

Assessment Mitigation guidance for VRQs and NVQs

Construction

Welcome to today's webinar, we will be starting shortly

Assessment Mitigation guidance for VRQs and NVQs

June 2020

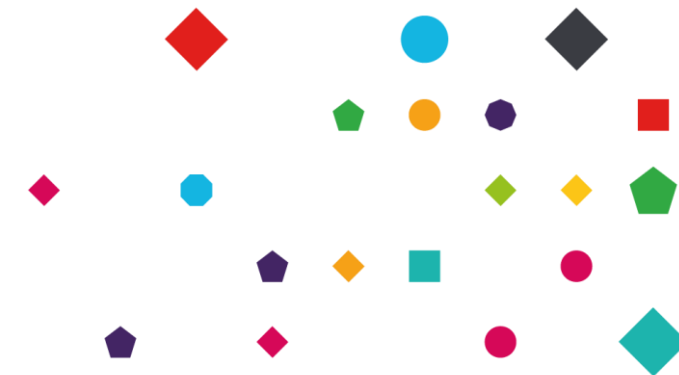


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We are here to support you

- Extensive comms and guidance - <https://www.cityandguilds.com/covid-19/>
 - Regular updates and links to relevant information – Regulator information and guidance
 - List of qualifications with primary mitigation - ;
 - Calculate
 - Adapt
 - Delay
 - No Mitigation
 - Assessment mitigation centre guidance for NVQs & VRQs by Sector, including detailed information on mitigation approaches including delay and where no mitigation is required
<https://www.cityandguilds.com/covid-19/mitigation-approaches-for-vrqs-nvqs>
 - Guidance on Centre Assessment Grades for our suite of VRQs
- Continued support through range of webinars

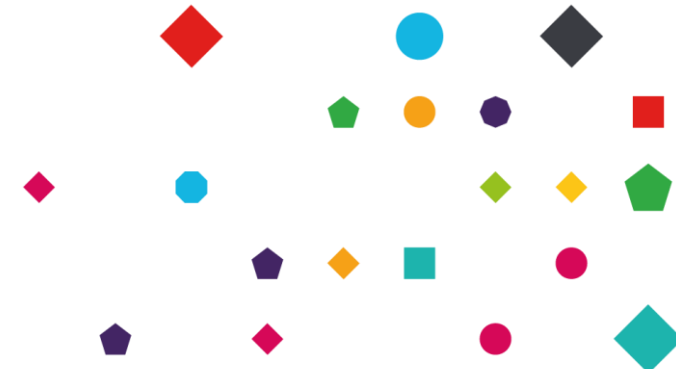


Assessment guidance

Mitigation approach to VTQs/VRQs – Summer 2020

Introduction

- This guidance applies to 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.




Keeping up to date with Covid-19 Mitigation

We understand that these are extraordinary and unprecedented times, and we are working closely with education providers, employers and governments to monitor the Covid-19 situation, and putting in place measures to support our employees, customers and stakeholders.

