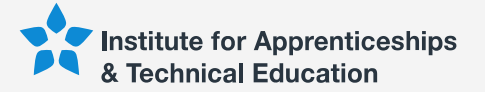


**T-LEVELS**



# T Level Technical Qualifications Registrations, assessment entries (bookings) and results

A guide to support T Level Providers with registrations,  
assessment entries (bookings) and results in Walled  
Garden

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## Key dates

For full information and dates for the registration, assessment entry windows and results dates referenced in this guide, please see the key dates schedule for the relevant T Level Technical Qualification.

These can be found under the **Teaching, learning and planning resources** section of the [T Level Resource Hub](#)





# Registering your learners



## Registration options

Registrations can be made either through Walled Garden catalogue, or through EDI (Electronic Data Interchange). Registration for the Core Component and the OS must be made at the same time (they can be completed in the same transaction). If you do not complete the registrations accurately, you may not meet the requirements for the relevant funding.

Registrations made through EDI must include registration for the Core Component and the Occupational Specialism (OS) as part of the EDI file. If this is not completed correctly providers will incur additional fees.

Providers are unable to register a learner for an Occupational Specialism (OS), before registering onto the Core Component.



# Registration fees and refunds

Registration fees are attached to the Core Component.

No fee is attached to registration for the Occupational Specialism (OS).

## Fees

The full list of fees are published for each Technical Qualification.

You can find these under the 'Fees' section of the

[T Level Resource Hub](#).

## Refunds

If the learner's registration or assessment entry is cancelled by 31 January of the same Academic Year, the provider will receive a full refund (including late and very late fees).

If a cancellation is completed after 31 January, City & Guilds will not provide a refund of any fee associated with T Levels registration or assessment entry, even for cancellations completed within 30 days of the booking.

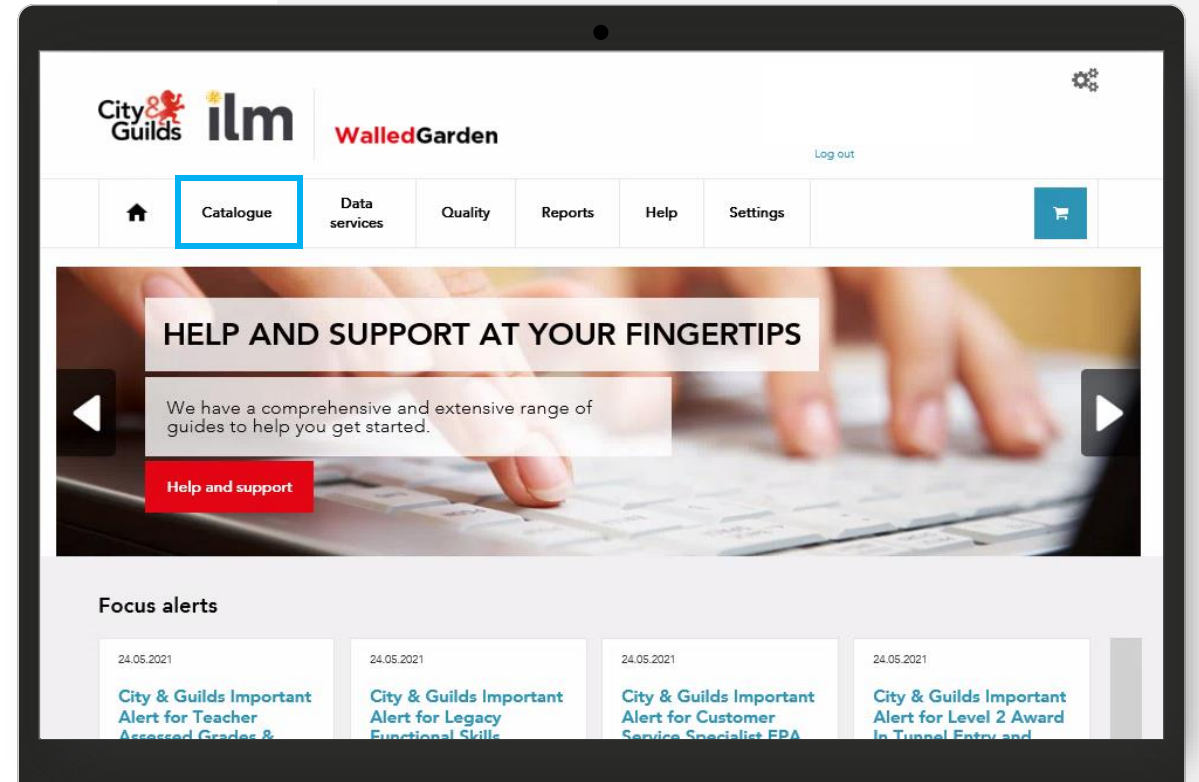




# Registering your learners

First, please log in to Walled Garden.

Once logged in, click on **Catalogue**, which will take you to a list of your approved qualifications.



# Registering your learners

From your list of approved qualifications, select the **Core Component** qualification you want to register learners on.

A list of qualification codes are provided in the [Appendix](#).

Please **do not** select the Occupational Specialism (OS) at this stage.

Click on the blue text of the qualification title or use the search functionality to narrow down the list of qualifications.

The screenshot shows the City & Guilds ilm WalledGarden portal. The user is logged in as '999990 - SAP TEST UK CRONE'. The search bar contains '8710' and the search results table is displayed below. The table has columns for 'Approved', 'Code', 'Level', 'Name', and 'Route'. Two results are shown:

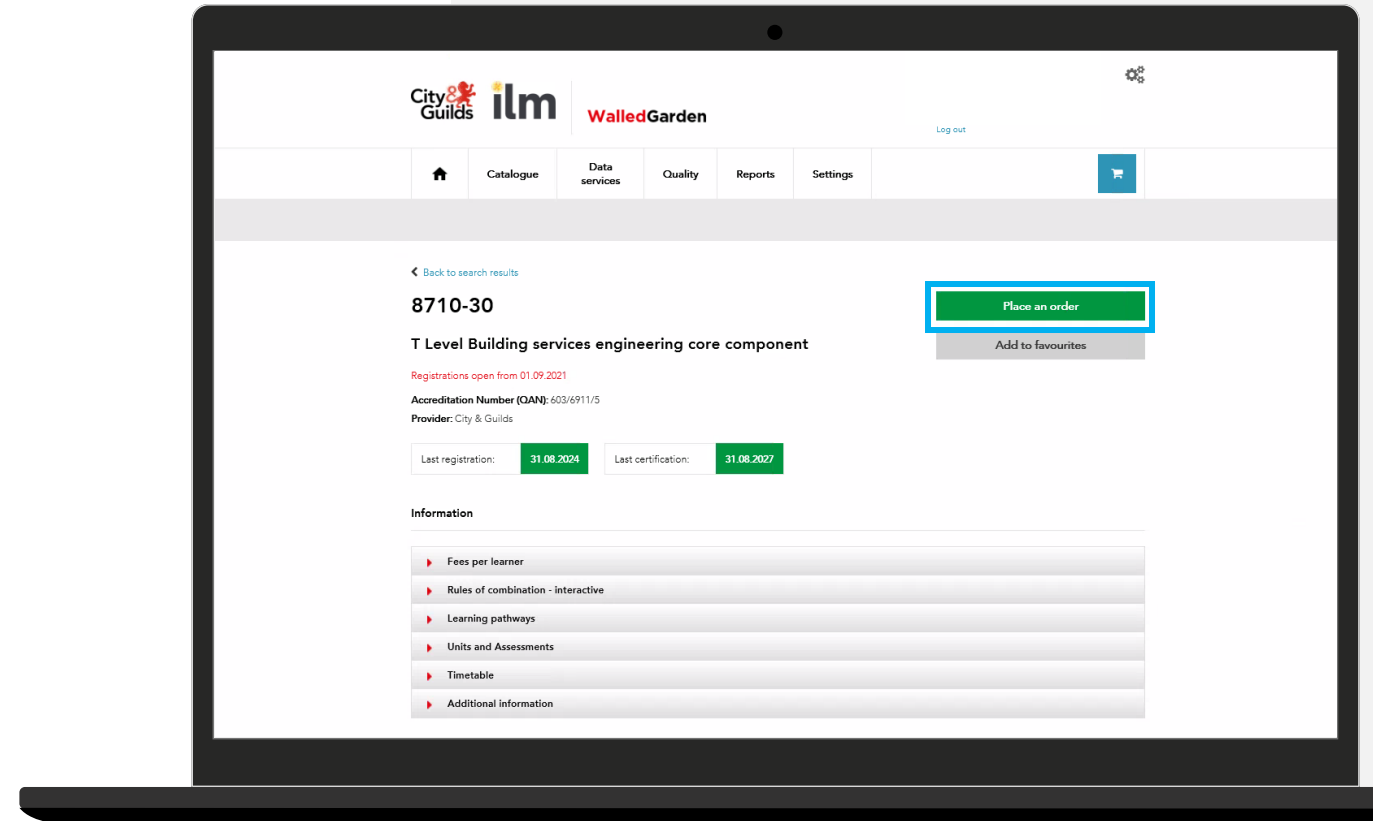
Approved	Code	Level	Name	Route
✓	8710-30	Level 3	T Level Building services engineering core component	Full
✓	8710-37	Level 3	T-Level Protection systems engineering occupational specialism	Full



# Registering your learners

Review the qualification to ensure it is correct and that it is the Core Component.

