Digital Technology

City & Guilds Level 2 Technical Award
Key stage 4
Agenda

1. City & Guilds Technical Award in Digital Technology
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 Technical Award in Digital Technology

<table>
<thead>
<tr>
<th>Unit Number</th>
<th>Level 2 Technical Award – 120 GLH (Key Stage 4) (All Units Mandatory)</th>
<th>GLH</th>
</tr>
</thead>
<tbody>
<tr>
<td>251</td>
<td>Principles of digital technology</td>
<td>30</td>
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<tr>
<td>252</td>
<td>Digital technology communications</td>
<td>30</td>
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<td>253</td>
<td>Creative use of digital technology</td>
<td>30</td>
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<tr>
<td>254</td>
<td>Collection and use of data</td>
<td>30</td>
</tr>
</tbody>
</table>

[Click here](#) for link to the documents page for 5220

Approved by the DfE to appear on Performance Tables

for information visit: [cityandguilds.com/dfe](http://cityandguilds.com/dfe)
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. 5220-20 or Level 2 Technical Award in Digital Technology)
  - 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:
Support and resources
Resources and support

Preparation: Have you read these resources?

Marking and Moderation Guide

Teaching, Learning and Assessment guide

Technical Welcome Pack

Exam Timetable

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

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<thead>
<tr>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb/Mar</th>
<th>April</th>
<th>May</th>
<th>June</th>
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<tbody>
<tr>
<td>Teaching delivery</td>
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<td>First Exam Date</td>
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<td>Second Exam Date</td>
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<td>Synoptic assessment</td>
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</tbody>
</table>
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

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<td>Exam</td>
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<td>Synoptic assessment</td>
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</tbody>
</table>
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 5th February 2019 and marks and evidence should be submitted by 18th May 2019.

Please note:

- If you want to enter your learners for the June 2019 theory exam, you will need to book this between 1st March and 27th 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

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.

**Technical Awards**

- **Synoptic Practical Assignment**
  - Externally set
  - Internally marked and standardised
  - Externally moderated (City & Guilds)
  - Contributes 60% to overall grade
  One 12 week window in each academic year to complete the synoptic assignment.
  Only one resit allowed

- **External assessment: Theory exam**
  - Externally set
  - Externally marked
  - Contributes 40% overall grade
  Two dated opportunities in each academic year to sit the theory exam.
  Only one resit allowed.
Assessment of Technical Award in Digital Technology

External assessment – theory test (2 hours 30 minutes duration)

• Set and marked by City & Guilds
• Must be sat on set date/time: 09.30-12.00 on 05 March 2019 OR 04 June 2019
• Paper and/or online versions are available (use code 020 for evolve and 520 for paper-based versions when booking on Walled Garden)
• Covers critical knowledge - 10-12 short answer questions to test breadth and depth and one extended response question
• Contributes 40% to overall grade - Graded D M P F
• One re-sit opportunity only
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:

<table>
<thead>
<tr>
<th>Assessment objective</th>
<th>Mark allocation (approx. %)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AO1 Recalls knowledge from across the breadth of the qualification</td>
<td>22.5</td>
</tr>
<tr>
<td>AO2 Demonstrates understanding of concepts, theories and processes from a range of learning outcomes.</td>
<td>55</td>
</tr>
<tr>
<td>AO4 Applies knowledge, understanding and skills from across the breadth of the qualification in an integrated and holistic way to achieve specified purposes.</td>
<td>22.5</td>
</tr>
</tbody>
</table>
Technicals exam guide

The way the exam covers the content of the qualification is laid out in the table below:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Unit titles</th>
<th>No of marks</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>251</td>
<td>Principles of digital technology</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td>252</td>
<td>Digital technology communications</td>
<td>14</td>
<td>17.5</td>
</tr>
<tr>
<td>253</td>
<td>Creative use of digital technology</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td>254</td>
<td>Collection and use of data</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>N/A</td>
<td>Integration across the units</td>
<td>18</td>
<td>22.5</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>80</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
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 5220-20 to find the 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. 5220-20.
• 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

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

<table>
<thead>
<tr>
<th>Assessment objective</th>
<th>Typical expected evidence</th>
<th>Approx. Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>AO1 - Recall of knowledge</td>
<td>Relevant legislation, media file types, available database software</td>
<td>10%</td>
</tr>
<tr>
<td>AO2 - Understanding of concepts theories and processes</td>
<td>Gathering and presenting data including data patterns and legislation</td>
<td>30%</td>
</tr>
<tr>
<td>AO3 - Application of practical/technical skills</td>
<td>Database creation, chart creation, use of media file types, website creation, website navigation, use of language, copyright compliance, web browser functionality</td>
<td>2%</td>
</tr>
<tr>
<td>AO4 - Bringing it all together - coherence of the whole subject</td>
<td>Bringing primary and secondary research together, website structure and content, evaluation of processes, navigation system.</td>
<td>25%</td>
</tr>
<tr>
<td>AO5 - Attention to detail/ perfecting</td>
<td>Database structure, database fields, reporting structure, language to include tone of voice, media file type preparation, evaluation such as data patterns, consideration of the processes. Image relevance and originality, webpage aesthetics and layout, text quality of language and originality</td>
<td>10%</td>
</tr>
</tbody>
</table>
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.


