

Spring Newsletter

Welcome to your Technical Qualifications quarterly newsletter

April 2022



Your spring update is here. In this edition, we're keen to ensure that you have all the information you need including helpful and supportive reminders and tips for the remainder of this academic year.

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In this newsletter we'll cover the next steps required for our Technical Qualifications. It's important to share this newsletter with everyone in your centre who is involved in the administration and/or delivery of Technical Qualifications.



Updates

Updated Key Stage 4 (KS4) Technical Awards

There are some upcoming changes to our Key Stage 4 offer. Existing Technicals Awards have closed, or are closing on 31 July 2022, and we will have available three new qualifications in the following sectors only:

- Land-based Studies
- Construction and the Built Environment
- Hair and Beauty Studies

The new qualifications will count in the 2024 Performance Tables. For detailed information on the changes, please read this document: [KS4 Update](#).

Contact update form

A quick reminder that we need to have the most up-to-date contact information to ensure you receive all of the relevant information to support your delivery. If you haven't done so already, please can you update your centre information by completing this [contact update form](#) if you have not yet done so and submit to technical.quality@cityandguilds.com



Booking and assessment

Deadlines for booking summer exam series

The results of the first spring exam series will be available from Monday 25 April, results of the second spring exam series will be available from Monday 9 May. If you need to book your learners for a re-take (or a first attempt on the summer series), you must do this by Friday 20 May.

For the 8202 Electrical/plumbing spring results will be available from Monday 16 May. If you need to book your learners for a re-take on 8202 (or a first attempt on the summer series), you must do this by Friday 27 May.

The timetable of Technical Qualifications theory exams can be found by visiting [Exams timetable](#).

It is important that you have made all the correct bookings for your learners. Incorrect bookings will delay the marking and moderation process and may result in learners not being certificated in August.

Remember you need to ensure that a booking is made for every candidate against all relevant components of the Technical Qualification. If you need to make additional bookings, please ensure that these are completed prior to this deadline.

Please refer to the [Technical Qualifications, how to book assessments](#) document for guidance or contact technical.quality@cityandguilds.com

We'd like to remind you that our theory exams must be administered in line with the JCQ Instructions for Conducting Examinations document, which is available at [JCQ ICE](#).



Results and grades

How you will receive candidates' results breakdown and grade boundary analysis

Candidates' grades and assessment results will be available to view within Walled Garden on the dates detailed above.

We do not provide a breakdown of candidate results via email due to GDPR requirements.

[Our helpful guide](#) talks you through how to locate and download the candidate grades and marks from Walled Garden.

City & Guilds grade prediction calculator

The grade prediction calculator is designed for centres delivering City & Guilds Technical Qualifications.

The calculator allows you to do two things:

1. You can enter the marks and grade boundaries, as shared by City & Guilds at the end of each exam series window, and the calculator will show you the aggregated qualification grade a candidate would achieve including any relevant UCAS points (assuming the candidate has achieved all the requirements of the rules of combination).
2. Based on a candidate's achievement in year one of a two-year qualification, you can enter predicted assessment grades for any remaining year two assessments, and the grade prediction calculator will tell you what qualification grade a candidate would achieve (assuming the candidate has achieved all the requirements of the rules of combination).

The grade prediction calculator comes in form of a spreadsheet, which you can freely download and use. Guidance on how to use the calculator is contained within the spreadsheet itself. You can download the grade prediction calculator [here](#).

Results and grades information

Grade Prediction Calculator

Our Grade Prediction Calculator has been designed to help you find out what qualification grade your learner might achieve on their Technical Qualification.

[Download Calculator \(XLSX\) >](#)

[Watch instructional webinar \(YouTube\) >](#)



Moderation support

Moderation Portal

The Moderation Portal, our online administration platform used to submit marks, grades and evidence for the synoptic assignment, centre-assessed components and Employer Involvement requirement will be available to centres soon.

Centres were invited to attend a training webinar on 30th March at 10:30am, which demonstrated the use of the Portal for submission of candidate marks, and provided tips and advice on evidence upload.

If you missed this session, please don't worry, the recording can be found [here](#).

Moderation Portal submission dates and requirements

The following section is a reminder of the various Technical Qualification components that must be uploaded to the Moderation Portal along with the submission dates.

- **Synoptic assignments**

Friday 20 May 2022 is the deadline for uploading marks and evidence for synoptic assignments to the Moderation Portal. Centres submitting later than this date run the risk of delays to the release of their results. Qualification-specific recording forms are found under the relevant qualification webpage.

- **Centre-assessed components (including optional units)**

For centre-assessed components (e.g. optional units), the deadline for submitting evidence for these components is **Friday 17 June 2022**.

- **Employer Involvement requirement**

For all Key Stage 5 Technical Qualifications, centres must arrange for learners to undertake sufficient meaningful Employer Involvement activities to meet the requirement. We have produced the following resources to support centres:

- [Employer Involvement Centre Guidance](#)
- [Employer Involvement Planner and Tracker](#)
- [Employer Involvement Planner and Tracker Exemplar](#)

The deadline for submitting evidence for these components to the Moderation Portal is **Friday 17 June 2022**. Please be reminded that the only evidence required for employer involvement component is the completed list of activities that have already taken place.

Moderation centre support materials

There is a range of useful guidance documents and resources available to support the moderation process for Technical Qualifications.

As well as our [Marking and Moderation Centre Guide](#), which all centre staff involved in the delivery and assessment of the qualifications must familiarise themselves with, we have created a number of recorded webinars to support centres. These include:

- **Guide to synoptic assessment**, four bite-size audio presentations led by one of City & Guilds Principal Moderators, aiming to guide and support centres in the delivery, evidence collection and marking of the synoptic assessments.
- **Qualification-specific marking and standardisation support webinars** delivered by Principal Moderators. These give an overview of the synoptic assignment, provide examples of high and lower achieving candidate work, look at the marking process and share best practice for centre quality assurance and marker standardisation.

These are all available, alongside other recorded resources, on the [Technical Qualifications events and webinars page](#) of the website.

Plagiarism detection and reporting suspected malpractice

We would like to remind centres of their responsibility:

- to ensure that candidates are aware of what constitutes plagiarism and to take adequate steps to prevent and detect it. Staff and learner guidance is available from the following JCQ documents:
 - JCQ Information for candidates on non-examination assessments is available [here](#)
 - JCQ Guidance for teachers/assessors on plagiarism in assessments is also available [here](#).
- to report any actual or suspected cases of malpractice within 10 working days of becoming aware of it following the guidance provided and using the relevant notification form available under the assessment malpractice section of the Centre document library area of our website [here](#).
- to refer to the guidance provided in the managing cases of suspected malpractice in examinations and assessments document available [here](#).

If you have any queries about actual or suspected malpractice at your centre, please do not hesitate to contact the Investigation & Compliance team directly at investigationandcompliance@cityandguilds.com



Technical Advisor Support

Technical Advisors (TA) are available to support you with delivery of your Technical Qualifications. TAs have extensive experience in industry and education and can help with delivery, preparation for assessment and qualification enquiries. Please see [our list of Technical Advisors and their contact details](#).

This recorded presentation is for centres and staff new to delivering Technical Qualifications. [This short presentation](#) provides an overview of all the documents and location of resources required for delivering Technical Qualifications.

To support with preparing learners for the Technicals Qualification theory exam we have a dedicated recorded webinar available to view [here](#).

Please visit our events and webinars page link [here](#), where you will find all previous webinar recordings.



We're here to support you

As always, our Technicals Quality team is here to help if you have any questions, so get in touch with us if you need further assistance.



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