- <https://www.cityandguilds.com/covid-19/mitigation-approaches-for-vrqs-nvqs>

Covid-19

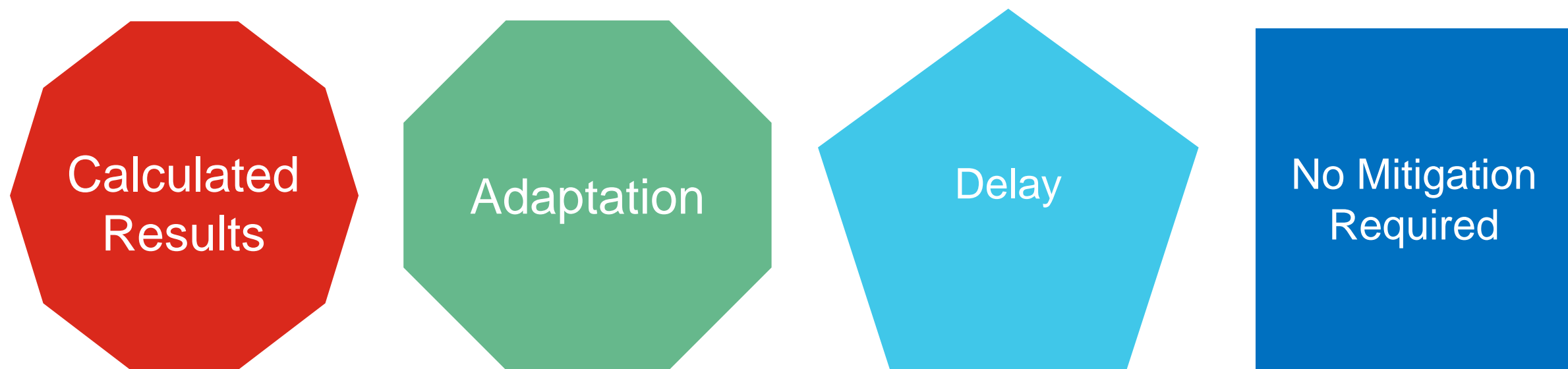


Digital resources to keep learning live <p>Distance learning resources to support you and your learners to adapt to remote working.</p> Find out more >	End-point assessment <p>For EPA customers - please read our guidance, FAQs and updates on this page, which will be updated on a regular basis.</p> Visit the EPA page >	Functional Skills and Core Maths <p>If you are delivering Functional Skills (3748 legacy) & (4748 reformed) and/or Using and Applying Mathematics (3849) (Core Maths), please view our latest guidance and FAQs.</p> Find out more >
Taking online tests at home <p>Updates on delivering City & Guilds E-volve tests remotely at home.</p> Find out more >	Mitigation approaches - VRQs & NVQs <p>Please read our guidance including the scope of qualifications and learners.</p> Find out more >	Technical Qualifications <p>Please read our statement and update regarding Technical Qualifications.</p> Find out more >
Updates for Wales, Scotland and Northern Ireland <p>Latest guidance and statements for those delivering qualifications in Wales, Scotland and Northern Ireland.</p> Find out more >	International Vocational Qualifications <p>If you are delivering IVQ's, please view our latest guidance and FAQs here.</p> Find out more >	Delivering on screen tests at an employer site <p>Guidance for the running of City & Guilds E-volve on screen tests.</p> Find out more >
Summer exams for Vocational Qualifications <p>Confirmation of exam cancellations.</p> Find out more >	ESOL Skills for Life <p>Please read the latest update and guidance for ESOL below.</p> Find out more >	Hard copy certificates <p>Please find more information on the temporary suspension of the print and delivery of hard copy certificates, and e-certs options.</p> Find out more >
General FAQs <p>Please find guidance to issues such as Test Papers and Returns and E-certs here.</p> Find out more >	Advice and support – useful links <p>There is a wealth of advice and information you can access. Please visit the link below for more information.</p> Guidance and advice regarding coronavirus >	City & Guilds Group statement <p>View the City & Guilds Group response to coronavirus, including updates on support for customers, frontline services and business continuity.</p> Download the statement >

Mitigation approach to VTQs/VRQs – Summer 2020

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

These include:





Calculated Results

Calculated results/centre assessment grades

- 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 and safety or safeguarding issues
- 6219(6619)/Level 1 Diplomas & Unit 201, 202, 301 for L2 & L3
- Deadline date for submission **26.06.2020**

Adaptation for qualifications where.

- A calculated result /centre-assessment grade is not possible
- The validity of the assessment will remain protected
- It does not conflict with identified health and safety or safeguarding issues
- Learners are completing programmes of study where the primary aim is linked directly to occupational or professional competence
- Vocational units- Level 2 and Level 3 Certificates and Diplomas
- Deadline date for submission **30.09.2020**
- **Centres must notify intent to C&G where adaption assessments are taking place. Deadline for notifying C&G 31.07.2020.**
adaption.quality@cityandguilds.com

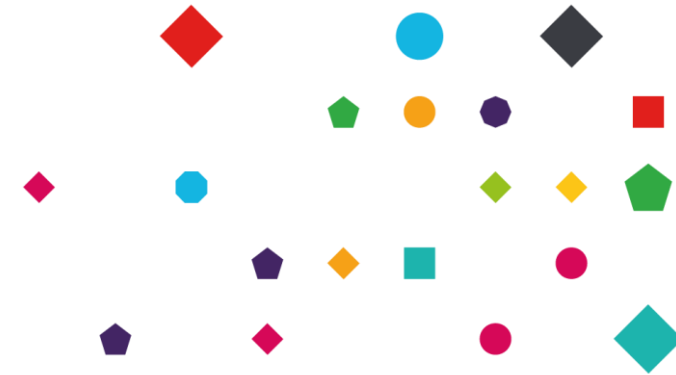
Mitigation approach to VTQs/VRQs – Summer 2020

