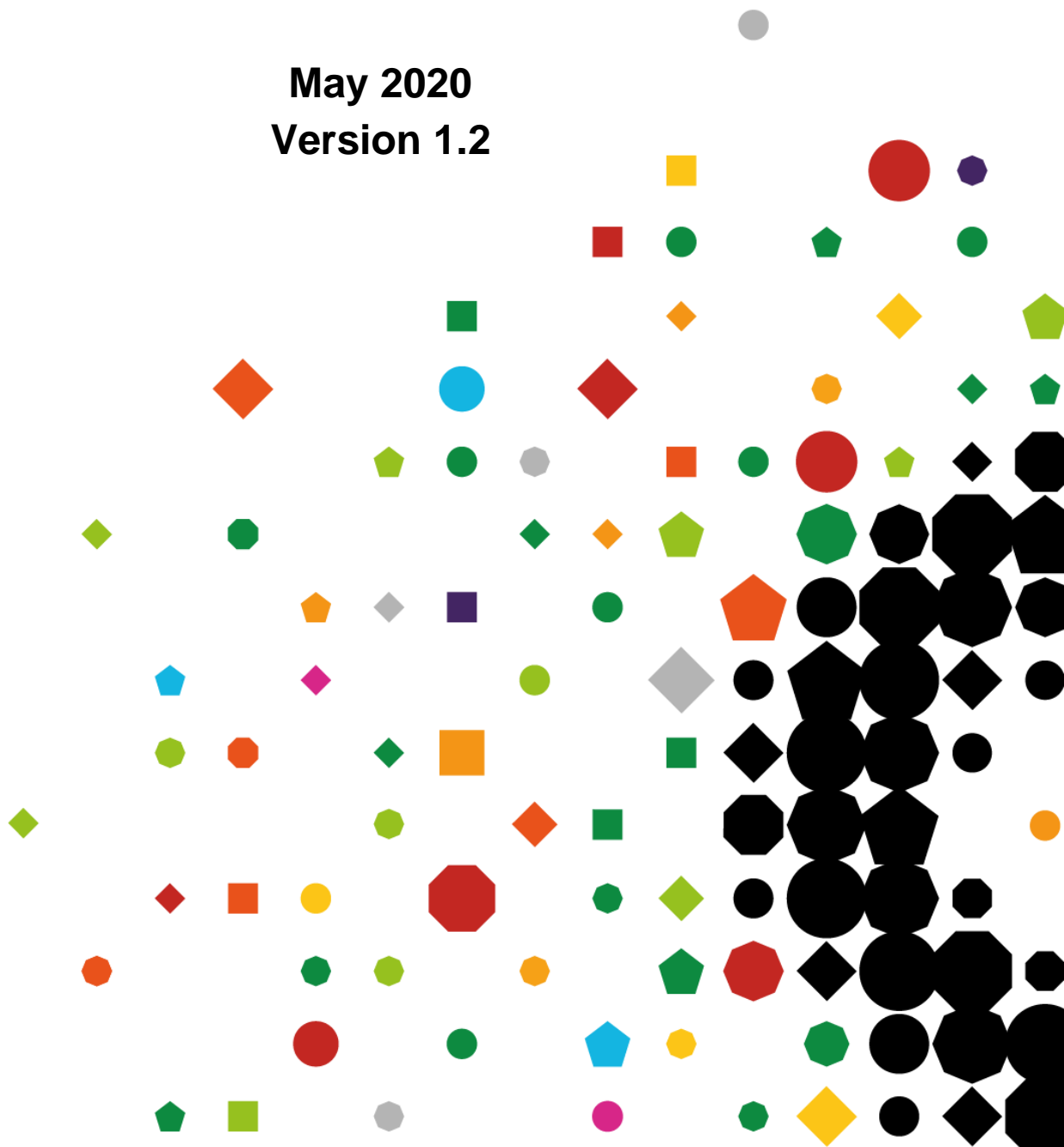


# City & Guilds summer 2020 grades for Essential Skills Northern Ireland qualifications (4800)

Information for Heads of Centre, heads of department  
and tutors on the determination of centre assessment  
grades, in relation to Covid-19 disruption