Now click **Place an order**.



# Registering your learners

Select the option for **Named registration**. Where a learner is already registered with City & Guilds, please use the search functions to locate the existing learner. If this is a new learner enrolment, please select **Add new candidate**.

Enter all learner details. Mandatory requirements are marked with \*.

You'll notice that **Unique Learner Number (ULN)** is a mandatory requirement. You **must** ensure this is accurate as we will use this for reporting registration and results information to the ESFA (Education and Skills Funding Agency).

Then click **Add new candidate**.

The screenshot displays a web interface for registering learners. At the top, there is a 'Select order type' section with several tabs: 'Named registration' (highlighted with a blue box), 'Unnamed registration', 'Dated entry', 'Results entry', 'On Demand', 'Eligibility booking', and 'Alternative result entry'. Below this, a note states: 'This section allows you to register candidates onto a specific qualification. You will also be able to purchase any related qualification materials.'

The next section is 'Add candidate', with a sub-section 'Add new candidate' (also highlighted with a blue box). Below this, another note states: 'This section allows you to create candidates at your centre. You will also be informed if you have to add extra details that are mandatory for a specific qualification.'

The main form area is titled 'Add personal details' and contains the following fields:

- First name \*: Jennifer
- Middle name: (empty)
- Last name \*: Rush
- Please note that the name on the certificate will appear as Jennifer Rush
- Date of birth \*: 10 Jan 2000
- Gender \*: Female
- Your reference: TLevel\_BSE\_2021/22

Below this, there is a section for 'Add qualification specific details' with the following field:

- Unique Learner Number \*: 4801832814

At the bottom of the form, there is a red button labeled 'Add new candidate'.

# Registering your learners

Now click [Add new candidate](#).

A pop-up box will ask if you wish to add additional learners. Select **Yes** or **No**.

Check the learner details are correct in the **Added to basket** section or click [View basket](#).

In the basket, click [Continue](#).

The screenshot shows the City & Guilds ilm WalledGarden registration interface. The top navigation bar includes 'City & Guilds ilm WalledGarden' and 'Log out'. The main content area shows 'Centre name: SAP TEST UK' and a progress bar with steps: 'Order summary', 'Options', 'Addresses', 'Payment', and 'Confirmation'. A pop-up box is overlaid on the page, showing details for '8710-30, T Level Building services engineering core component' with '2x candidates' and 'Order type: Named registration'. The pop-up includes a 'Candidates' field with '2', a 'Unit Price' of 'GBP 260.00', and an 'Order total (net)' of 'GBP 520.00'. A 'Basket' summary is also visible in the pop-up, showing 'Order total (net) GBP 520.00' and a 'Continue' button. Below the pop-up, the main registration page shows 'Add qualification specific details' with a 'Unique Learner Number' field and an 'Add optional details' section. A red 'Add new candidate' button is highlighted with a blue box. Below this, the 'Added to basket' section displays a table of candidates:

Enr no.	First name	Last name	Gender	Your ref	
	Hedi	Stern	F	TLevel_BSE_2021/22	<a href="#">Edit</a> <a href="#">Remove</a>
	Jennifer	Rush	F	TLevel_BSE_2021/22	<a href="#">Edit</a> <a href="#">Remove</a>

To the right of the table is a 'Basket' summary showing 'Qualifications 603/6911/5', 'GBP 260.00', 'Candidates 2', and 'Qual. code 8710-30'. The 'TOTAL' is 'GBP 520.00'. A red 'View Basket' button is highlighted with a blue box at the bottom right of the basket summary.



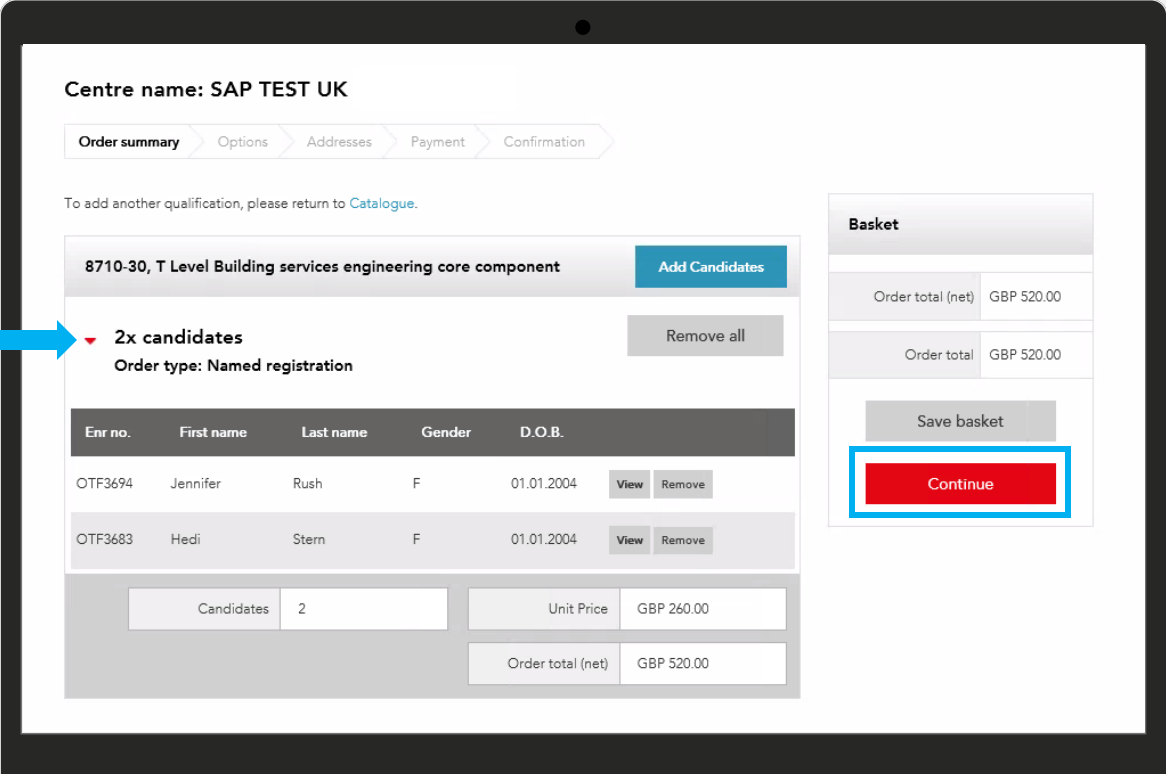
# Registering your learners

Walled Garden will display a message whilst it creates the learner details.

Once complete, you can obtain the learner enrolment numbers (ENRs) from the drop-down menu. **Note these down for reference, you'll need them shortly.**

If you want to register these learners on the Occupational Specialism (OS) in the same transaction (as recommended), click **Save basket**.

If you are checking out now, click **Continue**.



The screenshot displays the registration interface for a centre named "SAP TEST UK". The interface includes a progress bar with steps: Order summary, Options, Addresses, Payment, and Confirmation. Below the progress bar, there is a message: "To add another qualification, please return to [Catalogue](#)." The main content area shows a qualification: "8710-30, T Level Building services engineering core component" with an "Add Candidates" button. Below this, it indicates "2x candidates" and "Order type: Named registration" with a "Remove all" button. A table lists the candidates:

Enr no.	First name	Last name	Gender	D.O.B.	View	Remove
OTF3694	Jennifer	Rush	F	01.01.2004	View	Remove
OTF3683	Hedi	Stern	F	01.01.2004	View	Remove

At the bottom of the candidate list, there is a summary table:

Candidates	2	Unit Price	GBP 260.00
		Order total (net)	GBP 520.00

On the right side, there is a "Basket" section with the following details:

Order total (net)	GBP 520.00
Order total	GBP 520.00
Save basket	
<b>Continue</b>	

A blue arrow points to the "2x candidates" text, and a red box highlights the "Continue" button in the basket section.

# Registering your learners

Return to the **Catalogue** and locate the relevant Occupational Specialism (OS) you need to make a registration for in the same way as before.

A list of occupational specialism codes are provided in the [Appendix](#).

