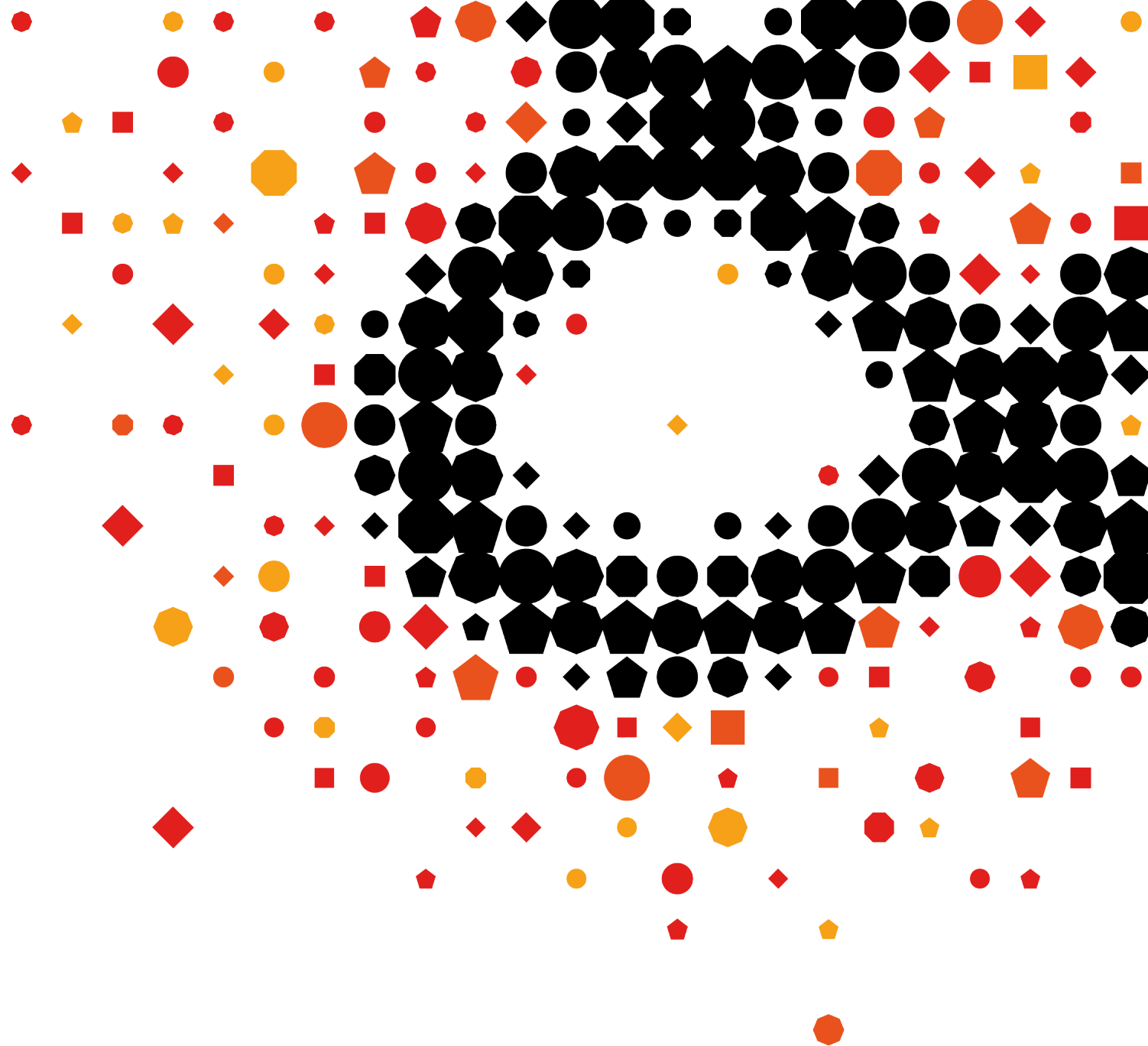


September 2019

# Construction

City & Guilds Level 2  
Technical Award in  
Construction at  
Key stage 4



# Agenda

- 1. City & Guilds Technical Award in Constructing and the Built Environment - 6720-21 and Design and Planning the Built Environment - 6720-22**
- 2. Support and resources**
- 3. Delivery models**
- 4. Assessment**
- 5. Marking the synoptic assignment**
- 6. How Technical Awards are graded and Performance Tables**
- 7. Where to find further support**



# City & Guilds Level 2 6720 – 21 / 22 structure 120 GLH

C&G Qualification Number		Title & Level		QAN	GLH
6720-22		Level 2 Technical Award in Designing and Planning the Built Environment		601/7246/0	120
6720-21		Level 2 Technical Award in Constructing and Maintaining the Built Environment		601/7245/9	120
Unit	Title	Constructing and Maintaining the Built Environment GLH	Designing and Planning the Built Environment GLH	UAN	
201	Working in the built environment	15		R/507/6972	
202	Construction methods and materials	40		Y/507/6973	
203	Maintenance, repair and refurbishment of buildings	25		D/507/6974	
204	Using tools to create the built environment	40		H/507/6975	
205	Design sustainable communities		20	K/507/6976	
206	Planning and design of the built environment		50	M/507/6977	
207	Creating and presenting building designs		50	T/507/6978	

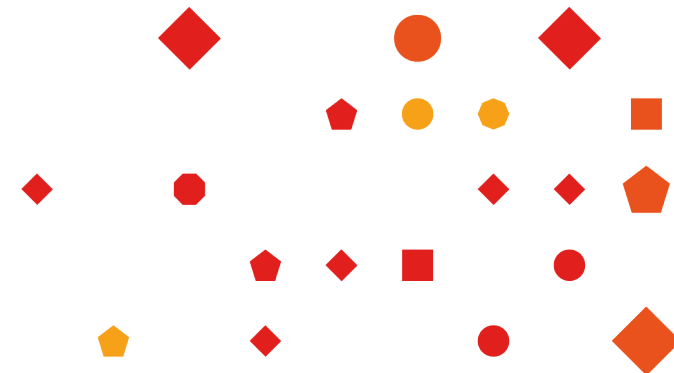


Approved to appear on 2020 DfE performance tables.



