



Moderation Portal Centre Guide

For use with City & Guilds Technicals and
T Level Technical Qualifications

Version 6.2 April 2023

Contents

1

[Introduction to the Moderation Portal](#)

2

[Key Deadlines](#)

3

[Accessing the Moderation Portal](#)

4

[Account Management](#)

5

[Evidence Requirements](#)

6

[Inputting marks and uploading evidence](#)

7

[Uploading evidence at cohort level](#)

8

[Communicating with your moderator](#)

9

[What happens next?](#)

10

[Resources and Support](#)

Introduction to the Moderation Portal



Introduction

The Moderation Portal is the online administration platform used to facilitate the submission of marks, grades and outcomes for the centre assessed and externally moderated / externally quality assured components of Technicals and T Level qualifications.

Candidates for each qualification and cohort for your centre will be populated in the Portal based on bookings you have made on Walled Garden.

Centres are responsible for uploading candidate marks, grades and outcomes as well as the correct sample of evidence for moderation.

City & Guilds moderators also have access to the Moderation Portal to allow them to view centre marks and carry out the moderation process and external quality assurance.

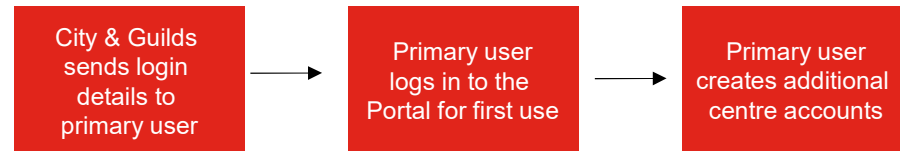
The Moderation Portal allows centres to:

- For Technical qualifications; enter marks for synoptic assessments, grades for centre-assessed components (e.g. optional units) and employer involvement outcomes for each candidate
- For T Level qualifications; enter marks for Occupational Specialism(s) for each candidate
- Upload samples of candidate evidence as per published requirements

This guide will support you to ensure that candidate marks and evidence are submitted correctly, ready for your assigned moderator to review. It is really important for centres to be confident in the use of the Portal and that all information is uploaded accurately and in line with the deadlines for submission of marks and evidence.

Centre Process Overview

1

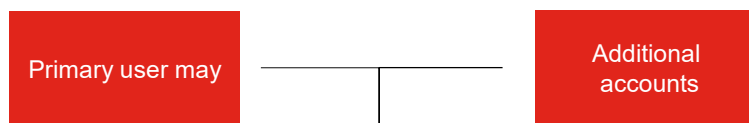


Step 1:

City & Guilds will send login information to the primary user.

The primary user is the person notified to City & Guilds as the main contact person for the Moderation Portal. The primary user has access to all qualifications in the centre and the ability to create additional user accounts and assign specific qualifications to these users.

2

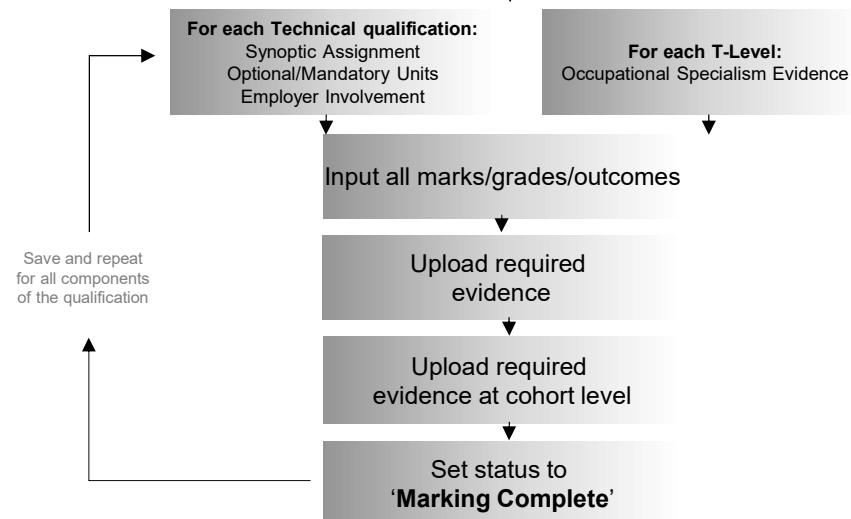


Step 2:

The primary user has the ability to access all qualifications within the centre, input marks/grades/outcomes, upload evidence and change statuses.

We recommend that additional user accounts are created for assessors / markers or IQAs to do this individually, where the primary user will assign the qualifications they require access to.

3



Step 3:

Across your centre, each additional user can be assigned qualifications. These will be the only qualifications they can see.

For each qualification your centre is delivering you must ensure that all marks/grades/outcomes and the required sample of evidence is uploaded to the Moderation Portal. This should be for:

Technicals

- *Synoptic assignment*
- *All required centre assessed components (optional units)*
- *Employer Involvement (KS5 only)*

T levels

- *Occupational Specialism*

Centres should follow the process set out here and repeat for each component of the qualification. Be sure to save between each step and as regularly as possible so your data is not lost. Whilst in progress, to save you should select the **marking in progress** option and click **save**.

Key deadlines for the Moderation Portal



Key deadlines

For the moderation process to take place, centres must ensure that published deadlines are met for submission of marks / grades and a sample of evidence for the following components:

Technicals	Synoptic assignment: candidate marks and sample of evidence <ul style="list-style-type: none"> All candidate marks for the synoptic assignment A sample of evidence for each synoptic assignment (as per published requirements or as determined by the City & Guilds Quality team), including the required recording forms Centre Standardisation Declaration form Personal Interest forms (if required)
	Centre assessed components: grades and a sample of evidence <ul style="list-style-type: none"> All candidate grades for centre assessed mandatory & optional assignments which need to be claimed A sample of evidence for centre assessed component(s) as determined by the City & Guilds Quality team
	Employer involvement (KS5 only): candidate outcomes, planner, and a sample of evidence <ul style="list-style-type: none"> All candidate outcomes for employer involvement which need to be claimed Completed employer involvement planner Employer involvement evidence (as per published requirements)
T Levels	Occupational Specialism: candidate marks/grade and samples of evidence <ul style="list-style-type: none"> All candidate marks for the occupational specialism Evidence for occupational specialisms (as per published requirements or as determined by the City & Guilds Quality team) Gateway Standardisation Declaration form Personal Interest forms (if required)

Please note that the submission deadline dates for these components are changeable each academic year.

Please refer to the website for the published deadlines:

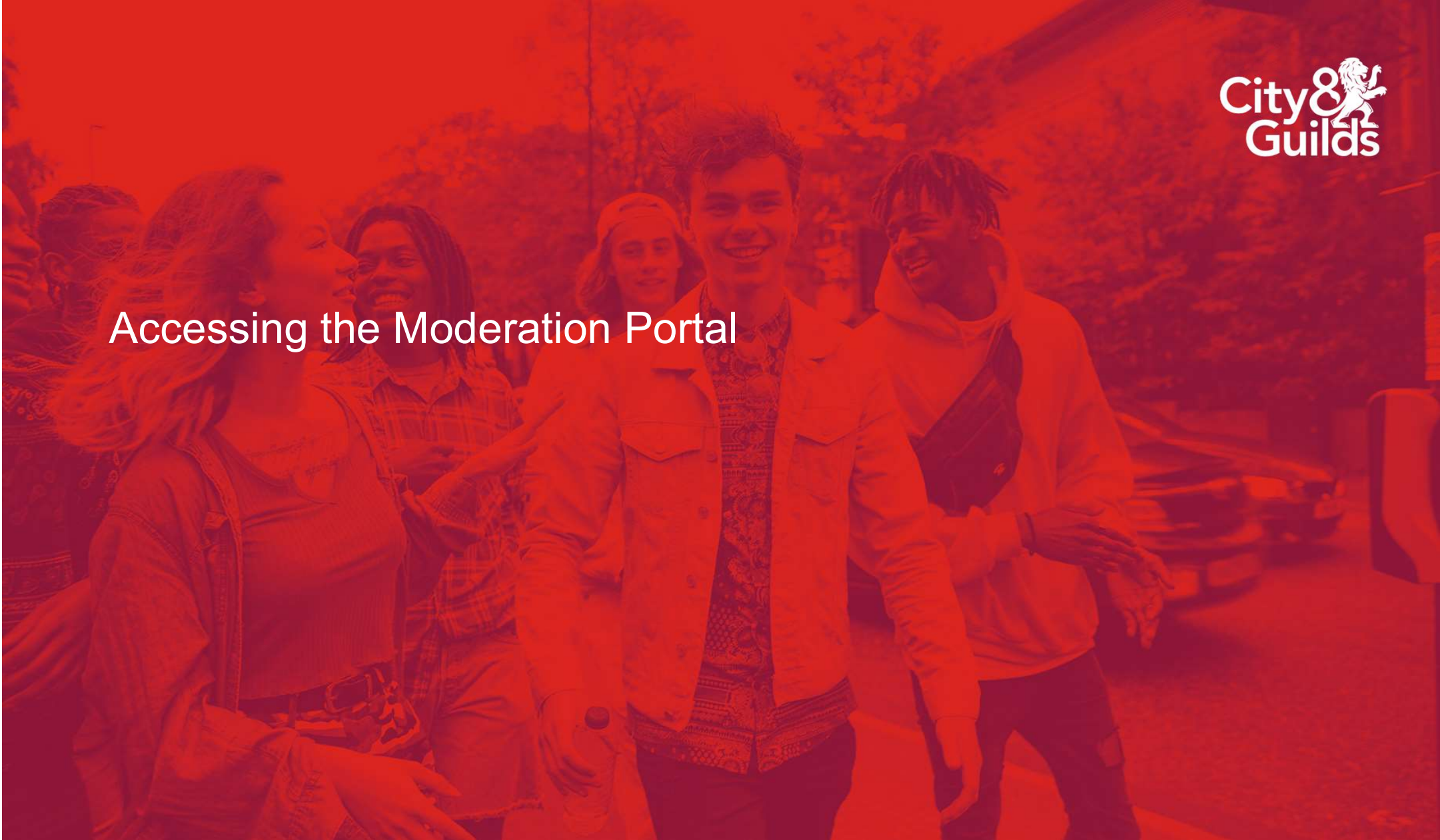
[Technicals Resource Hub](#)

