

Winter Newsletter

Welcome to your Technical Qualifications seasonal newsletter



Welcome back to the start of a new term. We're well and truly into the 2019/20 academic year and hope that you're enjoying delivering our Technical Qualifications to your learners.

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



Events and regional networks

Regional networks and Technical Advisor support

Our Technical Advisors are on hand to provide centre guidance across all industries and answer any queries you may have. For more information on upcoming regional networks in your industry area, head to our [Technical Advisor](#) page, you can also follow our each advisor on social media. Alternatively please visit our [Events](#) page.

Teaching and Learning guidance networks

This year we will be running a series of generic teaching and learning guidance networks to support centres delivering City & Guilds Technical Qualifications.

These generic sessions will focus specifically on the theory exam and synoptic assessment components of Technical qualifications and are designed to support teaching and delivery staff.

The dates are:

5 March – ILM Burntwood Lichfield

10 March – Warrington

25 March – London

Tickets and further information for these networks will soon be available on Eventbrite.

Regional networks and Technical Advisor support

This year we will be running a series of sector specific networks to support centres delivering City & Guilds KS4 Technical Award Qualifications.

The dates are:

21 April – Burntwood Lichfield – KS4 Technical Award Hair and Beauty Studies

29 April – Burntwood Lichfield – KS4 Technical Award Constructing and Maintaining the Built Environment

30 April – Burntwood Lichfield – KS4 Technical Award Land-based Studies

Tickets and further information for these networks will soon be available on Eventbrite.

Please note – Events for KS4 Technical Award in Digital Technologies are soon to be confirmed.



Moderation support

Moderation visits

Moderation visits are an additional quality assurance activity that support the remote moderation of synoptic assignments. For a full list of qualifications which require a moderation visit please [refer to this document](#). The Technicals Quality team are currently in the process of allocating moderators to all centres that require a moderation visit and centres should start to hear from their moderator over the next few weeks. Land-based qualifications will be allocated visits first as the synoptic assignments are released to learners earlier. All other qualifications will then follow.

Synoptic assignments

All synoptic assignments for assessment in 2020 are now available on our website (please see the relevant qualification page). They can be downloaded by approved centres in advance of release to candidates and used for planning purposes.

Please note – synoptic assignments in land-based industries were released to candidates from 2 January 2020. Synoptic assignments for all other Technical Qualifications can be released to candidates from 3 February 2020. Please refer to individual assignments to check for specific task release requirements.

Moderation Portal

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

In the meantime, you can view our [user guide](#) from last year to familiarise yourself with the process. We've also produced a [useful guide to help you prepare your evidence](#).



Booking and assessment

Booking your assessments

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

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

Please note – late bookings made through Walled Garden after 20 December 2020 will incur a £45 administration fee plus £10 per learner and per assessment entered.



Employer Involvement


Deadline approaching: 3 February 2020

This year centres are required to submit all Employer Involvement planners review by 3 February 2020 to employerinvolvement@cityandguilds.com

You can [download a template planner and tracker here](#) and also [view our exemplar here](#). For further advice and guidance please refer to the [Employer Involvement Centre Guidance](#) or speak to our Technicals Quality team.

Booking extra time

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



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

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

Modified question papers

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

Exam delivery

With the spring series exams fast approaching, it's important that paper-based examination scripts, once received, are stored securely until the exam date (as specified in our [exam timetable](#)). After the exam, the scripts and the invigilation certificates with complete attendance information must be returned within 24-hours to the addresses indicated on the return labels. This ensures marking can start as soon as possible. Failure to do this could delay the release of your results. The following document provides UK Centres with information on how to conduct City & Guilds examinations, please refer to the Joint Council for Qualifications [instructions for conducting examinations 2019/20](#).

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

Important information about dated examinations

We've produced guidance on what to do if unforeseen events mean the exam can't go ahead. Please refer to our [emergencies guide](#) for more information.



Information for UCAS

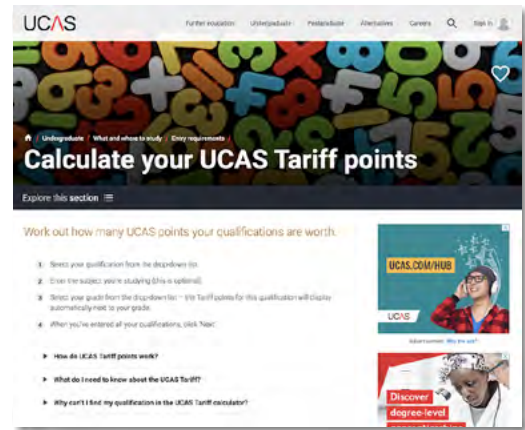
Tariff calculator

For learners who have completed from August 2019 Advanced Technical Extended Diplomas, learners should select from the UCAS tariff calculator drop down tab **qualification first awarded in 2019** to ensure double and triple grades are selected.

To check the [Tariff Calculator](#) you will require:

- Full title of the qualification
- Size
- The year completing

When searching on the Tariff calculator start with 'City' and then select the relevant group or qualification



Updates

'Practical Observation Forms – Best Practice' document

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

Please find our [Practical Observation – Best Practice](#) guide here.

Level 2 Technical Qualifications results availability

Please be aware of a slight change to our process: We will make all Level 2 Technical assessment and Qualification results available to centres only via the Walled Garden on Wednesday 19 August 2020 in advance of results release to students on Thursday 20 August.

This slight change is to support the request from centres who asked us to provide this data ahead of the actual exam results day to support and enable exams officers, tutors and centre staff to collate the results of Level 2 Technical Qualifications in readiness for students receiving their results on Thursday 20 August. Please note that results released on Wednesday 19 August are restricted to centre staff only and should not be shared with students before Thursday 20 August.

This applies to Level 2 Technical Qualifications only and includes all KS4 Technical Awards.

Technical Qualifications feedback survey

A huge thank you to everyone who took the time to complete our survey in December. Your feedback is very important to us, which is why we're taking the time to review all of the feedback which will improve the resources and communications we'll send you in future.



Additional Resources

We have produced a [recorded presentation](#) to support teachers in preparing learners for the Technical Qualification theory exam. This generic recording offers "hints and tips" and provides information on assessment objectives, how questions may be structured, examples of the different types of command verbs and the responses required.



We're here to support you

Need further assistance?

As always, our Technicals Quality team is here to help if you have any questions. Get in touch with our team today.



E: technicals.quality@cityandguilds.com



T: 0300 303 5352



W: cityandguilds.com/technical-resources