

City & Guilds summer 2020 grades for Essential Skills Wales qualifications (3868)

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

June 2020

Version 1.3



Version and date	Change detail
1.1 – 15 May 2020	First edition
1.2 – 29 May 2020	Amended edition <ul style="list-style-type: none"> • Added additional guidance on partial completion process (pages 2-4) • Further guidance regarding evidence from 20th March onwards (page 5) • Change to centre assessment grade submission window (page 6) • Objectivity statement from Ofqual added to related documents (page 7)
1.3 – 16 June 2020	Amended edition <ul style="list-style-type: none"> • Added additional guidance on partial completion process and declarations (pages 2-5)

Foreword from David Phillips, Managing Director City & Guilds

Dear Customers

It has been agreed that for the City & Guilds Essential Skills Wales Qualifications, a combination of **partial completion** and **calculated results** will be used for all candidates who were due to complete between 20 March and 31 July. 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 Wales 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, where partial completion does not apply. 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
- Updating our 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

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 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 Qualification Wales 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 Wales qualifications.

In these unprecedented and difficult times, we as an Awarding Body 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 20 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 Essentials Skills Wales Qualifications, eligible candidates will receive a result based on **partial completion** or **calculation** for assessments they were due to complete this academic year. These will be used to determine the overall qualification grade that candidates will receive. Partial completion allows candidates who have already completed specific assessments to receive a result without having to complete any incomplete assessments. 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. 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 partial completion is not an option, we 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 Wales 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 can be found [here](#).

1.1. Scope

The information in this document applies to City & Guilds approved centres in Wales who offer QW-regulated City & Guilds Essentials Skills qualifications (3868).

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. Overview of the arrangements

This guidance describes the arrangements agreed by Qualifications Wales and the ESW Asset Management Group (AMG).

2.1. Candidates due to complete this summer

These arrangements are for candidates who were registered after 1 September 2019 and due to complete Essential Skills Wales qualifications before the end of July 2020. The approach depends on the candidate's progress within the qualification:

- Essential Application of Number Skills and Essential Communication Skills (levels 1-3):
Candidates that have passed either the controlled task or confirmatory test before 20 March 2020 will be awarded the qualification if the centre declares that candidates were on track to pass the other component before 31 July 2020. This is the partial completion route.
Candidates that have not successfully completed either the controlled task or confirmatory test prior to 20 March 2020 can receive a calculated result which must be submitted on Walled Garden.
- Essential Application of Number Skills and Essential Communication Skills (Entry levels):
Candidates that have not successfully completed the externally set task prior to 20 March 2020 but who were due to complete before 31 July 2020 can receive a calculated result which must be submitted on Walled Garden.
- Essential Digital Literacy Skills and Essential Employability Skills (all levels):
Candidates that have passed the controlled task before 20 March 2020 will be awarded the qualification if the centre declares that candidates were on track to pass the structured discussion before 31 July 2020. This is the partial completion route.
Candidates that have not successfully completed the controlled task prior to 20 March 2020 can receive a calculated result which must be submitted on Walled Garden.

Note: for any candidates registered **before** 1 September 2019, the above arrangements will apply only if candidates were due to complete **before** 31 July 2020. This must be confirmed in the declaration by the Head of centre Please note: these candidates will appear in the CAG tool – please do not submit anything via the CAG tool for these candidates.

Overview of the two processes is given below:



2.2. Resits

For candidates that do not pass the qualification based on a calculated result:

- Essential Application of Number Skills and Essential Communication Skills (levels 1-3):
Candidates will be given the opportunity to take the confirmatory test in order to pass when centres re-open. They will not be required to complete the controlled task. This opportunity will be available until 30 November 2020.
- Essential Application of Number Skills and Essential Communication Skills (Entry levels):
Candidates will need to complete the externally set controlled task as per the standard assessment process.
- Essential Digital Literacy Skills and Essential Employability Skills (all levels):
Candidates will be given the opportunity to take the controlled task in order to pass when centres re-open. They will not be required to complete the confirmatory structured discussion. This opportunity will be available until 30 November 2020.

2.3. Arrangements for autumn 2020

Candidates due to complete their qualifications between 1 August and 30 November 2020:

- Essential Application of Number Skills and Essential Communication Skills (levels 1-3):
Candidates are only required to successfully complete the confirmatory test, in order to be awarded the qualification.
- Essential Application of Number Skills and Essential Communication Skills (Entry levels):
Candidates will need to complete the externally set controlled task as per the standard assessment process.
- Essential Digital Literacy Skills and Essential Employability Skills (all levels):
Candidates are only required to successfully complete the controlled task, in order to be awarded the qualification.