[T Level Resource Hub](#)





Accessing the Moderation Portal



Accessing the Moderation Portal

To access the Moderation Portal, please use the following link in your internet browser:

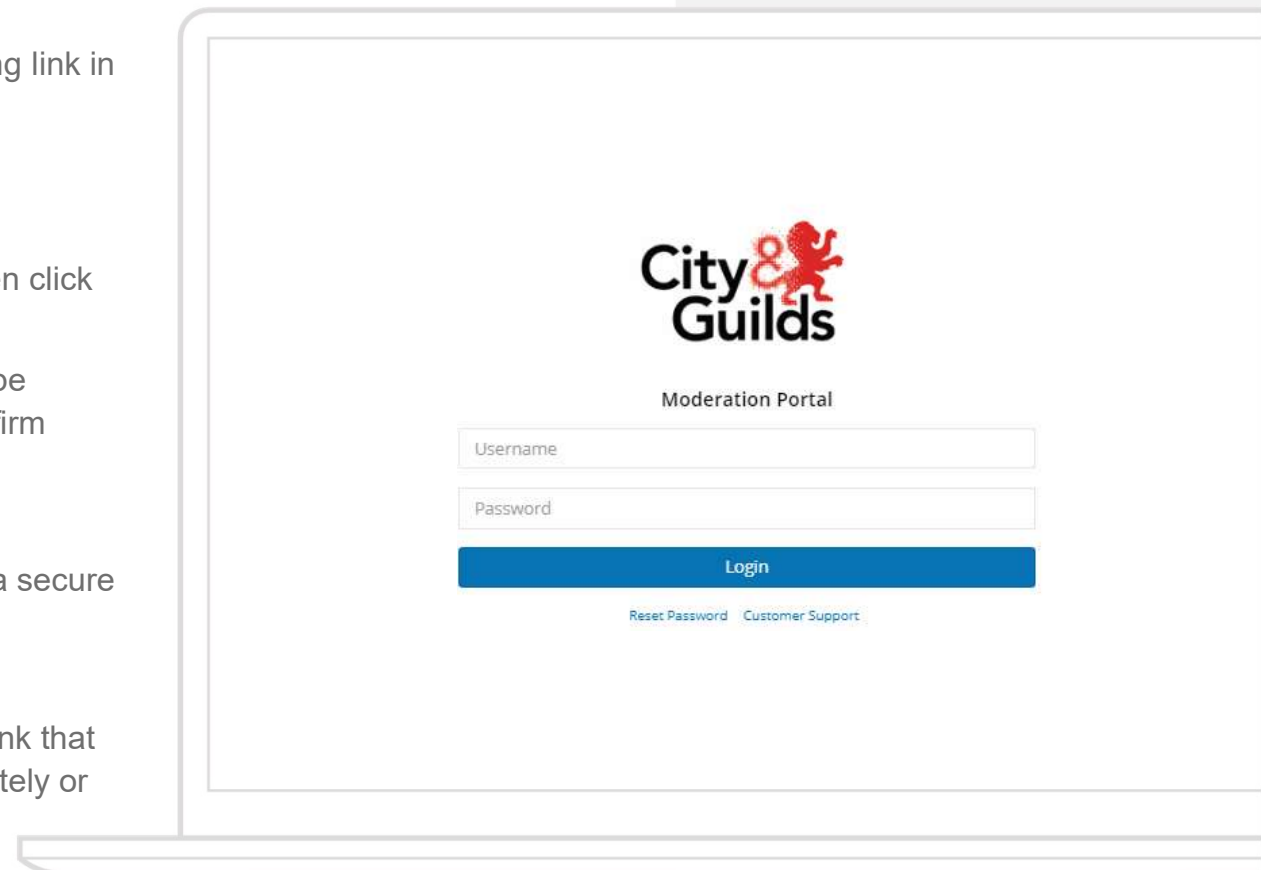
<https://moderation.cityandguilds.com/MODERATION>

Enter your username (centre number) and password then click '**Login**'.

If you're logging into the Portal for the first time you will be prompted to change your password and required to confirm acceptance of the user agreement.

Please follow the instructions on the screen and create a secure password which you will remember.

Do not disclose your password to anyone else. If you think that someone else knows your password, change it immediately or contact the Technicals and T Level Quality team.



Accessing the Moderation Portal

- 1 This is the navigation pane. You will use this to access the different sections of the Portal.
- 2 The 'Assessments' tab will take you to the page to upload marks and evidence for moderation.
- 3 The 'Team Member' tab will take you to the page where you can create additional marker accounts.
- 4 By clicking the Lion icon in the top left, you can change your user preferences, amend your password and upload a profile picture should you wish to do so.
- 5 Useful guidance documents and recording forms are stored here. This list may change as the academic year progresses.

The screenshot shows the City & Guilds Moderation Portal interface. The navigation pane on the left contains the following items:

- 1: A red pentagon callout pointing to the top navigation bar area.
- 2: A red pentagon callout pointing to the 'Assessments' tab in the navigation pane.
- 3: A red pentagon callout pointing to the 'Team Members' tab in the navigation pane.
- 4: A red pentagon callout pointing to the Lion icon in the top left of the navigation pane.
- 5: A red pentagon callout pointing to the 'Guidance & Support' section in the main content area.

The main content area displays the following information:

- Greeting: Hello 999990 City & Guilds Test Centre
- Navigation: Home / Homepage
- Header: Hi 999990 City & Guilds Test Centre
- Image: City & Guilds Moderation Portal logo and a photo of two people.
- Section: Welcome to the Moderation Portal
 - The Moderation Portal is our online platform which you will use to submit marks, outcomes and evidence for Technical Qualifications.
- Section: Key Dates
 - Please find a link to our key dates for this academic year here, which includes the submission deadlines for all components of Technical Qualifications.
 - [Checklist for delivery](#)
- Section: Guidance & Support
 - Our [Centre User Guide](#) explains everything you need to know to make the process as quick and simple as possible.
 - The Technical Qualifications [Resources and Support](#) page includes a range of documentation to support the delivery, marking and moderation process.
 - The Technicals Quality team are on hand to support via phone, email and web chat. We are available Monday to Friday 08.00 to 17.00.
 - Phone: 0300 303 5352
 - Email: Technicals.Quality@cityandguilds.com
 - Webchat: [Click here](#)
- Section: Synoptic assignments - Referencing work and plagiarism
 - Detailed information on how to prevent and detect plagiarism, and how to appropriately reference within assignments, can be found on the Joint Council for Qualifications website.

Account Management



Account management

Account roles & responsibilities

There are two different types of account for use within the Moderation Portal. Please ensure you understand the roles and responsibilities of the accounts available, as outlined below.



Primary Account

This is the generic account provided by City & Guilds. Centres should notify us of who should be the primary account holder by using either the Technicals or T Levels Contact Update Form which is available on our website.

The primary account holder must be the same person for Technicals and T Levels.

This person will be sent a secure email link containing these initial credentials to access the Moderation Portal.

This primary user account will have a username for the centre as a whole e.g. 012345A. The main purpose of this account is to create and manage the user accounts for any other colleagues (markers, assessors and IQAs) who require access to the Portal.

The main centre account also has the functionality to upload marks and evidence for assessment components, however it is recommended all marks and evidence should be uploaded through the additional user accounts (explained below).



Additional User Accounts

When the primary user creates additional users, these users will only see the qualifications they are responsible for in the Portal. The primary user is required to assign each additional user their qualifications.

Additional users can upload marks and evidence for their candidates by using the 'assessment' tab on the Portal.

Account management

Creating an additional user account:

Only the primary user can create additional users.

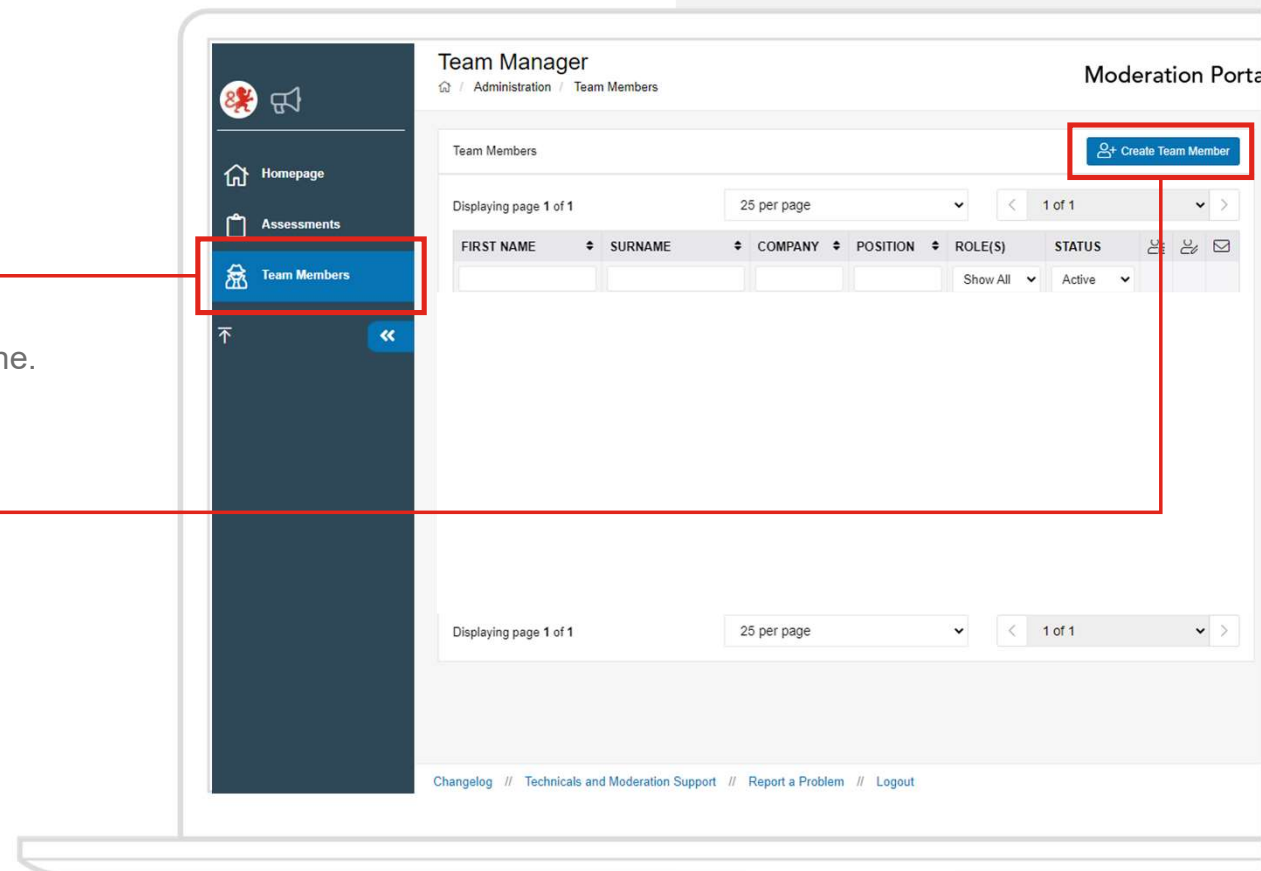
To create an additional user account:

Click on the **Team Members** tab from the navigation pane. This will take you to the 'Team Manager' page.

