A City & Guilds Group Collaboration

Welcome to City & Guilds

Exams Officer & Administration Networking Event for Technical Qualifications

November 2018

Agenda

A City & Guilds Group Collaboration

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

What will we be covering in todays event:

1. **An overview of Technical Qualifications**
2. **Qualification Approvals and our Quality Assurance model**
3. **A reminder of the key deadlines for this years delivery**
4. **The booking process for all assessments and exams including:**
   - Rules of combination and multi-pathway Technicals
   - Stepping up from one to two year Technicals
5. **Employer Involvement**
6. **Moderation Visits**
7. **Networking session**
8. **The Moderation Portal**
9. **Resources & Support**
10. **Question and Answer**

Todays Resources

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

Available to take away today:

Technical Qualifications Welcome Pack

Technicals Checklist for Delivery

Exams Timetable for 2019

Technical Qualifications – How to book assessments

Marking and Moderation Centre Guide

Guide to Teaching, Learning and Assessment

Employer Involvement Centre Guidance

Employer Involvement Exemplar

Requirements for uploading evidence

Technical Qualifications requiring a Moderation Visit

Technicals & Moderation Support

A City & Guilds Group Collaboration

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

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 7 pence per minute plus your telephone company's access charge.*

City & Guilds | ilm | digitalme

A City & Guilds Group Collaboration

Technical Qualifications

An Overview

What is a Technical Qualification?

A City & Guilds Group Collaboration

- A range of qualifications designed for 14-19 year olds, as an equally rigorous vocational alternative to general qualifications, supported by industry.
- Meets the requirements of the DfE categories of Technical Award, Technical Certificate and Tech Level Qualifications
- Recognised by the DfE as high-quality vocational qualifications that attract performance table points for schools and colleges.
- Have been developed in collaboration with a number of employers including Bosch, EDF and RSPCA to ensure that they meet employer needs and standards.
- Learning content is not presented as ‘units of assessment’ as was required by QCF with learning outcomes and assessment criteria. Instead learning outcomes are supported by learning topics.
- Structure is designed to encourage focus on teaching and learning rather than assessment.
- 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.
- Content of Technical Qualifications is designed in such a way as to ensure that knowledge and understanding is directly relevant to practical or occupational problems.

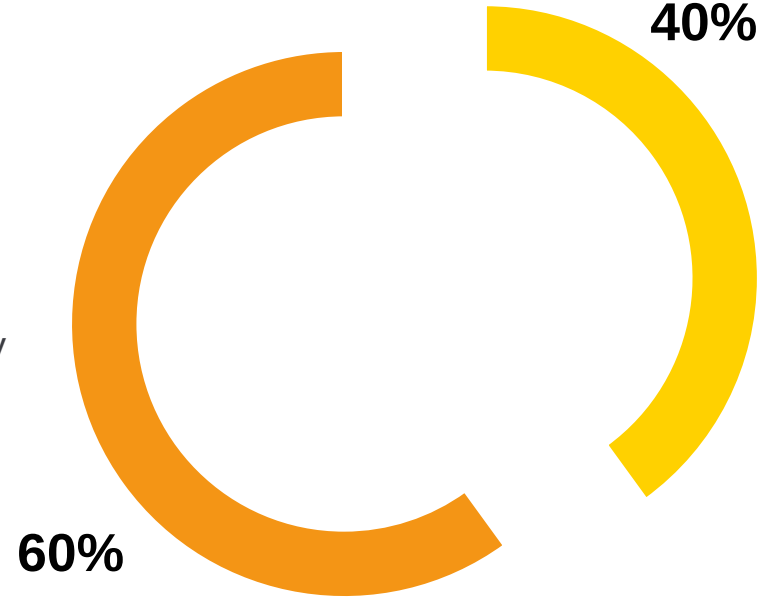
Assessment Structure

A City & Guilds Group Collaboration

The assessment strategy for the Technical Qualifications, similar to GCSEs and A-levels, is based around a summative assessment at the end of the course to allow centres to create coherent learning programmes.

For each Technical Qualification there will be:

A substantial **synoptic end assignment:** which 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.



At least one end, externally assessed **theory examination:** the questions for which will be drawn from critical knowledge across the mandatory qualification content.

Assessment Structure

A City & Guilds Group Collaboration

For each Technical Qualification there will be:

Mandatory Unit	Mandatory Unit	Mandatory Unit	Optional Unit	Optional Unit	Employer Involvement

