Technical Qualifications

How to make assessment entries

Introduction

This guide provides you with all the information you need when booking assessment components for City & Guilds Technical Qualifications:

- Synoptic assignments
- Centre assessed components (optional and mandatory units)
- Employer Involvement (EI), for Key Stage 5 (KS5 only)
- Paper based Dated Entry theory exams

Before making asessment entries, you must ensure you have registered the candidates for the Technical Qualification. The process for making candidate registrations is outlined in the Walled Garden Guide.

It is important that an assessment entry is made for every candidate against all relevant components for the Technical Qualification in the year they will be taken.

All entries and registrations must be placed within the relevant time frames, as outlined in the Delivery Timeline and Calendar on the Technicals Resource and Support Hub.

Late and very late entry fees

The entry periods consist of a standard entry window, a late entry window, and a very late entry window. Entries made in the late window will incur late entry fees. The same is true for registrations made outside of the standard registration period. These fees will automatically be applied to your order.

Entries made within the very late entry window may or may not be accepted and very late entry fees will apply.

Please refer to the Centre Charges document for information about late fees for Technical Qualifications.

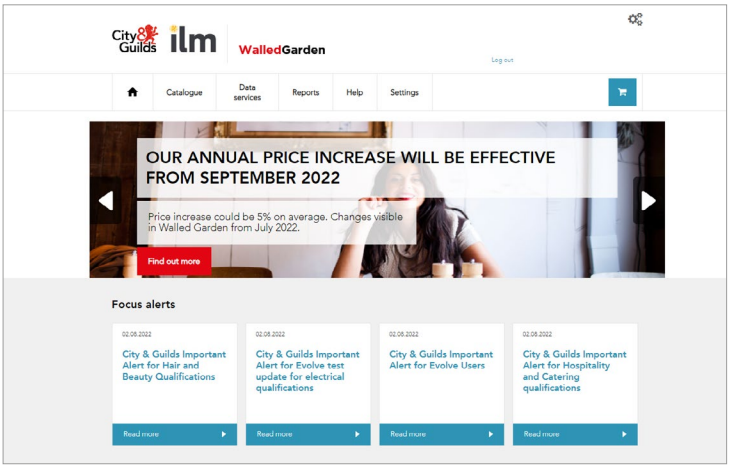
Important information about Health and Safety Evolve Exams

The entry process for on demand Health &Safety on-screen tests, which are a required assessment for several Technical Qualifications, is not covered in this document.

Please refer to the Walled Garden guide for how to enter your students onto these on-screen tests.

What you need to book

This section explains how to identify the assessments for which you need to enter your students as well as the different types of entries available.

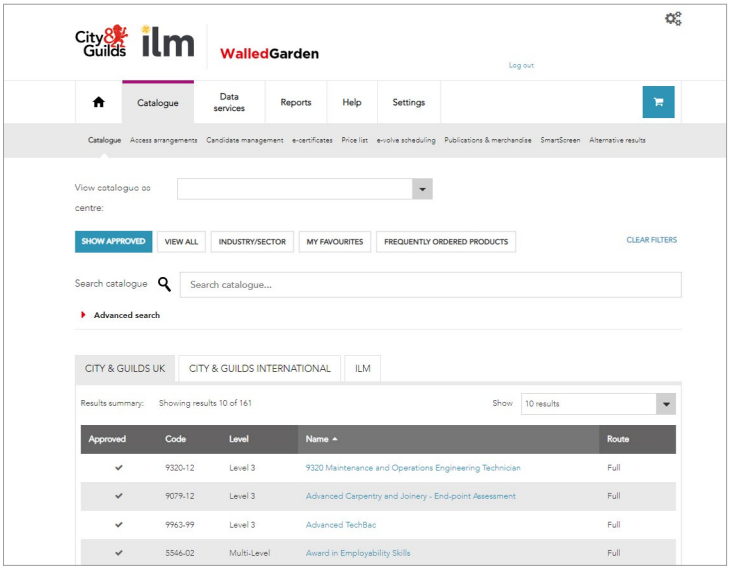


1.

Log into your Walled Garden account.

2.

Once at the homepage, select Catalogue in the top navigation bar.



3.

Select the Show Approved tab. Your centre's approved qualifications will then display on the screen.

4.

Select or search for the qualification you wish to view information for.