The screenshot shows the City & Guilds ILM WalledGarden website interface. The top navigation bar includes 'Catalogue', 'Data services', 'Quality', 'Reports', and 'Settings'. The 'Catalogue' tab is active. Below the navigation bar, there is a search bar with the text '8710' entered. A blue arrow points to the search bar. Below the search bar, there is a table of search results. A blue arrow points to the second row of the table. The table has columns for 'Approved', 'Code', 'Level', 'Name', and 'Route'. The results are as follows:

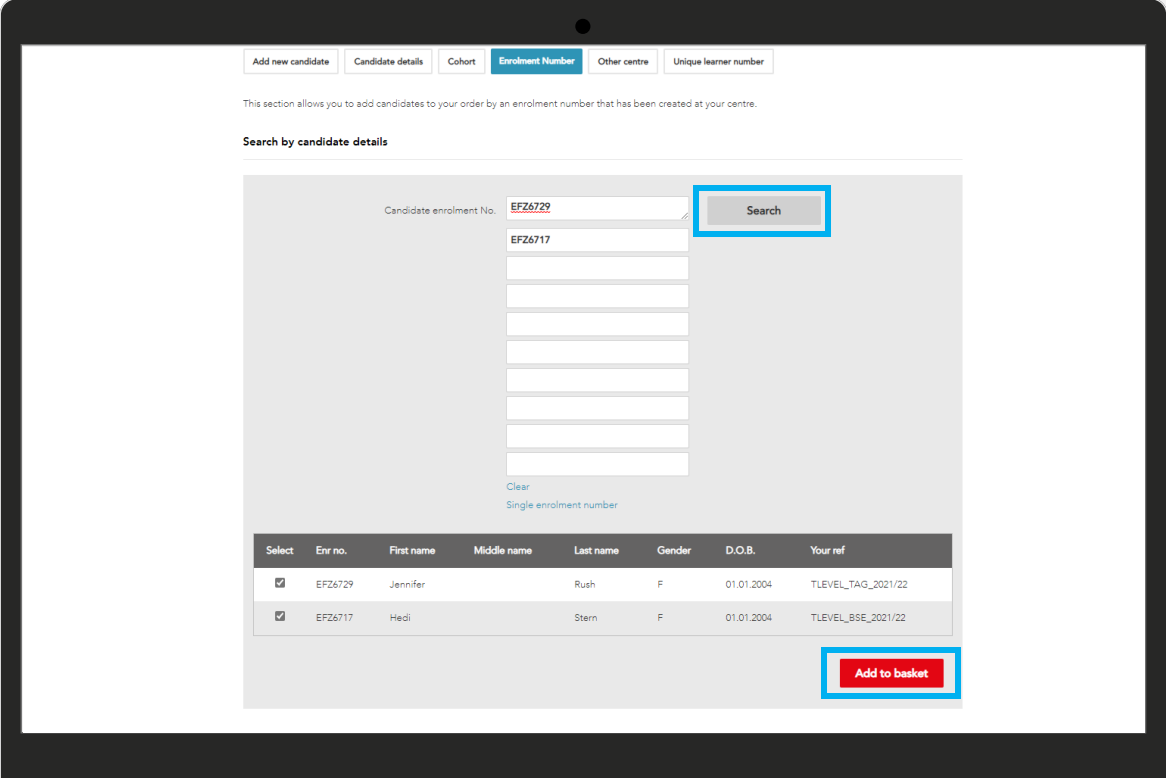
Approved	Code	Level	Name	Route
✓	8710-30	Level 3	T Level Building services engineering core component	Full
✓	8710-37	Level 3	T-Level Protection systems engineering occupational specialism	Full

# Registering your learners

Enter the enrolment numbers (noted from earlier) you want to add to this Occupational Specialism (OS).

Click **Search**.

Select the learners you want to add and then click **Add to basket**.



The screenshot shows a web interface for registering learners. At the top, there are navigation tabs: "Add new candidate", "Candidate details", "Cohort", "Enrolment Number" (which is active), "Other centre", and "Unique learner number". Below the tabs, a message states: "This section allows you to add candidates to your order by an enrolment number that has been created at your centre." The main section is titled "Search by candidate details" and contains a search form. The form has a label "Candidate enrolment No." and a text input field containing "EFZ6729". To the right of the input field is a "Search" button. Below the input field, there is a list of input fields, with the first one containing "EFZ6717". Below the list, there are "Clear" and "Single enrolment number" links. At the bottom of the form, there is a table with the following data:

Select	Enr no.	First name	Middle name	Last name	Gender	D.O.B.	Your ref
<input checked="" type="checkbox"/>	EFZ6729	Jennifer		Rush	F	01.01.2004	TLEVEL_TAG_2021/22
<input checked="" type="checkbox"/>	EFZ6717	Hedi		Stern	F	01.01.2004	TLEVEL_BSE_2021/22

At the bottom right of the table, there is an "Add to basket" button.



# Registering your learners

Check it's the right OS, then click **Place an order**.

This time, use the **Enrolment Number** search option and click **Multiple enrolment numbers**.

8710-37 Add to favourites

**T-Level Protection systems engineering occupational specialism**

Important information regarding T Levels registration requirements, please see the Additional information below for further details.

Accreditation # (QAN): 603/6911/5  
Provider: City & Guilds

Last registration: **31.08.2024** Last certification: **31.08.2027**

**Select order type**

**Named registration** Unnamed registration Dated entry Results entry On Demand Eligibility booking Alternative result entry


This section allows you to register candidates onto a specific qualification. You will also be able to purchase any related qualification materials.

**Add candidate**

Add new candidate Candidate details Cohort **Enrolment Number** Other centre Unique learner number

This section allows you to add candidates to your order by an enrolment number that has been created at your centre.

**Search by candidate details**

 Candidate enrolment No.  Search

Multiple enrolment numbers

# Registering your learners

Click [View basket](#).

Check the basket contains all the correct information, using the drop-down menus to see the learner information for both the **Core Component** and the **Occupational Specialism (OS)**.

If you've missed a learner off, use the [Add Candidate](#) button.

When you're finished, complete the checkout process by clicking [Continue](#).

Centre name: SAP Test UK

Order summary > Options > Addresses > Payment > Confirmation

To add another qualification, please return to [Catalogue](#).

**8710-30. T Level Building services engineering core component** [Add Candidates](#)

2x candidates [Remove all](#)  
Order type: Named registration

Enr no.	First name	Last name	Gender	D.O.B.	
EP26729	Jennifer	Rush	F	01.01.2004	<a href="#">View</a> <a href="#">Remove</a>
EP26717	Hedi	Stern	F	01.01.2004	<a href="#">View</a> <a href="#">Remove</a>

Candidates	2	Unit Price	GBP 0.00
		Order total (net)	GBP 0.00

**8710-37. T-Level Protection systems engineering occupational specialism** [Add Candidates](#)

2x candidates [Remove all](#)  
Order type: Named registration

Enr no.	First name	Last name	Gender	D.O.B.	
EP26729	Jennifer	Rush	F	01.01.2004	<a href="#">View</a> <a href="#">Remove</a>
EP26717	Hedi	Stern	F	01.01.2004	<a href="#">View</a> <a href="#">Remove</a>

Candidates	2	Unit Price	GBP 0.00
		Order total (net)	GBP 0.00

**Basket**

Order total (net)	GBP 0.00
Order total	GBP 0.00

[Save basket](#)

[Continue](#)

# Withdrawing learners from T Level Technical Qualifications



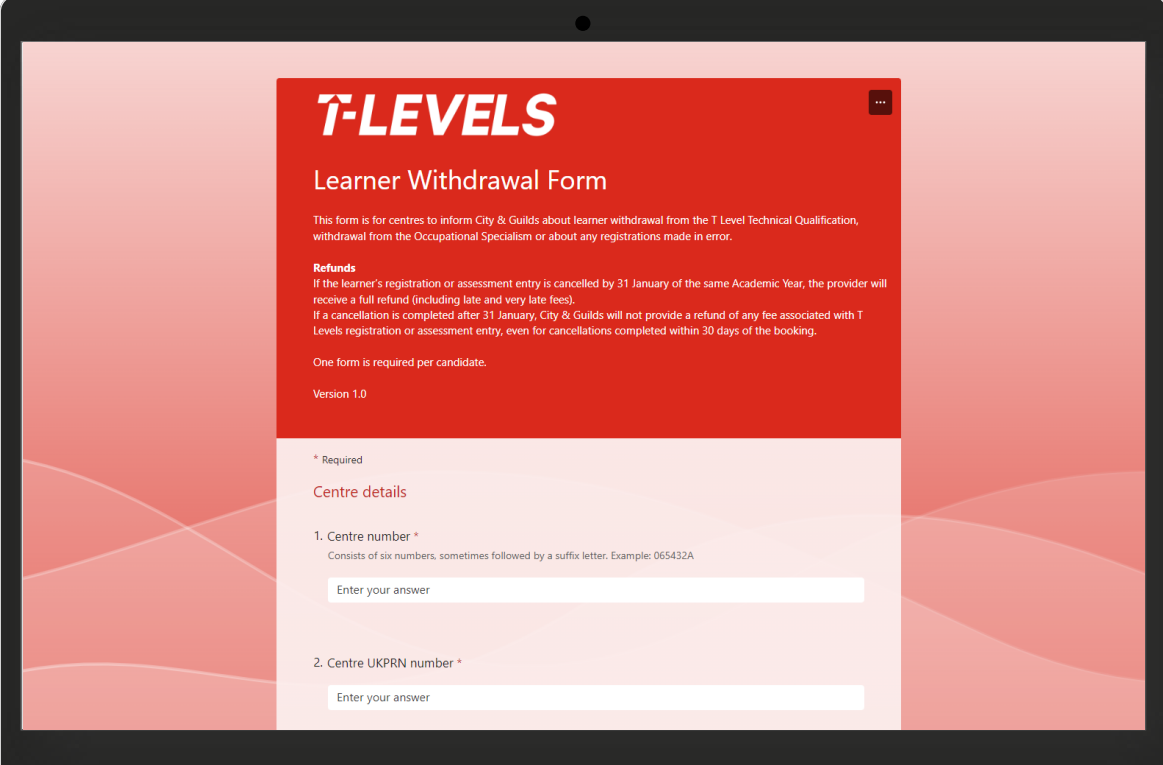


# Inform about candidate withdrawal

City & Guilds need to be informed of any learners that decide to withdraw from a T Level Technical Qualification, including those who switch Occupational Specialism. We also need to be informed of those learners who are registered in error.

