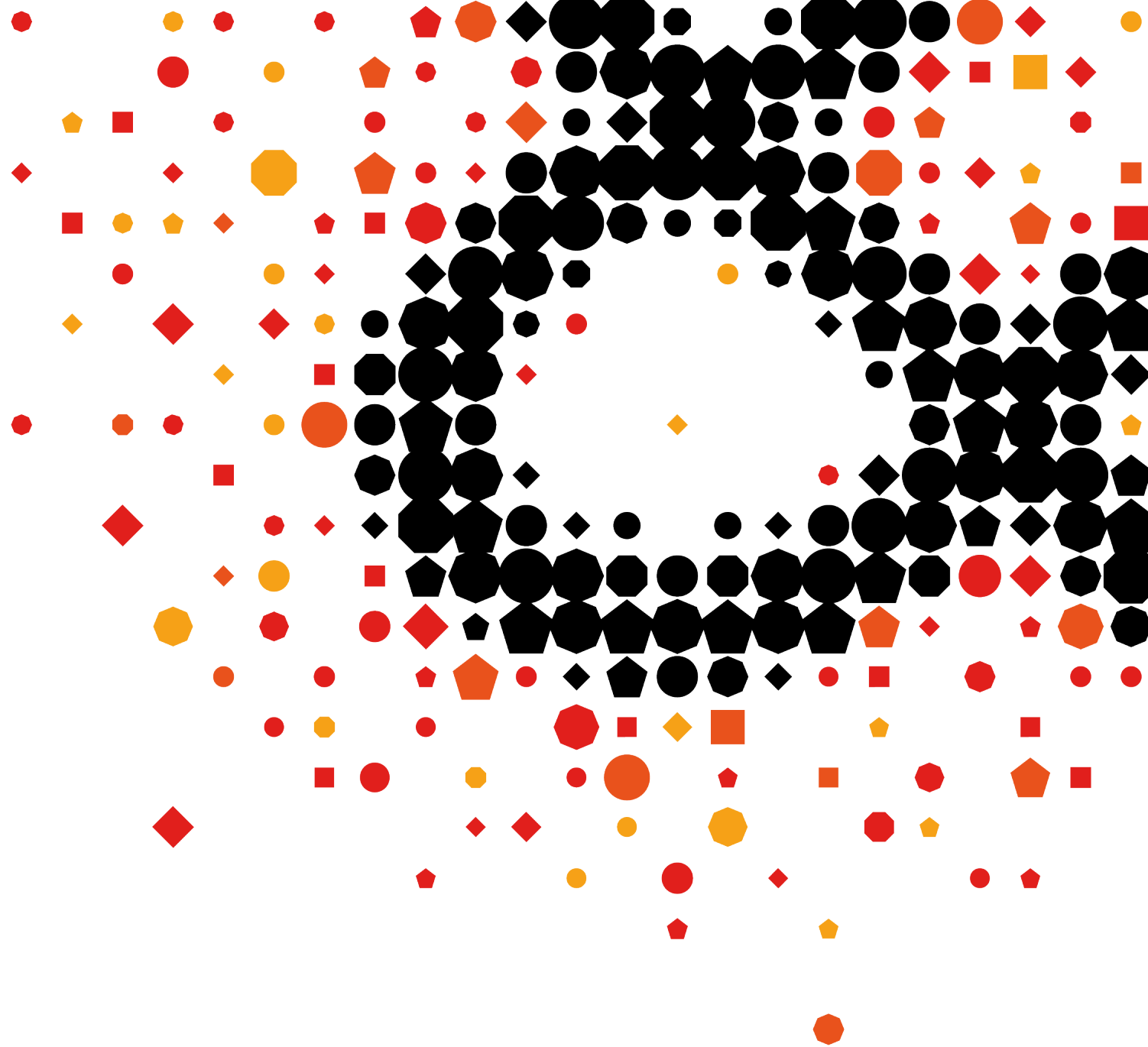September 2019

Land – On-boarding
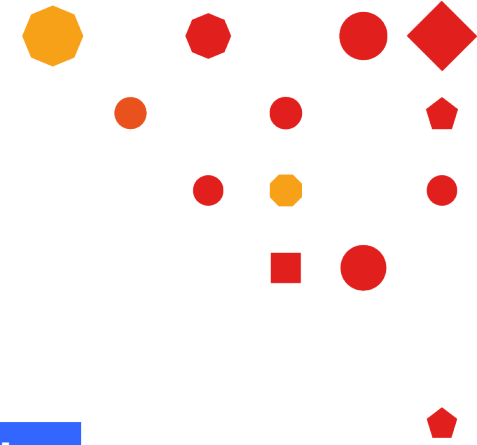
City & Guilds Level 2
Technical Award in Land
Based Studies at
Key stage 4

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Agenda

1. **City & Guilds Technical Award in Land Based Study**

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 Land Based Studies (01720-20)

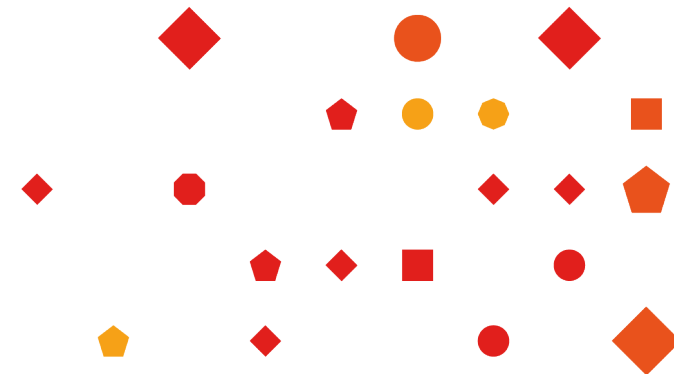| Unit Number	Level 2 Technical Award – 120 GLH (Key Stage 4) (All Units Mandatory)	GLH
201	Exploring the use of Land	30
202	Application of science in the land based sector	60
203	Application of technology in the land based sector	30

Click here for link to the documents page for 0170-20

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. 0170-20 or Level 2 Technical Award in Land Based studies)