Units and Assessments

Description	Unit type	Entry type	Unit code	Credits
Level 3 Hairdressing - Theory exam (1)	Multiple Choice	e-Volve	6002-032	N/A
Level 3 Hairdressing - Synoptic assignment (1)	Moderated	Dated entry	6002-033	N/A
Level 2 Cut men's hair using basic techniques - Assignment	External Quality Assurance	Dated entry	6002-201	120.0
Level 3 Creative hair extension services - Assignment	External Quality Assurance	Dated entry	6002-305	60.0
Level 3 Smoothing and strengthening systems - Assignment	External Quality Assurance	Dated entry	6002-306	60.0
Level 3 Create a variety of perming effects - Assignment	External Quality Assurance	Dated entry	6002-307	90.0
Level 3 Hair relaxing services - Assignment	External Quality Assurance	Dated entry	6002-308	90.0
Level 4 Specialist hair and scalp treatments - Assignment	External Quality Assurance	Dated entry	6002-402	90.0
Level 4 Creative hair design skills - Assignment	External Quality Assurance	Dated entry	6002-403	60.0
Level 3 Hairdressing - Theory exam (1)	Written	Dated entry	6002-532	N/A
Level 3 Employer involvement	External Quality Assurance	Dated entry	6002-831	N/A

5.

Select the Units and Assessments drop down within the Information section.

6.

Within the qualification information will be listed each of the assessments with the Unit Type and the Entry Type.

Unit types

As described on the Walled Garden Catalogue under the Unit Type header.

Moderated

This is an externally set and internally marked assessment which is then moderated by City & Guilds. These unit types must be booked as a Dated Entry Assessment (refer to page 6).

Multiple Choice

Some theory exams are multiple choice, meaning candidates must select an answer from a predetermined selection. These are paper based exams and must be booked as Dated Entry Assessment.

Written

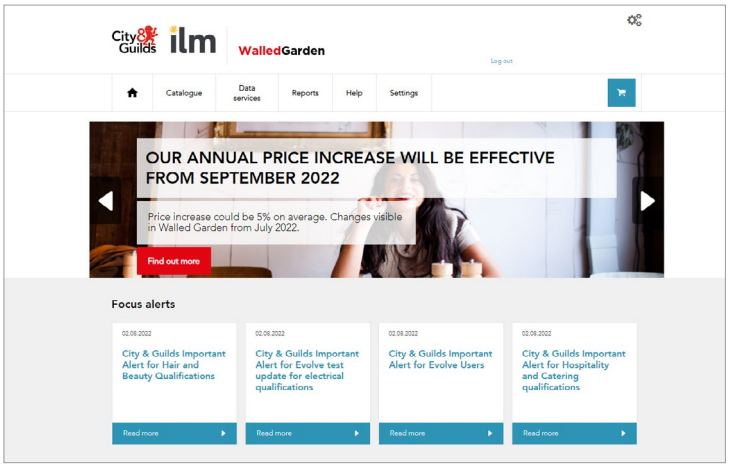
This is a paper based written exam. These must be booked as a Dated Entry Exam.

External Quality Assurance

This is an externally set and internally marked assessment which is subject to external quality assurance by City & Guilds. These units must also be booked as Dated Entry Assessment.

Booking a dated entry assessment or exam

Applies to: Synoptic Assignment, paper-based Theory exam, Employer Involvement and centre assessed components.



