

Technical Qualifications

# How to book assessments







# Introduction

This guide provides you with all the information you need when booking assessment components for the City & Guilds Technical Qualifications:

- Synoptic assignments
- Centre assessed components (optional and mandatory units)
- Employer Involvement (EI), for Key Stage 5 (KS5 only)
- Paper based Dated Entry theory exams
- Dated e-volve theory exams

Please ensure you only book either a paper or e-volve exam, per series for candidates, as booking them both may affect their number of attempts to complete the exam\*. It is important that a booking is made for every candidate against all relevant components of the Technical Qualification.

1. Bookings for the spring series theory exams, synoptic assignments and centre assessed components will be open from 5 September 2022 and must be booked by 2 December 2022.
2. Bookings for the summer series theory exams taking place in June 2023 will open from 5 September 2022 and must be booked by 19 May 2023 for the summer exam series (26 May 2023 for Summer 8202 exams only).



## \*Important information about External Examinations

Please be reminded that DfE and Ofqual have confirmed that for external assessments, learners will be permitted two resit opportunities for VTQs. This applies to 16-18 performance table qualifications approved for 2022, 2023 and 2024 tables (for Applied Generals, Tech Levels and Technical Certificates) and for 2022 and 2023 Technical Awards.

### Late booking fees

Late entry bookings made after the date of the booking window closing for the academic year will incur a fee per learner per assessment entered plus an administration charge. This applies to all dated entry exams, synoptic assignment, centre assessed components and employer involvement. Please refer to our UK Centre Charges list on our website for more information.

Please note that when making a booking through Walled Garden you will be reminded that you may incur late fees. You will need to accept this notification. Late fees will not show on your Walled Garden booking, they will be generated by City & Guilds shortly after your booking is confirmed.

The timetable of Technical Qualifications theory exams can be found at [cityandguilds.com/technical-exam-timetable](https://cityandguilds.com/technical-exam-timetable).

## Key dates for your diary

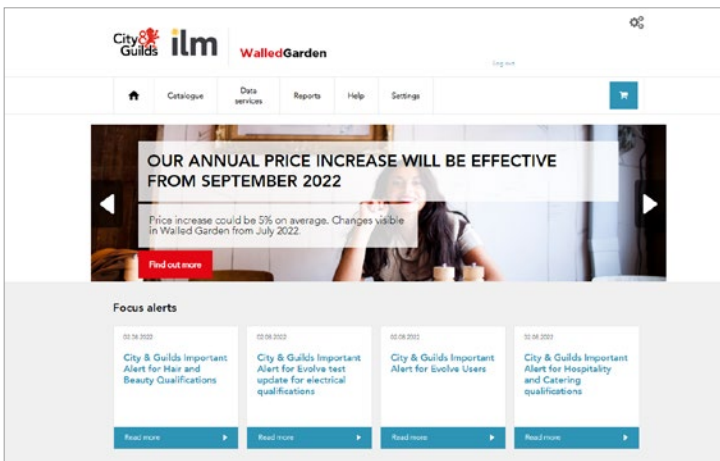
Activities	Date
Learner registrations open	5 September 2022
Window for clarification queries on the synoptic assignments opens	12 September 2022
Booking window opens for spring (March/April 2023) and summer (June 2023) exam series opens	30 September 2022
Booking window opens for synoptic assignments, optional units and any other centre assessed components (if applicable) and for Employer Involvement (EI) for Key Stage 5 only	30 September 2022
Deadline for learner registrations	28 October 2022
Window for clarification queries on the synoptic assignments closes	28 October 2022
Finalised synoptic assignments available from qualification webpages	2 December 2022
Booking window closes for spring (March/April 2023) exam series, thereafter a fee applies* (see footnote)	2 December 2022
Booking window closes for synoptic assignments, optional units and any other centre assessed components (if applicable) and for Employer Involvement (EI) for Key Stage 5 (KS5) only*	2 December 2022
Synoptic assignment tasks for all Technical Qualifications can be delivered to learners from this date	4 January 2023
Applications for all UCAS Undergraduate courses, except those with a 15 October deadline, should arrive at UCAS by 18.00 (UK time)	25 January 2023
First spring exam series begins	1 March 2023
Final day of first spring exam series	10 March 2023
Second spring exam series begins	13 March 2023
Final day of second spring exam series	24 March 2023
8202 Level 2 and 3 Electrical and Plumbing spring exams sitting (outside of spring series 1 and 2)	28-30 March 2023
Results of first spring exam series released to centres	26 April 2023
Results of second spring exam series released to centres	10 May 2023
Results of 8202 Level 2 and 3 Electrical and Plumbing spring exam series released to centres	15 May 2023
Deadline for booking summer exam series (all Technicals other than 8202)*	19 May 2023
Closing date to submit marks and evidence to the Moderation Portal for all Level 2 and Level 3 synoptic assignments	19 May 2023
Deadline for booking 8202 Level 2 and 3 Electrical and Plumbing summer exams*	26 May 2023
First day of summer exam series	1 June 2023
Closing date to submit grades and evidence to the Moderation Portal of up to two centre-assessed components that we intend to sample first (the defined sample as communicated to you at the end of January 2023)	2 June 2023
Closing date to submit grades and evidence for any remaining centre-assessed components and any further evidence required for additional sampling (if applicable) and EI (KS5 only)	16 June 2023
Final day of summer exam series	21 June 2023
Final results Level 3 including summer series exams, assignments and qualification results released to centres*	14 August 2023 Provisional and subject to change
Final results Level 3 including summer series exams, assignments and qualification results released to learners*	17 August 2023 Provisional and subject to change
Final results Level 2 including summer series exams, assignments and qualification results released to centres*	23 August 2023 Provisional and subject to change
Final results Level 2 including summer series exams, assignments and qualification results released to learners*	24 August 2023 Provisional and subject to change

