An Introduction to Technicals
Exams and Administration

Webinar
December 2019

Agenda

What will today's webinar cover:

- **An introduction to the Technicals Quality team**
- **Resources and Support available**
- **An overview of Technical Qualifications**
- **Key dates for delivery**
- **Registering and booking of learners**
- **Employer Involvement requirements**
- **Moderation Visits overview**
- **What is the Moderation Portal**
- **Question and Answer**

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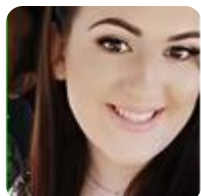A City & Guilds Group Collaboration
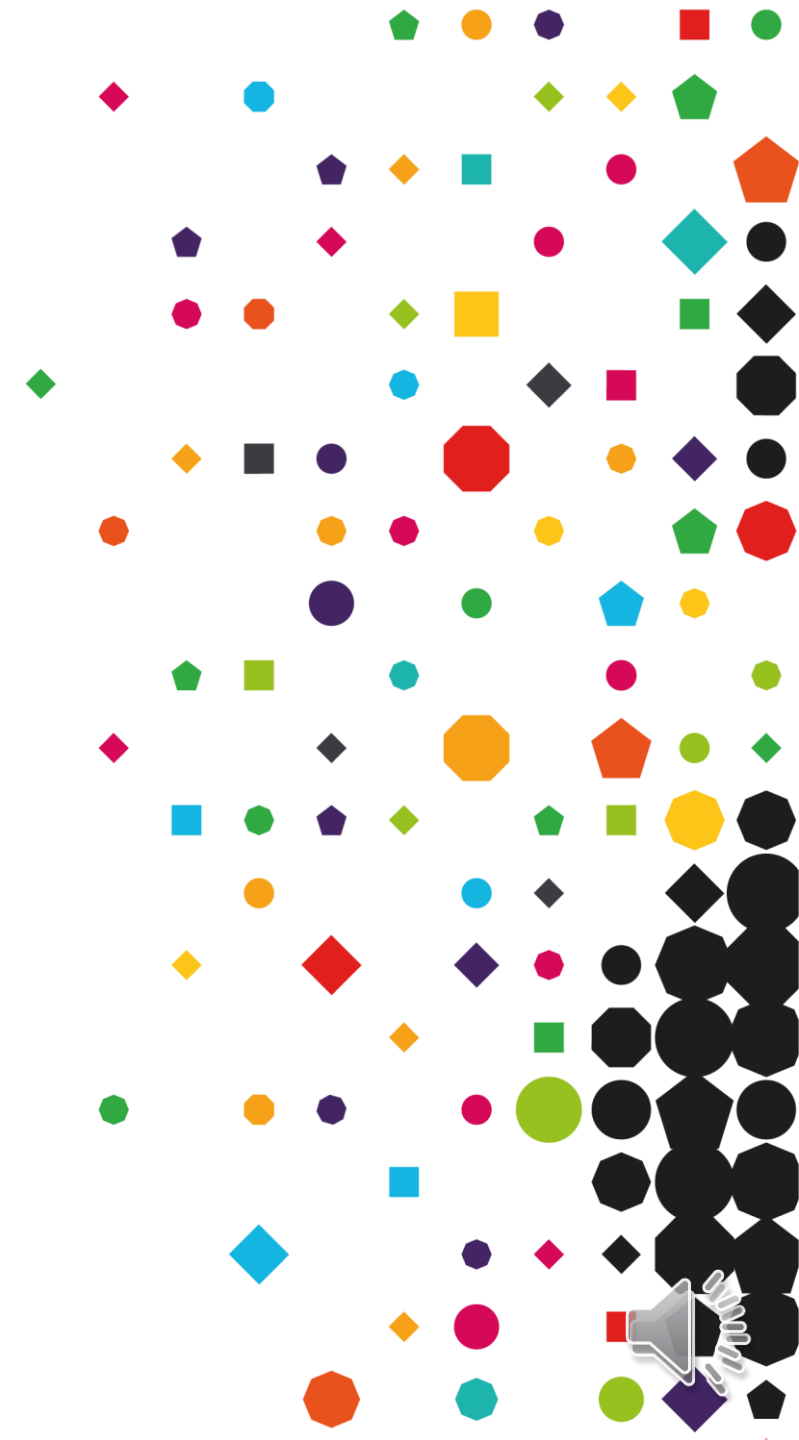
Who are the Technicals Quality team?

