

Spring Newsletter

Welcome to your Technical Qualifications seasonal newsletter



Your spring update is here! In this edition, we're keen to ensure that you have all the information you need including helpful and supportive reminders and tips for the remainder of this academic year.

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In this newsletter we'll cover the next steps required for our Technical Qualifications. It's important to share this newsletter with everyone in your centre who is involved in administration and/or delivery.



Updates

Updated Key Stage 4 (KS4) Technical Awards resources

Are you delivering any of our KS4 Technical Awards? Our KS4 Technical Awards resources have moved location and can now be found under the 'KS4 Technical Award resources' accordion on our [Technicals resources and support page](#). These documents provide essential guidance and information in relation to your delivery, assessment and administration. Please note our [FAQs for KS4 Technical Awards](#) have also been updated.

Contact update form

A quick reminder that we need to have the most up-to-date contact information to ensure you receive all of the relevant information to support your delivery. If you haven't done so already, please can you update your centre information by completing [this contact update form](#) if you have not yet done so and submit to moderationsupport@cityandguilds.com



Booking and assessment

Deadlines for booking summer exam series

The results of the first spring exam series will be available from Tuesday 23 April, results of the second spring exam series will be available from Monday 13 May and the 8202 Electrical spring results will be available from Monday 20 May. If you need to book your learners for a re-take (or a first attempt on the summer series), you must do this by Friday 26 April (for May exams), Friday 17 May (for June exams) and Friday 24 May (for 8202 Electrical exams). The timetable of Technical Qualifications theory exams can be found by visiting cityandguilds.com/technicalsexam-timetable

It is important that you have made all the correct bookings for your learners. Incorrect bookings will delay the marking and moderation process and may result in learners not being certificated in August.

Remember you need to ensure that a booking is made for every candidate against all relevant components of the Technical Qualification. If you need to make additional bookings, please ensure that these are completed prior to this deadline.

Please refer to the [Technical Qualifications, how to book assessments](#) document for guidance or contact moderationsupport@cityandguilds.com

We'd like to remind you that our theory exams must be administered in line with the JCO Instructions for Conducting Examinations document, which is available at cityandguilds.com/examinations



Results and grades

Changes to how you will receive the results breakdown and grade boundary analysis

For the past two academic years, in addition to the release of candidate grades on Walled Garden, we have provided centres a breakdown of their candidate results and the associated boundary marks (pass, merit and distinction) for the Technical Qualification assessments via email.

However, in order to comply with GDPR, we can no longer provide this data via email. This year you will be able to view candidates' grade and assessment results and download it directly from Walled Garden.

There will also be an option to download to your preferred location and then use our new **Grade Boundary Analysis Tool** to import the data and carry out additional analysis of your candidate results.

In April you will be able to access our helpful guide which talks you through how to locate and download the candidate grades and marks from Walled Garden. It will also show you how to use the new Grade Boundary Analysis tool. You can find everything you need on our [resources and support page](#), under the new 'Results and grades tools' accordion. Our Technicals and Moderation Support team will send out a detailed update later in the month and will be on hand to support you with this change.

City & Guilds grade prediction calculator

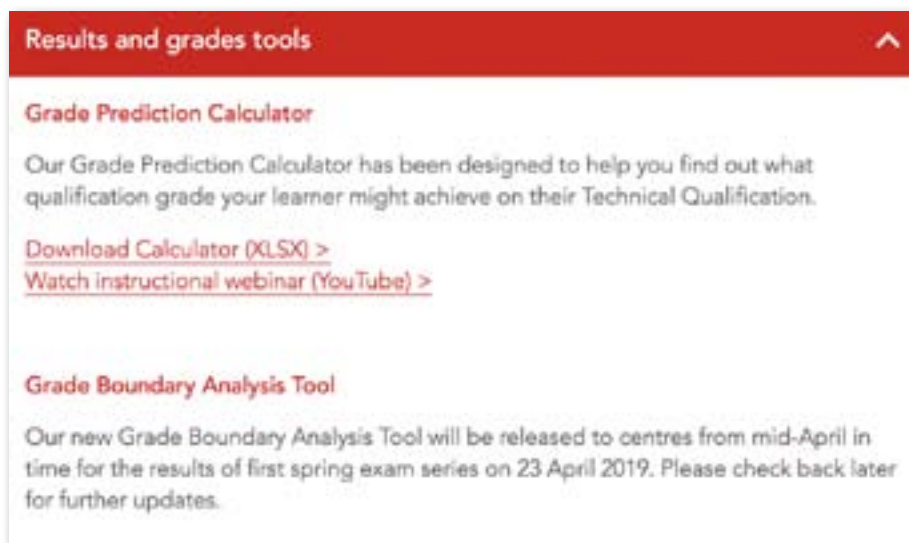
Our brand new **grade prediction calculator** is designed for centres delivering City & Guilds Technical Qualifications.

