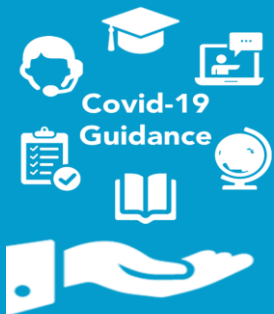


Assessment mitigation centre guidance for NVQs & VRQs in relation to Covid-19 disruption, Summer 2020

Transport Maintenance

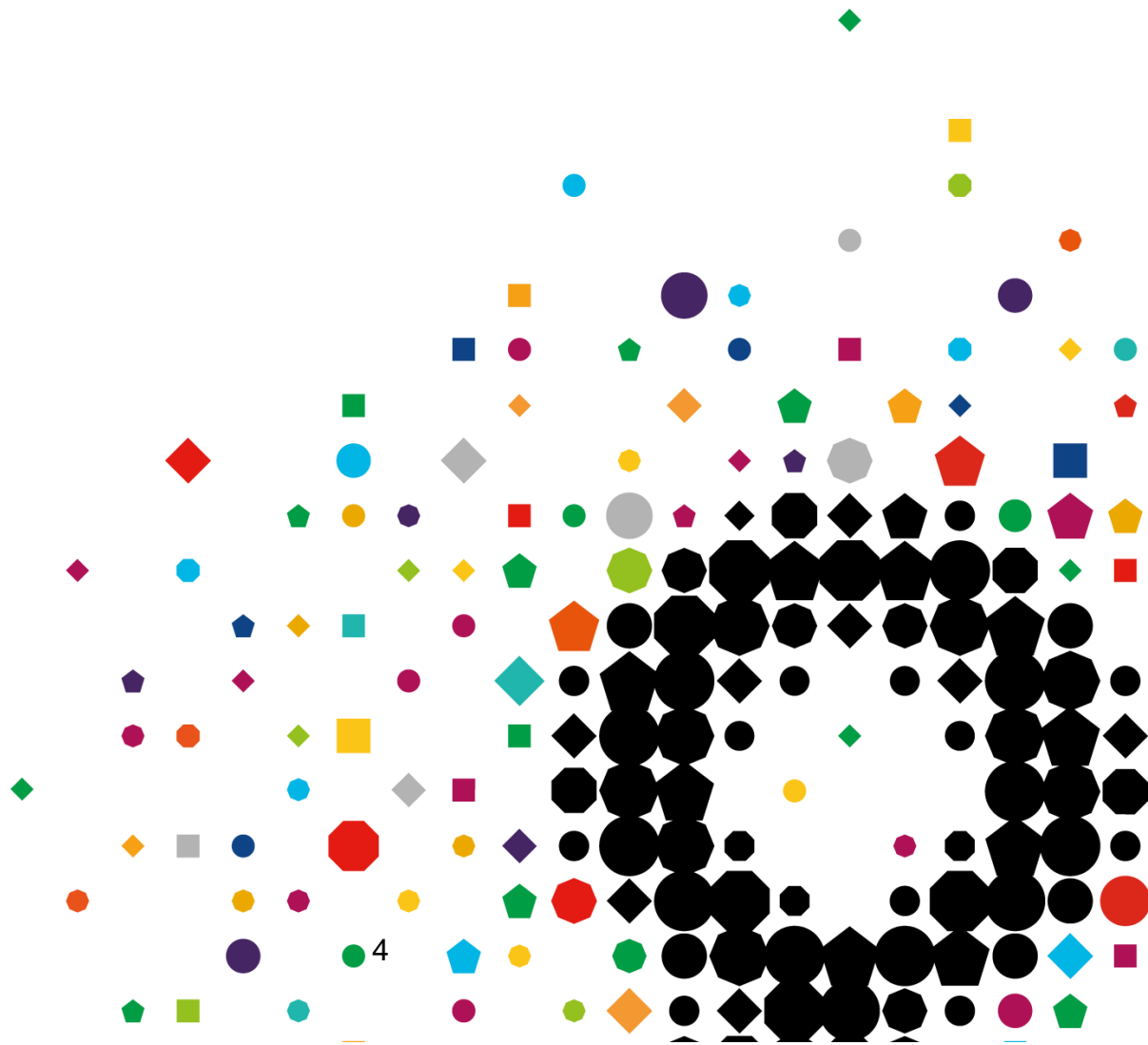


Version	Amendment type	Section/Qualification
1.2 (May 2020)	Appendix tables corrected to show correct qualifications	Appendices
1.3 (June 2020)	Additional information added to	Appendices
1.4 (June 2020)	<p>Primary mitigation changed from 'delay' to 'adapt' for the following qualifications:</p> <ul style="list-style-type: none"> 600/1196/8 4150-02 City & Guilds Level 2 Diploma in Vehicle Parts Competence 500/9975/9 4270-12 City & Guilds Level 2 Diploma in Light Vehicle Maintenance & Repair Competence 501/0017/8 4270-13 City & Guilds Level 3 Diploma in Light Vehicle Maintenance and Repair Competence 501/0745/8 4270-22 City & Guilds Level 2 Diploma in Heavy Vehicle Maintenance and Repair Competence 500/9984/X 4270-23 City & Guilds Level 3 Diploma in Heavy Vehicle Maintenance and Repair Competence 501/0322/2 4270-52 City & Guilds Level 2 Diploma in Vehicle Fitting Competence 501/0022/1 4271-12 City & Guilds Level 2 Diploma in Accident Repair - Body Competence 500/9987/5 4271-22 City & Guilds Level 2 Diploma in Accident Repair Paint Competence 500/9991/7 4271-13 City & Guilds Level 3 Diploma in in Accident Repair Body Competence 500/9988/7 4271-23 City & Guilds Level 3 Diploma in Accident Repair Paint Competence 501/0128/6 4271-33 City & Guilds Level 3 Diploma in Accident Repair MET Competence 600/6443/2 4271-43 City & Guilds Level 3 Diploma In Vehicle Damage Assessor Competence 600/5221/1 4290-70 City & Guilds Level 2 Award in Hybrid Electric Vehicle Operation and Maintenance 600/5220/X 4290-71 City & Guilds Level 3 Award in Hybrid Electric Vehicle Repair and Replacement 501/2174/1 7597-01 City & Guilds Level 2 Certificate in Rail Engineering Underpinning Knowledge <p>Alternative to remote invigilation wording added.</p>	5. Qualifications where adaptation of assessments is permitted
1.5 (June)	<p>Remote invigilation for on-demand evolve exams removed as a permitted adaptation and replaced with calculated result</p> <p>Mitigation changed from 'adapt' to 'calculated result' for the following qualifications</p> <ul style="list-style-type: none"> 501/1010/X 4290-11 City & Guilds Level 1 Diploma in Vehicle Maintenance 501/1230/2 4290-11 City & Guilds Level 1 Certificate in Vehicle Maintenance 	5. Qualifications where adaptation of assessments is permitted

