

# City & Guilds Technical Qualifications

## Grade estimation

Information for centres on how to prepare centre assessment grades, grade intervals and rank ordering for City & Guilds Technical Qualifications during the Covid-19 pandemic.



The approach demonstrated in this video guide is for illustrative purposes only.

Centres may adopt different approaches in order to complete the process.



# Information centres need to provide

For every Technical Qualification you are delivering, City & Guilds will require you to submit the following information, to support the calculation of results for candidates that had planned to take the assessment this summer:

- A centre assessment grade for each assessment component. This can be for candidates who have not previously achieved the assessment, and candidates who intended to retake the assessment to achieve or improve performance. City & Guilds expect grades to follow a pattern of previous cohorts (exam, synoptic assignment, optional and any other mandatory centre-assessed components) for each candidate. This will be a considered estimation of the grade that each candidate would most likely have achieved had they sat their assessment components this year.
- For exams and synoptic assignments only, candidates must be assigned a grade and placed into a high/highest, medium or low grade interval, with high/highest being those with the most secure grade.
- Additionally, candidates must also be placed in rank order within a grade. For example, for all those candidates with a grade of Distinction for a particular assessment component, a rank order where 1 is the most secure/highest attaining candidate, and so on.

# 6 Steps for the submission process



## Step 1

Identify your candidates; only include candidates that are on programme and planned to sit summer assessments



## Step 2

Review the evidence available for each candidate, for each assessment component that they have not yet achieved or they wish to improve



## Step 3

Assign a centre assessment grade for each candidate, for each assessment component



## Step 6

Submission to City & Guilds



## Step 5

Internal sign-off within the centre



## Step 4

Assign grade intervals and rank order candidates within grades

# Submission and results timeline



**4 May 2020**

**Process commences**

Guidance's on producing centre assessment grades and rank ordering issued to centres

**1 June 2020\***

**Window opens**

Submission window for centre assessment grades and rank ordering **opens** on Walled Garden

**26 June 2020**

**Window closes**

Submission window for centre assessment grades and rank ordering **closes**

**1 July – 31 July 2020**

**City & Guilds Quality Assurance process**

City & Guilds will undertake quality assurance of the centre assessment grades and rank order