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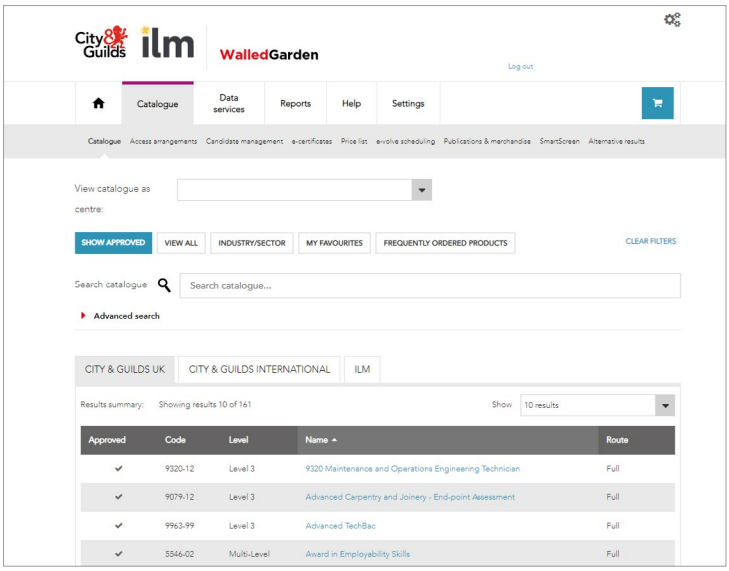
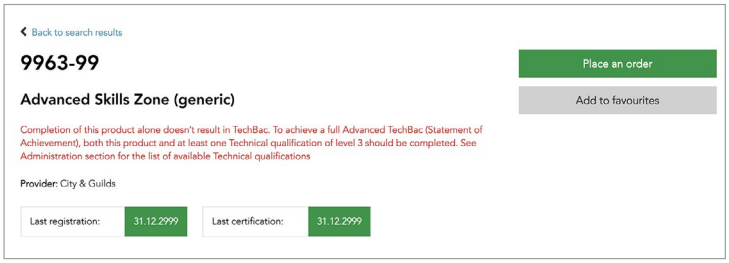


3.

Select the Show Approved tab. Your centre's approved qualifications will then display on the screen.

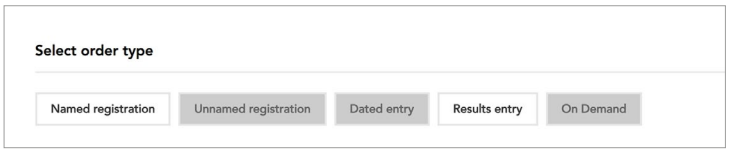
4.

Click on the qualification you wish to make a Dated Entry order for. On the course information page, you can check the units by selecting the Rules of Combination tab.



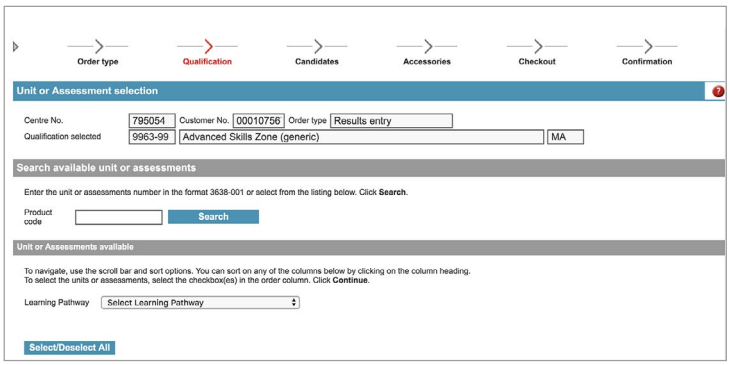
5.

Once the units have been checked, select Place an order on the course information page.



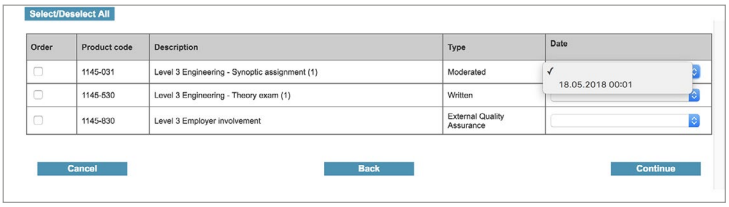
6.

In order to enter a student for a Synoptic Assignment, Paper-based Theory Exam, Employer Involvement or centre assessed components click on Dated Entry.



7.

The qualification you have selected should automatically lock into the Unit or Assessment selection area. If not you should enter the qualification number in the Product Code search field or search using the Show Approved. Select the correct pathway for the qualification you are entering a student for.

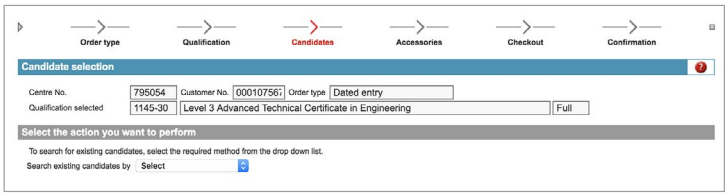


8.

Select the available date from the drop down menu for the Assessment(s) you want to make bookings for.

