Welcome to City & Guilds

Exams Officer & Administration Networking Event for Technical Qualifications

November/December 2017

Hosted by: Technicals & Moderation Support Team

Centre Support Team

Agenda

Welcome to the City & Guilds Networking Event for Exams Officers and Administration staff.

What will we be covering in todays event:

- An overview of Technical Qualifications

- Qualification Approvals and our Quality Assurance model

- A reminder of the key deadlines for this years delivery

- The booking process for all assessments and exams

- Moderation Visits

- The Moderation Portal

- Resources & Support

- Question and Answer

Resources available today:

- Technical Qualifications Welcome Pack

- Marking and Moderation Centre Guide

- Employer Involvement Centre Guidance

- Technical Qualifications – How to book assessments

- Technicals Checklist for Delivery

- Exams Timetable for 2018
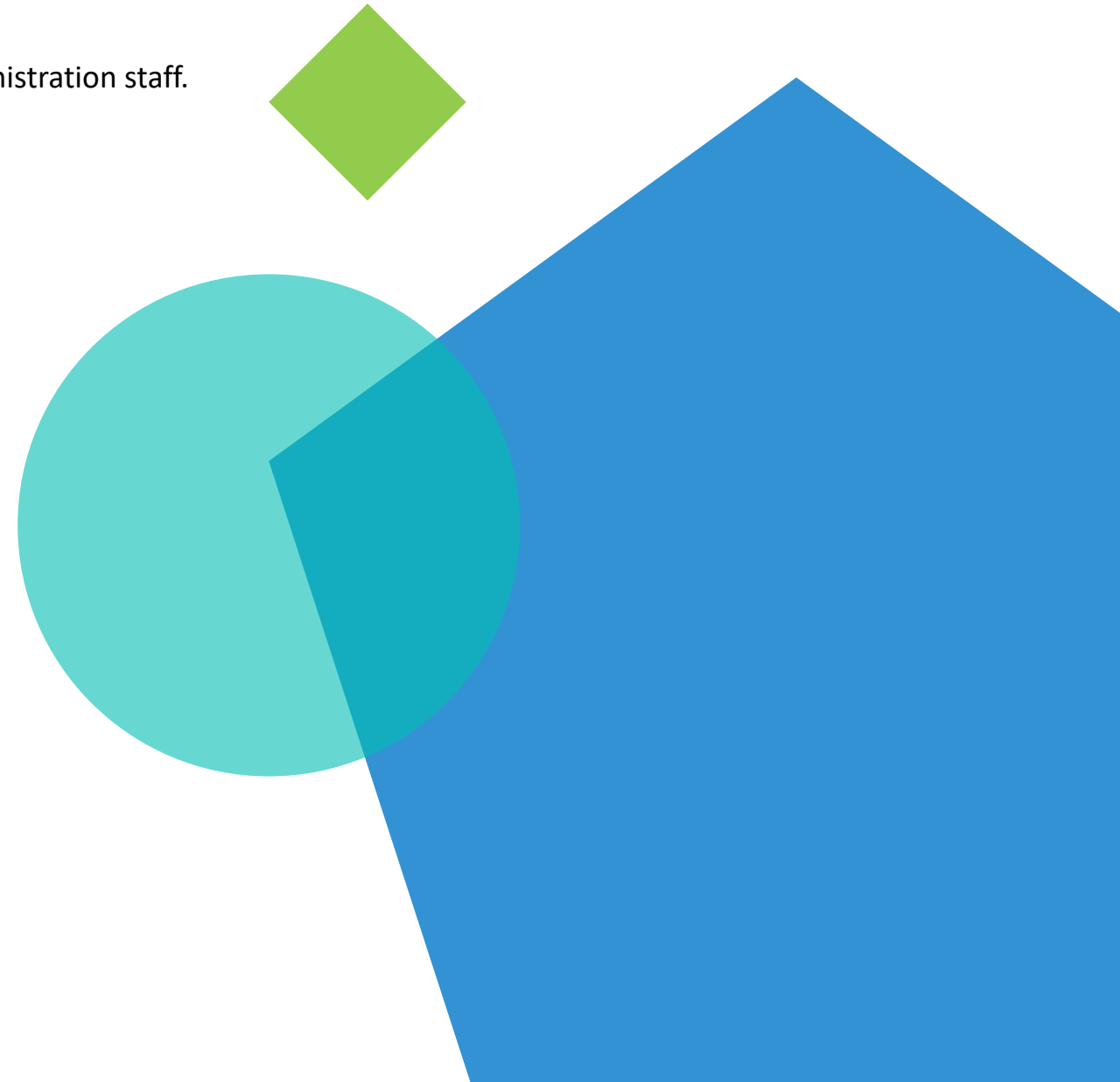
Technicals & Moderation Support Team

✉ moderationsupport@cityandguilds.com

☎ 01924 206 719

Available: Monday to Friday 09:00 to 17:00

We are here to support you with general queries regarding the Moderation process for Technical qualifications.

What we 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

City & Guilds
A City & Guilds Group Business

Centre Support

✉ centresupport@cityandguilds.com

☎ 0844 543 00 00*

Available: Monday to Friday 08:00 to 18:00

We are here to support you with:

- Qualification information
- Walled Garden support
- How to place orders
- Technical issues
- Evolve support

Calls to our 0844 numbers cost 5 pence per minute plus your telephone company's access charge.

Moderator Vacancies

We currently have some exciting vacancies for the role of Moderator for our Technical Qualifications.

This is an excellent CPD opportunity for staff as they will have the chance to learn about the Technicals, gain an in-depth knowledge of requirements and the moderation process and really get to grips with the marking of the synoptic practical assessment.

As a centre delivering these qualifications this may be an ideal opportunity for some of your staff to build on their expertise and support to improve your delivery of the Technical Qualifications. To maintain customers' trust in our rigorous assessment, we want people with the right background, and then we make sure we give them the training and support to do well.

We are currently recruiting for Moderators in the following areas:

- Agriculture
- Animal Management
- Equine Management
- Land and Wildlife management
- Horticulture
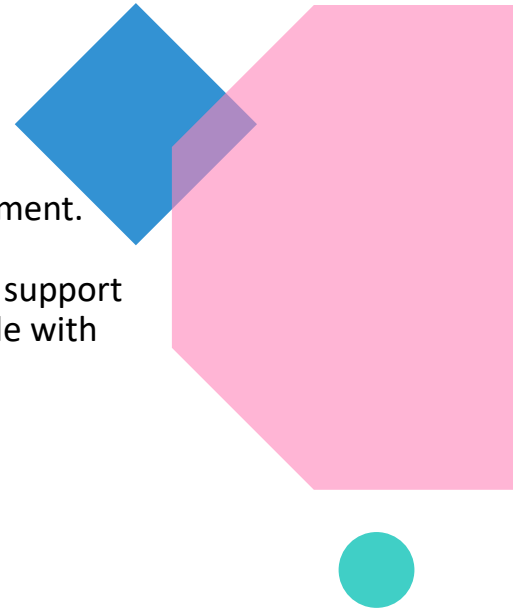**- Forestry and Arboriculture**