\*Please note: once a booking window has closed, late fees will apply

The final results dates above are provisional, and are subject to change once the final dates are published for General Qualifications (GQ) A Levels and GCSEs

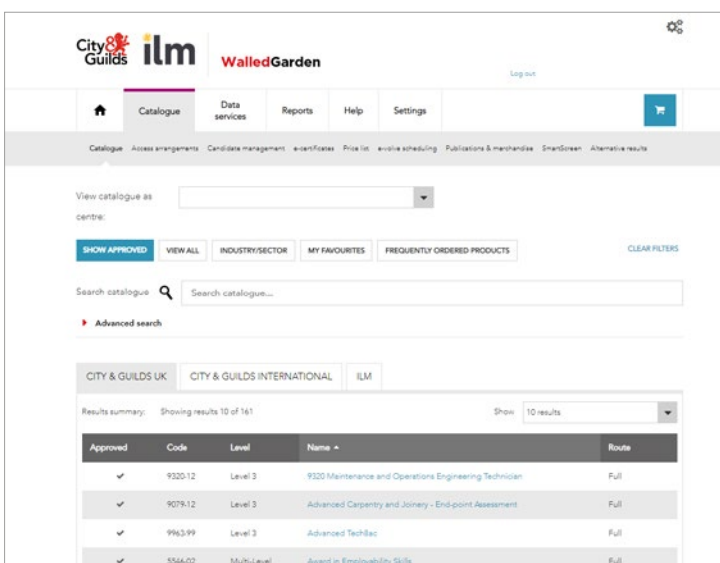
# What you need to book

This section explains how to identify what needs to be booked for each qualification and learner as well as the different types of booking available.