Amy Grundy
High Priority Qualifications Manager

Quality Assurance Coordinators

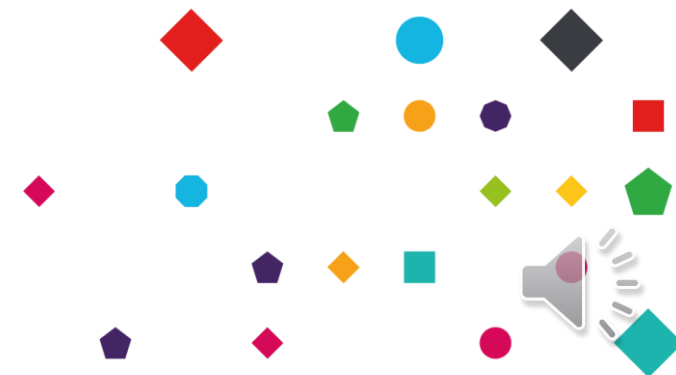Harriet Perry   Naomi Birch   Jane Carrington   Reece Bramall   George Tennant   Daniel Parker

How can we support you?

Where to find the right documents and information

General queries about Technical qualifications and the moderation process

Timeline for registrations, bookings and the moderation process

Queries around the examination process including exam timetables, results release and analysis and special arrangements

Technical Qualification Approvals (QAPs)

Moderation timelines and support and guidance with the Moderation Portal

Contact us

Our friendly team are available Monday to Friday 8:30 – 17:00

E: technicals.quality@cityandguilds.com

T: 0300 303 5352 (option 2, option 3)

Or why not try our new Web Chat service:
https://www.cityandguilds.com/techbac/resources-and-support

Essential documents for successful delivery

What is a Technical Qualification?

Designed for 14-19 year olds, as an equally rigorous vocational alternative to general qualifications

Content designed in such a way as to ensure that knowledge and understanding is directly relevant to practical or occupational problems.

Available at Key Stage 4, Level 2 and Key Stage 5, Level 2 and 3

City & Guilds Level 3 Technical Qualifications carry UCAS points and are widely recognised by universities in the UK.

"The City & Guilds Level 3 IT Technical Qualification is one of the most advanced qualifications in giving students real experience in developing IT projects."

Technical Trainer - Samsung Digital Academy

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What makes up a Technical Qualification?

Synoptic Assignment
- Marked by the centre
- Externally moderated by City & Guilds
- Contributes to 60% of final grade

Theory Exam
- Externally set
- Externally marked
- Contributes to 40% of final grade

Employer Involvement
(Key Stage 5 only)
- Centre develop their own Employer Involvement programme
- Planner & Tracker Quality Assured by City & Guilds
- Does not contribute to overall grade however must be achieved to gain qualification

Centre Assessed Components
- Externally set (Mandatory/optional units)
- Externally moderated by City & Guilds
- Does not contribute to overall grade however must be achieved to gain qualification

What makes up a Technical Qualification?

The assessment strategy for the Technical Qualifications, similar to GCSEs and A-levels, is based around a summative assessment.

The main elements of the Technical Qualification which make up the overall grade are:

At least one end, externally assessed theory examination:

The questions for which will be drawn from critical knowledge across the mandatory qualification content.

A substantial synoptic end assignment:

This 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.

