

# Moderation Portal, Moderation and Results

April 2019

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Other key updates	
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Moderation	
Awarding	
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Question & answers session	13.30

### Housekeeping

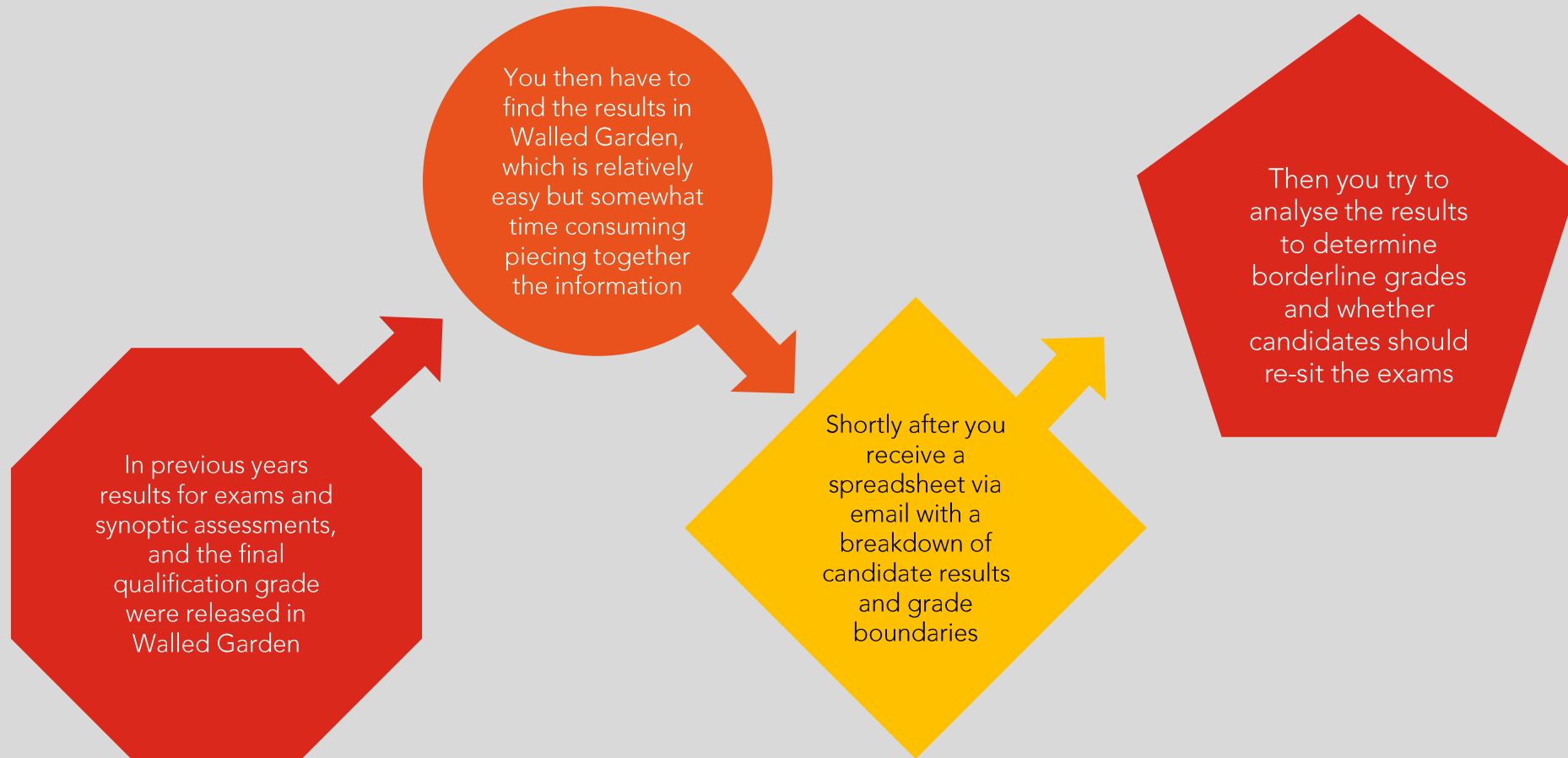
- Fire alarm and exits
- Facilities
- Tea & Coffee
- Questions



The background of the slide features a photograph of three people—a man, a woman, and a young person—smiling and standing together. They are dressed in winter attire, including a dark jacket, a bright yellow coat, and a dark coat with a fur collar. The entire image is overlaid with a semi-transparent orange filter. On the right side, there is a decorative pattern of white and light blue geometric shapes, including circles, squares, diamonds, and pentagons, of varying sizes.

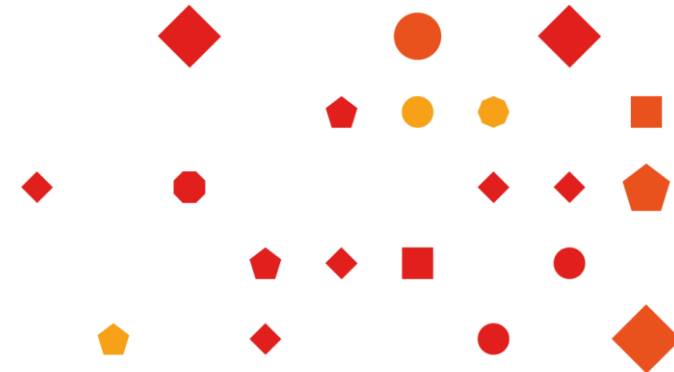
# Changes to how you will receive results

# The old way....



# Key changes:

- 1 View candidate marks in Walled Garden
- 2 Download candidate marks from Walled Garden
- 3 Published grade boundaries



## RESULTS CHANGE

### Changes in Walled Garden

View candidate marks

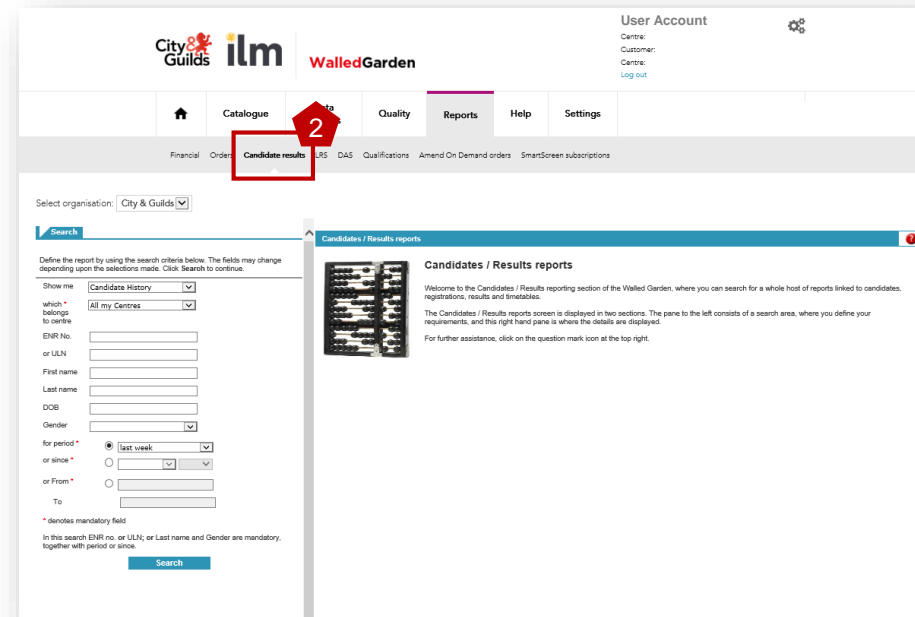
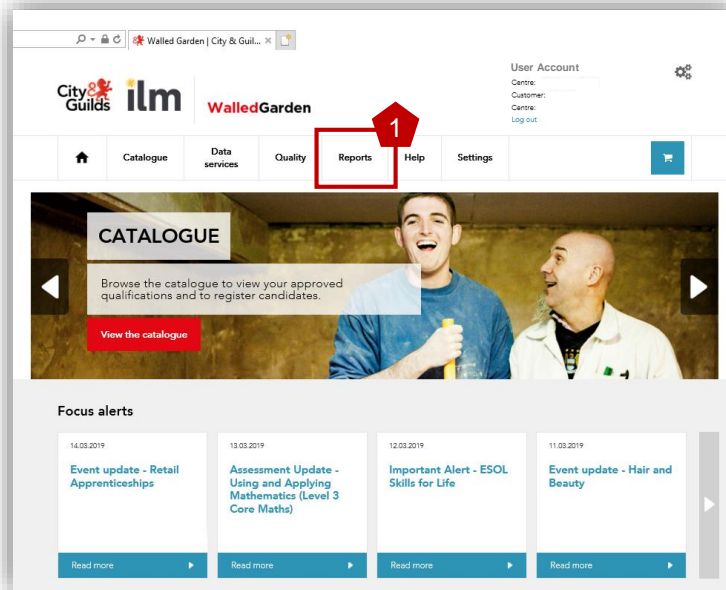
1

1

Log into the Walled Garden and select the **Reports** tab from the top navigation bar.

2

Select the **Candidate results** tab from the grey navigation bar.



City & Guilds

ilm

WalledGarden

User Account

Centre:

Customer:

Centre:

Log out

Home

Catalogue

Data services

Quality

Reports

Help

Settings

Financial

Orders

Candidate results

LRS

DAS

Qualifications

Amend On Demand orders

SmartScreen subscriptions

Select organisation: City & Guilds

Search

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click Search to continue.

Show me: Results Listing

which belongs to centre:

for Assessment: 1234-030

for period: last year

or since:

or From:

To:

\* denotes mandatory field

Search

Candidate listing - Results

Centre No.	Customer No.	Centre name

Your search results

Order code	Description	Assessment Type
1234-030	L3 Example Qualification – Theory Exam (1)	Dated Entry

Candidate List

ENR no.	ULN	First Name	Middle Name	Last Name	DOB	Gender	Result	Result Date	Version	Marks
FKQ7828		Apprentice		Epa	01.01.1970	M	Pass	05.04.2018	180301-EN2	35
FKQ7828		Apprentice		Epa	01.01.1970	M	Pass	05.04.2018	180301-EN2	15
FKQ7828		Apprentice		Epa	01.01.1970	M	Pass	05.04.2018	180301-EN2	25
FKQ7828		Apprentice		Epa	01.01.1970	M	Pass	05.04.2018	180301-EN2	49
FKQ7828		Apprentice		Epa	01.01.1970	M	Pass	06.04.2018	180301-EN2	16
FKQ7828		Apprentice		Epa	01.01.1970	M	Pass	06.04.2018	180301-EN2	42
FKU2181		ASDFASDF		ASDFASDF	01.01.1990	M	Pass	06.04.2018	180501-EN1	46
FKU2181		ASDFASDF		ASDFASDF	01.01.1990	M	Pass	09.04.2018	180501-EN1	35
FKU2193		SDFASDF		ASDF	01.01.1990	M	Pass	13.04.2018	180501-EN1	16
FKU2193		SDFASDF		ASDF	01.01.1990	M	Pass	09.04.2018	180501-EN1	54

Candidate listing

Print



In the reports screen ensure you have selected **City & Guilds** and not ILM.



Select **Results listing** from the Show me drop down menu. Make sure you have the right centre number selected underneath before proceeding further.



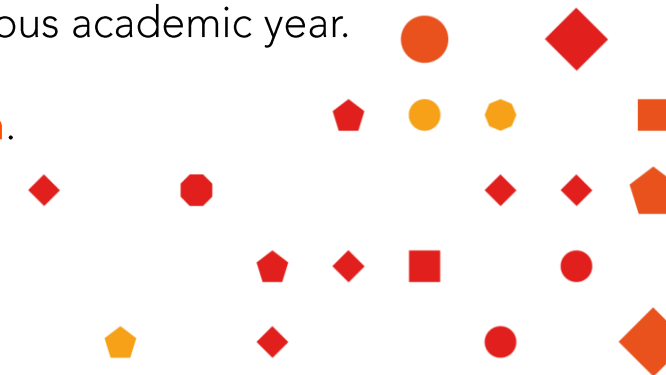
You then need to provide the assessment code you wish to search results for. You can find the correct code from the Walled Garden catalogue or the relevant qualification handbook.



Choose a date range or period to display results. Be careful not to include results from a previous academic year.



Click **Search**.







## RESULTS CHANGE

### Changes in Walled Garden

#### Download candidate marks

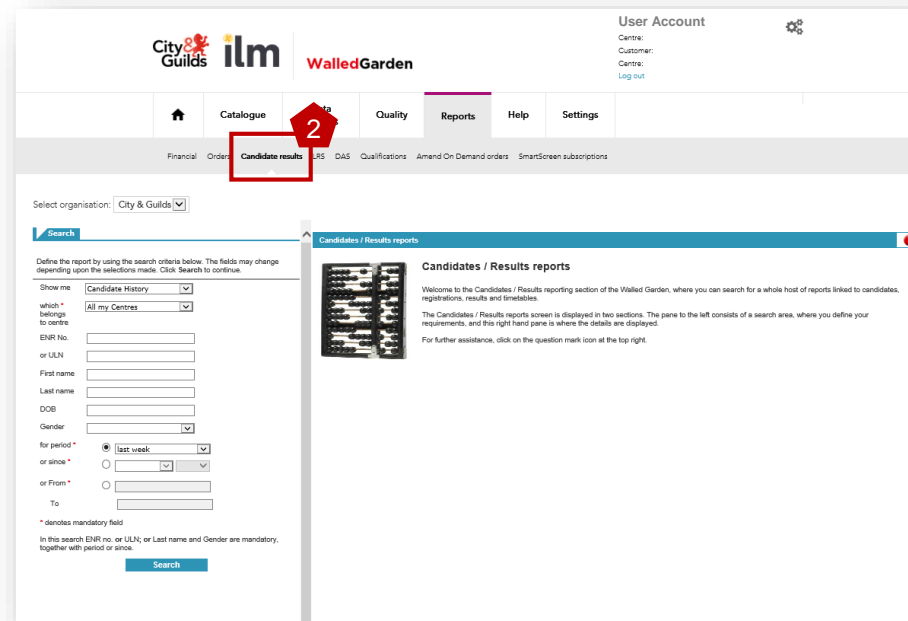
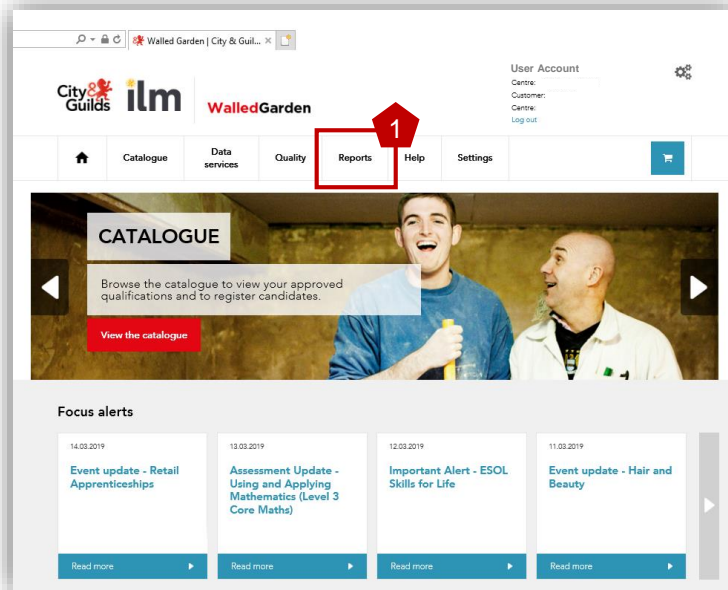
2

1

Log into the Walled Garden and select the **Reports** tab from the top navigation bar.