To notify City & Guilds, please fill in a short [Candidate Withdrawal Form](#) and one of our Customer Services Advisors will contact you for any clarification.

For our refund guidelines, please see page 6 of this guide.



The image shows a laptop screen displaying the 'T-LEVELS Learner Withdrawal Form'. The form has a red header with the 'T-LEVELS' logo and a title 'Learner Withdrawal Form'. Below the header, there is a paragraph explaining the form's purpose: 'This form is for centres to inform City & Guilds about learner withdrawal from the T Level Technical Qualification, withdrawal from the Occupational Specialism or about any registrations made in error.' A 'Refunds' section follows, detailing the conditions for a full refund (cancellation by 31 January) and the lack of refund for cancellations after that date. It also states 'One form is required per candidate.' and 'Version 1.0'. The form body is white with a light red background and contains two required fields: '1. Centre number \*' and '2. Centre UKPRN number \*'. Each field has a text input box with the placeholder 'Enter your answer'. A legend indicates that an asterisk (\*) denotes a required field.

**T-LEVELS**

## Learner Withdrawal Form

This form is for centres to inform City & Guilds about learner withdrawal from the T Level Technical Qualification, withdrawal from the Occupational Specialism or about any registrations made in error.

**Refunds**  
If the learner's registration or assessment entry is cancelled by 31 January of the same Academic Year, the provider will receive a full refund (including late and very late fees).  
If a cancellation is completed after 31 January, City & Guilds will not provide a refund of any fee associated with T Levels registration or assessment entry, even for cancellations completed within 30 days of the booking.

One form is required per candidate.

Version 1.0

\* Required

**Centre details**

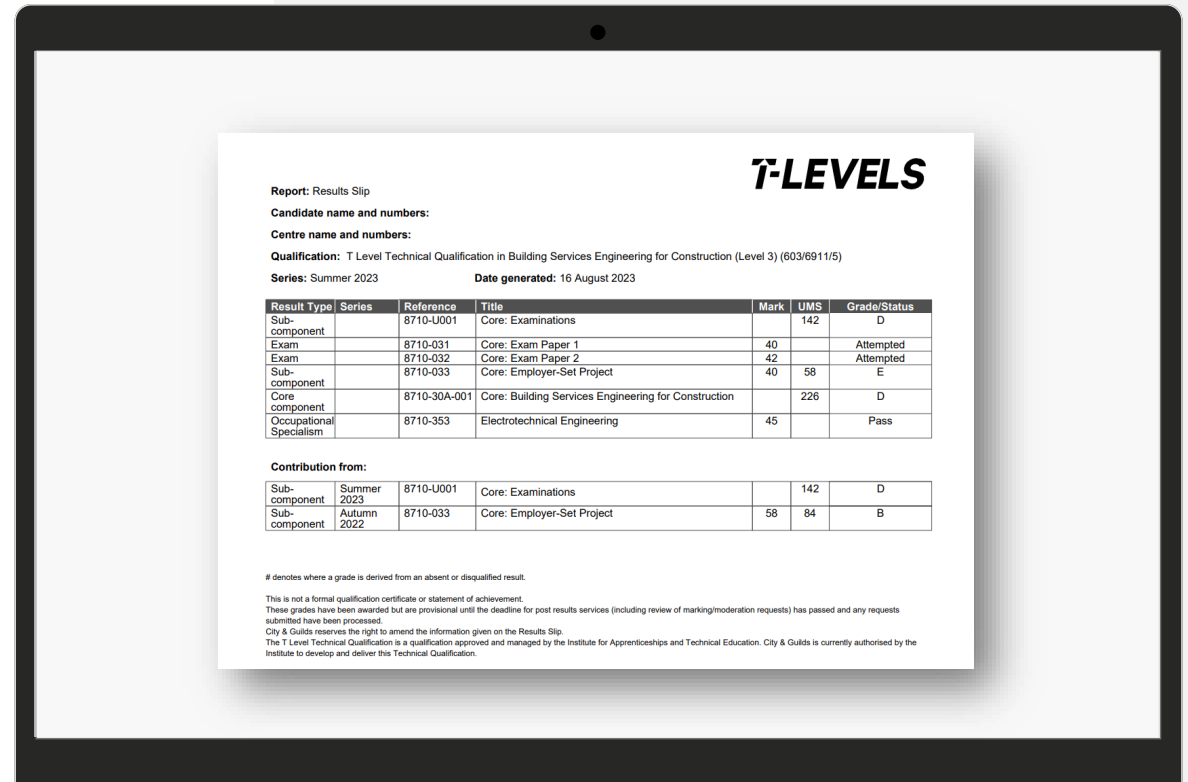
1. Centre number \*  
Consists of six numbers, sometimes followed by a suffix letter. Example: 065432A

2. Centre UKPRN number \*

# Candidate results

If the candidate attempted any T Levels component before withdrawing from the program, their results will not be removed or deleted.

Achieved results will be available in Walled Garden in the **T Level Result Slip**.



**T-LEVELS**



Institute for Apprenticeships  
& Technical Education

# Assessment entries (bookings)



# Entry information

Providers can make assessment entries for their learners onto the Core assessments (Paper 1, Paper 2 and Employer Set Project (ESP)) from early January, as this is the start of the 'standard' entry window.

Providers will not be charged for an assessment entry, as long as it is a learner's first attempt, and the entry is made within the standard entry window.



## Step 1

Ensure that the learner has a valid registration on the core component.

E.g., 8710-30 for Building Services Engineering, or 8711-30 for Onsite Construction.

## Step 2

Make an entry for the learner onto both Paper 1 and 2 within the same transaction.

You will be unable to make these entries separately.

**Both papers must always be completed within the same assessment series.**

## Step 3

Make an entry for the Employer Set Project (ESP).

Your learner may wish to sit their Paper 1 and 2 in a different assessment series to their Employer Set Project (ESP), if this is the case, please only book the appropriate assessment for the relevant series.

# Entry fees

Entry fees for assessments only apply where it is a re-sit or where the entry is made in the 'late' or 'very late' entry window.

## Fees

The full list of fees are published for each Technical Qualification.

You can find these under the 'Fees' section of the

[T Level Resource Hub](#).





# Entries for the Core assessments

Providers should enter learners onto Paper 1 and Paper 2 as part of the same transaction.

If you attempt to make an entry onto a single paper in Walled Garden, you will be forced to book onto the other as well.

Both papers must be completed within the same assessment series (E.g. Summer).

Therefore, if a learner chooses to re-sit one or more papers, then they will need to re-sit **both** papers within the same assessment series.

Fees apply for any re-sit of the core assessments.



## Entries for the ESP

Your learner may wish to sit the first attempt of their Paper 1 and 2 in a different assessment series to their Employer Set Project (ESP), if this is the case, please only book the appropriate assessment. We no longer require the first attempt of all assessments to be sat in the same series.

A learner's re-sit of the ESP can also be completed in a different assessment series to Paper 1 and Paper 2.

The ESP assessment entry does not need to be made at the same time as Paper 1 and 2 (however this is strongly recommended).