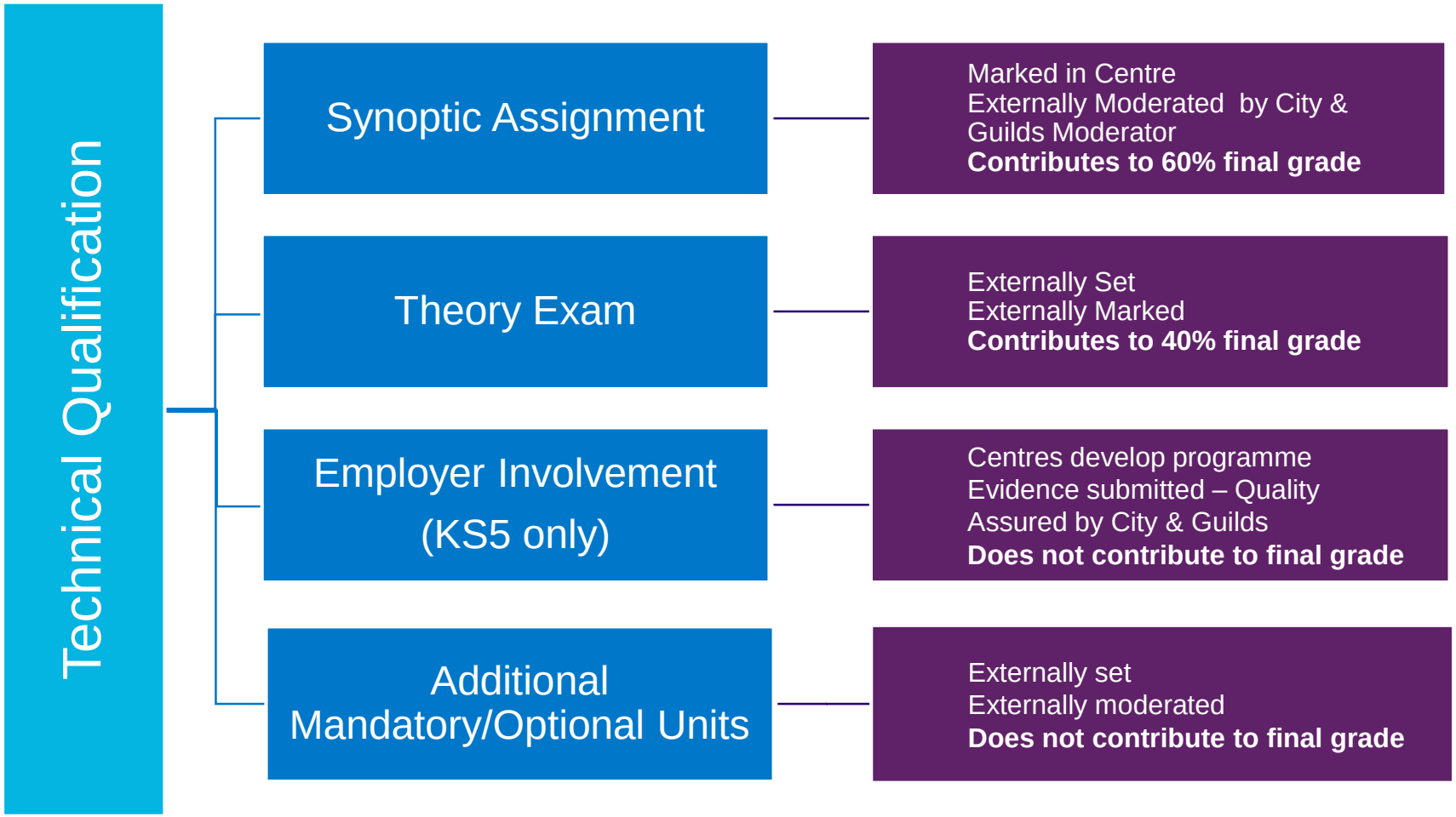
1. There may be some **additional centre assessed assignments:** depending on the nature of the qualification, details of which can be found in the qualification handbook.
2. For Key Stage 5 only - **employer involvement :** a mandatory component of the delivery and assessment of Key Stage 5 Technical 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 and details of all required assessments can be found in the ‘Rules of Combination’ section of the relevant Qualification page on the Catalogue.
- 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?

A City & Guilds Group Collaboration

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



City & Guilds | ilm | digitalme

A City & Guilds Group Collaboration

Our Quality Assurance Model & Approvals

Technical Approvals & Our Quality Assurance Model

A City & Guilds Group Collaboration

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 closes on Friday 2 November 2018. Any applications received after this date will be processed ready for **September 2019** delivery.

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 to process (*for KS5 technical qualifications only*).

City & Guilds | ilm | digitalme

A City & Guilds Group Collaboration

Key Dates for the diary

Key Dates

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

A City & Guilds Group Collaboration

Activities	Date
Learner registrations open	**03 September 2018**
Booking window for spring first and second series (March/April 2019) and summer (May/June 2019) exam series opens	**03 September 2018**
Booking window for synoptic assignments, optional units opens (if applicable) and Employer Involvement (EI), for Key Stage 5 (KS5 only)	**03 September 2018**
Deadline for learner registrations	**02 November 2018**
Deadline for booking first and second spring exam series (March/April 2019)	**22 December 2018**
Deadline for booking synoptic assignments, optional assignments and any other centre assessed components (if applicable) and EI (KS5 only)	**22 December 2018**
Synoptic assignment tasks for Land-based Technical Qualifications only can be released to learners from this date	**02 January 2019**
Deadline for submitting the EI planner for checking or approval	**01 February 2019**
Synoptic assignment tasks for all Technical Qualifications can be released to learners from this date	**04 February 2019**
First spring exam series begins	**04 March 2019**
Final day of first spring exam series	**15 March 2019**
Second spring exam series begins	**18 March 2019**

Key Dates

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

A City & Guilds Group Collaboration

Activities	Date
Final day of second spring exam series	**29 March 2019**
Results of first spring exam series released to centres	**23 April 2019**
Deadline for booking May summer exam series	**26 April 2019**
8202-20 and -30 Level 2 and 3 Electrical exams sitting (outside of spring series 1 and 2)	**30 April 2019**
Results of second spring exam series released to centres	**13 May 2019**
Deadline for submitting marks and evidence to the Moderation Portal for synoptic assignments	**17 May 2019**
Deadline for booking June summer exam series	**17 May 2019**
Results of 8202-20 and -30 Level 2 and 3 Electrical exams spring series released to centres	**20 May 2019**
Summer exam series begins	**22 May 2019**
Deadline for booking 8202-20 and -30 Level 2 and 3 Electrical summer exams	**24 May 2019**
Deadline for submitting outcomes and evidence to the Moderation Portal on optional assignments and any other centre assessed components (if applicable) and EI (KS5 only)	**14 June 2019**
Final day of summer exam series	**25 June 2019**
Final results Level 3, including summer series assessments, assignments and qualification results released to centres	**05 August 2019**
Final results Level 2, including summer series assessments, assignments and qualification results released to centres	**22 August 2019**