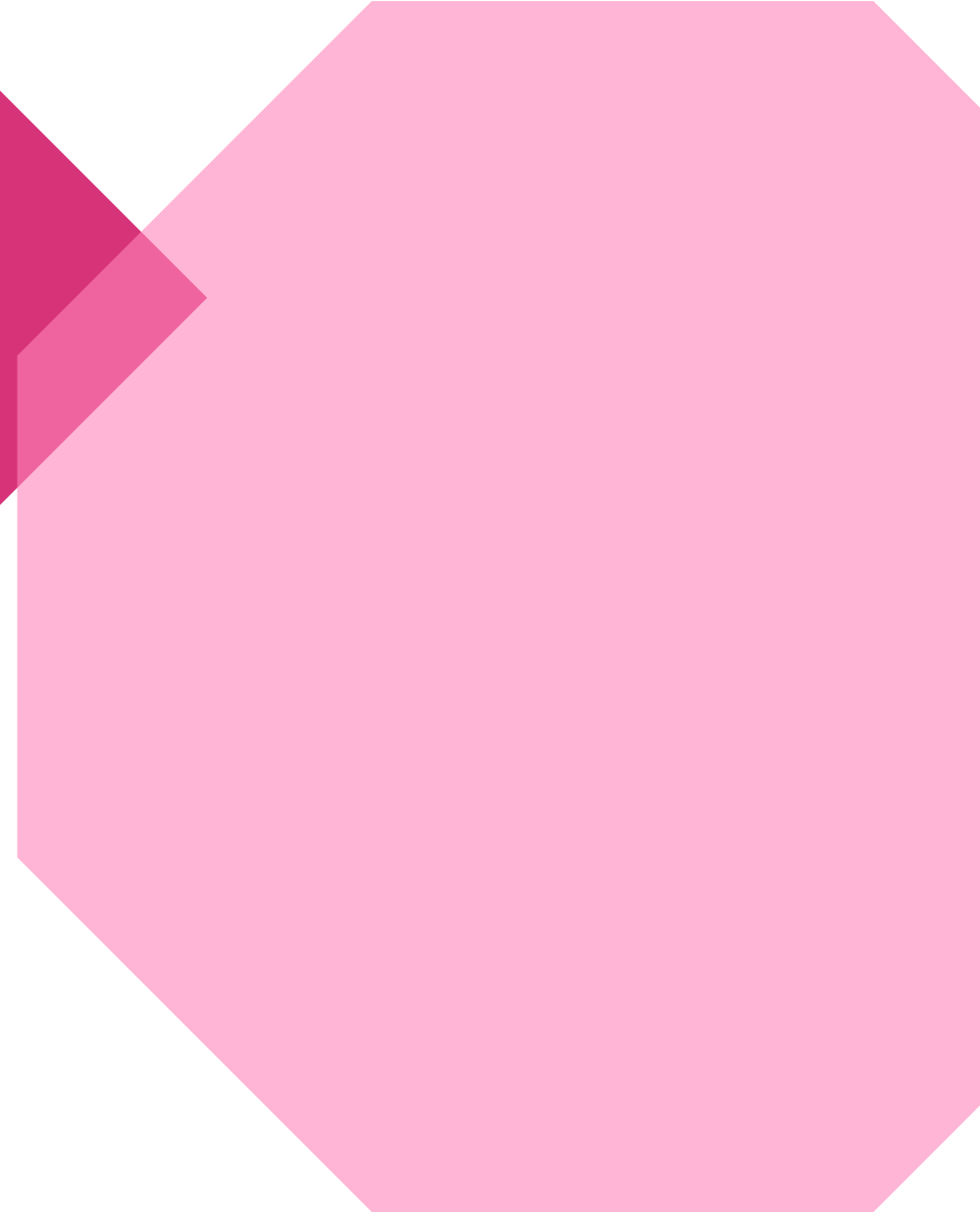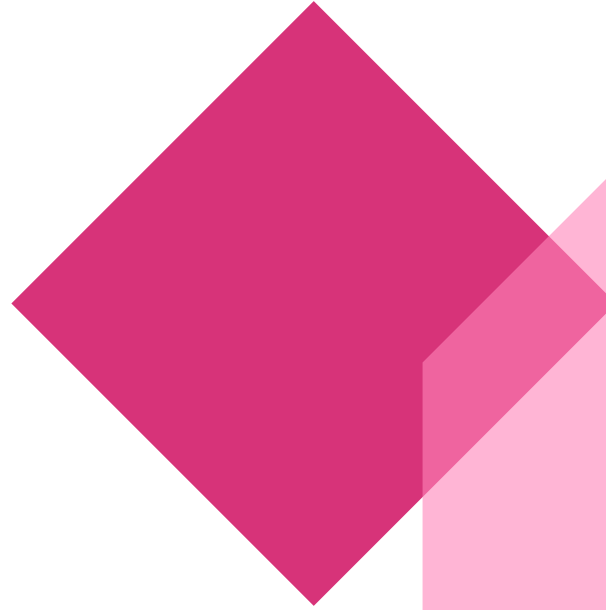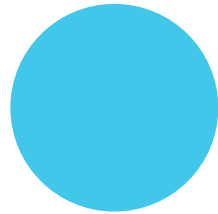**To Apply…**

1. Visit our Website
   https://www.cityandguilds.com/techbac/technical-qualifications/current-moderator-vacancies

2. Complete the Moderator Application Form

3. Send this, along with your CV, CPD record and an indication of which area you are wishing to apply in to **examiner.recruitment@cityandguilds.com**
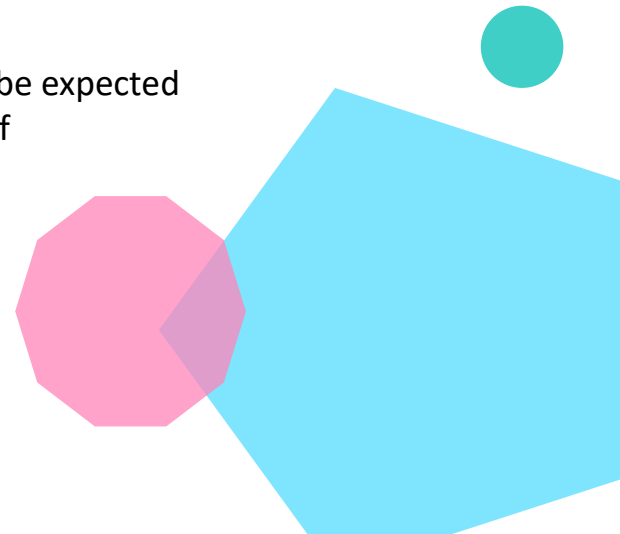
Technical Qualifications – An Overview

What is a Technical Qualification?

- City & Guilds Technical Qualifications are a range of qualifications designed for 14-19 year olds, as an equally rigorous vocational alternative to general qualifications, supported by industry.

- They meet the requirements of the DfE categories of Technical Award, Technical Certificate and Tech Level Qualifications.

- These qualifications are recognised by the DfE as high-quality vocational qualifications that attract performance table points for schools and colleges.

- In addition, these Technical Qualifications have been developed in collaboration with a number of employers including Bosch, EDF and RSPCA to ensure that they meet employer needs and standards.

- The learning content for the new Technical Qualifications has not been presented as 'units of assessment' as was required by QCF with learning outcomes and assessment criteria. Instead learning outcomes are supported by learning topics.

- This structure is designed to encourage focus on teaching and learning rather than assessment. The candidates will be expected to be taught and develop the knowledge and skills required to achieve the learning outcomes, so that at the point of assessment they are able to deal with whatever the assessment requires of them.

- The content of these Technical Qualifications is therefore designed in such a way as to ensure that the knowledge and understanding is directly relevant to practical or occupational problems.

Assessment Structure

- The assessment regime for the City & Guilds Technical Qualifications is a change from previous qualifications on the QCF Framework. The QCF framework aimed to support transfer of knowledge and skills by crediting candidates at unit level in order that credits from one qualification could contribute to related qualifications if those qualifications contained the same or similar units.

- The assessment strategy for the City & Guilds Technical Qualifications on the other hand aims to change this and in a similar move as to GCSEs and A-levels, City & Guilds has chosen to move from unit-based assessment of candidates' knowledge and skills over the duration of the course to summative assessment at the end of the course to allow centres to create coherent learning programmes.
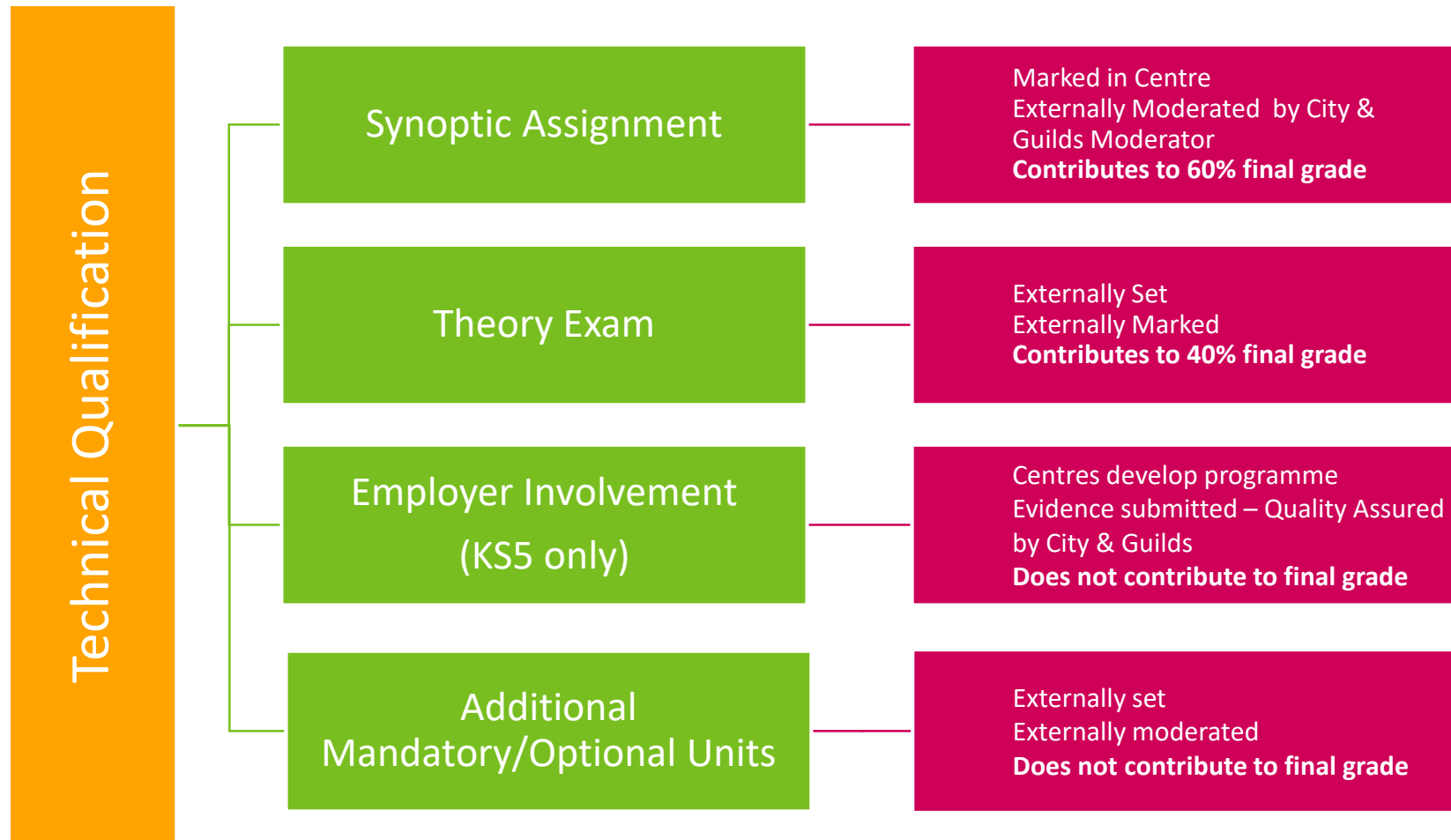
For each Technical Qualification there will be:

  o At least one end, externally assessed theory examination, the questions for which will be drawn from critical knowledge across the mandatory qualification content. Their grading outcomes are pass, merit, distinction.

  o A substantial synoptic end assignment that will require the candidate to be able to draw from and apply knowledge, skills and understanding from the breadth of the (mandatory) qualification content in an integrated way. They are graded pass, merit and distinction.

  o There may be some additional exams and assignments depending on the nature of the qualification, details of which can be found in the qualification handbook.

  o Employer involvement (for Key Stage 5 Only) - a mandatory component of the delivery and assessment of Key Stage 5 Technical Qualifications for 16-19 year olds and is subject to external quality assurance by City & Guilds.

- All elements are mandatory to achieve the Technical Qualification (although Employer Involvement is only a requirement for KS5 quals). However only the Synoptic Assignment and Theory Exam contribute towards the final grade.

- The boundaries for assessment grades are set through awarding processes. The grades for the individual assessments are then weighted and combined to give an overall grade for the qualification using a points-based system, details of which are provided in the qualification handbook.
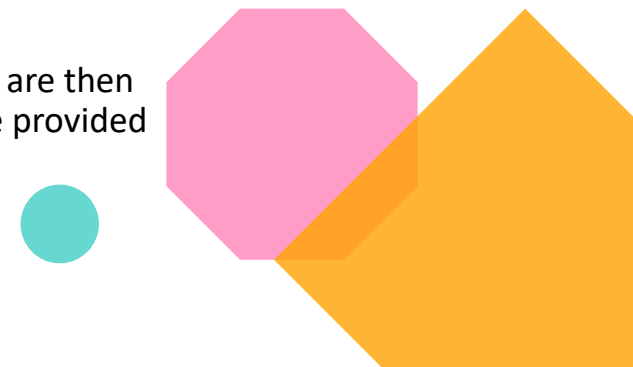
What Makes a Technical Qualification?

These are the components that make up Technical Qualifications. All components must be completed to achieve the qualification.

Technical Qualification

Synoptic Assignment
- Marked in Centre
- Externally Moderated by City & Guilds Moderator
- **Contributes to 60% final grade**

Theory Exam
- Externally Set
- Externally Marked
- **Contributes to 40% final grade**

Employer Involvement (KS5 only)
- Centres develop programme
- Evidence submitted – Quality Assured by City & Guilds
- **Does not contribute to final grade**

Additional Mandatory/Optional Units
- Externally set
- Externally moderated
- **Does not contribute to final grade**

City & Guilds DfE Approved Technical Qualifications

City & Guilds now has **100 Technical Qualifications** approved by the DfE to appear on the 2019 Performance tables.

These qualifications are across 13 industry areas...

And include:
KS4 Technical Awards

KS5 L2 Certificates
KS5 L3 Extended Certificate
KS5 L3 Diploma
KS5 L3 Extended Diploma

Our Quality Assurance Model & Technical Qualification Approvals (QAPs)

Technical Approvals & Our Quality Assurance Model

Our Quality Assurance Model

Technical Qualifications follow the Moderation Process. This involves City & Guilds moderators sampling centre marking to check whether it is accurate and in line with national standards for the qualification. Where necessary adjustments may be made to centre marking to align it with these standards.

Technical Qualification Approval Applications

The approvals window for centres wishing to deliver Technical Qualifications this academic year has now closed. Any applications received moving forward will be processed ready for September 2018 delivery.

Some Level 2 Technical Qualifications are eligible for automatic approval if you have existing approval for the equivalent Level 3 in the same industry area. However, this is not the case for all Level 2 Technical Qualifications. For further information, please visit our website or contact the Technicals & Moderation Support team.

You can view all your approved Technical Qualifications on the Walled Garden within the Quality Portal. Please refer to page 10 of the Quality Portal User Guide for further support.

Our Technical Qualifications follow a different Quality Assurance Model due to them being Moderated, this means a different process for qualification approval applications:

- Land & Animal Technical Qualification approvals still require the traditional qualification approval visit and support from a City & Guilds External Quality Assurer (EQA). This approval process can take up to 30 working days.

- All other Technical Qualifications follow a different process and can be approved desk based by the Technicals & Moderation Support team, providing the Qualification Approval Form (QAP) contains all relevant information.

- **4.5 and 4.6** of the Qualification Approval Form (QAP) must be completed to allow the Technicals & Moderation Support team to process (*for KS5 technical qualifications only*).
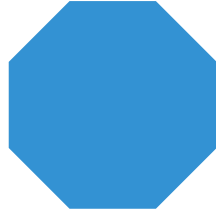
Key Dates for the Diary
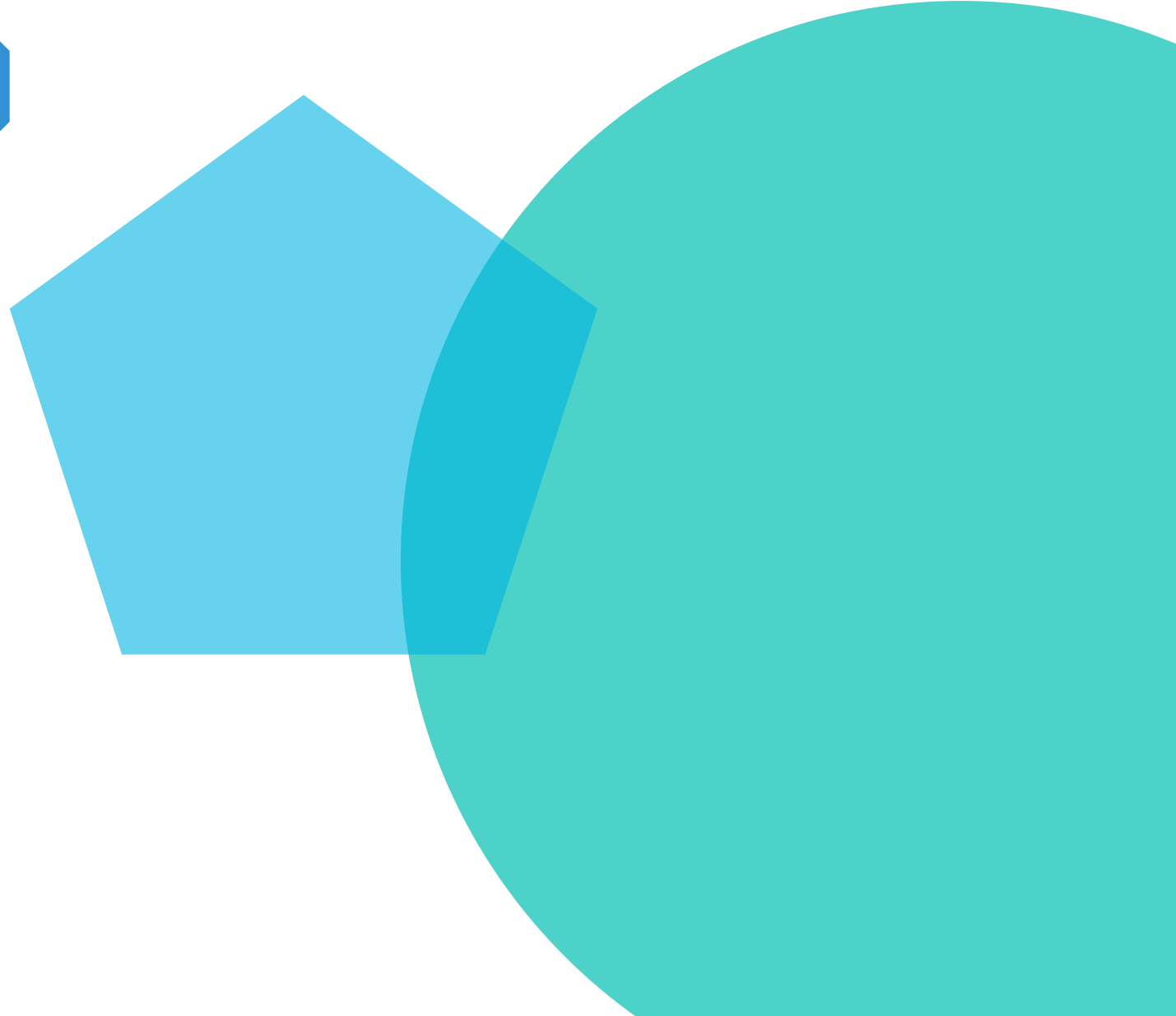
Key Dates