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 and/or assessments by 31st July 2020
- Have completed a learning programme that addresses a significant proportion of the content of the qualification

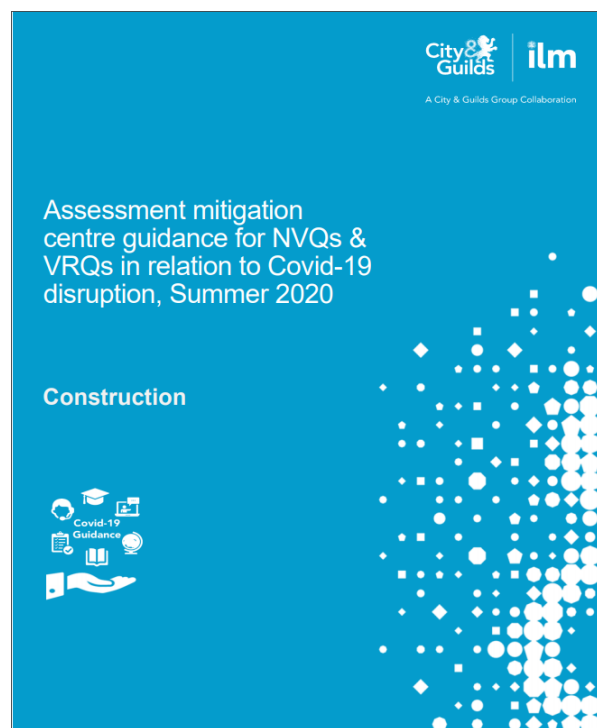
*For learners out of scope please continue to offer remote and blended learning where feasible



Mitigation approach to VTQs/VRQs – Summer 2020

Submission dates/deadlines:

- **Centre Assessment Grades** – calculated results must be submitted by the 26th June 2020.
- **Adaptation** - claims must be submitted by the 30th September 2020. Notify by 31.07.2020



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601/3786/1	6713-23	Level 2 Diploma in Dry Lining
601/3612/1	6715-02	Level 2 Diploma in Stonemasonry
601/3191/3	6715-04	Level 2 Diploma in Craft Masonry

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.	Knowledge tasks		✓		
Assessments for knowledge and understanding alone. Externally marked e-volve test.	201 / 202	✓			
Assessments for knowledge and understanding alone. Externally marked paper-based exam.	601 / 602	✓			
Assessments for practical skills. Centre marked assignment with majority practical.	Remaining units		✓		

Where calculated results based on centre assessment grades are permitted, what evidence should this 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 by 26 June 2020. This deadline does not apply to grades where an Adaptation is being utilised.

What adaptations to assessments are permitted?

Centre marked assignment or task assessing only knowledge and understanding

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.

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.

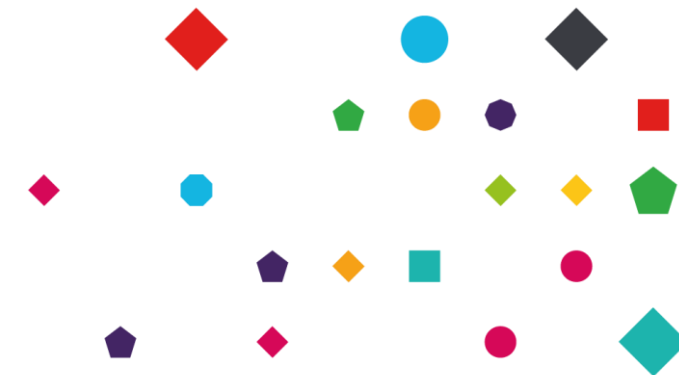
1. Expert Witness Testimony (EWT) is collated for evidence of outstanding assessment elements eg from the workplace.
2. Where EWT is unable to provide sufficient evidence for outstanding assessment elements, a supplementary professional discussion/Q&A sessions should be undertaken with the candidate.