# How to register learners

- You will need to register your learners by the end of October. Registrations should be done in Walled Garden for which you will have:
- a user name (your email address) and a password.
- To register a learner, click on Catalogue in Walled Garden, then:
- Click on catalogue in the second navigation bar
- Select City & Guilds
- Select qualification by title or code (e.g. 6720-21 Level 2 Technical Award in Constructing and Maintaining the Built Environment and 6720-22 for Design and Planning the Built Environment)
- Click on green bar – Place an order
- Click on named registration, then for each candidate:
- Click on add candidate details
- Enter the first name, last name, date of birth and gender
- When you have finished, click on added to basket, then click confirm
- A series of “how to” guides including one on registration, can be found here:
- <http://www.cityandguilds.com/help/help-for-centres/walled-garden>



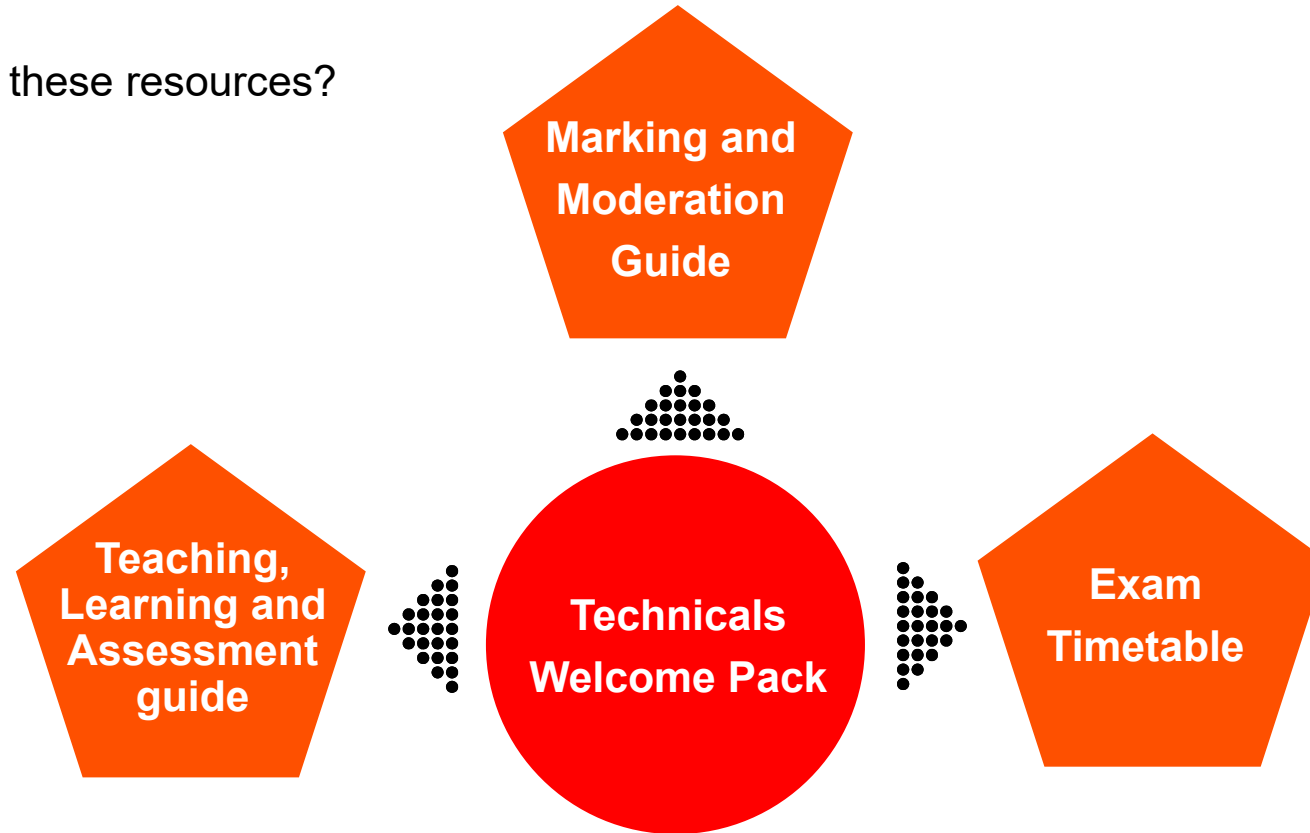
# Support and resources





# Resources and support

Preparation: Have you read these resources?



**All generic resources can be found on our technical webpage:**

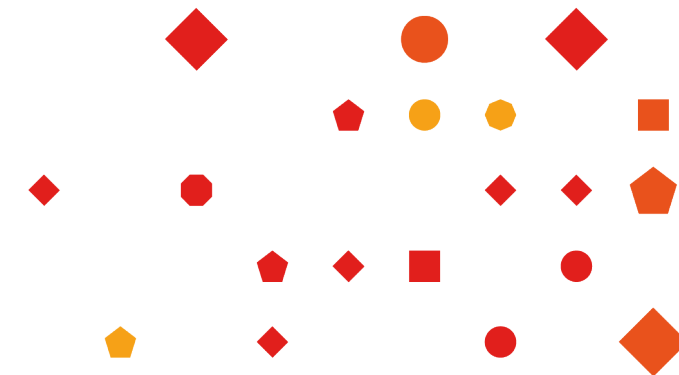
<https://www.cityandguilds.com/techbac/technical-qualifications/resources-and-support>



# Preparation: Have you got all your resources?

## Resources:

- Technical Awards: information for new centres
- Qualification handbook
- Reports
  - Qualification
  - Chief examiner
  - Principal moderator
- Synoptic assignment
- FAQs
- Sample synoptic assignment
- Sample question papers and mark scheme
- Exam Guide document
- *Read all the resource documents and guides*
- *The delivery of the assessment components is down to you*
- *You can split the theory exam and synoptic assessment across different academic years dependent on your delivery model*
- ***BUT Remember*** to book learners on the synoptic assessment and theory exam in the correct year.