1. Log into your Walled Garden account.

2. Once at the homepage, select Catalogue in the top navigation bar.



3. Select the Show Approved tab. Your centre's approved qualifications will then display on the screen.

4. Select or search for the qualification you wish to view information for.

## 6 How to book assessments

Units and Assessments				
Description	Unit type	Entry type	Unit code	Credits
Level 3 Hairdressing - Theory exam (1)	Multiple Choice	e-Volve	6002-032	N/A
Level 3 Hairdressing - Synoptic assignment (1)	Moderated	Dated entry	6002-033	N/A
Level 2 Cut men's hair using basic techniques - Assignment	External Quality Assurance	Dated entry	6002-201	120.0
Level 3 Creative hair extension services - Assignment	External Quality Assurance	Dated entry	6002-305	60.0
Level 3 Smoothing and strengthening systems - Assignment	External Quality Assurance	Dated entry	6002-306	60.0
Level 3 Create a variety of perming effects - Assignment	External Quality Assurance	Dated entry	6002-307	90.0
Level 3 Hair relaxing services - Assignment	External Quality Assurance	Dated entry	6002-308	90.0
Level 4 Specialist hair and scalp treatments - Assignment	External Quality Assurance	Dated entry	6002-402	90.0
Level 4 Creative hair design skills - Assignment	External Quality Assurance	Dated entry	6002-403	60.0
Level 3 Hairdressing - Theory exam (1)	Written	Dated entry	6002-532	N/A
Level 3 Employer involvement	External Quality Assurance	Dated entry	6002-831	N/A

5.

Select the Units and Assessments drop down within the Information section.

6.

Within the qualification information will be listed each of the assessments with the Unit Type and the Entry Type.



### Advice

On the catalogue you'll see that all e-volve exams are referred to as multiple-choice. However the exams may either be written or multiple choice. Please check the qualification handbook, the examination guidance on the specific qualification page or the exam timetable for further detail.



# Unit types

As described on the Walled Garden Catalogue under the Unit Type header.

## Moderated

This is an externally set and internally marked assessment which is then moderated by City & Guilds. These unit types must be booked as a Dated Entry Assessment (refer to page 6).

## Multiple Choice

'Multiple Choice' will show for either on-demand or written e-volve exams. Please check the qualification handbook, the examination guidance on the specific qualification page or the exam timetable for further detail.

This is an online exam and must be booked as an e-volve Dated Entry Exam. (refer to page 10).



## Written

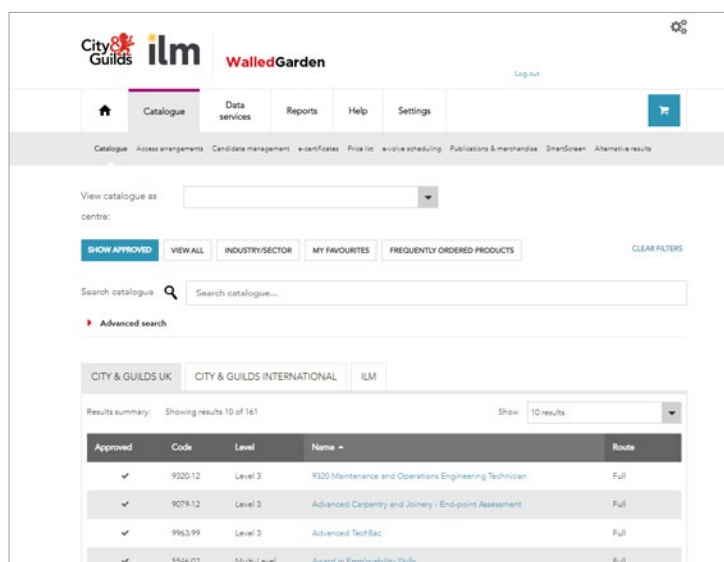
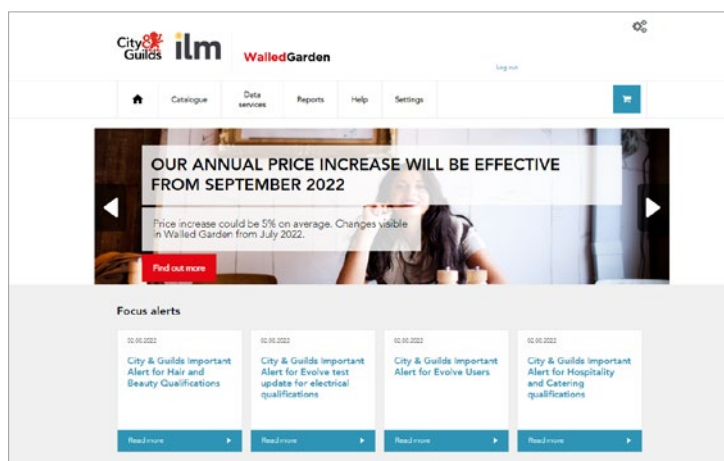
**This is a paper based written exam. These must be booked as a Dated Entry Exam (refer to page 6).**