2

Select the **Candidate results** tab from the grey navigation bar.



The screenshot shows the WalledGarden system interface. The top navigation bar includes 'City & Guilds', 'ilm', and 'WalledGarden'. The 'Reports' tab is selected. Below the navigation bar, there are links for 'Financial', 'Orders', 'Candidate results', 'LRS', 'DAS', 'Qualifications', 'Amend On Demand orders', and 'SmartScreen subscriptions'. The 'Candidate results' link is highlighted.

The 'Search' section on the left contains the following fields:

- Select organisation:** A dropdown menu with 'City & Guilds' selected.
- Show me:** A dropdown menu with 'Qualification Results List' selected.
- for Qualification:** A text input field with '6010-30' entered.
- for period:** A radio button selection with 'last year' selected.
- or since:** A radio button selection with an empty dropdown menu.
- or From:** A radio button selection with an empty text input field.
- To:** A text input field.
- Search:** A blue button.

The 'Results listing - Qualification' section on the right contains a table with the following data:

Centre No.	Customer No.	Order code	Description
		6010-30	Level 3 Advanced Technical Diploma in Be

Below the table is a 'Candidate List' section with the following data:

Select	ENR No.	ULN	First Name	Middle Name	Last Name	DOB	Gender	Merged to	Merged Date
<input type="checkbox"/>	FKU0728		Derek		Valland	27.10.1985	M		
<input type="checkbox"/>	FKU0730		Ben		Cunin	28.10.1985	M		
<input type="checkbox"/>	FKU0950		Tremain		Thamelt	13.10.1974	M		
<input type="checkbox"/>	FKU0982		Delli		Corn	26.09.1987	M		
<input type="checkbox"/>	FKU0974		Perice		Kieff	23.08.1974	M		

A 'Download' button is located at the bottom right of the 'Candidate List' section.

3

In the reports screen ensure you have selected **City & Guilds** and not ILM.

4

Select **Qualification Results listing** from the Show me drop down menu. Make sure you have the right centre number selected underneath before proceeding further.

5

You then need to provide the qualification number you wish to search results for. You can find the correct number from the Walled Garden catalogue or the relevant qualification handbook.

6

Choose a date range or period to display results. Be careful not to include results from a previous academic year.

7

Click **Search**.

**City & Guilds ilm WalledGarden**

Second Last  
Centre: SAP Test UK CR1  
Customer: 1066854  
Centre: 999990  
Log out

Financial Orders **Candidate results** LRS DAS Qualifications Amend On Demand orders SmartScreen subscriptions

Select organisation: City & Guilds

**Search**

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click Search to continue.

Show me: Qualification Results List

which \* belongs to centre: [dropdown]

for \* Qualification: 6010-30

for period \* ☒ last year

or since \* ☐ [dropdown]

or From \* ☐ [dropdown]

To: [dropdown]

\* denotes mandatory field

**Search**

**Results listing - Qualification**

Centre No.	Customer No.	Order code	Description
999990	0001066854	6010-30	Level 3 Advanced Technical Diploma in Be

**Candidate List**

Choose the preferred candidate by clicking on the button in the Select column

Select	No.	U.L.N	First Name	Middle Name	Last Name	DOB	Gender	Merged to	Merged Date
<input checked="" type="checkbox"/>	FKU6728		Derek		Valland	27.10.1985	M		
<input checked="" type="checkbox"/>	FKU6730		Ben		Currin	28.10.1985	M		
<input checked="" type="checkbox"/>	FKU6950		Tremain		Thamell	13.10.1974	M		
<input checked="" type="checkbox"/>	FKU6962		Dall		Corn	26.09.1987	M		
<input checked="" type="checkbox"/>	FKU6974		Perice		Kieff	23.08.1974	M		

**Download**

Help and support About City & Guilds Email Updates Contact us Accessibility

Do you want to open or save candidate\_results18-03-19.csv from wdrqa.walled-garden.com?

**Open** **Save** **Cancel**

8

Once you have selected the date range and clicked search a list of candidates will appear. You can click into the candidate record for the qualification by selecting the red options box. However this doesn't tell you the mark for an assessment.

9

Click **Download** underneath the data table.

An information bar will appear at the bottom of your internet browser. The example shown here is in Internet Explorer. This may differ slightly if you are using Chrome, Safari, Firefox, Edge etc.

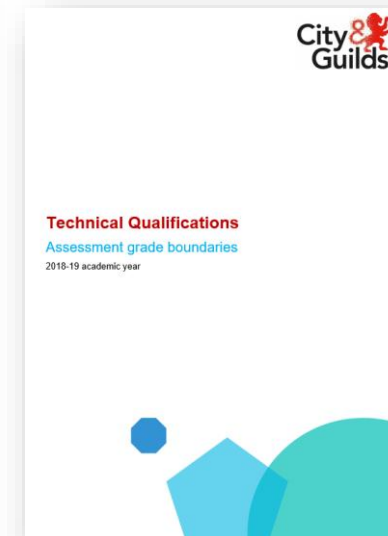
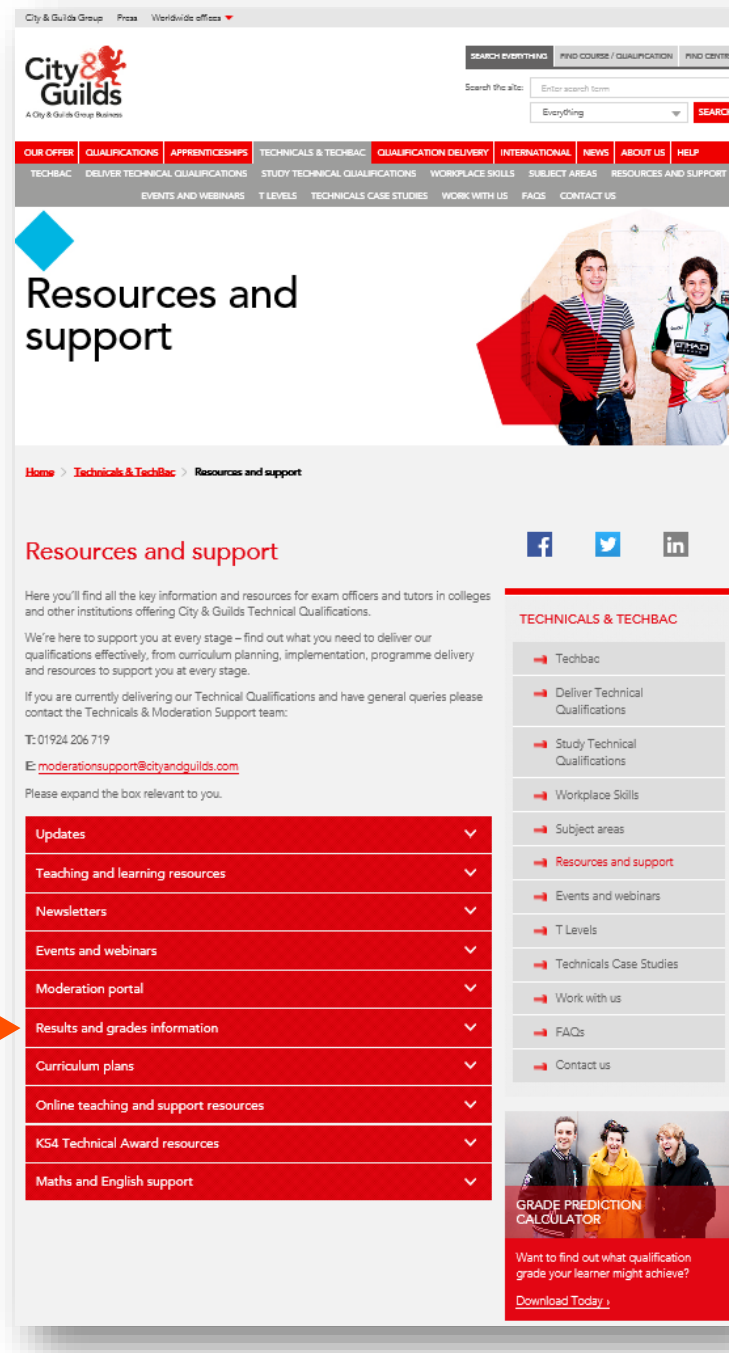
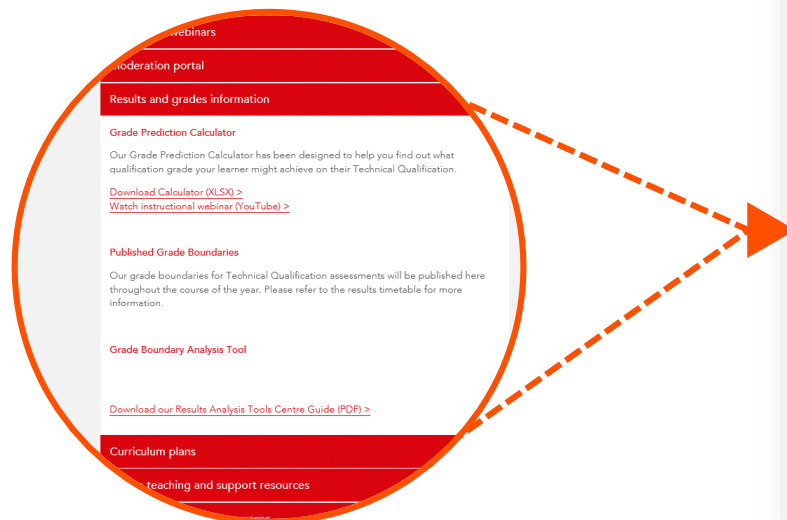
10

Next either press **Open** to open the file and then save to your preferred file location, or click **Save** to save the file directly to the location.

## RESULTS CHANGE Published grade boundaries



On the day of each results release you will be able to download the most up to date list of assessment grade boundaries from our website. Just go to the **Technicals & TechBac** page and then click on **Resources and Support**. You'll find the PDF document under the **Results and grades** information drop down menu.



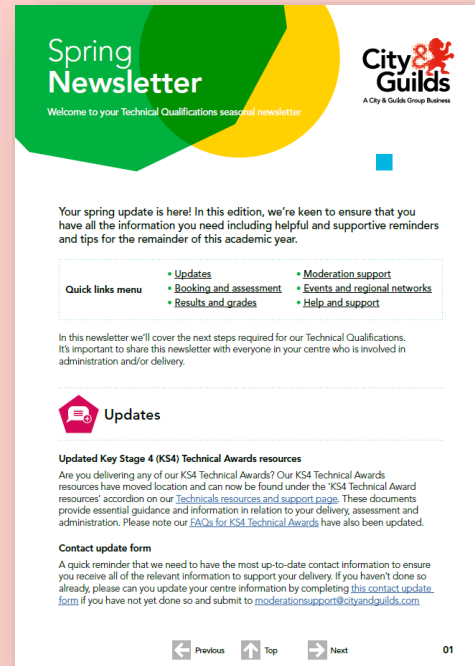
# Other key updates

# Other key updates

## Update on re-take rule



## Spring Newsletter





# Key deadlines for the Moderation Portal

# Key Deadlines

In order for the moderation process to take place, centres must ensure that the following two key deadlines are met:

## Friday 17 May 2019

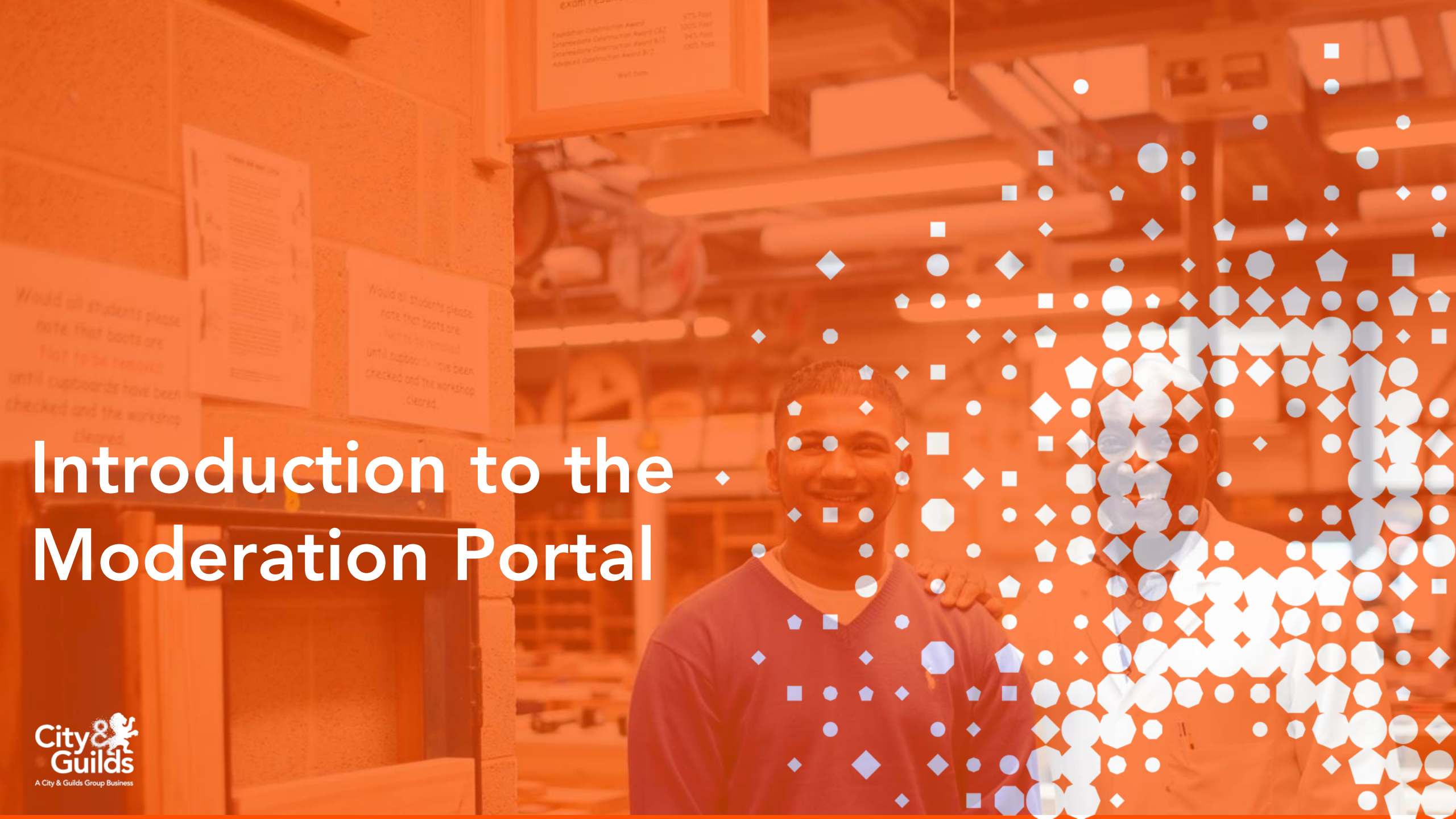
- All candidate marks for the Synoptic Assignment
- A sample of evidence for each Synoptic Assignment (as per published requirements)
- Centre Standardisation Declaration form
- Personal Interest forms (if required)

## Friday 14 June 2019

- All candidate grades for mandatory & optional assignments
- A sample of evidence for one optional unit (as per published requirements)
- All candidate outcomes for employer involvement
- Completed employer involvement planner
- Employer involvement evidence (as per published requirements)







# Introduction to the Moderation Portal

# Introduction

The Moderation Portal is the online administration platform used to facilitate the submission of marks and evidence and the moderation of the synoptic assignment, centre assessed components and employer involvement.

