

T Level Technical Qualification in Building Services Engineering for Construction

Ventilation (8710 – 35) (359)

Assessor Pack

Practical Assignment 2020 - Sample

Version and date	Change detail	Section
1.1 Jan 2021	Minor amendment to Band 1 descriptor	Marking Grid (Health and Safety)
1.2 Feb 2021	Indicative content added	Marking Grid (Health and Safety)
1.2 Feb 2021	Removal of use of tools and tolerances from assessor observations	Task 2/ 3 Additional evidence of candidate performance that must be captured for marking
1.2 Mar 2021	Addition of measurement of working area to assessor observations	Task 2 Additional evidence of candidate performance that must be captured for marking
1.2 Mar 2021	Addition of Figures 1 and 2 to Assignment Brief	Assignment Brief
1.2 Mar 2021	Minor amendment to pass grade descriptor. Updates to photographic evidence requirements	Grade descriptors. Task 3

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Assessment

The assessment for this component consists of a practical assignment that includes a project brief and then a number of tasks for the candidate to complete. The tasks set produce assessment themes that covers a range of knowledge and skills from the performance outcomes in the qualification specification. They are designed to allow judgement of the candidate to be made across different categories of performance.

The assessment for this component has been allocated a set number of marks against each task, based on weightings recommended by stakeholders of the qualification. This mark allocation remains the same for all versions of the assessments, ensuring consistency across assessment versions and over time.

Sample

Performance outcomes

The weightings for each performance outcome will remain the same for every version of the practical assignment. This ensures the appropriate depth and breadth of knowledge and skills for each specialism can be reliably assessed in every version and meets the needs of industry while keeping comparability between each assessment over time.

Performance outcome	Typical Knowledge and skills	Weighting
Install ventilation systems	Displays a breadth of knowledge and practical skills that enables them to complete the given installation tasks successfully. Has the technical skills to use tools and materials safely and in logical order in relation to a plan?	44%
Commission ventilation systems	Working in a safe manner, carrying out testing and interpreting test results, use of tools and equipment, use of diagnostic equipment, working with documentation (manufacturer's instructions, building regulations), carrying out tasks in clear and logical sequence, carrying out clear record keeping of test results.	23%
Maintain ventilation systems	Applying knowledge and understanding through practical skills to solve a particular scenario/problem – justifying decisions/approaches taken e.g. materials, techniques, appropriate protection of customer property and effective use of materials, consideration of costs and impacts to environment.	33%

Grade descriptors

To achieve a pass (threshold competence), a candidate will be able to:

Demonstrate an acceptable performance that meets the requirement of the brief and that is required to enter the industry to begin to work in the occupational area.

Demonstrate the adequate technical skills in cutting, fabricating, fixing ductwork and installing components that is in line with industry standards.

Interpret information, demonstrate planning, assess risk and follow safe working methods when applying practical skills to an acceptable standard as recognised by industry.

Demonstrate basic knowledge and understanding of the principles and processes required for ventilation engineering.

Work safely showing an understanding in the selection and use of tools and equipment and demonstrate a basic awareness of straightforward preparation and application processes.

Attempt some complex tasks and the level of performance mostly meets an acceptable level.

Identify causes of ventilation faults and have some knowledge and skills in how to rectify them.

Use industry terminology most of the time that is accurate in both written and verbal contexts.

To achieve a Distinction, a candidate will be able to:

Demonstrate an exemplary performance that fully meets the requirement of the brief and is able to enter the industry to begin to work in the occupational area.

Demonstrate exemplary technical skills in cutting, fabricating, fixing ductwork and installing components that is in line with industry standards.

Demonstrate relevant and comprehensive knowledge and understanding of ventilation principles and processes through the tasks completed.

Work safely and make informed and appropriate use of tools, materials and equipment within the ventilation environments that they are working in.

Competently and independently interpret information and apply the technical skills to practical tasks and procedures to an exemplary standard as recognised by industry, producing an excellent quality of work that meets acceptable tolerances, regulations and standards.

Confidently attempt some complex tasks and the level of performance meets an exemplary level.

Identify causes and diagnose ventilation faults and have a thorough understanding and the skills to be able to repair and rectify them.

Consistently use accurate industry terminology in both written and verbal contexts.

Assignment Brief

You are working on the refurbishment and extension of an office building and have been asked to carry out the planning and installation of an extract ventilation system for a new toilet block comprising of three toilets.

As part of this work you will be required to carry out a full survey of the proposed installation, including; planning activities, measurements and calculations.

Your supervisor will provide you with the following drawings:

- Layout drawing of the installation shown in figure 1.
- Schematic drawing of the installation shown in figure 2.

The toilet block is a fire compartment, and the individual cubicles are within that compartment, hence there is no requirement for fire dampers between cubicles.

The make-up air for the toilet blocks is provided by suitably sized grilles on each of the toilet doors.

You are required to calculate the air volumes for each of the extract grilles based on the information provided on the schematic drawing and supporting information (You are to assume the ductwork sizes are correct and have been verified by an engineer).

You must then annotate the schematic drawing to show air flow rates from every branch within the extract ductwork system, and the flow rate and total pressure of the extract fan.

Once all preliminary checks and calculations have been completed and verified, your supervisor will direct you to carry out the installation of the extract ductwork system.

The installation should be in accordance with the layout drawing and schematic drawing.

The power supply for the fan will be pre-wired and taken from a local isolator provided by others.

Following the installation of the system, you must carry out testing and commissioning and complete the schematic drawing with actuals and handover to customer.

You receive a call from an office facilities team complaining that there is an unusual noise coming from the ductwork. You are required to discuss the problem with the client, diagnose the fault, produce a written report of the maintenance activity and repair the fault.

This assignment has a time of 20 hours. Plan your time accordingly.