## External Quality Assurance

**This is an externally marked assessment. These unit types must be booked as a Dated Entry Assessment (refer to page 6).**

# Booking a dated entry assessment or exam

Applies to: Synoptic Assignment, paper-based Theory exam, Employer Involvement and centre assessed components.



1. Log into your Walled Garden account.

2. Once at the homepage, select Catalogue in the top navigation bar.

3. Select the Show Approved tab. Your centre's approved qualifications will then display on the screen.

4. Click on the qualification you wish to make a Dated Entry order for. On the course information page, you can check the units by selecting the Rules of Combination tab.



[Back to search results](#)

**9963-99**

**Advanced Skills Zone (generic)**

Completion of this product alone doesn't result in TechBac. To achieve a full Advanced TechBac (Statement of Achievement), both this product and at least one Technical qualification of level 3 should be completed. See Administration section for the list of available Technical qualifications

Provider: City & Guilds

Last registration: 31.12.2099 Last certification: 31.12.2099

Place an order

Add to favourites

**Select order type**

Named registration Unnamed registration Dated entry Results entry On Demand

Order type Qualification Candidates Accessories Checkout Confirmation

**Unit or Assessment selection**

Centre No. 795054 Customer No. 00010766 Order type Results entry

Qualification selected 9963-99 Advanced Skills Zone (generic) MA

**Search available unit or assessments**

Enter the unit or assessments number in the format 3638-001 or select from the listing below. Click Search.

Product code Search

**Unit or Assessments available**

To navigate, use the scroll bar and sort options. You can sort on any of the columns below by clicking on the column heading. To select the unit or assessments, select the checkbox(s) in the order column. Click Continue.

Learning Pathway Select Learning Pathway

Select/Deselect All

**Select/Deselect All**

Order	Product code	Description	Type	Date
<input type="checkbox"/>	1145-031	Level 3 Engineering - Synoptic assignment (1)	Moderated	18.05.2018 00:01
<input type="checkbox"/>	1145-030	Level 3 Engineering - Theory exam (1)	Written	
<input type="checkbox"/>	1145-030	Level 3 Employer Involvement	External Quality Assurance	

Cancel Back Continue

5.

Once the units have been checked, select Place an order on the course information page.

6.

In order to book a Synoptic Assignment, Paper-based Theory Exam, Employer Involvement and centre assessed components click on Dated Entry.

7.

The qualification you have selected should automatically lock into the Unit or Assessment selection area. If not you should enter the qualification number in the Product Code search field or search using the Show Approved. Select the correct pathway for the qualification you are making a booking for.

8.

Select the date you wish to schedule the exam or assessment from the drop down box. Note however that for Synoptic Assignments, Employer Involvement & centre assessed components there will only be one available date to select. This does not mean however the assessments should be conducted specifically on this date. You will need to ensure that assessments are carried out per the schedule on page 4. Select the order check box and then click Continue.

9.

In the Candidate Selection screen, you can search for existing candidates by selecting the required field from the drop down list. If you don't know the candidate enrolment number you can search by the candidate's name. Enter a minimum of the candidate's last name and click Search. Alternatively you can search by the Cohort from the drop down box. Select the cohort from the name drop down menu and click Search.

10.

Candidates matching the search criteria will be listed in your Search Results section of the screen.

11.

In the Product Code column, tick the unit check box to select the Dated Entry for each candidate and then click Continue.