	<ul style="list-style-type: none"> 501/1104/8 4291-11 City & Guilds Level 1 Diploma in Accident Repair Body 501/1107/3 4291-21 City & Guilds Level 1 Diploma in Accident Repair Paint <p>Template guidance sections amended (Sections 2, 4 & 5; Section 6 removed)</p>	<p>Sections 2, 4 & 5 Section 6 removed.</p>
1.6 (June)	<p>Inconsistent listing corrected</p> <p>Confirmation that calculated result for evolve assessed components is only applicable to VRQ qualifications, not VCQ (NVQ) qualifications.</p>	<p>Appendix: Adaptations</p> <p>5. Qualifications where adaptation of assessments is permitted</p>
1.7 (June)	<p>Minor inconsistencies corrected</p> <p>The following qualifications added:</p> <ul style="list-style-type: none"> 603/4726/0 2473-13 City & Guilds Level 3 Diploma in Marine Engineering (Advanced) 500/9990/5 4270-32 City & Guilds Level 2 Diploma in Motorcycle Maintenance & Repair Competence 501/0023/3 4270-33 City & Guilds Level 3 Diploma in Motorcycle Maintenance and Repair Competence <p>Units updated for the following qualifications:</p> <ul style="list-style-type: none"> 600/2306/5 2463-03 City & Guilds Level 3 Diploma in Marine Construction, Systems Engineering and Maintenance 501/0745/8 4270-22 City & Guilds Level 2 Diploma in Heavy Vehicle Maintenance and Repair Competence 500/9984/X 4270-23 City & Guilds Level 3 Diploma in Heavy Vehicle Maintenance and Repair Competence 500/9982/6 4290-22 City & Guilds Level 2 Diploma in Heavy Vehicle Maintenance and Repair Principles 500/9983/8 4290-23 City & Guilds Level 3 Diploma in Heavy Vehicle Maintenance and Repair Principles 501/0288/6 4290-32 City & Guilds Level 2 Diploma in Motorcycle Maintenance and Repair Principles 501/0021/X 4290-33 City & Guilds Level 3 Diploma in Motorcycle Maintenance and Repair Principles 	<p>5. Qualifications where adaptation of assessments is permitted</p>
1.8	<p>The following qualification added with a primary mitigation of 'calculated result':</p> <ul style="list-style-type: none"> 501/1356/2 3902-03 City & Guilds Entry Level Diploma in General Vehicle Maintenance (Entry 3) 	<p>Appendix A</p> <p>List of qualifications where calculated results are permitted</p>

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2. Scope of qualifications
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4. Qualifications where calculated results are permitted
5. Qualifications where adaptation of assessments is permitted
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7. Appendices





1. Introduction

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

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

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

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

- Calculated results
- Adaptation
- Delay
- No mitigation required

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

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



2. Scope of qualifications

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

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

Calculated results/centre-assessment grades

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

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

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

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

Adaptation

We have proposed Adaptation for qualifications where:

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

Delay

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

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

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

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



No mitigation required

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

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

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

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



3. Scope of Learners

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

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

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

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

Arrangements for learners out of scope

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

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

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

International learners are not in scope for these mitigations.





4. Qualifications where calculated results are permitted

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

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

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.

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

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.

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

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
600/2304/1	2463-02	City & Guilds Level 2 Certificate in Marine Construction, Systems Engineering and Maintenance
600/2306/5	2463-03	City & Guilds Level 3 Diploma in Marine Construction, Systems Engineering and Maintenance

Which learners do the mitigation arrangements apply to?

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

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

Outstanding assessments	Assessment component numbers	Calculated result based on centre estimation	Adaptation	Delay	No mitigation required
Assessments for knowledge and understanding alone. Externally marked Evolve test	201-203 301 - 303	✓			
Assessments for practical skills. Centre marked assignment with majority practical.	204-213 304-315		✓		

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 candidate.

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



2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.

Some centre designed and marked assessments may be able to proceed with little or no adaptation.

Where calculated results based on centre assessment grades are permitted, evidence should be based on:

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

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

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
603/0348/7	2473-02	City & Guilds Level 2 Diploma in Boatbuilding (Foundation)
603/3369/8	2473-03	City & Guilds Level 3 Diploma in Boatbuilding (Advanced)
603/2237/8	2473-12	City & Guilds Level 2 Diploma in Marine Engineering (Foundation)
603/4726/0	2473-13	City & Guilds Level 3 Diploma in Marine Engineering (Advanced)

Which learners do the mitigation arrangements apply to?

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

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

Outstanding assessments	Assessment component numbers	Calculated result based on centre estimation	Adaptation	Delay	No mitigation required
Assessments for knowledge and understanding alone. Externally marked Evolve test	201-202, 208 301, 302, 351, 352	✓			
Assessments for practical skills. Centre marked assignment with majority practical.	203-207, 209-210 304-307, 353-355		✓		

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 candidate.

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.

Some centre designed and marked assessments may be able to proceed with little or no adaptation.

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

Where calculated results based on centre assessment grades are permitted, evidence should be based on:

- Any formative or practice exam/assessment results



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

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

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/0660/2	3902-28	City & Guilds Level 2 Certificate in Cycle Mechanics

Which learners do the mitigation arrangements apply to?

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

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

Outstanding assessments	Assessment component numbers	Calculated result based on centre estimation	Adaptation	Delay	No mitigation required
Assessments for practical skills. Centre marked assignment with majority practical.	181-182, 184, 281-290		✓		

What adaptations to assessments are permitted?

Assessments for practical skills.

Centre marked assignment with majority practical



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

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT 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
100/5240/9	4121-01	City & Guilds Level 4 Certificate in Advanced Automotive Diagnostic Techniques

Which learners do the mitigation arrangements apply to?

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

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

Outstanding assessments	Assessment component numbers	Calculated result based on centre estimation	Adaptation	Delay	No mitigation required
Assessments for practical skills. Centre marked assignment with majority practical.	600-602		✓		

What adaptations to assessments are permitted?

Assessments for practical skills.

Centre marked assignment with majority practical

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

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

2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT 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
600/1196/8	4150-02	City & Guilds Level 2 Diploma in Vehicle Parts Competence

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.	All units		✓		
Assessments for practical skills. Centre marked assignment with majority practical.	101,102,103,104,105,106,107,108,109,110,111,112,113,114,115		✓		

Assessments for practical skills. Centre marked assignment with majority practical.	001,003		✓		
Portfolio of evidence assessing competency	All portfolio units		✓		

What adaptations to assessments are permitted?

