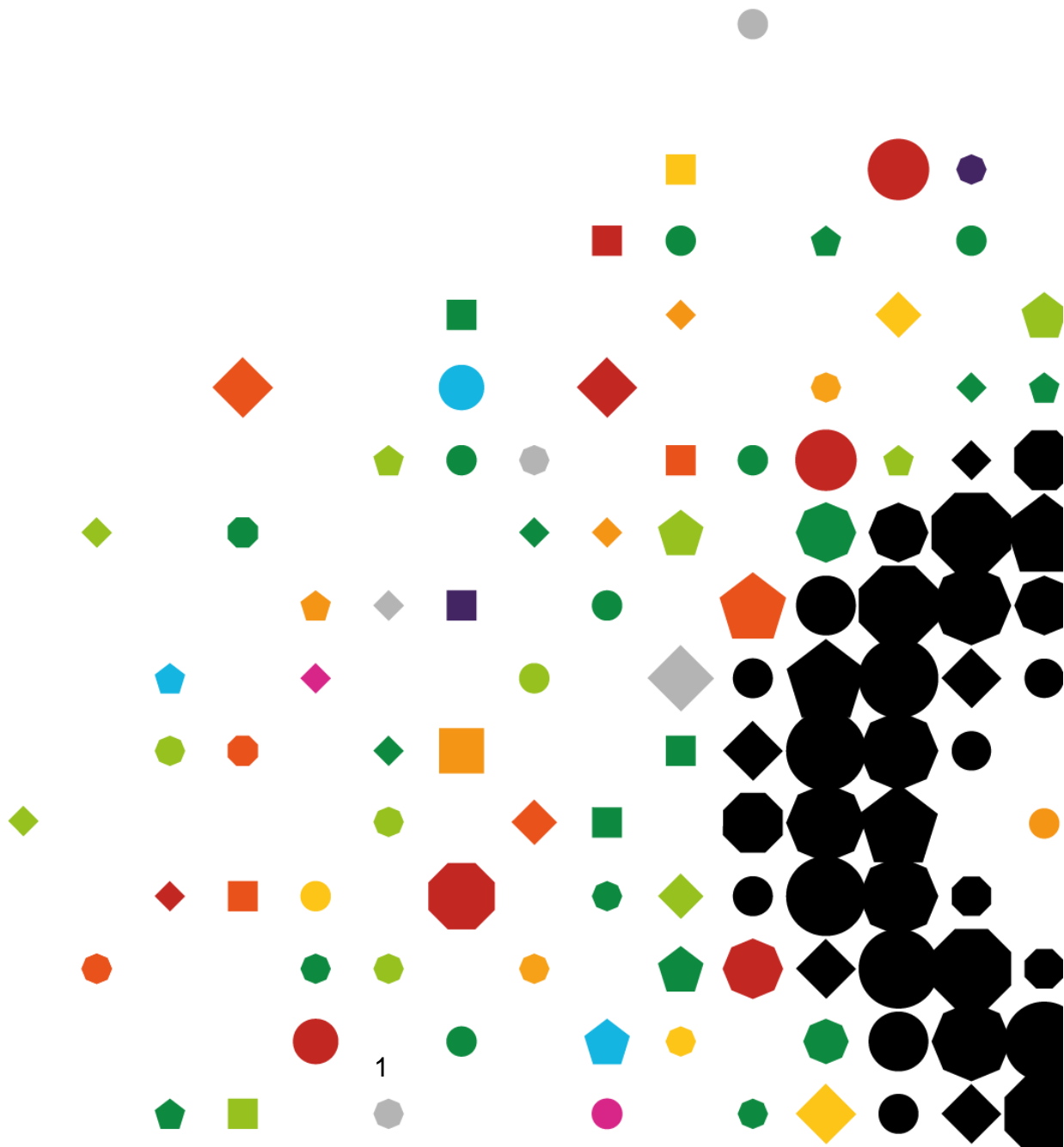


City & Guilds 2020 Grades for the Level 3 Extended Project Qualification

Information for Heads of Centre, heads of department and tutors on the determination of Centre assessment grades

May 2020

Version 1.1



Foreword from David Phillips, Managing Director City & Guilds

Dear Customers

It has been agreed that for the City & Guilds Level 3 Extended Project Qualification, a **calculated result** will be used for summer 2020 grades. **All candidates** who are due to complete the Extended Project this summer, will have their qualification grade estimated by their tutors. This will be based on several activities and this guidance document outlines the initial steps and process that you will need to follow.

We are writing to you in these strange and unprecedented times to start the process for what we know will be a staged approach to the communications and support that we will provide you in order to complete the estimation work needed for the Extended Project. We must ensure that all candidates are treated as fairly as possible and enable them to complete and progress onto the next step of their career or educational journey. We would like to take this opportunity to thank you for your patience as we continue to work out the final details and ensure that you are supported in making the right judgement for the candidates.