12.

In the Checkout screen, enter your purchase order or reference in the mandatory Your PO/Ref field. To place the order, click Submit Order.

13.

A message box will display asking if you would like to place the order. If you are confident you have made the booking correctly then click OK.

14.

An order confirmation screen will be displayed confirming your order number. There will be an option to print this page should you wish to do so.

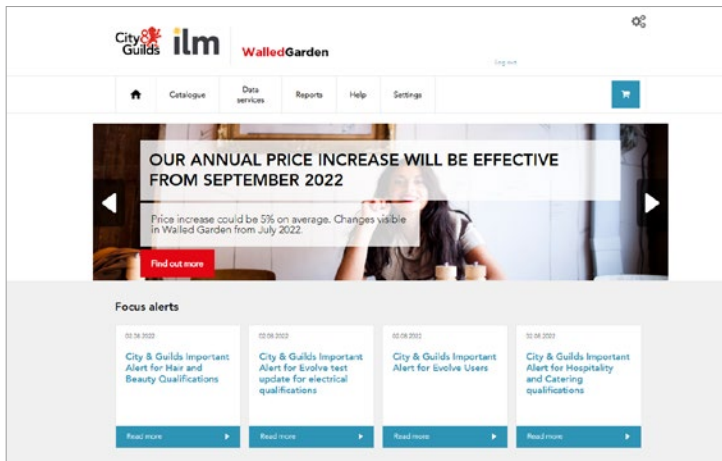


## Advice

**Don't forget to ensure that you make the relevant bookings for each and every learner on programme for the current academic year. This includes all the required units of the qualification. Use the rules of combination section of the specific qualification page on the catalogue to confirm all required units.**

# Booking e-volve exams

Applies to: Online Dated Entry theory exam

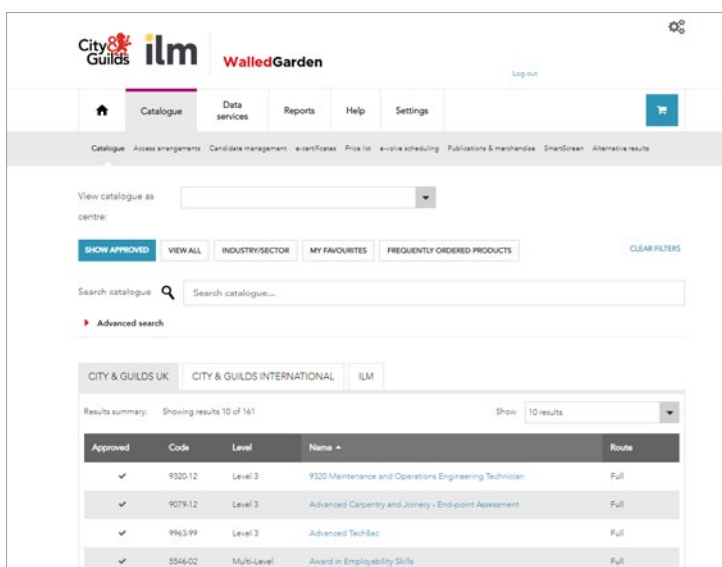


1.

Log into your Walled Garden account.

2.

Once at the homepage, select Catalogue in the top navigation bar.



3.

On the catalogue page, click e-volve scheduling which is found within the second tier catalogue menu.

4.

You can search for existing candidates in the Candidate Selection page. Click on the required field from the drop down list.



## Advice

If your centre has suffix sites or you are a suffix site please ensure you select the correct centre number where you wish the exam to take place.

Ensure you select City & Guilds from the Select Organisation drop down.

Select the right level and unit for your learner

To search for existing candidates, select the registration method from the drop down box.

To book new/previous tests, please search candidate with candidate number 'NQT/TEST' or search student by test name 'NQT/TEST'.