Note that only one date will be available for entries to be made which is for the next series. The date for the theory exam corresponds to the exam date, but for synoptic assignments, centre assessed components and Employer Involvement, it relates to the final date that evidence and marks or grades are to be submitted on the Moderation Portal. However, please refer to the above linked timeline for the specific assessment periods and evidence upload dates.

Once you have selected the date(s), select the order check box and click Continue.



9.

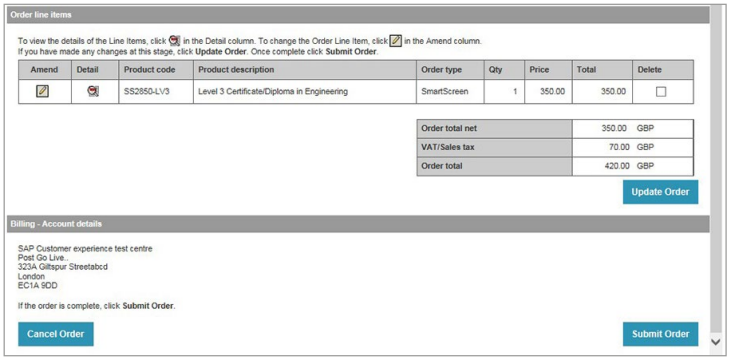
In the Candidate Selection screen, you can search for existing candidates by selecting the required field from the drop down list. If you don't know the candidate enrolment number you can search by the candidate's name. Enter a minimum of the candidate's last name and click Search. Alternatively you can search by the Cohort from the drop down box. Select the cohort from the name drop down menu and click Search.

10.

Candidates matching the search criteria will be listed in your Search Results section of the screen.

11.

In the Product Code column, tick the unit check box to select the Dated Entry for each candidate and then click Continue.



12.

In the Checkout screen, enter your purchase order or reference in the mandatory Your PO/Ref field. To place the order, click Submit Order.

13.

A message box will display asking if you would like to place the order. If you are confident you have made the entry correctly then click OK.

14.

An order confirmation screen will be displayed confirming your order number. There will be an option to print this page should you wish to do so.

Advice

Don't forget to ensure that you make the relevant entries for each and every candidate on programme for the current academic year. This includes all the required units of the qualification. Use the rules of combination section of the specific qualification page on the catalogue to confirm all required units.

Frequently asked questions

What happens if I miss the deadline to enter my students onto an assessment?

All assessment entries should be made within the normal assessment entry window. Entries within the late entry window can be accepted and made in the usual way as detailed above but will incur a late fee.

If you have missed the normal and late entry windows, you may or may not be able to enter your students onto an assessment in the normal way, depending on the type of assessment and how close to the assessment date it is. If you are not able to make entries in the normal way you should contact the customer support team for assistance. However, be aware that it will not always be possible to make entries at this stage and candidates may need to be entered for the next series instead, so you are strongly advised to ensure assessment entries are made in a timely fashion.