As their tutors/educators you know these candidates better than anyone else and as such you are in the best position to use that knowledge of each individual candidate to start the estimation process. We will then be quality assuring the grades and producing final results. This guidance document outlines the high-level activities to support you in beginning the process of determining the centre assessment grades for each candidate. Over the course of the coming weeks, we will provide further information and guidance to support you by:

- Compiling FAQs to support your questions
- Creating and confirming timelines on activities
- Providing administrative details for submission of grades and rank order
- Producing a recorded step-by-step guide to underpin the submission process

We are continuing to work with Ofqual and other Awarding Organisations to confirm the finer details. We do not have all the answers at this point, but we are confident that you can start to begin the process of determining grades for summer 2020.

Our dedicated Technicals Quality team will be on hand to answer your questions and queries, and their contact details can be found at the end of this document.

A handwritten signature in black ink, appearing to read 'D. Phillips', with a stylized flourish at the end.

David Phillips
Managing Director, City & Guilds

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1 Introduction

As City & Guilds has previously announced, the summer 2020 assessment series has been cancelled in order to help fight the spread of the Coronavirus (COVID-19).

In these unprecedented and difficult times, we as an Awarding Organisation have a responsibility to support our centres in ensuring that:

- the maximum number of candidates possible receive the results that they would have most likely have achieved had they been able to take their assessments in summer 2020; and
- these candidates are protected, as far as is possible, from being systematically advantaged or disadvantaged by the current situation.

We are committed to developing a process that, as far as possible, will:

- be practicable and manageable for centres
- support the validity and reliability of candidate results
- maintain standards.

For the Extended Project, eligible candidates will receive a **calculated result** for this academic year. Calculated results will draw appropriately on a range of trusted evidence and will be based primarily on tutor judgements of what result each candidate would most likely have achieved had they had completed their assessments this summer. These will then be subject to quality assurance by City & Guilds. City & Guilds will also quality assure the judgements across different centres once they have been submitted.

We therefore require centres to determine for each candidate **centre assessment grades** and to place them into **rank order**. This document is aimed at providing practical information to support this activity.

The window for submitting data to City & Guilds will commence on **1 June 2020**. Further detailed information on the submission process and attendant timescales will be provided to centres shortly.

1.1 Scope

The information in this document applies to City & Guilds approved centres in England, Wales and Northern Ireland who offer Ofqual-regulated Level 3 Extended Project Qualification.

This information is provided in the context of the most up-to-date advice for educational settings provided by the Department for Education (DfE) and Public Health England¹.

If that advice changes, Heads of Centre should consider this information in the light of any updated guidance.

¹ <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

2 Information centres need to provide

City & Guilds will require centres to submit the following information, to support the calculation of results:

- A **centre assessment grade** for each candidate. This will be a considered estimation of the grade that each candidate would most likely have achieved this year. This professional judgement is derived from evidence held within the centre and which has been reviewed by tutors and relevant heads of department.
- Candidates must also be placed in **rank order**, within the grade (A*, A, B, C, D, E or U), where 1 is the highest attaining candidate, and so on.

2.1 Centre assessment grades

This will be a holistic, professional judgement balancing different sources of trusted evidence. Tutors and heads of department will have a strong understanding of candidates' skills, knowledge and understanding, and how their performance might compare to other candidates within the cohort this year.

Heads of department and tutors should consider each candidate's performance over the course of study and make a realistic judgement of the grade each candidate would have been most likely to get if they had taken the assessment this summer. This would also include U grades.

2.2 Sources of evidence

In coming to this holistic judgement, centres should assume that it is no easier or harder for a candidate to achieve a particular grade this year, compared to previous years. Judgements should reflect how they would have performed under ordinary circumstances.

Tutors should draw on existing records and available evidence (as far as possible in the context of current public health advice). It is important that the judgements are objective, and they should only take account of evidence about candidate performance.

Given the timing of the announcement, we recognise that centres will have incomplete evidence, and that the range and amount of evidence will vary between different candidates. Judgements should be made on the evidence that is available.

There is no requirement to set additional formative assessments or homework tasks for the purposes of determining centre assessment grades and no candidate should be disadvantaged if

they are unable to complete any work set after centres were closed. Learning up to the 20 March provides the main evidence for grade estimation. It would be potentially disadvantageous to consider teaching and learning after the closure of centres due to candidates' access to technology and difficulties verifying authenticity of work. Where additional work has been completed after centres were closed, centres should exercise caution where that evidence suggests a change in performance. In many cases this is likely to reflect the circumstances and context in which the work was completed.