Guidance for the “Generic unit” assignments for both Practical Skills and Knowledge

Undertake an audit of evidence that currently exists for the learner (from units already undertaken, or where similar activities have already been completed such as mock/sample assessments) in relation to the outstanding practical and knowledge assignments/assessments, then based on any outstanding evidence – select adaptation that is most appropriate for individual candidate.

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.

For the generic knowledge assignments, 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 candidates 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.

Centre marked assignment with majority practical

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

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.



3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.

Portfolio of evidence assessing competency

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

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/1199/3	4151-02	City & Guilds Level 2 Diploma in Vehicle Parts Principles
600/1200/6	4151-03	City & Guilds Level 3 Diploma in Vehicle Parts 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 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.	051,053,056		✓		
Assessments for practical skills. Centre marked assignment with majority practical.	101,102,103,104,105,106,107,108,109,110,111,112,113,114,115		✓		

Assessments for practical skills. Centre marked assignment with majority practical.	001,003,006		✓		
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What adaptations to assessments are permitted?

Guidance for the “Generic unit” assignments for both Practical Skills and Knowledge

Undertake an audit of evidence that currently exists for the learner (from units already undertaken, or where similar activities have already been completed such as mock/sample assessments) in relation to the outstanding practical and knowledge assignments/assessments, then based on any outstanding evidence – select adaptation that is most appropriate for individual candidate.

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.

For the generic knowledge assignments, 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 candidates 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.

Centre marked assignment with majority practical

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

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.

Where calculated results based on centre assessment grades are permitted, evidence should be based on:

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

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
500/9975/9	4270-12	City & Guilds Level 2 Diploma in Light Vehicle Maintenance & Repair Competence
501/0017/8	4270-13	City & Guilds Level 3 Diploma in Light Vehicle Maintenance and Repair Competence

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.	051,053, 054, 058		✓		

Assessments for knowledge and understanding alone. Externally marked Evolve test	151,152,153,154,155, 158 161,162,163, 171, 172, 181, 268, 465		✓		
Assessments for practical skills. Centre marked assignment with majority practical.	001,003, 004, 008		✓		
Portfolio of evidence assessing competency	All portfolio units		✓		

What adaptations to assessments are permitted?

Guidance for the “Generic unit” assignments for both Practical Skills and Knowledge

Undertake an audit of evidence that currently exists for the learner (from units already undertaken, or where similar activities have already been completed such as mock/sample assessments) in relation to the outstanding practical and knowledge assignments/assessments, then based on any outstanding evidence – select adaptation that is most appropriate for individual candidate.

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.

For the generic knowledge assignments, 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 candidates 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.

Centre marked assignment with majority practical

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

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.

Portfolio of evidence assessing competency

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



- The date and time must also be stated at the end of the recording.
- The assessor should have agreed a plan in advance of the call to ensure the outcomes are met.
- When being used to capture a professional discussion, the assessor must be able to confidently validate and authenticate the evidence being provided to enable an assessment decision.
- This method is not suitable for observations.

Where mitigation is adapt for Evolve tests

Where a candidate is registered for both the VRQ and VCQ competence qualification, centres should submit a calculated result for evolve tests using the **VRQ program of study only**.

Where a candidate is only registered on the VCQ competence qualification, Centres can conduct an oral questioning/Q&A session in which the candidates is questioned on the assessment criteria for the unit being assessed, with the assessment criteria rephrased into questions to allow the learner to demonstrate the knowledge and understanding expected. These will need to be recorded in written or verbal format and linked to the assessment criteria. Centres should ensure that consistency in coverage and level in the questions that are delivered across candidates and where different assessors may be conducting the session. The assessor may wish to probe candidates further for reassurance on certain areas. It is anticipated that candidates falling into this category will be minimal.

Centres should contact Estimation.Quality@cityandguilds.com where this is the case, attaching the relevant Head of Centre Declaration.

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

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
501/0745/8	4270-22	City & Guilds Level 2 Diploma in Heavy Vehicle Maintenance and Repair Competence
500/9984/X	4270-23	City & Guilds Level 3 Diploma in Heavy Vehicle Maintenance and Repair Competence

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.	051,053, 054, 056, 058		✓		
Assessments for knowledge and understanding alone. Externally marked Evolve test	251, 252, 253, 254, 255, 257, 258, 261, 262, 263, 271, 272, 281, 456		✓		
Assessments for practical skills. Centre marked assignment with majority practical.	001,003, 004, 006, 008		✓		
Portfolio of evidence assessing competency	All portfolio units		✓		

What adaptations to assessments are permitted?

Guidance for the “Generic unit” assignments for both Practical Skills and Knowledge

Undertake an audit of evidence that currently exists for the learner (from units already undertaken, or where similar activities have already been completed such as mock/sample assessments) in relation



to the outstanding practical and knowledge assignments/assessments, then based on any outstanding evidence – select adaptation that is most appropriate for individual candidate.

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.

For the generic knowledge assignments, 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 candidates 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.

Centre marked assignment with majority practical

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

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.

Portfolio of evidence assessing competency

- Video link/recording – this option may be considered for various elements of the assessment process including communication with learners, witnesses, and employers. **It can also be used as an alternative to direct observation.** Where this option is used the following must apply:
 - The assessor must introduce all members of the call and their role and purpose for the call.
 - The assessor must agree with all parties that they agree to being recorded, in line with individual privacy policies.
 - The date, time, location and purpose of the recording must be stated.
 - The date and time must also be stated at the end of the recording.
 - The assessor should have agreed a plan in advance of the call to ensure the outcomes are met.



- When being used as a tool for observation, the assessor must be able to confidently validate and authenticate the evidence being provided to enable an assessment decision.
- The video needs to be clear and at a distance that the task is clearly visible, and an assessment decision can be made with confidence.
- The video evidence must be accompanied by an assessment decision that demonstrates that the video evidence has been assessed and feedback given to the learner.
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 - The assessor must introduce all members of the call and their role and purpose for the call.
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 - The assessor should have agreed a plan in advance of the call to ensure the outcomes are met.
 - When being used to capture a professional discussion, the assessor must be able to confidently validate and authenticate the evidence being provided to enable an assessment decision.
 - This method is not suitable for observations.

Where mitigation is adapt for Evolve tests

Where a candidate is registered for both the VRQ and VCQ competence qualification, centres should submit a calculated result for evolve tests using the VRQ program of study only.

Where a candidate is only registered on the VCQ competence qualification, Centres can conduct an oral questioning/Q&A session in which the candidates is questioned on the assessment criteria for the unit being assessed, with the assessment criteria rephrased into questions to allow the learner to demonstrate the knowledge and understanding expected. These will need to be recorded in written or verbal format and linked to the assessment criteria. Centres should ensure that consistency in coverage and level in the questions that are delivered across candidates and where different assessors may be conducting the session. The assessor may wish to probe candidates further for reassurance on certain areas. It is anticipated that candidates falling into this category will be minimal.

