

# Digital Skills Newsletter

## FLASH UPDATE 01

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### VRQ/NVQ Assessment Mitigation

City & Guilds is responding to the changes in circumstances and requests from centres as quickly as we can. This has meant some simple changes to some of the Assessment Mitigation and dates of entry submission.

This **Update** states the changes that have been made and the submission dates for the Assessment Mitigation options. It also provides links to the relevant pages on the City & Guilds website with some pointers where to find the forms and/or that you are required to complete ensure timely completions.

### Changes to some qualifications Assessment Mitigation

It has been decided that to help process Level 1 and Entry Level qualifications more consistently we will now change the Assessment Mitigation from **Adapt** to **Calculated Results**. If you are using 4249-01 Entry Level or 7574-01 Level 1 IT User qualifications, you will need to read the documentation around **Calculated Assessment Grade (CAG)** and those that refer to using our CAG tool in Walled Garden to enter the results.

**NOTE:** CAG results need to be input between now and the **26 June 2020**

<https://bit.ly/CGVRQNVQMitigation>

Scroll to the bottom of the screen to find:



Centre assessment grades

[Submit Centre Assessment Grades / Declaration](#)

This document has been developed by City & Guilds to support centres to provide centre assessment grades for permitted qualifications.

[Download the guidance](#)

Ofqual have also produced guidance for Heads of Centre, Heads of Department and teachers on [objectivity in grading and ranking](#).

The latest published document is now on the website and you will find that all other Assessment Mitigation has remained as originally published and we are now extending the results submission for **Adapt** to **31 September 2020**, to ensure all the requisite quality processes can be met. Centres will, however, need to let us know their intentions around what Assessment Mitigation they are going to use by **31 July 2020**.

12 June 2020

## Using Remote Invigilation

Where a provider and the learner select the remote test invigilation, make sure you follow the guidelines around what we expect you to do and how the tests should be administered. The information for this can be found;

Technical guidance and 'how-to'

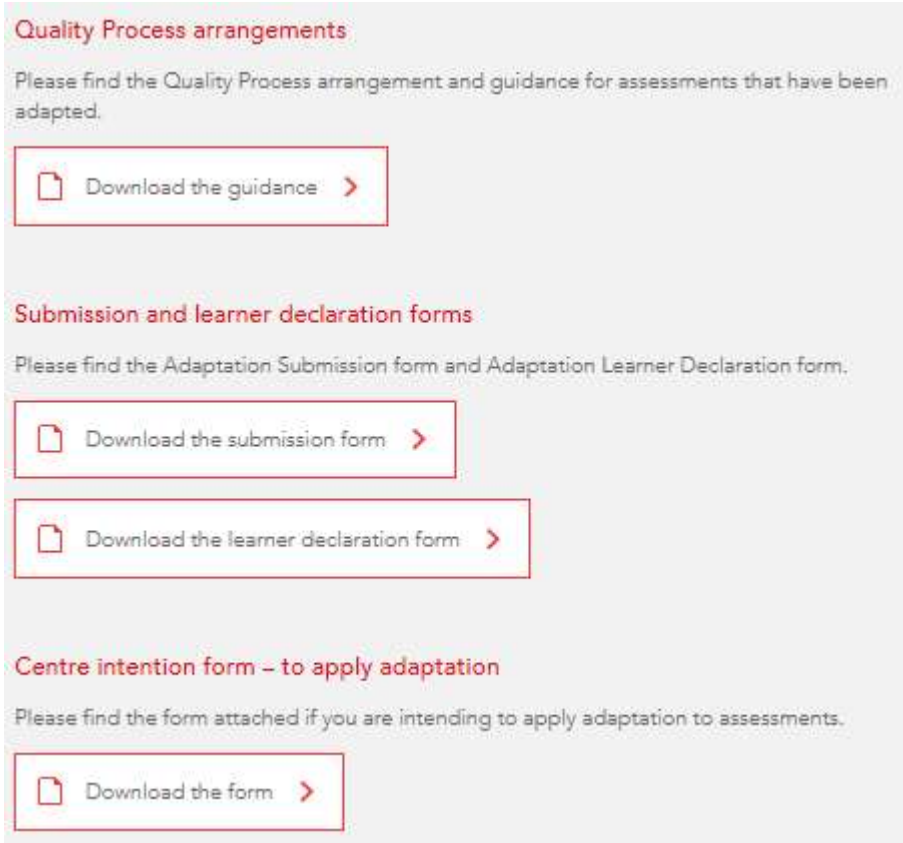
<https://bit.ly/CGRemoteInv>

**Note:** This implies that this is only for EPA tests, but it is now be used for VRQ/NVQ and Apprenticeship On-programme tests. As it is a web based version of Evolve you need to give us 5 days booking notice to ensure that we are able to send you a unique URL for your learners.

The documentation required for both the submission and the statement of intentions can be found on the Assessment Mitigation page:

<https://bit.ly/CGVRQNVQMitigation>

Scroll to the bottom of the screen to find:



The screenshot displays a webpage with three sections, each containing a download link. The first section is titled 'Quality Process arrangements' and includes a link to 'Download the guidance'. The second section is titled 'Submission and learner declaration forms' and includes links to 'Download the submission form' and 'Download the learner declaration form'. The third section is titled 'Centre intention form - to apply adaptation' and includes a link to 'Download the form'. Each link is accompanied by a document icon and a right-pointing arrow.

Please make sure you read all the guidance that has been provided and that you fully understand the requirements of the Adaptation you have selected to use.

It is important that all centres understand some of the context of the Assessment Mitigation documents and how to proceed as organisations open up their premises. Here are some key points that you should consider in how you will return to using the usual assessment procedures that you will have done prior to the current situation we find ourselves in.

- **DELAY** in the Mitigation document does not expect you to wait on us to allow you to proceed, but indicates that this can not be done through other Mitigation activities and is required to be done at the relevant location for the assessment once it is safe to do so.
- Those organisations that are now setting up their premises to begin testing, we urge you to ensure that you observe social distancing and cleaning procedures to provide a safe and healthy environment for you learners.
- Please read:
  - Assessment Mitigation documents
  - Procedures documents for Remote Invigilation
  - Procedures for telling us you are using mitigation
  - How to process Calculated Results using the CAG Tool in Walled Garden

Next webinar is on 23 June and will look to cover some of these issues.

## **Updates and webinars – and more**

<http://bit.ly/DigiUpdates>

The Updates and Webinar web page for Digital and IT contains;

- 5 Minute Apprenticeship Standards videos
- Webinars since March – including lessons learnt and best practice for the EPA element in Apprenticeship Standards
- Question and Answer document from last two webinars- will be updated following each webinar
- Published Newsletters
- Documents for the dispensation for Apprentices doing the Synoptic Project

Please check out the information held there as this may answer many of the questions you have.

## **Note from David and Ken**

As always, we are only at the end of an email if you have specific questions or issues you need to resolve. Make sure you check the Covid-19 webpage regularly for updates and please contact them with your questions or to book a consultation call.

[www.cityandguilds.com/covid-19](http://www.cityandguilds.com/covid-19)

We appreciate lockdown rules are easing, but still urge you and your learners to keep social distancing to help combat Covid-19. Your work has helped see the Digital have the highest average pass rate of any of the Apprenticeship Standards that City & Guilds offers. Thank you!

We urge everyone Stay Alert, Stay Safe, Stay Well.