Evidence that could be used includes (not an exhaustive or exclusive list):

- Any work towards the Extended Project, even where this has not been fully completed
- Overall candidate performance and progress
- Classwork/homework
- Internal tutor assessment and progress data
- Any other records of candidate performance
- Any formative assessment results
- Previous results in your centre
- The performance of this year's candidates compared to those in previous years

Centres must retain records of the evidence that they used to determine their assessment grades for audit purposes, and in case we have any follow-up queries about the evidence.

Please note that these centre assessment grades are not the same as:

- working at grades (the grade a candidate is currently working at)
- target grades (often set a little higher than likely to be achieved, to motivate candidates)
- predicted grades provided to UCAS in support of university applications

2.3 Access arrangements and special consideration

For any candidates where access arrangements have been agreed (for example a reader or extra time), the judgement should take account of likely achievement with the access arrangement in place.

Centres should give consideration of where illness or other personal circumstances might have affected candidate performance in formative assessments or assessment components that have already been undertaken.

2.4 Rank ordering

Once centre assessment grades have been submitted, City & Guilds will carry out a process to quality assure the grades within and between centres. For this to be as fair and transparent, it is important that the rank order of candidates is as accurate as possible. Where there is more than one tutor delivering and assessing the Extended Project, they will need to agree one rank order for all candidates. To do this, tutors within a department will need to discuss the rank order and come to a shared view of the standard being applied within their centre.

However, City & Guilds will need **a single rank order for each candidate**. Giving two candidates the same position will not be allowed. There are a number of ways in which this could be done within the centre including, for example, for each tutor to initially grade and rank order their candidates; discuss and compare the qualities of candidates at the top and bottom of the rank order within each grade to ensure that a consistent standard is being applied; adjust the grades accordingly; and then integrate the rank orders by discussing individual candidates beginning at the top of the rank order and working down.

2.5 Submitting information to City & Guilds

We are currently working to confirm the process to collect this data in a way that is as practicable and manageable as possible for centres. At this stage we can confirm that submission will commence on **1 June 2020**.

While you can begin the work to generate the grade and rank order, please do not try to submit data until City & Guilds has issued instructions.

Please note that in order to ensure the validity and reliability of results as much as possible we may need to follow up with centres to request further information about the rationale for their centre assessment grades. We will ensure that these discussions are open and transparent, and we will work closely with centres to ensure that standards are maintained, and candidates are neither advantaged nor disadvantaged as far as possible.

2.6 Internal sign-off within the centre

a) Department sign-off

Each set of centre assessment grades must be signed off by at least two tutors/staff members, one of whom should be the head of department (or where if there is only one tutor or only one is available, by the Head of Centre). Where a staff member might have a personal interest in a candidate (for example as a relative), Heads of Centre should make sure that additional controls are put in place, as appropriate.

b) Head of Centre sign-off

The Head of Centre will be required to confirm that the centre assessment grades, and the rank order of candidates are a true representation of candidate performance. If the Head of Centre is unavailable to do this, it may be delegated to a Deputy. In reviewing these centre assessment grades, the Head of Centre should consider how the distribution of centre assessment grades compares with grades achieved by the centre in previous years. The Head of Centre will be required to submit a declaration confirming this when the centre assessment grades are submitted. The declaration should include details of the evidence that was used, and a justification if the distribution is significantly different from previous cohorts

The Head of Centre is:

- the head of a school; or
- the principal of a college; or
- the chief officer of an institution which is approved by City & Guilds as an examination/assessment centre (including employers).

2.7 Sharing data with candidates, parents and carers

Centres must **not, under any circumstances, share the centre assessment grades nor the rank order of candidates** with candidates, or their parents/carers or any other individuals outside the centre, before final results have been issued by City & Guilds. This is to protect the integrity of tutors' judgements, and to avoid tutors, heads of department, senior leaders or Heads of Centre being put under pressure by candidates and parents, to submit a grade that is not supported by the evidence, or has not been quality assured by City & Guilds.

Once centre assessment grades have been submitted to City & Guilds, the process to produce the final grades will start. More information will be made available to centres to facilitate any appeals against the process at the time that final results are issued by City & Guilds.

2.8 Arrangements for appeals

There will be an appeal process available for centres this year and details on this will be made available shortly.

3. Further advice and information

For all queries relating to the arrangements for summer exams and assessments, contact the Technicals Quality Team at City & Guilds. We're available Monday to Friday 09.00-12.30 and 13.30-17.00 excluding UK public holidays.



technicals.quality@cityandguilds.com



0300 303 5352 (option 2, option 3)

Related documents

Ofqual guidance on [awarding qualifications in summer 2020](#)

Ofqual consultation on [grading specified general qualifications in 2020: GCSEs, AS, A levels, Extended Project Qualifications and Advanced Extension Award.](#)