

Winter Newsletter

Welcome to your Technical Qualifications seasonal newsletter

QUICK LINKS

- [Events and regional networks](#)
- [Moderation support](#)
- [Booking and assessment](#)
- [Information for UCAS](#)
- [Updates](#)
- [Additional Resources](#)
- [Help and support](#)

Your winter newsletter 2022 covers the next steps of delivering your Technical Qualifications, and it's important to share this newsletter with everyone who is involved in the administration or delivery.

Update regarding the 2022 assessment series

As of the end of January 2022, the DfE's policy position remains unchanged that exams and formal assessments should continue to go ahead as planned. A number of the exam boards have run a January series and have reported that these have progressed as planned with learners able to sit their exams and no levels of absenteeism reported outside of normal tolerance.

City & Guilds Spring series starts on 28 February with exams scheduled into April before the Summer series then begins in May. It is our expectation that these exams will go ahead as planned however, we remain vigilant of what is currently a fluid policy position, with contingency plans being finalised should the situation change. We are working hard with Ofqual, other UK regulators and other AOs to ensure that we have an agreed position and wherever possible there is a consistent approach taken to awarding this year.

In terms of our Technical Qualifications, we have an agreed position if learners miss both assessment opportunities for the theory exam in 2022. This is to ensure that no learner expecting a result will be disadvantaged. We will provide further information on this if and when such a situation should arise. Unless there is a sudden DfE policy change, we are likely to deal with this on a case by case basis. As a precaution, we would however continue to strongly recommend that you keep evidence of ongoing assessment activities undertaken should we find ourselves in a position where the policy changes.

Our team of Technical Advisors will continue to work closely with you over the coming months.



Events and regional networks

Webinars and Technical Advisor support

Our Technical Advisors are on hand to provide centre guidance across all industries and answer any queries you may have. For more information please review our events webpage and contact your Technical Advisor direct, contact details can be found on this page - [City & Guilds Technical Advisors 2022](#)

Centre Guide to Exam Preparation

Date: Monday 7 February 2022 Time: 3:30-4:30 PM

Description: This webinar will be run by technical experts with experience in the delivery and assessment of Technical Qualifications. The aim of the session is to provide centres with guidance on preparing learners for the Technicals exams. Technical advisors will also cover best practice, general guidance and allow time to answer all of your questions.

Target audience: tutors, markers, curriculum leads and any staff involved in preparing learners for Technicals exams

Registration link: [Register here](#)

Sector: All Technicals sectors, Land, construction, BSE, H&B etc.

Hosts: Alison Whittle and Sarah Cocks

Technicals Qualifications - Preparation for Synoptic Assignment (generic)

Date: Monday 14 February 2022 Time: 3:30 PM

Description: This webinar will be run by technical experts with experience in the delivery and assessment of Technical Qualifications. The aim of the session is to provide centres with guidance on preparing learners for the synoptic assessments. Technical advisors will also cover best practice, general guidance and allow time to answer all of your questions.

Target audience: tutors, markers, curriculum leads and any staff involved in preparing learners for synoptic assessments

Registration link: [Register here](#)

Sector: All Technicals sectors, Land, construction, BSE, H&B etc.

Hosts: Sarah Cocks, David Pye and Alison Whittle



Moderation support

Moderation visits

Moderation visits are an additional quality assurance activity that support the moderation of synoptic assignments. For a full list of qualifications which require a moderation visit please refer to the [Moderator Visits for Technical Qualifications document](#).

Moderators are in the process of contacting centres to discuss and agree Moderator visit dates.

Moderation Portal

The Moderation Portal is our online system that allows centres to upload marks and evidence and will be available later in the spring term. We'll inform you as soon as it has launched and provide centre login details.

In the meantime, you can view our [user guide](#) to familiarise yourself with the process.

We've also produced a useful guide to help you prepare your evidence, [Requirements for Uploading Evidence](#)



Booking and assessment

Booking your assessments

The deadline for booking spring exams, synoptic assignments, optional and mandatory units and employer involvement (KS5 only) has now passed. You can still make bookings on Walled Garden for the time being, however you will be charged late booking fees. These fees are in line with our published [UK Centre Charges for 2018/19](#).

If you haven't made your bookings, or want to talk through these with us please contact the Technicals Quality team on 0300 303 5352 or email technical.quality@cityandguilds.com for further guidance and next steps.

Please note - late bookings made through Walled Garden after 10 December 2021 will incur a £45 administration fee plus £10 per learner and per assessment entered.

Assessments

Booking extra time

As the booking window for exams is now closed, we would like to remind you of some important points around booking for your learners who require specific arrangements in order to access the assessments.

If you have learners who require extra time to complete their exam, you must apply for this prior to booking the exam on the Walled Garden. If you haven't done this already then please do get in touch with us as soon as possible. For e-volve exams only, you need to add on the extra time when scheduling the exam. Extra time cannot be added after the exam has been booked, so you must remember to do this before making any exam bookings. If however you need more than 25% extra time, City & Guilds will need to schedule the test for you. Therefore, you will need to get in touch with our Policy team on 0207 294 2772 or email policy@cityandguilds.com to arrange this.