Figure 1

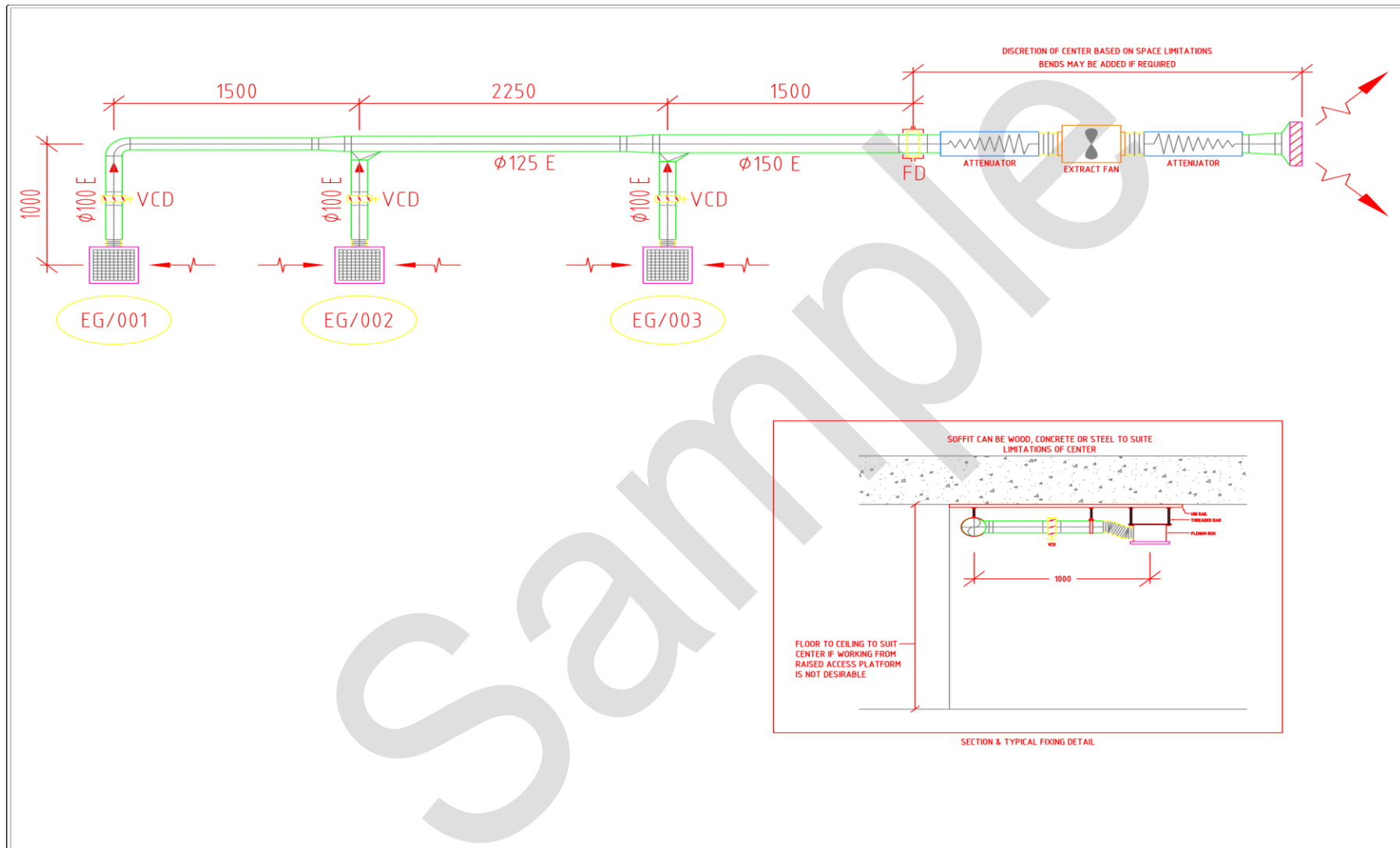


Figure 2

Air Changes Per Hour (CIBSE Guide A Environmental Design Criteria Table 1.5) = _____ ACH

GRILLE 001 – MALE WC

ROOM VOLUME (m ³)		
	DESIGN	ACTUAL
FLOW (m ³ /s)		

GRILLE 002 – FEMALE WC

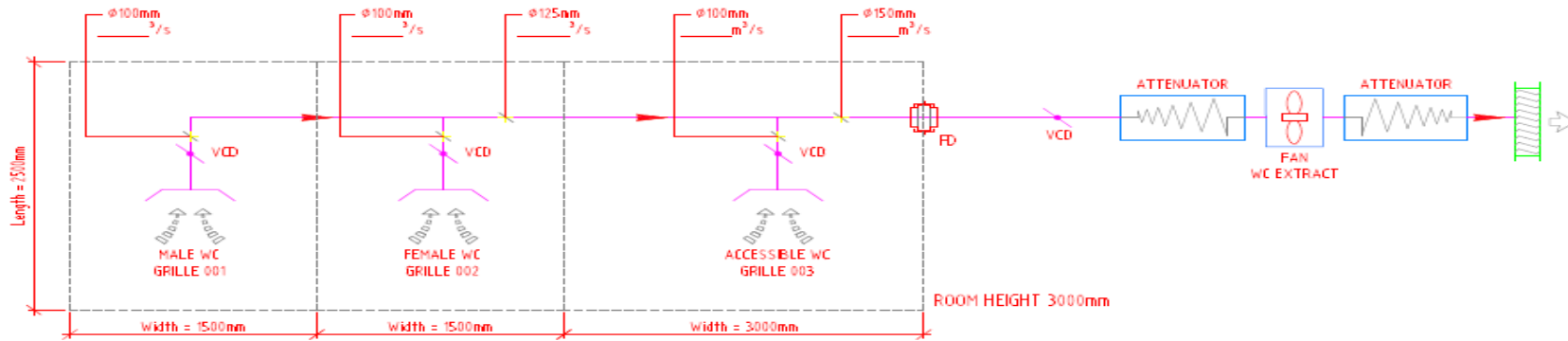
ROOM VOLUME (m ³)		
	DESIGN	ACTUAL
FLOW (m ³ /s)		

GRILLE 003 – ACCESSIBLE WC

ROOM VOLUME (m ³)		
	DESIGN	ACTUAL
FLOW (m ³ /s)		

EXTRACT FAN

	DESIGN	ACTUAL
FLOW (m ³ /s)		
TOTAL PRESSURE (Pa)		



This assignment has a time of 20 hours. Plan your time accordingly.

General task guidance

Please read **ALL** information carefully before the assessment.

Ensure you have read the following guidance before you undertake the assessment of candidates:

- T level technical qualifications – marking
- T level technical qualifications – moderation (updated annually)
- T level technical qualifications – teaching, learning and assessment
- Technical qualification guides on marking and moderation
- Practical Observation template
- Mark grids following the tasks below
- Feedback guidance for assessors

Centres have to meet the specification given in **Figure 1 and 2** as a minimum. If they are unable to implement or facilitate this specification, they must contact City & Guilds to agree appropriate actions to be taken in such extreme circumstances.

All work carried out should be to industry standards, done in a safe manner and compliant with building regulations. If a candidate fails to carry out the activities in a safe manner, the assignment should be suspended until this aspect is corrected.

Photographs must be used to support the qualitative statements captured on the Practical Observation form. Details of specific photograph requirements are outlined in the task information below. Photographs must have the date and candidate's name attached so that they can be differentiated. The candidate does not need to be in the photograph, the purpose of the photograph is to demonstrate the quality and standards of work of specific activities and of the work throughout various stages of the assignment.

Time

The following timings are provided to support centre planning.

The time allocated for the completion of the tasks and production of evidence for this assessment is 20 hours. Timings for completion of specific tasks are outlined below.

- Task 1 – 4 hours
- Task 2 – 13 hours
- Task 3 – 3 hours

Resources

Candidates must have access to a suitable range of resources to carry out the tasks and, where appropriate, to have the opportunity to choose materials demonstrating the ability to select from a range of appropriate materials.

Candidates should have access to a range of the following:

- Hand and power tools
- materials
- equipment

- PPE
- Manufacturer's literature for fans
- Manufacturer's literature for extract grilles
- Manufacturer's literature for volume control dampers grilles
- Manufacturer's literature for fire damper

The assessment area must also contain the following:

- Pre marked notional room/areas for 3 WC spaces as shown on the schematic drawing.
- Extract fan and attenuators fixed in place.
- Suitable isolation point for fused spur connection for prewired fan.
- Suitable soffit for candidate to fix ductwork supports and ductwork.