Candidates for each qualification and cohort for your centre will be prepopulated in the portal based upon the bookings you have made on Walled Garden.


Centres are responsible for uploading candidate marks, grades and outcomes as well as the correct sample of evidence for moderation.

City & Guilds Moderators also have access to the Moderation Portal to allow them to view centre marks and carry out the moderation process.

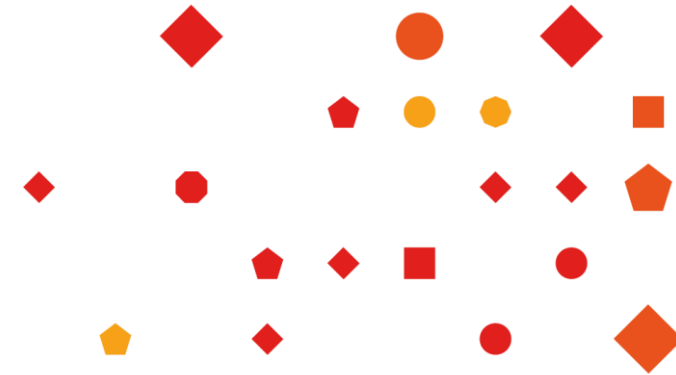
## The Moderation Portal allows centres to:

- Enter candidate marks for synoptic assessments
- Enter the results for any centre-assessed components (e.g. optional units)
- Enter and upload employer involvement outcomes for each candidate
- Upload samples of candidate evidence as per published requirements

This guide will support you to ensure that candidate marks and evidence are submitted correctly for each component of technical qualifications, ready for your assigned Moderator to review. It is vital that centres are confident in the use of the portal and that all information is uploaded accurately and in line with the deadlines for submission of marks and evidence.



Please note that the Moderation Portal may be unavailable to centres between 17:00 and 23:00 every Wednesday evening due to system maintenance.



# Updates for 2019

## Academic Windows

If you've used the Moderation Portal in previous years you'll probably be familiar by now with how the system works.

For 2019 however we have introduced an additional filter option within the Assessments Records on the Moderation tab. The filter will be locked to **UK Sep 2018 – Aug 2019** for the current academic year.

The screenshot shows the 'Moderation Portal' interface for '999990 City & Guilds'. The 'Assessments' tab is selected in the left sidebar. The 'Search Assessment Records' form is displayed with the following fields:

- Academic Windows:** A dropdown menu showing 'UK Sep 2018-Aug 2019', highlighted with a red box and an orange arrow.
- Company:** A dropdown menu showing '999990 City & Guilds'.
- Course:** A dropdown menu showing 'Select a course...'.
- Assessment:** A dropdown menu showing 'Select an assessment record...'.
- Msg/Doc Age:** A dropdown menu showing '6 Months'.
- Marker:** A dropdown menu showing 'Select a marker...'.
- Learner:** A dropdown menu showing 'Select a learner...'.
- Status:** A dropdown menu showing 'Any status...'.

Buttons for 'Reset Search Form' and 'Search Learners' are located below the form. Below the form, there are tabs for 'Assessment Records', 'Messages', and 'Documents'. The 'Assessment Records' tab is active, showing 'Displaying 202 Assessment Records'. A 'Set status:' dropdown menu is set to 'Select action...' with a 'Save' button. A 'Filter...' input field is present. The table header shows 'Displaying 1 to 25 of 202 Assessment Records' and '25 per page'. The table columns are: LEARNER, COMPANY, COURSE, ASSESSMENT, ASSESSED RESULT, MARKER, HAS EVIDENCE?, STATUS, and ACTIONS.

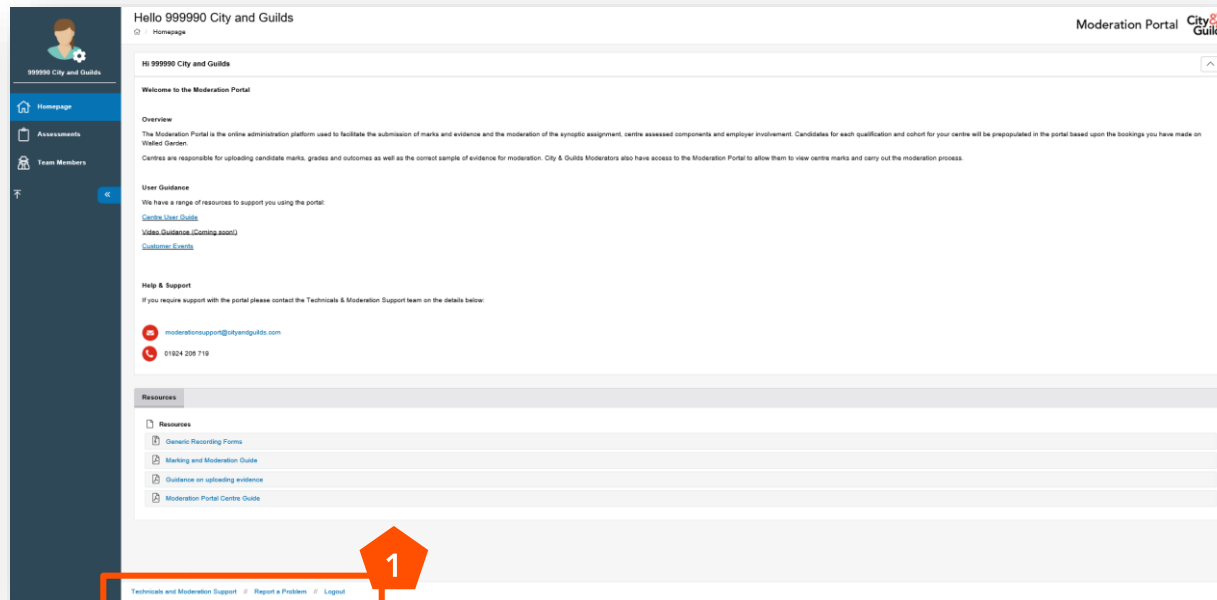
# Updates for 2019

## Reporting a problem

If you encounter a problem with the Moderation Portal at any point you can now send us a notification via the **Report a Problem** link at the bottom of the page. We can then use the information provided to work with our IT teams to pinpoint the issue and work on a solution.

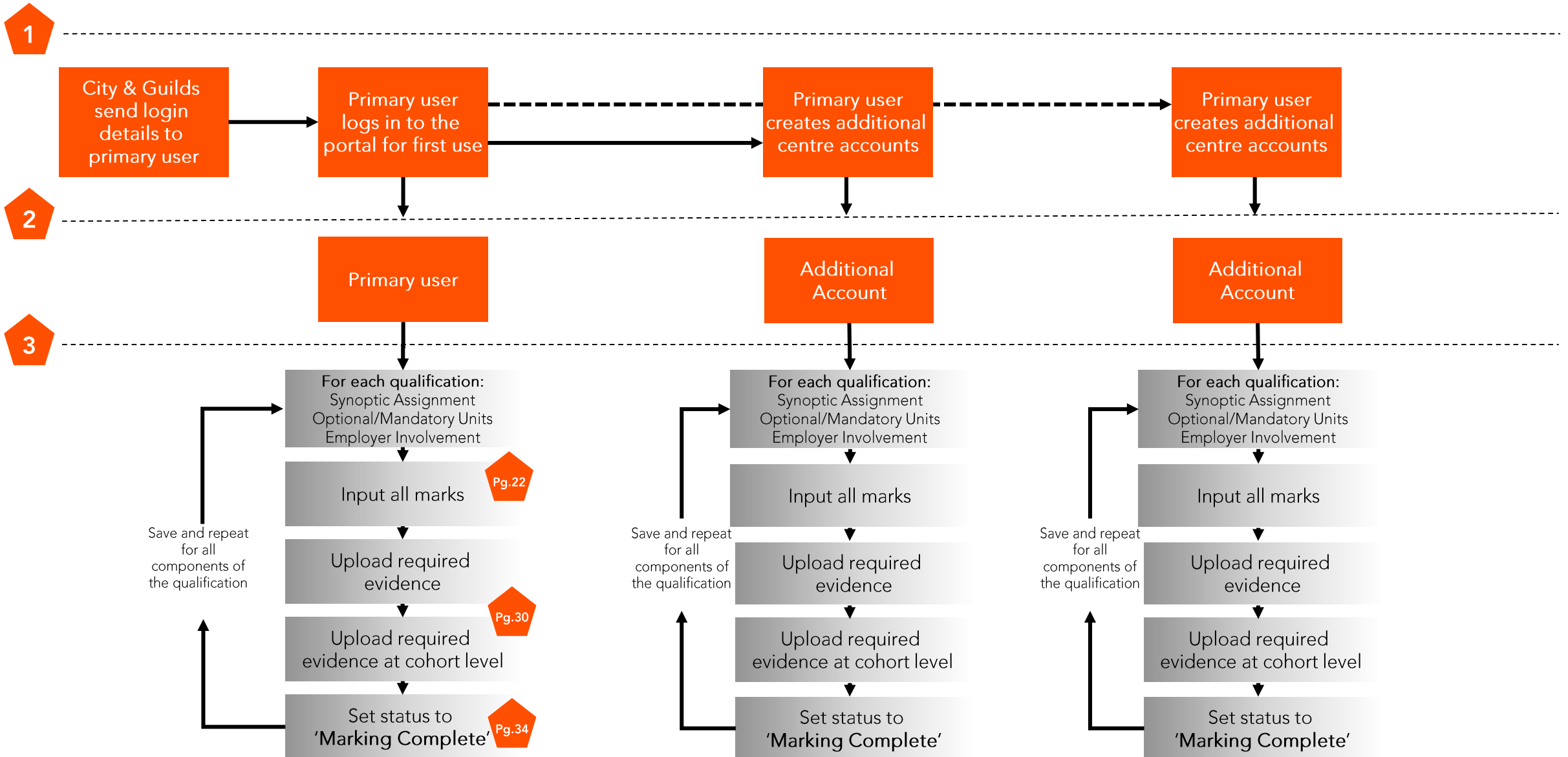
1 On the homepage click on **Report a Problem** on the bottom taskbar

2 Enter the problem description and the steps you took that created the problem in the bottom two text boxes and press **Send Report**. You don't need to complete any of the other fields above the bottom two boxes



The screenshot shows the 'Report a Problem' form. The form contains fields for Instance, User, Learner, Course, Outcome, Section, URL, Server, User Agent, Description of Issue, and Steps to Reproduce Issue. A red box highlights the bottom two text boxes (Description of Issue and Steps to Reproduce Issue) and the 'Send Report' button, with a red hexagon containing the number '2' next to it.

# Centre Process Overview





# Requirements for uploading evidence

# Requirements for uploading evidence

## Evidence requirements

Prior to upload to the Moderation Portal, it is important to ensure that all evidence required is stored electronically and labelled appropriately, ready for easy upload.

Our [Requirements for uploading evidence for Technical Qualifications](#) document contains clear guidance on the recommended way of labeling documents, as well as useful hints and tips to ensure the evidence collection and upload process runs as smoothly as possible for your centre.

All document formats must be compatible with Windows and Mac.

The maximum file size for evidence is **150MB**.

The portal is currently compatible with Microsoft Internet Explorer, Edge, Firefox, Safari and Google Chrome. You must ensure that Adobe Flash is enabled.

## Documents you'll need...



# Requirements for uploading evidence

## Tips for easy upload

- The number of documents should be kept to a minimum and where possible evidence for full tasks should be kept together in a single compressed (zipped) file.
- Scan evidence for all tasks per candidate as one document to PDF ensuring each piece of evidence is clearly labelled prior to scanning for easy reference.
- Photos should be kept to the recommended amount for each task (as specified in the synoptic handbook).
- Documents scanned in should be checked for clarity, in particular with hand written documents. Where possible discourage hand written pieces. Drawings should be in very dark pencil or pen.
- We recommend the use of lower resolution formats for video and pictures, or a converting software.
- Only short extracts supporting the illustration of learners' performance should be used.





# Selecting your Moderation sample

# Selecting your Moderation sample

## Selecting your Moderation sample

Centres are responsible for selecting the initial sample of candidates to be moderated. This sample must include the highest and lowest marked candidate work, and a representative range in between.






The full criteria and sample size for your moderation sample can be found on page 29 of the [Marking & Moderation Guide](#).

No of candidates	Sample size
12 or fewer	All candidates
13 – 100	12
101- 200	15
More than 200	20



# Selecting your Moderation sample

## Sampling factors

-  The moderation sample for each synoptic assignment must include the highest marked and lowest marked candidate work, and a representative range in between.
-  Inclusion of work marked by all markers for a synoptic assignment (if there is more than one)
-  Marker to candidate ratio (i.e. If one marker marked the majority of the work, this should be reflected in the make-up of the )
-  Inclusion of any candidates observed during the moderation visit (where relevant)
-  Any candidates identified on the Personal Interest Form (if used) should be included in addition to the sample.



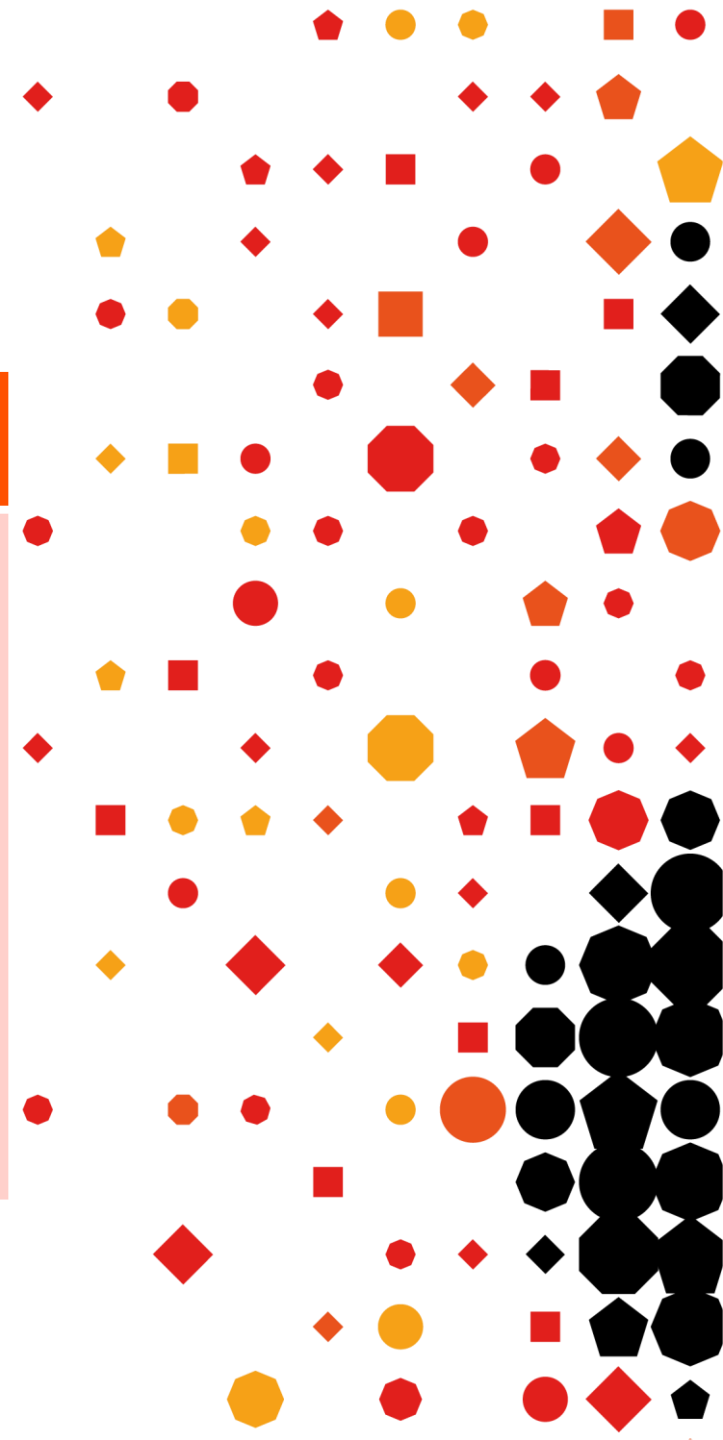
**Please note:** a sample should cover that of the particular assessment. If an assessment covers more than one qualification (e.g 540, 720 and 1080) a single sample based on the total candidate numbers should be provided. You do not need to provide a separate sample for each qualification if the assessment is the same.



