T Level Technical Qualifications Post-result Services

Version 1.4, 2024

Document revision history

Version	Summary of change(s)	Date
1.4	Updated guidance on possible outcomes	August 2024
1.3	Updated guidance on access to scripts (these are now available through the Walled Garden)	July 2024
1.2	Updated guidance on access to scripts	August 2022
1.1	Updated guidance on access to scripts	July 2022
1.0	Original publication	February 2022

Contents

1.   Introduction

This document sets out the post-results services for T Level Technical Qualifications.

The Technical Qualification forms a significant part of the T Level. City & Guilds are responsible for the development and ongoing operational delivery of this qualification.

This document should be used in conjunction with the JCQ post-result services document. The services listed in that document are available for T Level Technical Qualifications, any differences are listed in the sections below.

1.1.   Deadlines

For the deadlines for applications for each academic year, please see the key dates schedules published on our T Levels Resource Hub.

1.2.   Candidate consent

Centres should make applications on behalf of candidates. Where the centre is making the application, they must:

- get the consent of the candidate before making an application on their behalf,
- make the candidate aware that their grades could be lowered as a result.

2.   Services available

The services are summarised below, and full details are available in the JCQ post-results services document. Where possible, the services for these qualifications mirror the JCQ process, however, the timelines for completing requests are different, as outlined in the following sections.

2.1.   Access to scripts

A 'script' refers to the written work of a candidate which has resulted from an externally assessed component. Centres may request copies of scripts to support:

- reviews of marking,
- teaching and learning.

All scripts will be provided for centres, via the Walled Garden. This will include the mark breakdown and any examiner comments. Scripts will not be provided for the Employer Set Project, as centres already hold this candidate work. Where this is not possible and scripts

are provided on request, these will be provided within 10 working days from receipt of the centre's request. Requests received after the deadline **will not** be accepted.

As stated in the JCQ Post-result services document:

- Prior written permission must be obtained from any candidate where the centre intends to request their script.
- This permission must only be sought after the candidates have received their results for that series.
- Candidates who grant their permission have the right to anonymity of their scripts before they are used.
- Scripts must only be seen by members of staff at that centre or returned directly to candidates.

2.2.   Clerical check

This is available for externally marked assessments. It is the only service available for multiple choice exams. City & Guilds will manually check the candidate's completed answers against the responses held in our systems. It involves checking the following:

- the marking of the candidate's answers,
- the recording and totalling of the candidate's answers,
- that the grade boundaries have been applied correctly,
- any special consideration was applied correctly.

The deadline for completion is 10 working days from receipt of the centre's application.

2.3.   Review of marking

This is available for externally marked assessments. The review of marking gives a candidate or centre the opportunity to question the result of an assessment marked by City & Guilds, if they believe the marking was inaccurate.

It involves both:

- a **clerical check** as described in the previous section, and
- a **review of marking** by an examiner.

The review of marking is designed to identify any marking errors, for example:

- an administrative error,
- applying the mark scheme incorrectly.

The deadline for completion is 25 working days from receipt of the centre's application.

2.4. Priority review of marking

The priority service is only available where candidates are due to complete and are relying on the outcome to secure a university place or employment. Where relevant, the centre should indicate this on the application form. Please provide the UCAS number where it relates to a university place.

The process is the same as the review of marking. The deadline for completion is 10 working days from receipt of the centre's application.

2.5. Review of moderation

This service is for assessments that are marked by the centre and moderated by City & Guilds, and where adjustments have been applied to the centre's marking. It involves a review of the moderation process by a senior moderator. A centre can request this service, if they feel that the process has not been undertaken accurately. Where City & Guilds still holds the original candidate work, the centre will not need to resubmit it.

However, a centre **cannot** request a review of moderation:

- if the original marks have been accepted by City & Guilds without making any change,
- for an individual candidate.

The deadline for completion is 25 working days from receipt of the centre's application.

3. Outcomes

The outcome of the Review about results will be sent to the person who made the application. This will include the decision and the reason for that decision.

For the Core, where a grade for one or both of the sub-components changes as an outcome of a review, the Universal Mark Scale (UMS) mark will also change. City & Guilds will check whether this affects the overall component grade and send the centre confirmation of the outcome.

The outcome of will include information on how to appeal (where this is relevant). For more information, please refer to the JCQ Appeals document.

4. Glossary

Applicant	An applicant is the person or organisation who sends in the application form for a Review. The applicant could be - • a candidate, • a centre acting on behalf of a candidate, • a centre.
Candidate	A *candidate* is an individual who is registered with City & Guilds and working towards a full or part qualification at a *centre*.
Centre	A *centre* is an organisation approved by City & Guilds to offer assessments leading to City & Guilds qualifications.
Moderation	*Moderation* is a process for monitoring assessments marked by centres. It involves City & Guilds re-marking a sample of candidates' work to establish whether the centre has applied the assessment criteria correctly.
Script	A candidate's written response to the examination.
Working day	A *working day* is any day other than Saturday or Sunday or a statutory holiday in the United Kingdom or the country of that centre.

Get in touch

The City & Guilds Quality team are here to answer any queries you may have regarding your T Level Technical Qualification delivery.

Should you require assistance, please contact us using the details below:

Monday - Friday | 08:30 - 17:00 GMT

T: 0300 303 53 52

E: technicals.quality@cityandguilds.com

W: www.cityandguilds.com/tlevels

Web chat available here.

Visit our T Levels Resource Hub.