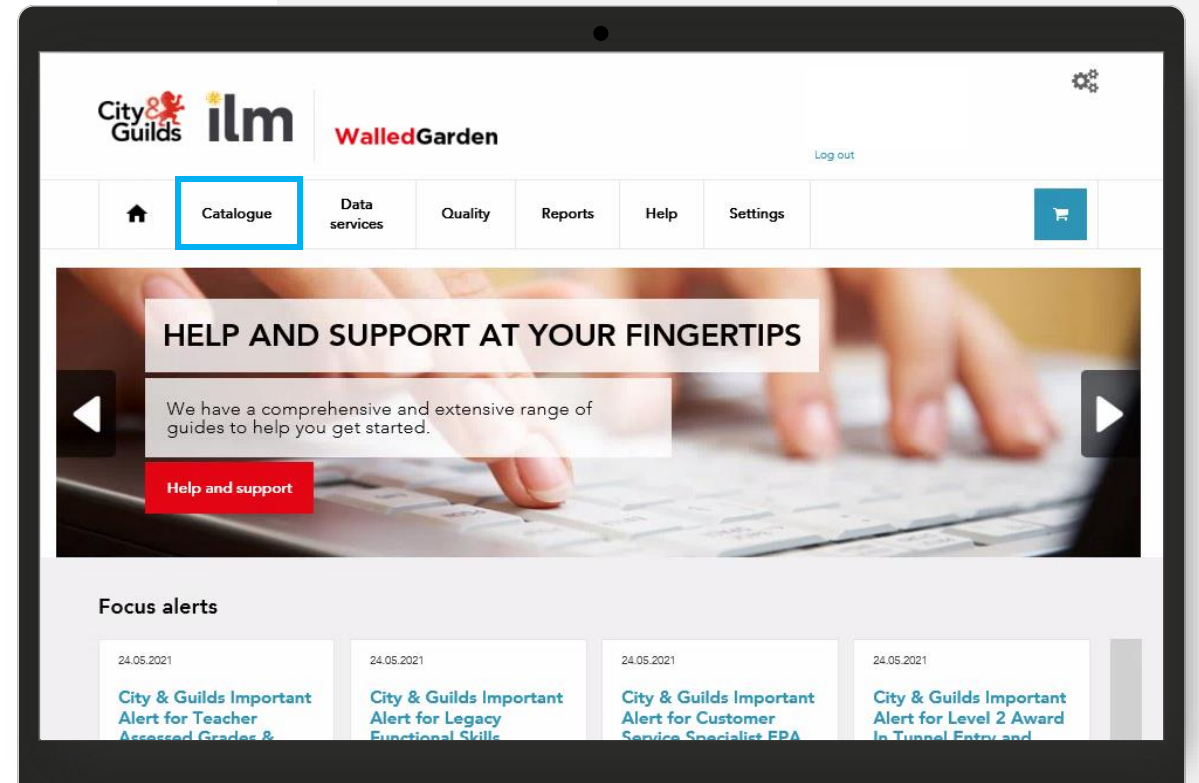




# Place an assessment entry

First, please log in to Walled Garden.

Once logged in, click on **Catalogue**, which will take you to a list of your approved qualifications.



# Place an assessment entry

From your list of approved qualifications, select the **Core Component** qualification you want to place entries for.

A list of qualification codes are provided in the [Appendix](#).

Please **do not** select the Occupational Specialism (OS).

Click on the blue text of the qualification title or use the search functionality to narrow down the list of qualifications.

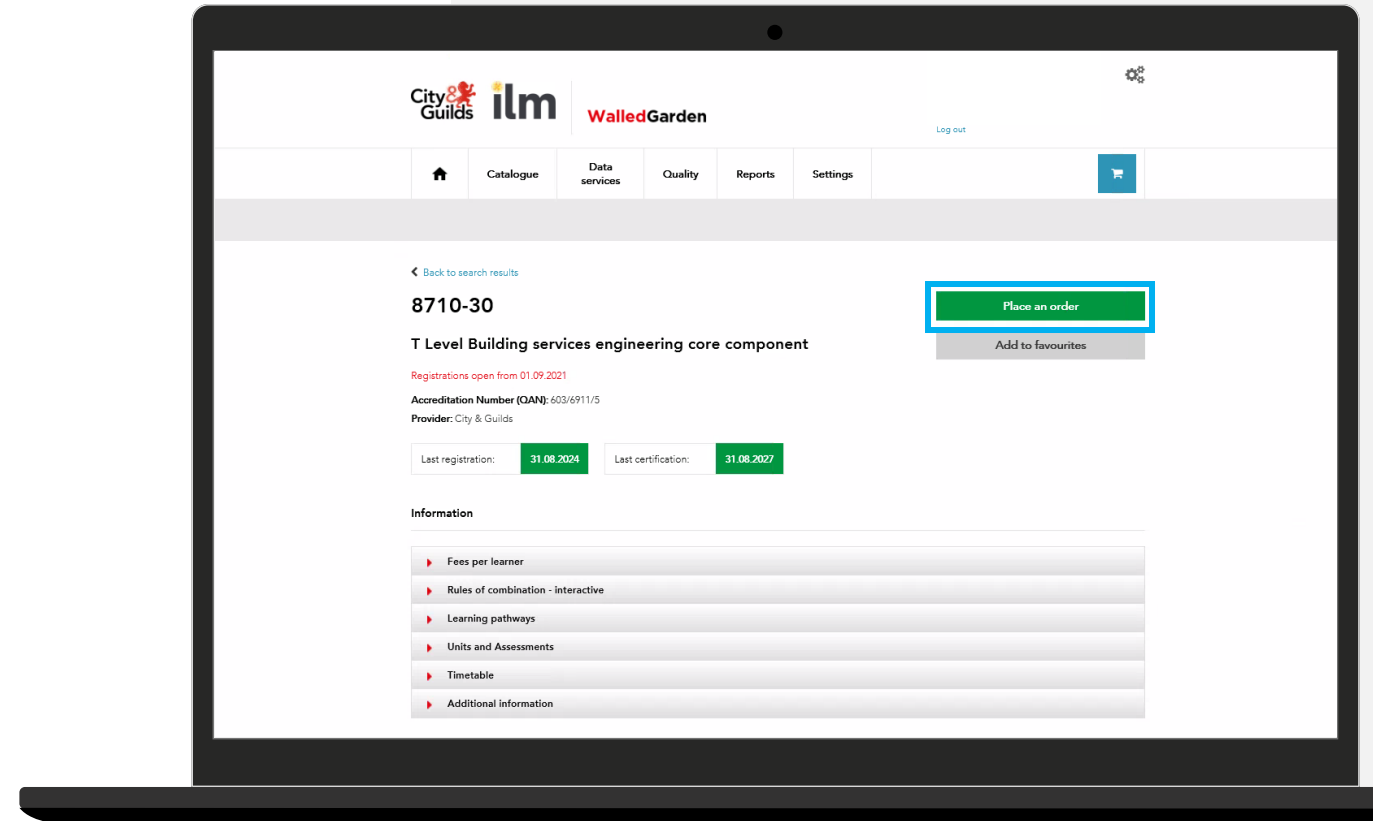
The screenshot shows the City & Guilds ILM WalledGarden portal. The user is logged in as '999990 - SAP TEST UK'. The search bar contains '8710' and the search results table shows two entries:

Approved	Code	Level	Name	Route
✓	8710-30	Level 3	T Level Building services engineering core component	Full
✓	8710-37	Level 3	T-Level Protection systems engineering occupational specialism	Full

# Place an assessment entry

Review the qualification to ensure it is correct and that it is the Core Component.

Now click **Place an order**.





# Place an assessment entry

Select the option for **Dated entry**.

The assessment selection table will populate after a few seconds.

To show the rules of combination for the TQ you can use the dropdown menu for **Learning pathway**.

The assessment selection table will display the core assessments:

- Paper 1
- Paper 2
- Employer set project

The screenshot shows the 'Select order type' interface. The 'Dated entry' button is highlighted with a blue box. Below it, the 'Unit or Assessment selection' section is visible, showing fields for Centre No (999990), Customer No (0001066854), Order type (Dated entry), and Qualification selected (8710-30). The 'Search available unit or assessments' section is also visible, with a search bar and a 'Search' button. Below that, the 'Approved Unit or Assessments' section is shown, with a dropdown menu for 'Learning Pathway' set to 'Select Learning Pathway'. The 'Select/Deselect All' section is highlighted with a blue box, showing a table with the following data:

Order	Product code	Description	Type	Date
<input type="checkbox"/>	8710-031	Exam paper 1	Written	<input type="text"/>
<input type="checkbox"/>	8710-032	Exam paper 2	Written	<input type="text"/>
<input type="checkbox"/>	8710-033	Employer set project	Project	<input type="text"/>

At the bottom of the interface, there are buttons for 'Cancel', 'Back', and 'Continue'.

# Place an assessment entry

Select the assessments you wish to place an entry for using the tick box in the **Order** column.

Remember you must always make entries for both Paper 1 and Paper 2 in the same transaction, so select both and make sure the dates selected are within the same assessment series.

Use the drop-down menu in the **Date** column to select the assessment dates.