# Selecting your Moderation sample

## Sampling factors

Synoptic assignment	Optional & mandatory units	Employer involvement
<p>Input <u>all</u> candidate marks.</p> <p>Upload a sample of evidence based upon candidate numbers set out on page 29 of the Marking and Moderation guide.</p> <p>Make your sample is representative and meets the requirements set out in 6.2.1.</p>	<p>Input <u>all</u> candidate grades across all completed option and mandatory units (centre assessed components).</p> <p>Upload a sample of candidate evidence for <u>one</u> completed option unit. Chose one that covers the largest representation of the cohort if possible.</p> <p>Don't upload evidence for knowledge tests or health and safety units.</p>	<p>Input <u>all</u> candidate outcomes:</p> <p>Pass = completed Fail = not completed</p> <p>No candidate evidence required, just upload the completed Employer Involvement planner and tracker to the Documents tab plus a small sample of evidence that demonstrates the DfE minimum requirement has been met.</p>





# Accessing the Moderation Portal



# Accessing the Moderation Portal

To access the Moderation Portal, please use the link below or use the link in the Moderation Portal menu on the Technical Qualification Resources and Support page.

Enter your Username and Password and click **Login**.

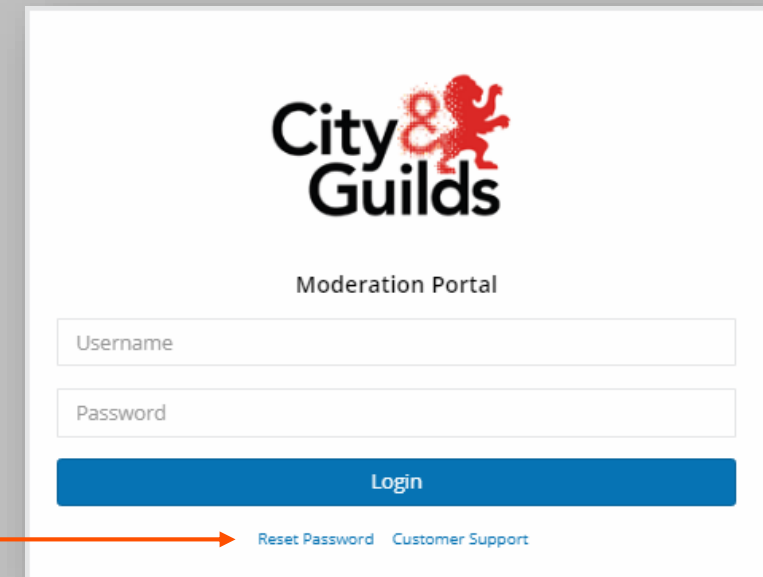
If you're logging into the Portal for the first time you will be prompted to change your password.

Please follow the instructions on the screen and create a secure password which you will remember.

## Password reset

Please use the **Reset Password** option if you can't remember your password. You'll need to enter your username first, then you'll be sent an email with a link to reset your password.

The email will say its from Learning Assistant. However follow the link to the Moderation Portal.

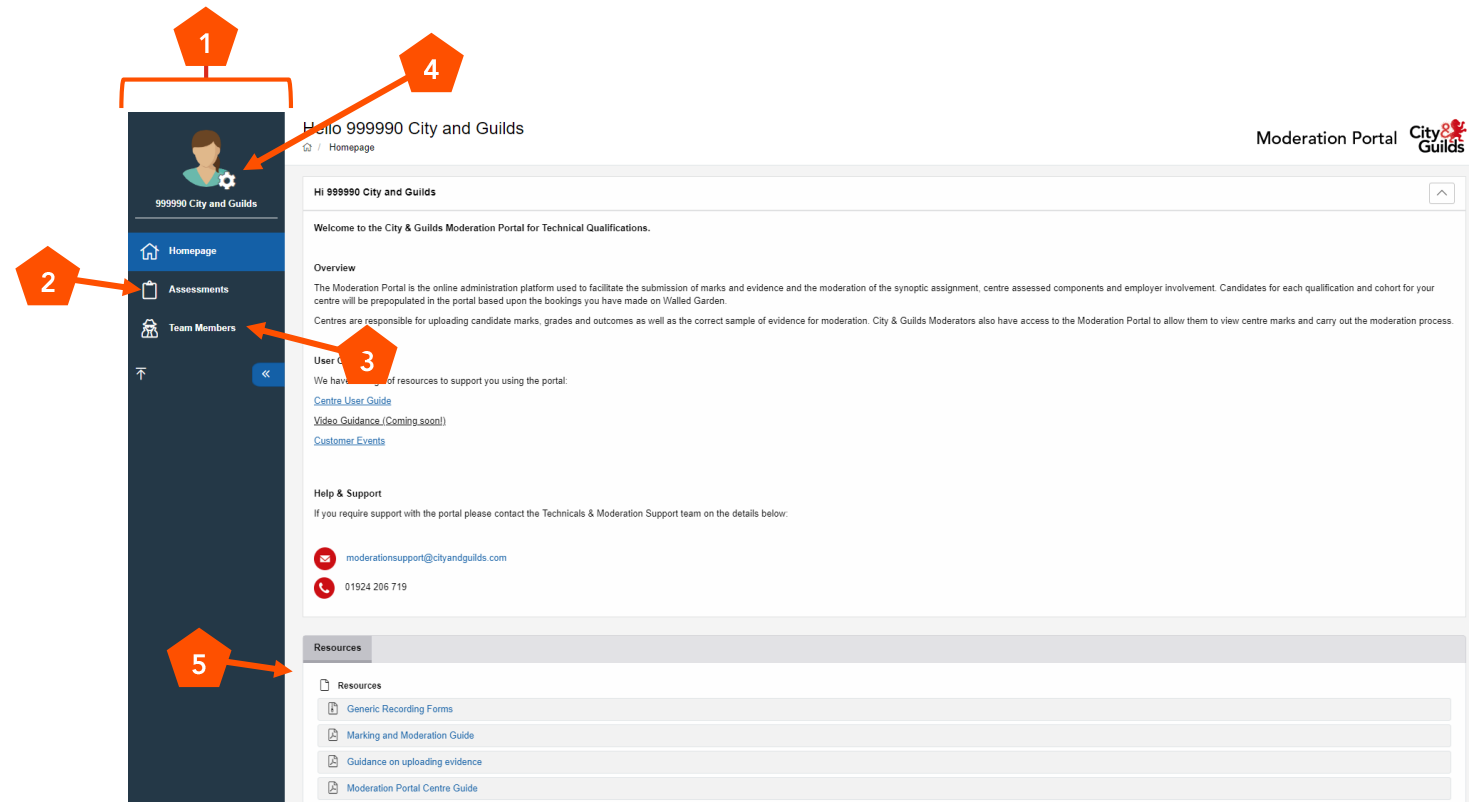


<https://moderation.cityandguilds.com/MODERATION>

# Accessing the Moderation Portal

Once you have logged in successfully and changed your password, the Moderation Portal homepage will load.

- 1 This is the navigation pane. You will use this to access the different sections of the portal.
- 2 The **'Assessments'** tab will take you to the page to upload marks and evidence for moderation.
- 3 The **'Team Member'** tab will take you to the page where you can create additional marker accounts.
- 4 By clicking this wheel icon next to your avatar, you can change your user preferences, amend your password and upload a profile picture should you wish to do so.
- 5 Useful guidance documents and recording forms are stored here. This list may change as the academic year moves on.



# Account management



# Account management

## Account roles & responsibilities

There are two different types of account for use within the Moderation Portal. Please ensure you understand the roles and responsibilities of the accounts available, as outlined below.

Primary Account	Additional User Accounts
<p>This is the generic account provided by City &amp; Guilds. Centres should notify us of a primary user for the portal using the contact update form. This person will have received a secure email link containing these initial credentials to access the Moderation Portal.</p> <p>You will be able to identify this as the username will be your Centre Number, e.g. 012345A. The main purpose of this account is to create and manage the user accounts for other colleagues (markers and assessors) who require access to the portal.</p> <p>The main centre account has the functionality to upload marks and evidence for assessment components, however it is recommended all marks and evidence should be uploaded through the additional user accounts.</p>	<p>When the primary user creates additional users, these users will only see the qualifications they are responsible for in the portal. The primary user is required to assign each additional user their qualifications.</p> <p>Additional users can undertake the process of uploading marks and evidence for cohorts or candidates by using the 'assessment' tab on the portal.</p>



# Account management

## Creating an additional user account

Only the primary user can be used to create additional users.

To create an additional user account:

- 1 Click on the **Team Members** tab from the navigation pane. This will take you to the Team Manager page.
- 2 Click on **Create New Staff**. A pop up window will appear.

The screenshot shows the 'Team Manager' interface. On the left is a dark blue navigation pane with a user profile at the top (ID: 999990) and three menu items: 'Homepage', 'Assessments', and 'Team Members'. The 'Team Members' item is highlighted with an orange box and a red arrow labeled '1'. The main content area is titled 'Team Manager' and contains a table of staff members. A yellow button labeled 'Create New Staff' is located in the top right corner of the table area, with a red arrow labeled '2' pointing to it. The table has columns for '#', 'Name', 'Roles', 'Permissions', 'Position', 'Company', and 'Action'. It lists 16 staff members, all with 'Marker' as their role and '999990' as their company. The 'Action' column contains icons for editing, deleting, and other functions. At the bottom of the table, there is a search bar with fields for 'Firstname' and 'Surname', and a 'Search' button.

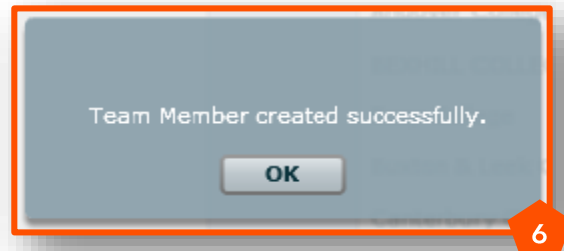
#	Name	Roles	Permissions	Position	Company	Action
1		Marker			999990	
2		Marker		Assessor	999990	
3		Marker		Additional Centre User	999990	
4		Marker			999990	
5		Marker		Assessor	999990	
6		Marker		Head of Centre	999990	
7		Marker			999990	
8		Marker			999990	
9		Marker			999990	
10		Marker			999990	
11		Marker		Assessor	999990	
12		Marker			999990	
13		Marker			999990	
14		Marker			999990	
15		Marker			999990	
16		Marker			999990	

# Account management

## Creating additional user accounts

- 3 In the pop up window, input all details for your user. All fields marked with an asterisk (\*) are mandatory requirements and must be completed.
- 4 When creating an additional user account, **Email** is also a mandatory requirement and under roles, the **Marker** option must be ticked. Without this information, the user will not receive the link to their log in details to be able to access the Moderation Portal.
- 5 Once all relevant information has been entered, click **Create & Assign Courses**.

You should receive the following message;



- 6 Click **OK**.

A screenshot of a web application window titled "Create new team member". The form contains several fields: "Title" (dropdown menu with "Please Select"), "First Name", "Last Name", "Username", "Gender" (dropdown menu with "Please select a Gender..."), "Company" (dropdown menu with "Please select a Company..."), "Position", "Password" (with a "Choose..." button), "Confirm Password", "Email", "Phone Number", and "Mobile Number". At the bottom, there is a "Roles" section with a radio button for "Trainer" and a checked checkbox for "Marker". At the very bottom of the form are three buttons: "Create", "Create & Assign Courses", and "Cancel". An orange hexagon with the number "3" is at the top left of the window. An orange hexagon with the number "4" points to the "Email" field. An orange hexagon with the number "5" points to the "Create & Assign Courses" button.

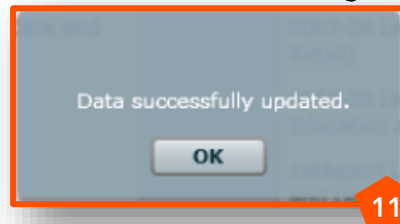
# Account management

## Creating additional user accounts

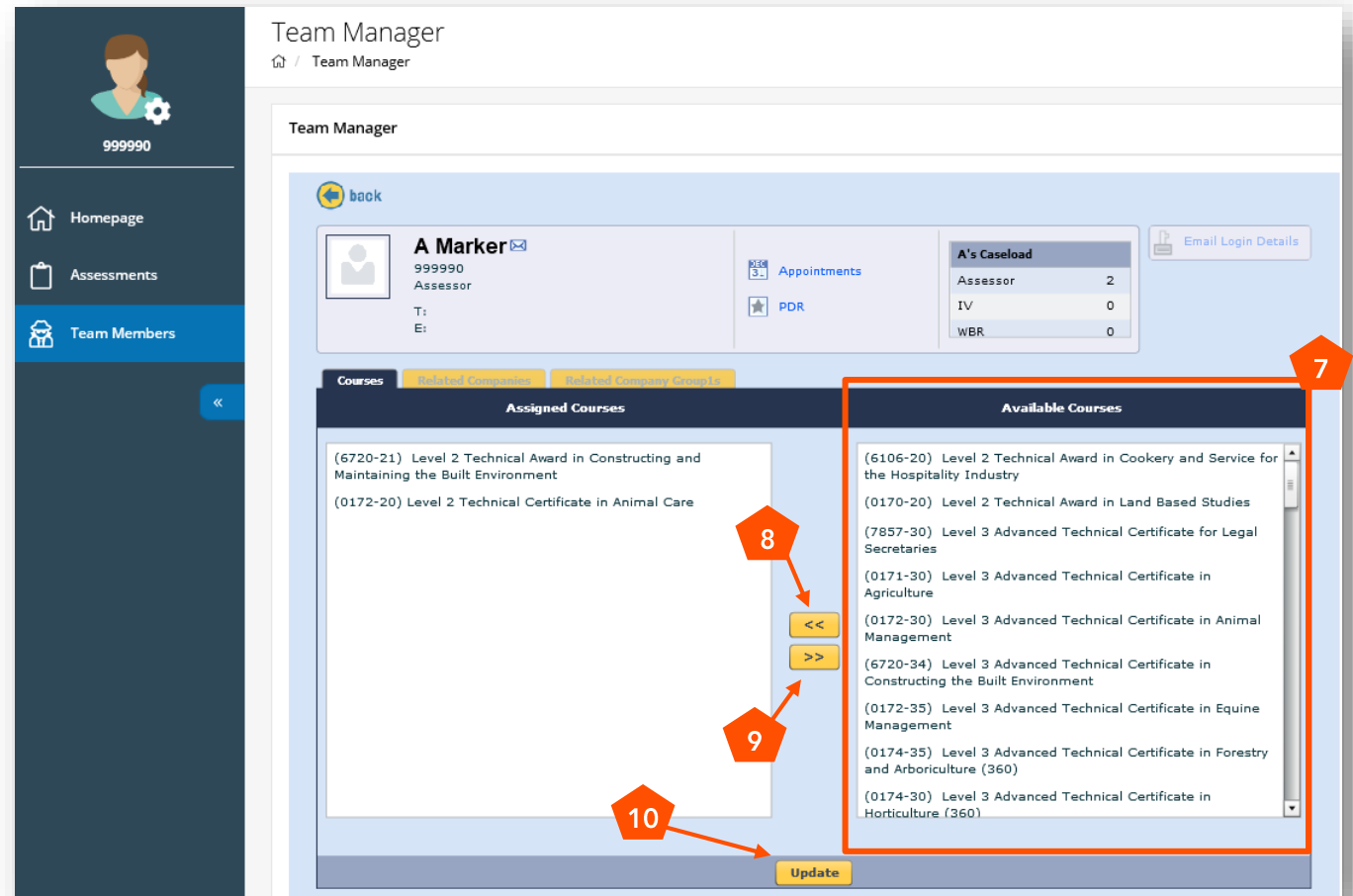
You will need to select the qualifications the marker requires access to, to allow them to upload marks and evidence to the Moderation Portal.