**3 August 2020**

**Level 3 Results day**

Results released to centres via Walled Garden

**20 August 2020**

**Level 2 Results day**

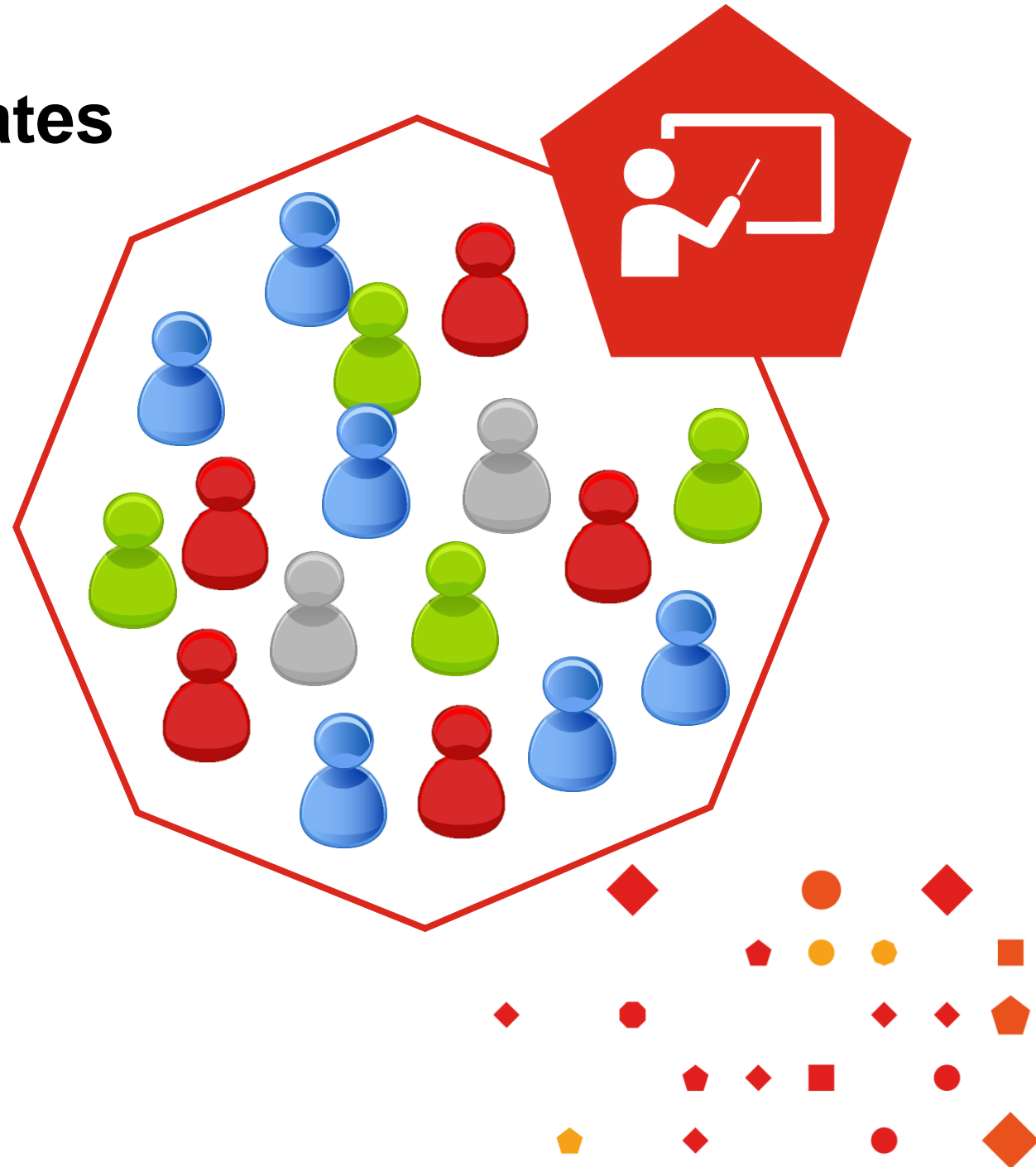
Results released to centres via Walled Garden

# Step 1 Identify your candidates

Firstly, identify all your candidates that are still on programme and aiming to complete their qualification this year.

This includes those completing the first year of a two-year programme.

- Make sure you have their City & Guilds enrolment number recorded
- Familiarise yourself with the qualification and assessment numbers as you'll need these when you input the grades to Walled Garden
- Check the rules of combination for each qualification, have you identified all the required assessments?
- Make sure evidence is accessible where you can, we may request this as part of our quality assurance process



## Step 2 Review the evidence available

You need to review the evidence available for each candidate for each assessment, where applicable:

- Synoptic Assignment
- Theory Exams
- Optional centre assessment components
- Other mandatory centre assessed components (where applicable)

Examples of suitable evidence can be found in our guidance document on our website.

Remember that you are providing a centre assessment grade based on a holistic, professional judgement balancing different sources of trusted evidence.

There could be very little evidence, and you will need to use your professional judgement or gut instinct (aptitude of learner, dexterity, safety awareness, approach to hands on work, etc.).



