

**Level 3 Advanced Technical Diploma in
Painting and Decorating
(7907-30)**

Synoptic Assignment 2019 – v1.1

Version and date	Change detail	Section
1.1 November 2018	Additional guidance regarding production of a method statement	Task Specific Guidance
	Amended pagination throughout document	All

PAST ASSIGNMENT (2019) - DO NOT USE FOR LIVE ASSESSMENT

General guidance for candidates

General guidance

This is a formal assessment that you will be marked and graded on. You will be marked on the quality and accuracy of your practical performance and the written work you produce. It is therefore important that you carry your work out to the highest standard you can. How well you know and understand the subject, and how you have used your knowledge and skills together to complete the tasks must be clear to the marker. This means you will have to explain your thinking and the reasons behind the way you have carried out the tasks and how/why you have made your decisions within your written work e.g. as part of your planning, reflections, or evaluations.

Plagiarism

This is an assessment of your abilities, so the work must be all your own work and carried out under the conditions stated. You will be asked to sign a declaration that you have not had any help with the assessment.

Your tutor is allowed to give you some help understanding the assignment instructions if necessary, but they will record any other guidance you need and this will be taken into account during marking.

Plagiarism is the failure to acknowledge sources properly and/or the submission of another person's work as if it were your own. Plagiarism is not allowed in this assignment.

Where research is allowed, your tutor must be able to identify which work you have done yourself, and what you have found from other sources. It is therefore important to make sure you acknowledge all sources and clearly reference any information taken from them.

Timings and planning

Where you have to plan your time, you should take care to make sure you have divided the time available between tasks appropriately. In some assignments, there are specified timings which cannot be changed and which need to be taken into account. You should check your plan is appropriate with your tutor.

If you have a good reason for needing more time, you will need to explain the reasons to your tutor and agree a new deadline date. Changes to dates will be at the discretion of the tutor, and they may not mark work that is handed in after the agreed deadlines.

Health and Safety

You must always work safely, in particular while you are carrying out practical tasks.

You must always follow any relevant Health and Safety regulations and codes of practice.

If your tutor sees you working in a way that is unsafe for yourself or others, they will ask you to stop immediately, and tell you why. Your tutor will not be able to continue the assessment until they are sure you are ready for assessment and can work safely.

Presentation of work

Presentation of work must be neat, legible and appropriate to the task.

You should make sure that each piece of evidence including any forms are clearly labelled with your name and the assignment reference.

All electronic files must be given a clear file name that allows your tutor to identify it as your work.

Written work e.g. reports may be word processed or hand written unless stated otherwise.

All sketches and drawings should be neat and tidy, to scale and annotated.

Calculations should be set out clearly, with all working shown, as well as any assumptions made. You should use appropriate units at all times, and answers must be expressed to a degree of accuracy, consistent with the requirements of the task.

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Assignment Brief

A client has requested the re-decoration of a feature wall in their living room in their recently purchased house. The walls and all the adjoining woodwork are in good decorative order but not to the client's taste. The ceiling and other three walls in the living room have just been decorated and finished with a white emulsion.

A basic layout of the feature wall is given in Figure 1 and supported with the elevation and plan view of the chimney breast in Figure 2. The feature wall consists of a fireplace in the centre of the wall, a socket on the bottom right hand side of the wall and a skirting board. The floor has recently been re-carpeted and the client has stressed that it cannot be damaged by the re-decoration works.

The client has contracted the company you work for three days to carry out the re-decoration works. They have made the following requests:

- The wall should be cross-lined with a minimum 1000 g lining paper, the client has chosen to use a drop patterned vinyl wallpaper to decorate the wall. All woodwork should be painted with white water based gloss finish.
- The fireplace itself also requires a refresh, they would like the surround to be finished in a Vert de Mer marble effect. The client would also like the back panel of the fireplace to be finished in Carrara marble effect to compliment this. The fireplace will be finished with a protective varnish.
- The living room door, which is a flush door and is used to access the living room from the hallway, should be finished in a white water based gloss and will require 2 coats. The client has stated that they do not like the finish a brush gives and therefore would like the door sprayed using an HLP spray.

You are required to plan out the works, your supervisor will want to ensure these plans are appropriate before you commence the work. Once your plans have been agreed you will carry out the required works and then provide a self-evaluation on the work you have completed.

