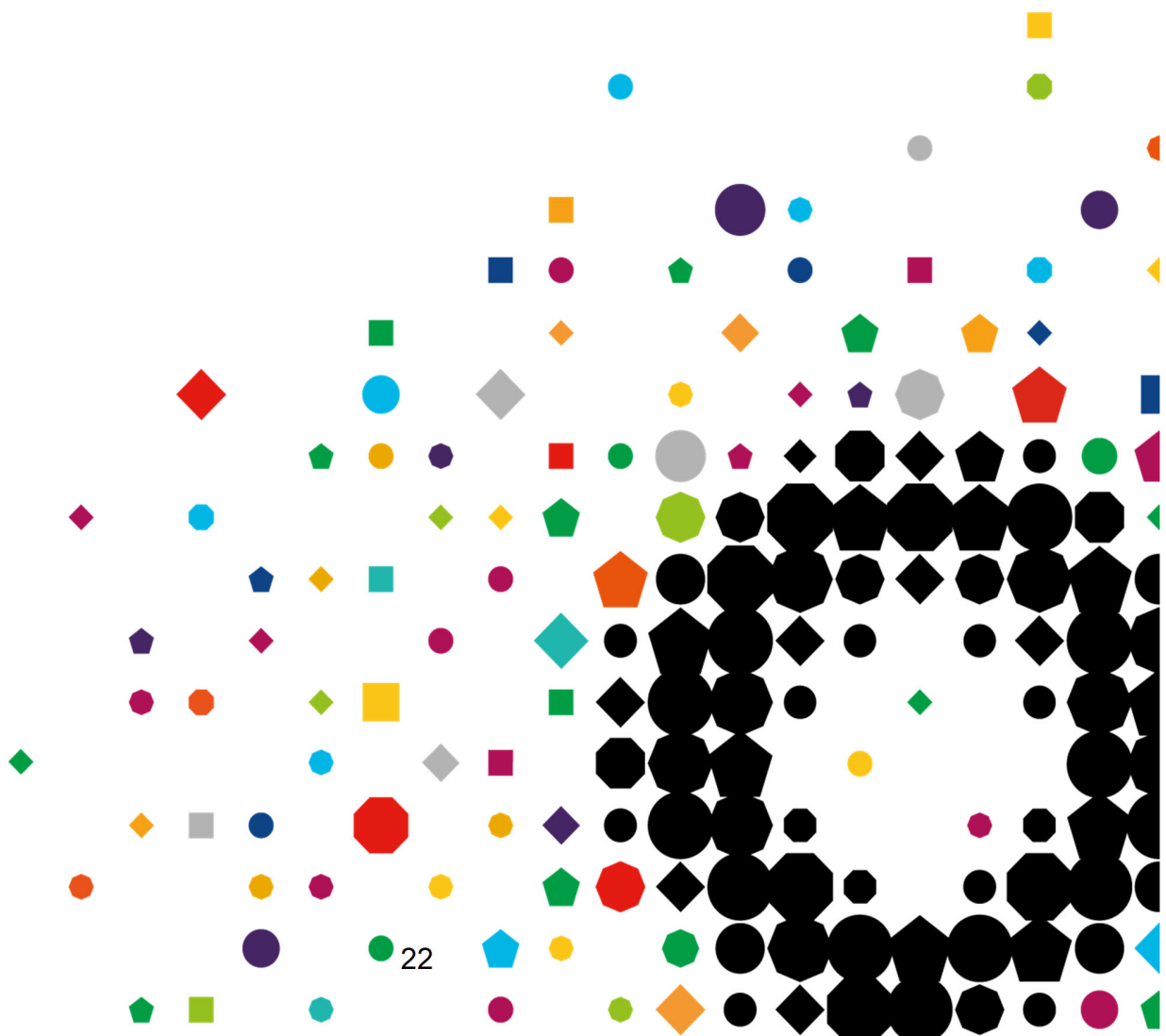
or

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
n/a	n/a	n/a

Appendix B

List of qualifications where adaptation of assessments is permitted

QAN	City & Guilds qualification number	City & Guilds qualification title
600/1617/6	3569-03	City & Guilds Level 3 NVQ in Advice and Guidance
600/1632/2	3569-04	City & Guilds Level 4 NVQ in Advice and Guidance
501/1128/0	5329-20	City & Guilds Level 2 Award in Support Work in Schools
501/1136/X	5329-21	City & Guilds Level 2 Certificate in Supporting Teaching and Learning in Schools
501/1132/2	5329-30	City & Guilds Level 3 Award in Supporting Teaching and Learning in Schools
501/1123/1	5329-31	City & Guilds Level 3 Certificate in Supporting Teaching and Learning in
501/1395/1	5329-32	City & Guilds Level 3 Certificate in Cover Supervision of Pupils in Schools
501/1394/X	5329-33	City & Guilds Level 3 Diploma in Specialist Support for Teaching and Learning in Schools
600/8001/2	6259-02	City & Guilds Level 2 Award for Learning Support Practitioners
600/6837/1	6259-03	City & Guilds Level 3 Award for Learning Support Practitioners
600/7977/0	6259-04	City & Guilds Level 3 Certificate For Learning Support Practitioners
600/7985/X	6259-05	City & Guilds Level 3 Supporting Literacy, Language and Numeracy



600/7907/1	6259-06	City & Guilds Level 3 Supporting Disabled Learners
501/1651/4	6312-40	City & Guilds Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice
501/1648/4	6317-30	City & Guilds Level 3 Award in Understanding the Principles and Practices of Assessment
501/1676/9	6317-31	City & Guilds Level 3 Award in Assessing Competence in the Work Environment
501/1677/0	6317-32	City & Guilds Level 3 Award in Assessing Vocationally Related Achievement
501/1679/4	6317-33	City & Guilds Level 3 Certificate in Assessing Vocational Achievement
600/2556/6	6318-02	City & Guilds Level 3 Award in Facilitating Learning and Development