- 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:
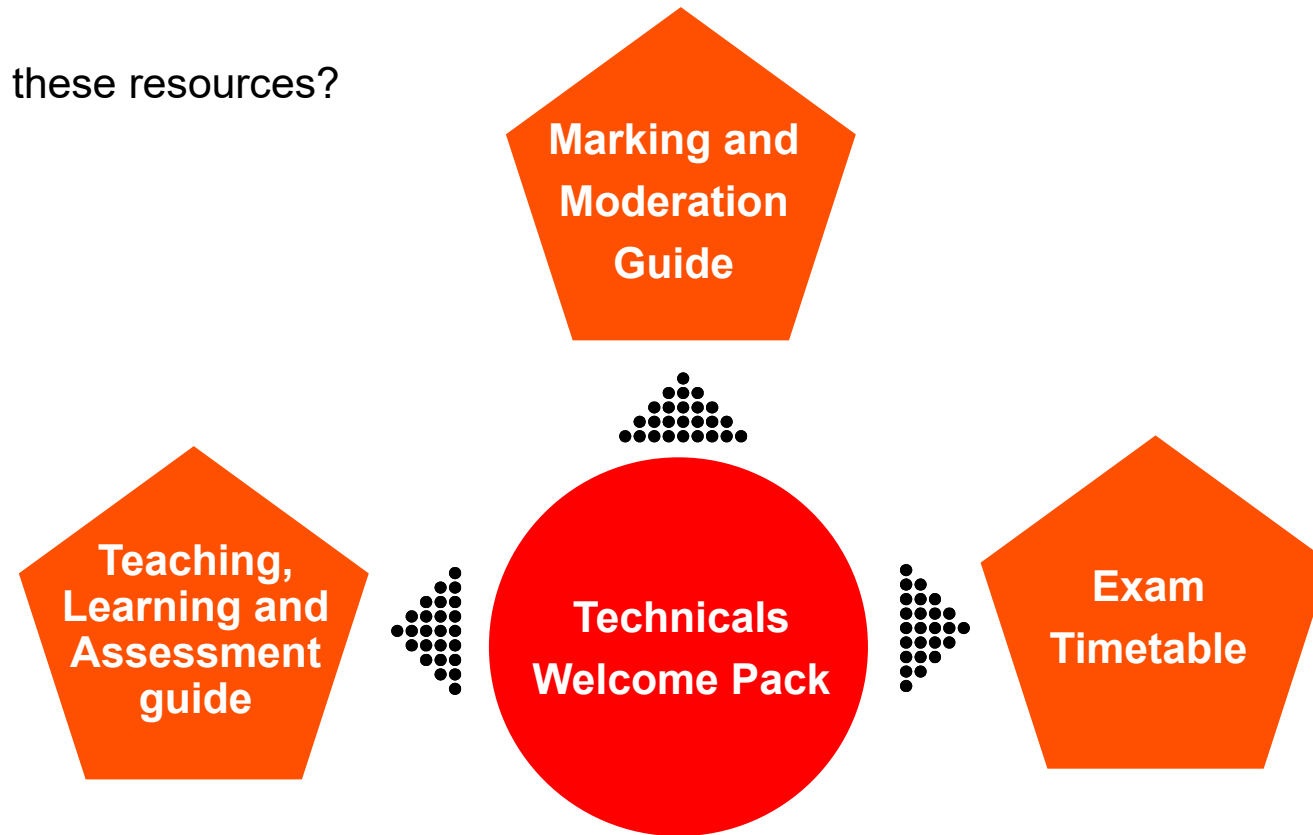
- http://www.cityandguilds.com/help/help-for-centres/walled-garden

Support and resources

Resources and support

Preparation: Have you read these resources?

Marking and Moderation Guide

Teaching, Learning and Assessment guide

Technicals 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.*
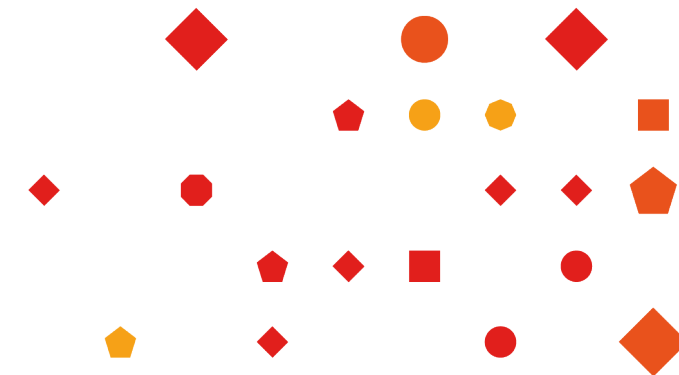
Delivery Models

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 a 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 Jan-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							Exam	
Sept	Oct	Nov	Dec	Jan	Feb/Mar	April	May	June
Teaching delivery					Exam		Exam	
				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 Jan-May in the second year, giving centres four terms to prepare learners for the assessment