The following are the minimum requirements:

Wall dimensions H x W, 2.4m x 2.4m

Chimney breast

dimensions H x W x D, 2.4m x 1.2m x 0.45m

Fireplace

Surround should be centred on the chimney breast

surround, H x W x D, 900mm x 1100mm x 75mm

Back panel should be centred to the surround

Back panel, H x W, 700mm x 700mm

Dummy socket

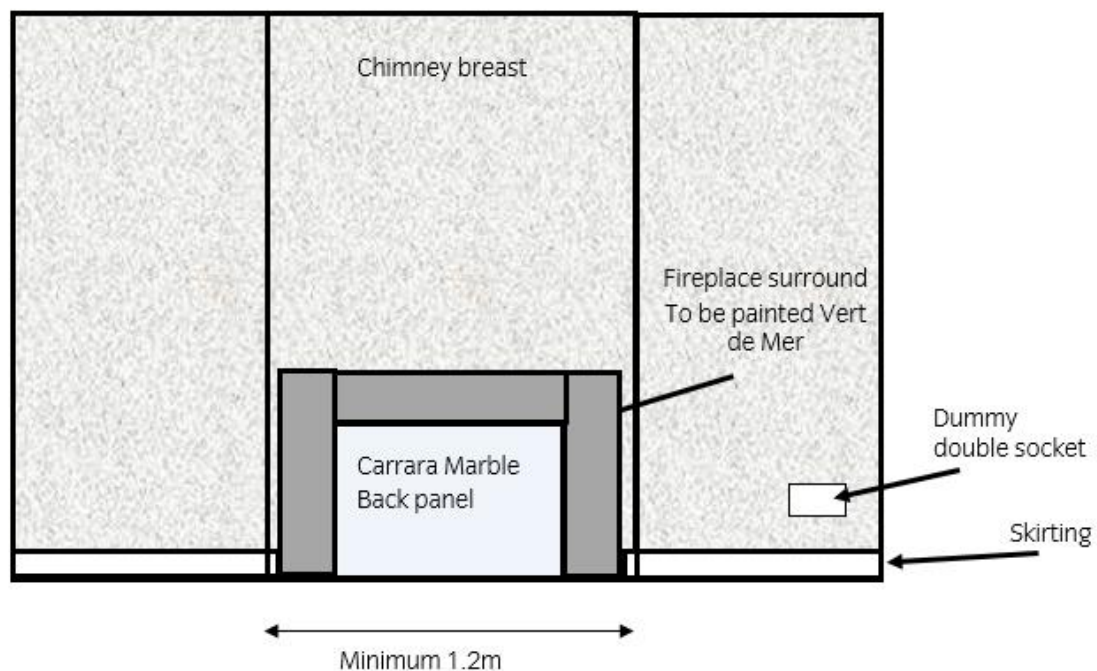
Dimensions, H x W x D, 150mm x 80mm x 10 mm depth

Positioning 100mm from wall edge x 100mm above skirting

Skirting board width 90 mm

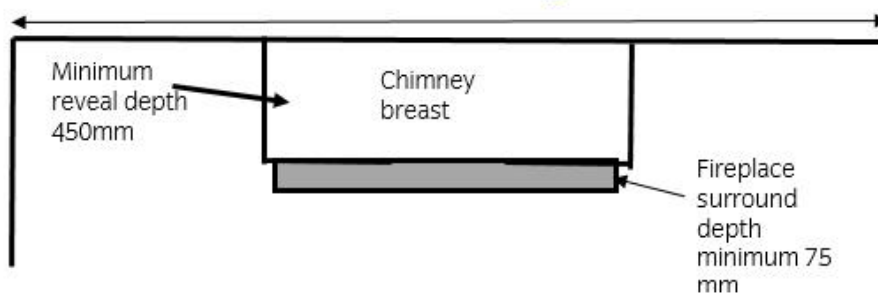
ASSESSMENT

Figure 1- Basic layout of feature wall.



Minimum 2.4m

Figure 2 - Plan view of feature wall



PAST

Tasks

Task 1

Plan to carry out the works

Conditions of assessment:

- The task should be carried out working alone under supervised conditions.