Next, click on **Create Team Member**.



A new screen will appear.



Account management

Creating an additional user account

You now need to enter all details for the new user you are creating. All fields marked with an asterisk (*) are mandatory requirements.



When creating an additional user account, the *email address is also an essential requirement*. Without this information, the user will not receive the link to their log in details to be able to access the Moderation Portal.

On the right-hand side, under '**System Properties**', the Marker option must remain ticked.

Once all relevant information has been entered, click **Save and Continue**.

You should briefly see a green message in the top right of your screen:

Success

Team Member has been successfully saved.

Click **OK**.

Team Members / New Team Member

Details

- * Title
- * First Name
- * Last Name
- * Username: Username is already in use, please specify another.
- * Password
- * Password Confirm
- * Gender
- * Company
- Position
- Email Address
- Phone Number
- Mobile Number

System Properties

- * Role(s): Trainer
- Sub Role(s): Marker
- Forums Active: Yes
- Status: Active

Avatar

You will be able to upload an Avatar once the Team Member is created.

Save and Add New

Save and Continue

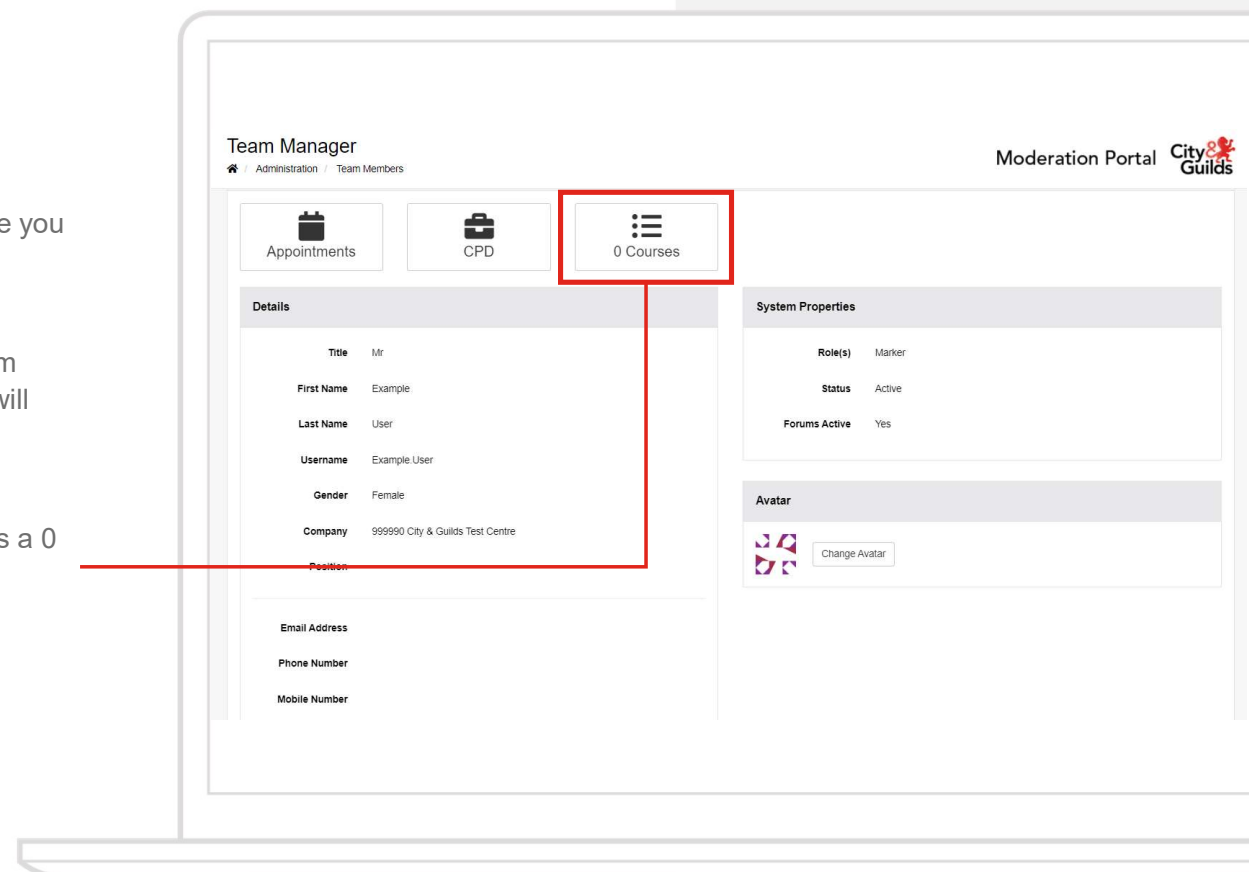
Account management

Creating an additional user account

Once the details are saved, you will be returned to a screen where you can see the information you entered for the new user account.

You now need to assign the qualifications/Occupational Specialism (OS) for which this team member is responsible, and which they will need to access on the Moderation Portal.

Click on the **Courses** button – note that the number will appear as a 0 when you first create the user, however after you have assigned qualifications / OS's, this number will increase.



Account management

You now have the option to select the qualifications/Occupational Specialism (OS) which this user requires access to, in order to allow them to upload marks and evidence to the Moderation Portal for the qualifications/OS they need.

Search for the qualification/OS you wish to assign to this user. You can make use of the search box at the top of the **Code** column, and enter a qualification/OS code here, or perhaps search on qualification/OS title within the **Name** column. This will filter the list. You could also click on the title, **Code**, which will sort the list in numerical order.

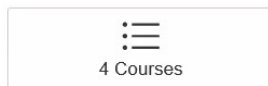
Once you have found the qualification(s)/OS you wish to assign, select these by clicking on plus sign **+** to the right of it.

You will see the qualification/OS then appear on the right side of the screen, under **Selected Courses**.

If you make a mistake or need to remove a qualification/OS from the **Selected Courses** list, deselect the by clicking on the minus sign **-** to the right of it.

Once you are confident that the qualifications/OS have been correctly assigned to your member of staff, return to their details page by clicking on their name at the top of the screen.

You will notice that the number of courses assigned to this member of staff will appear, for example:



Members: Example User / Courses

Available Courses

Displaying page 1 of 5 25 per page

CODE	NAME	QAN	TYPE	EXPIRED	
			Show All	No	+
7857-30	Level 3 Advanc...	601/7401/8	VRQ	No	+
4782-32	Level 3 Advanc...	601/7515/1	VRQ	No	+
1145-31	Level 3 Advanc...	601/4507/9	VRQ	No	+
0174-31	Level 3 Advanc...	601/7456/0	VRQ	No	+
5519-30	Level 3 Advanc...	601/7400/6	VRQ	No	+
5720-32	Level 3 Advanc...	601/4508/0	VRQ	No	+
0174-32	Level 3 Advanc...	601/7455/9	VRQ	No	+
4292-31	Level 3 Advanc...	601/7383/X	VRQ	No	+
2935-02	Level 2 Higher ...	601/3764/2	VRQ	No	+
5720-21	Level 2 Techni...	601/7245/9	VRQ	No	+
5106-20	Level 2 Techni...	601/7244/7	VRQ	No	+
5720-22	Level 2 Techni...	601/7246/0	VRQ	No	+
5220-20	Level 2 Techni...	601/7242/3	VRQ	No	+

Selected Courses

Displaying page 1 of 1 25 per page

CODE	NAME	QAN	TYPE	EXPIRED	
			Show All	No	+
0171-28	Level 2 Techni...	603/0145/4	VRQ	No	+
0171-31	Level 3 Advanc...	601/7452/3	VRQ	No	+
0171-33	Level 3 Advanc...	0171-33	VRQ	No	+
0171-38	Level 3 Advanc...	601/7463/8	VRQ	No	+

Displaying page 1 of 1 25 per page

Account Management

Next you will need to send the login credentials to the person the account is assigned to.

Returning to the **Team Members** screen, locate your member of staff and note that there is an envelope icon on the far right. Click on this.



Team Members Create Team Member

Displaying page 1 of 1 25 per page 1 of 1

FIRST NAME	SURNAME	COMPANY	POSITION	ROLE(S)	STATUS			
		999990		Show All	Active			
-	-	999990 City & Guilds Test Centre	Assessor	Marker	✓ Active			
Jane	Example	999990 City & Guilds Test Centre	Land-based tutor	Marker	✓ Active			

You will see the following message:

Are you sure you want to email this Team Member their login details?

Ok Cancel

Click **Ok**.

Again, you will see a confirmation message appear in the top right corner:



The new user will receive an email with a link. They will need to follow the instructions in the email to set up their own password for the account.

Technical evidence requirements

For T Level evidence requirements go to page 22 or click [here](#).

Evidence requirements

The synoptic assessment pack contains guidance on what candidates must present for marking. This, along with centre generated evidence, is the evidence that must be uploaded to the Moderation Portal.

Storing your evidence for upload

During the assessment window and prior to upload to the Moderation Portal, it is important to ensure that all evidence required is stored electronically and labelled appropriately, ready for easy upload. Please be aware that all candidate evidence must be retained even if it is not provided as part of your sample. It is possible that your moderator and/or City & Guilds may request this at any time for quality assurance purposes.