Here is a list of the key dates for the delivery of Technical Qualifications:

Event	Date
Start of learner registration window	4 September 2017
Deadline for learner registration	31 October 2017
Start of spring (February/March/April) exams series booking window	1 November 2017
Start of synoptic assignments, optional assignments and any other centre-assessed components (if applicable) and employer involvement (KS5 only) booking window	1 November 2017
Deadline for booking spring exam series	*22 December 2017**
Deadline for booking synoptic assignments, optional assignments and any other centre-assessed components (if applicable) and employer involvement (KS5 only)	*22 December 2017 **
Synoptic assignments released to learners (Landbased Only)	2 January 2018
Synoptic assignments released to learners	5 February 2018
First spring exam series	26 February to 2 March 2018
Start of summer (May/June) exam series booking window	1 March 2018
Second spring exam series	6 March to 26 April 2018
Results of first spring exam series	23 April 2018
Deadline for booking summer (May) exam series	27 April 2018
Results of second spring exam series	14 May 2018
Deadline for submitting marks and evidence to the Moderation Portal for synoptic assignments	18 May 2018
Deadline for booking summer (June) exam series	25 May 2018
Summer exam series	21 May to 28 June 2018
Deadline for submitting evidence to the Moderation Portal on optional assignments and any other centre-assessed components (if applicable) and employer involvement (KS5 only)	15 June 2018
Final results, including summer exams, synoptic assignments and qualification grades (where applicable) available for Level 3	6 August 2018
Final results, including summer exams, synoptic assignments and qualification grades (where applicable) available for Level 2	13 August 2018

*This deadline has been extended due to Walled Garden maintenance.
Walled Garden will be unavailable from **6pm (GMT) Thursday 14 December until 9am (GMT) Tuesday 19 December**.

Booking Technical Assessments & Exams

What are the different styles of exams within a Technical Qualification?

Technical Qualifications are made up of:

1 Synoptic Assignment
- This is available as a *Dated Entry booking*. The date given is the final submission date to Moderation Portal.

At least 1 Theory exam
- These are available both as *Dated Entry Written Papers* and *E-Volve multiple choice Exams*. The date given is the actual testing date and time.

For Key Stage 5 Level 2 and Level 3:

- Mandatory and Optional Units
- Employer Involvement

Both are available as *Dated Entry bookings*. The date given is the final submission date to the Moderation Portal.

Note
For candidates completing the **Project Qualification** *(2935) there is a Dated Entry booking. The date given is the submission date for the completed project to the Moderation Portal.*
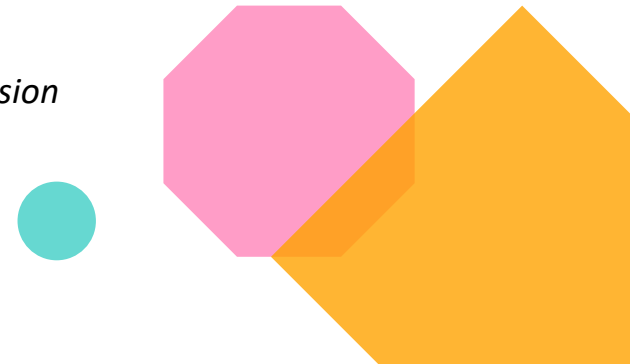
How do I know which exam to book?

Each qualification has a specific set of units, this is called the Rules of combination.
Each qualifications rules of combination can be found in the Catalogue page.

Each available pathway appears in the drop down box

How do I know which exam to book?

Each unit is structured differently within Walled Garden. How they are set up can be found within the Units And Assessment section.

The Unit type is how the unit will be marked.

Moderated is marked via the Moderation Portal.
Multiple Choice and **Written** are the style of Exam.
External Quality Assurance is sampled and then uploaded to the Moderation Portal.

This is how the unit needs to be booked onto Walled Garden.

Units and Assessments

Description	Unit type	Entry type	Unit code	Credits
Level 3 Business Travel - Synoptic assignment (1)	Moderated	Dated entry	4782-030	N/A
Level 3 Business Travel - Theory exam (1)	Multiple Choice	Dated entry	4782-032	N/A
Level 3 Conference and events	External Quality Assurance	Dated entry	4782-330	N/A
Level 3 Air fares and ticketing - Assignment	External Quality Assurance	Dated entry	4782-337	N/A
Level 3 Global distribution systems - Assignment	External Quality Assurance	Dated entry	4782-338	N/A
Level 3 Business Travel - Theory exam (1)	Written	Dated entry	4782-532	N/A
Level 3 Employer involvement	External Quality Assurance	Dated entry	4782-832	N/A

How do I know what units are covered within each exam?

Each handbook has a full listing of all unit criteria available. Not all these units will appear on Walled Garden.
Some of the units will be completed within the Synoptic Assignment or the Theory Exam.

Qualification structure

For the **Level 2 Technical Certificate in Hairdressing** the teaching programme must cover the content detailed in the structure below:

Unit number	Unit title	GLH
Mandatory		
201	Principles and practices of hairdressing and barbering services	90
202	Shampoo, condition and treat the hair and scalp	30
203	Cut hair using basic techniques	120
204	Style, set and dress hair	90
205	Colour and lighten hair	120

EXAMPLE
The Level 2 Technical Certificate in Hairdressing (6002-21) has mandatory units of 201-205. These are covered within the criteria of unit 026/526 – The online or paper based Theory Exams.

026/526	Duration: 160 minutes		
Unit	Outcome	Number of marks	%
201	1.Work safely in the salon/barbershop	21	26
	2. Understand hair, skin and scalp analysis		
	3.Understand communication techniques and expected behaviours in the salon/barbershop		
	4. Advise clients and make recommendations throughout the service		
202	2. Shampoo and condition hair	10	13
203 &204	1.(unit 204) Prepare for styling and finishing hair	14	17
2	2. (unit 203) Cut hair to achieve a variety of looks		
205	1. Prepare to colour and lighten	20	25
	2. Colour and lighten hair to achieve a variety of looks		
N/A	Integration across the units	15	19
	Total	80	100

How to book dated entry exams

Dated Entry Bookings need to be completed for:

- Synoptic Assignments

- Theory Exams (Written versions)

- Mandatory and Optional Units

- Employer Involvement

- Project

In the Catalogue, select 'Show Approved'

Enter the qualification code within 'Search Catalogue'

Click on the blue hyperlinked qualification title

Select **'Place an order'**

Select **'Dated Entry'**

Select the entry you want to book

Select the date required and click **'Continue'**

Using '**Search existing candidates**', add in the candidates due to be booked. Select '**Continue**'.

Select '**Add To Order**', once the candidates are selected.

Select '**Continue**'

Select the required units for each candidate

Checkout

Please take a moment to check that your order and delivery address are correct.

If changes are required, click the ✏ icon in the **Order line items** section. . If the order is correct, click **Submit Order**.

Order reference and delivery

Please enter your PO / reference number in the Your PO / Ref. text box.

Your PO / Ref. *   [   ]

Deliver to   [SAP Test U...ABC Great...London TES ▾]

Payment method   [On Account ▾]

Order line items

To view the details of the Line Items, click 🔍 in the Detail column. To change the Order Line Item, click ✏ in the Amend column.
If you have made any changes at this stage, click **Update Order**. Once complete click **Submit Order**.

Amend	Detail	Product code	Product description	Order type	Qty	Price	Total	Delete
✏	🔍	2395-302	Level 3 Principles, practices and legislation for the periodic inspection, testing and condition reporting of electrical installations (Written) (2 credits)	Dated entry	1	37.10	37.10	☐

Order total net	37.10 GBP
VAT/Sales tax	0.00 GBP
Order total	37.10 GBP

Update Order

Billing - Account details

SAP Test Centre
1 Finance Update DIRECT CENTREADDRESS
London EDITED
Bedfordshire
W1H 1QA

If the order is complete, click **Submit Order**.

Cancel Order   **Submit Order**

Enter a PO/Ref

Select '**Submit Order**'

A final confirmation of order page will then appear.
There is an option to print at this stage.

How to book e-volve on-demand exams and e-volve exams

Evolve On-Demand exams and E-volve exams need to be booked for theory exams to be taken online.