**Note:** only the synoptic assignment and theory exam grades need to be placed in grade intervals and rank order.

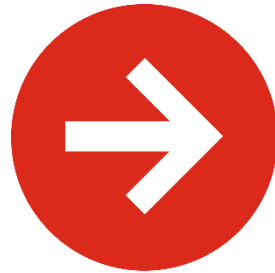
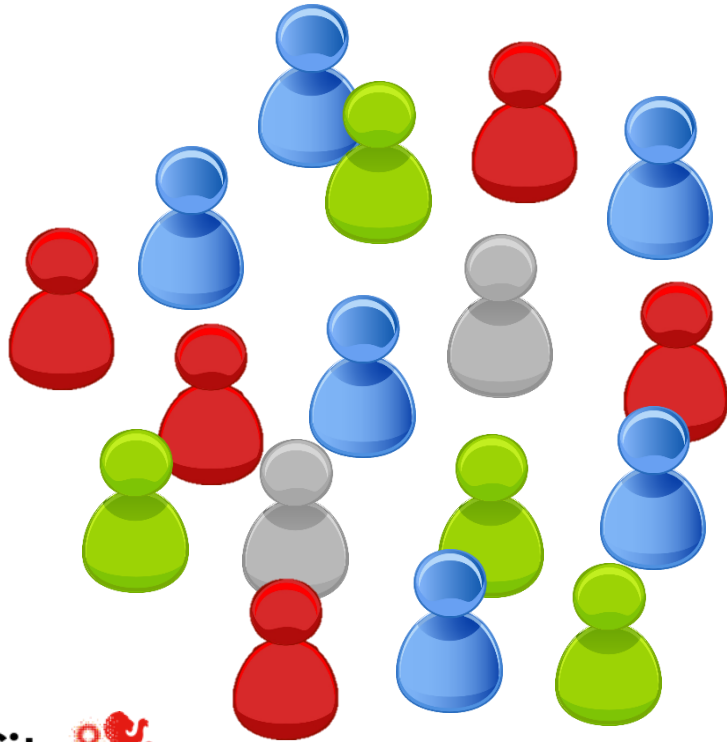
Optional units and other mandatory centre assessment components only need to be assigned a grade.

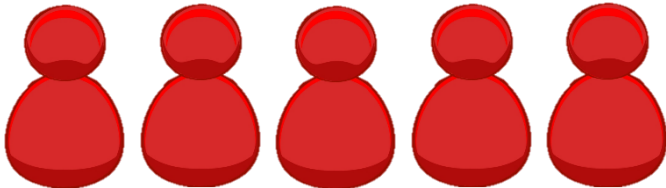
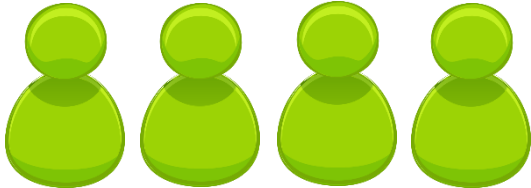
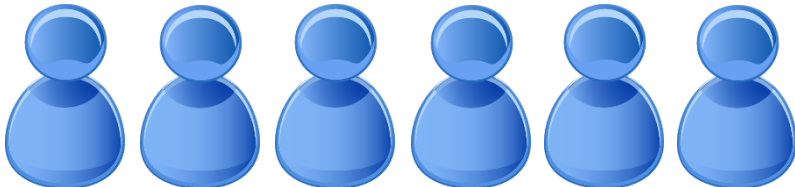
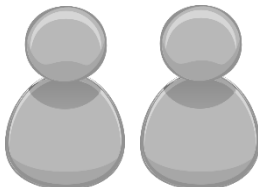


**Note:** remember to check the assessment information and the qualification handbook as some centre assessed components only have Pass/Fail grades.

# Step 3 Assign assessment grades

Firstly, your cohort of candidates need to be assigned their centre assessment grades for each assessment. You must do this for all assessment components including the synoptic assignment, theory exam and any centre assessed components.



Distinction	
Merit	
Pass	
Fail	



# Grade intervals\*

Candidates should be placed in grade intervals to indicate whether they would have likely achieved a high (P3/M3), middle (P2/M2) or lower (P1/M1) end of the Pass/Merit grade, or the highest (D4), high (D3), middle (D2) or lower (D1) end of the Distinction grade.

There are no grade intervals for Fail grades.

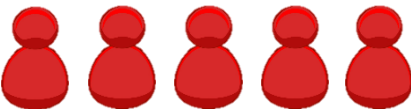



Distinction	D4
	D3
	D2
	D1
Merit	M3
	M2
	M1
Pass	P3
	P2
	P1
Fail	-





















Higher performance

Lower performance

# Step 4 Assign grade intervals and rank order\*

Distinction	
Merit	
Pass	
Fail	



Distinction		D4
		D3
		D2
		D2
		D1
Merit		M3
		M2
		M1
		M1
Pass		P3
		P3
		P2
		P2
		P2
		P1
		P1
Fail		-
		-

**Note:** that grade intervals don't have to be evenly distributed.

E.g. in this example:

- For the **Pass** grade there are two high performers (P3) and three middle performers (P2)
- For the **Merit** there are two lower performers (M1)
- For **Distinction** there are two Middle performers (D2)


















# Rank order

The candidates need to be ranked from highest to lowest for each grade, including Fail.