Key Dates

A City & Guilds Group Collaboration

2018

September

3 September
Learner registrations open

3 September
Booking window for spring (March/April 2019) and summer (May/June 2019) exam series opens

3 September
Booking window for synoptic assignments, optional units opens (if applicable) and Employer Involvement (EI), for Key Stage 5 (KS5 only)

October

November

2 November
Deadline for learner registrations

December

22 December
Deadline for booking first and second spring exam series March/April 2019)

22 December
Deadline for booking synoptic assignments, optional assignments and any other centre assessed components (if applicable) and (EI), (KS5 only)

2019

January

2 January
Synoptic assignment tasks for Land-based Technicals only can be released to learners from this date

February

1 February
Deadline for submitting your (EI) planner for approval

4 February
Synoptic assignment tasks for all Technicals can be released to learners from this date

2019

March

4 March
First spring exam series begins

15 March
Final day of first spring exam series

18 March
Second spring exam series begins

29 March
Final day of second spring exam series

April

23 April
Results of first spring exam series released to centres

26 April
Deadline for booking May summer exam series

30 April
8202-20 and -30 Level 2 and 3 Electrical exams sitting (outside of spring series 1 and 2)

May

13 May
Results of second spring exam series released to centres

17 May
Deadline for submitting marks and evidence to the Moderation Portal for synoptic assignments

17 May
Deadline for booking June summer exam series

20 May
Results of 8202-20 and -30 Level 2 and 3 Electrical exams spring series released to centres

22 May
Summer exam series begins

24 May
Deadline for booking 8202-20 and -30 Level 2 and 3 Electrical summer exams

June

14 June
Deadline for submitting outcomes and evidence to the Moderation Portal on optional assignments and any other centre assessed components (if applicable) and Employer Involvement (KS5 only)

25 June
Final day of summer exam series

July

August

5 August
Final results Level 3, including summer series assessments, assignments and qualification results released to centres

22 August
Final results Level 2, including summer series assessments, assignments and qualification results released to centres

City & Guilds | ilm | digitalme

A City & Guilds Group Collaboration

Booking Technical Assessments & Exams

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

A City & Guilds Group Collaboration

Technical Qualifications are made up of:

At least 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 *(unless the exam is 'on demand')*.

For Key Stage 5 Level 2 and Level 3:

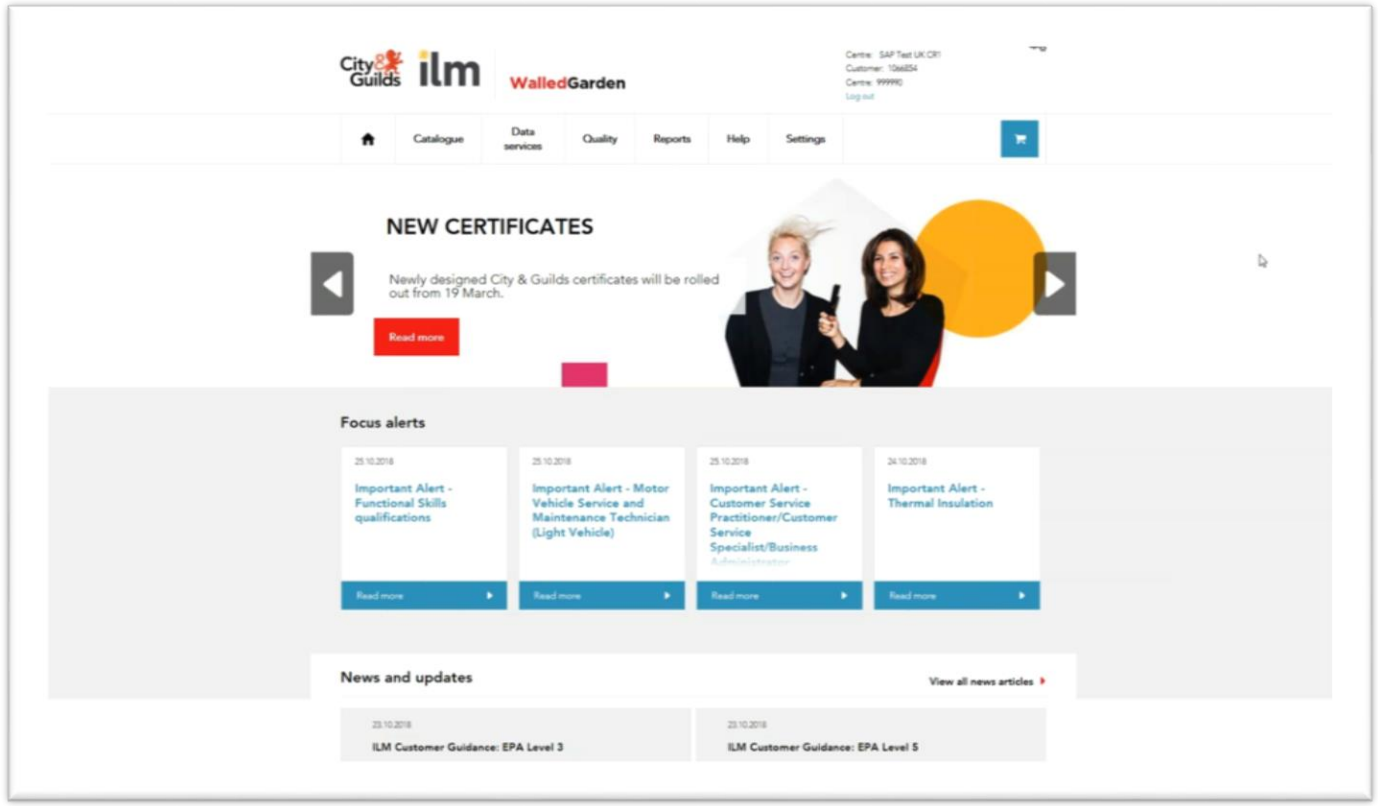
- Mandatory and Optional Centre Assessed Components
- Employer Involvement