Please refer to section C of the [Quality Assurance Guide for Centres](#), which provides guidelines around the recommended way of labelling documents as well as useful hints and tips to ensure the evidence collection and upload process runs as smoothly as possible for your centre.

Selecting your moderation sample: Technical synoptic assignments

For synoptic assignments, centres are responsible for selecting the initial sample of candidates to be moderated. This sample must include the highest and lowest marked candidate work, and a representative range of learners in between these. The sample requirements according to the number of candidates within your cohort, and the required sample size, can be seen in the table to the right.

The full criteria and sample size for your moderation sample can be found on page 30 of the [Quality Assurance Guide for Centres](#).

No of candidates	Sample size
20 or fewer	All candidates
21-100	20
101-200	30
More than 200	35

Please note: a sample should cover that of the assessment. For example, if a number of qualifications which you are delivering share an assessment, your sample should be from all candidates across these qualifications. You do not need to provide a separate sample for each qualification if the assessment is the same.

Evidence requirements

Selecting your moderation sample: centre assessed components (mandatory and optional units)

The City & Guilds Quality team will inform centres of which centre assessed component(s) must be uploaded with a sample of evidence for moderation.

Grades for all other centre assessed components must of course still be entered onto the Portal, but the Quality team will be in touch with details of the units for which the evidence must be sampled.

This sample of evidence is the same as that for synoptic assignments: it must include the highest and lowest marked candidate work, and a representative range of learners in between these.

No of candidates	Sample size
20 or fewer	All candidates
21-100	20
101-200	30
More than 200	35

Evidence requirements

Evidence Requirements

All document formats must be compatible with Windows and Mac. Please see the list of acceptable file formats for the Moderation Portal to the right.

The maximum standard file size for Technicals evidence is **150MB**.

The Portal is currently compatible with Microsoft Internet Explorer (legacy), Edge, Firefox, Safari and Google Chrome.

Tips for easy upload

- Upload evidence gradually in advance of the deadline date. The volume of evidence being uploaded by all centres around the deadline for submission can impact speed of upload to the moderation portal. This can slow down the process so please allow sufficient time to complete this task.
- 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. This will also help you with your upload.
- Scan evidence for all tasks per candidate as one document to PDF ensuring each piece of evidence is clearly labelled prior to scanning for easy reference.
- Photos should be kept to the recommended amount for each task (as specified in the synoptic handbook).
- Documents scanned in should be checked for clarity, in particular with hand-written documents. Where possible discourage hand-written pieces. Drawings should be in very dark pencil or pen.
- We recommend the use of lower resolution formats pictures,

File extension	Document type	Description
docx	application/vnd.openxmlformats-officedocument.wordprocessingml.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
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

T Level evidence requirements for the Occupational Specialism

For Technicals evidence requirements go back to page 18 or click [here](#).

Evidence requirements

The Occupational Specialism assessment pack contains guidance on what candidates must present for marking. This, along with centre generated evidence, is the evidence that must be uploaded to the Moderation Portal.

Storing your evidence for upload

During the assessment window and prior to upload to the Moderation Portal, it is important to ensure that all evidence required is stored electronically and labelled appropriately, ready for easy upload. Please refer to section 7 of the [TQ Occupational Specialism Assessment Process Guide](#) which provides guidelines around the recommended way of labelling documents, as well as useful hints and tips to ensure the evidence collection and upload process runs as smoothly as possible for your centre.

Selecting your moderation sample: T level Occupational Specialism (OS)

Please note:

For a centre's first year of delivery of a T level Occupational Specialism (OS) assessment, centres must provide evidence for all candidates in each OS cohort

For subsequent year's delivery (i.e. not the first time the occupational specialism has been delivered by a centre) a sample of candidate evidence will be required for each OS. This sample will depend on the size of the cohort and must include the highest marked and lowest marked candidate work, and a representative range in between. This means that the sample of evidence provided by centres must be spread across the range of marks being submitted.

The full criteria and sample size for your moderation sample can be found on page 34 of the [TQ Occupational Specialism Assessment Process Guide](#).

Additional candidate evidence may be requested to support with additional quality assurance, the Awarding process, or if a review of moderation / appeal is submitted. Therefore, all candidate evidence must be retained until candidate results have been issued and the 'Review of Marking/Moderation' deadline has passed.

No of candidates	Sample size
20 or fewer	All candidates
21-100	20
101-200	30
More than 200	35

Requirements for uploading evidence

Evidence Requirements

- Please ensure that all evidence is uploaded using a file type as listed in our acceptable file formats
- **The maximum file size for evidence is 150MB for standard documents / photos and 2.5GB for video files.**
- Further guidance for evidence requirements can be found on page 37 of the [TQ Occupational Specialism Assessment Process Guide](#).

Tips for easy upload

- Upload evidence gradually in advance of the deadline date. The volume of evidence being uploaded by all centres around the deadline for submission can impact speed of upload to the moderation portal. This can slow down the process so please allow sufficient time to complete this task.
- 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. This will also help you with your upload.
- Scan evidence for all tasks per candidate as one document to PDF ensuring each piece of evidence is clearly labelled prior to scanning for easy reference.
- Photos / videos should be kept to the recommended amount for each task (as specified in the occupational specialism assessment pack).
- Documents scanned in should be checked for clarity, in particular with hand-written documents. Where possible discourage hand-written pieces. Drawings should be in very dark pencil or pen.
- We recommend the use of lower resolution formats for video and pictures, or a converting software.
- Only short video extracts as detailed in the assessment pack should be used.

File extension	Document type	Description
docx	application/vnd.openxmlformats-officedocument.wordprocessingml.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
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

Requirements for uploading video evidence

Video Evidence Requirements

- For certain occupational specialism there is a requirement to provide video evidence. You must **not** submit video evidence unless it is explicitly required as set out in the occupational specialism assessment pack.
- Where there is a requirement to provide video evidence for the occupational specialism, providers must ensure that this evidence can be easily matched to the correct candidate and task, is clearly shot, well-lit and shows the areas of particular interest in sufficient detail and clarity for assessment
- **You must ensure that each video file is no more than 2.5GB in size**
- Further guidance around video evidence can be found in the [City & Guilds / ILM Quality Assurance Standards: Centre Assessment](#) document under Appendix 1, found on the City & Guilds website within the Centre Document Library.

Inputting marks and uploading evidence



Inputting marks and uploading evidence

Clicking on the **Assessments** tab from the navigation pane will take you to the page where you can input marks and upload evidence.

Under **Search Assessment Records** you are able to filter using the search fields displayed, in order to identify certain candidates, cohorts or assessment components to allow you to input marks and upload evidence for.

Lower down the screen you will see 3 tabs:

Assessment Records which will show candidate and assessment component details, depending on the search criteria applied.

Note: Although you can see a tab titled **Messages**, this section is not used within the Moderation Portal and any messages posted here will not be sent/received.

The **Documents** tab is where you would upload evidence relating to the entire cohort for a particular assessment (e.g. centre standardisation declaration form), and for Technical qualifications the Employer Involvement planner.

! Please ensure you communicate with your moderator via email and do not attempt to use the Messages tab.

The screenshot displays the Moderation Portal interface. On the left is a dark navigation pane with icons and labels for 'Homepage', 'Assessments', and 'Team Members'. The 'Assessments' tab is highlighted with a red box. On the right is the main content area titled 'Moderation'. It features a search bar labeled 'Search Assessment Records' with a filter string: 'Msg/Doc Age : 6 Months, Academic Windows : UK May 2022-June 2022, Company : 999990 City...'. Below the search bar are filter fields for 'Academic Windows' (set to 'UK May 2022-June 2022'), 'Company' (set to '999990 City & Guilds Test Centre'), 'Course' (a dropdown menu), and 'Assessment' (a dropdown menu). There are 'Reset Search Form' and 'Search Learners' buttons. At the bottom of the main area, there are three tabs: 'Assessment Records', 'Messages', and 'Documents'. The 'Assessment Records' tab is selected and highlighted with a red box. Red lines connect the text in the document to these specific UI elements.

Inputting marks and uploading evidence

A note on the “Academic windows” filter

If you’ve used the Moderation Portal in previous years, you’ll probably be familiar by now with how the system works.

Each year, we create what is known as an “academic window” which will filter the display of learners to those who have been booked for a particular academic year or period.

The “academic window” filter will default to the current academic year you are submitting your marks / grades for. You don’t need to change this: you will still be able to view records for previous academic windows but you will not be able to make changes to these records.

The screenshot displays the 'Moderation' portal interface. On the left is a dark blue sidebar with navigation icons and labels: 'Homepage', 'Assessments' (highlighted in blue), and 'Team Members'. The main content area is titled 'Moderation' and features a search bar labeled 'Search Assessment Records'. Below the search bar are several filter fields: 'Academic Windows' (set to 'UK May 2022-June 2022' and highlighted with a red box), 'Company' (set to '999990 City & Guilds Test Centre'), 'Course' (set to 'Select a course...'), and 'Assessment' (set to 'Select an assessment record...'). To the right of these are dropdown menus for 'Msg/Doc Age' (set to '6 Months'), 'Marker' (set to 'Select a marker...'), 'Learner' (set to 'Select a learner...'), and 'Status' (set to 'Any status...'). At the bottom of the search area are 'Reset Search Form' and 'Search Learners' buttons. The bottom of the page shows a navigation bar with 'Assessment Records', 'Messages', and 'Documents' options. The 'City & Guilds' logo is visible in the top right corner.

Inputting marks and uploading evidence

Using the filters

Bearing in mind that the Moderation Portal will display all candidates who have been booked on all Technical and T Level Qualifications and their components, there will likely be hundreds of assessment records which will show for a centre. It is therefore important to use the filters to limit what is displayed, for ease of use.

Course: This allows you to filter by the 6-digit qualification/OS number (e.g.1234-56). Using this alone will display all learners on all units booked for the qualification/OS.

Assessment: This allows you to filter to a specific unit number within a qualification/OS (e.g.1234-001). Using this alone will display all learners booked for this unit.