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

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
500/9990/5	4270-32	City & Guilds Level 2 Diploma in Motorcycle Maintenance & Repair Competence
501/0023/3	4270-33	City & Guilds Level 3 Diploma in Motorcycle Maintenance and Repair Competence

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.	051,053, 054, 056, 058		✓		
Assessments for knowledge and understanding alone.	351, 352, 353, 354, 355, 357, 358, 362, 372, 486		✓		

Externally marked Evolve test					
Assessments for practical skills. Centre marked assignment with majority practical.	001,003, 004, 006, 008		✓		
Portfolio of evidence assessing competency	All portfolio units		✓		

What adaptations to assessments are permitted?

Guidance for the “Generic unit” assignments for both Practical Skills and Knowledge

Undertake an audit of evidence that currently exists for the learner (from units already undertaken, or where similar activities have already been completed such as mock/sample assessments) in relation to the outstanding practical and knowledge assignments/assessments, then based on any outstanding evidence – select adaptation that is most appropriate for individual candidate.

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.

For the generic knowledge assignments, 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 candidates 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.

Centre marked assignment with majority practical



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

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.

Portfolio of evidence assessing competency

- Video link/recording – this option may be considered for various elements of the assessment process including communication with learners, witnesses, and employers. **It can also be used as an alternative to direct observation.** Where this option is used the following must apply:
 - The assessor must introduce all members of the call and their role and purpose for the call.
 - The assessor must agree with all parties that they agree to being recorded, in line with individual privacy policies.
 - The date, time, location and purpose of the recording must be stated.
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 - When being used as a tool for observation, the assessor must be able to confidently validate and authenticate the evidence being provided to enable an assessment decision.
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 - The date and time must also be stated at the end of the recording.
 - The assessor should have agreed a plan in advance of the call to ensure the outcomes are met.



- When being used to capture a professional discussion, the assessor must be able to confidently validate and authenticate the evidence being provided to enable an assessment decision.
- This method is not suitable for observations.

Where mitigation is adapt for Evolve tests

Where a candidate is registered for both the VRQ and VCQ competence qualification, centres should submit a calculated result for evolve tests using the VRQ program of study only.

Where a candidate is only registered on the VCQ competence qualification, Centres can conduct an oral questioning/Q&A session in which the candidates is questioned on the assessment criteria for the unit being assessed, with the assessment criteria rephrased into questions to allow the learner to demonstrate the knowledge and understanding expected. These will need to be recorded in written or verbal format and linked to the assessment criteria. Centres should ensure that consistency in coverage and level in the questions that are delivered across candidates and where different assessors may be conducting the session. The assessor may wish to probe candidates further for reassurance on certain areas. It is anticipated that candidates falling into this category will be minimal.

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

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
501/0322/2	4270-52	City & Guilds Level 2 Diploma in Vehicle Fitting Competence

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.	051,053, 054, 058		✓		
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical	653		✓		
Assessments for knowledge and understanding alone.	151, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563		✓		

Externally marked Evolve test					
Assessments for practical skills. Centre marked assignment with majority practical.	001,003, 004, 008		✓		
Portfolio of evidence assessing competency	All portfolio units		✓		

What adaptations to assessments are permitted?

Guidance for the “Generic unit” assignments for both Practical Skills and Knowledge

Undertake an audit of evidence that currently exists for the learner (from units already undertaken, or where similar activities have already been completed such as mock/sample assessments) in relation to the outstanding practical and knowledge assignments/assessments, then based on any outstanding evidence – select adaptation that is most appropriate for individual candidate.

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.

For the generic knowledge assignments, 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 candidates 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.



Centre marked assignment with majority practical

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

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.

Portfolio of evidence assessing competency

- Video link/recording – this option may be considered for various elements of the assessment process including communication with learners, witnesses, and employers. **It can also be used as an alternative to direct observation.** Where this option is used the following must apply:
 - The assessor must introduce all members of the call and their role and purpose for the call.
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 - The date, time, location and purpose of the recording must be stated.
 - The date and time must also be stated at the end of the recording.
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 - The video needs to be clear and at a distance that the task is clearly visible, and an assessment decision can be made with confidence.
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- The assessor should have agreed a plan in advance of the call to ensure the outcomes are met.
- When being used to capture a professional discussion, the assessor must be able to confidently validate and authenticate the evidence being provided to enable an assessment decision.
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Where mitigation is adapt for Evolve tests

Where a candidate is registered for both the VRQ and VCQ competence qualification, centres should submit a calculated result for evolve tests using the **VRQ program of study only**.

Where a candidate is only registered on the VCQ competence qualification, Centres can conduct an oral questioning/Q&A session in which the candidates is questioned on the assessment criteria for the unit being assessed, with the assessment criteria rephrased into questions to allow the learner to demonstrate the knowledge and understanding expected. These will need to be recorded in written or verbal format and linked to the assessment criteria. Centres should ensure that consistency in coverage and level in the questions that are delivered across candidates and where different assessors may be conducting the session. The assessor may wish to probe candidates further for reassurance on certain areas. It is anticipated that candidates falling into this category will be minimal.

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

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
501/0022/1	4271-12	City & Guilds Level 2 Diploma in Accident Repair - Body Competence
500/9987/5	4271-22	City & Guilds Level 2 Diploma in Accident Repair Paint Competence

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.	051,053, 054		✓		
Assessments for knowledge and understanding alone. Externally marked Evolve test	151, 152, 155, 156, 169, 170, 171, 174, 175, 251, 253, 254, 256		✓		
Assessments for practical skills. Centre marked assignment with majority practical.	001,003, 004		✓		
Portfolio of evidence assessing competency	All portfolio units		✓		

What adaptations to assessments are permitted?

Guidance for the “Generic unit” assignments for both Practical Skills and Knowledge

Undertake an audit of evidence that currently exists for the learner (from units already undertaken, or where similar activities have already been completed such as mock/sample assessments) in relation to the outstanding practical and knowledge assignments/assessments, then based on any outstanding evidence – select adaptation that is most appropriate for individual candidate.



1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.

For the generic knowledge assignments, 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 candidates 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.

Centre marked assignment with majority practical

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

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.

Portfolio of evidence assessing competency

- Video link/recording – this option may be considered for various elements of the assessment process including communication with learners, witnesses, and employers. **It can also be used as an alternative to direct observation.** Where this option is used the following must apply:
 - The assessor must introduce all members of the call and their role and purpose for the call.
 - The assessor must agree with all parties that they agree to being recorded, in line with individual privacy policies.
 - The date, time, location and purpose of the recording must be stated.
 - The date and time must also be stated at the end of the recording.
 - The assessor should have agreed a plan in advance of the call to ensure the outcomes are met.
 - When being used as a tool for observation, the assessor must be able to confidently validate and authenticate the evidence being provided to enable an assessment decision.