Sample

Task specific guidance

Task 1 - Planning the installation

Resources

Pen

Pencil

Tape measure

Calculator

Assessor guidance

Candidates should be provided with the scenario brief and given time to plan the installation of the ventilation systems for the toilet block.

a) Plan the installation of the toilet block following the client brief.

As part of the planning, the candidate will be issued a detailed schematic and layout drawing on the proposed location of the grilles, volume control dampers and fire damper.

It is expected that candidates will produce a materials list, a method statement planning their works and a risk assessment.

Templates for the method statement, materials list and risk assessment have been included within the resource pack.

b) Calculate the air volumes of each of the extract grilles and ductwork branches and add these to the schematic drawing.

Candidates will be provided with a schematic drawing from which they must calculate the air volumes of each of the extract grilles and ductwork branches and add these to the schematic drawing. This will form part of the handover documentation in task 2.

Candidates must complete this activity prior to carrying out the installation.

If a candidate provides plans that are not fit for purpose, it is expected that the assessor will intervene and provide necessary feedback and corrections to the plans prior to the candidate carrying out the installation; however, this should be commented on in the marking documentation and reflected in marks awarded.

Conditions of assessment:

- The time allocated for this task is 4 hours
- Candidates must carry out the task on their own, under controlled conditions

What must be produced for marking:

- Risk assessment
- Materials list
- Method statement with justifications

- Schematic drawing annotated with air volume calculations

Task 2 – Installation and commission

Resources

Selection of resources to include but not limited to:

Tools

Metal snips

Grinder

Cordless Drill/Driver

Selection of metal drill bits

Levels

Selection of suitable screwdrivers

Selection of adjustable spanners

Open and Box Spanners

Hacksaw

Air flow rates measurement device (rotating vane anemometer or hot-wire anemometer)

Materials

Circular ductwork (all ductwork to be pre-manufactured)

Volume Control dampers

Circular bends and branches

Unistrut (size at the discretion of centre).

Assortment of 8mm/10mm threaded bar, nuts and washers

Assessor guidance

Candidates must have access to their drawings and plans from Task 1.

a) Install the extract ductwork from 3 WC's in accordance with the layout drawing and schematic drawing.

The candidate is required to carry out the installation of the extract ventilation ductwork from the toilet block in accordance with the layout drawing, schematic drawing and as agreed by you.

b) Carry out testing in accordance with DW143.

Once the ductwork installation has been completed, the candidate must carry out an air leakage test in the installed ductwork, in line with DW143: Guide to Good Practice - Ductwork Air Leakage Testing.

- An air leakage pro forma test sheet is to be completed
- The ductwork is to be pressurised to an agreed level (e.g. +1000 Pa) above room ambient for the duration of the test
- Once the positive pressure has been established, the candidate must carry out a visual and listening check for air leakage before starting the assessed test
- Any joint or other adjustments to air tightness can be made
- The candidate carries out the test and records air leakage rates, which must be within the maximum allowable for the system

c) Commission and handover to customer.

Once leakage testing has been completed, candidates must commission the system and handover to customer.

You must observe the candidate carrying out the following commission checks:

- Visual inspection of the system before commissioning
- Fully opening all Volume Control Dampers (VCD's)
- Initial running of the extract fan
- Measurement of air flow rates from grilles using appropriate measurement device
- Completion of commissioning checklist/certificate
- Annotation of schematic to add actual flow rates

All measured data should be documented on the schematic drawing and commissioning certificate. Data should be scrutinised to ensure that the measured flow rates from the extract grilles is in within 20% of the design flow rates.

Following commissioning and testing, the candidate will hand over to the client. The handover should include:

- What work has been carried out and why
- Maintenance requirements
- Commissioning certificate
- Annotated schematic drawing

You will act as the customer during the handover and will provide feedback on candidate performance.

Conditions of assessment:

- The time allocated for this task is 13 hours
- Candidates must carry out the task on their own, under controlled conditions

What must be produced for marking:

- Air leakage pro forma test sheet
- Commissioning certificate
- Schematic drawing with calculated and measured data

Additional evidence of candidate performance that must be captured for marking:

- Assessor observations:
 - Measurements of proposed working area
 - Installation of components
 - Commissioning checks
 - Handover to customer

To support the comments made within the Practical Observation form the following photographs must be uploaded for each candidate:

Installation

Photographic evidence which shows:

- Tolerances have been met for the measurement of ductwork. Photos may show any excess/ waste materials caused by inaccurate measurements
- Finished installation showing finished ductwork and component positioning which demonstrates the aesthetics of the completed installation. Visible signs of ductwork damage. None of which stops the system operating correctly.
- Use of tools (bending and cutting equipment) and ductwork skills. Photos may show ductwork cut offs.
- Tolerances have been met for the installation of the toilet block
- Results of tool usage. Photos may show tooling marks

Task 3 – Carry out maintenance

Resources

Tools

Metal snips

Grinder

Cordless Drill/Driver

Selection of metal drill bits

Levels

Selection of suitable screwdrivers

Selection of adjustable spanners

Open and Box Spanners

Brushes and cloths

Vacuum cleaner

Hacksaw

Materials

Volume control damper

Ductwork (if required)

Self-tapper screws

Threaded bar

a) Discuss the fault with customer, investigate and diagnose the fault.

Candidates must discuss the fault with the assessor and suggest appropriate methods to replace the VCD. Candidates will be assessed on their ability to select a suitable solution.

The assessor will act as the customer during the maintenance discussion and record any feedback on the assessor feedback form.

Investigate the no flow of air from a grille/diffuser

The centre will provide a small supply air system with several branches.

Candidates will be required to carry out testing to identify the fault. Candidates will need to replace a defective VCD. The VCD should be identified as the faulty component. If a candidate does not initially identify the VCD, they are allowed to be prompted but this must be reflected in the marking.

Once the candidate has diagnosed the fault, they should check with the assessor to ensure this has been done correctly. Adjust marks if the candidate requires additional feedback and guidance.

b) Produce a written report detailing the maintenance activity to include:

- Details of the fault
- Method chosen for repair and why
- Detailed process of how you will repair the fault

c) Rectify and repair the fault.

This task requires candidates to:

- Isolate the power to the fan supplying ventilation system
- Remove defective VCD
- Install replacement component (if required)
- Reinststate power to the fan and check correct operation of VCD and ventilation system.

Conditions of assessment:

- The time allocated for this task is 3 hours
- Candidates must carry out the task on their own, under controlled conditions.

What must be produced for marking and marks:

- A written report of the maintenance activity.

Additional evidence of candidate performance that must be captured for marking:

- Assessor observations
- Discussion with customer
- Fault diagnosis
- Rectification of fault

To support the comments made within the Practical Observation form the following photographs must be uploaded for each candidate:

Photographic evidence which shows:

- Results of tool usage. Photos may show tooling marks
- Sequence of photos which show the replacing and removal of the faulty component, and reinstallation of the new component.
- System on completion of all works.

Centre guidance

Guidance provided in this document supports the administration of this project.