Marker: Where you have already started the input of marks and evidence, you may wish to filter according to the marker's name to show the candidates who have been entered on the Portal as having been marked by a particular person.

Learner: You can filter by individual learner to display all their booked assessments at once, this may be useful for centres with smaller cohorts.

Status: Here you can filter candidates by the status they are at. This is useful to identify candidates and cohorts you haven't started the marking process for.

The screenshot displays the 'Moderation Portal' interface. On the left is a dark blue sidebar with navigation options: 'Homepage', 'Assessments' (highlighted in blue), and 'Team Members'. The main content area is titled 'Moderation' and features a 'Search Assessment Records' section. This section includes several filter fields: 'Academic Windows' (UK May 2022-June 2022), 'Company' (999990 City & Guilds Test Centre), 'Course' (dropdown menu), and 'Assessment' (dropdown menu). To the right of these are 'Msg/Doc Age' (6 Months), 'Marker' (dropdown menu), 'Learner' (dropdown menu), and 'Status' (Any status...). Below the filters are 'Reset Search Form' and 'Search Learners' buttons. At the bottom of the page, there are tabs for 'Assessment Records', 'Messages', and 'Documents'. The City & Guilds logo is visible in the top right corner.

Inputting marks and uploading evidence

Recommended filter for input of marks and upload of evidence

You may approach the filter option however you wish, as long as the end result is that all required marks and sample of evidence is uploaded to the Portal and the status for all learners booked for each assessment is set to 'Marking Complete'. This must also include an outcome for learners where no marks / grades are being submitted – they must be entered with "Work Not Submitted".

The City & Guilds recommended approach to using the filters is as follows:

- **Course** – select the 6 digit qualification/OS number you want to begin to upload marks and evidence for
- **Assessment** – next you need to select the first assessment component (e.g. Synoptic Assignment, OS, optional unit)
- Click **Search Learners**. The learners who have bookings made in Walled Garden against the assessment component (unit) will display.

Initially, the Portal displays only 25 candidates at a time.

You can broaden the number of records displayed (e.g. to show up to 100 candidates on the same page).

If you have a large cohort, you can navigate between pages of learners by using the arrows (e.g. page 1 of 9, to page 2 of 9)

250 per page < 1 of 4 >

The screenshot shows the 'Moderation' portal interface. On the left is a dark sidebar with navigation options: 'Homepage', 'Assessments', and 'Team Members'. The main content area is titled 'Moderation' and contains a search form for 'Assessment Records'. The search form includes filters for 'Academic Windows' (set to 'UK Sep 2018-Aug 2019'), 'Company' (set to '999990 City & Guilds'), 'Course' (set to 'Level 3 Advanced Technical Certificate in Animal Management'), and 'Assessment' (set to 'Level 3 Animal Management - Synoptic assignment (1)'). There are also filters for 'Msg/Doc Age' (6 Months), 'Marker', 'Learner', and 'Status'. A 'Search Learners' button is visible. Below the search form, there are tabs for 'Assessment Records', 'Messages', and 'Documents'. The main content area displays '202 Assessment Records' with a 'Set status' dropdown and a 'Save' button. A table of records is shown below, with columns for 'LEARNER', 'COMPANY', 'COURSE', 'ASSESSMENT', 'ASSESSED RESULT', and 'MARK'. The table lists three learners: Adkins, Ema; Adkins, Ema; and Aguilar, Gerald. At the bottom of the page, there is a pagination control showing '250 per page' and '1 of 4' pages.

Inputting marks and uploading evidence

When you have filtered and searched for the candidates or cohort you wish to upload marks and evidence for, their assessment records will show in a list under the **Assessment Records** tab.

You will notice that the status of all candidates is “**Ready for Marks**”. You can now enter the marks / grades for these candidates as follows:

Under the **Assessed Result** column, select the mark or grade for each learner.

- For the synoptic assignment, this will be a mark out of 60, for all other assessed units, this will be a grade (e.g. pass or fail).
- For the T Level OS, this will be a mark out of 90.

You will see there is also a **WNS** option within the drop down. This stands for **Work Not Submitted** and **must be used** where a candidate was booked for the assessment earlier in the year but is no longer on programme and you are not submitting an outcome for them.

Under the **Marker** column, you will need to select the marker responsible for that learner/assessment. If the marker you are assigning already has a marker account, they will appear in a dropdown list to select, if not you can simply type in their name.

The screenshot shows the 'Assessment Records' tab in a moderation portal. At the top, there are tabs for 'Assessment Records', 'Messages', and 'Documents'. Below this, it says 'Displaying 30 Assessment Records'. There is a 'Set status:' section with a 'Select action...' dropdown and a 'Save' button. A table below shows the following data:

LEARNER	COMPANY	COURSE	ASSESSMENT	ASSESSED RESULT	MARKER	HAS EVIDENCE?	STATUS	ACTIONS
Atkinson, Liz FTG5864 UK May 2022- June 2022	999990 City & Guilds Test Centre	0172-36 Level 3 Advanced Technical Diploma in Equine Management (540)	0172-301 Level 3 Principles of health and safety - Theory exam	---	Select a marker...		Ready For Marks	
Bowie, Calum FTJ5058 UK May 2022- June 2022	999990 City & Guilds Test Centre	0172-36 Level 3 Advanced Technical Diploma in Equine Management (540)	0172-301 Level 3 Principles of health and safety - Theory exam	---	Select a marker...		Ready For Marks	

Inputting marks and uploading evidence

The **Assessment Records** tab displays the candidates you have booked onto the assignments, and so centres must input all marks / grades for these learners and upload candidate-related evidence here. Examples of evidence which are in relation to the candidates are as follows:

Candidate evidence examples
Candidate record form (CRF)
Candidate Declarations of Authenticity
Candidate work (evidence from assessment)
Practical Observation form (PO form)
Personal Interest Form
Candidate Declarations of Authenticity
Video Evidence (Required for specific T Level OS's)

When inputting marks into this area of the Portal, you must ensure that you regularly reconfirm what you have entered by saving. The system will not save details of marks or the marker information automatically.

To save your marks and evidence:

Click on the dropdown at the top and choose **Marking in progress**.

Click **Save**.

Confirmation of saved changes will be highlighted on screen for your reference.

We recommend you do this as regularly as possible.

It's important to remember to reconfirm the status every time you add in more marks and evidence - your changes will not be saved if you don't!

Set status: Marking In Progress Save

Filter... Displaying 1 to 30 of 30 Assessment Records 250 per page

LEARNER	COMPANY	COURSE	ASSESSMENT	ASSESSED RESULT	MARKER
<input checked="" type="checkbox"/> Atkinson, Liz FTG5964 UK May 2022-June 2022	999990 999990 City & Guilds Test Centre	0172-36 Level 3 Advanced Technical Diploma in Equine Management (540)	0172-301 Level 3 Principles of health and safety - Theory exam	Pass	Marker Name

Uploading evidence: candidate evidence

Evidence should be uploaded against the individual candidate records. Please refer to the requirements for your sample of evidence for each assessment component, which can be found in the Quality Assurance Guide the Technical and Extended Project Qualification or the Occupational Specialism Guide for T Levels.

Click on the 1-2-3 icon on the right hand side of each candidate, to access the evidence upload view:

You have the option to either 'Drag and Drop' files here, or you can click to browse for multiple files from your system.

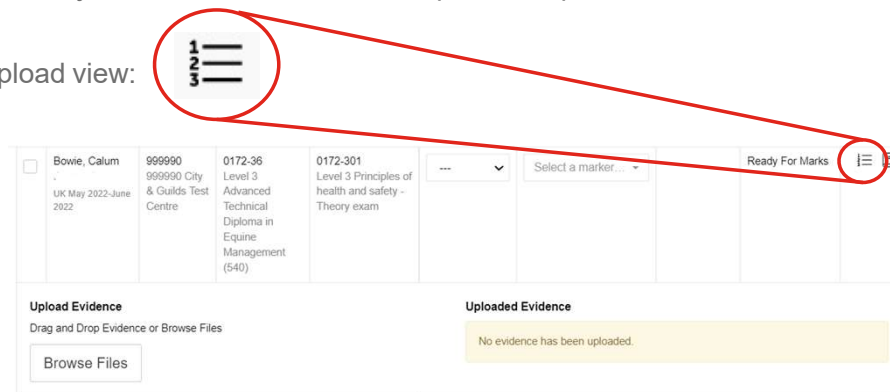
Files uploaded will display in the area to the right.

Please ensure that files uploaded comply with our acceptable file formats which can be found earlier within this guide.

You will see the evidence listed, along with the title of your files, the date it was uploaded, and the size of the file.

If you made a mistake and uploaded the wrong evidence, this can be deleted by clicking on the dustbin icon.

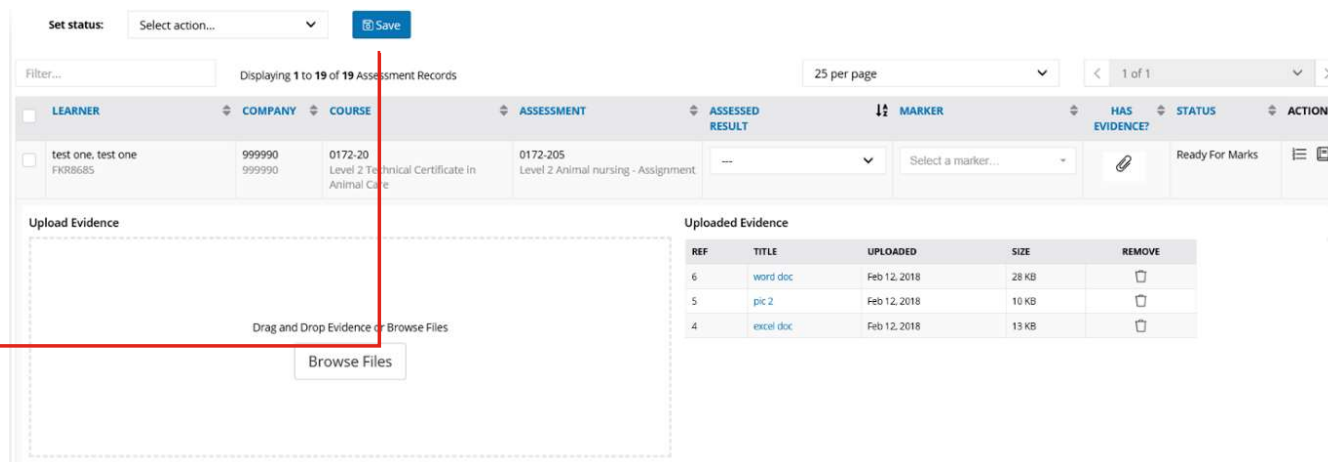
Again, remember to update the status of the candidate to **Marking in Progress**, and click **Save** to ensure the changes you have made and the evidence you have uploaded, is saved successfully.