May 2020  
Version 1.2



Version and date	Change detail
1.1 – 13 May 2020	First edition
1.2 – 29 May 2020	Amended edition <ul style="list-style-type: none"> <li>• Further guidance regarding evidence from 20<sup>th</sup> March onwards (page 2)</li> <li>• Submission window updated (page 3)</li> <li>• Releasing results section added (page 4)</li> <li>• Objectivity statement from Ofqual added to related documents (page 5)</li> </ul>

## Foreword from David Phillips, Managing Director City & Guilds

Dear Customers

It has been agreed that for the City & Guilds Essential Skills Northern Ireland Qualifications, a **calculated result** will be used for **all candidates** who were due to complete from 21 March to 31 July 2020. This will be based on several activities and this guidance document outlines the initial steps and process that you will need to follow.

We are writing to you to start the process for what will be a staged approach to the communications and support that we will provide you in order to complete the estimation work needed for Essential Skills Northern Ireland Qualifications. We must ensure that all candidates are treated as fairly as possible and enable them to complete and progress onto the next stage of their career or education. We would like to take this opportunity to thank you for your patience as we continue to work out the final details and ensure that you are supported in making the right judgement for the candidates.

As their tutors/educators you know these candidates better than anyone else and as such you are in the best position to use that knowledge of each individual candidate to start the estimation process. We will then be quality assuring the grades and producing final results. This guidance document outlines the high-level activities to support you in beginning the process of determining the centre assessment grades for each candidate. Over the course of the coming weeks, we will provide further information and guidance to support you by:

- Updating our COVID19 Essential Skills webpage with important news
- Compiling FAQs to support your questions
- Creating and confirming timelines on activities
- Providing administrative details for submission of grades
- Producing a recorded step-by-step guide to underpin the submission process

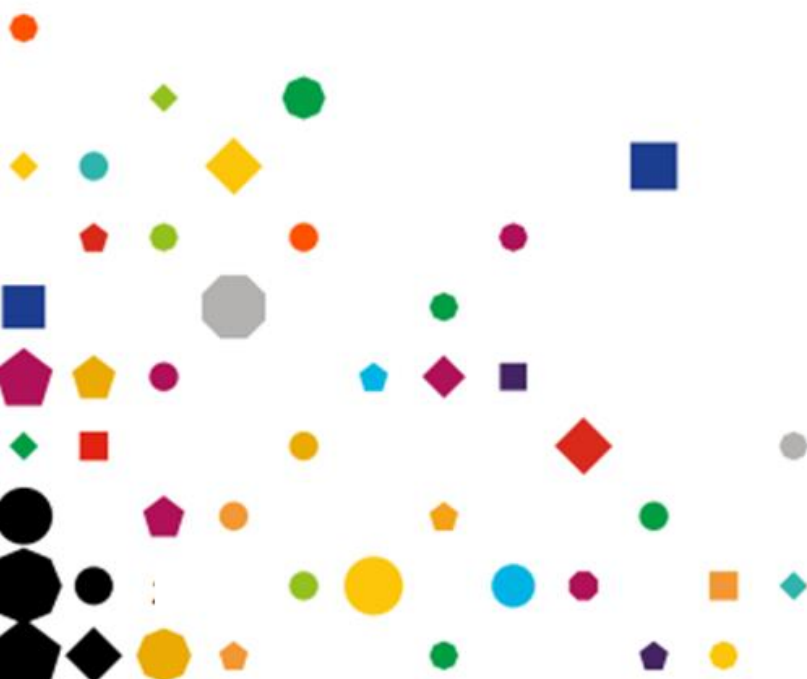
We are continuing to work with the Regulator and other Awarding Organisations to confirm the finer details. While we do not have all the answers just yet, we are confident that you can start to begin the process of determining grades for summer 2020. Our dedicated customer service team will be on hand to answer your questions and queries, and their contact details can be found at the end of this document.