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 required. The date given is the submission date for the completed project to the Moderation Portal.*

A City & Guilds Group Collaboration

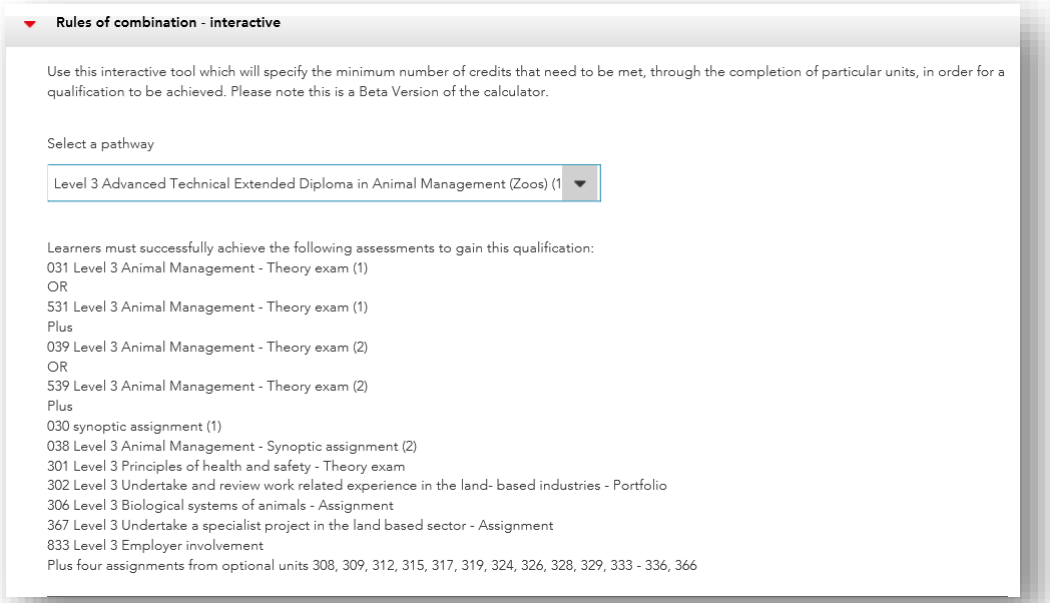


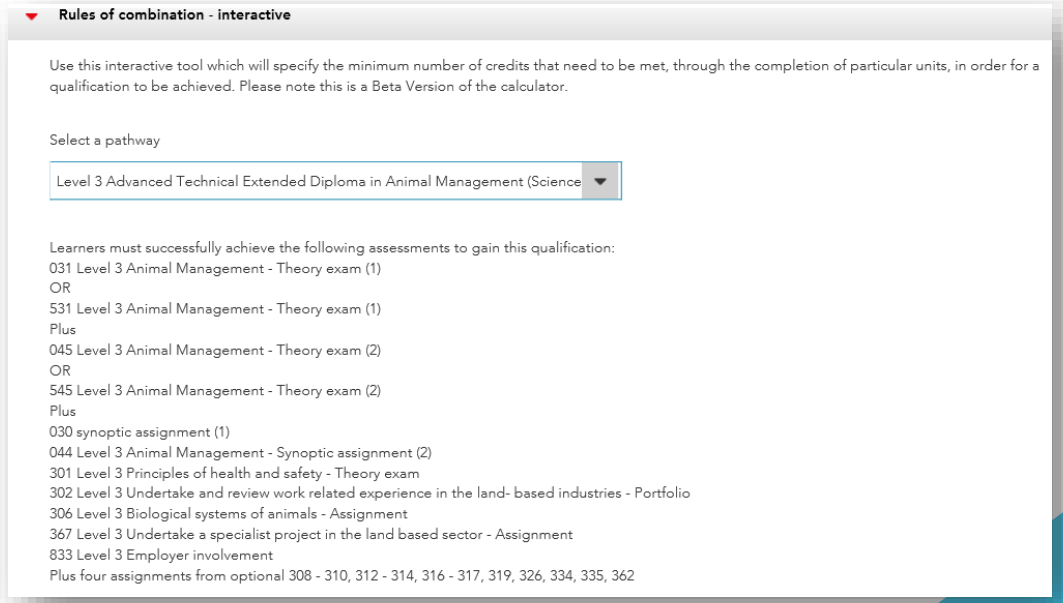
Click on the link above to watch our recorded webinar to support the booking of assessments for technical qualifications.

Multi-pathway Technical qualifications

A City & Guilds Group Collaboration

Some Technical qualifications have different pathways which have different rules of combination, please see below example for 0172-33:





When booking assessments for a Technical qualification with pathways, please ensure you only book the required assessments for that pathway. Booking additional/incorrect assessments may cause problems with the certification process.

Stepping up on a Technical qualification

A City & Guilds Group Collaboration

Learners can step up within some Level 3 Technical Qualifications. Such as from a 1 year (540) to a 2 year (1080) qualification.