<input type="checkbox"/>	Bowie, Calum UK May 2022-June 2022	999990 999990 City & Guilds Test Centre	0172-36 Level 3 Advanced Technical Diploma in Equine Management (540)	0172-301 Level 3 Principles of health and safety - Theory exam	---	Select a marker...	Ready For Marks	
--------------------------	---------------------------------------	--	--	---	-----	--------------------	-----------------	--

Upload Evidence
Drag and Drop Evidence or Browse Files
[Browse Files](#)

Uploaded Evidence
No evidence has been uploaded.



Set status: Select action... [Save](#)

Filter... Displaying 1 to 19 of 19 Assessment Records 25 per page 1 of 1

LEARNER	COMPANY	COURSE	ASSESSMENT	ASSESSED RESULT	MARKER	HAS EVIDENCE?	STATUS	ACTIONS
<input type="checkbox"/>	test one, test one FKR8685	999990 999990	0172-20 Level 2 Technical Certificate in Animal Care	0172-205 Level 2 Animal nursing - Assignment	---	Select a marker...	Ready For Marks	

Upload Evidence
Drag and Drop Evidence or Browse Files
[Browse Files](#)

Uploaded Evidence

REF	TITLE	UPLOADED	SIZE	REMOVE
6	word doc	Feb 12, 2018	28 KB	
5	pic 2	Feb 12, 2018	10 KB	
4	excel doc	Feb 12, 2018	13 KB	

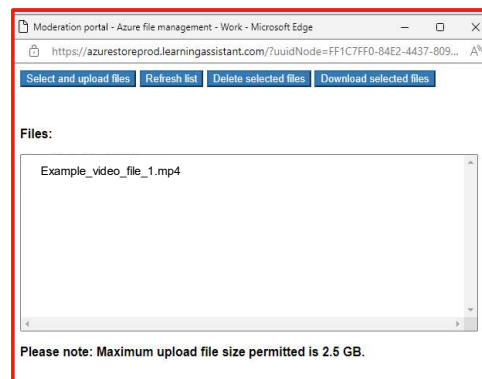
Uploading video evidence (T Levels only)

In order to upload large video files, required as evidence for specific occupational specialism assessments, centres will need to use the new video upload icon:

The screenshot shows the 'Moderation Portal' interface. On the left is a navigation menu with 'Assessments' selected. The main area displays 'Moderation' with a search bar and a table of '4 Assessment Records'. The table has columns: LEARNER, COMPANY, COURSE, ASSESSMENT, ASSESSED RESULT, MARKER, HAS EVIDENCE?, STATUS, and ACTIONS. The first record is for Malcom Tleveltest. In the 'ACTIONS' column, there is an upload icon (a square with an upward arrow) circled in red. A red arrow points from this icon to a callout box on the right side of the page.

After clicking the video upload icon a separate window will open which will allow centres to select and upload files stored locally. Users do not need to upload all files at once, each learner record will retain records previously uploaded.

Upload progress can be tracked on the progress bar that will appear. Centres can also delete files that have been uploaded in error



Video evidence is only required where it is specifically stated in the occupational specialism assessment pack.

The maximum file size that can be uploaded using this method is **2.5GB**.

Again, remember to update the status of the candidate to **Marking in Progress**, and click **Save** to ensure the changes you have made and the evidence you have uploaded, is saved successfully.

Completing the marking process

Setting the status to 'Marking Complete'.

Once you are confident that all required marks, grades, evidence and documents have been uploaded for an assessment component (unit) then you need to set the status to **Marking Complete**. This notifies the moderator assigned to the qualification and your centre that it is ready for moderation.

For each qualification and every assessment components (e.g synoptic assignment, optional units, OS, employer involvement) you should follow this recommended procedure to ensure all learners for the assessment component are set to **Marking Complete**.

- Select the Course (Qualification) and Assessment (Unit) you want to set to complete ready for moderation
- Ensure all other filters are blank.
- Click **Search Learners**

The screenshot shows a search interface for assessment records. The form is titled "Search Assessment Records" and includes several filter fields: Academic Windows (UK May 2022-June 2022), Company (999990 City & Guilds Test Centre), Course (Select a course...), Assessment (Select an assessment record...), Msg/Doc Age (6 Months), Marker (Select a marker...), Learner (Select a learner...), and Status (Any status...). At the bottom, there are two buttons: "Reset Search Form" and "Search Learners". Red boxes highlight the Course, Assessment, and Search Learners buttons.

Once you change a status to **Marking Complete** it cannot be changed without contacting the Technicals Quality team.

You can still view all learner marks and evidence once the status has been set however no changes can be made.

Completing the marking process

Once you have clicked **'Search'**, your learners will show.

Please remember to broaden the number of learners showing on one page, as the default is to show only 25 at a time. When confirming that marking is complete, we recommend you increase the number per page to the maximum, as saving your changes only applies to the page you are on.

Now select the learners/assessments you wish to complete. To do this, tick the boxes next to the candidate's name on the left. To select all learners at the same time, you can click the small box at the very top left of your list of candidates (next to the *'Learner'* header). Selected learners will appear highlighted in green.

Now change the status to **Marking Complete** and click **Save**.

A pop up will appear with this message:

'Once saved this status cannot be changed'.

Click **OK**.

The screenshot shows the 'Assessment Records' interface. At the top, there are tabs for 'Assessment Records', 'Messages', and 'Documents'. Below the tabs, it says 'Displaying 23 Assessment Records'. There is a 'Set status:' dropdown menu set to 'Marking Complete' and a 'Save' button. A 'Filter...' input field is also present. Below the filter, it says 'Displaying 1 to 23 of 23 Assessment Records'. On the right side, there is a '25 per page' dropdown menu and a '1 of 1' page indicator. The main part of the interface is a table with the following columns: LEARNER, COMPANY, COURSE, ASSESSMENT, ASSESSED RESULT, MARKER, HAS EVIDENCE?, STATUS, and ACTIONS. The table contains three rows of data, all of which are highlighted in green, indicating they are selected. The first row is 'test one, test one' with learner ID KR8685, company 999990, course 0172-20, assessment 0172-021, assessed result 40, marker 'Default Marker', and status 'Ready For Marks'. The second row is 'test two, test two' with learner ID KR8697, company 999990, course 0172-20, assessment 0172-021, assessed result 60, marker 'Default Marker', and status 'Ready For Marks'. The third row is 'test three, test three' with learner ID KR8746, company 999990, course 0172-20, assessment 0172-021, assessed result 46, marker 'Default Marker', and status 'Ready For Marks'.

LEARNER	COMPANY	COURSE	ASSESSMENT	ASSESSED RESULT	MARKER	HAS EVIDENCE?	STATUS	ACTIONS
<input checked="" type="checkbox"/> test one, test one KR8685	999990	0172-20 Level 2 Technical Certificate in Animal Care	0172-021 Level 2 Animal Care - Synoptic assignment	40	Default Marker	<input type="checkbox"/>	Ready For Marks	
<input checked="" type="checkbox"/> test two, test two KR8697	999990	0172-20 Level 2 Technical Certificate in Animal Care	0172-021 Level 2 Animal Care - Synoptic assignment	60	Default Marker	<input type="checkbox"/>	Ready For Marks	
<input checked="" type="checkbox"/> test three, test three KR8746	999990	0172-20 Level 2 Technical Certificate in Animal Care	0172-021 Level 2 Animal Care - Synoptic assignment	46	Default Marker	<input type="checkbox"/>	Ready For Marks	

This message will appear under the drop box to confirm your changes have been made:

• Assessments saved successfully.

Statuses

There are three statuses a qualification or assessment component can have in relation to marks and evidence upload:

Ready for marks

This is the initial status of all candidates, prior to you entering your marks or evidence. This status tells City & Guilds that no marks or evidence have yet been submitted for the cohort of candidates for this assessment/qualification.

Marking in progress

As centres upload evidence and enter marks / grades, this status must be used to save progress. This status tells City & Guilds that the marker has started to input marks and upload evidence for these candidates and has saved their progress.

Marking complete

This status must be used to let City & Guilds know that all marks / grades and evidence has been entered.

The moderation process will now take place.

Once the status is changed to 'Marking complete', this action cannot be changed by the centre and learner marks / grades / evidence cannot be altered.

The screenshot displays the 'Search Assessment Records' page. At the top, it shows the search criteria: 'Msg/Doc Age : 6 Months, Academic Windows : UK May 2022-June 2022, Assessment Record : (0172-301) Level 3 Principles of health and safety - Theory exam, Company : 9999990 City & Guilds Test Centre'. Below this, there are navigation tabs for 'Assessment Records', 'Messages', and 'Documents'. The main content area is titled 'Displaying 30 Assessment Records'. There is a 'Set status:' dropdown menu with 'Select action...' and a 'Save' button. A green notification bar indicates 'Assessments saved successfully.'. Below this, there is a filter input field, a 'Displaying 1 to 30 of 30 Assessment Records' indicator, and a '250 per page' dropdown menu. The main table has columns: LEARNER, COMPANY, COURSE, ASSESSMENT, ASSESSED RESULT, MARKER, HAS EVIDENCE?, and STATUS. The first row shows a learner named 'Atkinson, Liz' with a 'Pass' result and a status of 'Marking Complete'.