The grade prediction calculator allows you to do two things:

1. You can enter marks and grade boundaries, shared by City & Guilds at the end of each exam series window, and the calculator will show you the aggregated qualification grade a candidate would achieve, including any relevant UCAS points (assuming the candidate has achieved all the requirements of the rules of combination).
2. Based on a candidate's achievement in year one of a two-year qualification, you can enter predicted assessment grades for any remaining year two assessments, and the grade prediction calculator will tell you what qualification grade a candidate would achieve (assuming the candidate has achieved all the requirements of the rules of combination).

The grade prediction calculator comes in form of a spreadsheet, which you can freely download and use. Guidance on how to use the calculator is contained within the spreadsheet itself. [You can download the grade prediction calculator here](#).

The new **Grade Boundary Analysis Tool** can be found on our resources and support page under the 'Results and grades tools' accordion (see screengrab below):





Moderation support

Moderation visits

For those synoptic assignments requiring a moderation visit, allocated moderators should have now contacted you to agree visit dates. A full list of qualifications requiring moderation visits is now available [here](#). If you are delivering any of these and have not yet heard from a moderator, please contact the Technicals and Moderation Support team as soon as possible.

Moderation Portal

The Moderation Portal, our online administration platform used to submit marks, grades and evidence for the synoptic assignment, centre-assessed components and Employer Involvement requirement will be available to centres soon.

We will inform all centres as soon as the system goes live and provide login details. Our updated centre guidance will be available shortly and we will be holding networking events to support your staff in using the Moderation Portal. Invitations to these events will be sent by the Technicals and Moderation Support team.

Moderation Portal submission dates and requirements

The following section is a reminder of the various Technical Qualification components that must be uploaded to the Moderation Portal along with the submission dates.

- **Synoptic assignments**

Friday 17 May 2019 is the deadline for uploading marks and evidence for synoptic assignments to the Moderation Portal. Centres submitting later than this date run the risk of delays to the release of their results. Qualification specific recording forms are found under the relevant qualification webpage.

- **Centre-assessed components (including optional units)**

For centre-assessed components (e.g. optional units), the deadline for submitting evidence for these components is **Friday 14 June 2019**. However, once the Moderation Portal is made available, we encourage centres to upload their grades and sample evidence where these are completed earlier. This gives the opportunity for early feedback and improvement actions (if required) to be provided to the centre, giving more time to act on them.

- **Employer Involvement requirement**

For all Key Stage 5 Technical Qualifications, centres must arrange for learners to undertake sufficient meaningful Employer Involvement activities to meet the requirement. We have produced the following resources to support centres:

- [Employer Involvement Centre Guidance \(available here\)](#)
- [Employer Involvement Planner and Tracker \(available here\)](#)
- [Employer Involvement Planner and Tracker Exemplar \(available here\)](#)

The deadline for submitting evidence for these components to the Moderation Portal is **Friday 14 June 2019**.

Moderation centre support materials

There is a range of useful guidance documents and resources available to support the moderation process for Technical Qualifications.

As well as our [Marking and Moderation Centre Guide](#), which all centre staff involved in the delivery and assessment of the qualifications must familiarise themselves with, we have created a number of recorded webinars to support centres. These include;

- **Guide to synoptic assessment**, four bite-size audio presentations led by one of City & Guilds Principal Moderators, aiming to guide and support centres in the delivery, evidence collection and marking of the synoptic assessments.
- **Qualification-specific marking and standardisation support webinars** delivered by Principal Moderators. These give an overview of the synoptic assignment, provide examples of high and lower achieving candidate work, look at the marking process and share best practice for centre quality assurance and marker standardisation.

These are all available, alongside other recorded resources, on the Technical Qualifications [events and webinars](#) page of the website.



Events and regional networks

Curriculum support through our events and webinars

We hold a variety of face-to-face and online networks throughout the year to ensure you are supported at every stage, from curriculum planning through to on-going delivery. Our networks provide a great opportunity to liaise with your peers and gain expert advice and guidance from our Technical Advisors. Past events and webinars can be found at cityandguilds.com/techbac/events

Are you planning to deliver Technical Qualifications for 2019/20?

We recently hosted a Post 16 update webinar to provide useful information on the education policy landscape, to assist you with your decision making about curriculum provision delivery from September 2019. The fast pace of change means that not only planning for the upcoming academic year is important, but for future years is paramount. Once again thank you for attending. There were great questions put forward by you, which we've done our best to answer, through our [questions and answers \(Q&As\) document](#). If you were not able to attend, don't worry. We've made both the recording and Q&As available on our [events and webinars page](#), under the 'Post 16 offer and your 2019 curriculum' accordion.

If you need further guidance and support around your curriculum delivery, please do not hesitate to contact your Business Manager who is on hand to help, you can email directsales@cityandguilds.com



We're here to support you

Need further assistance?

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



E: moderationsupport@cityandguilds.com



T: 01924 206 719



W: cityandguilds.com/technical-resources