Current existing candidates by:  1

Your search results

Click in the Add column to select candidates. Click Add to Order

ADD	CAND. NO.	FIRST NAME	MIDDLE NAME	LAST NAME	Gender	DOB	Year 12
<input checked="" type="checkbox"/>	10000001	John		John	Male	20.01.1990	

5.

Candidates that match the search criteria will be listed in the Results Section of the screen.

Select the candidate you require and click Add to Order. Then click Continue.

6.

The Unit or Assessment section enables you to enter details for candidates. The next 6 steps are required fields.

7.

### Qualifications:

For each candidate, there will be a drop down list in the Qualification Column which will enable you to select the qualification you want to book the candidate onto.

The Qualification will only appear if:

- The candidate has a valid registration for the qualification.
- The qualification contains one or more e-volve assessments.

You'll need to ensure that you select the qualification that the learner is expecting to be certificated for in the current academic year.

8.

### Assessments:

Once the qualification has been selected, the next drop down box will have the relevant assessments for the selected qualification. Select the assessment which is to be scheduled. If a Candidate is to be booked on more than one exam, click the + sign in the Add Exam column in order to create a new line.







## Advice

**For steps 8 and 9: If all the candidates are to be scheduled for the same assessment then enter the qualification and assessment for the 1st candidate and click the applicable All Same tick-boxes above each column header.**

## 8.

### Assessments:

Once the qualification has been selected, the next drop down box will have the relevant assessments for the selected qualification. Select the assessment which is to be scheduled. If a Candidate is to be booked on more than one exam, click the + sign in the Add Exam column in order to create a new line.

## 9.

### Date and time of booking:

Within the Date column select the required booking date. This will include only a drop down menu with the date of the exam as specified by City & Guilds.

## 10.

### Installation ID:

For this, you will need to select an Installation ID. This is for the use of the exam in SecureAssess.

You may have one or several Installation ID's which will depend on how your e-volve account has been configured.

The installation ID must be used for each assessment booking. Often this will be the same for all bookings so select the first line and then click the All Same tick-box.

If you don't know which installation ID to select, please do not just select any. You should contact your e-volve Primary and Technical users for your centre.

Unit or Assessment selection

Centre No. 790054 Customer No. 1079671 Order type enrolve Scheduling

**Click here for important tips**

Time extension - Please select the required % time extension for the required candidate(s) in the 'Additional time' column. You must have approval for access arrangements for each candidate before scheduling any test with extra time. To schedule a test with a higher percentage than the maximum available here please contact our Policy Team. For further guidance on our policy and procedures for access arrangements click [access arrangements and reasonable adjustments](#).

Add Exam	ENR	First Name	Last Name	Qualification	Unit or Assessment	Date (dd/mm/yyyy)	Time	Additional Details
+	451471	Test	Tim	9800-01	0800-121	01/01/21	01:00	420/218

Alternative exam location  Additional time  Reason

[Cancel Order](#) [Back](#) [Continue](#)

## 11.

**Time extension:**

Click Show against a booking within the Additional Details column to display the additional fields. The percentage time and reason must both be selected.

The maximum selectable percentage is 25%. To apply for greater time extensions, you must apply via Access Arrangements on Walled Garden.

## 12.

**Optional alternative location:**

Click Show against a booking in the Additional Details column to display the additional field. If an exam is to be taken offsite, the address where the exam is to be taken must be entered in the Alternative Location box to meet JCQ Requirements.

## 13.

Once all the required fields have been completed, click Continue.

## 14.

In the Checkout screen, enter your purchase order number in the mandatory Your PO/Ref field. To place the order, click Submit Order. Select the details icon to view the assessment details.

## 15.

A message box will be displayed asking if you would like to place the order. If you are confident the exams have been booked correctly then click OK.

## 16.

An Order Confirmation screen will be displayed confirming the order number. There will also be an option to print this. We recommend you keep a copy of this.



# Frequently asked questions

## What happens if I miss the booking deadline?

**All bookings should be completed within the assessment booking window. Any late assessment bookings will incur a fee.**

Any bookings that are not made for the relevant assessment component, the booking will not show on the Moderation Portal. You will not be able to submit marks and/or evidence to the portal for the candidate and the candidate will not be certificated.