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/watch?v=rhwctszssc0&feature=youtu.be](https://www.youtube.com/watch?v=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:

<table>
<thead>
<tr>
<th>Number of learners</th>
<th>Sample size</th>
<th>The sample must include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or fewer</td>
<td>All</td>
<td>• The highest marked learner</td>
</tr>
<tr>
<td>13-100</td>
<td>12</td>
<td>• The lowest marked learner</td>
</tr>
<tr>
<td>101-200</td>
<td>15</td>
<td>• A range in between</td>
</tr>
<tr>
<td>More than 200</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

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](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 Digital Technology

### Marking band descriptors

<table>
<thead>
<tr>
<th>%</th>
<th>Assessment Objective</th>
<th>Band 1 descriptor</th>
<th>Band 2 descriptor</th>
<th>Band 3 descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td><strong>AO2 Understanding</strong> of concepts, theories and processes relating to the LOs</td>
<td>Poor to limited</td>
<td>Poor to good</td>
<td>Strong to excellent</td>
</tr>
<tr>
<td></td>
<td>- Does the candidate make connections and show causal links and explain why</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- How well are theories and concepts applied to new situations/the assignment</td>
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<tr>
<td></td>
<td>- How well chosen are exemplars – how well do they illustrate the concept</td>
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<tr>
<td></td>
<td><strong>Questions to use as prompts to focus the marking:</strong></td>
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</tbody>
</table>

**Examples of understanding:** Life cycle models, development paradigms. Use of data in a program, program flow and control. Testing and debugging of software. Establishing requirements and specifications. Testing strategies. Mobile operating system. Website structures. Website development methodology. Components of mobile application design. Hardware components and software, website. The planning and execution of testing.

**4 The minimum and maximum marks that are available to allocate in the band**

**1-2 marks**

Some evidence of being able to give explanations of concepts and theories. Explanations appear to be recalled, simplistic or incomplete. Misunderstanding, illogical connections, guessing.

**3-4 marks**

Explanations are logical. Showing comprehension and generally free from misunderstanding, but may lack depth or connections are incompletely explored. Logical, slightly disjointed, plausible.

**5-6 marks**

Consistently strong evidence of clear causal links in explanations generated by the candidate. Candidate uses concepts and theories confidently in explaining decisions taken and application to new situations. Logical reasoning, thoughtful decisions, causal links, justified.

**5 A generic description of performance quality for the band**

- Band 1: Poor to limited
- Band 2: Poor to good
- Band 3: Strong to excellent

**6 Qualification specific guidance as to what the quality of performance might look like for this qualification**

1. The assigned weighting for the qualification.
2. Assessment Objective
3. Questions to use as prompts to focus the marking.
Marking Overview

Stages in centre marking

1. Using the contextualised examples for the AO, consider the full range of performance possible.
2. Judge whether the candidate’s performance for the AO fits in the top, middle or bottom of this range.
3. Use the generic and contextualised band descriptors to support this decision.
4. Consider the group of candidates in each band, or close together on the scale, and rank them based on their performance for the AO.
5. Go back to the band descriptors to help verify the positioning of the cohort’s performance on the scale.
6. Decide on marks for each candidate that places them on the scale in the correct rank order and appropriately spread out.
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

<table>
<thead>
<tr>
<th>GCSE Grading</th>
<th>City &amp; Guilds Technical Award Grading (GCSE equivalencies)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.5</td>
<td>Distinction *</td>
</tr>
<tr>
<td>7</td>
<td>Distinction</td>
</tr>
<tr>
<td>5.5</td>
<td>Merit</td>
</tr>
<tr>
<td>4</td>
<td>Pass</td>
</tr>
</tbody>
</table>

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’. 

  It has a link in it to:

  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

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.
Support resources

Handbooks, sample tests and qualification reports

Examining and qualification reports

Qualification handbook and Exam guidance

Sample tests and projects

Past papers
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

E: Ken Gaines: ken.gaines@cityandguilds.com

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