What must be produced for marking and submitted for moderation (if applicable):

- Resource list, method statement, risk assessment

The following conditions of assessment apply to Tasks 2, 3 and 4

Conditions of assessment:

- The task should be carried out working alone under supervised conditions. You must work safely at all times. If for any reason your assessor feels you are working in an unsafe manner, the assessment will be stopped with immediate effect.

Task 2

Decorate the feature wall.

Conditions of assessment:

- Paperhanging shears **must** be used for trimming the lining paper in this assessment.
- Trimming knives or shears may be used for the finishing paper.

What must be produced for marking and submitted for moderation (if applicable):

- A completed wall that has been lined and decorated with a drop pattern vinyl wallpaper

Additional evidence of your performance that must be captured for marking and submitted for moderation (if applicable):

- your tutor's notes of your working practice describing the quality, consistency and accuracy of the finished work, and details of your contribution
- photographs taken by your assessor throughout this task and of the end product

Task 3

Re-decorate the fireplace

What must be produced for marking and submitted for moderation (if applicable):

- Completed fireplace surround and back panel

Additional evidence of your performance that must be captured for marking and submitted for moderation (if applicable):

- your tutor's notes of your working practice describing the quality, consistency and accuracy of the finished work, and details of your contribution
- photographs taken by your assessor throughout this task and of the end product

Task 4

Re-decorate the living room door

What must be produced for marking and submitted for moderation (if applicable):

- Finished door that meets the specification given within the brief

Additional evidence of your performance that must be captured for marking and submitted for moderation (if applicable):

- your tutor's notes of your working practice describing the quality, consistency and accuracy of the finished work, and details of your contribution
- photographs taken by your assessor throughout this task and of the end product

Task 5

Carry out a reflective evaluation of the work you've completed.

Consider what has gone well and what you may change if you were to complete a job like this again in the future.

Conditions of assessment:

- The task should be carried out working alone under supervised conditions.

What must be produced for marking and submitted for moderation (if applicable):

- a written reflective evaluation that considers all tasks you've carried out within the assignment. It is recommended that your evaluation is a minimum of 500 words, or a page of typed.

Task instructions for centres

Resources

Candidates must have access to a suitable range of resources to carry out the tasks and to have the opportunity to select tools/equipment or materials in order to demonstrate understanding of appropriate selection.

Centres have to meet the specification given in Figures 1 and 2 as a minimum. If they are unable to implement or facilitate this specification they must contact City & Guilds to discuss appropriate simulations and alterations.

Centres **must** provide an area with a wall no smaller than 2.4 m long and a minimum height of 2.4m. The minimum height has been specified as it is important that candidates consider the use of appropriate access equipment to carry out the works.

The wall **must** have a fireplace affixed to a protruding chimney breast and skirting prefixed at standard height and position. It is acceptable for centres to simulate a fireplace, provided the dimensions match the requirements given and is realistic to a real fireplace (i.e. must be a projection and not flat designed)

In addition to this there should be a fixing to represent the dummy socket. It is not expected that an actual socket has to be fitted but if a centre does simulate a socket this must be realistic to ensure candidates have to deal with the obstacle as if it were a real socket and conform to the sizing given in this assignment.

The brief details that the client has recently had new carpets fitted, it is not expected that centres have carpets fitted, however candidates need to work in a simulated manor as if there was carpets fitted.

The candidate should have the following to carry out this task:

- tools
- materials
- equipment
- PPE,
- access equipment.
- IT equipment (with word processing software)

The resources available to each candidate must include:

For Task 2:

- selection of protective equipment (etc. ground/dust sheets),
- 1000g lining paper, this is a minimum requirement, candidates are able to use higher grades if centre have this available,
- paste, either powder or ready mix depending on choice of paper and manufacturers' instructions,
- paperhanging shears, trimming knives and other standard paper hanging equipment,
- a selection of **drop** patterned vinyl wallpaper that candidates can choose from,
- water-borne white gloss

For Task 3:

- selection of protective equipment (etc. ground/dust sheets),
- appropriate ground colours,
- application tools to achieve a marbling effect,
- marbling medium and colorants
- protective varnish

For Task 4:

- selection of protective equipment (etc. ground/dust sheets),
- pre painted Flush door (1981mm x 762mm x 35mm)
- HVLP equipment
- water-borne white gloss.