Stepping up – e.g from 0172-31 (540) to 0172-33 (1080)

Ensure the learner is registered for the higher GLH qualification (0172-33)

Book all assessments under the higher GLH qualification that the learner will be taking in their second year

Note - Any assessments the learner has already undertaken do not require booking again (with the exception of Employer Involvement)

Book the Employer Involvement for the higher GLH qualification (0172-33)

Note - This is required as the assessment code for EI is different in the 540 and 1080. Marks & a sample of evidence for EI will also be required for submission on the Moderation Portal in June 2019

City & Guilds | ilm | digitalme

A City & Guilds Group Collaboration

Employer Involvement

Employer Involvement

A City & Guilds Group Collaboration

Employer Involvement forms a key part of KS5 Technical qualifications. It gives learners the opportunity to work with real employers and experience a real workplace and helps to bridge the gap between education and employers. Although it doesn't form part of the overall grade it is a mandatory component.

What do you need to do?

If your centre are delivering a qualification for the first year (i.e. didn't deliver last year) and it is KS5 then you must submit your Employer Involvement planner for review to City & Guilds no later than 01 February 2019.

Planners need to be submitted for approval to:

employerinvolvement@cityandguilds.com

Employer Involvement

A City & Guilds Group Collaboration

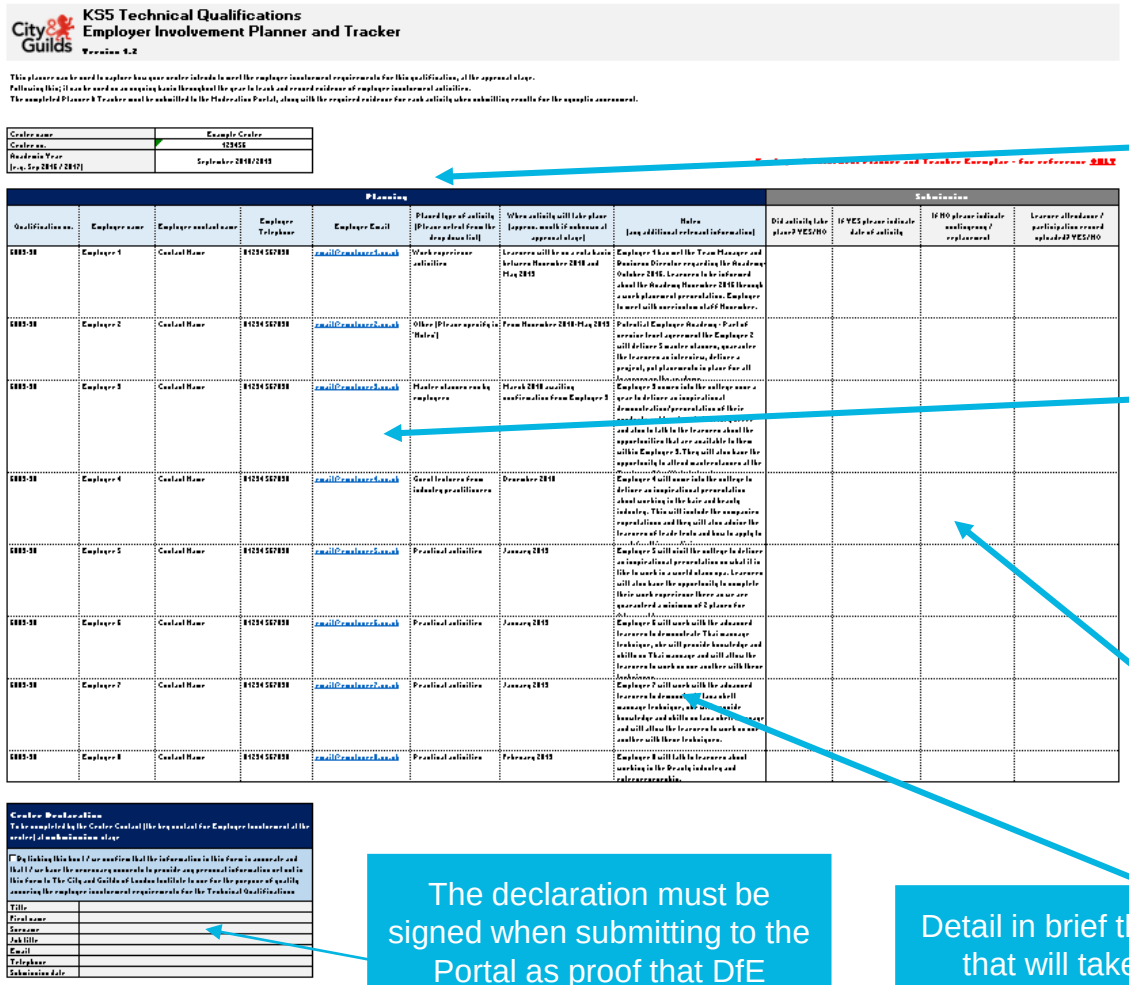
To be eligible, employer involvement activities must relate to the content of the qualification.
Employer involvement will be quality assured by City & Guilds, with the possible outcome that learners not meeting the requirement will not be able to achieve the qualification certificate. The DfE has provided the following examples of which activities are considered to be ‘meaningful’ and count towards meeting the requirement. They have also provided examples of activities that would be generally beneficial to learners, but that would not count towards meeting the requirement.

The following activities meet the requirement for meaningful employer involvement:

- Learners undertake structured work-experience or work-placements that develop skills and knowledge relevant to the qualification with an employer relevant to the qualification;
- Learners undertake project(s), exercises(s) and/or assessments/examination(s) set with input from industry practitioner(s);
- Learners take one or more units delivered or co-delivered by an industry practitioner(s). This could take the form of master classes or guest lectures;
- Industry practitioners operate as ‘expert witnesses’ that contribute to the assessment of a learners work or practice, operating within a specified assessment framework. This may be a specific project(s), exercise(s) or examination(s), or all assessments for a qualification.