# Delivery Models







# Helping you plan your delivery and assessments

## Sample one-year programme

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

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





# Helping you plan your delivery and assessments

## Sample two-year programme

- The theory exam and synoptic assessment can be taken in the first or second academic year
- A summer theory exam sitting in year 1 allows a resit/retake opportunity in the spring or summer terms in year 2, if required
- A theory exam sitting in the spring term of year 2 allows a resit/retake opportunity in the summer term, if required
- Synoptic assessment can be completed in the 12 week window between Feb-May in the second year, giving centres four terms to prepare learners for the assessment

Sept	Oct	Nov	Dec	Jan	Feb/Mar	April	May	June
Teaching delivery							Exam	
Sept	Oct	Nov	Dec	Jan	Feb/Mar	April	May	June
Teaching delivery					Exam		Exam	
					Synoptic assessment			

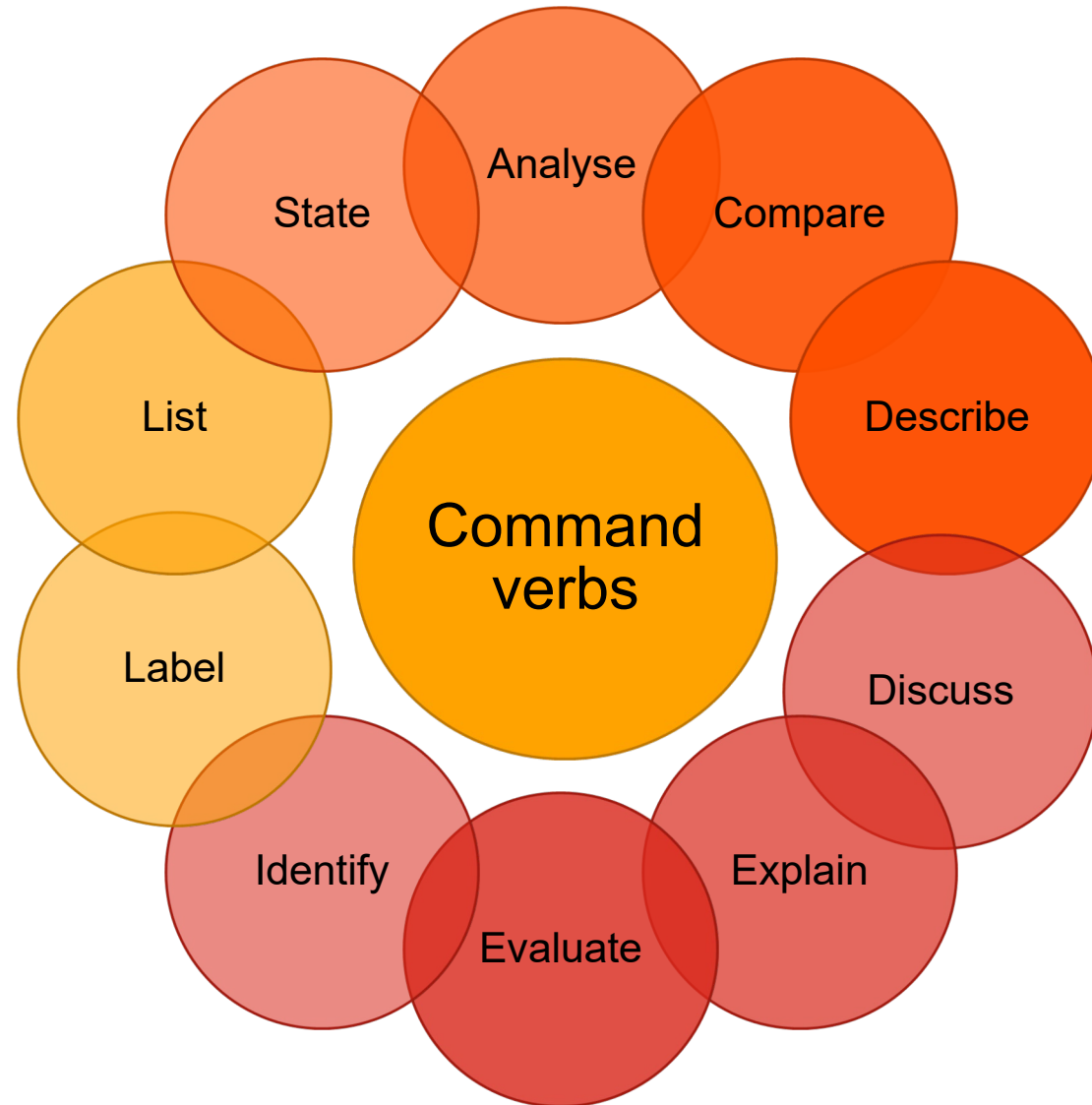




# Command verbs

For more guidance on Command Verbs and other aspects of teaching City & Guilds Technical Qualifications:

- Guide to teaching, learning and assessment
- Exam Guidance





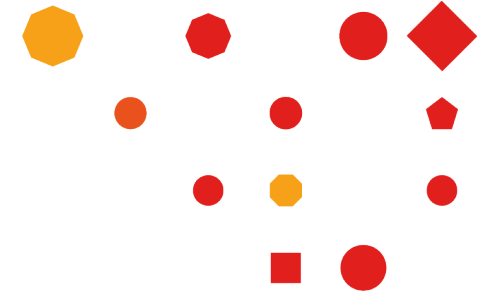
# Key exam dates for 2018/19 academic year

- The booking window for the 2018/19 academic year opened on **1 November** and closed on **22 December 2018**.
- Centres only have to book assessments in this window if learners are taking the theory exam in **Feb/March 2019** and/or are taking the synoptic assessment in this academic year.
- The synoptic window starts on **5<sup>th</sup> February 2019** and marks and evidence should be submitted by **17<sup>th</sup> May 2019**.