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Task specific guidance

The centre must supply the candidates with Figures 1 and 2 found in this assessment pack to complete the task.

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 health and safe manner the

Task 1

Candidates should be provided with the scenario brief and given time to plan their works in a classroom environment. As a minimum, it is expected that candidates will produce a resource list, method statement and risk assessment planning their works. It is recommended that centres use the template within this document for the resource list to ensure the candidate captures the materials, equipment and tools, detail quantities of materials needed and reasoning why they are requesting these resources.

A template for the method statement has not been included within this assignment pack, centres should not provide candidates with a template. Part of the assignment is assessing the candidate's ability understanding of a method statement and its purpose in a practical setting. When completing their method statement, candidates should also consider the time they have available to them and ensure they plan timings accordingly.

Method statements should be based on the guidance notes provided within this pack.

Candidates should also consider the time they have available to them and ensure they plan timings accordingly. Candidates must complete this activity prior to carrying out the works. If candidates provide plans that are not fit for purpose it is expected that the tutor will intervene and provide feedback prior to the candidate carrying out Task 2, 3 and 4 however this should be commented on in the marking documentation and reflected in marks awarded.

Below is guidance relating to how the candidates should complete the method statement and risk assessment. This guidance should be used to support marking decisions.

Method Statement – Internal Decoration – Guidance notes

Scope of Works

This method statement describes the work process for the following and must be completed before the start of the assignment

1)	Start of works. This relates to heading 1 below. If the task was dry lining a wall, this element may relate to Health and safety aspects, protection of areas etc.
2)	Preparation of surfaces If the task was dry lining a wall, this element may be to remove existing wall coverings. In heading 2 below you would list the method for removing wall coverings, prepping walls and applying PVA or similar
3)	Hanging lining paper If the task was dry lining a wall, this element may be to fix boards. In heading 3 below you may list how to mix and apply board adhesive and spot the boards on the wall using packers to raise boards off floor, a level to ensure boards are true and plumb, and a builders square to ensure the corners and reveals are square
4)	Hanging Vinyl wallpaper If the task was dry lining a wall, refer to above for guidance.
5)	Application of ground coat and marble effects (Vert de Mer and Carrara) Step by step process
6)	HVLP application to floor Step by step process
7)	Finishing Off Describes how you want the site left at the end of the task

Task 2, 3 and 4

Candidates should now take the plans they devised in Task 1 and put these into action, carrying out the activities to result in a feature wall, fireplace and door that reflects the specification detailed in the brief.

Tasks 2, 3, and 4 do not need to be carried in the order in which they have been written. Candidates should plan the work accordingly to ensure all three tasks are completed within the guided time of fifteen hours. Candidates should plan efficiently to allow them to carry out works whilst allowing for drying times.

It has been stipulated that candidates must use paperhanging shears when trimming the lining paper in task 2. This is to ensure consistency, with all candidates being assessed using this skill.

Tolerances

The following tolerances should be considered when marking the candidate's work.

Task 2

- Lengths cut at no more than 100mm excess
- Lining paper joints of +/- 1mm.
- Wallpaper joints should be clean butted with +/- 1 mm.
- Cut papers trimmed top, bottom and around obstacles within +/- 1 mm.

See the Marking Grid for details around how many marks to allocate for meeting or not meeting tolerances.

Photographs

Photographs should be used to support the qualitative statements captured on the PO form. Photographs of each component completed must be taken and must have the date and candidate's name attached so that they can be differentiated. The photographs should be of a sufficient quality and lighting to ensure the quality and detail of the works can be seen and support the marks allocated. The candidate does not need to be in the photograph, the purpose of the photographs is to demonstrate the state of the work throughout various stages of the assignment.