In the Catalogue, select **E-volve scheduling** from the Second menu

Select the **Centre and Organisation** the assessments need to be booked under

Search candidates to be added in the '**Search existing Candidates**'

Select the candidates and then '**Add To Order**'

Order type → Candidates → **Assessment** → Checkout → Confirmation

Unit or Assessment selection

Centre No. 999990   Customer No. 1066854   Order type e-volve Scheduling

Time extensions - Please select the required % time extension for the required candidate(s) in the 'Additional time' column. You **must** have approval for access arrangements for each candidate before scheduling any test with extra time. To schedule a test with a higher percentage than the maximum available here, please contact our Policy Team. For further guidance on our policy and procedures for access arrangements– click Access arrangements and reasonable adjustments..

Click here for Important Tips

☐ All same   ☐ All same   ☐ All same   ☐ All same

Add Exam	ENR	First Name	Last Name	Qualification	Unit or Assessment	Date (dd.mm.yyyy)	Time	Installation ID	Additional Details
+	GJV6606	Ronnie	O'Sullivan	▢ ⌄	▢ ⌄		▢ ⌄	▢ ⌄	Show

Cancel Order   Back   Continue

Any additional time or alternative venues need to be included within the **Additional Details** section

Select the Qualification Code

Select the unit or assessment

Add in the date and time for the exam

Select Installation ID for the exam

Checkout

Please take a moment to check that your order and delivery address are correct.

If changes are required, click the 🖉 icon in the **Order line items** section. . If the order is correct, click **Submit Order**.

Order reference and delivery

Please enter your PO / reference number in the Your PO / Ref. text box.

Your PO / Ref. *	[ ]
Deliver to	SAP Test U...1 Giltspur...London
Payment method	On Account

Order line items

To view the details of the Line Items, click 🔍 in the Detail column. To change the Order Line Item, click 🖉 in the Amend column.
If you have made any changes at this stage, click **Update Order**. Once complete click **Submit Order**.

☐ Show/Hide details

Amend	Detail	ENR No	First Name	Last Name	Qualification	Product code	Product description	Price	Delete
🖉	🔍	GJV6606	Ronnie	O'Sullivan	9898-98	9898-111	e-volve only - Multiple Choice Navigation test	0.00	☐

Order total net	0.00 GBP
VAT/Sales tax	0.00 GBP
Order total	0.00 GBP

Update Order

Billing - Account details

SAP Test UK CR1
1 Giltspur Street
London
Armagh
EC1A 9DC

If the order is complete, click **Submit Order**.

Cancel Order   Submit Order

Add in a PO/Ref

Select 'Submit Order'

Full details of the booking can be found in the 'Detail' section

A final confirmation of order page will then appear. There is an option to print at this stage.
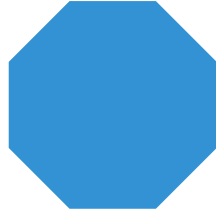
Moderation Visits

What is a Moderation Visit?

For some Technical Qualifications, ephemeral evidence plays a significant part in the assessment and evaluation of candidate performance. It is, therefore, the quality of the evidence collected by tutors during the practical assessment that is vital.

For these qualifications, the online moderation will be supported with a visit to the centre by the moderator. This will only be required in specified qualifications.

The objective of the moderation visit is to:

- Observe and ensure that evidence gathered by the tutor during the practical sections of the synoptic assessment is sufficient, valid and reliable enough to support any subsequent marking or moderation of the synoptic assessments
- Allow the independent collection of evidence by the moderator, providing a benchmark against which to compare the tutor-produced evidence, especially where photographic evidence cannot provide valid or complete backing to support tutor evidence.

Important
The moderation visit is not an opportunity for the moderator to give feedback on the accuracy of centre marking, or to comment on whether candidates are likely to pass or fail.
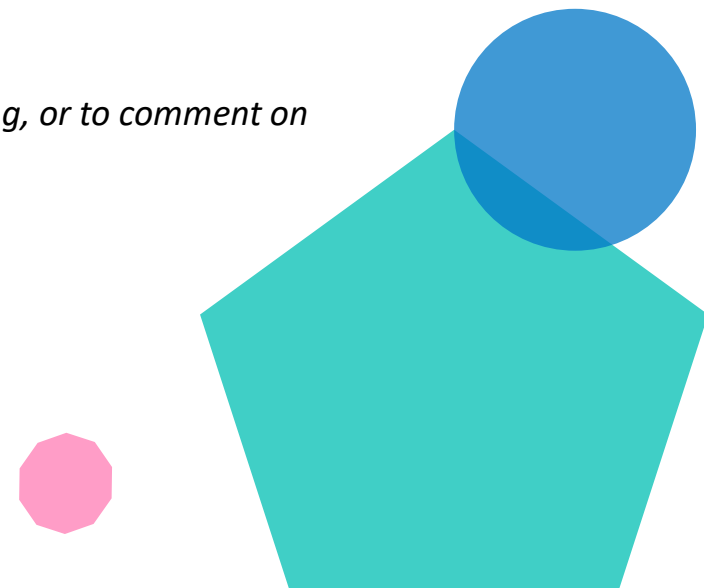
Arranging a Moderation Visit

What happens next?

- Moderators are allocated to each centre by Technicals & Moderation Support.
- If a Moderation Visit is required, the Moderator will contact your centre to establish the dates you will be carrying out the synoptic tasks including ephemeral evidence.
- A mutually convenient date will be agreed and the Moderator will notify the Technicals & Moderation Support Team
- The Moderator will provide a Moderation Visit Sample Confirmation form to the centre confirming the date of the visit and the requirements of the day. Centre are expected to complete and return the form to include their sample of candidates to be observed.
- The visit will take place as early as possible in the synoptic assignment assessment window, in order to ensure that any guidance and feedback on evidence gathering and recording can be applied to the whole cohort.
- After the visit has taken place the centre will receive a Moderation Visit Feedback Form. The centre IQA is responsible for making sure that any feedback provided by the moderator during the visit is then used to ensure the production of high quality evidence by all tutors/markers, which will support the subsequent marking and moderation.

Advice

*Sample Size – Moderators should observe a minimum sample of **six** candidates. Where there are less than six candidates in a cohort, then all learners should be observed. The sample should ideally include candidates across the range of performance. Centres can use predicted grades to evidence this. Where there is more than one marker involved, ideally the sample should include candidates marked by each marker.*

Full guidance on Moderation Visits is available in the Marking & Moderation Guide for Centres in Section 3 (page 18)
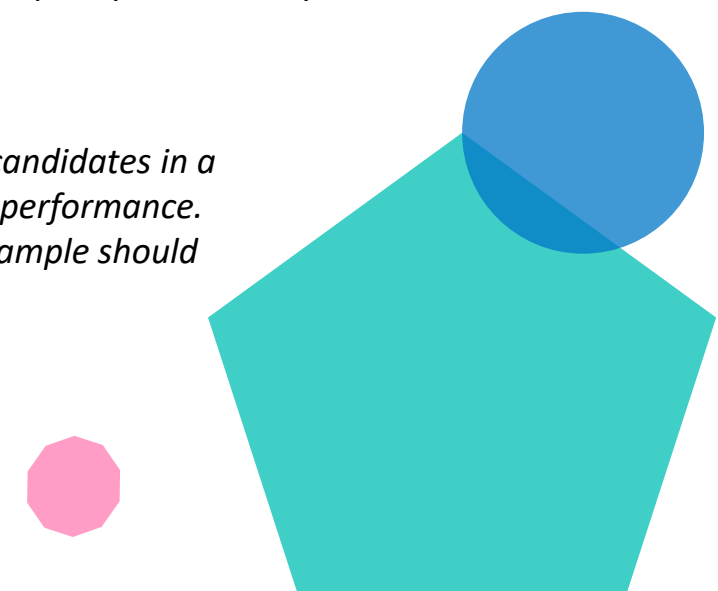
Qualifications requiring a Moderation Visit

Hair & Beauty	
Qualification Code	**Qualification Title**
6003-20	Level 2 Technical Certificate in Beauty Therapy
6003-21	Level 2 Technical Certificate in Beauty Retail
6003-22	Level 2 Technical Certificate in Nail Treatments
6003-30	Level 3 Advanced Technical Diploma in Beauty and Spa Therapy (540)
6003-32	Level 3 Advanced Technical Diploma in Nail Technology (450)
6004-30	Level 3 Advanced Technical Diploma in Complementary Therapies (540)
6010-20	Level 2 Technical Certificate in Make-up Artistry
6010-31	Level 3 Advanced Technical Diploma in Theatrical, Special Effects and Media Make-up Artistry (540)
6002-20	Level 2 Technical Certificate in Barbering
6002-21	Level 2 Technical Certificate in Hairdressing
6002-22	Level 2 Technical Certificate in Cutting and Styling Services
6002-23	Level 2 Technical Certificate for Hair Colouring Services
6002-30	Level 3 Advanced Technical Diploma in Barbering (450)
6002-31	Level 3 Advanced Technical Diploma in Hairdressing (540)
6010-30	Level 3 Advanced Technical Diploma in Media Make-up Artistry (540)

