

Key Stage 4 Technical Awards

Information for new centres



City & Guilds Technical Awards

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Welcome! As a centre new to delivering City & Guilds Key Stage 4 Technical Awards, we want to support you to make sure your learners have the best experience possible.

City & Guilds Technical Awards are part of a suite of Technical Qualifications for 14-19 year olds.

Level 2 Technical Awards for 14-16 year olds	120 GLH qualifications, not specific to job roles and usually studied alongside GCSEs. Available in seven sectors.
Level 2 Technical Certificates and Level 3 Tech Levels for 16-19 year olds	Qualifications from 360 GLH plus, to develop specialist skills and knowledge to prepare for a particular job role or career. Available in 13 sectors. Level 3 qualifications carry UCAS points to enable progression to university.

Getting started

Before starting delivery, it is important that you read the Qualification Handbook to familiarise yourself with the content and assessment requirements of the qualification.

City & Guilds has a range of resources to help you, including:

- resource list for each Technical Award
- teaching learning and assessment guide
- marking and moderation guide
- sample assessment materials (theory exam and synoptic assignment)
- FAQs
- videos.

Starting delivery

Timeline for the academic year

Registration	Register your learners via Walled Garden by the end of first week in November.
Exam timetable	Published in the autumn term each year with the dates and times of the theory exam in the spring and summer terms. The dates for the synoptic assessment window will also be published.
Booking assessments	Theory exams and synoptic assessments need to be booked via Walled Garden for learners taking their assessments in the academic year.
Synoptic assignments	Released to centres in the autumn term and available on the City & Guilds website in the assessment materials section for the relevant qualification. Assignments are password protected and passwords are available in Walled Garden. The last date for the submission of marks and evidence to City & Guilds via the moderation portal will be published in the exam timetable.
Resits/retakes	Technical awards have a one-resit rule for the theory exam and synoptic assessment, in line with DfE requirements. Resits have to be booked on Walled Garden and the dates will be published in the exam timetable.

For timelines and 'How to book assessments' guidance, please see the Support section of the City & Guilds website.

Assessment of Technical Awards

Learners have to achieve a minimum of a pass in both the theory exam and synoptic assignment to achieve the qualification.

Planning for assessment

We understand that you may be delivering the City & Guilds Technical Awards over one, two or three years in years 9, 10 or 11. This means that you can select when your learners take their theory exam and synoptic assessment.

Each Technical Award has one theory exam and one synoptic assessment. There are two opportunities in each academic year for learners to sit the theory exam and one 12-week window in the spring/summer terms when learners can undertake the synoptic assessment.

Sample one-year programme

Sept	Oct	Nov	Dec	Jan	Feb/Mar	April	May	June
Teaching delivery					First exam date		Second exam date	
					Synoptic assessment			

- The theory exam can be taken in the spring or summer term. A spring theory exam sitting allows an opportunity to re-sit in the summer term, if required.
- Synoptic assessment must be completed in the 12-week window between February and May. There is no resit opportunity for the synoptic assignment in the same academic year.

Sample two-year programme

Sept	Oct	Nov	Dec	Jan	Feb/Mar	April	May	June
Teaching delivery							First exam date	
Sept	Oct	Nov	Dec	Jan	Feb/Mar	April	May	June
Teaching delivery					Second exam date		Potential re-sit exam	
					Synoptic assessment			

- The theory exam and synoptic assessment can be taken in the first or second academic year.
- A summer theory exam sitting in year one allows an opportunity to resit in the spring or summer term in year two, if required.
- A theory exam sitting in the spring term of year two allows an opportunity to resit in the summer term, if required.
- Synoptic assessment can be completed in the 12-week window between February and May in the second year, giving centres four terms to prepare learners for the assessment.

Theory exam

The exam is designed to assess the learner's depth and breadth of understanding across content in the qualification at the end of the period of learning, using a range of question types. The exam contributes to 40% of the overall mark.

The theory exam can be taken in the spring or summer term. The date and time of exams is set and centres can select an online exam, (administered through City & Guilds' online testing platform, e-volve) or a paper-based exam. Please note that the theory exam for the Level 2 Technical Award in Engineering (1145-20) can only be taken as a paper-based exam. The dates and times of the exam are published in exam timetable which is available in the autumn term.

Exam papers are dispatched to centres two weeks before the exam date and centres are given log-in details approximately ten days before the exam date to access the online exam. Centres must comply with JCQ's requirements for keeping question papers and other exam materials secure.

Exams must be conducted under invigilated examination conditions. See JCQ requirements for details: www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

Results of exams will be made available in Walled Garden.

If a learner fails or underperforms, they are allowed one resit opportunity. A resit opportunity will need to be planned into your programme according to the duration of your course. The resit will be a different exam paper and if the resit is failed the learner will fail the Technical Award. There is a fee for the resit exam.

Synoptic assessment

The synoptic assessment is a controlled assessment that is set by City & Guilds. The assignment includes written and practical tasks and has to be undertaken within a set window (February to May). The synoptic assignment is uploaded onto the City & Guilds website in the autumn term on the assessment materials section under the qualification documents webpage. The password to access the synoptic assessment is available in Walled Garden.

There is only one opportunity in each academic year for learners to complete the synoptic assignment. Learners who fail the synoptic assignment will have one opportunity to resit. The resit opportunity will be in the next academic year. The assignment will be different to the assignment set for the previous year. If the resit is failed, the learner will fail the qualification.

