

# Winter Newsletter

Happy New Year and welcome back to the start of a new term. We're well and truly into the 2017/18 academic year and hope that you're enjoying delivering our Technical Qualifications to your learners.

Your Winter newsletter covers the next steps of delivering the Technical Qualifications, and it's important to share this newsletter with everyone who is involved in the administration or delivery.



## Moderation visits (15 January – 19 February)

For a full list of qualifications which require a moderation visit, please click [here](#).

The Technicals and Moderation Support team are currently allocating moderators to all centres that require a moderation visit and centres should start to hear from their moderator over the next five weeks.



## Upcoming standardisation webinars

We're running a number of free webinars to support centres in undertaking marking and standardisation for the synoptic assessments. These webinars offer invaluable subject-specific guidance on marking the assessments, as well as offering best practice advice for standardising your markers. These will be running throughout January and February.

Please visit [cityandguilds.com/techbac/events](http://cityandguilds.com/techbac/events) and click on 'qualification specific marking and standardisation support' to book your place.

You can also access a generic recorded webinar which provides guidance on the structure of the synoptic assignment and marking grid along with best practice in the delivery of the assessment, gathering of evidence and standardisation of markers. Standardisation is a vital part of the marking process, so please make every effort to attend the webinar, or use the recorded webinar to support your own internal standardisation sessions.



## Synoptic assignments

All synoptic assignments for assessment in 2018 are now available on the City & Guilds website (see relevant qualification page). They can be downloaded by approved centres in advance of release to candidates and used for planning purposes.

Assignments in Land-based industries can be released to candidates from now.

Assignments for all other Technical Qualifications can be released to candidates from 1 February 2018.



## Booking your assessments

The deadline for booking spring exams, synoptic assignments, optional and mandatory units and employer involvement (KS5 only) has now passed. If you have not made your bookings, please contact the Technicals and Moderation Support team urgently on [01924 206719](tel:01924206719) or [moderationsupport@cityandguilds.com](mailto:moderationsupport@cityandguilds.com) for further guidance and next steps.

**Please Note** - If agreed deadlines are missed, we cannot guarantee learners will be able to sit their assessments within this academic year, or that they will be certificated to the published timescales. Any delay has a significant impact on our ability to manage the moderation process and moderator resources.



## Exam audits

Centres are reminded that they are subject to audits from City & Guilds representatives to ensure that they are administering the theory exams correctly and securely. These audit activities may take place before, during or after the date of the exam. These audit visits will be unannounced and centres must ensure that they comply with our representatives for the duration of the visit.

## Exam preparation: Hints & tips for you and your learners

Tutors	Learners
Learning outcomes & topics – what will be covered in the exam	Review what you have learnt after each lesson What are the key facts
Command verbs – what do they mean	Understand the difference in questions; explain, describe what the difference is
Re-enforce knowledge through practical – why are they doing what it states they are doing	Review, check, understand why
Use recall & recap activities in every lesson – what do they remember	Build a bank of sample questions, test each other
Use terminology – use correct anatomical terms	Learn correct technical words
Exam preparation tips – importance of reading questions	Read through the paper in full, don't always start at the beginning. Answer the questions you feel confident in first
Carry out mock exam sittings in test conditions using past papers and question types	Look at the time allocated. How much time do you need for each question, look at the marks associated with each question



## Employer Involvement

Employer Involvement is a mandatory component of the delivery and assessment of Key Stage 5 Technical Qualifications for 16-19 year olds.

In order to comply with this requirement, all centres delivering Key Stage 5 Technical Qualifications for the first time this academic year must submit their 'Employer Involvement Planner and Tracker' to City & Guilds for review.

Centres can use the [Employer Involvement Planner and Tracker](#), which is available on the [Quality Assurance documents](#) section of the City & Guilds website for this. Alternatively, they can use their own document provided that it contains the same information.

To support centres with this process, an [Exemplar Employer Involvement Planner and Tracker](#) is also available, alongside the [Employer Involvement Centre Guidance](#) document which includes the complete end to end process for Employer Involvement and details what is meant by 'meaningful' Employer Involvement.

This planner must be submitted to [employerinvolvement@cityandguilds.com](mailto:employerinvolvement@cityandguilds.com) by close of business on Friday 2 February 2018.



### Booking extra time

As the booking window for exams is now closed, we would like to remind you of some important points around booking in assessments for your learners who have particular needs.

If you have learners who require extra time to complete their exam, you must apply for this prior to booking in the exam on Walled Garden. If you haven't done this already then please do get in touch with us as soon as possible.

For e-evolve exams only, you need to add on the extra time when scheduling the exam. Extra time cannot be added after the exam has been booked, so you must remember to do this before making any exam bookings. If however you need more than 25% extra time, City & Guilds will need to schedule the test for you. Therefore you will need to get in touch with our Policy team via telephone or email to arrange this.

**Email:** [policy@cityandguilds.com](mailto:policy@cityandguilds.com)

**Telephone:** [0207 294 2772](tel:02072942772)



### Modified question papers

If any learners require enlarged or braille question papers, the learner must be entered for the paper-based version of the exam, and you will need to organise this at least three months prior to the exam taking place.

Please email [policy@cityandguilds.com](mailto:policy@cityandguilds.com) to request any modified question papers.



### Technical Qualifications webpages update

We are delighted to inform you of the recent changes we've made to our Technical Qualification web pages. Visit: [cityandguilds.com/technical](https://cityandguilds.com/technical) today!

The website includes changes to the following pages:

- **Study Technical Qualifications** – this page now includes progression routes and **shows you the choices available to your learners.**
- **Resources and support** – from curriculum planning, implementation and continual news updates, visit the Resources & Support page to see our recently updated guides and other support resources available to help support you at every stage of programme delivery.
- **Case studies** – hear what our learners, colleges and employers have to say about studying or delivering a City & Guilds Technical Qualification.

Over the coming weeks, we will also include a new widget to the Technical Qualifications and the individual subject pages you will be able to access our Technical Qualifications resources and support directly from these pages.

#### Help?

Our Technicals and Moderation Support team are here to help you if you have any questions so get in touch with one of our team members if you need further assistance.

@ Email: [moderationsupport@cityandguilds.com](mailto:moderationsupport@cityandguilds.com)

📞 Telephone: [01924 206719](tel:01924206719)