- 7 Select the qualification(s) required from the **Available Courses** list on the right.
- 8 To transfer the qualification(s) to the **Assigned Courses** list on the left, click the left facing arrow.
- 9 If you make a mistake or need to remove a qualification from the **Assigned Courses** list, select the qualification and use the right facing arrow to remove.
- 10 Once you are confident that the qualifications have been correctly assigned to your marker, click **Update**.

You should receive the following message;



- 11 Click **OK**.



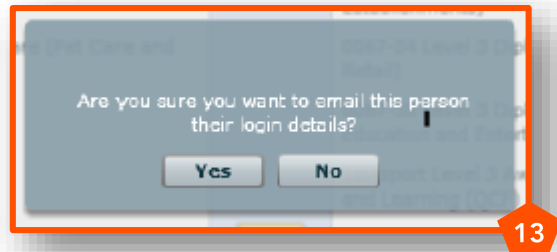
# Account management

## Creating additional user accounts

Next you will need to send the login credentials to the marker the account is assigned to.

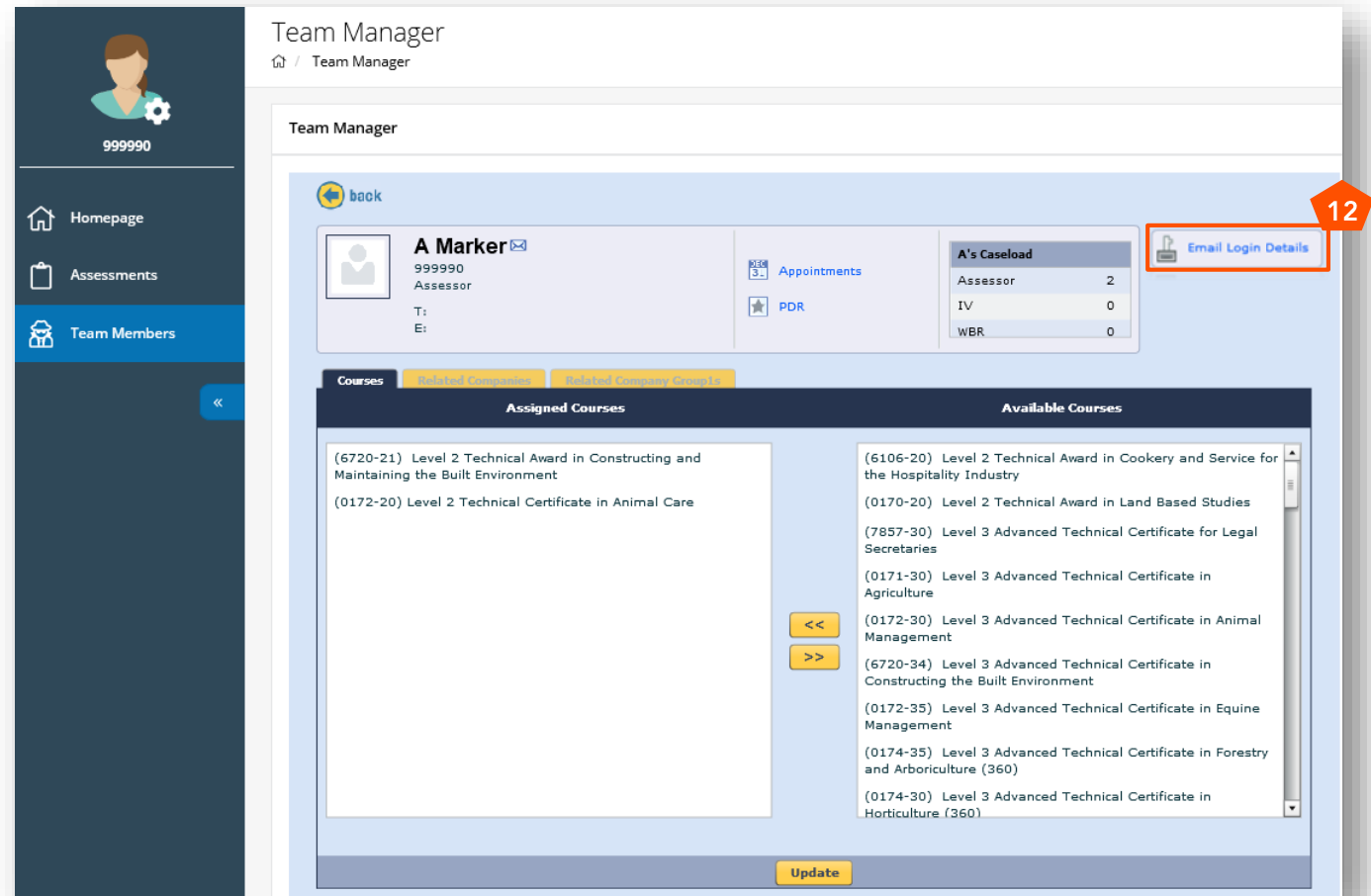
- 12 On the same page, on the right hand side click **Email Login Details**.

You should receive the following message;



- 13 Click **Yes**.


You will then have the option to view the message sent to the additional user, confirming their login credentials should you wish. The additional user will receive an email with a link. They will need to follow the instructions on the email to set up a password for the account.



Team Manager

Team Manager

back

**A Marker**   
999990  
Assessor  
T:  
E:

Appointments  
PDR

**A's Caseload**

Assessor	2
IV	0
WBR	0

Email Login Details

Courses

Assigned Courses

(6720-21) Level 2 Technical Award in Constructing and Maintaining the Built Environment  
(0172-20) Level 2 Technical Certificate in Animal Care

Available Courses

(6106-20) Level 2 Technical Award in Cookery and Service for the Hospitality Industry  
(0170-20) Level 2 Technical Award in Land Based Studies  
(7857-30) Level 3 Advanced Technical Certificate for Legal Secretaries  
(0171-30) Level 3 Advanced Technical Certificate in Agriculture  
(0172-30) Level 3 Advanced Technical Certificate in Animal Management  
(6720-34) Level 3 Advanced Technical Certificate in Constructing the Built Environment  
(0172-35) Level 3 Advanced Technical Certificate in Equine Management  
(0174-35) Level 3 Advanced Technical Certificate in Forestry and Arboriculture (360)  
(0174-30) Level 3 Advanced Technical Certificate in Horticulture (360)

Update



# Input of marks and uploading evidence

# Input of marks and uploading evidence

Using the Assessment tab

- 1 Centres should input all marks and upload the following samples of evidence types to the Assessment Records tab:

## Candidate Evidence

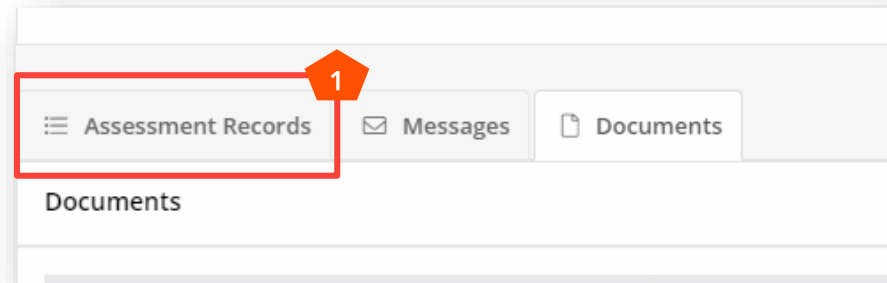
Candidate record form

Declaration of authenticity

Candidate assessment evidence

Practical observation form

Centre Assessed Components – sample of candidate evidence

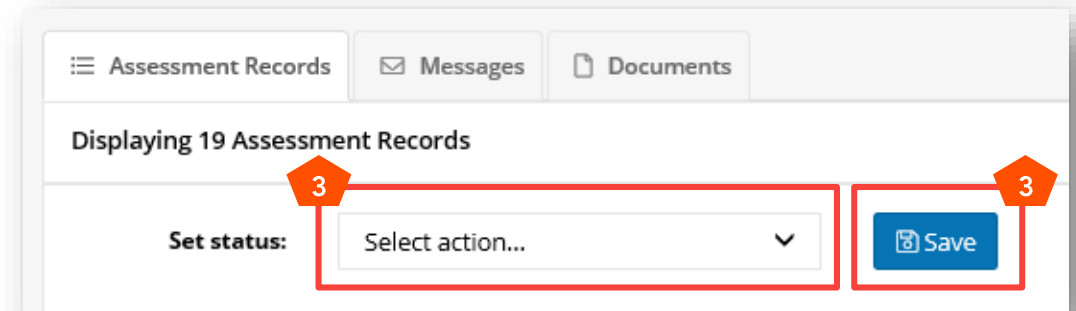


When inputting marks into this area of the portal you must ensure that you regularly reconfirm what you have entered by saving. The system will not save details of marks and/or the marker information automatically.

## To save your marks and evidence

- 2 Click on **Select action** and from the drop down menu choose **Marking in progress**.
- 3 Click **Save**.

Confirmation of saved changes will be highlighted on screen for your reference. We recommend you do this as regularly as possible.





# Input of marks and uploading evidence

## Using the Assessments Tab

- 1 Clicking on the **Assessments** tab from the navigation pane will take you to the page where you can input marks and upload evidence.
- 2 On this page you will see 3 tabs:
  - **Assessment Records** which will show candidate and assessment component details, dependent on the search criteria applied.
  - The **Messages** section allows for communication within your Centre and any external parties. This functionality is part of Learning Assistant, of which this portal originates. However the function is limited within the Moderation Portal for 2019 and therefore we would recommend this is not used for essential messages or communication with your moderator.
  - The **Documents** section is where you would upload evidence relating to the entire cohort for a particular assessment (e.g. centre standardisation declaration form)
- 3 Under **Search Assessment Records** you are able to filter using the 8 search fields displayed, in order to identify certain candidates, cohorts or assessment components to allow you to input marks and upload evidence for.

The screenshot shows the City & Guilds Moderation Portal. On the left is a navigation pane with 'Assessments' highlighted. The main area is titled 'Moderation' and contains a 'Search Assessment Records' section with various filters. Below this is a tabbed interface with 'Assessment Records' selected. The 'Assessment Records' tab displays a table of 202 assessment records with columns for Learner, Company, Course, Assessment, Assessed Result, Marker, Has Evidence?, Status, and Actions. The table shows three rows of data for different learners and courses.

LEARNER	COMPANY	COURSE	ASSESSMENT	ASSESSED RESULT	MARKER	HAS EVIDENCE?	STATUS	ACTIONS
<input type="checkbox"/> Adkins, Ema LWJ0665 UK Sep 2018-Aug 2019	999990 999990 City & Guilds	0172-30 Level 3 Advanced Technical Certificate in Animal Management	0172-030 Level 3 Animal Management - Synoptic assignment (1)	---	Select a marker...		Ready For Marks	
<input type="checkbox"/> Adkins, Ema LWJ0665 UK Sep 2018-Aug 2019	999990 999990 City & Guilds	0172-30 Level 3 Advanced Technical Certificate in Animal Management	0172-306 Level 3 Biological systems of animals	---	Select a marker...		Ready For Marks	
<input type="checkbox"/> Aguilar, Gerald LWJ0983 UK Sep 2018-Aug 2019	999990 999990 City & Guilds	0172-30 Level 3 Advanced Technical Certificate in Animal Management	0172-306 Level 3 Biological systems of animals	---	Select a marker...		Ready For Marks	

Please ensure you communicate with your Moderator via email and not the Messages tab.



# Input of marks and uploading evidence

## Assessment Status

The first time you access the portal to input marks and upload evidence, you will find that all assessment components have a status of **Ready for marks**. This will need to be changed as you work through your candidates and cohorts on the Portal.

There are three statuses a qualification or assessment component can have in relation to marks and evidence upload:

### Ready for marks

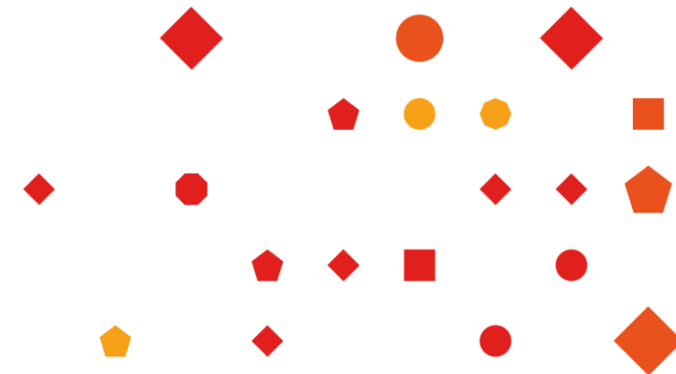
No marks or evidence have yet been submitted for the cohort of candidates for this assessment/qualification.

### Marking in progress

The marker has started to input marks and upload evidence for some candidates within the cohort and has saved their progress.

### Marking complete

The marker has now inputted all marks and uploaded all the necessary evidence for the full cohort for a particular assessment/qualification. This has now been submitted to your City & Guilds Moderator ready for the moderation process to take place.



# Input of marks and uploading evidence

## Using the filters

There are several filters which can be applied to the candidates listed within the Moderation Portal for your centre, in order for you to identify the ones you wish to input marks for and upload evidence against.

- 1 Academic Windows** - This will be locked to **UK Sep 2018 – Aug 2019** for the current academic year
- 2 Course** – Allows you to filter by the 6 digit qualification number (e.g 1234-56)
- 3 Assessment** – Allows you to filter to a specific unit number within a qualification, this should be searched for using the following format: 1234-001
- 4 Marker** – Where you have already started the input of marks and evidence, you can filter by marker to identify which candidates have been assigned to a particular marker on the portal
- 5 Learner** – You can filter by individual learner to bring up all of their assessments at once, this may be useful for centres with smaller cohorts
- 6 Status** – Here you can filter candidates by the statuses from the previous page, this is useful to identify candidates and cohorts you haven't started the marking process for

The screenshot shows the 'Search Assessment Records' interface. At the top, it says 'Search Assessment Records' and 'Msg/Doc Age : 6 Months, Company : 999990 City & Guilds'. Below this are several filter fields: 'Academic Windows' (set to 'UK Sep 2018-Aug 2019'), 'Company' (set to '999990 City & Guilds'), 'Course' (set to 'Select a course...'), 'Assessment' (set to 'Select an assessment record...'), 'Msg/Doc Age' (set to '6 Months'), 'Marker' (set to 'Select a marker...'), 'Learner' (set to 'Select a learner...'), and 'Status' (set to 'Any status...'). At the bottom, there are two buttons: 'Reset Search Form' and 'Search Learners'. Numbered callouts 1 through 6 are placed over the interface to correspond with the list on the left: 1 points to 'Academic Windows', 2 to 'Course', 3 to 'Assessment', 4 to 'Marker', 5 to 'Learner', and 6 to 'Status'.