## Please note:

- If you want to enter your learners for the **June 2019** theory exam, you will need to book this between **1<sup>st</sup> March and 27<sup>th</sup> April 2019**. If you are planning to have theory exams in the 2018/19 academic year, you don't need to book those in this academic year
- If your learners are doing their synoptic assessment in the 2019/20 academic year, then you will need to book that in **Autumn 2019**.





# Helping you plan your assessments

Adaptable delivery plan for \_\_\_\_\_ Level \_\_\_\_\_ QAN \_\_\_\_\_ GLH \_\_\_\_\_ YEAR \_\_\_\_\_ OF \_\_\_\_\_

## Curriculum Plan

Assumed holiday dates - adapt as required (regional differences)- End of Summer break: Monday 3 September 2018, Autumn Half Term Friday 19 October 2018 to Monday 29 October 2018, Christmas Thursday 20 December 2018 to Monday 7 January 2019, Spring Half Term Friday 15 February 2019 to Monday 25 February 2019, Easter Break Friday 5 April 2019 to Tuesday 7 May 2019, Summer Half Term Friday 24 May 2019 to Monday 3 June 2019, Summer break Wednesday 24 July 2019.

Term 1 Autumn/Winter	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Date	03.09.2018	10.09.2018	17.09.2018	24.09.2018	01.10.2018	08.10.2018	15.10.2018	29.10.2018	05.11.2018	12.11.2018
Technical Qualification key dates	Learner registrations open Booking window for Spring (February/March/April 2019) and Summer (May/June 2019) exam series opens Booking window for synoptic assignments, optional units opens (if applicable) and Employer Involvement (KSS only)							Last registration date for Technical Qualifications 02.11.2018		
Sector specific exam dates										
Employer involvement										
Unit -										
Unit -										
Unit -										
Unit -										
Unit -										

## Exam Dates for 2019

- **Spring exam:** 3 March
- **Summer exam:** 4 June

## Synoptic Project

- **Released to Tutor:** September
- **Released to Learners:** 5 February
- **Submission:** 18 May

Editable Curriculum Planners can be provided



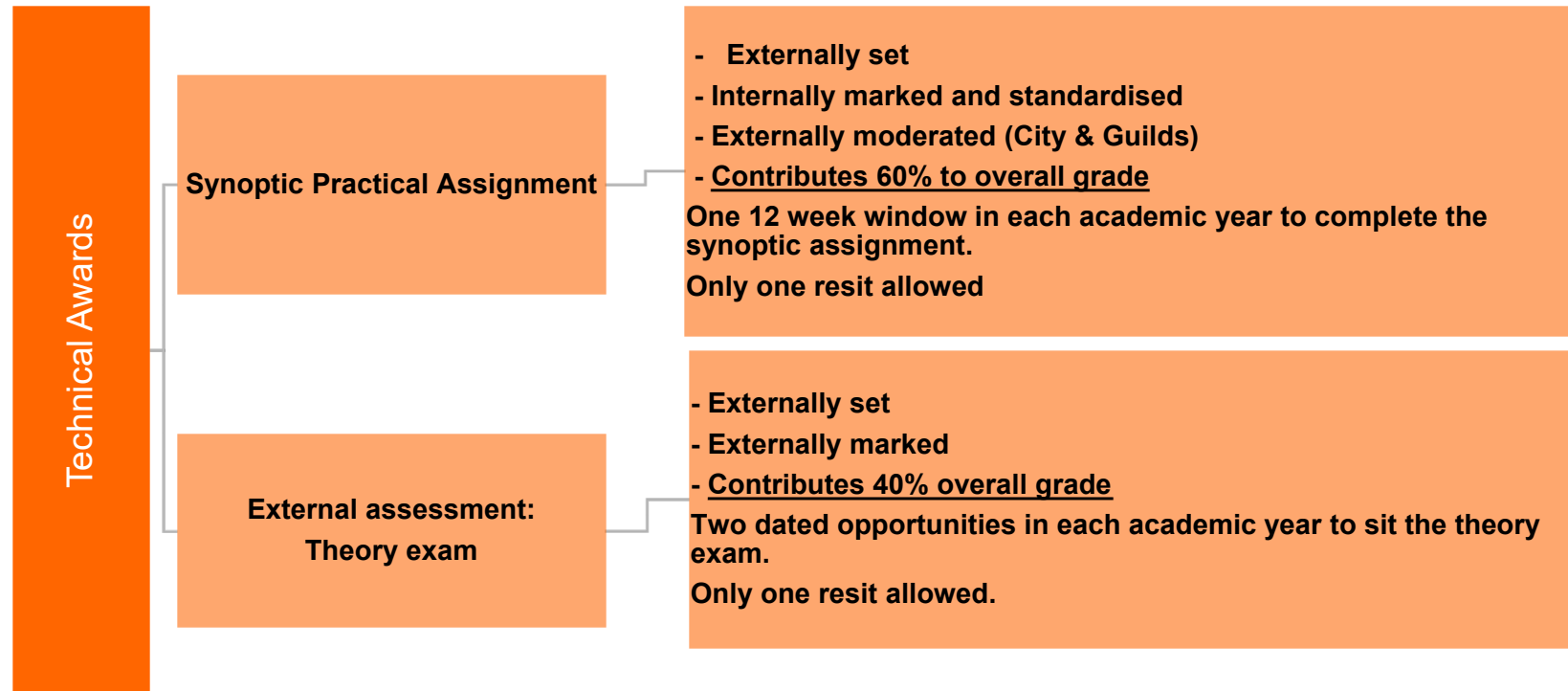
# Assessment

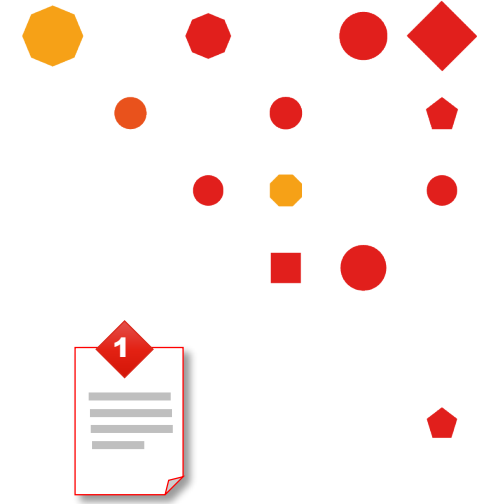




# Assessment Requirements

All City & Guilds Technical Awards have two assessment components. Both components must be achieved at a minimum of a pass to achieve the qualification.