The following documents, available on the City & Guilds website, provide essential generic guidance for centres delivering Technical qualifications and **must** be referred to alongside this guidance:

- ***T level technical qualifications – marking***
- ***T level technical qualifications – moderation*** (updated annually)
- ***T level technical qualifications – teaching, learning and assessment***

This synoptic assessment is designed to require the candidate to make use of their core knowledge, understanding and the practical skills they have built up over the course of their learning to tackle tasks/problems/challenges.

This approach to assessment emphasises to candidates the importance and applicability of the full range of their learning to practice in their industry area and supports them in learning to take responsibility for transferring their knowledge, understanding and skills to the practical situation, fostering independence, autonomy and confidence.

Candidates are provided with an assignment brief. They then have to draw on their knowledge and skills and independently select the correct processes, tools, equipment, materials and approaches to take, to complete the brief.

During the learning programme, it is expected that tutors will have taken the opportunity to set shorter, formative tasks that allow candidates to be supported to independently use the learning they have so far covered, drawing this together in a similar way, so they are familiar with the format, conditions and expectations of the synoptic assessment.

Candidates should be made aware during learning what the assessment themes are and how they are implemented in marking the assignment, so they will understand the level of performance that will achieve them high marks.

Candidates should not be entered for the assessment until the end of the course of learning for the qualification, so they are in a position to complete the assignment successfully.

Health and safety

Candidates must not be entered for assessment without being clear of the importance of working safely and having attended sufficient practical training to be able to work safely. The assessor must immediately stop an assessment if a candidate works unsafely. At the discretion of the assessor, depending on the severity of the incident, the candidate may be given a warning. If they continue to work unsafely, risking the safety of themselves or others however, their assessment must be ended, and they must retake the assessment in a future series after significant further training has taken place.

Compliance with timings

Due to the nature of this assessment, the maximum time allowances provided must be adhered to. They refer directly to assessment time, not any additional setting up or drying times the centre needs to create an appropriate assessment environment.

It is the centre's responsibility to plan sufficient assessment sessions, under the appropriate conditions, within the assignment window, to allow candidates reasonable time to complete the assessment tasks.

Where candidates are required to plan their work, they should have their plans confirmed for appropriateness in relation to the time allocated for each task.

Candidates should be allowed sufficient time to fully demonstrate the range of their skills, however this also needs to be reasonable and practicable. Candidates should be allowed to overrun their planned timings or professional service times (where they exist) in order for evidence of a range of their skills to be captured. If, however, the time required exceeds reasonably set assessment periods, or the tolerance suggested for professional service times, the centre may stop the assessment and base the marking on the evidence up to that point, including the tutor's notes of how far over time the task has taken.

Assessor student ratios

The number of candidates a tutor will be able to observe at one time will vary depending on:

- the complexity of evidence collection for the task
- local conditions e.g. layout of the assessment environment,
- amount of additional support available (e.g. to capture image/ video evidence), staggered starts etc.,
- whether there are any peak times where there is a lot of evidence to collect that will need additional support or any that are quieter.

It is advisable to trial the planned arrangements where possible during formative assessment, reviewing the quality of evidence captured and manageability. It is expected that for straight forward observations, (and unless otherwise specified) no more than six candidates will be observed by a single tutor at one time, and the number will usually be fewer than this maximum. The key factor to consider is the logistics of collecting sufficient evidence.

As far as possible, candidates should not be distracted, or their performance affected by the process of observation and evidence collection.

Observation evidence

Observation notes form part of the candidate's evidence and must capture evidence of student performance during the practical tasks describing how well the activity has been carried out, rather than stating the steps / actions, the candidate has taken. The notes must be very descriptive and focus on the quality of the performance that are notable in relation to the quality indicators in the marking grid. They must provide sufficient, appropriate evidence that can be used by the marker (and moderator) to mark the performance using the marking grid. These descriptions will be used, along with e.g. photographic and video evidence to choose the relevant marking band and mark within the band so that students can be reliably and validly differentiated based on their performance. Observation evidence captured in these forms must give the necessary information to enable the final assessment of the task at a later date. This is to allow a holistic judgement to be carried out after all evidence for the task is available, at which point full consideration of how the student has applied both their skills and their knowledge during the practical can be given.

Identifying what it is about the performances that is different between candidates can clarify the qualities that are important to record. Each candidate is likely to carry out the same steps, so a checklist of this information would not help differentiate between them. However, qualitative comments on how well they do it, and quantitative records of accuracy and tolerances would.

The tutor should refer to the marking grid to ensure appropriate aspects of performance are recorded. These notes will be used for marking and moderation purposes and so must be detailed, accurate and differentiating.

Tutors should ensure that any required additional supporting evidence including e.g. photographs or video can be easily matched to the correct candidate, are clear, well-lit and showing the areas of particular interest in sufficient detail and clarity for assessment (i.e. taken at appropriate points in production, showing accuracy of measurements where appropriate).

If candidates are required to work as a team, each candidate's contribution must be noted separately. The tutor may intervene if any individual candidate's contribution is unclear or to ensure fair access (see below).

Assessor marking and justification is completed on a separate form (CRF) to differentiate this evidence from the judgement, since in some cases the observation form will, in some cases, provide evidence relating to the judgement for more than one assessment

The **Technical qualifications guides on marking and moderation** are essential guidance documents and are available on the City & Guilds website. These provide further information on preparing for assessment, evidence gathering, standardisation, marking and moderation, and must be referred to when planning and carrying out assessment.

Video and photograph evidence in T Level Technical qualifications

The assessment materials for each synoptic assignment identify the minimum candidate and assessor evidence requirements to support marking and moderation. Where ephemeral evidence (e.g. areas of candidate performance that may be hard to capture with photographs and assessor notes alone) plays a significant part of the synoptic practical assessment. If this is the case City & Guilds will prescribe the type/capture where the use of video is necessary for practical assessment components (e.g. specifying exactly which elements of the practical must be videoed, or photographed), and any technical specifications for these forms of evidence e.g. length of videos, maximum file sizes etc will also be supplied. Photographic and video evidence will be submitted along with the written candidate evidence and tutor evidence (Practical Observation forms) as described in the additional evidence section of the task

Video evidence must meet these minimum requirements, in order to be considered by moderators:

- As per the guidance in section 2.3.2 of *The Marking and Moderation Guide for Centres*, tutors must ensure that this evidence can be easily matched to the correct candidate and task, is clearly shot, well-lit and shows the areas of particular interest in sufficient detail and clarity for assessment (i.e. filmed at appropriate points in production, showing accuracy of measurements where appropriate).
- The qualitative written evidence provided by tutors must:
 - clearly identify the parts of the video that are being referred to, when used as supporting evidence. Using a timecode for this is recommended.
 - include their judgement on the performance being demonstrated
- Section 6.5 of the *Centre Manual* also contains general information about the requirements for video evidence submission, however for Technical Qualifications videos must be no longer than 5 minutes long.

Please note that where video evidence is unclear, or does not meet these minimum requirements, moderators will disregard it.

Minimum evidence requirements for marking and moderation

The sections in the assignment:

- ***What you must produce for marking***, and
- ***Additional evidence of your performance that must be captured for marking***

These list the minimum requirements of evidence to be submitted for marking and the moderation sample.