Steps that centres need to take:

All candidates	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
Partial completion	Step 2	Identify which candidates fall into the partial completion category, and those who fall into the calculated approach
	Step 3	For candidates that are eligible for partial completion, ensure all outstanding claims for any successful completed units are made by 31 May 2020
	Step 4	From 1 June: Complete the partial completion declaration form to confirm these learners were due to complete before 31 July. Once the partial completion declaration form has been completed, no further action is required from the centre for partial completion
Calculated results	Step 5	For any candidates that are eligible for a calculated result, review the evidence available for each candidate, for each assessment component that they have not yet achieved
	Step 6	Assign a centre assessment grade for each candidate, for each component
	Step 7	Complete internal sign-off within the centre
	Step 8	From 1 June: Complete the CAG-CD5 (Centre declaration for centre assessment grades) and submit centre assessment grades to City & Guilds

3. Partial completion

Candidates who have successfully completed either the controlled task or confirmatory element can be awarded the qualification without completing the other assessment component if they were on track to complete before 31 July 2020.

For Essential Application of Number Skills and Essential Communication Skills:

- The centre must claim the result for the controlled task on the Walled Garden, for any candidate who has completed this assessment. The deadline for this is the 31 May 2020. Please note: This deadline has now passed. Any unclaimed completed units should now be used as evidence as part of the calculated grade process.
- If the candidate has passed the confirmatory test, the centre does not need to take any further action regarding the controlled task.
- The centre must keep a record of which learners are eligible for partial completion for potential quality assurance checks in the future.
- From 1 June, the centre must complete the partial completion declaration form confirming candidates were due to complete before 31 July 2020. The partial completion declaration form can be found [here](#). This is now a separate declaration to the CAG-CD5 (Centre declaration for centre assessment grades) which should only be completed for those learners who are not eligible for partial completion.
- The centre does **not** need to submit any information via the CAG tool for candidates who are eligible for partial completion. Please note: if components have been claimed, these candidates will not be displayed in the CAG tool. If you see candidates that are eligible for partial completion in the CAG tool, please contact City & Guilds.

For Essential Digital Literacy Skills and Essential Employability Skills:

- The centre should claim a result for any candidate who has completed the controlled task, even where they have not completed the structured discussion. The deadline for this is the 31 May 2020.
- The centre must keep a record of which learners are eligible for partial completion for potential quality assurance checks in the future.
- From 1 June, the centre must complete the partial completion declaration form confirming candidates were due to complete before 31 July 2020. The partial completion declaration form can be found [here](#). This is now a separate declaration to the CAG-CD5 (Centre declaration for centre assessment grades) which should only be completed for those learners who are not eligible for partial completion. The centre does **not** need to submit any information via the CAG tool for candidates who are eligible for partial completion. Please note: if components have been claimed, these candidates will not be displayed in the CAG tool. If you see candidates that are eligible for partial completion in the CAG tool, please contact City & Guilds.

City & Guilds will complete any required External Quality Assurance (EQA) through remote monitoring, until centres reopen. Centres should contact the City & Guilds Quality Delivery team to arrange an EQA activity.

4. Calculated results based on teacher estimation

4.1. Information centres need to provide

Centres should identify all learners who they would expect to have completed the qualification between 20 March and 31 July 2020, including resits. This is for all Essential Skills qualifications, at all levels where a partial completion has not been used.

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.

4.2. 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 assessments this academic year.

4.3. 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.

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 using available evidence, including:

- course work completed towards the qualification (i.e. work they have undertaken in class or at home);
- formative assessment (either centre-developed or commercial product but should not include initial / diagnostic assessment as this is just used to place the candidate on the level they are studying);
- practice tests/sample tasks;
- your expected achievement rate on each qualification for this year (with reference to historic achievement rates, where this is available).

Centres must retain records of the evidence that they used to determine their assessment grades for audit purposes, and in case we have any follow-up queries about the evidence.

4.4. 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.

4.5. 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 June 1 – 26 June within which to submit this information. If you have any issues submitting within this window, please contact City & Guilds.

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.

4.6. 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).

4.7. 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.

4.8. Arrangements for appeals

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

5. 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 26 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.

6. 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.

Further information

Statement from Qualification Wales on [Essential Skills Wales learners to receive calculated result – 20 April 2020](#)

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

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