Employer Involvement

A City & Guilds Group Collaboration



KS5 Technical Qualifications
Employer Involvement Planner and Tracker

The ‘Planning’ section is what you need to complete and submit to City & Guilds for review and approval. We check the EI plan and activities meet DfE app requirements.

You need to list the Employers you will work with to engage learners in Employer Involvement and their detail.

This section is to be completed once the activity has taken place and must be finalised before submitting to the Moderation Portal by 14 June

The declaration must be signed when submitting to the Portal as proof that DfE requirements are met

Detail in brief the types of activity that will take place and any additional information you feel necessary

City & Guilds | ilm | digitalme

A City & Guilds Group Collaboration

Moderation Visits

What is a Moderation Visit?

A City & Guilds Group Collaboration

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 remote moderation process 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.

Note

- *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.*

- *The moderator who carries out the visit may not be the same moderator who carries out the remote moderation process, however the remote moderator will have access to the notes and feedback from the visit.*

Arranging a Moderation Visit

A City & Guilds Group Collaboration

What happens next?

1. Moderators are allocated to each centre by Technicals & Moderation Support.
2. 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.
3. A mutually convenient date will be agreed and the Moderator will notify the Technicals & Moderation Support Team.
4. 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.
5. 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.
6. 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

A City & Guilds Group Collaboration

Market	Qualification	Qualification Title
Beauty	6003-20	Level 2 Technical Certificate in Beauty Therapy
Beauty	6003-21	Level 2 Technical Certificate in Beauty Retail
Beauty	6003-22	Level 2 Technical Certificate in Nail Treatments
Beauty	6003-30	Level 3 Advanced Technical Diploma in Beauty and Spa Therapy (540)
Beauty	6003-32	Level 3 Advanced Technical Diploma in Nail Technology (450)
Beauty	6004-30	Level 3 Advanced Technical Diploma in Complementary Therapies (540)
Beauty	6010-20	Level 2 Technical Certificate in Make-up Artistry
Beauty	6010-31	Level 3 Advanced Technical Diploma in Theatrical, Special Effects and Media Make-up Artistry (540)
Hair	6002-20	Level 2 Technical Certificate in Barbering
Hair	6002-21	Level 2 Technical Certificate in Hairdressing
Hair	6002-22	Level 2 Technical Certificate in Cutting and Styling Services
Hair	6002-23	Level 2 Technical Certificate for Hair Colouring Services
Hair	6002-30	Level 3 Advanced Technical Diploma in Barbering (450)
Hair	6002-31	Level 3 Advanced Technical Diploma in Hairdressing (540)
Hair and Beauty	6010-30	Level 3 Advanced Technical Diploma in Media Make-up Artistry (540)
Hospitality and Catering	6100-20	Level 2 Technical Certificate Professional Cookery
Hospitality and Catering	6100-30	Level 3 Advanced Technical Diploma in Professional Cookery (450)
Hospitality and Catering	6100-31	Level 3 Advanced Technical Diploma for Professional Chefs (540)
Hospitality and Catering	6100-32	Level 3 Advanced Technical Diploma for Professional Chefs (Patisserie and Confectionery) (450)
Hospitality and Catering	6100-33	Level 3 Advanced Technical Diploma for Professional Chefs (Kitchen and Larder) (450)
Hospitality and Catering	6103-20	Level 2 Technical Certificate Food and Beverage Service
Hospitality and Catering	6103-30	Level 3 Advanced Technical Diploma in Supervision in Food and Beverage Services (450)
Hospitality and Catering	7178-20	Level 2 Technical Certificate in Food Preparation and Service

Qualifications requiring a Moderation Visit

A City & Guilds Group Collaboration

Market	Qualification	Qualification Title
Land	0171-30	Level 3 Advanced Technical Certificate in Agriculture
Land	0171-31	Level 3 Advanced Technical Diploma in Agriculture (540)
Land	0171-32	Level 3 Advanced Technical Extended Diploma in Agriculture (720)
Land	0171-33	Level 3 Advanced Technical Extended Diploma in Agriculture (1080)
Land	0171-38	Level 3 Advanced Technical Extended Diploma in Land Based Engineering (1080)
Land	0172-30	Level 3 Advanced Technical Certificate in Animal Management
Land	0172-31	Level 3 Advanced Technical Diploma in Animal Management (540)
Land	0172-32	Level 3 Advanced Technical Extended Diploma in Animal Management (720)
Land	0172-33	Level 3 Advanced Technical Extended Diploma in Animal Management (1080)
Land	0172-35	Level 3 Advanced Technical Certificate in Equine Management
Land	0172-36	Level 3 Advanced Technical Diploma in Equine Management (540)
Land	0172-37	Level 3 Advanced Technical Extended Diploma in Equine Management (720)
Land	0172-38	Level 3 Advanced Technical Extended Diploma in Equine Management (1080)
Land	0173-30	Level 3 Advanced Technical Certificate in Land and Wildlife Management
Land	0173-31	Level 3 Advanced Technical Diploma in Land and Wildlife Management (540)
Land	0173-32	Level 3 Advanced Technical Extended Diploma in Land and Wildlife Management (720)
Land	0173-33	Level 3 Advanced Technical Extended Diploma in Land and Wildlife Management (1080)
Land	0174-30	Level 3 Advanced Technical Certificate in Horticulture
Land	0174-31	Level 3 Advanced Technical Diploma in Horticulture (540)
Land	0174-32	Level 3 Advanced Technical Extended Diploma in Horticulture (720)
Land	0174-33	Level 3 Advanced Technical Extended Diploma in Horticulture (1080)
Land	0174-35	Level 3 Advanced Technical Certificate in Forestry and Arboriculture
Land	0174-38	Level 3 Advanced Technical Extended Diploma in Forestry and Arboriculture (1080)
Land	0175-30	Level 3 Advanced Technical Diploma in Floristry (540)
Land	0171-20	Level 2 Technical Certificate in Agriculture
Land	0171-28	Level 2 Technical Certificate in Land-Based Engineering
Land	0172-21	Level 2 Technical Certificate in Animal Care
Land	0172-26	Level 2 Technical Certificate in Equine Care
Land	0173-20	Level 2 Technical Certificate in Land and Wildlife
Land	0174-20	Level 2 Technical Certificate in Horticulture
Land	0174-21	Level 2 Technical Certificate in Forestry & Arboriculture (360)
Land	0175-20	Level 2 Technical Certificate in Floristry