Late entry bookings made after the date of the booking window closing for the academic year will incur a fee per learner per assessment entered plus an administration charge. This applies to all dated entry exams, synoptic assignment, centre assessed components and employer involvement. Please refer to our centre UK Centre Charges list on our website for more information.

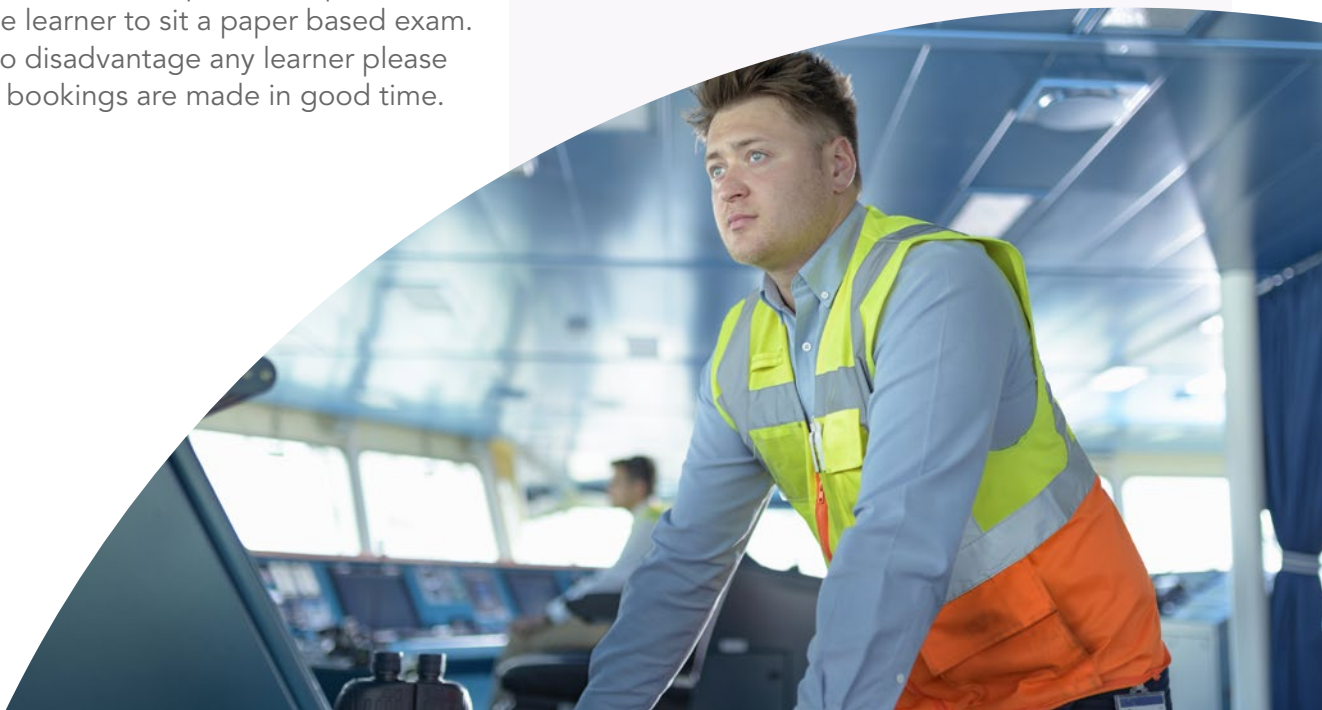
If you don't make the correct booking for exams, City & Guilds cannot guarantee that the learner will be able to sit the exam on the scheduled date and they may be required to wait until the next exam sitting. This is especially important if you intend the learner to sit a paper based exam. In order not to disadvantage any learner please check that all bookings are made in good time.

## What happens if I don't make the correct bookings?

Information on bookings for each centre is imported into the Moderation Portal each year. If you don't make the correct bookings, or fail to make the correct bookings for all of the required components the information will not display in the Moderation Portal. You will not be able to submit marks and/or evidence to the portal for the candidate and the candidate will not be certificated.