# Assessment of Technical Award in Design and Planning the Built Environment

## External assessment – theory test (2 hours duration)

- Set and marked by City & Guilds
- Must be sat on set date/time as given in the exam timetable ie in March and June 2019
- **Paper and/or online versions** are available (for the 6720-22 use code 004 for evolve and 504 for paper-based versions and codes 002 or 502 for the 6720-21 when booking on Walled Garden)
- Contributes 40% to overall grade - Graded D M P F
- **One re-sit opportunity only**

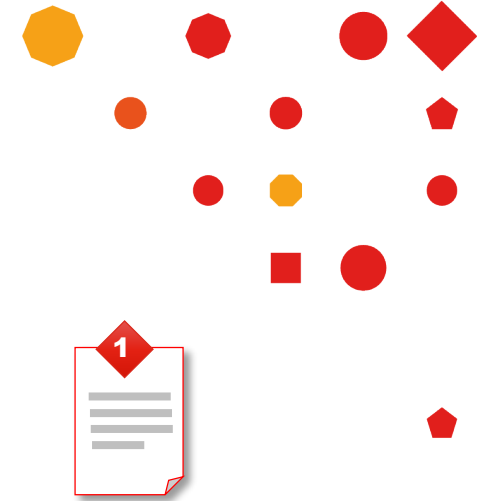
Exam papers are despatched to centres two weeks before the exam date and centres are given log in details approximately ten days before the exam date to access the online exam.

Exams must be conducted under invigilated examination conditions. See JCQ requirements for details:

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>







# Technicals exam guides

The exams are based on the following set of assessment objectives (AOs). These are designed to allow the candidate's responses to be assessed across the following three categories:

- **Recollection** of knowledge.
- **Understanding** of concepts, theories and processes.
- **Integrated application** of knowledge and understanding.

In full, the assessment objectives covered by the exam are:

Assessment objective The candidate..	Mark allocation (approx. %)
AO1 Recalls knowledge from across the breadth of the qualification	45
AO2 Demonstrates understanding of concepts, theories and processes from a range of learning outcomes.	40
AO4 Applies knowledge, understanding and skills from across the breadth of the qualification in an integrated and holistic way to achieve specified purposes.	15



# The theory exam

The way the exam covers the content of the qualification is set out in the exam specification section of the qualification handbook.

Exam 004/504	Duration 120 minutes		
Units	Unit Title	No of marks	%
205	Developing sustainable communities	13	22
206	Planning and design of the built environment	25	41
207	Creating and presenting building design	13	22
N/A	Integration across the units	9	15
	Total	60	100

Exam 004\* - online  
Exam 504\* - paper

\* Select one of these codes in Walled Garden to choose a paper or online theory exam











# Technicals exam document

The Exam Guide provides information on content to be assessed, its structure, Assessment Objectives and explanation/definitions of Command Verbs used in the exam.

It has been designed to help you in the preparation of your learners for the Exam.

Use the link to the Documents page of 6720-21 or 22 to find the Guide to the Examination)

<https://www.cityandguilds.com/qualifications-and-apprenticeships/construction/construction/6720-technicals-in-constructing-the-built-environment#tab=documents>

Centre documents				
	6720-21 L2 Technical Award in Constructing and Maintaining the Built Environment handbook v1-4	297 KB	11 Sep 2018	
	6720-21 L2 Technical Award in Constructing and Maintaining the Built Environment resources	379 KB	11 Sep 2018	
	6720-22 Technical Award in Designing and Planning the Built Environment handbook v1-4	276 KB	11 Sep 2018	
	6720-22 Technical Award in Designing and Planning the Built Environment resources	184 KB	11 Sep 2018	



## Level 2 Technical Award in Designing and Planning the Built Environment (6720-22)

November 2017 Version 1.0

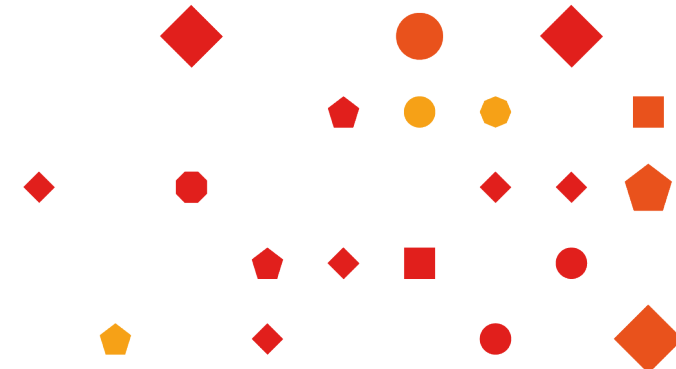
Guide to the examination



# Synoptic assignment



- Demonstration of bringing together skills and knowledge
- Research activities
- Reflection and evaluation
- Moderation approach to ensure robust quality and rigour.
- 12-week window to complete – 5th Feb to 18th May 2019
- Contributes 60% to the overall grade
- **One resit opportunity (in next academic year)**
- Graded D M P F - D\* *grade is achieved by a % aggregation of learners achieving top marks in the distinction grade (using an awarding process)*





# Synoptic assignment

- A controlled assessment that is set by City & Guilds, internally marked by centres and externally moderated by City & guilds using a sampling process.
- It includes written and practical tasks and has to be undertaken within a set window (February to May).
- It is made available to centres on the City & Guilds website in the autumn term in the **assessment materials** section on the qualification webpage, under the **document tab** and **assessment materials**.
- It is password protected. The password can be found on Walled Garden under the qualification – enter the 6 digit qualification code e.g. 6720-21 or 6720-22.
- There is only one opportunity in each academic year for learners to complete the synoptic assignment.
- Learners who **fail** or underperform will have **one** opportunity to re-sit, but this will be in the next academic year
- **NOTE:** The synoptic assignment will be different each year.
- If the re-sit is failed, the learner will not achieve the qualification.