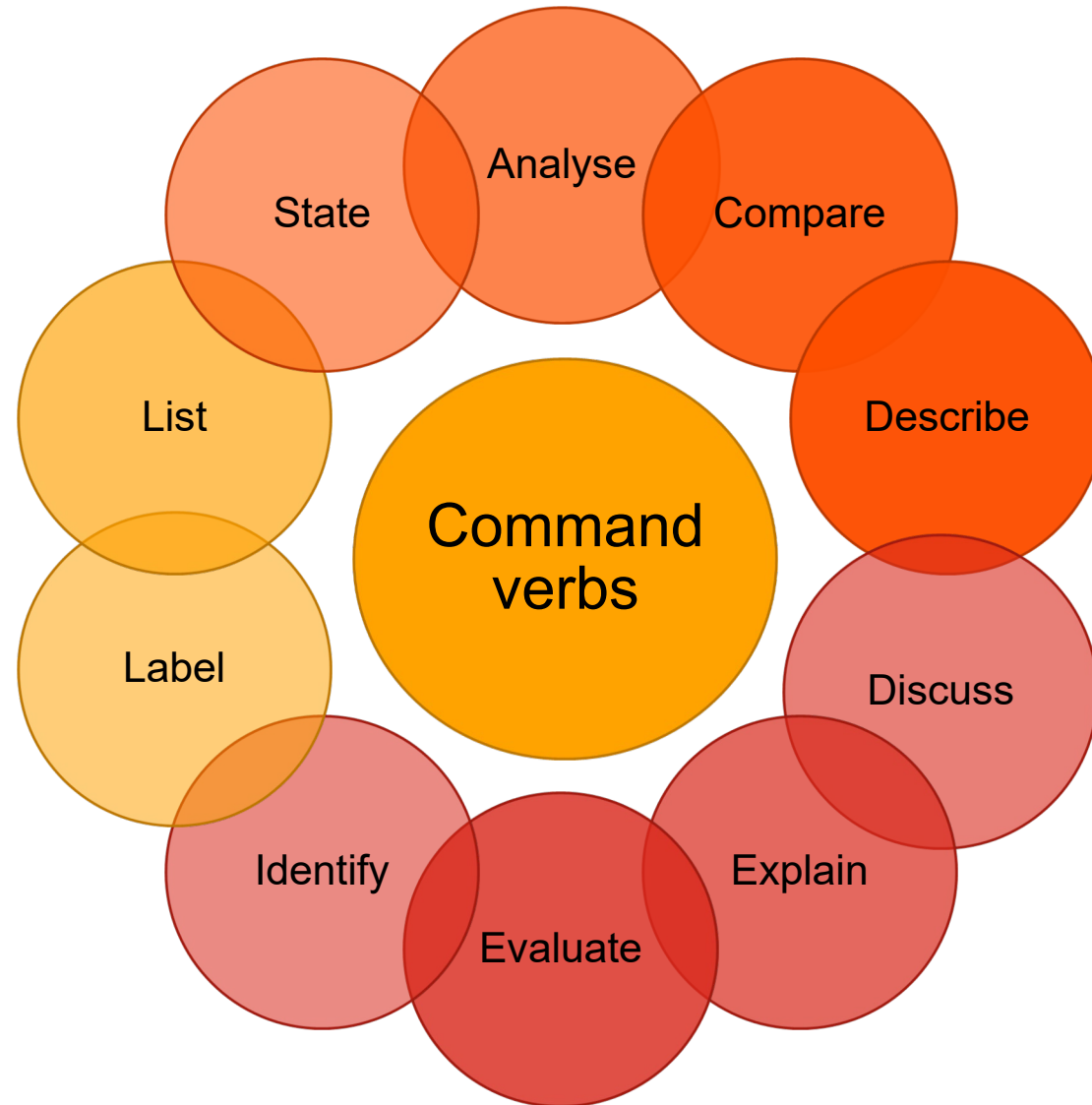| Sept		Oct	Nov	Dec	Jan	Feb/Mar	April	May	June
Teaching delivery								Exam	
Sept		Oct	Nov	Dec	Jan	Feb/Mar	April	May	June
Teaching delivery						Exam		Exam	
					Synoptic assessment				

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 **2nd January 2019** and marks and evidence should be submitted by **17th 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: 13 March
- Summer exam: 18 June

Synoptic Project
- Released to Tutor: September
- Released to Learners: 2 January
- Submission: 17 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)**
- <u>**Contributes 60% to overall grade**</u>

One window in each academic year to complete the synoptic assignment.