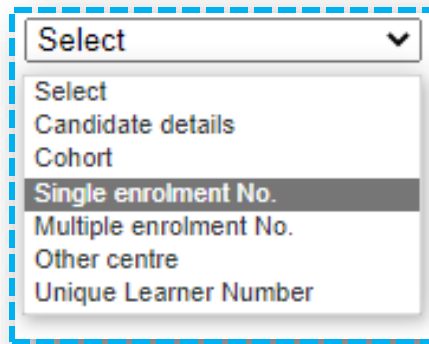
The screenshot shows the 'Unit or Assessment selection' page. At the top, there are navigation tabs: Order type, Qualification (highlighted in red), Candidates, Accessories, Checkout, and Confirmation. Below the tabs, there are input fields for Centre No. (999990), Customer No. (0001066854), Order type (Dated entry), and Qualification selected (8710-30). A search section follows with a 'Search' button. Below that is a table of 'Approved Unit or Assessments' with columns for Order, Product code, Description, Type, and Date. A blue arrow points to the 'Order' column, which has checkboxes for three rows. The 'Date' column has dropdown menus for each row. At the bottom, there are 'Cancel', 'Back', and 'Continue' buttons.

Order	Product code	Description	Type	Date
<input checked="" type="checkbox"/>	8710-031	Exam paper 1	Written	14.06.2022 13:00
<input checked="" type="checkbox"/>	8710-032	Exam paper 2	Written	21.06.2022 13:00
<input checked="" type="checkbox"/>	8710-033	Employer set project	Project	

# Place an assessment entry

On the next screen, check the assessments display correctly in the table.

Then use the drop-down menu **Search existing candidates** to choose how you want to add learners to the assessment entry.



**Select order type**

Named registration | Unnamed registration | **Dated entry** | Results entry | On Demand | Eligibility booking | Alternative result entry

This section allows you to schedule examinations for registered candidates on a pre-set date.

Order type | Qualification | **Candidates** | Accessories | Checkout | Confirmation

**Candidate selection**

Centre No. 999990 Customer No. 0001066854 Order type Dated entry

Qualification selected 8710-30 T Level Building services engineering core component Full

Select the action you want to perform

To search for existing candidates, select the required method from the dropdown list.

Search existing candidates by **Select**

Cancel Order | Back | Continue

**Selected units or assessments**

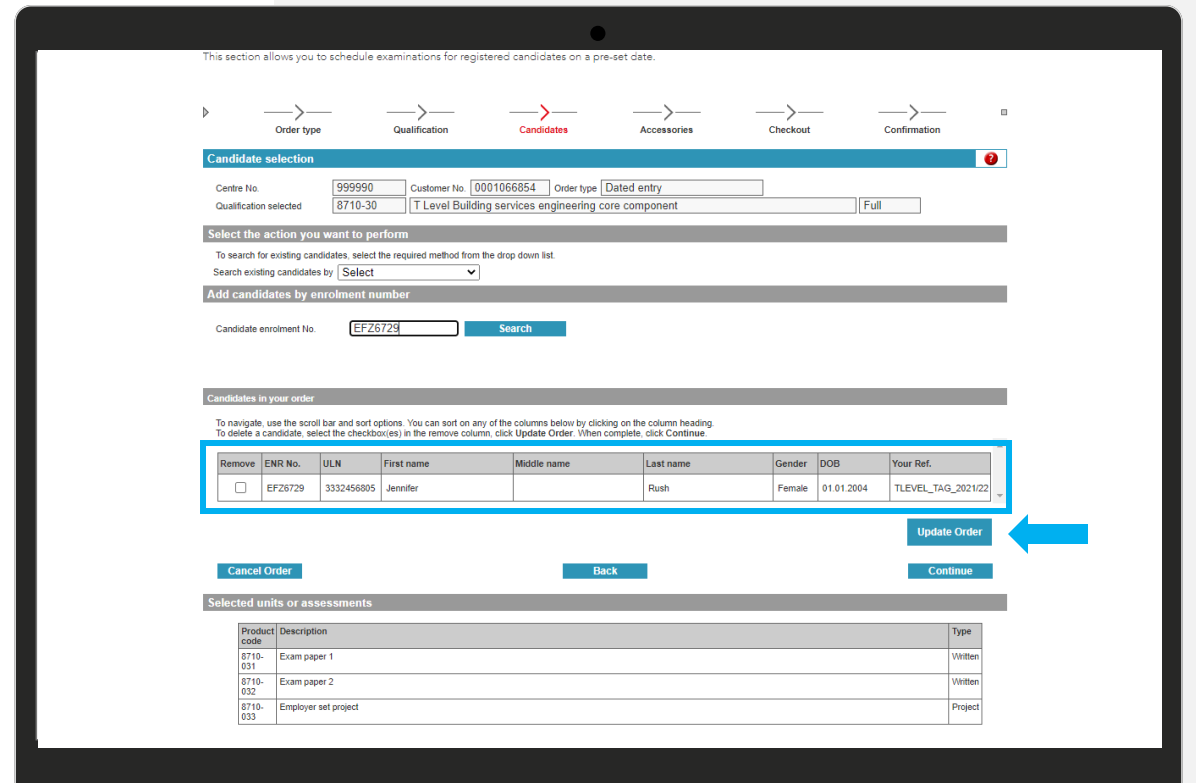
Product code	Description	Type
8710-031	Exam paper 1	Written
8710-032	Exam paper 2	Written
8710-033	Employer set project	Project

# Place an assessment entry

In this example, we've just used the **Single Enrolment No.** search option and entering the enrolment number in the search field.

The learner displays in the table. You then need to click **Update Order**. You can continue to add other learners using the search, just remember to update the order again each time.

Once all learners are added to the order, click **Continue**.



# Place an assessment entry

Re-check the information displayed in the table is correct and confirm the assessment codes using the check boxes.

Then click **Continue**.

Last registration: 31.08.2024 Last certification: 31.08.2027

Select order type

Named registration Unnamed registration **Dated entry** Results entry On Demand Eligibility booking Alternative result entry

This section allows you to schedule examinations for registered candidates on a pre-set date.

Order type Qualification **Candidates** Accessories Checkout Confirmation

Units or Assessment - candidate assignment

Centre No. 999990 Customer No. 0001066854 Order type Dated entry

Qualification selected 8710-30 T Level Building services engineering core component Full

Assign units or assessments to candidates

To navigate, use the scroll bar and sort options. You can sort on any of the fields below by clicking on the column heading.

To select the units or Assessments, click in the checkbox(es) in the assessments column, or use the selection buttons. When complete, click Continue.

Remove	ENR No.	ULN	First Name	Last Name	Gender	DOB	Product Code
<input type="checkbox"/>	EF26729	3332456805	Jennifer	Rush	Female	01.01.2004	031 <input checked="" type="checkbox"/> 032 <input checked="" type="checkbox"/> 033 <input checked="" type="checkbox"/>
<input type="checkbox"/>	EF26717	3332456805	Hedi	Stern	Female	01.01.2004	031 <input checked="" type="checkbox"/> 032 <input checked="" type="checkbox"/> 033 <input checked="" type="checkbox"/>

Remove Deselect All Select All

Cancel Back Continue



# Place an assessment entry

This is the final page, and last opportunity to view and/or amend the order details.

Use the **Amend** button to add or remove learners for the assessment or use the **Details** button to view and check the learners added to each assessment.

For Paper 1 and Paper 2 you can select an **alternative delivery address** within the details view.

When you've finished the order process and ready to complete the entries press **Submit Order**.

Amend	Detail	Product code	Product description	Order type	Qty	Price	Total	Delete
<input checked="" type="checkbox"/>		8710-031	Exam paper 1	Dated entry	2	0.00	0.00	<input type="checkbox"/>
Delivery address for this line item		SAP Test U...1A Giltspu...London						
Date selected: 14.06.2022		Time selected: 13:00						
Candidates for this line item								
ENR No.	ULN	First name	Middle name	Last name	Gender	DOB	Your Ref.	
EFZ6729	3332456805	Jennifer		Rush	Female	01.01.2004	TLEVEL_TAG_2021/22	
EFZ6717	3332456805	Hedi		Stern	Female	01.01.2004	TLEVEL_BSE_2021/22	
<b>Print list</b>								
<input checked="" type="checkbox"/>		8710-032	Exam paper 2	Dated entry	2	0.00	0.00	<input type="checkbox"/>

This screen allows you to configure examinations for registration candidates on a per-entry basis.

Please take a moment to check that your order and delivery address are correct.  
If changes are required, click the icon in the Order Line Items section. If the order is correct, click Submit Order.

**Order reference and delivery**

Please enter your PO / reference number in the Your PO / Ref. text box:  
Your PO / Ref.

Deliver to SAP Test U...1A Giltspu...London

Payment method

**Order line items**

To view the details of the Line Items, click in the Detail column. To change the Order Line Item, click in the Amend column. If you have made any changes at this stage, click Update Order. Once complete click Submit Order.

Amend	Detail	Product code	Product description	Order type	Qty	Price	Total	Delete
<input checked="" type="checkbox"/>		8710-031	Exam paper 1	Dated entry	2	0.00	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		8710-032	Exam paper 2	Dated entry	2	0.00	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		8710-033	Employer set project	Dated entry	2	0.00	0.00	<input type="checkbox"/>

Order total net	0.00 GBP
VAT/Sales tax	0.00 GBP
Order total	0.00 GBP

**Update Order**

**Billing - Account details**

If the order is complete, click Submit Order.