Qualifications requiring a Moderation Visit

A City & Guilds Group Collaboration

Market	Qualification	Qualification Title
Construction	7905-20	Level 2 Technical Certificate in Bricklaying
Construction	7905-30	Level 3 Advanced Technical Diploma in Bricklaying (450)
Construction	7906-20	Level 2 Technical Certificate in Site Carpentry
Construction	7906-21	Level 2 Technical Certificate in Architectural Joinery
Construction	7906-30	Level 3 Advanced Technical Diploma in Site Carpentry (450)
Construction	7906-31	Level 3 Advanced Technical Diploma in Architectural Joinery (450)
Construction	7907-20	Level 2 Technical Certificate in Painting and Decorating
Construction	7907-30	Level 3 Advanced Technical Diploma in Painting and Decorating (450)
Construction	7908-20	Level 2 Technical Certificate in Plastering
Construction Building Services	7908-30	Level 3 Advanced Technical Diploma in Plastering (450)
Engineering Building Services	8202-20	Level 3 Technical Certificate in Electric Installation
Engineering Building Services	8202-25	Level 2 Technical Certificate in Plumbing
Engineering Building Services	8202-30	Level 3 Advanced Technical Diploma in Electrical Installation (450)
Engineering	8202-35	Level 3 Advanced Technical Diploma in Plumbing (450)

City & Guilds | ilm | digitalme

A City & Guilds Group Collaboration

Time to Network

City & Guilds | ilm | digitalme

A City & Guilds Group Collaboration

Moderation Portal

Moderation Portal

A City & Guilds Group Collaboration

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 2019.

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 host a number of events 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:

17 May 2019	Deadline for submitting marks and evidence to the Moderation Portal for synoptic assignments
14 June 2019	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, resulting in your centre will not be able to submit your marks and evidence to the Moderator and the candidate(s) will not achieve a for the qualification.

Preparing for the Moderation Portal

A City & Guilds Group Collaboration

Prior to marking and moderation, centres must ensure the following:

1. Candidates are **registered** on to the relevant Technical Qualification
2. 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: these reflect client/customer requirements for a suitable job or industry related activity with specific end products

Related tasks: these 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 additional evidence: such as annotations, planning documents, justifications and reflections 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

A City & Guilds Group Collaboration

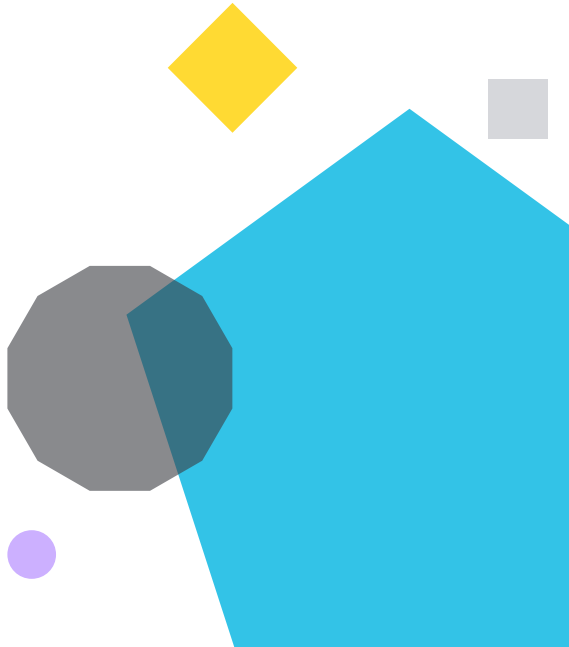
There are two different types of account on the Moderation Portal.

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.

Additional User Accounts

Administrators create additional users within the Portal for your Centre.
Additional users are assigned specific qualifications and can input marks and upload evidence for their allocated qualifications.



Moderation Portal – Centre Forms

A City & Guilds Group Collaboration

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)

Evidence Requirements

A City & Guilds Group Collaboration

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

A City & Guilds Group Collaboration

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.
- 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.

Things to consider: lighting, clarity of images – 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.

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

City & Guilds | ilm | digitalme

A City & Guilds Group Collaboration

Resources & Support

Resources & Support

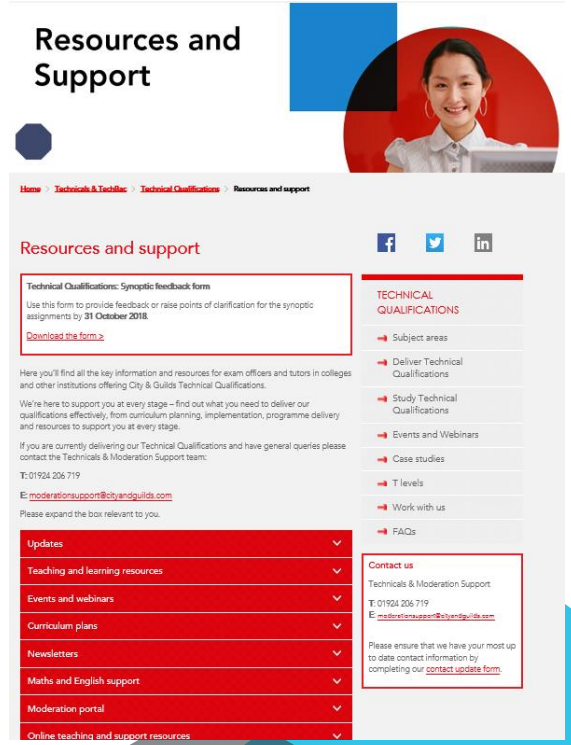
A City & Guilds Group Collaboration

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



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

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

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 7 pence per minute plus your telephone company's access charge.*