# Input of marks and uploading evidence

## Recommended filter for input of marks and upload of evidence

Centres can approach the filter option how they wish, as long as the end result is that all required marks and sample of evidence is uploaded to the portal and the status for each learner at an assessment component (unit) level is set to **'Marking Complete'** for each qualification.

The City & Guilds recommended approach to using the filters on a live example is as follows:

- 1 Course** – select the 6 digit qualification number you want to begin to upload marks and evidence for
- 2 Assessment** – next you need to select the first assessment component (e.g. Synoptic Assignment)
- 3 Click Search Learners.** The learners who have bookings made in Walled Garden against the assessment component (unit) will display

You can change the number of records displayed per page to suit your needs, we recommend however you increase the number per page from the default of 25 records. You can then navigate between pages using the arrows

The screenshot shows the 'Moderation Portal' interface. On the left is a sidebar with navigation links: '999990 City & Guilds', 'Homepage', 'Assessments', and 'Team Members'. The main area is titled 'Moderation' and contains a 'Search Assessment Records' section. This section has several filters: 'Academic Windows' (set to 'UK Sep 2018-Aug 2019'), 'Company' (set to '999990 City & Guilds'), 'Mag/Doc Age' (set to '6 Months'), 'Marker' (set to 'Select a marker...'), 'Learner' (set to 'Select a learner...'), and 'Status' (set to 'Any status...'). Below these filters are three numbered callouts: '1' points to the 'Assessment' dropdown menu, '2' points to the 'Search Learners' button, and '3' points to the 'Search Learners' button. Below the search filters is a section titled 'Displaying 202 Assessment Records'. It includes a 'Set status:' dropdown, a 'Save' button, and a 'Filter...' input field. Below this is a table with columns: 'LEARNER', 'COMPANY', 'COURSE', 'ASSESSMENT', 'ASSESSED RESULT', 'MARKER', 'HAS EVIDENCE?', 'STATUS', and 'ACTIONS'. The table displays three rows of data for learners: 'Adkins, Ema', 'Adkins, Ema', and 'Agular, Gerald'. Each row shows their company, course, assessment, assessed result, marker, status, and actions.

LEARNER	COMPANY	COURSE	ASSESSMENT	ASSESSED RESULT	MARKER	HAS EVIDENCE?	STATUS	ACTIONS
Adkins, Ema LWJ0665 UK Sep 2018-Aug 2019	999990 City & Guilds	0172-30 Level 3 Advanced Technical Certificate in Animal Management	0172-030 Level 3 Animal Management - Synoptic assignment (1)	---	Select a marker...		Ready For Marks	
Adkins, Ema LWJ0665 UK Sep 2018-Aug 2019	999990 City & Guilds	0172-30 Level 3 Advanced Technical Certificate in Animal Management	0172-306 Level 3 Biological systems of animals	---	Select a marker...		Ready For Marks	
Agular, Gerald LWJ0583 UK Sep 2018-Aug 2019	999990 City & Guilds	0172-30 Level 3 Advanced Technical Certificate in Animal Management	0172-306 Level 3 Biological systems of animals	---	Select a marker...		Ready For Marks	

# Input of marks and uploading evidence

## Inputting marks

1 When you have filtered and searched for the candidates or cohort you wish to upload marks and evidence for, their assessment records will show in a list under the **Assessment Records** tab.

2 Under the **Assessed Result** column, you will be able to select from a drop down list the mark or grade for each learner. For the synoptic assignment, this will be a mark out of 60, for all other assessments (units), this will be a grade (e.g pass or fail). You will see there is also a 'WNS' option within the drop down. This stands for Work Not Submitted and can be used where a candidate is no longer on programme this academic year and you are not submitting a result.

3 Under the **Marker** column, you will need to select the marker responsible for that learner/assessment. If the marker you are assigning already has a marker account, they will appear in a dropdown list to select, if not you can simply type in their name.

4 Once you have inputted marks for your chosen learners, you must save your progress. To do this, select the **Marking in progress** status from the dropdown and click **Save**.



The screenshot shows the 'Moderation Portal' interface for 'City & Guilds'. On the left is a sidebar with a user profile and navigation links: 'Homepage', 'Assessments', and 'Team Members'. The main area is titled 'Moderation' and contains a 'Search Assessment Records' section with filters for 'Academic Windows', 'Company', 'Course', 'Assessment', 'Mag/Doc Age', 'Marker', 'Learner', and 'Status'. Below this is a tabbed interface with 'Assessment Records' selected. A table displays '202 Assessment Records' with columns: LEARNER, COMPANY, COURSE, ASSESSMENT, ASSESSED RESULT, MARKER, HAS EVIDENCE?, STATUS, and ACTIONS. Numbered callouts point to specific elements: 1 points to the 'Assessment Records' tab; 2 points to the 'ASSESSED RESULT' column header; 3 points to the 'MARKER' column header; and 4 points to the 'Assessment Records' tab in the sidebar. A 'Set status:' dropdown and a 'Save' button are also visible above the table.

LEARNER	COMPANY	COURSE	ASSESSMENT	ASSESSED RESULT	MARKER	HAS EVIDENCE?	STATUS	ACTIONS
<input type="checkbox"/> Adkins, Erna LWJ0665 UK Sep 2018-Aug 2019	999990 City & Guilds	0172-30 Level 3 Advanced Technical Certificate in Animal Management	0172-030 Level 3 Animal Management - Synoptic assignment (1)	---	Select a marker...		Ready For Marks	
<input type="checkbox"/> Adkins, Erna LWJ0665 UK Sep 2018-Aug 2019	999990 City & Guilds	0172-30 Level 3 Advanced Technical Certificate in Animal Management	0172-306 Level 3 Biological systems of animals	---	Select a marker...		Ready For Marks	
<input type="checkbox"/> Aguilar, Gerald LWJ0983 UK Sep 2018-Aug 2019	999990 City & Guilds	0172-30 Level 3 Advanced Technical Certificate in Animal Management	0172-306 Level 3 Biological systems of animals	---	Select a marker...		Ready For Marks	

Remember to reconfirm your status every time you add in more marks and evidence, your changes will not be saved if you don't!

# Input of marks and uploading evidence




## Uploading evidence

- 1 Once you have established the learners required for your sample of evidence, and have found them in the list of assessment records, at the end of the row you will find an icon which looks like this: 
- 2 If you click on this icon the upload evidence dropdown will appear as below. You have the option to either 'Drag and Drop' files to the area highlighted by the red box, or you can click to browse for multiple files from your system.
- 3 If you have multiple files to upload, do this using the option to upload from your system, holding down the 'CTRL' key on your keyboard whilst selecting the files. Files uploaded will display in the box to the right. Please ensure that files uploaded comply with our acceptable file formats.
- 4 Once your evidence has been uploaded, you will see the below icon appear in the 'Has evidence?' column: 

As well as the learner evidence from the assessment, the Candidate Record form and Declaration of Authenticity form are required for ALL candidates within your sample. This is to enable the Moderator to see the breakdown of marks for the assessment and how the final result has been decided upon.

Set status: Select action... Save

Filter... Displaying 1 to 19 of 19 Assessment Records 25 per page

LEARNER	COMPANY	COURSE	ASSESSMENT	ASSESSED RESULT	MARKER	HAS EVIDENCE?	STATUS	ACTIONS
<input type="checkbox"/> test one, test one FKR8685	999990 999990	0172-20 Level 2 Technical Certificate in Animal Care	0172-205 Level 2 Animal nursing - Assignment	---	Select a marker...		Ready For Marks	 

2 Upload Evidence

Drag and Drop Evidence or Browse Files




Browse Files

3

4

1

Uploaded Evidence

REF	TITLE	UPLOADED	SIZE	REMOVE
6	word doc	Feb 12, 2018	28 KB	
5	pic 2	Feb 12, 2018	10 KB	
4	excel doc	Feb 12, 2018	13 KB	

# Uploading evidence at cohort level



# Uploading evidence at cohort level

## Using the Documents tab

Centres should upload the following evidence types to the documents tab:

### Cohort Evidence

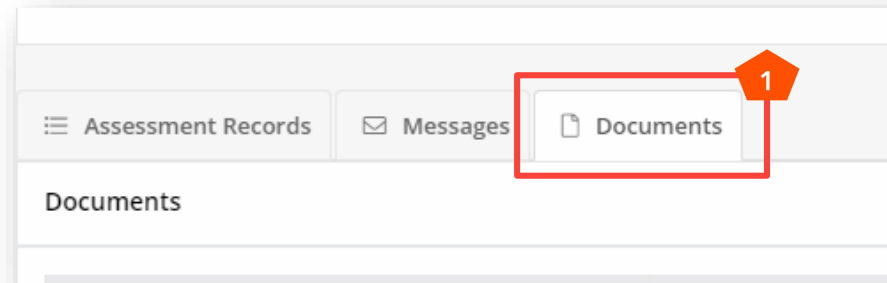
Employer involvement evidence\*

Employer involvement planner \*

Centre standardisation declaration

Personal interest form (if required)

All other documents relating to the full cohort of learners



1

The documents tab is separate to the assessment records tab. When you upload documents in this tab the document is linked to the assessment component (unit) and qualification you specify. It does not link to individual learners. This means that no matter what additional filters are set, the documents displayed will always link to the course and the assessment and all documents will show.

\*For more information please refer to the [Employer Involvement Centre Guidance](#)

# Uploading evidence at cohort level

## Using the Documents tab

We recommend that evidence for each cohort of learners is uploaded after you have finalised the marks, grades and sample of evidence at a learner level but before you confirm the status as **Marking Complete**.

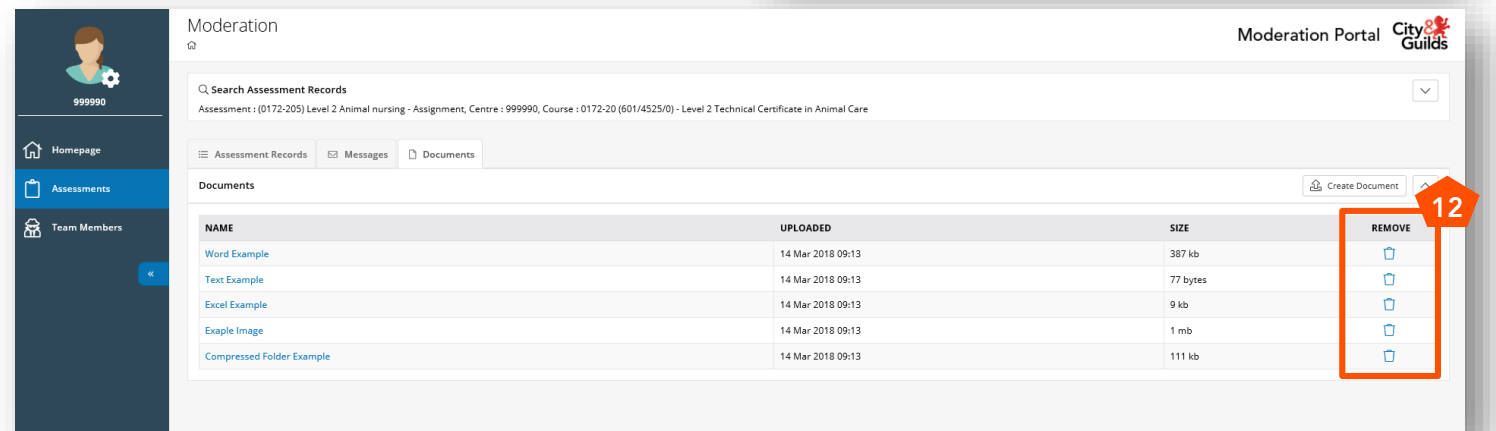
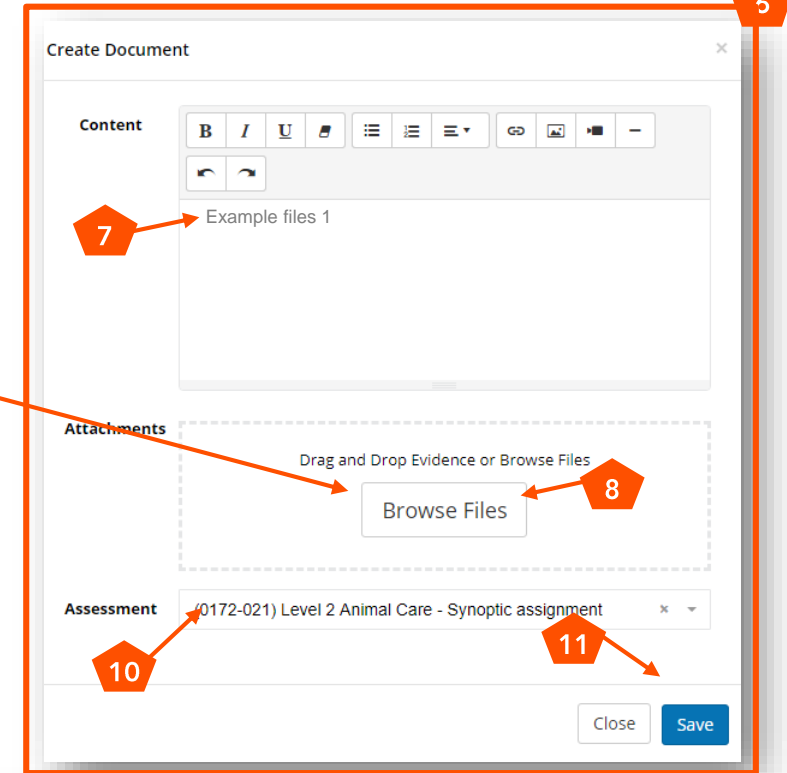
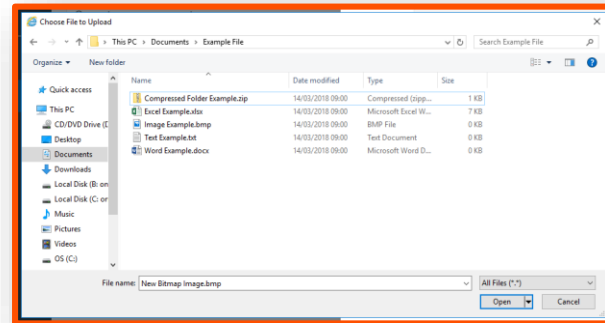
- 1 Using the filters search for the **Course** and **Assessment** you wish to add documents to.
- 2 Once you have inputted all marks and your sample of evidence under the assessment records tab you should select the status **Marking in progress** and click **Save**.
- 3 Now select the **Documents** tab.
- 4 The documents page will display and will be locked to the filter options you previously set.
- 5 Click on **Create Document** and a pop up box will display.

The screenshot displays the 'Moderation Portal' interface. On the left, a sidebar shows navigation options: 'Homepage', 'Assessments', and 'Team Members'. The main area is titled 'Moderation' and contains a search bar and filters for 'Mag/Doc Age' (6 Months), 'Company' (999990 City & Guilds), 'Academic Windows' (UK Sep 2018-Aug 2019), 'Course', and 'Assessment'. A table titled 'Displaying 202 Assessment Records' shows columns for LEARNER, COMPANY, COURSE, ASSESSMENT, ASSESSED RESULT, MARKER, HAS EVIDENCE?, STATUS, and ACTIONS. The table lists three learners: Adkins, Ema; Adkins, Ema; and Aguilar, Gerald. The 'Documents' tab is selected, and a 'Create Document' button is visible in the bottom right corner. Red numbered callouts (1-5) highlight the steps: 1. Filtering by Course and Assessment; 2. Selecting 'Marking in progress' status and clicking 'Save'; 3. Selecting the 'Documents' tab; 4. The 'Documents' page displaying with filters locked; 5. Clicking the 'Create Document' button.