- The video needs to be clear and at a distance that the task is clearly visible, and an assessment decision can be made with confidence.
- The video evidence must be accompanied by an assessment decision that demonstrates that the video evidence has been assessed and feedback given to the learner.
- The video is of the actual work being carried out in real time and not a synopsis of the work done when completed (if being used as an observation).
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 - The assessor must introduce all members of the call and their role and purpose for the call.
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Where mitigation is adapt for Evolve tests

Where a candidate is registered for both the VRQ and VCQ competence qualification, centres should submit a calculated result for evolve tests using the **VRQ program of study only**.

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

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
500/9991/7	4271-13	City & Guilds Level 3 Diploma in in Accident Repair Body Competence
500/9988/7	4271-23	City & Guilds Level 3 Diploma in Accident Repair Paint Competence
501/0128/6	4271-33	City & Guilds Level 3 Diploma in Accident Repair MET Competence
600/6443/2	4271-43	City & Guilds Level 3 Diploma In Vehicle Damage Assessor Competence

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.	051,053, 054, 056, 058		✓		
Assessments for knowledge and understanding alone.	163, 164, 167, 169, 170, 171, 172, 173, 174, 175, 176, 251, 253, 254, 257, 259, 263, 354, 355, 356, 466, 467, 468		✓		

Externally marked Evolve test					
Assessments for practical skills. Centre marked assignment with majority practical.	001,003, 004, 006, 008		✓		
Portfolio of evidence assessing competency	All portfolio units		✓		

What adaptations to assessments are permitted?

Guidance for the “Generic unit” assignments for both Practical Skills and Knowledge

Undertake an audit of evidence that currently exists for the learner (from units already undertaken, or where similar activities have already been completed such as mock/sample assessments) in relation to the outstanding practical and knowledge assignments/assessments, then based on any outstanding evidence – select adaptation that is most appropriate for individual candidate.

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



Centre marked assignment with majority practical

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

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.

Portfolio of evidence assessing competency

- Video link/recording – this option may be considered for various elements of the assessment process including communication with learners, witnesses, and employers. **It can also be used as an alternative to direct observation.** Where this option is used the following must apply:
 - The assessor must introduce all members of the call and their role and purpose for the call.
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 - The date and time must also be stated at the end of the recording.
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 - When being used as a tool for observation, the assessor must be able to confidently validate and authenticate the evidence being provided to enable an assessment decision.
 - The video needs to be clear and at a distance that the task is clearly visible, and an assessment decision can be made with confidence.
 - The video evidence must be accompanied by an assessment decision that demonstrates that the video evidence has been assessed and feedback given to the learner.
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 - The assessor must introduce all members of the call and their role and purpose for the call.
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- When being used to capture a professional discussion, the assessor must be able to confidently validate and authenticate the evidence being provided to enable an assessment decision.
- This method is not suitable for observations.

Where mitigation is adapt for Evolve tests

Where a candidate is registered for both the VRQ and VCQ competence qualification, centres should submit a calculated result for evolve tests using the **VRQ program of study only**.

Where a candidate is only registered on the VCQ competence qualification, Centres can conduct an oral questioning/Q&A session in which the candidates is questioned on the assessment criteria for the unit being assessed, with the assessment criteria rephrased into questions to allow the learner to demonstrate the knowledge and understanding expected. These will need to be recorded in written or verbal format and linked to the assessment criteria. Centres should ensure that consistency in coverage and level in the questions that are delivered across candidates and where different assessors may be conducting the session. The assessor may wish to probe candidates further for reassurance on certain areas. It is anticipated that candidates falling into this category will be minimal.

Centres should contact Estimation.Quality@cityandguilds.com where this is the case, attaching the relevant Head of Centre Declaration.

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

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/1216/X	4277-01	City & Guilds Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector

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	201		✓		

What adaptations to assessments are permitted?

Portfolio of evidence assessing competency

Where evidence has not already been produced, centres are encouraged to use

- 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
- Projects or assignments, these must be assessed and correctly referenced to the criteria
- **Adaptations for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
501/1010/X	4290-11	City & Guilds Level 1 Diploma in Vehicle Maintenance
501/1230/2	4290-11	City & Guilds Level 1 Certificate in Vehicle Maintenance

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

Calculated results for this qualification will need to be submitted within the submission window for calculated approach for VRQs.

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
500/9707/6	4290-12	City & Guilds Level 2 Diploma in Light Vehicle Maintenance & Repair Principles

501/0019/1	4290-13	City & Guilds Level 3 Diploma in Light Vehicle Maintenance and Repair Principles
600/1177/4	4290-17	City & Guilds Level 2 Certificate in Light Vehicle Maintenance and Repair Principles
500/9982/6	4290-22	City & Guilds Level 2 Diploma in Heavy Vehicle Maintenance and Repair Principles
500/9983/8	4290-23	City & Guilds Level 3 Diploma in Heavy Vehicle Maintenance and Repair Principles
501/0288/6	4290-32	City & Guilds Level 2 Diploma in Motorcycle Maintenance and Repair Principles
501/0021/X	4290-33	City & Guilds Level 3 Diploma in Motorcycle Maintenance and Repair Principles
501/0748/3	4290-52	City & Guilds Level 2 Diploma in Vehicle Fitting Principles
600/1448/9	4290-52	City & Guilds Level 2 Certificate in Vehicle Fitting 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 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.	051,053,054,056,058, 081		✓		

Assessments for knowledge and understanding alone. Externally marked Evolve test	151,152,153,154,155,157, 158,161,162,163,171,172, 181,268,352,076,077, 351, 353, 354, 372, 357, 358, 362, 486 456,551,552,553,554,555, 556,557,558,559,560,561, 562,563, 653	✓			
Assessments for practical skills. Centre marked assignment with majority practical.	026,027,101,102,103,104, 105,107,108,111,113,121, 131,112,218, 224, 225, 301, 302, 303, 304, 305, 307, 406, 501, 502, 503, 504, 507, 508, 509, 510, 511, 512, 513,544,551, 553,594,603,701,702,703, 704,705,706,707,708,709, 712,713,722,801-822		✓		
Assessments for practical skills (‘Generic units’). Centre marked assignment with majority practical.	001,003,004,006,008, 031		✓		

What adaptations to assessments are permitted?