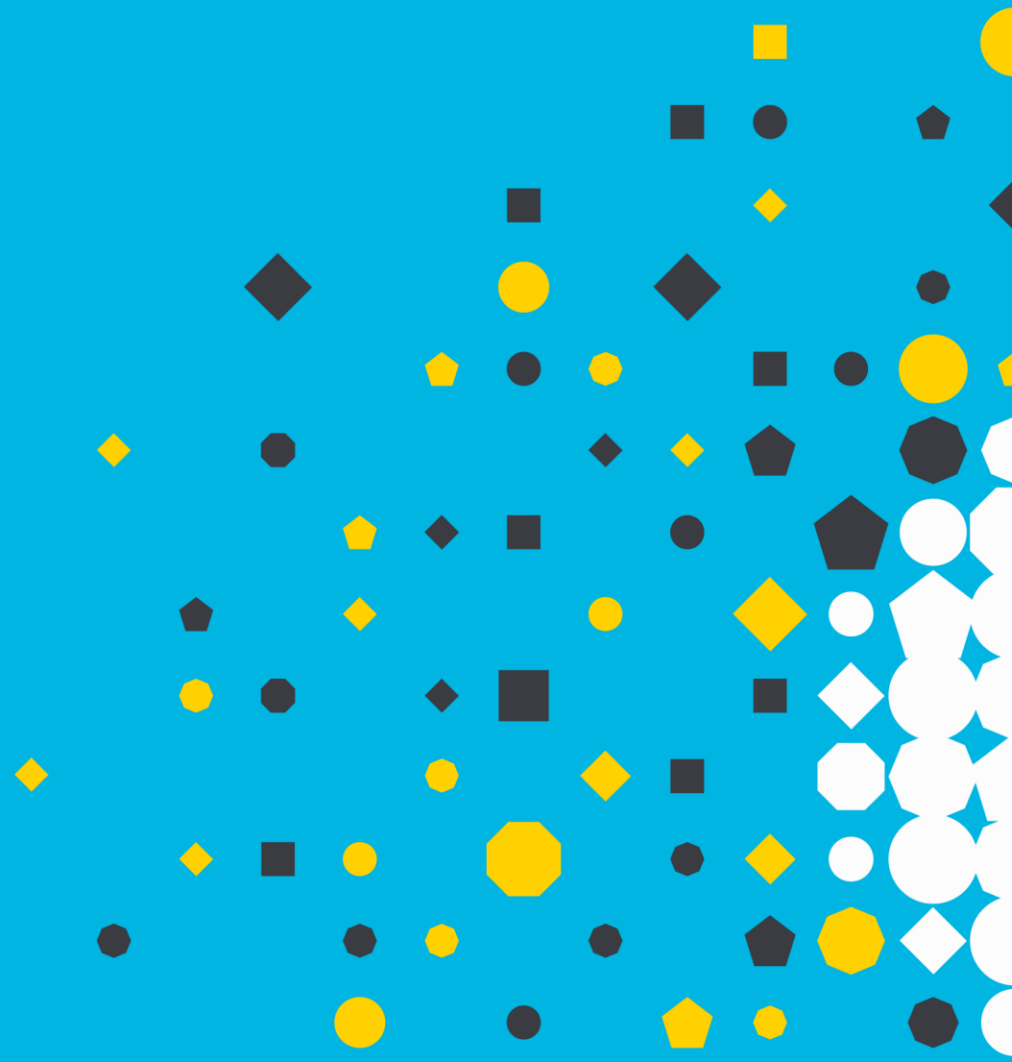
Technical Advisors

Experienced within the industry and specialising in City & Guilds Technical Qualifications, our Technical Advisors are on hand to offer qualification specific guidance and advice.

A City & Guilds Group Collaboration

Industry Area	Technical Advisor	Email
Post 16	Alison Whittle	alison.whittle@cityandguilds.com
Land & Animal	Bee Esdaile	bee.esdaile@cityandguilds.com
	John Wray	john.wray@cityandguilds.com
Hair & Beauty	Sarah Fillaudeau	sarah.fillaudeau@cityandguilds.com
	Emma Kite	emma.kite@cityandguilds.com
Hospitality & Catering	Amelia Bodle	amelia.bodle@cityandguilds.com
Health & Social Care & Early Years	Paul Robottom	paul.robottom@cityandguilds.com
	Suzi Gray	suzi.gray@cityandguilds.com
Business	Dominic Green	dominic.green@cityandguilds.com
BSE	Robert Mallender	robert.mallender@cityandguilds.com
	David Pye	david.pye@cityandguilds.com
Construction	Ian Roberts	ian.roberts@cityandguilds.com
	Paul Brown	paul.brown@cityandguilds.com
Automotive	Paul Tunnicliffe	paul.tunnicliffe@cityandguilds.com
Engineering	Simon Yorke	simon.yorke@cityandguilds.com
Digital	Ken Gaines	ken.gaines@cityandguilds.com
Maths & English	Katherine Cooper	katherine.cooper@cityandguilds.com

City & Guilds | ilm | digitalme

A City & Guilds Group Collaboration

Any Questions?