LEARNER	COMPANY	COURSE	ASSESSMENT	ASSESSED RESULT	MARKER	HAS EVIDENCE?	STATUS
Atkinson, Liz FTG5864 UK May 2022-June 2022	999990 999990 City & Guilds Test Centre	0172-36 Level 3 Advanced Technical Diploma in Equine Management (540)	0172-301 Level 3 Principles of health and safety - Theory exam	Pass	Marker Name		Marking Complete

Uploading evidence at cohort level



Uploading evidence at cohort level

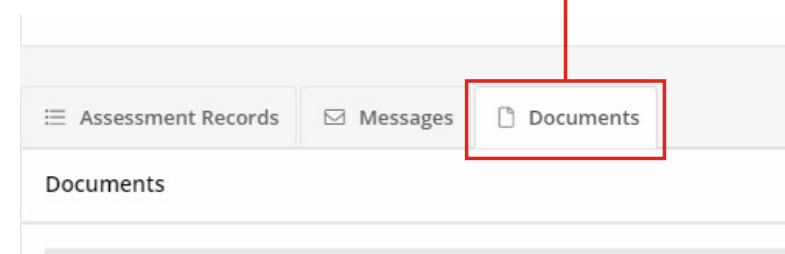
Some evidence for Technical and T Level Qualifications is not learner-specific and therefore should not be uploaded against any of the candidates.

Non-learner evidence, or “cohort evidence” must be uploaded to the “**Documents**” tab within the Moderation Portal, which is a separate location to the candidates’ evidence.

Examples of “cohort evidence” are:

Cohort evidence examples
Centre standardisation / Gateway declaration
Employer involvement planner / tracker (Technicals only)*
Employer involvement evidence (Technicals only)*
Personal interest form (if required)
All other documents relating to the full cohort of learners

*For more information please refer to the [Employer Involvement Centre Guidance](#)



Qualification-specific recording forms are found under the relevant qualification webpage, whereas the cohort-wide recording forms ('generic forms') can be downloaded from the "[Resource Hub](#)" on our website

Your first step is to make sure you have filtered and searched for the qualification (“**Course**”) and **assessment** unit.

When you upload documents into this tab, the document is linked to the assessment component and qualification you specify. It does not link to individual learners.

Uploading evidence at cohort level

Search for your learners.

When uploading evidence for a specific cohort, it is very important that you search using both the **Course** and **Assessment** filters – this will show all learners who have been booked for that assessment unit.

Academic Windows: UK May 2022-June 2022

Company: 999990 City & Guilds Test Centre

Course: 0171-38 (601/7463/8) - Level 3 Advanced Technical E... x

Assessment: (0171-017) Level 3 Land-based Engineering - Synopti... x

Reset Search Form [Search Learners](#)

Now select the **Documents** tab.

A new screen will display, but you will not see the names of the learners.

Click on Create Document and a pop-up box will display.

[Create Document](#)

Search Assessment Records

Msg/Doc Age : 6 Months, Academic Windows : UK May 2022-June 2022, Assessment Record : (0171-017) Level 3 Land-based Engineering - Synopti... City & Guilds Test Centre, Course : 0171-38 (601/7463/8) - Level 3 Advanced Technical Extended Diploma in Land-Based Engineering (1080)

Assessment Records Messages Documents

Displaying 64 Assessment Records

Set status: Select action... Save

Filter... Displaying 1 to 64 of 64 Assessment Records 100 per page

LEARNER	COMPANY	COURSE	ASSESSMENT	ASSESSED RESULT	MARKER
<input type="checkbox"/> Allen, Hannah GBD8404 UK May 2022-June 2022	999990 999990 City & Guilds Test Centre	0171-38 Level 3 Advanced Technical Extended Diploma in Land-Based Engineering (1080)	0171-017 Level 3 Land-based Engineering - Synoptic assignment (2)	WNS	
<input type="checkbox"/> Atkinson, Liz FTG5864 UK May 2022-June 2022	999990 999990 City & Guilds Test Centre	0171-38 Level 3 Advanced Technical Extended Diploma in Land-	0171-017 Level 3 Land-based Engineering - Synoptic assignment (2)	10	

Uploading evidence at cohort level

The pop-up box allows you to upload multiple documents at one time.

Give a brief description of what the file you are uploading is and its content.

Either drag files from your File Explorer folder or click on **Browse Files** which will automatically open your file explorer window.


Locate the file(s) you want to upload.

Ensure that the correct Qualification/OS and Assessment (unit) show in the Assessment field.

The files you select will take a few seconds to upload to the evidence wizard. Once this has completed, click **Save**.

The files uploaded will display in the Documents tab. If you need to delete any documents just click on the **Remove** (bin) icon.

Moderation

Moderation Portal 

Search Assessment Records

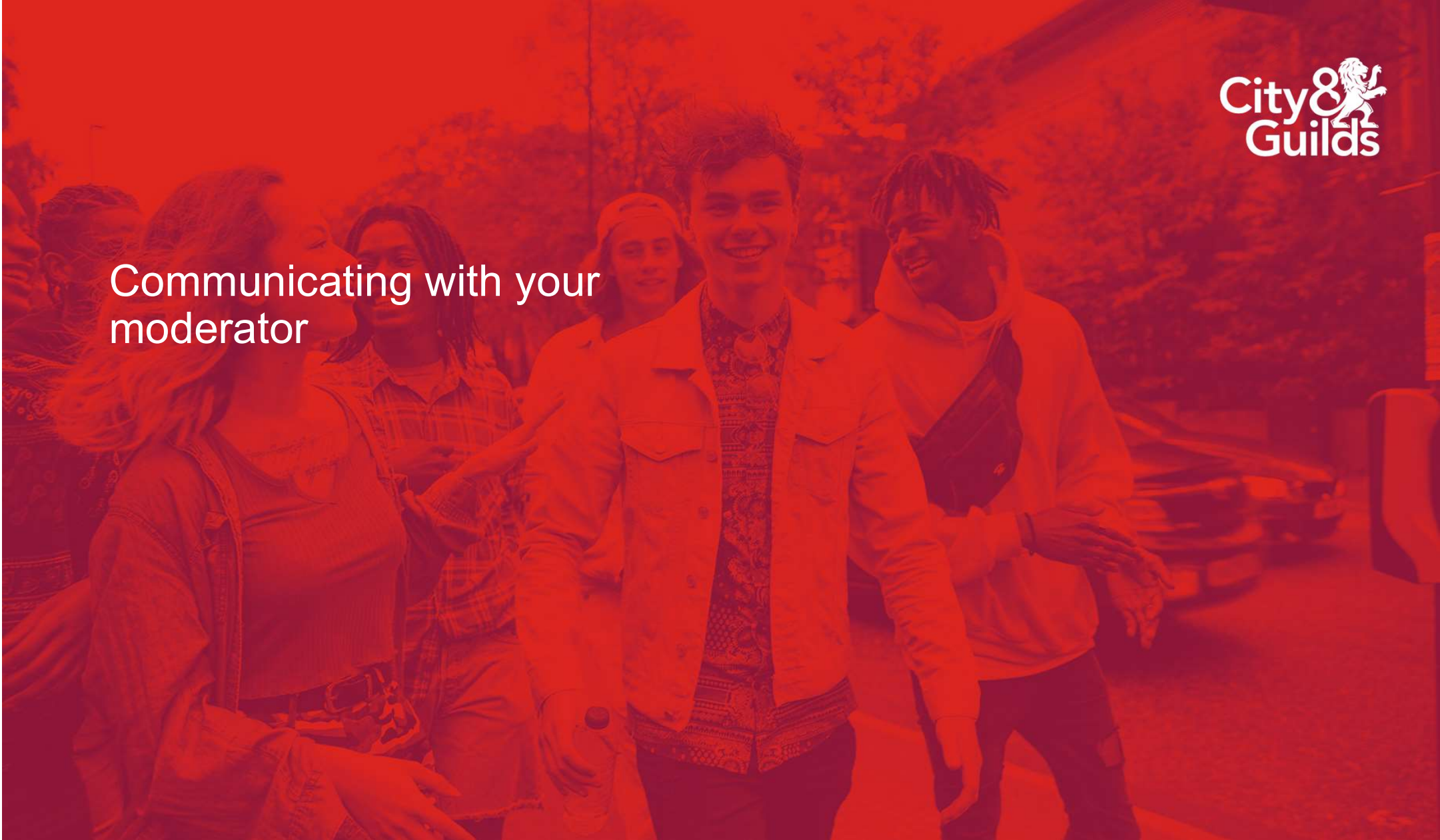
Assessment: (0172-205) Level 2 Animal nursing - Assignment, Centre: 999990, Course: 0172-20 (601/4525/0) - Level 2 Technical Certificate in Animal Care

Assessment Records Messages Documents

Documents Create Document

NAME	UPLOADED	SIZE	REMOVE
Word Example	14 Mar 2018 09:13	387 kb	
Text Example	14 Mar 2018 09:13	77 bytes	
Excel Example	14 Mar 2018 09:13	9 kb	
Exaple Image	14 Mar 2018 09:13	1 mb	
Compressed Folder Example	14 Mar 2018 09:13	111 kb	

Communicating with your moderator



Communication with your Moderator

Moderator allocations

Depending on the qualification you are delivering, there are two stages of moderator allocations:

- Allocation of a moderator to conduct a moderation visit (where applicable: not all qualifications require a moderation visit)
- Allocation of a moderator for final remote moderation of candidate evidence

Where a centre has been visited by a City & Guilds moderator as part of their delivery of the Technical Qualification, the same moderator (where possible) will be allocated to complete the remote moderation process. However there may be situations where we cannot allocate the same moderator. The Quality team will inform you of this, should this occur.

All centres with qualifications which do not require a moderation visit will each be informed of the moderators name assigned to their centre.

All communication with your moderator must be by telephone or email. Please do not use the message function within the Portal.

Moderators are provided with the contact details of the main contact person. Moderators will only contact centres if there is a requirement for further evidence or to discuss a query or question with you.

If you don't think the contact person we have on record is correct, please notify the Quality team via email. You may be asked to complete and return a contact update form.



Technicals.quality@cityandguilds.com

What happens next?



What happens next: requests for additional evidence

During both the moderation process and the awarding process we may need to request additional evidence for assessments from your centre. For the moderation process this could be across any assessment, however for the awarding process it will only be for a synoptic assignment.

The Moderation process

Once you have submitted your marks and uploaded all evidence required for each cohort of learners, City & Guilds Moderators then carry out re-marking of a sample of candidates to determine how closely the marking aligns with the common standard.