For each candidate as a minimum there should be photographs of:

Task 2

Photos must show:

- wall lining a minimum of **two** lengths
- minimum of **three** lengths of drop pattern paper cut and matched on the pasting table
- views of trimming to internal and external corner
- trimming around socket
- finished wall papered with vinyl drop pattern

Task 3

Photos must show

- the protection of surrounding areas,
- there should be two photographs taken of each of the marble effect applied. These photographs should clearly show the application method the candidate has chosen to use to apply the marble effect onto the ground coat.
- finished fireplace clearly showing the marble effects to the surround and the back panel
- photo zoomed into the Vert de Mer surround
- photo zoomed into the Carrara back panel

Task 4

Photos must show

- the protection of surrounding areas,
- candidate setting up of HVLP equipment showing the type of equipment that will be used
- the finished door taken front on to the door
- close up of door to show quality of finish

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Task 5

The purpose of this task is for candidates to reflect upon the work they've carried out, in a classroom environment. As a minimum, it is expected that candidates will produce a minimum of 500 words (approximately a page of A4) written self-evaluation, it is recommended that candidates have access to a computer suite to allow them to type-up their evaluations. Candidates should reflect on their own performance and consider how they would change what they did if they were to carry out the works again. Candidates must complete this activity after carrying out the works.

Time

The recommended time allocated for the completion of the tasks and production of evidence for this assessment is **sixteen** hours and **thirty** minutes. **Two** hours will be completed in the classroom and **fourteen** hours and **thirty** minutes in the workshop. Suggested timings for completion of specific tasks are outlined below.

Actual time spent loading material and drying times are not included in the practical hours.

Suggested Timings

Task 1 – 1 hour

This task should be carried out in a classroom.

Task 2, 3 and 4 will need to be carried out in the workshop. The split timings for Tasks 2 and 3 given below are guidance for centres only. They are not strict timescales. Timings should not be shared with candidates as part of their method statement they should be considered the time it takes to complete each step and the appropriate order of activities.

Task 2 – 7 hours

- a) Cross-lining wall area – 3 hours
- b) Hanging drop pattern paper – 4 hours

Task 3 – 6 hours 30 minutes

- a) Application of Vert de Mer marble effect to fireplace surround – 3 hours
- b) Application Carrara marble effect to fireplace back panel – 3 hours
- c) Application of varnish – 30 minutes

Task 4 - 1 hour

Task 5 - 1 hour

This task should be carried out in a classroom.

It is the centre's responsibility to arrange how this time is managed to fit with timetables during the assessment period. Candidates should be required to plan their work and have their plans confirmed for appropriateness in relation to the time allocated for each task.

Centre guidance

Guidance provided in this document supports the administration of this assignment. 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:

- **Technical qualifications – marking**
- **Technical qualifications – moderation** (updated annually)
- **Technical qualifications – teaching, learning and assessment**

This synoptic assessment is designed to require the candidate to make use of their knowledge, understanding and skills they have built up over the course of their learning to tackle problems/tasks/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, skills, materials, and approaches to take to provide the evidence specified by 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 Objectives 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 should not be entered for assessment without being clear of the importance of working safely and practice of doing so. The tutor must immediately stop an assessment if a candidate works unsafely. At the discretion of the tutor, depending on the severity of the incident, the candidate may be given a warning. If they continue to work unsafely however, their assessment must be ended and they must retake the assessment at a later date.

Compliance with timings

The timings provided are estimates to support centre planning. They refer to assessment time, not any additional setting up the centre needs to carry out 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.

Observation evidence

Where the tutor is required to carry out observation of performance, detailed, descriptive notes must be recorded on the practical observation (PO) form provided. The centre has the flexibility to adapt the form, to suit local requirements (e.g. to use tablet, hand-written formats, or to ease local administration) as long as this does not change or restrict the type of evidence collected.

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 eight 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 notes form part of the candidate's evidence and must describe **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 in such a way that comparisons between performances can be made. They must provide sufficient, appropriate evidence that can be used by the marker (and moderator) to mark the performance using the marking grid.

Identifying **what 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).

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.

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**

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. pinboard 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.

Where candidates have carried out some work as a group, the contribution of each candidate must be clear. It is not appropriate to submit identical information for each candidate without some way for the marker and moderator to mark the candidates individually.

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 (across the AOs) 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 tackle practical 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, as these may be misinterpreted as pass, merit distinction descriptors. Refer to the **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 summative 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 learners 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 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.

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 AO, 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 **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.

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

- Descriptive information and evidence of candidate performance during an observation. Although descriptions of the quality of performance should support decisions against the AOs, the notes should follow the flow of the observation, rather than attempting to assign evidence against the AOs at this point.