Evidence produced during assessment above and beyond this may be submitted, as long as it provides useful information for marking and moderation and has been produced under appropriate conditions.

While technological methods which support the capturing or creating of evidence can be helpful, e.g. pin board style websites for creating mood boards, the final evidence must be converted to a suitable format for marking and moderation which cannot be lost/ deleted or amended after the end of the assessment period (e.g. screen prints, pdf files). Considerations around tracking authenticity and potential loss of material hosted on such platforms during assessment is the centre's responsibility.

Note: Combining candidates' individual pieces of evidence into single files or zip files may make evidence management during internal marking more efficient and will greatly simplify the uploading of the moderation sample.

Where the minimum requirements have not been submitted for the moderation sample by the final moderation deadline, or the quality of evidence is insufficient to make a judgement, the moderation, and therefore any subsequent adjustment, will be based on the evidence that *has* been submitted. **Where this is insufficient to provide a mark on moderation, a mark of zero may be given.**

Preparation of candidates

Candidates should be aware of which aspects of their performance will give them good marks in assessment. This is best carried out through routinely pointing out good or poor performance during the learning period, and through formative assessment.

During the learning programme, direct tutor instruction in how to approach tasks through modelling, support, guidance and feedback are critical. However, gradual removal of this support is necessary in preparation for summative assessment. This supported approach is not valid for summative assessment.

The purpose of summative assessment is to confirm the standard the candidate has reached as a result of participating in the learning process. Candidates should be encouraged to do the best they can and be made aware of the difference between these summative assessments and any formative assessments they have been subject to. Candidates may not have access to the full marking grids. Refer to the ***T Level Technical qualifications – teaching, learning and assessment*** centre guidance document, available on the City & Guilds website for further information on preparing candidates for Technical qualification assessment.

Guidance on assessment conditions

The assessment conditions that are in place for this synoptic assignment are to:

- ensure the rigour of the assessment process
- provide fairness for candidates
- give confidence in the outcome.

They can be thought of as the rules that ensure that all candidates who take an assessment are being treated fairly, equally and in a manner that ensures their result reflects their true ability.

The conditions outlined below relate to this synoptic assignment. These do not affect any formative assessment work that takes place, although it is advised that candidates are prepared for the conditions they will need to work under during summative assessment.

The evidence for the tasks that make up this synoptic assignment must be completed under the specified conditions. This is to ensure authenticity and prevent malpractice as well as to assess

and record candidate performance for assessment in the practical tasks. Any aspect that may be undertaken in unsupervised conditions is specified. It is the centre's responsibility to ensure that local administration and oversight gives the tutor sufficient confidence to be able to confirm the authenticity of the candidate's work.

Security and authentication of candidate work

Candidate evidence must be kept secure to prevent unsupervised access by the candidate or others. Where evidence is produced over a number of sessions, the tutor must ensure candidates and others cannot access the evidence without supervision. This might include storing written work or artefacts in locked cupboards and collecting memory sticks of evidence produced electronically at the end of each session.

Candidates are required to sign declarations of authenticity, as is the tutor. The relevant form is included in this assignment pack and must be signed after the production of all evidence.

Where the candidate or tutor is unable to or does not confirm authenticity through signing the declaration form, the work will not be accepted at moderation and a mark of zero will be given. If any question of authenticity arises e.g. at moderation, the centre may be contacted for justification of authentication.

Accessibility and fairness

Where a candidate has special requirements, tutors should refer to the *Access arrangements and reasonable adjustments* section of the City & Guilds website.

Tutors can support access where necessary by providing clarification to any candidate on the requirements or timings of any aspect of this synoptic assignment. Tutors should not provide more guidance than the candidate needs as this may impact on the candidate's grade, see the guidance and feedback section below.

All candidates must be provided with an environment, time frame and resources that allows them reasonable access to the full range of marks available.

Where candidates have worked in groups to complete one or more tasks for this synoptic assessment, the tutor must ensure that no candidate is disadvantaged as a result of the performance of any other team member. If a team member is distracting or preventing another team member from fully demonstrating their skills or knowledge, the tutor must intervene.

Guidance and feedback

To support centre file management, tutors may specify a suitable file format and referencing format for evidence (unless otherwise specified e.g. if file naming is an assessment point for the assignment). Guidance must only support access to the assignment brief and must not provide feedback for improvement. The level and frequency of clarification & guidance must be

- recorded fully on the candidate record form (CRF),
- taken into account along with the candidate's final evidence during marking
- made available for moderation.

Tutors must not provide feedback on the quality of the performance or how the quality of evidence can be improved. This would be classed as malpractice. However, this does not apply if the tutor asks questions as part of the assessment process. Such requirements will be specifically stated within task centre guidance.

Tutors should however provide general reminders to candidates throughout the assessment period to check their work thoroughly before submitting it, and to be sure that they are happy with their final evidence as it may not be worked on further after submission.

Candidates can rework any evidence that has been produced for this synoptic assignment during the time allowed. However, this must be as a result of their own review and identification of

weaknesses and not as a result of tutor feedback. Once the evidence has been submitted for assessment, no further amendments to evidence can be made.

Tutors should check and be aware of the candidates' plans and designs to ensure management of time and resources is appropriate, and so any allowed intervention can take place at an appropriate time.

Tutors should ensure that candidates' plans for completion of the tasks distribute the time available appropriately and may guide candidates on where they should be up to at any point in a general way. Any excessive time taken for any task should be recorded and should be taken into account during marking if appropriate.

It is up to the marker to decide if the guidance the candidate has required suggests they are lacking in any performance outcome, the severity of the issue, and how to award marks on the basis of this full range of evidence. The marker must record where and how guidance has had an impact on the marks given, so this is available should queries arise at moderation or appeal.

What is, and is not, an appropriate level of guidance

- A tutor should intervene with caution if a candidate has taken a course of action that will result in them not being able to submit the full range of evidence for assessment. However, this should only take place once the tutor has prompted the candidate to check that they have covered all the requirements. Where the tutor has to be explicit as to what the issue is, this is likely to demonstrate a lack of understanding on the part of the candidate rather than a simple error, and full details should be recorded on the CRF.
- The tutor should not provide guidance if the candidate is thought to be able to correct the issue without it, and a prompt would suffice. In other words, only the minimum support the candidate actually needs should be given, since the more tutor guidance provided, the less of the candidate's own performance is being demonstrated and therefore the larger the impact on the marks awarded.
- A tutor must not provide guidance that the candidate's work is not at the required standard or how to improve their work. In this way, candidates are given the chance to identify and correct any errors on their own, providing valid evidence of knowledge and skills that will be credited during marking.
- The tutor must not produce any templates, pro-formas, work logs etc unless instructed to in the assignment guidance. Where instructed to do so, these materials must be produced as specified and contain no additional guidance. Templates provided, as part of the assignment should be used as provided, and not adapted.

All specific prompts and details of the nature of any further guidance must be recorded on the relevant form and reviewed during marking and moderation.