Following this quality assurance process, a decision is made as to whether centre marks are accepted and if not, how much they should be adjusted in order to bring them into alignment with the set standard.

It is possible that after the submission deadline, moderators may request further evidence from your cohort to be uploaded to the Portal in order to make their decision on final marks. This may be because the moderator may have found that there was evidence that was not clearly scanned or perhaps documents were missed during the upload. It may also be that the moderator may need to extend the sample of learners.



What happens next: additional evidence for moderation

The moderator will change the status of the learners (or whole cohort), for you to access the folders again. The moderator or the Technicals Quality team will contact you to let you know what you need to do – perhaps this is for you to upload further evidence, or perhaps to review what was submitted originally.

The status which the moderator will use for this is **'Referred to Centre'**.

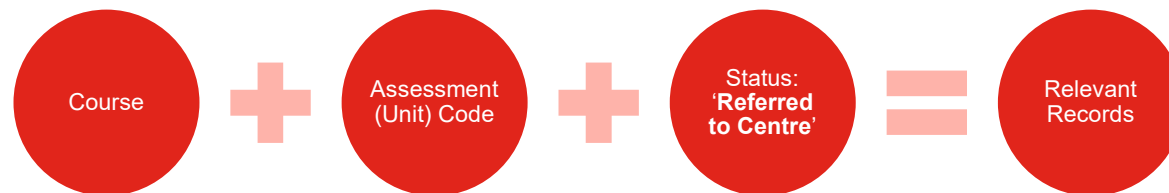
Once you have uploaded the additional evidence which had been requested, you may then change the status to **'Referred to Moderator'** in order to return the learner / cohort back to the moderator to continue their review of the evidence.

Please see the earlier section **"Inputting marks and uploading evidence"** if you need a reminder of how to upload evidence to the Portal.

Please note that centres who do not respond to these requests in a timely manner may risk candidate certificates not being released as per the published date for the academic year. It is therefore important to look out for any communication following your submission to the Portal, in case further evidence is required to support moderation.

How to identify the candidates a moderator has referred back to you

Within the filters on the Moderation Portal, you can search using the course code, the assessment (unit) code, and use the status filter "Referred to Centre". This will show you the learners who have been referred back to you.



What happens next: requests for additional evidence

Awarding of Results

In order for City & Guilds to determine the grade boundaries for Pass, Merit and Distinction, an awarding process is carried out after moderation has been completed and the grade boundaries will be agreed for each assessment.

To do this City & Guilds hold an awarding consultation with a panel of subject experts, including the Principal Moderator for the qualification.

At this event each awarder will scrutinise a number of pieces of work across a range of marks to identify the raw mark they feel is the boundary for the grade. They will have reference to grade descriptors and, where available, previously archived boundary benchmarks. Their findings will be discussed and the final boundary will be determined through consensus and referenced to all of the available information.

Grade boundaries for all assignments will be made available to centres on our website once the awarding process is completed.

It is possible that City & Guilds may require the support from centres to facilitate this awarding process, and additional evidence may be requested from centres during July.



What happens next: additional evidence to support awarding

Awarding of Results

In order for City & Guilds to determine the grade boundaries for Pass, Merit and Distinction, an awarding process is carried out after moderation has been completed and the grade boundaries will be agreed for each practical synoptic assessment.

To do this City & Guilds hold an awarding consultation with a panel of subject experts, including the Principal Moderator for the qualification.

At this event each awarder will scrutinise a number of pieces of work across a range of marks to identify the raw mark they feel is the boundary for the grade. They will have reference to grade descriptors and, where available, previously archived boundary benchmarks. Their findings will be discussed and the final boundary will be determined through consensus and referenced to all of the available information.

Grade boundaries for all assignments will be made available to centres on our website once the awarding process is completed.

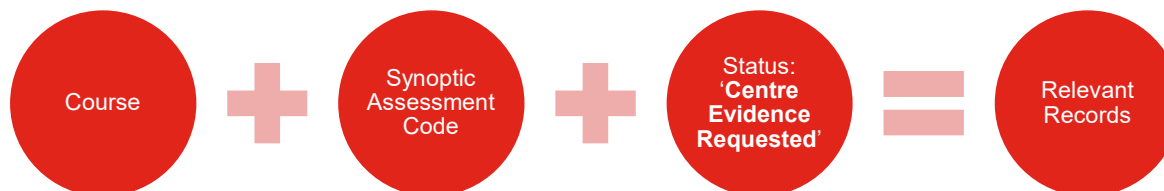
Additional candidate evidence for awarding

In some instances City & Guilds may request centres to upload additional candidate evidence samples in order to facilitate the awarding process.

Where this is required, centres will be contacted with a list of specific candidates whose evidence is required, and this should be uploaded to the Moderation Portal. The City & Guilds Quality team for Technical Qualifications will support centres through this process, if you are requested to provide this. This is a critical part of the moderation process, therefore we respectfully ask that additional evidence required is uploaded to the Portal within 2 working days after receipt of the request. Any delays regrettably may result in late release of learner results in August.

How to locate the candidates which we have requested additional Awarding evidence for

Within the filters on the Moderation Portal, you can search using the course code, the synoptic assessment code, and use the status filter "Centre Evidence Requested". This will show you the learners who have been referred back to you.



Resources and support



Support with Technical Qualifications

Online support tools

City & Guilds has put together a comprehensive online page dedicated to supporting you with the delivery of Technical Qualifications:



[Technical Qualifications: Resource Hub](#)

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.

Key documents such as the Quality Assurance Guide for Technical Qualifications, the checklist for delivery, exam timetables, Employer Involvement guidance and trackers can be found here.

We're here to support you at every stage.

Further support

Where you have specific queries about the qualification(s) you are delivering you should consult the Qualification Handbook and guidance on the specific qualification pages [here](#).

Alternatively contact your specific Technical Advisor for the sector you are delivering. You can find their details on our website [here](#).

The screenshot displays the City & Guilds website interface. At the top, there is a navigation bar with 'Press' and 'Worldwide offices' on the left, and search options 'SEARCH EVERYTHING', 'FIND COURSE / QUALIFICATION', and 'FIND CENTRE' on the right. Below this is the City & Guilds logo and a search input field with a 'SEARCH' button. The main navigation menu includes 'ABOUT', 'OUR OFFER', 'QUALIFICATIONS', 'APPRENTICESHIPS', 'TECHNICALS' (highlighted with a red box), 'T LEVELS', 'RECOGNITION', 'QUALIFICATION DELIVERY', and 'INTERNATIONAL'. A secondary menu below 'TECHNICALS' lists 'DELIVER TECHNICAL QUALIFICATIONS', 'STUDY TECHNICAL QUALIFICATIONS', 'SUBJECT AREAS', 'RESOURCE HUB' (highlighted with a red box), and 'EVENTS AND WEBINARS'. A third level of navigation includes 'TECHNICALS CASE STUDIES', 'FAQS', and 'CONTACT US'. The main content area features a blue diamond icon and the text 'Resource Hub' in large black font. To the right, there is a photograph of two young men standing in front of a whiteboard. At the bottom left of the page, a breadcrumb trail reads 'Home > Technicals > Resource Hub'.

Support with T Level Qualifications

Online support tools

City & Guilds has put together a comprehensive online page dedicated to supporting you with the delivery of T Level Qualifications:



[T Levels Resource and Support Hub](#)

Here you'll find all the key information and resources for exam officers and tutors in colleges and other institutions offering City & Guilds T Level Qualifications.

Key documents such as the Approval and Quality Assurance Guide for T Level Qualifications, the checklist for delivery, key dates, Curriculum planners, assessment guidance and qualification specifications can be found here.

We're here to support you at every stage.

Further support

Where you have specific queries about the qualification(s) you are delivering you should consult the Qualification Handbook and guidance on the specific qualification pages.

Alternatively contact your specific Technical Advisor for the sector you are delivering. You can find their details on our website [here](#).

The screenshot displays the City & Guilds website interface. At the top, there is a navigation bar with 'Press' and 'Worldwide offices' on the left, and search options 'SEARCH EVERYTHING', 'FIND COURSE / QUALIFICATION', and 'FIND CENTRE' on the right. The City & Guilds logo is prominently featured. Below the logo is a search bar with the text 'Search the site: Enter search term' and a red 'SEARCH' button. A horizontal menu lists various categories: ABOUT, OUR OFFER, QUALIFICATIONS, APPRENTICESHIPS, TECHNICALS, T LEVELS (highlighted with a red box), RECOGNITION, QUALIFICATION DELIVERY, and INTERNATIONAL. A secondary menu below lists EMPLOYERS, PROVIDERS, LEARNERS, TRANSITION PROGRAMMES, RESOURCE HUB (highlighted with a red box), EVENTS AND WEBINARS, PODCASTS, and FAQs. The main content area features a large image of a man in a blue work shirt and safety glasses, with the text 'Resources and support hub' overlaid. At the bottom of the page, a breadcrumb trail reads 'Home > T Levels > Resource Hub'.

Support with the Moderation Portal

If you require further support or have feedback regarding the Moderation Portal, please contact the Technicals Quality team on:



Technicals.Quality@cityandguilds.com



0300 303 5352

Our team is available Monday to Friday 8:30am to 5pm excluding Bank Holidays.

We can help with:

- Finding the right documents and information
- Timeline for registrations, bookings and the moderation process
- General queries about technical qualifications
- Technical Qualification Approvals (QAPs)
- Exam and moderation timelines
- T Level approval guidance
- T Level quality assurance activities

Queries regarding the Moderation Portal:

- User accounts, passwords and locked accounts
- How to upload marks and evidence correctly and selecting the right status
- Additional requests from moderators and City & Guilds
- Administrative errors and incorrect statuses

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.

general.enquiries@cityandguilds.com

www.cityandguilds.com/about-us

01924 930 801
City & Guilds
Giltspur House
5-6 Giltspur Street
London
EC1A 9DE

Every effort has been made to ensure that the information contained in this publication is true and correct at time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept responsibility for any loss or damage arising from the use of information in this publication.

©2022 The City & Guilds of London Institute. All rights reserved. City & Guilds is a trademark of the City & Guilds of London Institute.