Only one resit allowed

External assessment:
Theory exam

- **Externally set**
- **Externally marked**
- <u>**Contributes 40% overall grade**</u>

Two dated opportunities in each academic year to sit the theory exam.

Only one resit allowed.

Assessment of Technical Award in Land Based studies

External assessment – theory test (2 hours duration)

- Set and marked by City & Guilds

- Must be sat on set date/time: 09.30-11.30 on 13 March 2019 OR 18 June 2019

- **Paper and/or online** versions are available (use code 001 for evolve and 501 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**
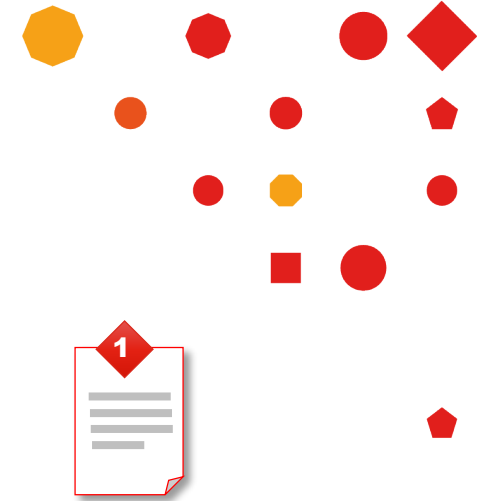
Technicals exam guides

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	23
AO2 Demonstrates understanding of concepts, theories and processes from a range of learning outcomes.	57
AO4 Applies knowledge, understanding and skills from across the breadth of the qualification in an integrated and holistic way to achieve specified purposes.	20
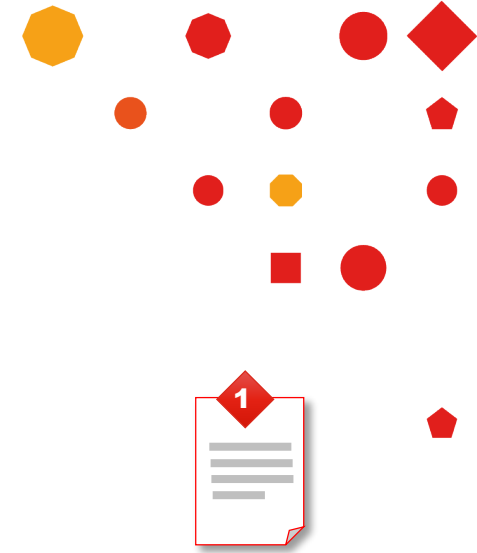
Technicals exam guide

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

Unit	Unit titles	No of marks	%
201	Exploring the use of land	14	23.5
202	Application of science in the land based sector	24	40
203	Application of technology in the land based sector	10	16.5
N/A	*Integration across the units*	12	20
		Total **60**	**100**

Guide to the Examination

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 0170-20 to find the Guide to the Examination)

https://www.cityandguilds.com/qualifications-and-apprenticeships/land-based-services/agriculture/0170-technical-award-in-land-based-studies#tab=documents

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 – 2nd January to 17th 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)*
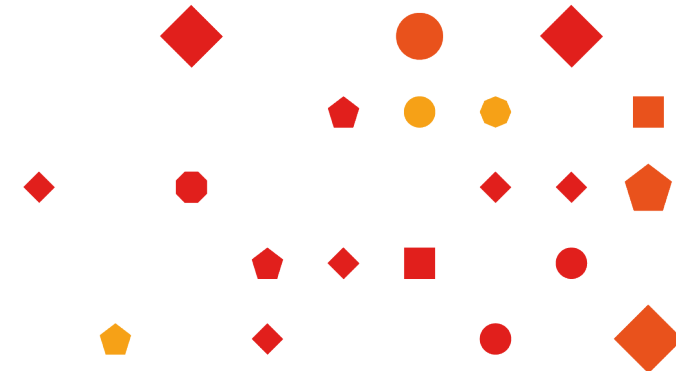
Synoptic assignment

- 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. 6106-20.