# Uploading evidence at cohort level

## Using the Documents tab

- 6 The pop up box allows you to upload multiple documents at one time.
- 7 Give a brief description of what the file you are uploading is and its content.
- 8 Either drag files from your File Explorer folder or click on **Browse Files** which will automatically open your file explorer window.
- 9 Locate the file(s) you want to upload. If you want to select more than one file you can drag and select over all files or select the first file, hold down the **CTRL** key on your keyboard and use your mouse to select the additional files.
- 10 Ensure that the correct Qualification and Assessment (unit) show in the Assessment field.
- 11 The files you select will take a few seconds to upload to the evidence wizard. Once this has completed click **Save**.
- 12 The files uploaded will display in the Documents tab. If you need to delete any documents just click on the **Remove** icon.



# Completing the marking process

# Completing the marking process

## Setting the status to 'Marking Complete'.

Once you are confident that all required marks, grades, evidence and documents have been uploaded for an assessment component (unit) then you need to set the status to **Marking Complete**. This notifies the Moderator assigned to the qualification and your centre that it is ready for moderation.

For each qualification and ALL its assessment components (e.g synoptic assignment, optional units, employer involvement) you should follow this recommended procedure to ensure all learners for the assessment component are set to **Marking Complete**.

- 1 Reset your search form by clicking 'Reset Search Form'.
- 2 Re-select the Course (Qualification) and Assessment (Unit) you want to set to complete ready for moderation.
- 3 Ensure all other filters are blank.
- 4 Click 'Search Learners'

The screenshot shows the 'Search Assessment Records' interface. It features several dropdown menus and text input fields for filtering search results. The form is organized into two main columns. The left column contains filters for 'Academic Windows', 'Company', 'Course', and 'Assessment'. The right column contains filters for 'Msg/Doc Age', 'Marker', 'Learner', and 'Status'. At the bottom left, there are two buttons: 'Reset Search Form' and 'Search Learners'. Numbered callouts (1-4) are placed over the interface to indicate the steps: 1 points to the 'Reset Search Form' button; 2 points to the 'Course' and 'Assessment' dropdowns; 3 points to the 'Marker', 'Learner', and 'Status' dropdowns; and 4 points to the 'Search Learners' button.

Search Assessment Records	
Academic Windows	UK Sep 2018-Aug 2019
Company	999990 City & Guilds
Course	0172-20 (601/4525/0) - Level 2 Technical Certificate in Animal Care
Assessment	(0172-021) Level 2 Animal Care - Synoptic assignment (1)
Msg/Doc Age	6 Months
Marker	Select a marker...
Learner	Select a learner...
Status	Any status...
<div>1 Reset Search Form 4 Search Learners</div>	

# Completing the marking process

Setting the status to 'Marking Complete'.

- 1 Your learners will appear under the **Assessment Records** tab.
- 2 When completing the marking process we recommend you increase the number per page to the maximum, as saving your changes only applies to the page you are on.
- 3 You will need to select the learners/assessments you wish to complete. To do this, tick the boxes next to the candidates name on the left. To select all of the learners you can click the box at the side of the 'Learner' header. Selected learners will appear highlighted in green.
- 4 Once you have selected your learners, set the status to **Marking Complete** and click **Save**.

Once you confirm the status as **'Marking Complete'** it cannot be changed without contacting the Technicals & Moderation Support team.

You can still view all learner marks and evidence once the status has been set however no changes can be made.

A pop up will appear with the following message:

*'Once saved this status cannot be changed'.*

Click **OK**.

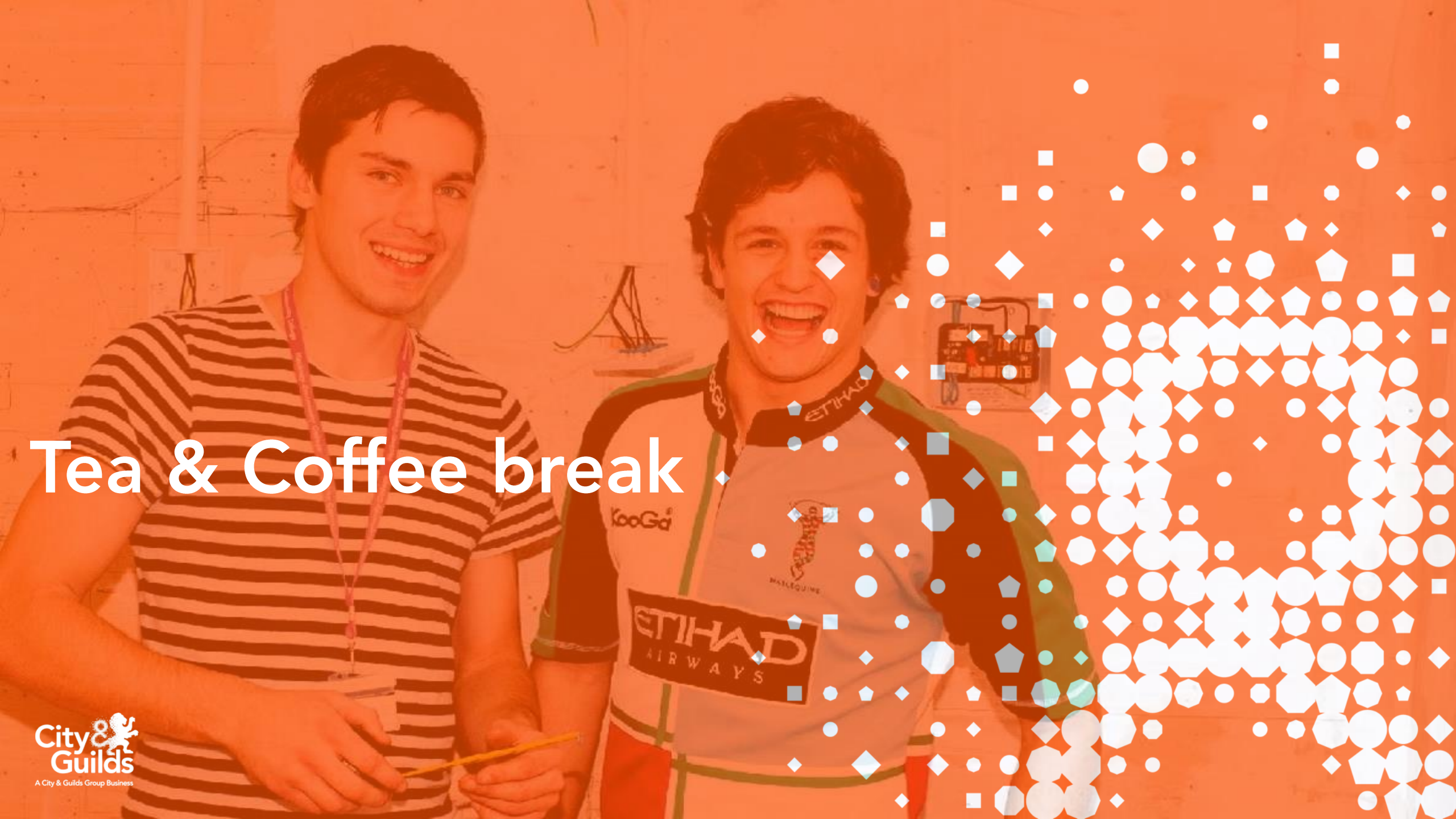
This message will appear under the drop box to confirm your changes have been made:

• Assessments saved successfully.

The screenshot shows the 'Assessment Records' tab in a software interface. Callout 1 points to the 'Assessment Records' tab. Callout 2 points to the '25 per page' dropdown menu. Callout 3 points to the selection checkboxes in the 'LEARNER' column. Callout 4 points to the 'Set status' dropdown menu which is set to 'Marking Complete' and the 'Save' button.

	LEARNER	COMPANY	COURSE	ASSESSMENT	ASSESSED RESULT	MARKER	HAS EVIDENCE?	STATUS	ACTIONS
<input checked="" type="checkbox"/>	test one, test one FKR8685	999990	0172-20 Level 2 Technical Certificate in Animal Care	0172-021 Level 2 Animal Care - Synoptic assignment	40	Default Marker		Ready For Marks	
<input checked="" type="checkbox"/>	test two, test two FKR8697	999990	0172-20 Level 2 Technical Certificate in Animal Care	0172-021 Level 2 Animal Care - Synoptic assignment	60	Default Marker		Ready For Marks	
<input checked="" type="checkbox"/>	test three, test three FKR8746	999990	0172-20 Level 2 Technical Certificate in Animal Care	0172-021 Level 2 Animal Care - Synoptic assignment	46	Default Marker		Ready For Marks	





# Tea & Coffee break

The background image is a photograph of three people (two men and one woman) smiling. The image is heavily tinted with an orange color. Overlaid on the right side of the image is a complex pattern of white geometric shapes, including circles, squares, diamonds, and pentagons, of varying sizes. The text 'Demonstration...' is in a large, white, sans-serif font, and 'Moderation Portal' is in a smaller, white, sans-serif font below it.

# Demonstration...

## Moderation Portal

# Moderation



# What happens next?

## The Moderation process.

Once you have submitted marks and uploaded all evidence required for each cohort of learners, City & Guilds Moderators then carry out re-marking of a sample of candidates to determine how closely the marking aligns with the common standard.

The outcome of this exercise dictates whether centre marks are accepted and if not, how much they should be adjusted in order to bring them into alignment with the set standard.

The Moderator may request further evidence from a larger sample size for the cohort in order to make their decision on final marks. Any further evidence requests must be uploaded through the Moderation Portal. The Moderator will communicate the request with your centre via email and the assessment component(s) of the qualification(s) that require further evidence will be referred back to your centre on the portal. This will allow you to upload additional evidence where it has been requested.

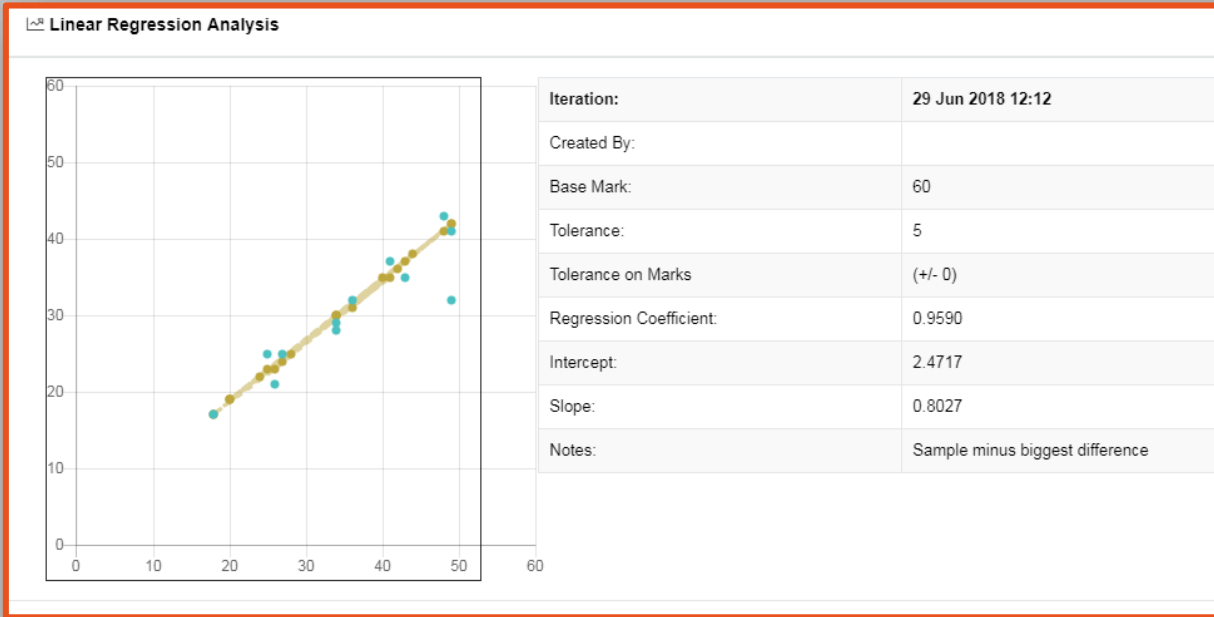
Centres who do not provide any additional evidence requested risk candidate certificates not being released as per the published date for the academic year.

## There are three potential outcomes from the moderation process.

Outcome	Situation
<b>Centre marks are accepted</b>	The marks of the candidates sampled by the Moderator are found to be within tolerance
<b>Moderator marks are accepted</b>	One or more candidate marks is found to be out of tolerance, and where all moderator marks are available for the cohort
<b>Centre marks are adjusted</b>	One or more candidate marks is out of tolerance, regression* is then applied to adjust marks

Note: tolerance is set at +/- 3 marks

# Regression

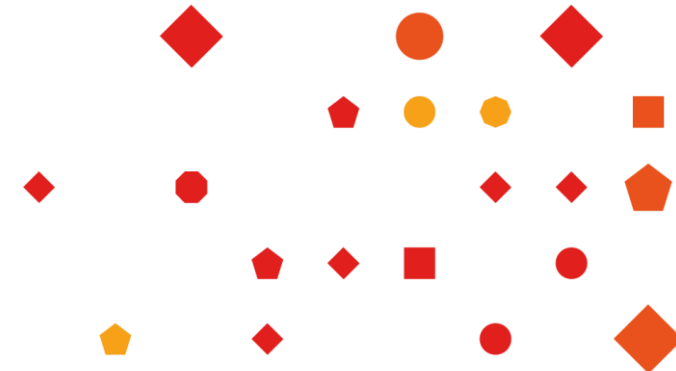


The following adjustment decisions will be taken:

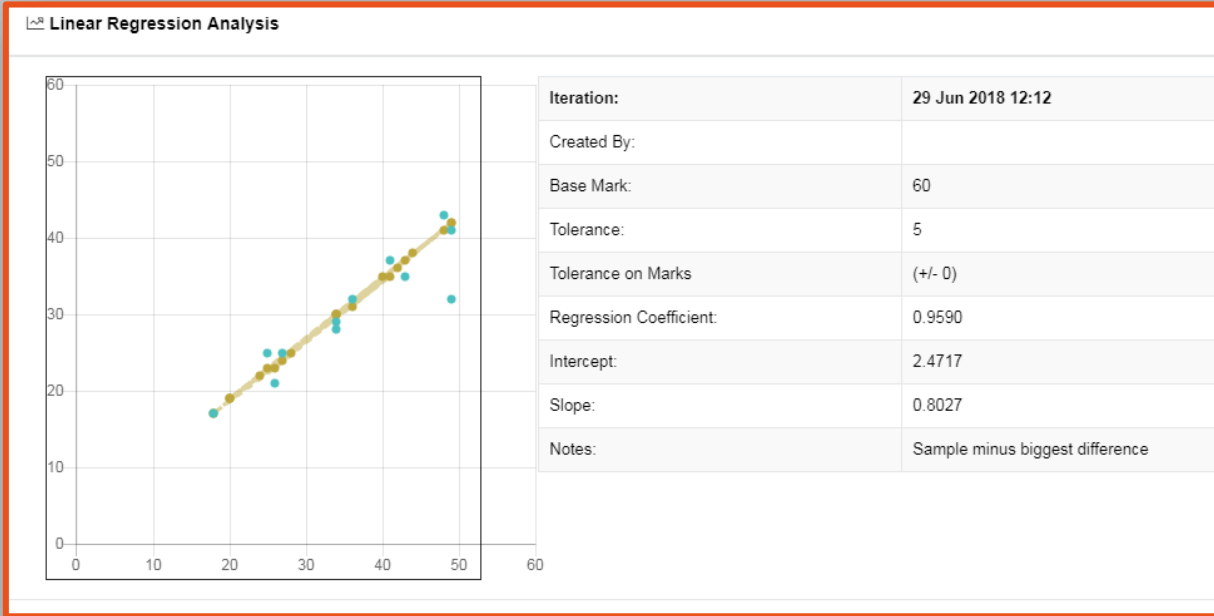
- Reject the adjustment and accept centre marks
- Accept the adjusted marks
- Reject the adjustment and recommend a full remark

Where moderation identifies centre marking to be **out of tolerance** (either by being too harsh or too lenient), we will use the centre and Moderator marks from the sample to carry out **linear regression** to calculate suggested adjustments.