**Once the Submit Order button is pressed, you will be unable to change the order.**

# Place an assessment entry

The assessment entry (booking) process is now complete.

We recommend you print the page (e.g. to pdf and save locally) for your records, or make a note of the order number for future records.

The assessment entries will now show on the candidate history.

Remember to place an assessment entry for the ESP if you have not completed this in the same transaction.

**Order confirmation**

Thank you. Your order has been received and is now being processed by City & Guilds.  
This order confirmation is for your information purposes only. You may wish to print this confirmation and keep a copy for your records. An order confirmation is available within the reports section.  
If there are any problems with your order, we will contact you by email, telephone or mail.

**Order reference and delivery**

Centre No.	999990	Date of order	17.01.2022
Centre name	SAP Test UK CR1	Customer No.	1066854

**Your Order Number is: 113998661**

Your Ref.	T Levels	Payment method	On Account
Delivery address			

**Order line items**  
To view full details of your order please click on + for details

Product code	Product description	Order type	Exam details	Qty	Price	Total
8710-031	Exam paper 1	Dated entry	14.06.2022 13.00	2	0.00	0.00 GBP
8710-032	Exam paper 2	Dated entry	21.06.2022 13.00	2	0.00	0.00 GBP
8710-033	Employer set project	Dated entry	13.05.2022 00.01	2	0.00	0.00 GBP

Order total net	0.00 GBP
VAT/Sales tax	0.00 GBP
Order total	0.00 GBP

[Back to Catalogue](#) [Print Page](#)

**T-LEVELS**



Institute for Apprenticeships  
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# Amending learner details

## For missing ULNs

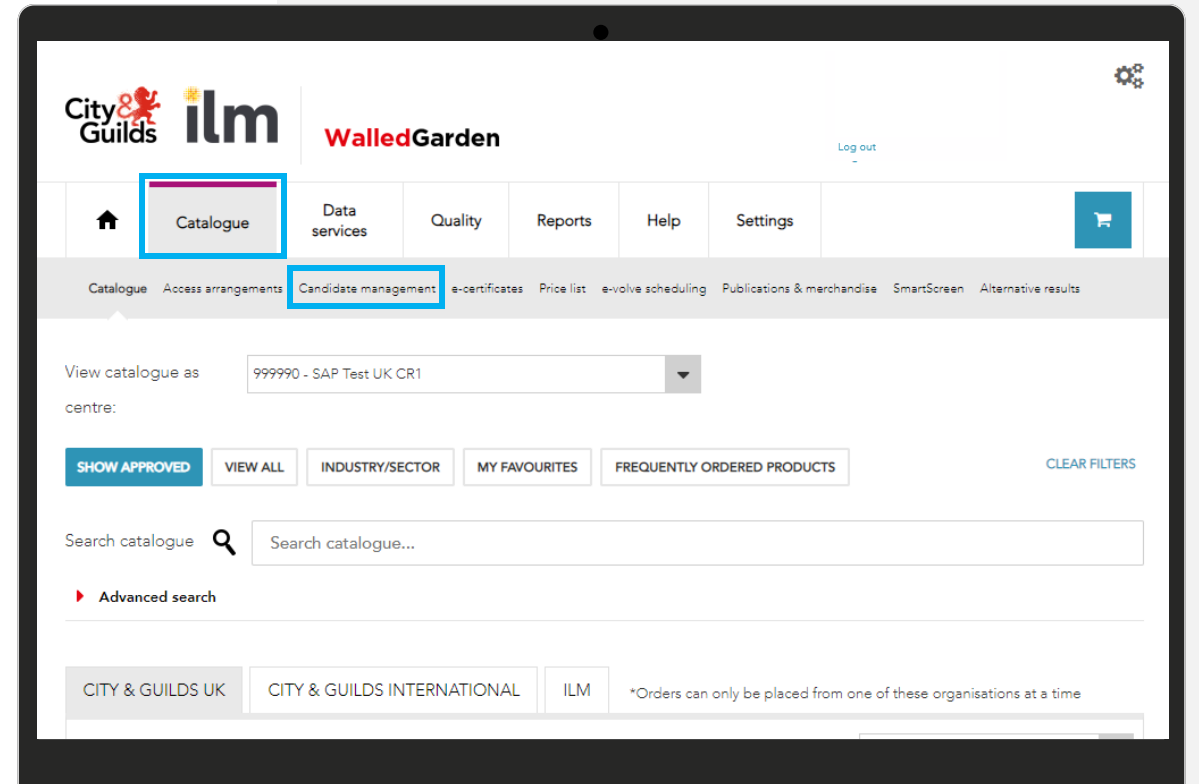


# Amending learner details

If you've registered learners via EDI and not included the ULN, we will contact you and request this missing information is provided via Walled Garden.

You can add missing ULNs for your learners directly in Walled Garden.

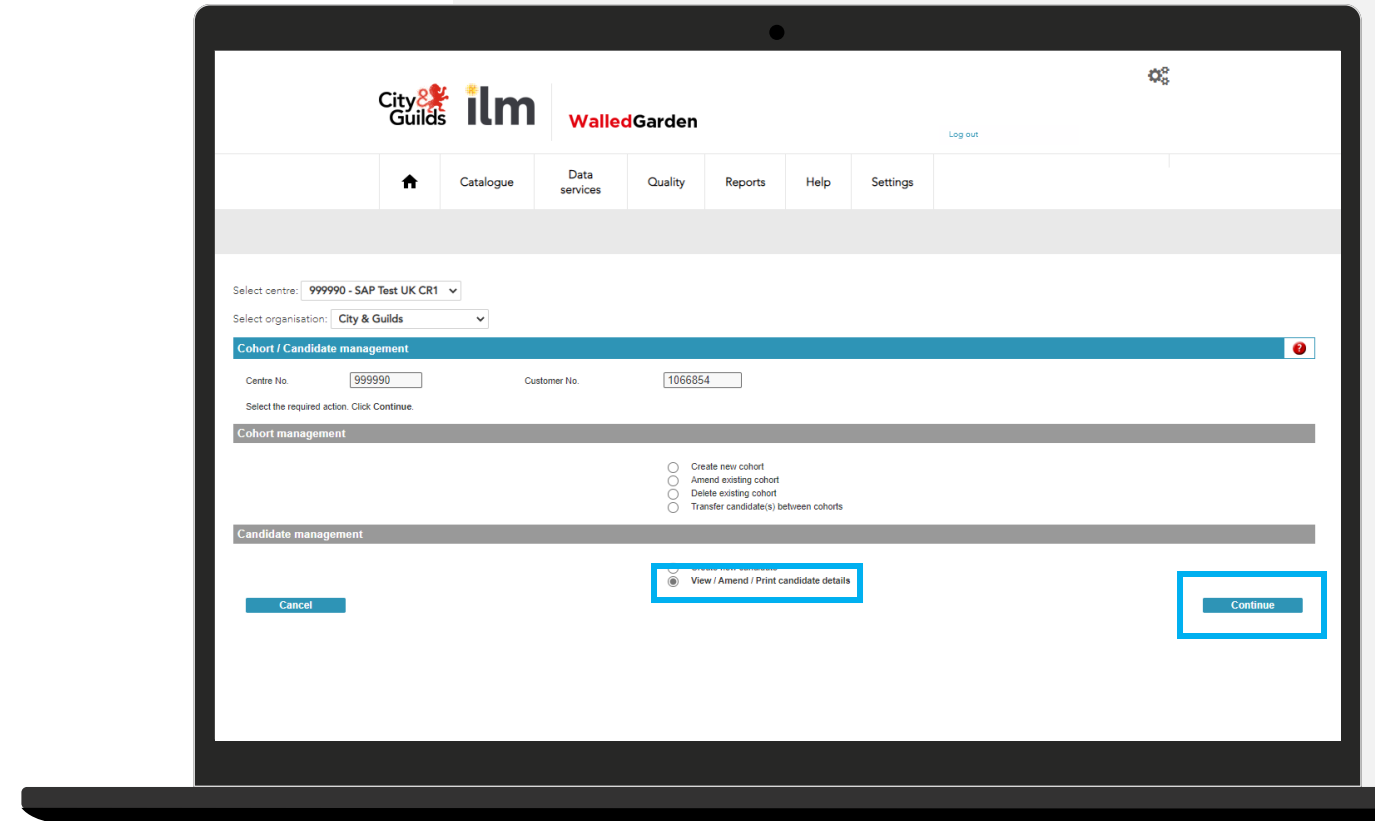
Once logged in, click on **Catalogue**, and then **Candidate management** in the sub-menu.



# Amending learner details

In the **Candidate management** section, select **View / Amend / Print candidate details** and then click **Continue**.