PAST ASSIGNMENT (2019) - DO NOT USE FOR LIVE ASSESSMENT

Marking grid

For any category, 0 marks may be awarded where there is no evidence of achievement

%	Assessment Objective	Band 1 descriptor Poor to limited	Band 2 descriptor Fair to good	Band 3 descriptor Strong to excellent
10	AO1 Recall of knowledge relating to the qualification LOs <ul style="list-style-type: none"> Does the candidate seem to have the full breadth and depth of taught knowledge across the qualification to hand? How accurate is their knowledge? Are there any gaps or misunderstandings evident? How confident and secure does their knowledge seem? 	(1-2 marks) Recall shows some weaknesses in breadth and/or accuracy. Hesitant, gaps, inaccuracy	(3-4 marks) Recall is generally accurate and shows reasonable breadth. Inaccuracy and misunderstandings are infrequent and usually minor. Sound, minimal gaps	(5-6 marks) Consistently strong evidence of accurate and confident recall from the breadth of knowledge. Accurate, confident, complete, fluent, slick
		Examples of types of knowledge expected: how to select and use tools, equipment, methods of work, marking out, practical techniques and processes, Health and Safety, legislation, risk assessment, component terminology, positioning and fixing, inspection and maintenance of tools, use of PPE/safety aids, types and arrangements used in the various aspects of decorating work.		
		Recall of knowledge demonstrated, but it has been limited and/or showing inaccuracies.	Recall of knowledge demonstrated, and mostly accurate.	In-depth and detailed knowledge demonstrated, showing a higher degree of confidence and accuracy.
15	AO2 Understanding of concepts theories and processes relating to the LOs <ul style="list-style-type: none"> Does the candidate make connections and show causal links and explain why? How well theories and concepts are applied to 	(1-3 marks) Some evidence of being able to give explanations of concepts and theories. Explanations appear to be recalled, simplistic or incomplete. Misunderstanding, illogical connections, guessing,	(4-6 marks) Explanations are logical. Showing comprehension and generally free from misunderstanding, but may lack depth or connections are incompletely explored. Logical, slightly disjointed, plausible,	(7-9 marks) Consistently strong evidence of clear causal links in explanations generated by the candidate. Candidate uses concepts and theories confidently in explaining decisions taken and application to new situations. Logical reasoning, thoughtful decisions, causal links, justified

%	Assessment Objective	Band 1 descriptor Poor to limited	Band 2 descriptor Fair to good	Band 3 descriptor Strong to excellent
	new situations/the assignment? • How well chosen are exemplars – how well do they illustrate the concept?	Examples of understanding expected: methods of work, links between Health and Safety legislation and planning activities, correct sequence of work, interpretation of drawings/specifications, selection of materials, positioning, centring and hanging, concept of colour		
		Limited range of understanding of the tasks, drawing/specification not clearly interpreted or understood.	Good understanding demonstrated across the tasks, drawings/specifications interpreted mostly correctly	In-depth understanding demonstrated across the tasks, drawings/specifications interpreted correctly
35	AO3 Application of practical/ technical skills • How practiced/fluid does hand eye coordination and dexterity seem? • How confidently does the candidate use the breadth of practical skills open to them? • How accurately/ successfully has the candidate been able to use skills/achieve practical outcomes?	(1-7 marks) Some evidence of familiarity with practical skills. Some awkwardness in implementation, may show frustration out of inability rather than lack of care. Unable to adapt, frustrated, flaws, out of tolerance, imperfect, clumsy.	(8-14 marks) Generally successful application of skills, although areas of complexity may present a challenge. Skills are not yet second nature. Somewhat successful, some inconsistencies, fairly adept/ capable.	(15-21 marks) Consistently high levels of skill and/or dexterity, showing ability to successfully make adjustments to practice; able to deal successfully with complexity. Dextrous, fluid, comes naturally, skilled, practiced,
		Examples of skills expected: Inspect, set up, and use hand and power tools, access equipment and safety aids; measuring and working accurately to tolerances; working safely according to risk assessment and method statement; preparation of surfaces and materials, application of coatings, positioning and hanging of wall papers, cutting and fixing of coving; protection of work/surrounding area, storage and cleaning of tools and equipment.		