This regression means that whatever adjustments are made to the candidates in the sample are also to be applied to the remaining candidates in the cohort.



# Regression



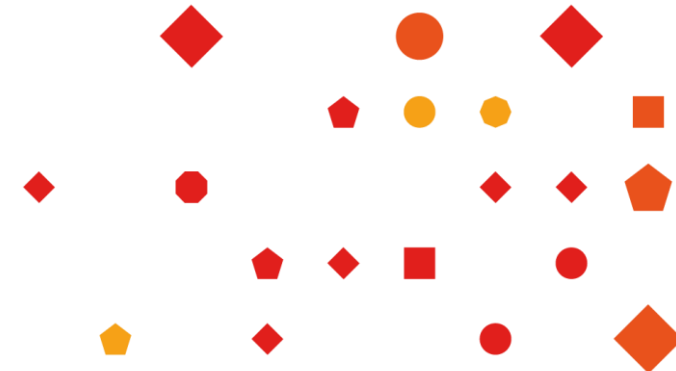
Conditions for regression analysis to be appropriate:

- Centre marks have more than one candidate out of tolerance
- Don't have a full set of moderator marks (i.e cohort larger than 12)
- Representative sample conditions met

Regression takes the centre marks and moderator marks from the sample and uses an algorithm to calculate an adjustment to **all** candidates in the cohort based on the difference between them.

City & Guilds have to decide whether a regression is appropriate and does not unfairly advantage or disadvantage any candidates. In some instances we can remove 'outlier' marks, to get a stronger regression.

If a regression is **not** appropriate, we need to request the full cohort is remarked by a moderator.





# Communication with your Moderator

## Moderator allocations

There are two stages to the allocation of your Moderator for each qualification:

1. **Moderation visits (where applicable)**
2. **Remote moderation**

Where a centre has been visited by a City & Guilds Moderator as part of their delivery of the technical qualification the same moderator (where possible) will be allocated to complete the remote moderation process. However there may be situations where we cannot allocate the same Moderator. Where this is the case you will be notified of who your Moderator is by the Technicals & Moderation Support team.

All centres with qualifications that did not require a moderation visit will each receive an overview of the name of the Moderator(s) assigned to their centre.

All communication with your Moderator should be by telephone or email. Please do not use the message function within the portal. Moderators are provided with the contact details of the main contact person. Moderators will only contact centres if there is a requirement for further evidence or to discuss a query or question with you.

If you don't think this contact person is correct, please notify the Technicals & Moderation Support team via email. You may be asked to complete and return a [contact update form](#).



# Awarding

# What happens next?

## Awarding of Results

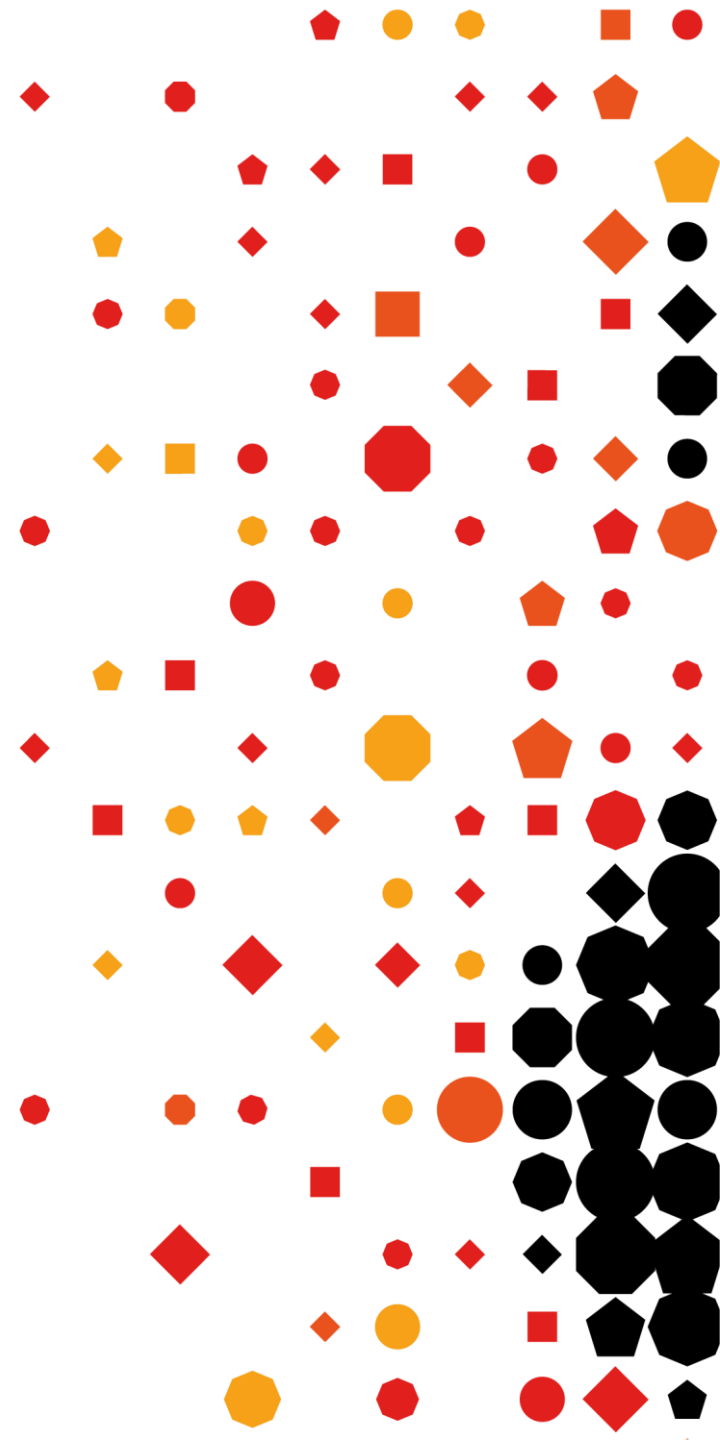
Following marking and moderation, an awarding process is carried out by City & Guilds, where the grade boundaries for Pass, Merit and Distinction will be agreed for each practical synoptic assessment.

To do this City & Guilds hold an awarding consultation with a panel of subject experts, including the Principal Moderator for the qualification.

At this event each awarder will scrutinise a number of pieces of work across a range of marks to identify the raw mark they feel is the boundary for the grade. They will have reference to grade descriptors and, where available, previously archived boundary benchmarks. Their findings will be discussed and the final boundary will be determined through consensus and referenced to all of the available information. Grade boundaries for all assignments will be made available to centres once the awarding process is completed.

## Additional candidate evidence for awarding

In some instances City & Guilds may request centres to upload additional candidate evidence samples in order to facilitate the awarding process. Where this is required centres will be contacted with a list of specific candidates whose evidence is required. This should be uploaded to the Moderation Portal.



# Requesting Additional Evidence

During both the moderation process and the awarding process we may need to request additional evidence for assessments from your centre. For the moderation process this could be across any assessment, however for the awarding process it will only be for the synoptic assignment.

## Moderation

Where there is not sufficient evidence to make an informed decision, or evidence is missing the moderator will refer individual records or even whole cohorts back to you on the portal. They will also notify you by email of what evidence they require. This may be because some required evidence was missing from the original upload, or perhaps the moderator needs to extend their sample, and they wish to see work from additional learners.

## Awarding

City and Guilds may request additional evidence so that we can determine a national standard for a specific mark awarded by centres. We will only request evidence at this stage for candidates that were not part of the original sample of evidence provided for moderation.

For the purpose of this process we have released two new statuses so you and City and Guilds can easily identify and track which records require the evidence.

This is a critical part of the moderation process, therefore we respectfully ask that additional evidence required is uploaded to the portal within **2 working days** after receipt of the request. Any delays regrettably may result in late release of learner results in August.

## Overview of Statuses on the Portal

### For Moderation:

#### 'Referred to Centre'

This status will be used by the Moderator to refer records back to you for additional evidence.

#### 'Referred to Moderator'

This is the status you will use to confirm that the evidence requested has been uploaded and returned to the moderator.

### For Awarding:

#### 'Centre Evidence Requested'

This status will be used by City and Guilds to refer record(s) back to you for additional evidence, in order to complete awarding.

#### 'Centre Evidence Uploaded'

This is the status you will use to confirm that the evidence requested has been uploaded.

#### 'Centre Evidence Received'

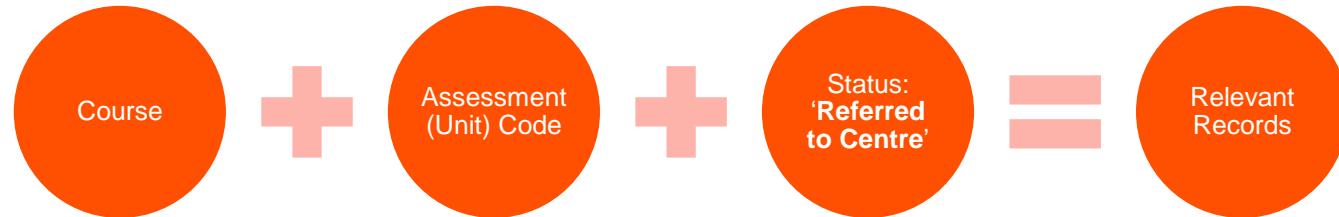
This status is automatically set by the system. You won't be able to set this yourself, however once 'Centre Evidence Uploaded' has been saved, the record automatically updates to this status after the page has been refreshed.

# Requesting Additional Evidence

Once you have received a request for additional evidence from your Moderator (for Moderation) or the Technicals and Moderation Support Team (for Awarding) we recommend that you enter the details into the following filters in order to find the candidate(s) affected:

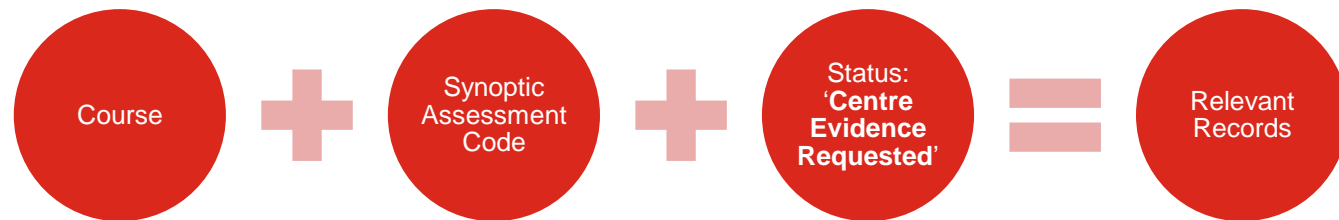
## Moderator Request

This will come direct from your allocated Moderator and could be for any assessment component.



## Awarding Request

This will come from the Technicals & Moderation Support team and will be for the Synoptic assessment only. Look out for 'Awarding Request' in the title of the email.



By using the correct filters, the Portal will only show the relevant records for which you are being requested to upload evidence.

1

Assessment Records







Messages

Documents

Displaying 3 Assessment Records

Set status: Select action... Save

Filter... Displaying 1 to 3 of 3 Assessment Records 25 per page 1 of 1

	LEARNER	COMPANY	COURSE	ASSESSMENT	ASSESSED RESULT	MARKER	HAS EVIDENCE	STATUS	ACTIONS
<input type="checkbox"/>	Seventeen, Candidate LGA6856	999990 999990	3038-21 Level 2 Technical Award in Hair & Beauty Studies	3038-001 Level 2 Hair and Beauty Studies – Synoptic assignment (1)	10	Example Marker	2	Centre Evidence Requested	 
<div>Upload Evidence</div> <div>Drag and Drop Evidence or Browse Files</div> <div>Browse Files</div> <div>Uploaded Evidence</div> <div>No evidence has been uploaded.</div>									
<input type="checkbox"/>	Ten, Candidate LGA6795	999990 999990	3038-21 Level 2 Technical Award in Hair & Beauty Studies	3038-001 Level 2 Hair and Beauty Studies – Synoptic assignment (1)	58	Example Marker		Centre Evidence Requested	 
<input type="checkbox"/>	Twelve, Candidate LGA6818	999990 999990	3038-21 Level 2 Technical Award in Hair & Beauty Studies	3038-001 Level 2 Hair and Beauty Studies – Synoptic assignment (1)	7	Example Marker		Centre Evidence Requested	 

The records are now unlocked and open for you to upload additional files. You will not be able to change the assessed results, marker details or delete any evidence you may have submitted prior to this request.

**Please Note:** If your Moderator has asked you for additional cohort evidence, this should be uploaded within the **Documents** tab. Therefore you will not need to follow the above process.



## Completing and Confirming the Additional Evidence Upload

Once evidence has been uploaded please select and **Save** the records with the following status;

For requests from your Moderator for the Moderation process: **Referred to Moderator**

For requests from City & Guilds for the Awarding process: **Centre Evidence Uploaded**

- 1 Select the candidates you need to change the status for
- 2 Select the correct status
- 3 Click **Save**

Assessment Records Messages Documents

Displaying 3 Assessment Records

2 Set status: Centre Evidence Uploaded 3 Save

1 Filter...

Displaying 1 to 3 of 3 Assessment Records 25 per page 1 of 1

LEARNER	COMPANY	COURSE	ASSESSMENT	ASSESSED RESULT	MARKER	HAS EVIDENCE?	STATUS	ACTIONS
<input checked="" type="checkbox"/> Seventeen, Candidate LGA6856	999990	3038-21 Level 2 Technical Award in Hair & Beauty Studies	3038-001 Level 2 Hair and Beauty Studies – Synoptic assignment (1)	10	Example Marker		Centre Evidence Requested	
<input checked="" type="checkbox"/> Ten, Candidate LGA6795	999990	3038-21 Level 2 Technical Award in Hair & Beauty Studies	3038-001 Level 2 Hair and Beauty Studies – Synoptic assignment (1)	58	Example Marker		Centre Evidence Requested	
<input checked="" type="checkbox"/> Twelve, Candidate LGA6818	999990	3038-21 Level 2 Technical Award in Hair & Beauty Studies	3038-001 Level 2 Hair and Beauty Studies – Synoptic assignment (1)	7	Example Marker		Centre Evidence Requested	



# Resources and support

# Support with Technical Qualifications

## Online support:



[Technical Qualifications: Resources and Support](#)

## Support by telephone and email:



[moderationssupport@cityandguilds.com](mailto:moderationssupport@cityandguilds.com)



01924 206 719

## Technical Advisors

Where you have specific queries about the qualification(s) you are delivering you should consult the qualification handbook and guidance on the specific qualification pages [here](#). Alternatively contact your Technical advisor, you can find their details on our website [here](#).

Thank you for your time, we  
hope you found this session  
informative and useful.

Don't forget to complete the  
feedback form, your views are  
really important to us.