Remotely invigilated evolve tests

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

Guidance for the “Generic unit” assignments for both Practical Skills and Knowledge



Undertake an audit of evidence that currently exists for the learner (from units already undertaken, or where similar activities have already been completed such as mock/sample assessments) in relation to the outstanding practical and knowledge assignments/assessments, then based on any outstanding evidence – select adaptation that is most appropriate for individual candidate.

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.

For the generic knowledge assignments, 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 candidates 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.

Centre marked assignment with majority practical

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

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.

Where some practical assessments can be safely and securely administered with no loss of validity or authenticity of evidence, assessments may continue as per normal.

Where calculated results based on centre assessment grades are permitted, evidence should be based on:

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



- Comparison with previous cohorts.

Calculated results must be submitted for this qualification – the result will be automatically registered on the equivalent VCQ competence qualification.

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
600/5221/1	4290-70	City & Guilds Level 2 Award in Hybrid Electric Vehicle Operation and Maintenance
600/5220/X	4290-71	City & Guilds Level 3 Award in Hybrid Electric Vehicle Repair and Replacement

Which learners do the mitigation arrangements apply to?

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

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

Outstanding assessments	Assessment component numbers	Calculated result based on centre estimation	Adaptation	Delay	No mitigation required
Assessments for practical skills. Centre marked assignment with majority practical.	722, 723		✓		

What adaptations to assessments are permitted?**Assessments for practical skills.****Centre marked assignment with majority practical**

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

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT 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
501/1104/8	4291-11	City & Guilds Level 1 Diploma in Accident Repair Body

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.	All units	✓			
Assessments for knowledge and understanding alone. Externally marked Evolve test	All units	✓			
Assessments for practical skills. Centre marked assignment with majority practical.	All units	✓			

Assessments for practical skills ('Generic units'). Centre marked assignment with majority practical.	All units	✓			
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Where calculated results based on centre assessment grades are permitted, evidence should be based on:

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

Calculated results must be submitted for this qualification – the result will be automatically registered on the equivalent VCQ competence qualification.

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
501/0016/6	4291-12	City & Guilds Level 2 Diploma in Accident Repair - Body Principles
501/0618/1	4291-13	City & Guilds Level 3 Diploma in Accident Repair Body 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 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.	051,053,054,056,058,081		✓		
Assessments for knowledge and understanding alone. Externally marked Evolve test	076,151,152,155,156,157, 163,164,167,169,170, 171,172,173,174,175, 176,177,268	✓			
Assessments for practical skills. Centre marked assignment with majority practical.	026,101,102,105,106,113,114,117,119,120, 121,122,123, 124, 125, 109,159,102,107,218,710,712-723, 801-822		✓		
Assessments for practical skills ('Generic units'). Centre marked assignment with majority practical.	001,003,004,006,008,031		✓		

What adaptations to assessments are permitted?

Guidance for the "Generic unit" assignments for both Practical Skills and Knowledge

Undertake an audit of evidence that currently exists for the learner (from units already undertaken, or where similar activities have already been completed such as mock/sample assessments) in relation



to the outstanding practical and knowledge assignments/assessments, then based on any outstanding evidence – select adaptation that is most appropriate for individual candidate.

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.

For the generic knowledge assignments, 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 candidates 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.

Centre marked assignment with majority practical

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

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.

Where some practical assessments can be safely and securely administered with no loss of validity or authenticity of evidence, assessments may continue as per normal.

Where calculated results based on centre assessment grades are permitted, evidence should be based on:

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



Calculated results must be submitted for this qualification – the result will be automatically registered on the equivalent VCQ competence qualification.

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
501/1107/3	4291-21	City & Guilds Level 1 Diploma in Accident Repair Paint

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.	All units	✓			
Assessments for knowledge and understanding alone. Externally marked Evolve test	All units	✓			
Assessments for practical skills. Centre marked assignment with	All units	✓			

majority practical.					
Assessments for practical skills ('Generic units'). Centre marked assignment with majority practical.	All units	✓			

Where calculated results based on centre assessment grades are permitted, evidence should be based on:

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

Calculated results must be submitted for this qualification – the result will be automatically registered on the equivalent VCQ competence qualification.

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
501/1107/3	4291-21	City & Guilds Level 1 Diploma in Accident Repair Paint
500/9985/1	4291-22	City & Guilds Level 2 Diploma in Accident Repair Paint Principles
500/9985/1	4291-22	City & Guilds Level 2 Diploma in Accident Repair Paint Principles

500/9989/9	4291-23	City & Guilds Level 3 Diploma in Accident Repair Paint Principles
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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 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.	051,053, 081		✓		
Assessments for knowledge and understanding alone. Externally marked Evolve test	076,152, 251,252,253,254, 256,257, 259, 263, 268	✓			
Assessments for practical skills. Centre marked assignment with majority practical.	102,109,159,026 201,202,203,204,206,2 07,209,213,218,710,59 4,712,713,714,715,718, 720,721,723, 801-822		✓		

Assessments for practical skills ('Generic units'). Centre marked assignment with majority practical.	001, 003, 031		✓		
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What adaptations to assessments are permitted?

Guidance for the “Generic unit” assignments for both Practical Skills and Knowledge

Undertake an audit of evidence that currently exists for the learner (from units already undertaken, or where similar activities have already been completed such as mock/sample assessments) in relation to the outstanding practical and knowledge assignments/assessments, then based on any outstanding evidence – select adaptation that is most appropriate for individual candidate.

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.

For the generic knowledge assignments, 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 candidates 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.

Centre marked assignment with majority practical

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

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.



Where some practical assessments can be safely and securely administered with no loss of validity or authenticity of evidence, assessments may continue as per normal.

Where calculated results based on centre assessment grades are permitted, evidence should be based on:

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

Calculated results must be submitted for this qualification – the result will be automatically registered on the equivalent VCQ competence qualification.

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
501/0124/9	4291-32	City & Guilds Level 2 Diploma in Accident Repair MET 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 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.	051,053,054		✓		
Assessments for knowledge and understanding alone. Externally marked Evolve test	351,352,353,354,355, 356	✓			
Assessments for practical skills. Centre marked assignment with majority practical.	301,302,303,304,305, 306,311,710		✓		

Assessments for practical skills ('Generic units'). Centre marked assignment with majority practical.	001,003,004		✓		
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What adaptations to assessments are permitted?

Guidance for the “Generic unit” assignments for both Practical Skills and Knowledge

Undertake an audit of evidence that currently exists for the learner (from units already undertaken, or where similar activities have already been completed such as mock/sample assessments) in relation to the outstanding practical and knowledge assignments/assessments, then based on any outstanding evidence – select adaptation that is most appropriate for individual candidate.

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.

For the generic knowledge assignments, 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 candidates 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.

Centre marked assignment with majority practical

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

1. Expert witness testimony is collated for evidence of outstanding assessment elements.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.
3. Where EWT is unable to be used to provide evidence for outstanding assessment elements, professional discussion/Q&A should be used.



