City&Guilds

Technical Qualifications

Requirements for uploading evidence for Technical Qualifications

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This document provides guidance and best practice advice to support the upload of candidate evidence on the Moderation Portal.

Centres should pay close attention to the task requirements in the Assessment packs and ensure that the candidate evidence that they submit demonstrates that the task has been fully met, shows candidate ability and supports the awarding of marks. For tutor evidence (Candidate Record Forms and Practical Observation Forms), centres should ensure that they are fully and clearly completed and that any observations of performance align with the candidate evidence submitted.

Content of evidence

– Candidate evidence should show the processes used by the candidate to perform a task. It should be a tool to help visualise the actions performed by the candidate while completing the task, not just the final result.

– Only files related to the specific unit/assessment should be uploaded against an assessment record. E.g: synoptic evidence uploaded against the synoptic unit and any employer involvement documents uploaded against the employer involvement unit.

– The Moderation Portal has the functionality to allow evidence to be uploaded at cohort level or individual candidate level. Cohort-level evidence must be uploaded to the 'Group Learner' profile. Candidate evidence can be uploaded directly to the relevant candidate's profile.

The table details which types of evidence count as 'cohort evidence' and which count as 'candidate evidence':

Candidate evidence	Cohort evidence
Candidate Record form	Employer involvement Planner
Declaration of Authenticity	Employer involvement evidence
Candidate assessment evidence	Centre standardisation declaration
Practical Observation form	Personal Interest form
Centre-assessed components – candidate assessment evidence	

Centres must ensure that the correct type of evidence is uploaded to the correct profile.

Labelling of evidence

- Clear labelling supports the moderation process, as it indicates what evidence contains and how it relates to the task.

- Evidence should have a file name that clearly indicates the content of the document (task/type of unit/name of student):

  - Example 1: Task 1 Report

  - Example 2: Task 2 Practical evidence

  - Example 3: Photos (before/during/after)

  - Example 4: Task 4 Slide deck

- Centres may also find it useful to include the candidate's name in the file name (e.g. Task 1 Report – Jane Smith).

- Labelling should be consistent throughout the cohort, with each candidate's evidence using the same file-naming conventions.

Number and type of documents

- Centres are reminded that the relevant Assessment Pack contains guidance on what candidates must present for marking. This is the candidate evidence that should be uploaded to the Portal for moderation.

- Centres should consider the format of evidence produced for a task in order to facilitate it being scanned/uploaded. For example if candidates produce a large single page of work (i.e. a Mood Board) centres should consider how to best capture it in photographs or scans to ensure legibility.

- The number of documents should be kept to a minimum and where possible evidence for full tasks should be kept together in a single compressed (zipped) file.

- Where evidence consists of a number of images, centres should try and combine these into one file. Programmes such as Adobe Acrobat allow PDFs to be combined into a single file.

- Photos should be clear and fully display the evidence. If a task requires fine detail to be evidenced then photos should accurately capture this.

- Centres should consider the lighting, and framing for photographs to ensure that it clearly shows the candidate's evidence. If photographs are unclear, or out of focus, this will inhibit the moderator's ability to assess whether the task requirements have been met.

- Each photo should also have clear annotations to describe the activity being evidenced e.g. Task 2 Results of hair colour. Any which do not indicate what the evidence is showing should be discarded.

- Scanned images and documents must be checked for clarity, in particular with hand written documents. Where possible candidates should be discouraged from producing hand written pieces, however if they do then they must use black ink. Drawings should be done in a very dark pencil or black pen.

File size and formats

– The files uploaded should not exceed 150Mb (per candidate).

– It is sugested that lower resolution formats are used for video and pictures.

– Where centres use audio or video evidence as supporting evidence, they should ensure that short clips are used that capture the relevant part learner performance that supports the awarding of marks.
Lengthy video and audio recordings can add complexity to the marking and moderation process, and use up large amounts of data, so some form of transcript or reflection amy be more appropriate.

– File formats must be compatible with Windows (and Mac), and should be commonly recognised types (e.g. Word documents, PDFs, JPEGs).

Please ensure that all evidence uploaded using a file type as listed in our acceptable file formats:

File extension	Document type	Description
doc	application/msword	Microsoft Word document
xls	application/vnd.ms-excel	Microsoft Excel worksheet
pps/ppt	application/vnd.ms-powerpoint	Microsoft Powerpoint document
pdf	application/pdf	Adobe PDF document
htm	text/html	Web document
html	text/html	Web document
zip	application/x-zip-compressed	Archive file
gif	image/gif	Image file
png	image/png	Image file
jpeg	image/jpeg	Image file
bmp	image/bmp	Image file
docx	application/vnd.openxmlformats-officedocument.wordpressingml.document	Microsoft Word document
pptx	application/vnd.openxmlformats-officedocument.presentationml.presentation	Microsoft Powerpoint document
xlsx	application/vnd.openxmlformats-officedocument.spreadsheetml.spreadsheet	Microsoft Excel document
mp3	audio.mpeg	Audio file

wav	audio/x-wav	Audio file
wma	audio/x-ms-wma	Audio file
mp4	video/mpeg	Video file
qt	video/quicktime	Video file
mov	video/quicktime	Video file
wmv	video/x-ms-wmv	Video file
avi	video/x-msvideo	Video file
txt	text/plain	Plain text file
dss	application/octet-stream	Audio file
swf	application/x-shockwave-flash	Flash movie
msg	application/vnd.ms-outlook	Microsoft Outlook message
odt	OpenOffice/StarOffice	Open Office file
mht	message/rfc822	MHTML files
caf	audio/x-caf	iOS Media file

About City & Guilds

Since 1878 we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We work with governments, organisations and industry stakeholders to help shape future skills needs across industries. We are known for setting industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We train teams, assure learning, assess cohorts and certify with digital credentials. Our solutions help to build skilled and compliant workforces.

Contact us

Giltspur House
5-6 Giltspur Street
London EC1A 9DE

general.enquiries@cityandguilds.com

01924 930 801

www.cityandguilds.com