David Phillips  
Managing Director, City & Guilds

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## 1. Introduction

As City & Guilds and CCEA have previously announced in order to help fight the spread of the Coronavirus (COVID-19), candidates will not be required to complete any outstanding assessments this summer to achieve their Essential Skills qualifications.

In these unprecedented and difficult times, we as an Awarding Organisation have a responsibility to support our centres in ensuring that:

- the maximum number of candidates possible receive the results that they would have most likely have achieved had they been able to take their assessments between 21 March and 31 July 2020; and
- these candidates are protected, as far as is possible, from being systematically advantaged or disadvantaged by the current situation.

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

- be practicable and manageable for centres
- support the validity and reliability of candidate results
- maintain standards.

For Essential Skills NI Qualifications, eligible candidates will receive a **calculated result** for assessments they were due to complete this academic year. These will be used to determine the overall qualification grade that candidates will receive. Calculated results will draw appropriately on a range of trusted evidence and will be based primarily on tutor judgements of what result each candidate 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 candidates, these will be used.

We therefore require centres to determine for each candidate **centre assessment grades** for each assessment component that they have not yet achieved or completed, for the Essential Skills Qualification on which they are registered. This document is aimed at providing practical information to support this activity.

The window for submitting data to City & Guilds will open from **1 June 2020**. Further detailed information on the submission process and attendant timescales will be provided to centres shortly.

### 1.1. Scope

The information in this document applies to City & Guilds approved centres in Northern Ireland who offer CCEA-regulated Essential Skills qualifications (4800). This guidance is based on the CCEA Directive to Awarding Organisations on the administration of the exceptional arrangements for assessing and grading Essential Skills Qualifications in summer 2020.

This information is provided in the context of the most up-to-date advice for educational settings.

If that advice changes, Heads of Centre should consider this information in the light of any updated guidance.

## 2. Calculated results

### Steps that centres need to take:

**Step 1** – Identify your candidates; only include candidates that are on programme and aiming to complete. Ensure all eligible candidates are registered before **31 May 2020**

**Step 2** – Ensure any outstanding claims for any successful assessment components are made by **31 May 2020**

**Step 3** – Review the evidence available for each candidate, for each assessment component that they have not yet achieved

**Step 4** – Assign a centre assessment grade for each candidate, for each component

**Step 5** – Complete internal sign-off within the centre

### 2.1. Information centres need to provide

Centres should identify all learners who they would expect to have completed the qualification between 21 March and 31 July 2020, including resits. This is for all Essential Skills qualifications, at all levels. City & Guilds will require centres to submit a **centre assessment grade** for each candidate to support the calculation of results.

This will be a considered estimation of the grade that each candidate would most likely have achieved this year. This professional judgement is derived from evidence held within the centre and which has been reviewed by tutors and relevant heads of department.

### 2.2. Centre assessment grades

This will be a holistic, professional judgement balancing different sources of trusted evidence. Tutors and heads of department will have a strong understanding of candidates' skills, knowledge and understanding.

Heads of department and tutors should consider each student's performance over the course of study and make a realistic judgement about whether the candidate would have passed, if they had taken the assessment this summer.

### 2.3. Sources of evidence

In coming to this holistic judgement, centres should assume that it is no easier or harder for a candidate to achieve this year, compared to previous years. Judgements should reflect how they would have performed under ordinary circumstances.

Tutors should draw on existing records and available evidence (as far as possible in the context of current public health advice). It is important that the judgements are objective, and they should only take account of evidence about candidate performance. We recognise that centres will have incomplete evidence, and that the range and amount of evidence will vary between different candidates. Judgements should be made on the evidence that is available and, where possible, centres should give weight to the most trusted sources of evidence.

There is no requirement to set additional formative, practice/sample tests or homework tasks for the purposes of determining centre assessment grades and no student should be disadvantaged if they are unable to complete any work set after centres were closed. Learning up to the 20 March

provides the main evidence for grade estimation. However, if there is evidence available from 20 March onwards which supports a centre assessment grade, this can be used alongside other evidence.