Guidance on marking

Please refer to the *T Level Technical qualifications – marking, and - moderation* centre guidance documents for further information on gathering evidence suitable for marking and moderation, and on using the marking grid and forms.

The candidate record form (CRF) is used to record:

- Details of any guidance or the level of prompting the candidate has received during the assessment period
- Rough notes bringing together relevant evidence from across tasks during marking.

- Summary justifications when holistically coming to an overall judgement of the mark for each performance objective and overall.

The practical observation form (PO) is used to record:

- Descriptive information and evidence of candidate performance during an observation.

Sample

Marking guidance

Carrying out marking using assessment themes

The process of marking each assessment theme is iterative and should follow the process below which will become more spontaneous over time as the descriptors become familiar. It is recommended to refer back to these frequently however, so the standard does not unintentionally drift over the marking period.

The indicative content gives an indication of the expected content parameters the responses are likely to cover, and which aspects of the evidence are relevant. It is not exhaustive, and an acceptable answer may concentrate more on depth rather than fully cover the range indicated or deviate into relevant topics not listed.

The specific task evidence listed within the assessor guide and marking grid must be used to make a judgement on performance in relation the specific assessment theme.

The assessment tasks guide the production of valid evidence under appropriate conditions for assessment. Candidate evidence from a range of tasks may contribute to the marking of a single assessment theme, or from a single task to more than one assessment theme. In this case different aspects of the evidence are being considered for each theme and need to be judged against the marking descriptors specified in the assessment themes independently of each other.

In some cases, the quality indicators looked for in the judgement may naturally be more strongly evidenced in one piece of evidence than another. For instance, more formulaic/prescriptive forms of evidence may not be able to generate evidence of higher levels of performance, so this evidence would need to be looked for in the other forms of evidence. This means that where a range of evidence is to be assessed, it should be treated as a single package of evidence for the purposes of marking even if generated through different tasks.

Timing of marking

As some assessment themes require the triangulation of a number of pieces of evidence, marking cannot take place until after all of these are available. This does not however mean that all marking needs to take place after all candidates have completed the whole assessment.

Also it is possible to begin recording the notes that will justify the marking for some assessment themes as evidence is produced, with the final mark only being decided once the complete array of evidence is available. This is particularly the case if later evidence is more confirmatory, and the earlier evidence is sufficiently informative for the qualities being assessed to make this a useful exercise.

Through planning, it should be possible to identify any evidence that can start being reviewed earlier, and the assessment themes which could be scheduled for earlier completion of marking e.g. while observation evidence is fresh in the mind should this be helpful. Care must of course be taken to ensure any evidence required by candidates to progress with another task are available for that task to take place. In addition, it is recommended that a sense check across marking for each assessment theme, and across assessors, is carried out at the end to ensure marking has not drifted during the period. This may take the form of comparing candidate work to check that the ranking of quality of evidence matches the ranking of marks – where there are discrepancies marking should be checked for accuracy.

Process for each assessment theme:

- Select the range of evidence relevant for making the judgement – this is indicated in the mark scheme for each assessment theme.
- Scan / read the candidate evidence, evidence captured by the assessor and the indicative content & band descriptors in the mark scheme.
- Make an initial assessment of the required evidence as a whole, considering each band in turn to make a balanced judgement of the best band to use it as a starting point.
- Read the evidence and review it against the band descriptor in more detail, deciding if the response is securely sitting within the band, i.e. all quality characteristics described by the band descriptor are seen, and strongly meets the level of performance described by the descriptor holistically (i.e. across the range of relevant evidence).
 - Check the descriptor for the level above
 - If the evidence clearly shows some of the characteristics of the higher band, select a suitable mark at the bottom of that band
 - If *not* showing characteristics of the higher band revert to the original band, select a mark at the higher end of that mark range

If the response is not securely in the band, but *is partially* showing the characteristics of the band,

- check the descriptor of the level below.
- decide on a suitable mark either at the bottom of the original band as some characteristics shown, or top of the lower band if it better describes the quality of the characteristics being shown.

If the response is largely meeting the band, with only a few concerns, and is not showing characteristics aligning with the higher or lower bands, the appropriate mark is likely to be in the middle range.

If there is no alignment with the descriptor, reassess the starting band, and begin again.

- Based on the level of alignment with the descriptor, confirm the final mark within the band, bearing in mind that the available marks form an *evenly distributed scale*:
 - If the quality of response *fully* aligns with the performance described by the descriptor – assign a high mark within the band
 - If the quality of the response *partially* aligns with the performance described by the descriptor – assign a low to medium mark within the band
 - Consider the quality compared to a range of similar responses (e.g. relevant annotated training material exemplars, responses reviewed during standardisation, and through experience) choose a mark on the point on the scale that would give an appropriate ranking for the assessed piece of evidence in relation to this information and in comparison, with that of the rest of the cohort for that assessment theme.

Marking grid

There is a marking grid for each assessment theme that must be assessed as part of this occupational specialism assessment.

Assessment theme - Health and Safety

Note: where there is insufficient evidence to award a mark, a zero mark may be given	Band 1 descriptor	Band 2 descriptor	Band 3 descriptor	Total marks per sub assessment theme	Total marks per assessment theme
Indicative content	<p>Typical knowledge, understanding and skills:</p> <ul style="list-style-type: none"> • Completion of a comprehensive assessment of risk and risk management. • Identification of main hazards which include major danger of death or major injury hazards. • Analysis of the risk to produce appropriate mitigation against these hazards for the planned task • Probability of each of the hazards occurring. • Identification of minor injury or delay hazards and provide appropriate mitigation for such risks. • Correctly prepare tools, PPE and materials lists for the proposed installation. • Work area to be kept tidy throughout the tasks. • Wearing the correct PPE at all time, as identified in their risk assessment and/ or materials list. <p>Correct PPE must be worn at all times and as designated in their risk assessment (If unsafe working occurs the assessment is to be stopped immediately).</p>				
Marks per band	1-4	5-8	9-12		12

	<p>Risk assessment is complete and covers the major risk factors.</p> <p>Risk mitigation methods are limited. Likelihood against probability has been attempted but not for all hazards.</p> <p>Health and safety is followed during preparation and throughout tasks so that all work is completed safely but when working some low-risk hazards were missed.</p>	<p>Risk assessment is complete and covers a good range of risk factors.</p> <p>Risk mitigation methods have been identified for some of the potential risks, but not all. Consideration is given to potential for harm and probability factors.</p> <p>Health and safety is followed during preparation and throughout tasks and all work completed safely.</p>	<p>Risk assessment is detailed and clearly identifies all of the associated risk factors.</p> <p>Risk mitigation methods are detailed and have been clearly identified for all potential risks. Potential for harm and probability factors have been identified throughout.</p> <p>Health and safety is followed during preparation and throughout tasks and all work completed safely. Risks and hazards that occur during the tasks are correctly mitigated against as they arise.</p>		
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Guidance for markers

The following evidence from Task 1, Task 2 and Task 3 should be used to assess performance against this assessment theme.