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

Modified question papers

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

Exam delivery

With the spring series exams fast approaching, it's important that paper-based examination scripts, once received, are stored securely until the exam date (as specified in our exam timetable). After the exam, the scripts and the invigilation certificates with correctly completed attendance information must be returned within 24-hours to the addresses indicated on the return labels. This ensures marking can start as soon as possible. Failure to do this could delay the release of your results. The following document provides UK Centres with information on how to conduct City & Guilds examinations, please refer to the [Joint Council for Qualifications instructions for conducting examinations 2021/2022](#).

Dated e-volve exams can be unlocked and prepared ready for Invigilators up to ten days before the exam date. The exam however cannot be started until the actual exam date. After the exam, please make sure to upload the e-volve answers to the portal. Successfully uploaded exams will disappear from the SecureClient Admin Console, and multiple-choice exams will appear in the Results screen in SecureAssess Central, Examiner marked exams will not show in the Results screen until marking and all quality checks have been completed. Please refer to the e-volve guideline documents which are available on our e-volve page.

Important information about dated examinations

Contingency days for 2022 examinations

City & Guilds has provided two contingency days for the Spring and Summer examination series, which have been added to a new **Version 1.4** of our Technicals Timetable for 2022 on our website.

Series	Exam contingency day
Spring	28 March 2022
Summer	22 June 2022

These days will be used if a significant, unexpected event arises nationally or locally during the exam period such that no students (or a large number of them) are able to take an exam when planned. It is part of City & Guilds contingency planning for Technicals examinations and may be used for the Spring and/or the Summer examination series.

Where a contingency date is used for exam(s), **only paper-based exams** will be available – on-screen exams **cannot** be used.

Centres should remind candidates that they must remain available until each of the contingency dates has passed in case they are required. Examination staff such as invigilators and examination venues will also need to be available on these dates.

These contingency examination dates **must only** be used following direct instructions by City & Guilds.

Level 3 Animal Management / Level 3 Equine Management – June Theory Exam start time

We have made a change to two June exam start times, which are updated in the new Version 1.4 of our Technicals Timetable for 2022.

The following June exam times only changed from morning to the afternoon session, now starting at 1:30pm.

- **Level 3 Equine Management - Theory exam (2) (0172-508/008)**
- **Level 3 Animal Management - Theory exam (2) (0172-539/039)**

The exam dates and exam durations have not been changed.

Level 2 Technical Certificate in Site Carpentry (7906-20) – updated version of the synoptic assignment published

We have had to make some additional changes to the 2021/2022 synoptic assignment (7906-008). An updated **Version 1.2** is now available to download and use from the assessment section of the qualification webpage.

Additional supporting detail has been provided to the specification, the drawing provided in the Assignment Brief section and the tutor guidance section on centre resources that can be used to support efficient use of materials.

This updated **Version 1.2** must be used for assessments and previous versions downloaded must be discarded.

Please contact your Technical Advisor for any further clarification or advice.

Assessment Material Potential Error Notification Form

As we approach the Spring Examination series, we would like to remind centres of our Assessment Material Potential Error Notification Form, located [here](#) on our website

This form should be used by centres to provide feedback, raise points of clarification or advise of potential assessment material errors or omissions in City & Guilds external assessments. This form should not be used to alert us of exam day events such as incorrectly received or dispatched question papers.

Information for UCAS

For applicants wishing to continue to higher education all applications should already have been submitted to UCAS by **Wed 26 January 2022 - 18:00 (GMT)**

This is the 'equal consideration' deadline, which means course providers must consider all applications received by this time equally. Universities and colleges do not have to consider applications received after the deadline, although they can if they have spaces available once the on-time applications have been considered.

The deadline for all 2022 applications to be received by UCAS is Thursday 30 June 2022. After this date all applications will automatically be entered into clearing.

For more information on UCAS applications please visit

ucas.com/advisers/guides-and-resources-2022-application-latest-update

To work out how many UCAS points a qualification is worth click on the link to the UCAS Tariff calculator and select from the drop-down tab [UCAS Tariff Calculator](#)

Learners who have completed an Advanced Technical Extended Diploma should select first awarded in 2019 from the UCAS tariff calculator drop down tab to ensure double and triple grades are selected.

Updates

'Practical Observation Forms – Best Practice' document

We have produced this additional supplement for centres in the use of the Practical Observation forms for the synoptic assessments. This document offers practical guidance and suggestions for how centres may complete these forms effectively and efficiently to ensure that moderators understand and can justify the awarding of marks. In addition to some best practice principles, along with some useful hints and tips, this document includes some examples with attendant supporting commentary. Please find our Practical Observation – Best Practice guide [here](#).

Other useful documents to refer to are the [Marking and Moderation Guide](#), [Moderation Portal: Centre User](#) and the [Employer Involvement Guide](#). Further guidance in all aspects of delivering the Technical Qualifications can be found in the Technicals Resources and Support section [here](#).

Additional Resources


Please make sure that you have familiarized yourselves with all of the available support resources on the website [here](#).

In particular, you will find some really helpful documents and forms under the 'teaching and learning resources' accordion.

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.

 E: technicals.quality@cityandguilds.com

 T: 0300 303 5352

 W: cityandguilds.com/technical-resources