Using our example the centre has 17 candidates and the candidates have been ranked within each grade, with 1 being the highest attaining/most secure, 2 being the next highest attaining/most secure and so on.

All teachers/tutors involved in the delivery of learning and/or assessment of the candidates need to agree a single rank order for each candidate within each grade.

No two candidates can be placed in the same position within each grade.

Grade		Interval	Rank
Distinction		D4	1
		D3	2
		D2	3
		D2	4
		D1	5
Merit		M3	1
		M2	2
		M1	3
		M1	4
Pass		P3	1
		P3	2
		P2	3
		P2	4
		P2	5
		P1	6
Fail		-	1
		-	2

# Step 5 Internal sign-off



## Department sign-off

Each set of centre assessment grades for each assessment component for each Technical Qualification 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).



## Head of Centre sign-off

The Head of Centre will be required to confirm that the centre assessment grades, grade intervals and the rank order of candidates are a true representation of candidate 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 years.

# Step 6

## Submission to City & Guilds



Qualification:

0172-30 ▼

Assessment

0172-531 ▼

SEARCH

<b>Qualification</b>	(0172-30) Level 3 Advanced Technical Certificate in Animal Management
<b>Assessment</b>	(0172-531) Level 3 Animal Management - Theory exam (1)

Surname	Forename	ENR.	Registration Date	Previous Achievement	No Submission?	Estimated Grade	Grade Interval	Rank
ALAGIAH	GEORGE	ABC1234	01.09.2018	P	[ ✓ ]			
BROWN	BEN	DEF1234	01.09.2019	X	[ ]	D	D4	1
BRUCE	FIONA	GHI1234	01.09.2019		[ ]	D	D3	2
DAHELEY	TINA	JKL1234	25.09.2019		[ ]	D	D3	3
DERBYSHIRE	VICTORIA	MNO1234	01.10.2019		[ ]	D	D2	4
EDWARDS	HUW	PQR1234	01.09.2019		[ ]	D	D1	5
GOSLING	JOANNA	STU1234	01.09.2019		[ ]	M	M3	1
GRACIE	CARRIE	VWX1234	01.09.2019		[ ]	M	M3	2
HILL	JANE	YZA1234	01.09.2019		[ ]	M	M3	3
HUSAIN	MISHAL	BCD1234	03.01.2019		[ ]	M	M1	4
JOHNSON	ROGER	EFG1234	03.01.2019	M	[ ✓ ]			
MAITLIS	EMILY	HIJ1234	03.01.2019		[ ]	P	P3	1
MINCHIN	LOUISE	KLM1234	01.09.2019		[ ]	P	P3	2
MUNCHETTY	NAGA	NOP1234	03.01.2019		[ ]	P	P3	3
RAYWORTH	SOPHIE	QRS1234	01.09.2019	X	[ ]	P	P3	4
SILVERTON	KATE	TUV1234	08.10.2019	X	[ ]	P	P3	5
STAYT	CHARLIE	WXY1234	01.09.2019		[ ]	P	P2	6
WALKER	DAN	ZAB1234	01.09.2019		[ ]	P	P2	7
WARK	KIRSTY	CDE1234	03.01.2019		[ ]	P	P2	8
CHAKRABARTI	REETA	FGH1234	08.10.2019		[ ]	P	P2	9
GURU-MURTHY	GEETA	IJK1234	03.09.2020		[ ]	P	P1	10
VINE	JEREMY	LMN1234	01.09.2019		[ ]	P	P1	11
COOK	HARVEY	OPQ1234	01.09.2019		[ ]	P	P1	12
KUENSSBERG	LAURA	RST1234	01.09.2019		[ ]	X	-	1
AMROLIWALA	MATTHEW	UVW1234	01.09.2019		[ ]	X	-	2
KAY	JON	XYZ1234	01.09.2019		[ ]	X	-	3

**\*\* for illustrative purposes only \*\***

# Help and support

Our Technicals Quality team is here to support you throughout this process



[technicals.quality@cityandguilds.com](mailto:technicals.quality@cityandguilds.com)



0300 303 53 52

(Option 2, then option 3)

Lines currently open Monday to Friday

08.30-12.30 and 13.30-17.00