Task 1

Risk assessment

Task 2

Assessor observations:

- Installation of components

Task 3

Assessor observations:

- Fault diagnosis
- Repair and rectify fault

Assessment theme – Design and Planning

Note: where there is insufficient evidence to award a mark, a zero mark may be given	Band 1 descriptor	Band 2 descriptor	Band 3 descriptor	Total marks per sub assessment themes.	Total marks for assessment theme
Indicative document	<p>Typical knowledge, understanding and skills:</p> <ul style="list-style-type: none"> • Produce a detailed method statement of how the task will be carried out in a safe and logical manor with reasoning to support the methods given. The safe storage of materials, ductwork skills, protection of surfaces, ductwork and other components and air leakage testing • The correct selection of components and tools appropriate to the tasks • The type, size and quantity of materials required to complete the tasks in a timely manner and to ensure the highest quality of finish which shows no evidence of damage to systems including pipework or aesthetics. • Air volume calculations of the extract grilles and ductwork branches. 				
Marks per band	1-3	4-6	7-9	9	18
Documents	Documents are brief but correct in process but with minor inaccuracies in technical knowledge and sequencing. No reasoning	Documents are clear, and the correct process is set out in a logical sequence with accurate technical knowledge. Some reasoning is provided, and	Documents are thorough and demonstrates comprehensive technical knowledge, and the process is set out in a logical order. There is detail in how to		

	<p>provided to justify choices made.</p> <p>Key materials and quantities to meet the brief have been identified with no consideration given to the aesthetics of the finished installation.</p>	<p>minimal links have been made to the brief and tasks to justify choices made.</p> <p>Key materials, quantities and PPE required to meet the brief have been identified with some consideration given to the aesthetics of the finished installation.</p>	<p>perform tasks with clear reasoning that links to the assignment brief and tasks to justify choices made.</p> <p>All materials, quantities and PPE required to meet the brief have been identified with excellent consideration given to the aesthetics of the finished installation.</p>		
Drawings and diagrams	1-3	4-6	7-9	9	
	<p>Air volume calculations have some inaccuracies, resulting in a schematic drawing which is partially complete, and with some inaccuracies.</p> <p>Minimal evidence of working out shown.</p>	<p>Air volume calculations are mostly accurate, resulting in a schematic drawing which is complete but with some minor inaccuracies.</p> <p>Some working out is shown.</p>	<p>All air volume calculations are accurate, resulting in schematic drawing which is complete and accurate.</p> <p>All working out is shown clearly.</p>		

Guidance for markers

The following evidence from Task 1 should be used to assess performance against this assessment theme.

Task 1

Method statement

Materials list

Schematic drawing annotated with air volume calculations

Assessment theme – Systems and components

Note: where there is insufficient evidence to award a mark, a zero mark may be given	Band 1 descriptor	Band 2 descriptor	Band 3 descriptor	Total marks per sub assessment theme	Total marks for assessment theme
Indicative content	Typical knowledge, understanding and skills: <ul style="list-style-type: none"> • The correct use of components and tools • Taking measurements from an allocated space/ work area in line with installation requirements. • Correct methods to measure and mark out the position of all ductwork and components. • Ductwork skills. • Complete the installation of ductwork and components following manufacturer's guidance as appropriate. • measure and install ductwork and components within a 10 mm tolerance. 				
Marks per band	1-2	3-4	5-6	6	21
Measure and mark out position of ductwork and components	Marking out has been completed, methods used lacks efficiency resulting in some inaccuracies. Position of components is correct without consideration of aesthetics. Some components are positioned with consideration of accessibility for ease of commissioning and future maintenance.	Marking out is mostly accurate and method used is correct, resulting in only minor inaccuracies. Position of components is correct with some consideration of aesthetics. Most components are positioned with consideration of accessibility for ease of commissioning and future maintenance.	Marking out is accurate and uses correct method, resulting in accurate measurements. Position of components is correct with consideration of aesthetics. All components are positioned with consideration of accessibility for ease of commissioning and future maintenance.		

Marks per band	1-4	5-9	10-15	15
Installation of systems and components	<p>Measurement of ductwork does not meet all tolerances, resulting in excessive use of jointing and some waste materials.</p> <p>Installation does not always follow logical sequencing, which impacts on timely completion of task.</p> <p>Some tolerances are met or within 15mm – 20mm.</p> <p>Use of tools is basic, and requires more than one attempt, resulting in pipework installations that may be over soldered or with excessive tooling marks.</p> <p>Ductwork skills results in excessive off cuts/ wasted materials.</p>	<p>Measurement of ductwork is to a sound standard, meeting most tolerances and resulting in an install that has few errors from the proposed installation plan and minimal waste materials.</p> <p>Installation follow some logic in process most of the time in line with the method statement which results in a timely completion of the task.</p> <p>Most tolerances are met or within 10-15mm.</p> <p>Use of tools is good but some tasks require more than one attempt.</p> <p>Ductwork skills results in some off cuts/ wasted materials.</p>	<p>Measurement of ductwork is accurate and meets the design specification. All tolerances are met and no undue waste or excessive use of joints.</p> <p>Installation follows logical sequencing throughout the tasks in line with the method statement which results in a timely completion of the task.</p> <p>All tolerances are met and within 10mm.</p> <p>Use of tools is excellent and completed on first attempt, resulting in a high-quality finish</p> <p>Ductwork skills results in no/minimal off cuts/ wasted materials.</p>	

Guidance for markers

The following evidence from Task 2 should be used to assess performance against this assessment theme.

Task 2

Assessor observations:

- Measuring and marking out
- Use of tools
- Installation of components
- Measurements of ductwork are to within a tolerance of +/- 10mm
- Installed components are to required standards and measurements are to within a tolerance of +/- 10mm

Additional supporting evidence

Photographic and/or video evidence requirements are stated in the specific task guidance for each task within this assessor pack.

Assessment theme – Reports and information

Note: where there is insufficient evidence to award a mark, a zero mark may be given	Band 1 descriptor	Band 2 descriptor	Band 3 descriptor	Total marks for assessment theme
Indicative content	<p>Typical knowledge, understanding and skills:</p> <p>Recording and completion of a commissioning checklist.</p> <p>Detailed reports/checklists for the following activities:</p> <ul style="list-style-type: none"> • Commissioning – air leakage, air flow rates, fan pressure, air volumes, handover to client. • Maintenance report – description of fault diagnosis, reasons for repair, method of repair, actions taken to rectify fault. <p>Commissioning data recorded on commissioning certification and schematic drawing. Information and terminology should be accurate throughout and presented clearly.</p>			
Marks per band	1-3	4-6	7-9	9
Reporting and information	Reports/ checklists/ drawings are partially completed/ brief in content with some incorrect terminology. No reasoning or justification to the method or choices made.	Reports/ checklists/ drawings are completed in a clear format with only minor details missing. Content and terminology is mostly accurate. Some justification and reasoning for the work required is explained.	Reports/ checklists/ drawings are detailed and accurate with correct terminology throughout. Clear justification and reasoning for works required.	

Guidance for markers

The following evidence from Task 2 and 3 should be used to assess performance against this assessment theme.