If you make an error with your bookings you can't edit or cancel these on Walled Garden. You'll need to contact our Centre Support team;

- E: [centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com)
- T: 0192 4930 800\*



## What if I want to cancel a booking?

Inside of a booking window you can speak to Customer Services to cancel the booking. Remember if you made the booking incorrectly, you will need to get the booking cancelled before you can make the correct booking.

Outside of a booking window you should speak to the Quality team for further advice.

How do I know if the desired assessment venue is an appropriate location?

Follow the Joint Council for Qualifications (JCQ) Instructions for Conducting Examinations (ICE) policy which can be found on our examinations page.

For e-volve assessments, you can schedule overlapping exams for a candidate. But there must be a 30 minute gap between starting times.

## What are the timescales for this year?

You should refer to the Key Dates on page 3 of this document or our welcome pack for the full schedule of this year's dates and deadlines.

What if I see a unit in the handbook but cannot book it on Walled Garden?

Each handbook has a full listing of all unit criteria available. Not all of these units will appear on Walled Garden. Some of the units are assessed within the Synoptic Assignment and Theory Exams.

## Can City & Guilds audit Examinations that take place for Technical Qualifications?

Yes. City & Guilds will undertake announced and unannounced exam audits for all qualifications. Therefore we reserve our right to audit how examinations are conducted within centres for Technical Qualifications.

You should ensure that all externally marked examinations and assessments comply with City & Guilds and JCQ requirements. Click [here](#) to view the links to the JCQ documents on our examinations page.

## Why do you charge a fee for late bookings?

City & Guilds may choose to charge a fee for all late bookings for dated entry assessments and examinations.

The reason for this is to ensure that we have an accurate picture of the number of learners and assessments that require either marking (exams) or moderating (synoptic assignment etc.). Please ensure you book all the required assessment for your learners in advance whilst the booking window is open to avoid any late fees.



# Resources and support

## Our website

Visit [cityandguilds.com/technical-resources](https://cityandguilds.com/technical-resources) for key information. Our dedicated page includes resources and documentation to support you with:

- Teaching and learning
- Pre-delivery and curriculum planning
- Preparation and onboarding
- Guides to support best practice
- Marketing to your stakeholders.

## Quality Team

Our helpful team is dedicated to supporting customers delivering our Technical Qualifications. Although we're not experts in every subject, we can help you with any general questions such as where to find the right information, deadlines for submission or guidance on the Moderation Portal. We're available Monday to Friday 08.30 – 17.00 excluding UK public holidays.

## Centre support

Queries about registration of learners, bookings, examinations and the Walled Garden should be to our Centre Support team. The team is available Monday to Friday 08.00 – 18.00 excluding UK public holidays.

## Technical Advisors

Experienced within the industry and specialising in City & Guilds Technical Qualifications, our Technical Advisors are on hand to offer qualification specific guidance and advice.

- [technicals.quality@cityandguilds.com](mailto:technicals.quality@cityandguilds.com)
- 0300 303 5352
- [centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com)
- 0192 4930 800\*



### About City & Guilds

Founded in 1878 to develop the knowledge, skills, and behaviours needed to help businesses thrive, we offer a broad and imaginative range of products and services that help people achieve their potential through workbased learning.

We believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future. So we work with like-minded partners to develop the skills that industries demand across the world.

### About ILM

ILM is the leading specialist provider of leadership qualifications in the UK. Last year, over 70,000 people enhanced their skills and performance with ILM, including 14,000 management apprentices. We believe that great leaders can come from anywhere.

With the right support, anyone can grow and develop to make a real difference to their team and organisation. Which is why we help individuals from all levels to realise and apply their potential, so that the organisations they work for can reap the benefits.

### City and Guilds Group

[cityandguilds.com](http://cityandguilds.com)

Giltspur House

5–6 Giltspur Street

London EC1A 9DE