# Synoptic assignment

- Learners have to complete a 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 actions to take or comments on the quality of work. If support is provided, this must be recorded on the Candidate Record Form
- Time allowed for the synoptic assessment is given in the **synoptic assignment pack** which is produced each year. Further information can be found in **City & Guilds Qualification Handbooks**
- The time allowed gives learners time to plan, prepare, complete the tasks and produce the evidence.





# Weightings for the synoptic assignment

Assessment objective	Typical expected evidence of knowledge, understanding and skills	Approximate weighting
<b>AO1</b> Recalls knowledge from across the breadth of the qualification.	Different forms of the urban environment, factors that comprise a sustainable community, different property types, elements of a building, forms of construction.	25%
<b>AO2</b> Demonstrates understanding of concepts, theories and processes from across the breadth of the qualification.	Importance of good design principles, analysis of sustainable communities to include social and economic considerations, influences on the design process and sources of design information, application of Town and Country Planning Act, and use of supporting drawings in planning applications, explanations of construction materials including use, application and mechanisms of deterioration, methods used to present design ideas to different audiences.	25%
<b>AO3</b> Demonstrates technical skills from across the breadth of the qualification.	Accuracy of construction drawings, use of correct conventions, accuracy of models of buildings, different methods of presenting information and accurate calculations, evaluation of final design.	20%
<b>AO4</b> Applies knowledge, understanding and skills from across the breadth of the qualification in an integrated and holistic way to achieve specified purposes.	Application and linking of design knowledge and understanding to the given construction scenario, justification for choices of construction methods and materials, selection of appropriate method of presentation for given audience.	20%
<b>AO5</b> Demonstrates perseverance in achieving high standards and attention to detail while showing an understanding of wider impact of their actions.	Accuracy and detail of construction drawings and models, coherent reports, relevance of final designs.	10%

Rectangular Snip

<https://www.youtube.com/watch?v=rhwcTszssc0&feature=youtu.be>





# The moderation portal

City and Guilds moderation portal allows tutors to upload marks and evidence for the synoptic practical assessment.

The key contact in the centre will be given a password to access the administrator account and create marker accounts for tutors so they can input marks and upload evidence.

[http://www.cityandguilds.com/~media/techbac/documents/City\\_Guilds\\_Moderation\\_Portal\\_Centre%20Guide\\_V1%200%20pdf.ashx](http://www.cityandguilds.com/~media/techbac/documents/City_Guilds_Moderation_Portal_Centre%20Guide_V1%200%20pdf.ashx)

## The moderation process

The moderation process involves a remark by City & Guilds of the centre's marking of the synoptic assessment. For Technical Awards, this is done remotely (as opposed to visiting moderation).

The outcome of the moderation process will confirm whether the centre's marks are:

- Accepted – as this is an agreement of the centre marking, no challenge to the marking can take place
- Adjusted (ie marked too leniently or too harshly)
- Subject to a full remark and the moderator's marks are accepted.

Centres will be notified of the outcome of moderation and will receive confirmation of final marks for learners and feedback on the accuracy of the centre's marking.





# Marking the synoptic assignment



# Tutors responsibilities for marking the synoptic assignment

- Tutors should: <https://www.youtube.com/watchv=rhwcTszssc0&feature=youtu.be>
- Ensure they are familiar with the **Marking and moderation guide**
- Comment on the quality of work produced and only allocate marks (NOT grades) against each assessment objective.
- Total the marks for each learner out of a possible 60 marks.
- Submit the marks for the whole cohort.
- Submit learners' evidence for the sample, depending on the size of the cohort:

Number of learners	Sample size	The sample must include:
12 or fewer	All	
13-100	12	
101-200	15	
More than 200	20	

- The highest marked learner
- The lowest marked learner
- A range in between

Ensure that all evidence to be uploaded is collated in a logical order and named with the relevant Task. E.g. Task 1 – Report. For further information and guidance refer to the Marking and Moderation Guide.

<http://www.cityandguilds.com/technical-qualifications/resources-and-support>



# Tutors responsibilities for marking the synoptic assignment

- 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, timetabling, the physical resources and tutors available.
- The assignments are internally marked by tutors.
- Tutors should use the following forms:
  - Candidate Record Form
  - Centre Standardisation Declaration Form
  - Declaration of Authenticity Form
  - Personal Interest Form
  - Practical Observation Form.
- Technical qualifications centre forms can be found under **section 3** on this webpage:  
<http://www.cityandguilds.com/techbac/technical-qualifications/resources-and-support>
- A different 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