Task 2

Commissioning checklists

Schematic drawing

Task 3

Written report of maintenance activity

Sample

Assessment theme – Inspecting and testing of systems and components

<p>Note: where there is insufficient evidence to award a mark, a zero mark may be given</p>	<p>Band 1 descriptor</p>	<p>Band 2 descriptor</p>	<p>Band 3 descriptor</p>	<p>Total marks for assessment theme</p>
<p>Indicative content</p>	<p>Typical knowledge, understanding and skills:</p> <p>Air leakage tests to be completed in line with DW143.</p> <p>Identification and completion of the following tests and checks in line with any relevant manufacturer's instructions:</p> <ul style="list-style-type: none"> • Visual inspection of the system before commissioning • Fully opening all Volume Control Dampers (VCD's) • Initial running of the extract fan. • Measurement of air flow rates from grilles using appropriate measurement device. 			
<p>Marks per band</p>	<p>1-3</p>	<p>4-6</p>	<p>7-9</p>	<p>12</p>
<p>Inspecting and testing of systems and components</p>	<p>Tests and checks completed but needed guidance and reassurance from assessor.</p> <p>Tests and checks are inaccurate in sequence, resulting in issues that candidate can rectify, but may impact timely completion of task.</p> <p>Candidate refers to manufacturer's instructions at some stages of the task.</p>	<p>Tests and checks completed with minimal guidance and reassurance from assessor.</p> <p>Tests and checks are mostly accurate in sequence, resulting in a timely completion.</p> <p>Candidate refers to manufacturer's instructions at most stages of the task</p>	<p>Tests and checks are completed confidently.</p> <p>Tests and checks are accurate in sequence resulting in a timely completion.</p> <p>Candidate refers to manufacturer's instructions throughout the task.</p>	

Guidance for markers

The following evidence from Task 2 should be used to assess performance against this assessment theme.

Task 2

Assessor observation:

- Commissioning

Sample

Assessment theme – Handover & Communication

Note: where there is insufficient evidence to award a mark, a zero mark may be given	Band 1 descriptor	Band 2 descriptor	Band 3 descriptor	Total marks for assessment theme
Indicative content	Typical knowledge, understanding and skills: <ul style="list-style-type: none"> • Communication and interaction • Handover to customer • Demonstration of system • System operating principles • System maintenance requirements • Fault diagnosis e.g. the use of relevant questions to help determine the cause of any faults. 			
Marks per band	1-2	3-4	5-6	6
Handover & Communication	<p>Interaction with customer demonstrated basic customer care skills and did not confirm customer understanding.</p> <p>Demonstration of system provided basic functions; some information was unclear resulting in the customer having to ask questions.</p> <p>Discussion with customer was brief and some questions were not relevant to the task.</p>	<p>Interaction with customer demonstrated some good customer care skills, through using appropriate language and checking the customer understood.</p> <p>Demonstration of system was clear and provided all functions of the system.</p> <p>Discussion with customer was mostly clear and questions asked were relevant to the task.</p>	<p>Interaction with customer demonstrated strong customer care skill, adapting to type of customer and through using appropriate language and checking the customer understood.</p> <p>Demonstration of system was thorough and provided all functions and information. Candidate proactively checked and confirmed customer understanding. Discussion with customer was clear and direct, all questions asked were relevant to the task.</p>	

Guidance for markers

The following evidence from Task 2 and 3 should be used to assess performance against this assessment theme.

Task 2

Assessor observations:

- Handover to customer

Task 3

Assessor observations:

- Discussion with customer

Sample

Assessment theme – Working with faults

Note: where there is insufficient evidence to award a mark, a zero mark may be given	Band 1 descriptor	Band 2 descriptor	Band 3 descriptor	Total marks for assessment theme
Indicative content	<p>Typical knowledge, understanding and skills:</p> <ul style="list-style-type: none"> • Fault finding tests and techniques e.g. speaking to the customer, systematic and logical approach to fault finding. • Rectification of fault - confirm the system is ready for the repair to be carried out and carry out the removal of the defective VCD. • Select correct replacement component for the task and install the replacement. • Reinststate power to the fan and check correct operation of VCD and ventilation system. • The correct use of components and tools that are appropriate to the task. 			
Marks per band	1-4	5-8	9-12	12
Working with faults	<p>Fault-finding techniques were carried out but were limited and showed a basic knowledge of fault-finding techniques.</p> <p>Investigation and analysis of fault did not always follow a logical sequence</p> <p>Minimal reference made to manufacturer's instructions.</p> <p>Rectification of fault follows a logical process and is completed with some tutor support and guidance, with only minor mistakes.</p>	<p>Fault-finding techniques were carried out with some success demonstrating knowledge of fault-finding techniques that was appropriate.</p> <p>Investigation and analysis of fault was clear and followed some logic</p> <p>Reference was made to manufacturer's instructions at some points during the fault diagnosis.</p> <p>Rectification of fault follows a logical process and is completed</p>	<p>Fault-finding techniques were carried out systematically and logically displaying accurate knowledge of fault-finding techniques.</p> <p>Investigation and analysis of fault was detailed and logical.</p> <p>Reference was made to manufacturer's instructions at all appropriate stages during the fault diagnosis.</p> <p>Rectification of fault follows a logical process and is completed efficiently and accurately with no mistakes.</p>	

	Use of tools is basic, and requires more than one attempt, resulting in pipework installations that may be over soldered or with excessive tooling marks.	efficiently with only minor mistakes. Use of tools is good but some tasks require more than one attempt.	Use of tools is excellent and completed on first attempt, resulting in a high-quality finish.	
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Guidance for markers

The following evidence from Task 3 must be used to assess performance against this assessment theme.

Task 3

Assessor observations:

- Discussion with customer
- Fault diagnosis
- Use of tools
- Repair and rectify fault

Additional supporting evidence

Photographic and/or video evidence requirements are stated in the specific task guidance for each task within this assessor pack.

Links to Maths, English and Digital Skills

The table below indicates where each of the General Math's, English and Digital Competencies have been integrated into the assignment tasks.

Task	Skills
Task 1	
1a	EC2, EC3, EC4, EC5, MC10
1b	MC1, MC2, MC3, MC4, MC7
Task 2	
2a	MC1, MC3
2b	EC1, EC2, EC3, EC6, MC2, MC6
Task 3	
3a	EC5, MC1, MC2, MC6, EC1, EC2, EC3, EC4, EC6
3b	EC1, EC2, EC3, EC4, EC6
3c	MC1, MC2, MC3, MC4, MC7

Declaration of authenticity



Assessment ID	Qualification number
Candidate name	Candidate number
Centre name	Centre number

Additional Support

Has the candidate received any additional support in the production of this work?

No **Yes** (Please tick appropriate)

If yes, give details below (and on a separate sheet if necessary).

--

Candidate:

I confirm that all work submitted is my own, and that I have acknowledged all sources I have used.

Candidate signature	Date

Tutor:

I confirm that all work was conducted under conditions designed to assure the authenticity of the candidate's work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the candidate.

Tutor signature	Date

Note: Where the candidate and/or tutor is unable to or does not confirm authenticity through signing this declaration form, the work will be returned to the centre, and this will delay the moderation process. If any question of authenticity arises, the tutor may be contacted for justification of authentication.

Sample

Sample

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