Where some practical assessments can be safely and securely administered with no loss of validity or authenticity of evidence, assessments may continue as per normal.

Where calculated results based on centre assessment grades are permitted, evidence should be based on:

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

Calculated results must be submitted for this qualification – the result will be automatically registered on the equivalent VCQ competence qualification.

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
603/0846/1	6497-02	City & Guilds Level 2 Diploma in Rail Engineering Operative Knowledge

Which learners do the mitigation arrangements apply to?

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

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

Outstanding assessments	Assessment component numbers	Calculated result based on centre estimation	Adaptation	Delay	No mitigation required
Centre devised and marked assignment with little or no practical.	201, 202, 203		✓		

What adaptations to assessments are permitted?

Centre marked assignment with majority practical

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

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

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

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

Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
501/2174/1	7597-01	City & Guilds Level 2 Certificate in Rail Engineering Underpinning Knowledge

Which learners do the mitigation arrangements apply to?

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

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

Outstanding assessments	Assessment component numbers	Calculated result based on centre estimation	Adaptation	Delay	No mitigation required
Centre devised and marked assignment with little or no practical.	001-004		✓		
Portfolio of evidence	243		✓		

assessing competency					
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What adaptations to assessments are permitted?

Centre devised and marked assignment with little or no practical

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

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

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

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

Portfolio of evidence assessing competency

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



- Audio link/recording - this option may be considered for various elements of the assessment process including, communication with learners, witnesses, and employers. Where this option is used the following must apply:
 - The assessor must introduce all members of the call and their role and purpose for the call.
 - The assessor must agree with all parties that they agree to being recorded, in line with individual privacy policies.
 - The date, time, location and purpose of the recording must be stated.
 - The date and time must also be stated at the end of the recording.
 - The assessor should have agreed a plan in advance of the call to ensure the outcomes are met.
 - When being used to capture a professional discussion, the assessor must be able to confidently validate and authenticate the evidence being provided to enable an assessment decision.
 - This method is not suitable for observations.

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

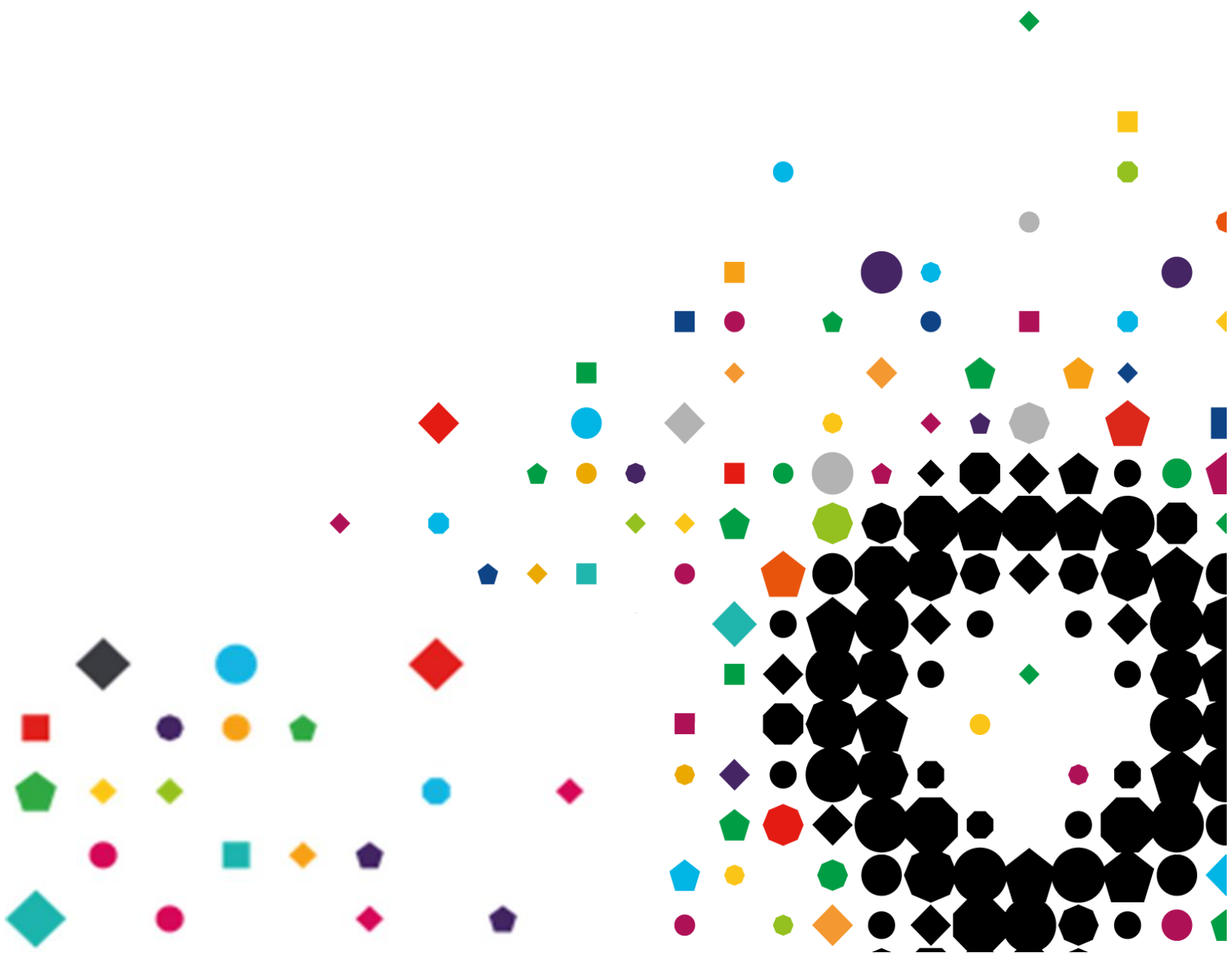
or

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
501/1010/X	4290-11	City & Guilds Level 1 Diploma in Vehicle Maintenance
501/1230/2	4290-11	City & Guilds Level 1 Certificate in Vehicle Maintenance
501/1104/8	4291-11	City & Guilds Level 1 Diploma in Accident Repair Body
501/1107/3	4291-21	City & Guilds Level 1 Diploma in Accident Repair Paint
500/8514/1	3902-01	City & Guilds Entry Level Diploma in Vehicle Systems Maintenance (Entry 3)
501/1354/9	3902-01	City & Guilds Entry Level Award in Vehicle Systems Maintenance (Entry 3)
501/0831/1	3902-02	City & Guilds Entry Level Diploma in Body & Paint Maintenance (Entry 3)
501/1356/2	3902-03	City & Guilds Entry Level Diploma in General Vehicle Maintenance (Entry 3)
600/0659/6	3902-08	City & Guilds Entry Level Award In Cycle Mechanics (Entry 3)
500/8862/2	3902-11	City & Guilds Level 1 Diploma in Vehicle Systems Maintenance
501/2222/8	3902-11	City & Guilds Level 1 Award in Vehicle Systems Maintenance
501/1550/9	3902-11	City & Guilds Level 1 Certificate in Vehicle Systems Maintenance
600/0495/2	3902-18	City & Guilds Level 1 Award in Cycle Mechanics