Key dates for delivery

2019

September	October	November	December
2 September — Learner registrations open		**1 November** — Deadline for learner registrations. Complete? ☐	**20 December** — Deadline for booking first and second spring exam series March/April 2020). Complete? ☐
2 September — Booking window for spring (March/April 2020) and summer (June 2020) exam series opens			**20 December** — Deadline for booking synoptic assignments, optional assignments and any other centre assessed components (if applicable) and Employer Involvement, (KS5 only). Complete? ☐
2 September — Booking window for synoptic assignments, optional units opens (if applicable) and Employer Involvement, for Key Stage 5 (KS5 only)			

2020

January	February
2 January — Synoptic assignment tasks for Land-based Technicals only can be released to learners from this date	**3 February** — Synoptic assignment tasks for all Technicals can be released to learners from this date
31 January — Deadline for submitting your Employer Involvement planner for approval. Complete? ☐	

March	April	May	June	July	August
2 March — First spring exam series begins	**27 April** — Results of the first spring exam series released to centres. Complete? ☐	**8 May** — Deadline for booking first summer exam series. Complete? ☐	**1 June** — First summer exam series begins		**3 August** — Final results Level 3, including summer series assessments, assignments and qualification results released to centres
13 March — Final day of first spring exam series	**27/28 April** — 8202-20 and 30 level 2 and 3 Electrical exams sitting (outside of the first and second spring series)	**11 May** — Results of second spring exam series released to centres	**12 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). Complete? ☐		**20 August** — Final results Level 2, including summer series assessments, assignments and qualification results released to centres
16 March — Second spring exam series begins		**15 May** — Deadline for submitting marks and evidence to the Moderation Portal for synoptic assignments. Complete? ☐	**12 June** — Final day of first summer exam series		
27 March — Final day of second spring exam series		**18 May** — Results of 8202-20 and -30 Level 2 and 3 Electrical exams spring series released to centres	**15 June** — Second summer exam series begins		
		22 May — Deadline for booking second summer exam series. Complete? ☐	**23 June** — Final day of second summer exam series		
		29 May — Deadline for booking 8202-20 and -30 Level 2 and 3 Electrical summer exams. Complete? ☐			

How do I register and book my learners?

All learners need to be:

- **Registered** for their Technical Qualification

- **Booked** for all assessments stated in the Rules of Combination, including:

  - ✓ Synoptic Assignment

  - ✓ Theory Exam

  - ✓ Employer Involvement (KS5 only)

  - ✓ Mandatory units (if applicable)

  - ✓ Optional units (if applicable)

How are registrations and bookings made?

All registrations and bookings are made through the Walled Garden.

Guidance on how to book candidates and a helpful how to video can be found on the Resources & Support page for Technicals on the City & Guilds website.

You can also contact our Centre Support team:

E: centresupport@cityandguilds.com

T: 0844 543 0000*

Lines open: Monday to Friday 08.00 to 18.00 GMT

*Calls to our 0844 numbers cost 7 pence per minute plus your telephone company's access charge.

Please note: The registration deadline for 2019/2020 was 01 November 2019 and has now passed. If you still need to register your learners please contact the Technicals Quality team urgently.

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What are Rules of Combination?

Rules of Combination (RoC) show which components a learner must be booked for and undertake in order to achieve their Technical Qualification. The full RoC for each qualification can be found on the relevant qualification page of the Catalogue on Walled Garden.

Some qualifications only have the Synoptic Assignment and Theory Exam as bookable components, as per the example below:

The Roc Tool:

Using this interactive tool you can select the components you have booked or will be booking.

The tool will confirm whether you have met the RoC for the qualification.

Synoptic Assignment:

This is available as a Dated Entry booking.

The date given when booking is the final submission date to Moderation Portal.

Theory Exam:

These are available both as *dated entry written papers* and *e-Volve multiple choice exams.*

The date given when booking is the actual testing date and time *(unless the exam is 'on demand')*.

Full details of which exams are e-Volve, written or on demand can be found in the exams timetable for 2020.

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Place an order

Add to favourites

Level 2 Technical Award in Hair & Beauty Studies

Accreditation Number (QAN): 601/7247/2

Provider: City & Guilds

| Last registration: | 31.08.2022 | Last certification: | 31.08.2024 |

Information

▶ Fees per learner

▼ Rules of combination - interactive

Use this interactive tool which will specify the minimum number of credits that need to be met, through the completion of particular units, in order for a qualification to be achieved. Please note this is a Beta Version of the calculator.