Hospitality & Catering	
Qualification Code	**Qualification Title**
6100-20	Level 2 Technical Certificate Professional Cookery
6100-30	Level 3 Advanced Technical Diploma in Professional Cookery (450)
6100-31	Level 3 Advanced Technical Diploma for Professional Chefs (540)
6100-32	Level 3 Advanced Technical Diploma for Professional Chefs (Patisserie and Confectionery) (450)
6100-33	Level 3 Advanced Technical Diploma for Professional Chefs (Kitchen and Larder) (450)
6103-20	Level 2 Technical Certificate Food and Beverage Service
6103-30	Level 3 Advanced Technical Diploma in Supervision in Food and Beverage Services (450)
7178-20	Level 2 Technical Certificate in Food Preparation and Service

Qualifications requiring a Moderation Visit

Land & Animal	
Qualification Code	Qualification Title
0171-30	Level 3 Advanced Technical Certificate in Agriculture
0171-31	Level 3 Advanced Technical Diploma in Agriculture (540)
0171-32	Level 3 Advanced Technical Extended Diploma in Agriculture (720)
0171-33	Level 3 Advanced Technical Extended Diploma in Agriculture (1080)
0171-38	Level 3 Advanced Technical Extended Diploma in Land Based Engineering
0172-30	Level 3 Advanced Technical Certificate in Animal Management
0172-31	Level 3 Advanced Technical Diploma in Animal Management (540)
0172-32	Level 3 Advanced Technical Extended Diploma in Animal Management (720)
0172-33	Level 3 Advanced Technical Extended Diploma in Animal Management (1080)
0172-35	Level 3 Advanced Technical Certificate in Equine Management
0172-36	Level 3 Advanced Technical Diploma in Equine Management (540)
0172-37	Level 3 Advanced Technical Extended Diploma in Equine Management (720)
0172-38	Level 3 Advanced Technical Extended Diploma in Equine Management (1080)
0173-30	Level 3 Advanced Technical Certificate in Land and Wildlife Management
0173-31	Level 3 Advanced Technical Diploma in Land and Wildlife Management (540)
0173-32	Level 3 Advanced Technical Extended Diploma in Land and Wildlife Management (720)

Land & Animal	
Qualification Code	Qualification Title
0173-33	Level 3 Advanced Technical Extended Diploma in Land and Wildlife Management (1080)
0174-30	Level 3 Advanced Technical Certificate in Horticulture
0174-31	Level 3 Advanced Technical Diploma in Horticulture (540)
0174-32	Level 3 Advanced Technical Extended Diploma in Horticulture (720)
0174-33	Level 3 Advanced Technical Extended Diploma in Horticulture (1080)
0174-35	Level 3 Advanced Technical Certificate in Forestry and Arboriculture
0174-38	Level 3 Advanced Technical Extended Diploma in Forestry and Arboriculture (1080)
0175-30	Level 3 Advanced Technical Diploma in Floristry (540)
0171-20	Level 2 Technical Certificate in Agriculture
0171-28	Level 2 Technical Certificate in Land-Based Engineering
0172-21	Level 2 Technical Certificate in Animal Care
0172-26	Level 2 Technical Certificate in Equine Care
0173-20	Level 2 Technical Certificate in Land and Wildlife
0174-20	Level 2 Technical Certificate in Horticulture
0174-21	Level 2 Technical Certificate in Forestry & Arboriculture (360)
0175-20	Level 2 Technical Certificate in Floristry

City & Guilds Moderation Portal E-Portfolio
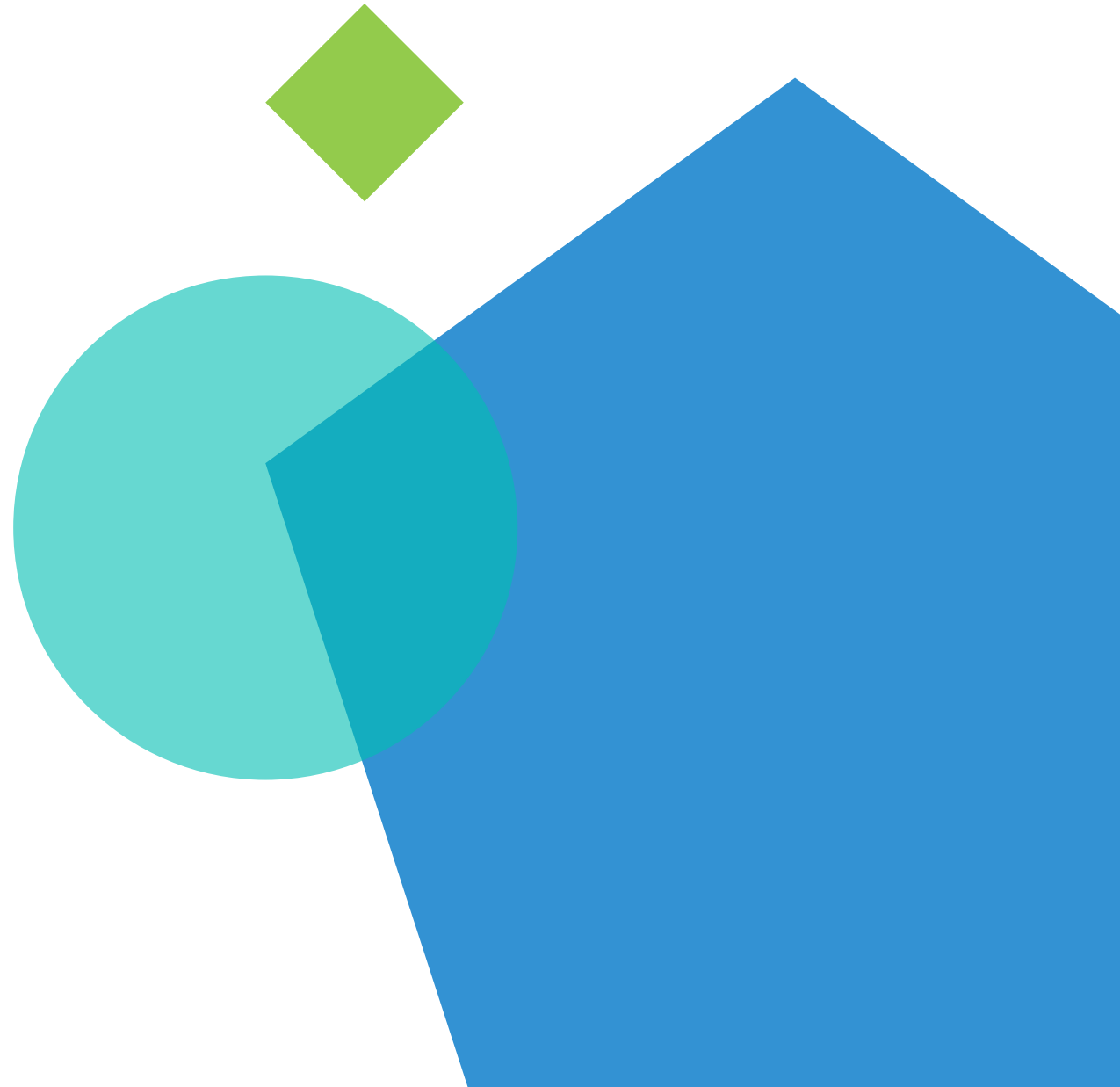
Moderation Portal E-Portfolio – Coming Soon!

The Moderation Portal E-Portfolio is a secure online dedicated platform designed to support centres and Moderators with the electronic transfer of candidate marks and evidence for Moderation.

The Portal is currently undergoing upgrade and maintenance to ensure centres receive the best user friendly service for this academic year. We anticipate that the Moderation Portal will be available for centres to access in February/March 2018.

Upon release of the Moderation Portal, all centres will receive one set of login credentials to an Adminstration account, which can then be used to create other accounts for Markers/Assessors to be able to input marks and upload evidence.

We will also release a new Moderation Portal User Guide and Tutorial Video in order to support you with the evidence upload process.

Centres are required to upload Marks for all candidates, plus a sample of evidence for each assessment component to the Portal, in line with the Key Deadlines:

18th May 2018   Deadline for submitting marks and evidence to the Moderation Portal for synoptic assignments
15th June 2018   Deadline for submitting evidence to the Moderation Portal on optional assignments and any other centre-assessed
                           components (if applicable) and employer involvement (KS5 only)

Important
The Portal shows all candidates registered and booked through the Walled Garden for Technical Qualifications.
If you have not booked all relevant units of assessment as per the booking guidance, they will not show on the portal.
You will not be able to submit your marks and evidence to the Moderator and the candidate(s) will not achieve a grade
for the qualification.
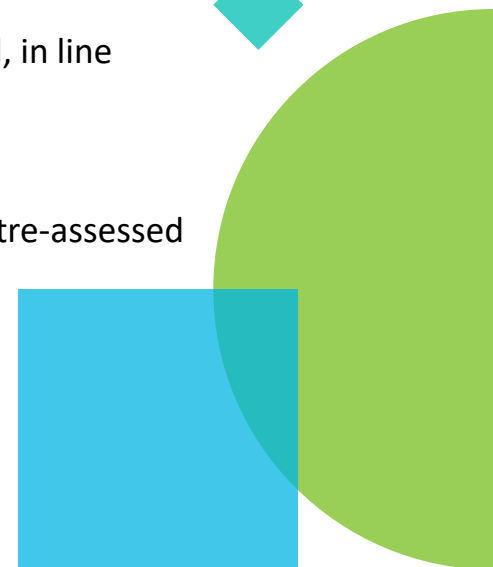
Getting Ready for Moderation Portal

Prior to marking and moderation, centres must ensure the following:
- Candidates are registered on to the relevant Technical Qualification
- Candidates are booked against all relevant assessments (see rules of combination on the 'catalogue' for more details).