# City & Guilds Level 2 Technical Award in Designing & Planning

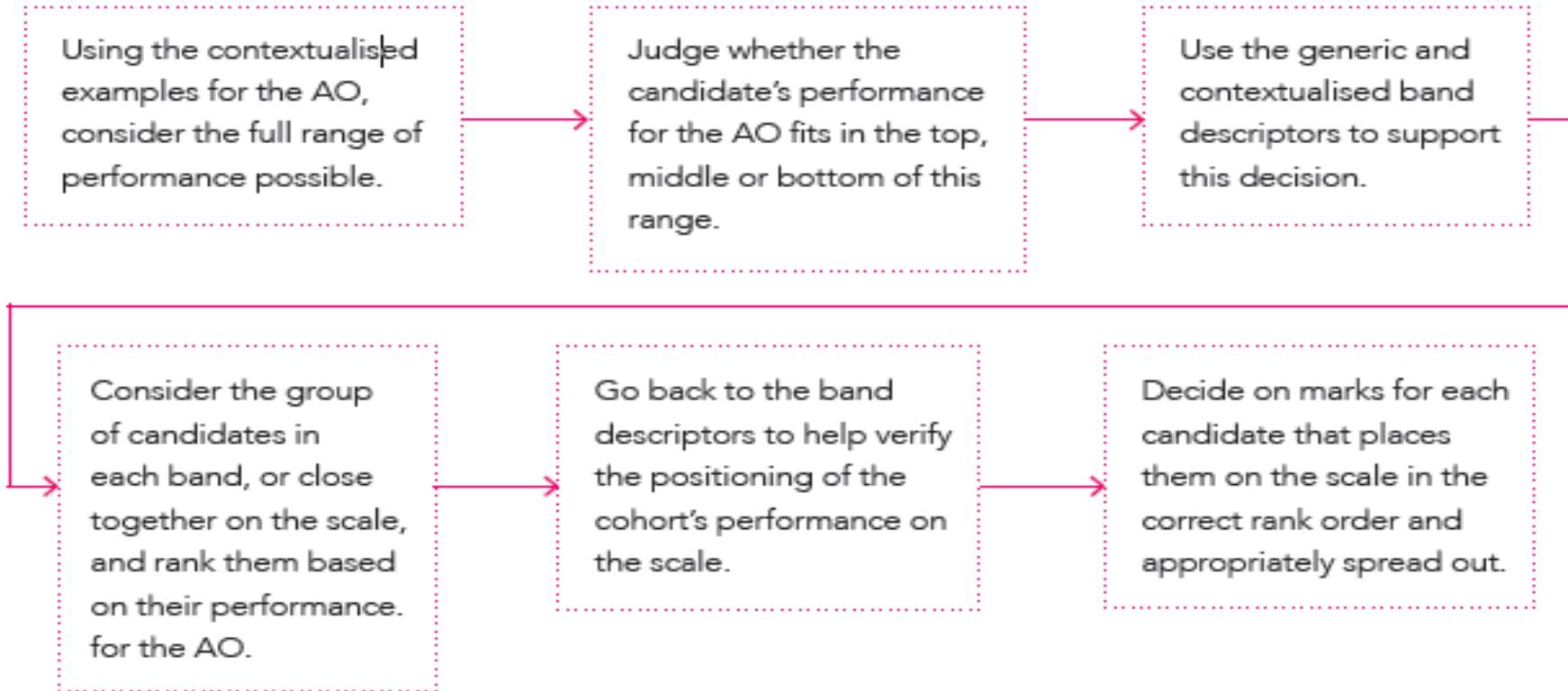
## Marking band descriptors

%	Assessment Objective	Band 1 descriptor Poor to limited	Band 2 descriptor Fair to good	Band 3 descriptor Strong to excellent
25	<b>AO1 Recall of knowledge relating to the qualification Los</b> <ul style="list-style-type: none"> <li>Does the candidate seem to have the full breadth and depth of taught knowledge across the qualification to hand?</li> <li>How accurate is their knowledge? Are there any gaps or misunderstandings evident?</li> <li>How confident and secure does their knowledge seem?</li> </ul>	<b>(1-5 marks)</b> <b>Recall shows some weaknesses in breadth and/or accuracy.</b> Hesitant, gaps, inaccuracy.	<b>(6-10 marks)</b> <b>Recall is generally accurate and shows reasonable breadth. Inaccuracy and misunderstandings are infrequent and usually minor.</b> Sound, minimal gaps.	<b>(11-15 marks)</b> <b>Consistently strong evidence of accurate and confident recall from the breadth of knowledge.</b> Accurate, confident, complete, fluent, slick.
<b>1 Assessment Objective</b>		<b>4 The minimum and maximum marks that are available to allocate in the band</b>		
<b>2 The assigned weighting for the qualification.</b>		<b>5 A generic description of performance quality for the band</b>		
<b>3 Questions to use as prompts to focus the marking.</b>		<b>6 Qualification specific guidance as to what the quality of performance might look like for this qualification</b>		
		<b>Examples of types of knowledge expected:</b> Different forms of the urban environment, factors that underpin the development of sustainable communities, factors that affect good design and planning, technical information used to underpin the design process, documentation used to support the planning process, different types of property, different forms of construction, elements of a building, properties and uses of materials, purposes of design information, ways of presenting design information, formulae used in design calculations.	Candidates describe a broad range of relevant design and planning factors and community requirements in some detail, identify several examples of the technical information required and specify a range of methods for producing and presenting design ideas.	Candidates describe a comprehensive range of relevant design and planning factors and community requirements in a clear and in-depth manner, identify a wide range of the technical information required and specify a wide range of methods for producing and presenting design ideas.



# Marking Overview

## Stages in centre marking



# How Technical Awards are graded and Performance Tables





# Assessment and grading

- The results of the theory exam, synoptic assignment and overall grade are made available to centres in Walled Garden. 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 are graded as Fail, Pass, Merit, Distinction and 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.
- There is no set pass mark published in advance as this is decided by an expert panel using an awarding process. Although we will be able to indicate the pass grade boundaries from the previous year
- The contribution of assessments towards the overall qualification grade is set out in each Qualification Handbook.





# Comparing with GCSE

GCSE Grading	City & Guilds Technical Award Grading (GCSE equivalencies)
8.5	Distinction *
7	Distinction
5.5	Merit
4	Pass

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\*.