Select a pathway

Level 2 Technical Award in Hair & Beauty Studies - 0001

Learners must successfully achieve the following assessments to gain this qualification.
001 Level 2 Hair and Beauty Studies - Synoptic assignment (1)
Plus
002 Level 2 Hair and Beauty Studies - Theory exam (1)
OR
502 Level 2 Hair and Beauty Studies - Theory exam (1)

What are Rules of Combination?

Some Technical Qualifications have multiple components which require booking, as per the example below:

The example used shows a 2 year qualification (1080 GLH), you will see 2 versions of the Synoptic Assignment and Theory Exam, the number at the side of each title indicates the year in which it should be booked and undertaken. (1) – to be taken in Year 1, (2) – to be taken in Year 2.

Theory Exam:
These are available both as *dated entry written papers* and *e-Volve multiple choice exams*.

The date given when booking is the actual testing date and time *(unless the exam is 'on demand')*.

Full details of which exams are e-Volve, written or on demand can be found in the exams timetable for 2020.

Synoptic Assignment:

This is available as a Dated Entry booking.

The date given when booking is the final submission date to Moderation Portal.

Optional Units:

Achievement of Optional Units is also required in order for the learner to achieve the full qualification.

Centres and Learners are able to select the required number of units to achieve the RoC from a list of specialist assessments.

Mandatory Units/Employer Involvement:

Mandatory units are those which must be booked and undertaken in order for the learner to achieve the full qualification.

Mandatory units also include Employer Involvement for all Key Stage 5 Technical Qualifications.

Rules of combination - interactive

Use this interactive tool which will specify the minimum number of credits that need to be met, through the completion of particular units, in order for a qualification to be achieved. Please note this is a Beta Version of the calculator.

Select a pathway

Level 3 Advanced Technical Extended Diploma in Animal Management (Zoos) (1 ▼

Learners must successfully achieve the following assessments to gain this qualification:

031 Level 3 Animal Management - Theory exam (1)
OR
531 Level 3 Animal Management - Theory exam (1)
Plus
039 Level 3 Animal Management - Theory exam (2)
OR
539 Level 3 Animal Management - Theory exam (2)
Plus
030 synoptic assignment (1)
038 Level 3 Animal Management - Synoptic assignment (2)
301 Level 3 Principles of health and safety - Theory exam
302 Level 3 Undertake and review work related experience in the land- based industries - Portfolio
306 Level 3 Biological systems of animals - Assignment
367 Level 3 Undertake a specialist project in the land based sector - Assignment
833 Level 3 Employer involvement
Plus four assignments from optional units 308, 309, 312, 315, 317, 319, 324, 326, 328, 329, 333 - 336, 366

Multi-pathway Technical Qualifications

Some Technical qualifications have a number of different pathways, these are usually based upon a specialism within an industry area.

Each pathway may have different rules of combination and this should be taken into account when placing bookings.

Stepping up on a Technical Qualifications

There may be occasions where a learner needs to 'step up' from one Technical Qualification to another, for example from a 540 GLH qualification to a 1080 GLH qualification.

Learner achieves 1 year qualification (either 360 or 540 GLH)	→	Centre register learner for 2 year qualification (either 720 or 1080 GLH)	→	Centre book the units required to achieve RoC (excluding any previously achieved)	→	Centre book new employer involvement unit (as this differs in unit code)

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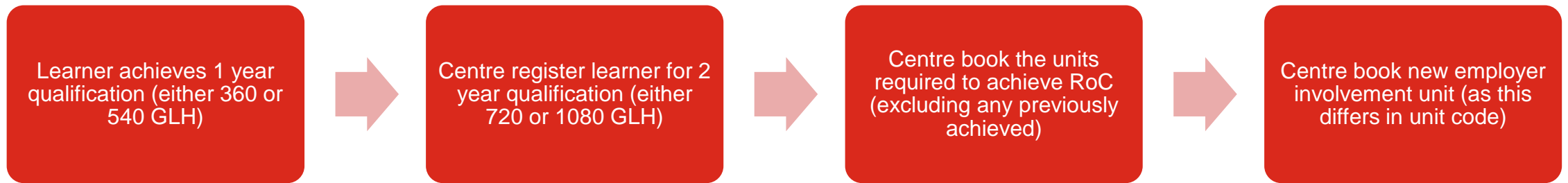
What is Employer Involvement?