The City & Guilds Website contains all relevant documentation and assessment materials to support you in delivery and assessment of Technical Qualifications including:
- Qualification Handbook
- Synoptic Handbook
- Optional Assignment Guidance
- The Guide to Teaching, Learning & Assessment
- Marking & Moderation Centre Guide

These documents contain:
- Assignment briefs that will usually reflect client/customer requirements for a suitable job or industry related activity with specific end products
- Related tasks that describe the pieces of evidence that candidates must produce and submit, along with the range and format, and the conditions under which they must be produced
- Information about the additional evidence (such as annotations, planning documents, justifications and reflections) which are required to support marking and moderation
- Centre guidance and instructions of the assessments, including timings and required resources
- Relevant forms to support the assessment, including *Candidate Record* Forms*, Practical Observation* Forms and *Declarations of Authenticity*

Moderation Portal – Account Management

There are two different types of account on the Moderation Portal.

Administration Account

This is the generic account provided by City & Guilds.
You will be able to identify this as the username will be your Centre Number, e.g. 012345A.
This account is used to manage the users (Markers, Assessors IQA's etc.) who have access to the Portal.
You cannot input marks or upload evidence on this account

Marker Accounts

Administrators create Marker accounts within the Portal for your Centre.
Marker Accounts are assigned specific qualifications and can input marks and upload evidence for their allocated qualifications.

Note

Each Cohort will have a 'Group Evidence' Section – here you should upload any evidence relevant to the whole cohort rather than individual learners.
The person at the centre who would be responsible for carrying out any action set by the moderator, e.g. the IQA or Lead marker on the course, should also have a Marker account. This person would need to be assigned to the Group Evidence section for each cohort of learners for each assessment. The marker account assigned to this section will receive notifications from the moderator.
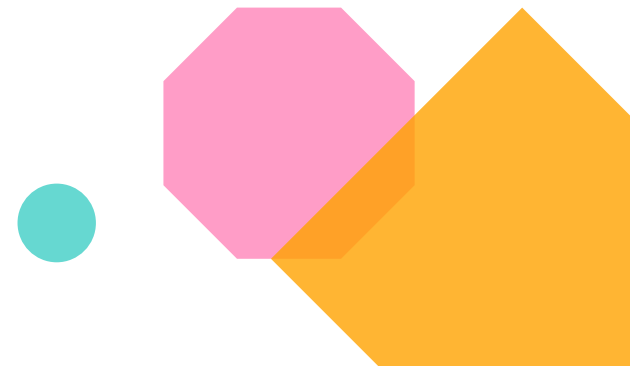
Moderation Portal – Centre Forms

These are the key forms that are used by centres, and City & Guilds during the marking and moderation process. These are available in the Quality Assurance documents section of the City & Guilds website.

Centre forms	
Practical Observation forms	Contained in the assignment pack and used by tutors to record candidate evidence during practical observations (assignment specific forms may be provided to replace the generic form for some assignments).
Declaration of Authenticity	Used by the candidate and centre to record information used for authentication of evidence and as a declaration of authenticity. It also holds information on the amount of any support provided during assessment
Candidate Record Form	Contained in the assessment pack and must be used by tutors to log remarks and justifications for the marks awarded for each AO
Centre Standardisation Declaration Form	This confirms that the centres undertook internal standardisation for the marking of the synoptic assessment, where there is more than one marker for the assessment. It must be submitted along with the results and sample evidence
Personal Interest Form	Used by centres to upload additional information relevant to moderation to the platform e.g. indication when a marker has a personal interest in a candidate (for example a parent or other relation)

Moderation Portal – Evidence Upload

Detailed below are the evidence requirements for upload to both the 'Group Evidence' section and for individual candidate evidence. Evidence for candidates is only required for a certain number of candidates within the cohort. Sample sizes can be found in the Marking & Moderation Guide.

Group Evidence	Candidate Evidence
Employer Involvement evidence	Candidate Record Form
Employer involvement planner	Declaration of Authenticity
Centre Standardisation Declaration	Candidate Assessment evidence
Personal Interest form (if required)	Practical Observation form
	Centre Assessed Components - sample of candidate evidence

No. of candidates	Sample Size
12 or fewer	All candidates
13-100	12
101-200	15
More than 200	20
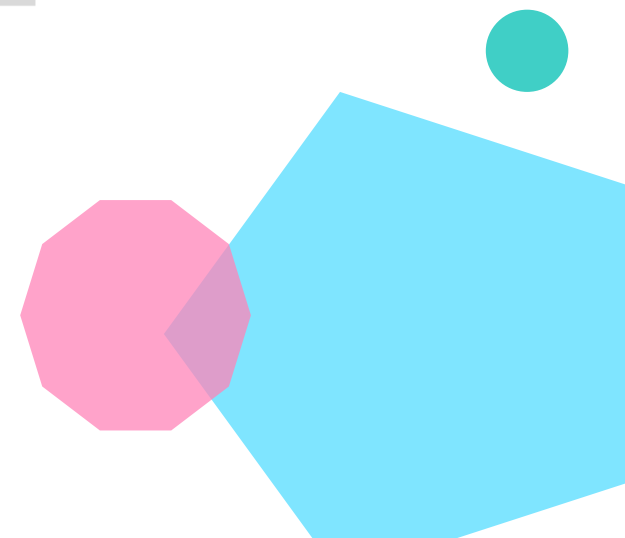
Evidence Requirements

Content

- The evidence uploaded should show the processes used by the candidate to perform a task. It should be a tool to visualise the actions performed by the candidate, and not only the final results.

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

Labelling

Clear file name indicating the content of the document (task/type of unit/name of student):

- Example 1: Task 1 Report *Candidate Name*

- Example 2: Task 2 Practical evidence *Candidate Name*

- Example 3: Photos (before / during / after) *Candidate Name*

- Example 4: Task 4 Slide deck *Candidate Name*

File Size

- The files uploaded should not exceed 150MB

- We recommend the use of lower resolution formats for video and pictures, or a converting software

- Only short extracts supporting the illustration of learners' performance should be used
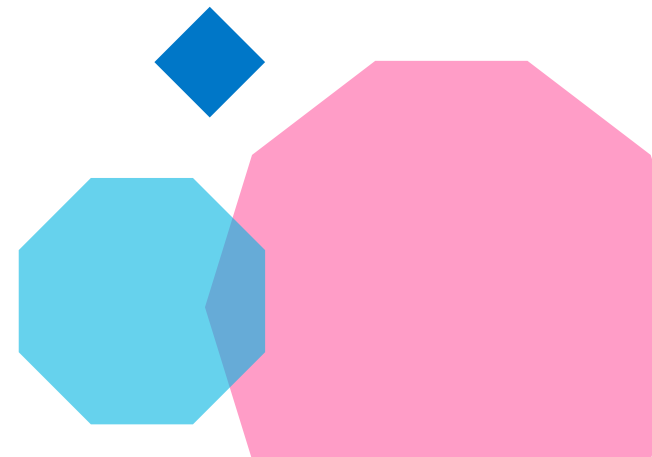
Evidence Requirements

Documents

- 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.

- We recommend evidence for all tasks being scanned as 1 document to PDF, each task evidence should be clearly labelled prior to scanning for easy reference.

- Formats to be compatible with Windows (and Mac): Please see the list of acceptable file formats to the right.

- Photos should be kept to the recommended amount for each Task (As specified in the synoptic handbook).

- Photos/images should be clear and fully display the evidence required – any which do not show fine details should be discarded.

- **Things to consider:** lighting, clarity of image – does it show the learners work appropriately – is it too dark, too far away, does it need to be full length?

- **Helpful Tip** - centres should copy and paste each individual photo/image in to one document (preferably word) with annotations to describe the activity e.g. Task 2 Results of hair colour.

- 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.