600/2746/0	6318-03	City & Guilds Level 3 Certificate in Learning and Development
600/2773/3	6318-05	City & Guilds Level 4 Diploma in Learning and Development
600/9554/4	6502-31	City & Guilds Level 3 Award in Education and Training
601/0253/6	6502-41	City & Guilds Level 4 Certificate in Education and Training
601/0254/8	6502-51	City & Guilds Level 5 Diploma in Education and Training
600/2783/6	8375-01	City & Guilds Level 3 Essential Skills Practitioners (Literacy)
600/2783/6	8375-02	City & Guilds Level 3 Essential Skills Practitioners (Numeracy)
600/2783/6	8375-03	City & Guilds Level 3 Essential Skills Practitioners (ESOL)
600/2783/6	8375-04	City & Guilds Level 3 Essential Skills Practitioners (Digital Literacy)



Appendix C

List of qualifications where no mitigation is required

QAN	City & Guilds qualification number	City & Guilds qualification title
501/1681/2	6312-41	City & Guilds Level 4 Award In the External Quality Assurance of Assessment Processes and Practice
501/1649/6	6317-40	City & Guilds Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice
600/6106/6	9200-01	City & Guilds Level 4 Award for Professional Recognition
600/6108/X	9200-03	City & Guilds Level 6 Award for Professional Recognition
600/4125/0	9300-02	City & Guilds Level 2 Award In Supporting Adults and Young People in Essential Skills

Appendix D

List of qualifications where assessments will be delayed

QAN	City & Guilds qualification number	City & Guilds qualification title
600/5953/9	6255-01	City & Guilds Level 3 Award in English for Literacy and Language Teaching
600/5954/0	6255-02	City & Guilds Level 3 Award in Mathematics for Numeracy Teaching
501/1678/2	6317-41	City & Guilds Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
501/1680/0	6317-42	City & Guilds Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
601/8141/2	7380-03	City & Guilds Level 3 Award in Assessing against Industry Standards

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