The synoptic assignment is marked by the centre's tutors and subject to internal standardisation prior to being externally moderated by City & Guilds. Learners will be assessed against the assessment objectives.

Learners have to complete a substantial piece of work which they carry out independently. Tutors cannot provide feedback to learners during the summative assessments for the assignment, as it is learners' independent performance that is being assessed. Learners may only be supported in understanding what they have to do and given general pointers, without specific feedback on their actions or the quality of work. Any support provided must be recorded on the tutor's assessment forms.

Time allowed for the synoptic assessment is given in the synoptic assignment pack which is produced each year. The time allowed gives learners time to plan, prepare, complete the tasks and produce the evidence. Learners do not have to complete the assignment in one day. Centres can plan the schedule for the synoptic assignment according to the volume of learners, the physical resources and tutor availability.

A different version of the synoptic assignment will be provided each year, but the evidence produced will be internally marked using the same marking grid each year, in order to support comparability across versions.

Internal standardisation must be carried out on the centre's marking of the synoptic assignment to make sure all assignments at the centre have been marked to the same standard. It is the Internal Quality Assurer's (IQAs) responsibility to ensure that internal standardisation has taken place, and that tutors receive training including the use of sample synoptic assignments and marking grids.

City & Guilds Moderation Portal

Marks and evidence for the synoptic assignment have to be submitted to City & Guilds Moderation Portal. The Moderation Portal is an online platform which supports the moderation process. Centres are given logins and passwords to access the moderation platform. The Moderation Portal allows centres to:

- enter marks for learners' synoptic assignments
- upload samples of evidence, including learners' evidence and tutor's assessment forms, as per the requirements of the assessment.

City & Guilds moderators also have access to the Moderation Portal to view the centre's marks for each learner and remark a proportion of learners' work.

Information on marking and moderation procedures and the Moderation Support centre guide can be found on the Resources and Support page of the City & Guilds website.

External moderation of the Technical Award

City & Guilds uses external moderators to carry out sample remarking of centre-marked work to determine how closely the centre's marking aligns with the common standard implemented by the moderators. Their marks act as a benchmark to inform City & Guilds whether the marking is in line with the national standard. The outcome of this exercise dictates whether, and by how much, a centre's marks should be adjusted in order to bring them into alignment with the set standard.

City & Guilds requires both tutors and learners to sign declarations of authenticity. If the tutor is unable to sign the authenticity statement for a particular learner, then the learner's work cannot be accepted for assessment.

Grading

The overall qualification grade will be calculated based on the aggregation of the points awarded for the learner's achievement in the theory exam and the synoptic assessment which are converted into grades. Technical Awards will be reported on a four grade scale: Pass, Merit, Distinction, Distinction*.

Both assessments (the exam and the synoptic assignment) **must** be achieved at a minimum of Pass for the qualification to be awarded. Learners who fail to reach the minimum standard for the Pass grade for an assessment will not have a qualification grade awarded and will not receive a certificate. The contribution of assessments towards the overall qualification grade is set out in each Qualification Handbook.

The table below shows how the grades awarded for Technical Awards compare to those of GCSEs. Ofqual may alter these grades in line with GCSE grading 9-1 where a formula may be applied to allocate the percentage of learners who can be awarded a Distinction*.

City & Guilds Grade	GCSE performance points
D*	8.5
D	7
M	5.5
P	4

Results

Results of learner's theory test and synoptic assignment are made available in Walled Garden.

Key Stage 4 performance tables

Up to three technical awards count alongside GCSEs in school performance tables in the 'open' bucket/group (see note on discounting below). The open bucket can include Technical Awards and other GCSEs such as drama, dance, PE, art and design etc. From 2016, the Progress 8 and Attainment 8 performance measures will count up to three Technical Awards as part of the 'open' group of subjects. The other five slots are reserved for English, Maths **and other EBacc** subjects (history, geography, science, computer science and languages).

Progress 8 is a performance measure which measures the progress made by the learner across 8 subjects from the end of Key Stage 2 (the end of primary school) to the end of Key Stage 4.

Further information can be found on the government's website: gov.uk

Attainment 8 is a performance measure which measures the learners' attainment across 8 subjects (the eight best grades in the qualifications taken at the end of Key Stage 4) at Level 2 (GCSE Grade 4 and above).

Discounting codes

Technical Awards are given a discounting code by DfE if they have significant overlap with the content of other GCSEs and/or Technical Awards. This means that two qualifications with the same discounting codes cannot both count in the Progress 8 and Attainment 8 performance measures.

City & Guilds Level 2 Technical Award in Constructing and Maintaining the Built Environment and Level 2 Technical Award in Designing & Planning the Built Environment have been given discount codes, i.e., they both can't count in Progress 8 and Attainment 8 performance measures and also can't count against Technical Awards that come under the Construction and Built Environment subject area offered by other awarding organisations. If a learner passes two qualifications with the same discounting codes, they will receive two certificates of achievement. However, only one qualification will count in the school or college's performance tables.

Information about discounting codes can be found here: raiseonline.org/documentlibrary/ViewDocumentLibrary.aspx

Want to offer other City & Guilds Technical qualifications?

If you are an approved City & Guilds centre, you will need to submit a qualification approval form to offer other Technical qualifications. You may need an external quality assurance (EQA) visit – this will depend on the centre, the qualification applied for and other factors that are assessed as part of information provided in the centre/qualification approval application.