# 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.
- 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:

<https://www.gov.uk/government/publications/key-stage-4-qualifications-discount-codes-and-point-scores>





# Key stage 4 performance points

- Information on calculating key stage 4 performance points for 2016 to 2018 is contained in the document 'Progress 8 and Attainment 8: Guide for maintained secondary schools, academies and free schools'.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/624240/Performance\\_Points\\_-\\_a\\_practical\\_guide\\_to\\_key\\_stage\\_4\\_and\\_16\\_to\\_18\\_performance\\_points\\_1.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/624240/Performance_Points_-_a_practical_guide_to_key_stage_4_and_16_to_18_performance_points_1.pdf)

It has a link in it to:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/583857/Progress\\_8\\_school\\_performance\\_measure\\_Jan\\_17.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583857/Progress_8_school_performance_measure_Jan_17.pdf)

which will provide information on how to calculate key stage 4 Attainment 8 and Progress 8 performance measures.

- All City & Guilds Technical Awards will count in key stage 4 performance tables from 2018 onwards, including 2020 performance tables.



# Resource and support reminder



# Support resources

## City & Guilds Technical qualification resources

### Resources and Support

[Home](#) > [Technicals & TechBac](#) > [Resources and support](#)

## Resources and support

Here you'll find all the key information and resources for exam officers and tutors in colleges and other institutions offering City & Guilds Technical Qualifications.

We're here to support you at every stage – find out what you need to deliver our qualifications effectively, from curriculum planning, implementation, programme delivery and resources to support you at every stage.

- Updates
- Teaching and learning resources
- Events and webinars
- Curriculum plans
- Newsletters
- Maths and English support
- Moderation portal
- Online teaching and support resources

### Teaching and learning resources

These documents provide essential guidance and information for the delivery, assessment and administration of the Technical Qualifications.

- Technical Qualifications: Welcome pack 2018/19
- Technical Qualifications: Checklist for delivery 2018/19
- Technical Qualifications: Exams timetable for 2019
- Technical Qualifications: Contact update form
- Technical Qualifications: Guide to teaching, learning and assessment
- Technical Qualifications: Guide to booking assessments
- Technical Qualifications: Webinar for booking assessments
- Technical Qualifications: Employer Involvement centre guidance
- Technical Qualifications: Marking and moderation guide
- Technical Qualifications: Generic forms
- Technical Qualifications: Requirements for uploading evidence
- Technical Qualifications: Employment Involvement planner and tracker
- Technical Qualifications: Employer Involvement planner and tracker exemplar
- Technical Qualifications: List of qualifications which require a visit by a moderator
- Technical Qualifications: On-boarding support
- KS4 Technical Awards: Information for new centres
- KS4 Technical Awards: Information guide
- KS4 Technical Awards: Comparison sheet
- KS4 Technical Awards: FAQs
- KS4 Technical Awards: Webinar

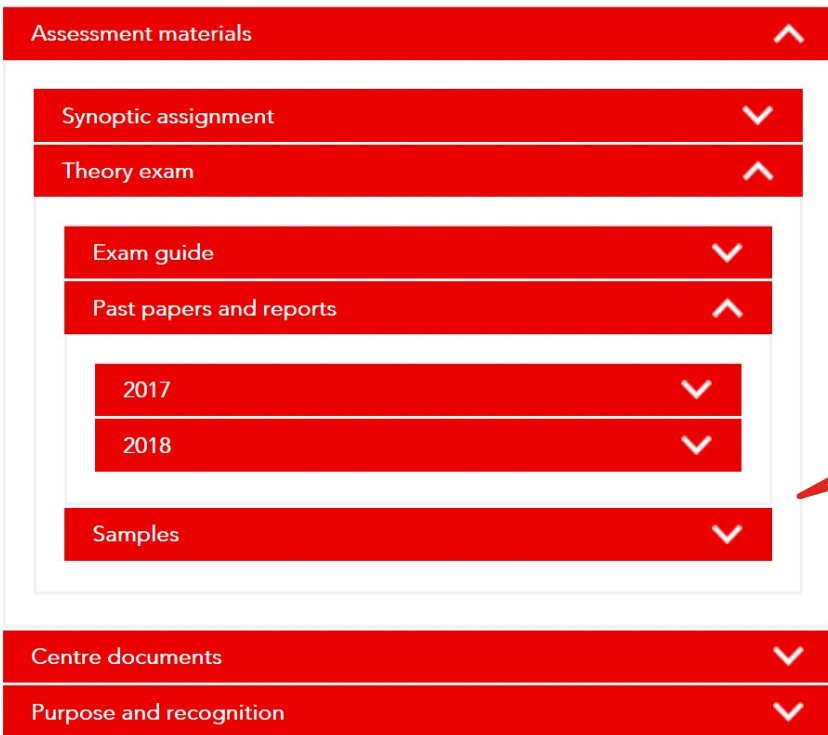




# Support resources

## Handbooks, sample tests and qualification reports

[City & Guilds Technical qualification handbooks and assessment material](#)



Examiner and qualification reports

Past papers

Sample tests and projects

Qualification handbook and Exam guidance





# Technicals and Moderation Support Team

E: [moderationssupport@cityandguilds.com](mailto:moderationssupport@cityandguilds.com)

T: 01924 206 719

The Technicals & Moderation Support Team are available Monday to Friday 9am to 5pm to offer dedicated support with general queries regarding the moderation process for Technical Qualifications.

The team provide support with:

- Where to find the right documents and information
- General queries about technical qualifications
- Timeline for registrations, bookings and the moderation process
- Technical Qualification Approvals (QAPs)
- Exam timelines
- Moderation timelines
- Support and guidance with the Moderation Portal



# Technical Advisor: Construction

The Technical Advisor is available to offer dedicated industry support for queries on the operation and assessment of Technical Qualifications.

- Understanding qualification content and requirements
- On-boarding to help tutors prepare for curriculum delivery
- Key assessment criteria and exam preparation
- Timeline for registrations, bookings and exam timelines
- Industry specific technical queries



# Thank you