Calculated grades/ Centre assessment grades

Calculated Grades/Centre Assessment Grades

- **Where are calculated grades/centre assessment grades used?**
 - Functional Skills – Legacy/Reformed/ All subject areas/All levels
 - Technicals – Technical Awards, Technical Certificates, Tech Levels – both yr 1 and yr 2 Learners
 - Core Maths, Extended Project, Essential Skills Wales and Essential Skills NI, ESOL
 - **Range of VTQs / VRQs**
- **Guidance and support available on our website**
 - Detailed guidance of the process
 - Submission forms
 - Sector specific guidance
 - FAQs
- **How are centre assessment grades submitted**
 - Via centre assessment grade tool that can be found within Walled Garden
 - Normal permission process in place
 - Results

Centre assessment grades must be submitted by the **26th June 2020.**



Centre Assessment Grades

6 Step Guide



Step 1

Work out which learners are eligible/in scope

Candidates who would have taken assessment/exam from **20 March-31 July** (disrupted by Covid-19).



Step 2

Familiarise tutors with guidance and accompanying documents



Step 3

Gather and review valid evidence for each candidate, for each component



Step 4

Determine centre assessment grades



Step 5

Conduct centre standardisation activities
(Where required)



Step 6

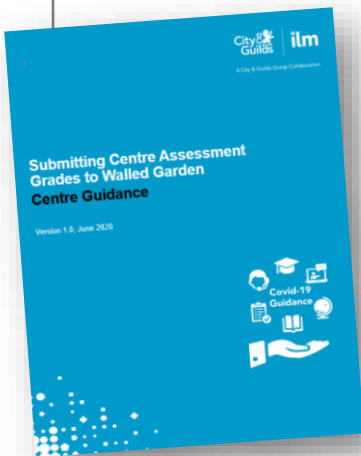
Sign off
Department sign off (Tutor(s) and/or Heads of Department)
Sense check
Centre declaration and Head of Centre sign off

Submission process

Submit centre assessment grades

Centres can submit assessment grades via Walled Garden from 1 June.

A download/upload function will also be available from 12 June.



Complete Head of Centre Declaration

The Head of Centre must then complete and submit a declaration for their candidates.

You only have to submit one declaration for each of the following qualification groups:

- Technical Qualifications
- Extended Project Qualification
- Functional Skills
- Core Maths
- ESOL
- Essential Skills Wales
- Essential Skills Northern Ireland
- Other VRQs

Submit to:

Estimation.Quality@cityandguilds.com

Adaptation

Adaptation – Step by Step Guide



Step 1

Identify learners who meet the mitigation criteria for assessment arrangements i.e. was on programme before **20 March 2020** and was scheduled to complete by end **July 2020** - AND any specific qualification criteria. **Notify C&G of intent to use adaption by 31 July 2020.**



Step 2

Undertake an audit of each learner to identify completed units and agree an assessment plan for the outstanding units as per the permitted arrangements



Step 3

For assessments where an adaptation is permitted, ensure that assessor reviews all evidence and follows standard assessment processes, ensuring decisions are recorded clearly



Step 4

Clearly identify which units' adaptation has been applied to. Where multiple options of assessment adaptation is available, centres need to identify which method was taken



Step 5



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Complete the required declaration form which must be subject to both Internal and External Quality Assurance



Step 6

Internal quality assurance procedures should be followed to agree final results and all associated records retained by the centre.



Step 7

Submit unit claims via Walled Garden by the **30 September 2020**



Adaption Evidence- examples

Below are some examples of the type of evidence that may be used, please note – this list is not exhaustive.


- Any formative or mock exam/assessment results
- Participation and performance in skills-based activities (eg health and safety)
- 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 or from the workplace
- Comparison with previous cohorts.

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.

Submission and quality process

Centre Declaration for Learner

- A declaration must be completed for each learner who meets the adaptation criteria
- It must be signed off by the Assessor and Internal quality assurer (IQA)
- Units where adaptation has been applied must be recorded within the declaration (in addition to other centre records)
- The declarations must be retained within the centre and kept with the learner portfolio/evidence
- These must be kept alongside assessment records for 3 years
- The declarations must be available for on-going external quality assurance monitoring.