DOC	Microsoft Word 2003-2007
DOCX	Microsoft Word 2010+
XLSX	Microsoft Excel 2010+
XLS	Microsoft Excel 2003-2007
PPS	Microsoft Power Point 2003-2007
PPT	Microsoft Power Point 2003-2007
PPTX	Microsoft Power Point 2010+
PDF	Portable Document Format. Adobe
HTM	Text/HTML
HTML	Text/HTML
ZIP	Compressed File Container
GIF	Graphics Interchange Format
PNG	Portable Network Graphic
JPEG	Image
JPG	Image
BMP	BitMap Image
MP3	Audio
WAV	Audio
WMA	Audio
MP4	Video
QT	Quick Time Video
MOV	Video
WMV	Video Windows Media
AVI	Video
TXT	Basic Text
CLSS	Java Class File
SWF	Shockwave Flash
MSG	Outlook Message
ODT	Open Office
MHT	Message
CAF	Audio x-caf

Resources & Support
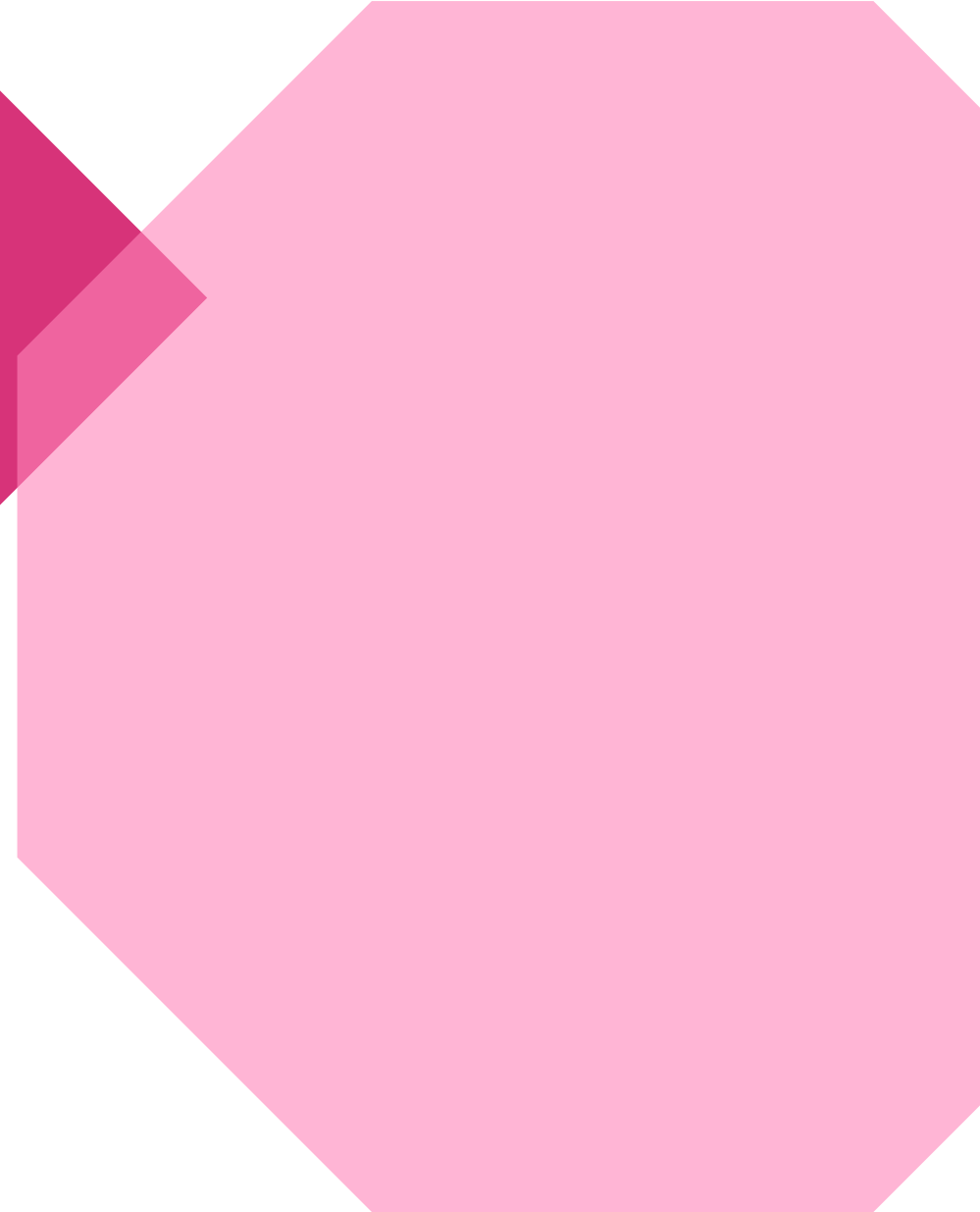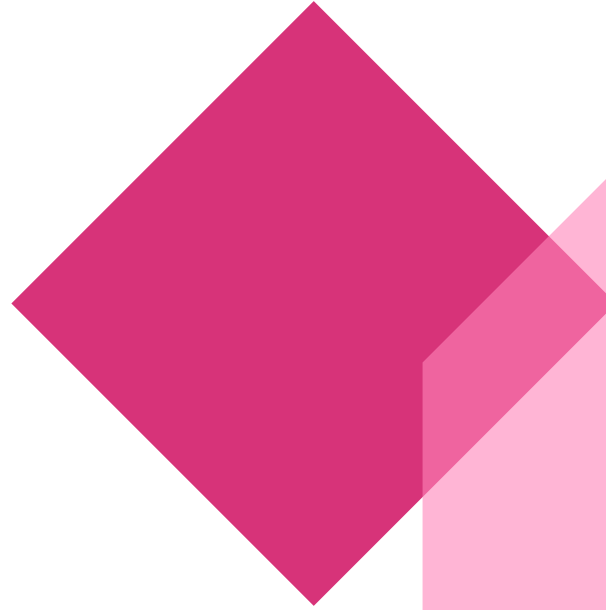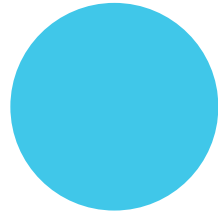
Resources & Support

We have lots of useful information, documentation and resources available to access to support you with the successful delivery of technical qualifications, including:

Our Website
https://www.cityandguilds.com/techbac/technical-qualifications/resources-and-support

Our dedicated page on the City & Guilds Website includes resources and documentation to support you with:

- Teaching and Learning
- Pre-Delivery & Curriculum Planning
- Preparation & Onboarding
- Guides to support best practice
- Marketing to your Stakeholders

Technicals & Moderation Support
01924 206 719 | Moderationsupport@cityandguilds.com

Centre Support
0844 543 00 00* | Centresupport@cityandguilds.com

Technical Advisors
Experienced within the industry and specialising in City & Guilds Technical Qualifications, our Technical Advisors are on hand to offer qualification specific guidance and advice. – Please see the next slide for details of our Technical Advisors.

Events
We run a number of support webinars and events throughout the year to cover all aspects of Technical Qualifications from onboarding and planning to delivery and assessment. Please check the 'Events' section of our website for details of upcoming events.
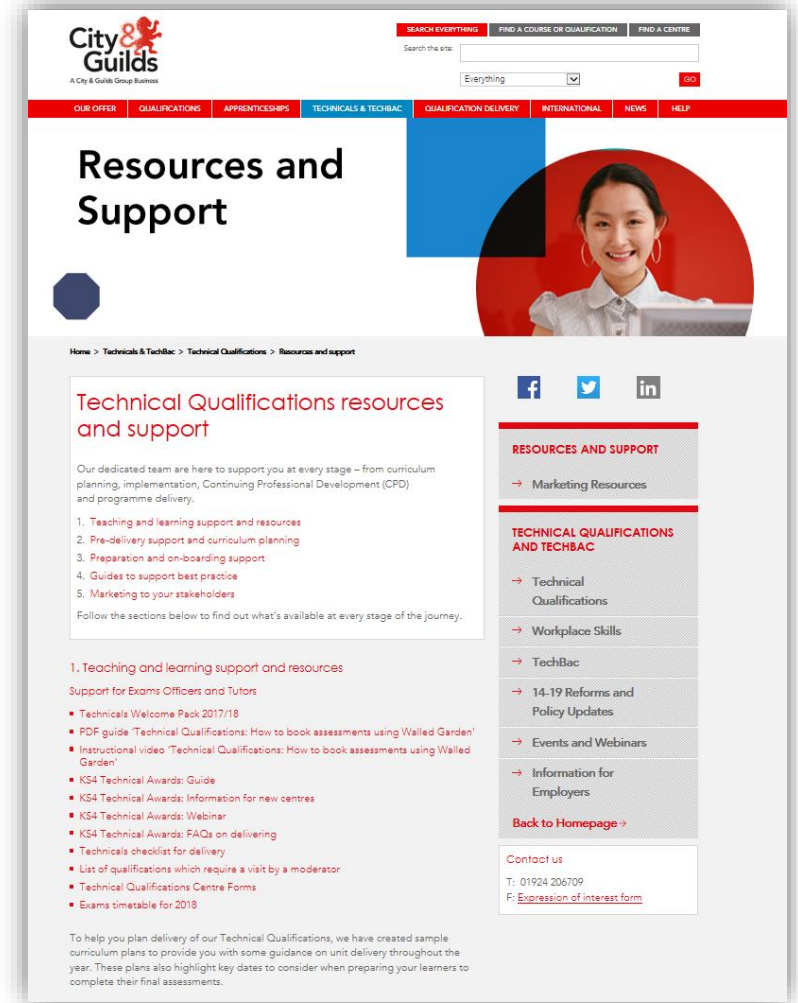
*Calls to our 0844 numbers cost 5 pence per minute plus your telephone company's access charge.

Technical Advisors - Contact Details

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Any Questions?