Appendix B

List of qualifications where adaptation of assessments is permitted

QAN	City & Guilds qualification number	City & Guilds qualification title
600/2304/1	2463-02*	City & Guilds Level 2 Certificate in Marine Construction, Systems Engineering and Maintenance
600/2306/5	2463-03*	City & Guilds Level 3 Diploma in Marine Construction, Systems Engineering and Maintenance



603/0348/7	2473-02*	City & Guilds Level 2 Diploma in Boatbuilding (Foundation)
603/2237/8	2473-12*	City & Guilds Level 2 Diploma in Marine Engineering (Foundation)
603/4726/0	2473-13*	City & Guilds Level 3 Diploma in Marine Engineering (Advanced)
600/0660/2	3902-28	City & Guilds Level 2 Certificate in Cycle Mechanics
100/5240/9	4121-01	City & Guilds Level 4 Certificate in Advanced Automotive Diagnostic Techniques
600/1196/8	4150-02	City & Guilds Level 2 Diploma in Vehicle Parts Competence
600/1199/3	4151-02*	City & Guilds Level 2 Diploma in Vehicle Parts Principles
600/1200/6	4151-03*	City & Guilds Level 3 Diploma in Vehicle Parts Principles
500/9975/9	4270-12	City & Guilds Level 2 Diploma in Light Vehicle Maintenance & Repair Competence
501/0017/8	4270-13	City & Guilds Level 3 Diploma in Light Vehicle Maintenance and Repair Competence
501/0745/8	4270-22	City & Guilds Level 2 Diploma in Heavy Vehicle Maintenance and Repair Competence
500/9984/X	4270-23	City & Guilds Level 3 Diploma in Heavy Vehicle Maintenance and Repair Competence
500/9990/5	4270-32	City & Guilds Level 2 Diploma in Motorcycle Maintenance & Repair Competence
501/0023/3	4270-33	City & Guilds Level 3 Diploma in Motorcycle Maintenance and Repair Competence
501/0322/2	4270-52	City & Guilds Level 2 Diploma in Vehicle Fitting Competence
600/1216/X	4277-01	City & Guilds Level 2 Award In Knowledge of Employee Rights and Responsibilities for the Automotive Sector
501/0022/1	4271-12	City & Guilds Level 2 Diploma in Accident Repair - Body Competence
500/9991/7	4271-13	City & Guilds Level 3 Diploma in in Accident Repair Body Competence
500/9987/5	4271-22	City & Guilds Level 2 Diploma in Accident Repair Paint Competence
500/9988/7	4271-23	City & Guilds Level 3 Diploma in Accident Repair Paint Competence
501/0128/6	4271-33	City & Guilds Level 3 Diploma in Accident Repair MET Competence
600/6443/2	4271-43	City & Guilds Level 3 Diploma In Vehicle Damage Assessor Competence



500/9707/6	4290-12*	City & Guilds Level 2 Diploma in Light Vehicle Maintenance & Repair Principles
501/0019/1	4290-13*	City & Guilds Level 3 Diploma in Light Vehicle Maintenance and Repair Principles
600/1177/4	4290-17*	City & Guilds Level 2 Certificate in Light Vehicle Maintenance and Repair Principles
500/9982/6	4290-22*	City & Guilds Level 2 Diploma in Heavy Vehicle Maintenance and Repair Principles
500/9983/8	4290-23*	City & Guilds Level 3 Diploma in Heavy Vehicle Maintenance and Repair Principles
501/0288/6	4290-32*	City & Guilds Level 2 Diploma in Motorcycle Maintenance and Repair Principles
501/0021/X	4290-33*	City & Guilds Level 3 Diploma in Motorcycle Maintenance and Repair Principles
501/0748/3	4290-52*	City & Guilds Level 2 Diploma in Vehicle Fitting Principles
600/1448/9	4290-52*	City & Guilds Level 2 Certificate in Vehicle Fitting Principles
600/5221/1	4290-70	City & Guilds Level 2 Award in Hybrid Electric Vehicle Operation and Maintenance
600/5220/X	4290-71	City & Guilds Level 3 Award in Hybrid Electric Vehicle Repair and Replacement
501/0016/6	4291-12*	City & Guilds Level 2 Diploma in Accident Repair - Body Principles
501/0618/1	4291-13*	City & Guilds Level 3 Diploma in Accident Repair Body Principles
500/9985/1	4291-22*	City & Guilds Level 2 Diploma in Accident Repair Paint Principles
500/9989/9	4291-23*	City & Guilds Level 3 Diploma in Accident Repair Paint Principles
501/0124/9	4291-32*	City & Guilds Level 2 Diploma in Accident Repair MET Principles
603/0846/1	6497-02	City & Guilds Level 2 Diploma in Rail Engineering Operative Knowledge
501/2174/1	7597-01	City & Guilds Level 2 Certificate in Rail Engineering Underpinning Knowledge

Appendix C

List of qualifications where no mitigation is required

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



Appendix D

List of qualifications where assessments will be delayed

QAN	City & Guilds qualification number	City & Guilds qualification title
601/8981/2	3428-02	City & Guilds Level 2 Award in MOT Testing (classes 4 and 7)
601/8982/4	3428-03	City & Guilds Level 3 Award in MOT Test Centre Management
603/1170/8	6499-02	City & Guilds Level 2 Diploma in Rail Engineering Operative Competence
500/3336/0	7543-01	City & Guilds Level 3 Award in Basic Mobile Air Conditioning
500/9557/2	7596-23	City & Guilds Level 2 NVQ Diploma in Rail Services (Driving)
600/0964/0	7597-10	City & Guilds Level 3 NVQ Certificate In Rail Engineering Traction and Rolling Stock
600/0963/9	7597-12	City & Guilds Level 2 NVQ Certificate In Rail Engineering Track Maintenance
600/1076/9	7597-52	City & Guilds Level 2 NVQ Diploma In Rail Engineering Track Maintenance
600/2650/9	7598-01	City & Guilds Level 3 NVQ Diploma In Rail Services

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Giltspur House 5-6 Giltspur Street London EC1A 9DE

T +44 (0)20 7294 2468

F +44 (0)20 7294 2400

cityandguilds.com