Adaptation Declaration for Learner

The following declaration form must be completed for each learner and retained with the learner portfolio/evidence to support an application to access the agreed qualification adaptations linked to the Covid-19 crisis.

This form confirms that the learner has met all of the required conditions laid out by City & Guilds/ILM and that the process followed has been subject to Internal Quality Assurance.

Part 1:

Learner name	ENR number
Centre name	Centre number
Date of learner registration	

Qualification name:

Please enter the relevant Qualification title and 6 digit Qualification number below

Qualification Title	Qualification number


Assessment team details:

Assessor name	Signature
Co-signing Assessor name (if needed)	Signature
Internal Quality Assurer Name	Signature
Co-signing Internal Quality Assurer name (if needed)	Signature

Part 2
Only complete the table relevant to this learner whose adaptation has been assessed

Qualification title and number	Type of assessment

Adaptation Declaration for Learner



Declaration of Assessor and Internal Quality Assurer

I confirm that:

- the learner's situation has met the requirements for adaptation of assessment,
- the learner work has been assessed, the assessment has been quality assured and that all requirements have been met,
- the certificate can be claimed.

Assessor:

Assessor Name	Assessor Signature	Date:
Co-signing Assessor (if needed)	Co-signing Assessor (if needed)	Date:

Internal Quality Assurer:

IQA Name	IQA Signature	Date:
Co-signing IQA (if needed)	Co-signing IQA (if needed)	Date:

Adaptation Declaration for Learner May 2020 v2

Adaptation Submission Spreadsheet


- The adaptation submission spreadsheet must be completed containing details for all learners where adaptation has been applied
- This must be signed off by the Head of Centre or someone who has permission to sign this on their behalf
- Electronic signatures will be accepted
- The spreadsheet must be completed and attached to the CA2 activity in Walled Garden once an activity has been arranged with your EQA
- Centres with direct claims status (DCS) results can be claimed via the Walled Garden in the usual way. The EQA will sample these learners as part of the next sampling activity
- Centres on a Medium or High risk status, must request a remote monitoring activity from your Quality Delivery team – this needs to take place before any results can be claimed.

[illegible]

Please note: All results for learners where adaptation has been applied must be made by the **30th September**.
Guidance for centres on submitting and the process is available on our website [here](#).

Adaption declaration for learner
2 parts and the declaration of assessor and
Internal Quality Assuror.

[illegible]



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Declaration of Assessor and Internal Quality Assurer

I confirm that:

- the learner's situation has met the requirements for adaptation of assessment.
- the learner work has been assessed, the assessment has been quality assured and that all requirements have been met.
- the certificate can be claimed.

Assessor:

Assessor Name	Assessor Signature	Date:
Co-signing Assessor (if needed)	Co-signing Assessor (if needed)	Date:

Internal Quality Assurer:

IQA Name	IQA Signature	Date:
Co-signing IQA (if needed)	Co-signing IQA (if needed)	Date:

Centres must fully complete,
Retain and attach to the CA2
Monitoring activity

[illegible]

E-evolve tests/ Remote invigilation/ Alternatives

Internal Quality Assurance

- Check assessors have identified appropriate learners for adaptation
- Apply a risk-based sampling approach on the principles of CAMERA
- Appropriate assessment methods selected in line with adaptation requirements
- Standardisation of assessor decisions across adaptation
- Apply policies, procedures and legislation to meet City and Guilds and external/regulatory requirements.



Claiming Certificates



- Centres with direct claim status (DCS)
Can continue to claim via Walled garden

- Centres with a Medium or High- Risk status will be
unable to claim via Walled Garden

- Steps to be taken can be located on page 30 &
31 6.3 (External Quality Assurance) Mitigation
Document