- 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

Assessment objective	Typical expected evidence	Approx. Weighting
AO1 - Recall of knowledge	Policies and legislation, land-use type, technology types, scientific principles, use of terminology, historical account, organisations	25%
AO2 - Understanding of concepts theories and processes	Links between land use, geography and scientific principles; application of technology and factors that affect their use; application of legislation and policy on land based industries and associated challenges and conflicts	30%
AO3 - Application of practical/technical skills	Caring for animals ie handling, feeding, monitoring and recording health and welfare; soil testing; use of equipment	20%
AO4 - Bringing it all together - coherence of the whole subject	Applying knowledge and understanding across both tasks, justifying recommendations/approaches taken.	20%
AO5 - Attention to detail/ perfecting	Meets requirements of the task, attention to detail when investigating enterprise case study.	5%

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

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	• The highest marked learner
13-100	12	• The lowest marked learner
101-200	15	• A range in between
More than 200	20	

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/techbac/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 Land Based Studies

Marking band descriptors

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

5 A generic description of performance quality for the band

%	Assessment Objective	Band 1 descriptor Poor to limited	Band 2 descriptor Fair to good	Band 3 descriptor Strong to excellent
25	**AO1** Recall of knowledge relating to the qualification LOs • Does the candidate seem to have the full breadth and depth of taught knowledge across the qualification to hand? • How accurate it their knowledge? Are there any gaps or	**(1-5 marks)** Recall shows some weaknesses in breadth and/or accuracy. Hesitant, gaps, inaccuracy	**(6-10 marks)** Recall is generally accurate and shows reasonable breadth. Inaccuracy and misunderstandings are infrequent and usually minor. Sound, minimal gaps	**(11-15 marks)** Consistently strong evidence of accurate and confident recall from the breadth of knowledge. Accurate, confident, complete, fluent, slick
		Examples of types of knowledge expected: Policies and legislation (Health and Safety at Work Act 1974, Animal welfare Act 2006, Wildlife and Countryside Act 1981), land-use type, technology types, scientific principles, use of terminology, historical account, and relevant organisations.		

1 The assigned weighting for the qualification.

2 Assessment Objective

3 Questions to use as prompts to focus the marking.

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

Marking Overview

Stages in centre marking

Using the contextualised examples for the AO, consider the full range of performance possible.

→

Judge whether the candidate's performance for the AO fits in the top, middle or bottom of this range.

→

Use the generic and contextualised band descriptors to support this decision.

Consider the group of candidates in each band, or close together on the scale, and rank them based on their performance. for the AO.

→

Go back to the band descriptors to help verify the positioning of the cohort's performance on the scale.

→

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

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
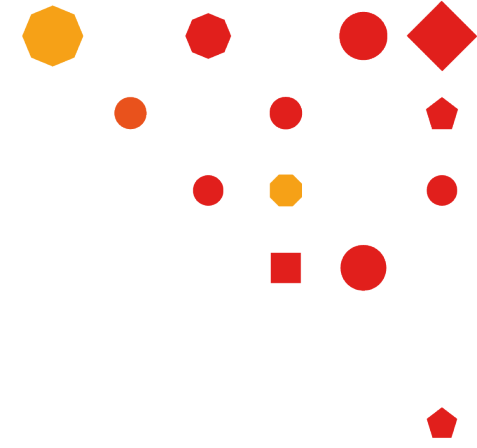
Key stage 4 performance points

- 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

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

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

City & Guilds
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Support resources

Handbooks, sample tests and qualification reports

City & Guilds Technical qualification handbooks and assessment material

Sample tests and projects

Past papers

Examiner and qualification reports

Qualification handbook and Exam guidance

Technicals and Moderation Support Team

E: moderationsupport@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

E: Bee Esdaile: bee.esdaile@cityandguilds.com
**　John Wray: john.wray@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

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