%	Assessment Objective	Band 1 descriptor Poor to limited	Band 2 descriptor Fair to good	Band 3 descriptor Strong to excellent
		<p>Work not complete with some operations not attempted. Generally poor quality of work, a few tolerances met, generally poor housekeeping.</p> <p>To access higher marks: Not all tasks completed but attempted. Poor standard of work and with mistakes, requiring extra resources</p>	<p>Work will be complete, making minor mistakes, with fair quality finish. Measurements are mostly accurate, some tolerances met.</p> <p>To access higher marks: Work will be complete and to a good standard, making minimal mistakes, with adequate housekeeping. Additional resources not required.</p>	<p>Tasks were completed to a high standard with very minor mistakes. Measurements are consistently accurate. Most tolerances met. Good housekeeping. Methodical.</p> <p>To access higher marks: Tasks were completed consistently to a high standard with no mistakes. Measurements were accurate with all tolerances met. Excellent housekeeping.</p>
20	<p>AO4 Bringing it all together - coherence of the whole subject</p> <ul style="list-style-type: none"> Does the candidate draw from the breadth of their knowledge and skills? Does the candidate remember to reflect on theory when solving practical problems? How well can the candidate work out solutions to new contexts/ problems on their own? 	<p>(1-4 marks)</p> <p>Some evidence of consideration of theory when attempting tasks. Tends to attend to single aspects at a time without considering implication of contextual information.</p> <p>Some random trial and error, new situations are challenging, expects guidance, narrow. Many need prompting.</p>	<p>(5-8 marks)</p> <p>Shows good application of theory to practice and new context, some inconsistencies.</p> <p>Remembers to apply theory, somewhat successful at achieving fitness for purpose. Some consolidation of theory and practice</p>	<p>(9-12 marks)</p> <p>Strong evidence of thorough consideration of the context and use of theory and skills to achieve fitness for purpose.</p> <p>Purposeful experimentation, plausible ideas, guided by theory and experience, fit for purpose, integrated, uses whole toolkit of theory and skills.</p>
		<p>Examples of bringing it all together: applying knowledge and understanding to the tasks/ scenario, able to plan activities from information provided. Materials and techniques are used appropriately, correct sequence of operations carried out. Safe working practices demonstrated.</p>		

%	Assessment Objective	Band 1 descriptor Poor to limited	Band 2 descriptor Fair to good	Band 3 descriptor Strong to excellent
		There is limited evidence of the candidate using their knowledge, understanding and skill to complete the task Tasks not planned, prepared or completed to the specification.	The candidate brings together their knowledge, understanding and skills well in order to complete the task. Task planned, prepared and completed to the specification with some errors.	The candidate has made excellent use of their knowledge, understanding and skills across the task. Task planned, prepared and completed to the specification. Choices and decisions have been well informed, considered and implemented
20	AO5 Attending to detail/ perfecting <ul style="list-style-type: none"> Does the candidate routinely check on quality, finish etc and attend to imperfections/ omissions How much is accuracy a result of persistent care and attention (eg measure twice cut once)? Would you describe the candidate as a perfectionist and wholly engaged in the subject? 	<p>(1-4 marks)</p> <p>Easily distracted or lack of checking. Insufficiently concerned by poor result; little attempt to improve. Gives up too early; focus may be on completion rather than quality of outcome.</p> <p>Careless, imprecise, flawed, uncaring, unfocussed, unobservant, unmotivated.</p> <p>Examples of attending to detail: Accuracy of setting out, application, measuring, cutting and hanging. Adherence to tolerances and the details during the task. Quality of finish. Systematic approach to work and cleanliness</p> <p>There is limited attention to detail. Task shows inaccuracies. Work may be incomplete and or work produced to a poor standard.</p>	<p>(5-8 marks)</p> <p>Aims for satisfactory result but may not persist beyond this. Uses feedback methods but perhaps not fully or consistently.</p> <p>Variable/intermittent attention, reasonably conscientious, some imperfections, unremarkable.</p> <p>There is good attention to detail. Task completed are generally accurate and to a good standard.</p>	<p>(9-12 marks)</p> <p>Alert, focussed on task. Attentive and persistently pursuing excellence. Using feedback to identify problems for correction.</p> <p>Noticing, checking, persistent, perfecting, refining, accurate, focus on quality, precision, refinement, faultless, meticulous.</p> <p>The candidate has been focused on the tasks showing extreme care and accuracy completing the task to a high standard.</p>