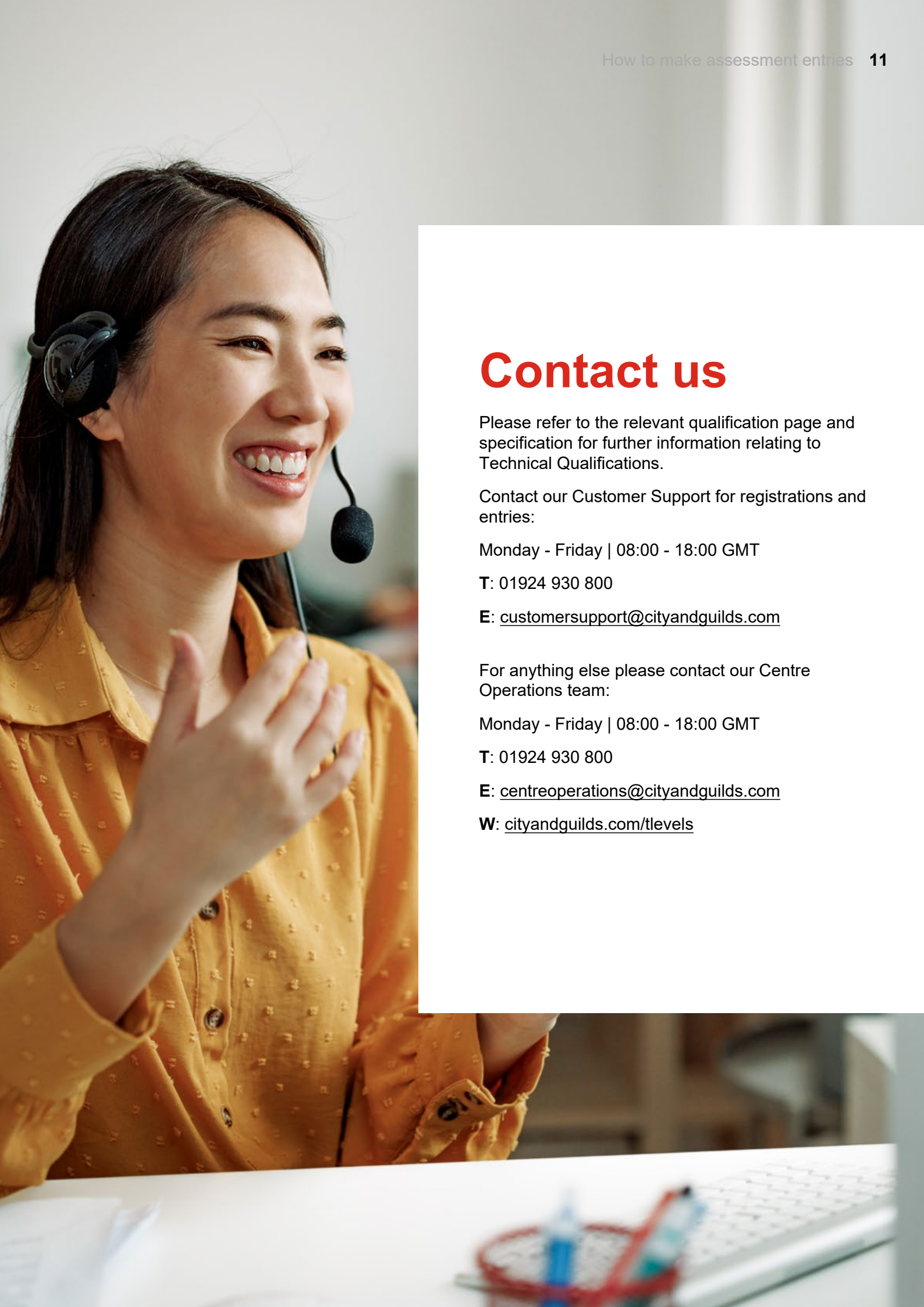
Very late fees apply for any entries which are accepted after the late entry window.

What if I see a unit in the handbook but cannot submit an entry for iton Walled Garden?

Each handbook has a full listing of all unit criteria available. Not all of these units will appear on Walled Garden. Some of the units are assessed within the Synoptic Assignment and Theory Exams.

Why do you charge a fee for late entries?

Volumes of assessment entries are needed to allocate the correct number of examiners, for externally marked exams, and moderators, for moderated and externally quality assured assessments. There are also various other activities that take place once the entry windows have closed.



Contact us

Please refer to the relevant qualification page and specification for further information relating to Technical Qualifications.

Contact our Customer Support for registrations and entries:

Monday - Friday | 08:00 - 18:00 GMT

T: 01924 930 800

E: customersupport@cityandguilds.com

For anything else please contact our Centre Operations team:

Monday - Friday | 08:00 - 18:00 GMT

T: 01924 930 800

E: centreoperations@cityandguilds.com

W: cityandguilds.com/tlevels

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Since 1878, City & Guilds has been dedicated to advancing the skills that people, organisations and societies need to thrive, both now and in the future.

As the global skills partner, we empower organisations to grow by creating and delivering comprehensive end-to-end solutions. These include high-quality skills training and credentials designed to meet the evolving needs of industries and workforces. Through our trusted network of colleges and training provider partners, learners across the globe develop skills and competencies that lead to employment and career progression.

Each year, over 5.1 million learners of all ages and backgrounds benefit from City & Guilds learning programmes, which have contributed £15.3bn to society in the UK alone. We champion workforce development and technical training routes that drive social mobility, prosperity, and success. By working closely with industries and governments, we also advocate for improvements across the global skills landscape.

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