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.

To be eligible, employer involvement activities must relate to the content of the qualification.

What do I need to do?

Centres need to submit a copy of their Employer Involvement Planner for **all** Technicals Qualifications for review to employerinvolvement@cityandguilds.com by Friday 31 January 2020.

Once the activities have been undertaken, the completed planner and tracker must then be uploaded to the Moderation Portal by Friday 12 June 2020.

Employer Involvement

The 'Planning' section needs to be completed and submitted to
employerinvolvement@cityandguilds.com
for review by 31 January 2020.

Here you will list the employers who will be involved

This section is to be completed once the activity has taken place and must be finalised before submitting to the Moderation Portal by 12 June 2020

This declaration must be signed before submitting to the Moderation Portal

Detail here the type of activity that will take place, the planned date that this will take place and the details of the activity.

Details of activities which meet the requirements for meaningful Employer Involvement can be found in the Employer Involvement Centre Guidance

What is a Moderation Visit?

For some Technical Qualifications, practical evidence captured is the main indicator for 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 isn't required for all Technical Qualifications. A full list of qualifications which require a Moderation Visit can be found on the Technicals Resources and Support page on the City & Guilds Website

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.

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Arranging a Moderation Visit

Technicals Quality Team allocate a Moderator to each Centre

The Moderator will contact the Centre to arrange a date for the visit

The Moderator will provide the Centre with a Moderation Visit Sample Confirmation form

Centre return the completed form to the Moderator with their sample of Candidates to be observed

The visit will take place within the Synoptic Assessment window

Once the visit has taken place, the centre will receive a Moderation Visit Feedback Form

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 Moderation Portal

The Moderation Portal is a secure online dedicated platform designed to support centres and Moderators with the electronic transfer of candidate marks and evidence for Moderation.

Centres are required to upload Marks or Grades for all candidates, plus a sample of evidence for each assessment component to the Portal, in line with the Key Deadlines:

15 May 2020   Deadline for submitting marks and evidence to the Moderation Portal for synoptic assignments

12 June 2020 Deadline for submitting evidence to the Moderation Portal on optional assignments and any other centre-assessed components (if applicable) and employer involvement (KS5 only)

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 Rules of Combination, they will not show on the portal, resulting in your centre not being able to submit your marks and evidence to the Moderator and the candidate(s) will not achieve the qualification.

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Preparing for the Moderation Portal

There are a number of resources available to support you with preparation for the Moderation Portal:

Moderation Portal Centre User Guide	A comprehensive guidance document on how to use the Moderation Portal
Moderation Portal Networking Events (coming soon!)	Run by the Technicals Quality team, our Moderation Portal Networking Events are a great way to gain knowledge and have the opportunity to ask the team questions. The event includes full training on the Portal and a live demonstration.
Requirements for uploading evidence	This document outlines best practice when uploading evidence to the Moderation Portal. This is a really useful document to use when labelling, formatting and storing evidence in preparation for upload
Marking and Moderation Guide	This document is a guide to the marking and moderation process for centres delivering City & Guilds Technical qualifications. It provides administrative information, guidance and best practice. It explains: • The marking and moderation process for the practical synoptic assessment • The quality assurance process for other centre-assessed components e.g. optional units • The supporting forms and documentation to be submitted
Generic Forms	Including: Centre Standardisation Declaration – to be signed for each qualification Declaration of Authenticity – to be completed by each learner Personal Interest form – to notify the moderator of any personal interest between learners and members of staff
Recording Forms	Including: Practice Observation (PO) forms – to record observations from the practical Synoptic task Candidate Record Form – to record assessment decisions for each learner

We're here to help!