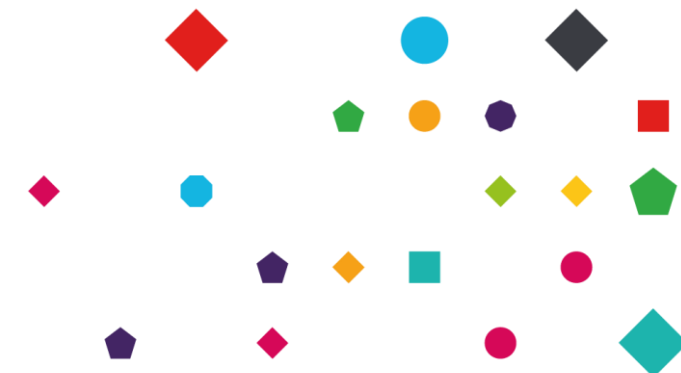
External Quality Assurance

- Continue to liaise with your EQA and quality manager to arrange remote sampling to take place where possible.
- Arrangements will need to take place for EQAs to carry out remote sampling- electronic files.
- Learner details to allow EQAs to authenticate the calculation and adaption evidence
- EQAs will support where they can and in some circumstances may have to forward on queries, your patients is appreciated.



Sector webinars – Summer 2020

Sector	Date	Booking link
NI - Construction	9 June	https://attendee.gotowebinar.com/register/3824391020125662734
Eng – Construction	9 June	https://attendee.gotowebinar.com/register/3824391020125662734
Wales – Construction	10 June	https://attendee.gotowebinar.com/register/2285355116704493326
Wales – Construction	11 June	https://attendee.gotowebinar.com/register/6356943431382277902
Eng – Construction	11 June	https://attendee.gotowebinar.com/register/3519743835859744782
Automotive	12 June	https://attendee.gotowebinar.com/register/6363519610452546576
Hospitality and Catering	16 June	https://attendee.gotowebinar.com/register/4578089748052113675
ESOL	5 June	https://attendee.gotowebinar.com/register/3836475752449465867
FS	3 June, 10 June, 17 June	https://attendee.gotowebinar.com/register/2055388955647831309



Appeals Process

Appeals for calculated results

For summer 2020 assessments, where results have been calculated, the following principles apply:

- Appeals can be made on the grounds that City & Guilds did not use the correct information or follow the correct procedures.
- It is not possible to appeal the professional judgements of tutors or centres.

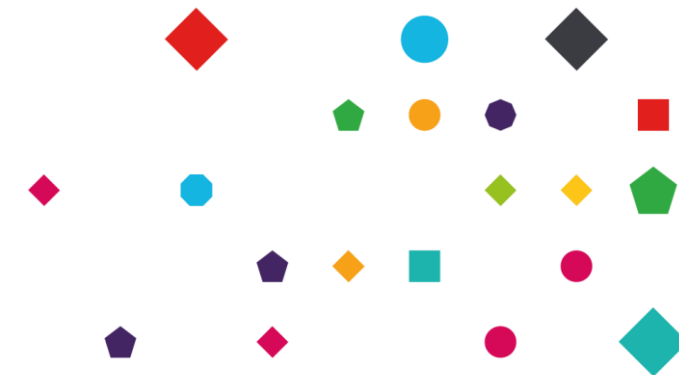
There will be no 'Enquiry about results' process for calculated results. This is because City & Guilds has not marked or moderated any candidate work for these assessment components.

If a centre is unhappy with a result, they can go straight to the appeal stage of the process.

Appeals for adapted assessments

Please follow the standard appeals process for adapted assessments.

An appeal cannot be made for what has been adapted, but an appeal can be made about the final result.



Further advice and information

For all queries relating to this guidance and arrangements, contact the Customer Support Team at City & Guilds. Who are available Monday to Friday 9am to 5pm excluding UK public holidays.



centresupport@cityandguilds.com or general.enquiries@cityandguilds.com



0844 543 0000*

*Calls to our 0844 numbers cost 7 pence per minute plus your telephone company's access charge.

Related documents, Ofqual guidance and updates can be found on our website here

<https://www.cityandguilds.com/covid-19>

Connect with us

If you use social media platforms please follow and connect with us.



LinkedIn- <https://www.linkedin.com/groups/13628606/>



Twitter- @ConstructionCG



Email- Construction@cityandguilds.com



Email updates- Register for email updates. See screen shot below.

Below is a screen shot of the bottom of the City & Guilds home page. Click email updates and register for the most up to date information from City & Guilds.

Tools and Support

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Question Answer

Thank you