For each qualification at a centre, all tutors that have taught the candidate should be involved in estimating whether they would have passed / failed giving greatest weight to the most trusted sources of available evidence, in the order listed below:

- banked components,
- completed internal assessment tasks,
- candidates' performance during their course of study,
- candidate prior attainment,
- completion of guided learning hours.

For audit purposes, centres must produce and retain a written justification of the centre assessment grade and records of the evidence submitted for each learner until the end of the appeal period. This need not be shared with Awarding Organisations unless requested.

#### **2.4. Access arrangements and special consideration**

For any candidates where access arrangements have been agreed (for example a reader or extra time), the judgement should take account of likely achievement with the access arrangement in place.

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

#### **2.5. Submitting information to City & Guilds**

We are currently working to confirm the process to collect this data in a way that is as practicable and manageable as possible for centres. Centres will be given a window from 01 June – 16 June within which to submit this information.

Please do not try to submit data until City & Guilds has issued instructions on how to do so.

Please note that in order to ensure the validity and reliability of results as much as possible we may need to follow up with centres to request further information about the rationale for their centre assessment grades. We will ensure that these discussions are open and transparent, and we will work closely with centres to ensure that standards are maintained, and candidates are neither advantaged nor disadvantaged as far as possible.

#### **2.6. Internal sign-off within the centre**

- a) Department sign-off

Each set of centre assessment grades must be signed off by at least two tutors/staff members, one of whom should be the head of department (or where if there is only one tutor or only one is available, by the Head of Centre). Where a staff member might have a personal interest in a candidate (for example as a relative), Heads of Centre should make sure that additional controls are put in place, as appropriate.

#### b) Head of Centre sign-off

The Head of Centre will be required to confirm that the centre assessment grades are a true representation of student performance. If the Head of Centre is unavailable to do this, it may be delegated to a Deputy. In reviewing these centre assessment grades, the Head of Centre should consider how the distribution of centre assessment grades compares with grades achieved by the centre in previous years. The Head of Centre will be required to submit a declaration confirming this when the centre assessment grades are submitted. The declaration should include details of the evidence that was used, and a justification if the distribution is significantly different from previous cohorts.

The Head of Centre is:

- the head of a school; or
- the principal of a college; or
- the chief officer of an institution which is approved by City & Guilds as an examination/assessment centre (including employers).

### 2.7. Sharing data with candidates, parents and carers

Centres must **not, under any circumstances, share the centre assessment grades** with candidates, or their parents/carers or any other individuals outside the centre, before final results have been issued by City & Guilds. If any member of centre staff does share this information with anyone outside the centre, other than City & Guilds, this **must** be reported to City & Guilds immediately as suspected malpractice. For further information on reporting suspected malpractice please refer to the City & Guilds Managing cases of suspected malpractice in examinations and assessments document, available on the City & Guilds website. This is to protect the integrity of tutors' judgements, and to avoid tutors, heads of department, senior leaders or Heads of Centre being put under pressure by candidates and parents, to submit a grade that is not supported by the evidence, or has not been quality assured by City & Guilds.

Once centre assessment grades have been submitted to City & Guilds, the process to produce the final grades will start. More information will be made available to centres to facilitate any appeals against the process at the time that final results are issued by City & Guilds.

### 2.8. Arrangements for appeals

There will be an appeal process available for centres this year and details on this will be made available shortly.

## 3. Releasing calculated results

As the process is different this summer, results will be issued on a specific date. Centre assessment grades should be submitted by 16 June and City & Guilds will issue the results by the end of July.

Results can only be issued:

- where the Head of Centre declaration has been completed correctly,
- after the quality assurance process has been completed by City & Guilds.



#### 4. Further advice and information

For all queries relating to the arrangements for summer exams and assessments, contact the customer services team at City & Guilds. We're available Monday to Friday 9am to 5pm excluding UK public holidays.

#### Related documents

CCEA's directive and guidance published here: <https://ccea.org.uk/news/2020/may/awarding-essential-skills-qualifications-esqs-during-summer-2020>

Ofqual [Guidance for Heads of Centre, Heads of Department and teachers on objectivity in grading and ranking](#)

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