Technicals Quality

0300 303 5352 Opt 2, Opt 3

Technicals.Quality@cityandguilds.com

Available: Monday to Friday 08:30 to 17:00

Centre Support

0844 543 00 00*

Centresupport@cityandguilds.com

Technical Advisors

Our technical advisors are on hand to provide guidance and answer queries from our centres and employers across all our industries
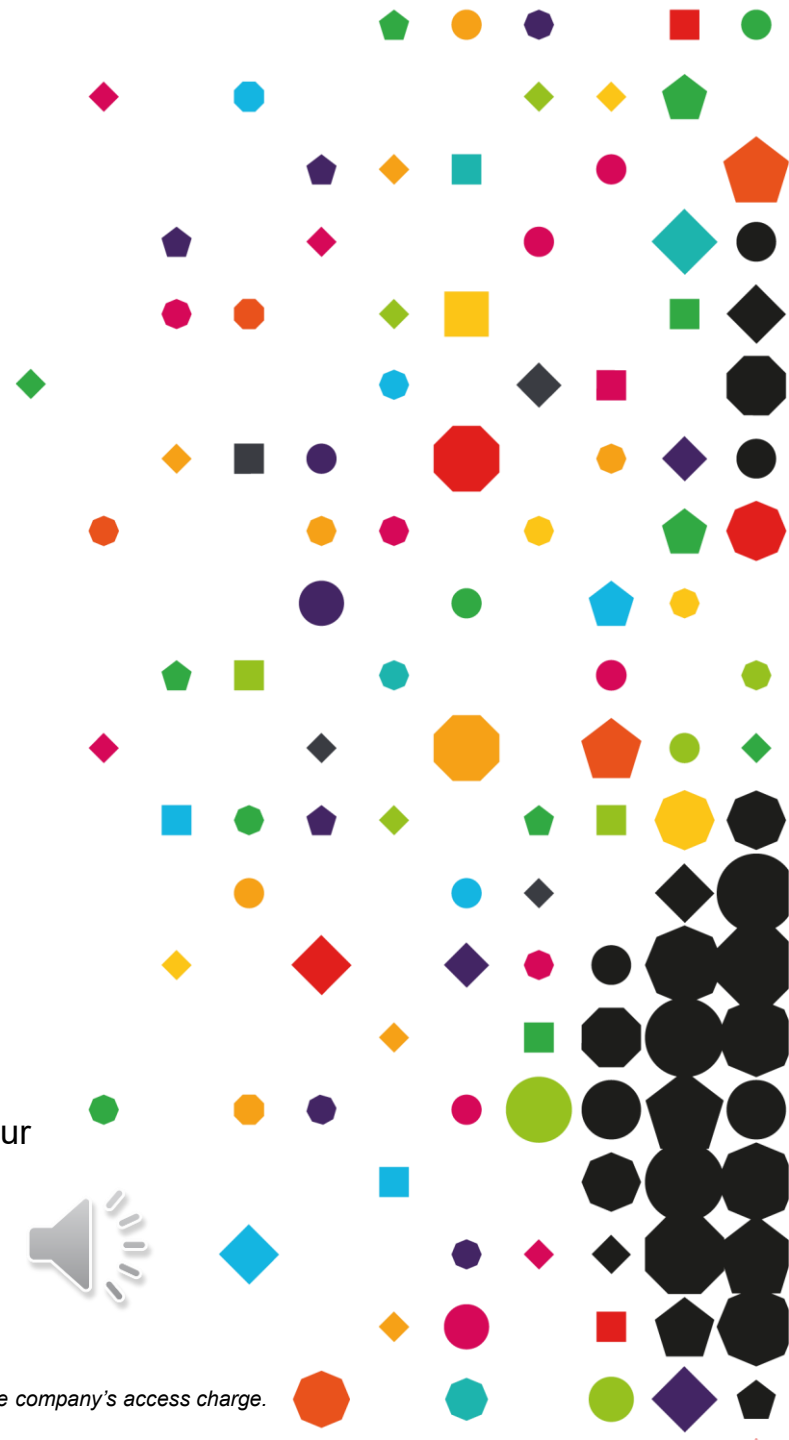
Events

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.

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Thank You

Any Questions?