On the next page use the search box to select the method you want to search by, either by **Candidate details** or ideally by **Enrolment No.**





# Amending learner details

Once you have located and selected the learner you need to add the ULN to, click **Amend**.

On the amendment screen, add the ULN at the top of the second table.

You'll also need to select a **Reason for Change** towards the bottom. Please choose **Incorrect Unique Learner Number**.

Click **Save** and check the learner record has updated correctly.

Please specify the reason for change request.

Reason for Change: Incorrect Unique Learner

\* denotes a mandatory field. [Upload Photo](#)

Existing Name printed on certificate: Smith John

To toggle between first name and middle name. Click >> 1 << and to toggle between middle name and last name. Click >> 2 <<

Amend Name printed on certificate: Smith John

Smith >> 1 << >> 2 << John

Tick the box if you are expecting any certificates for this candidate in the next 7 days.

[Back](#) [Save](#)

Amend / Print Candidate details

Centre No. 999990 Customer No. 1066854

Candidate Details

To amend candidate details, click Amend. To print candidate details click Print.

Name printed on certificate: Smith John

ENR No.	TX9229	House No.	
First name	Smith	House name	
Middle name		Street	
Last name	John	District	
		Town/City	
Gender	Male	Country/State	
DOB (dd.mm.yyyy)	01.01.1995	Country	United Kingdom
Place of birth		Postcode	
		Driving licence No.	
Unique Learner Number		Driving licence country	
Nationality		NI No.	
Ethnic code		Scottish candidate No.	
Email		NROSO No.	

[Amend](#) [Print](#)

[Back To Amend / Print Candidate details](#)

**T-LEVELS**



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## View learner results

Download your  
T Level Result Slips



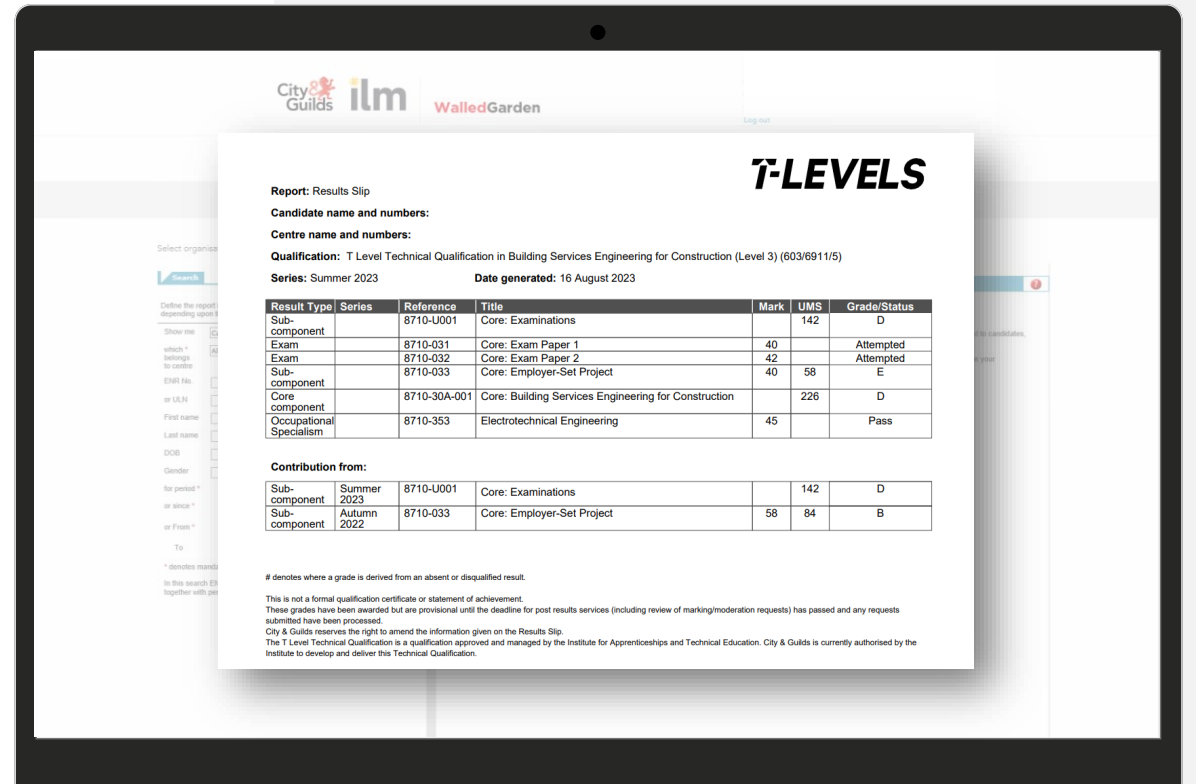
# View learner results

For T Level candidate results you will need to download a result slip for each candidate.

This is provided via functionality in Walled Garden.

Centres **must not** try to interpret T Level results using existing reports such as **Candidate History, Results Listing or Certification Listing** etc.

Results data downloaded via EDI will also not represent accurate results information for T Levels.



# View learner results

To download your **T Level Result Slips**, click on **Reports**, and then **Candidate results** in the sub-menu.

Select **T Level Results Slip** from the **Show me** dropdown menu. In the search menu select the relevant fields:

**Search**

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click Search to continue.

Show me: **T Levels Results Slip** (dropdown)

which \* belongs to centre: **All my Centres** (dropdown)

Suite:

ENR No.:

or ULN:

First name:

Last name:

DOB:

Gender:

Series \*: **Summer Series** (dropdown)

Year \*: **2022** (dropdown)

\* denotes mandatory field  
In this search Series and Year are mandatory.

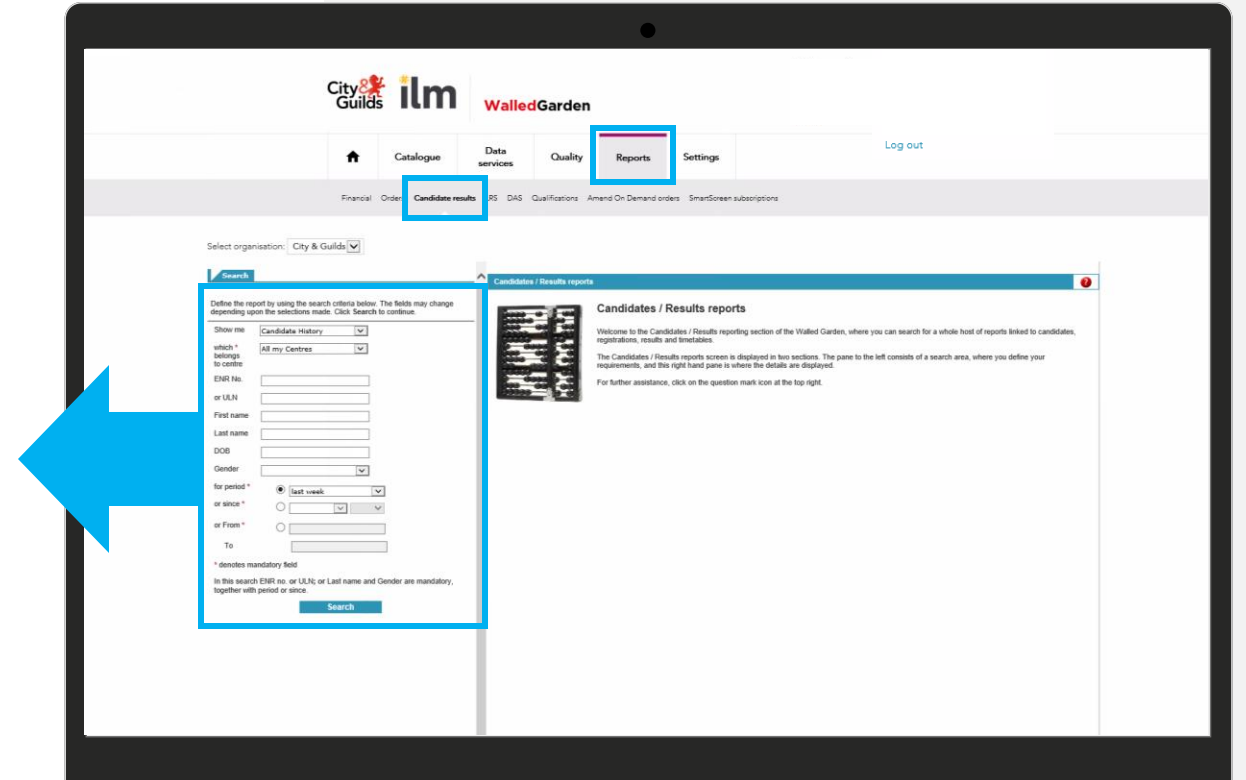
**Search**

Select the specific centre number where candidates are registered or choose 'All my centres' if you need to download across multiple centre numbers.

Select the T Level Technical Qualification you need to search for (optional).

Use the candidate search filters if you need to narrow down to a specific candidate.

You will need to select the specific assessment series you need to draw the results from (such as 'Summer Series') and the year (such as 2023).

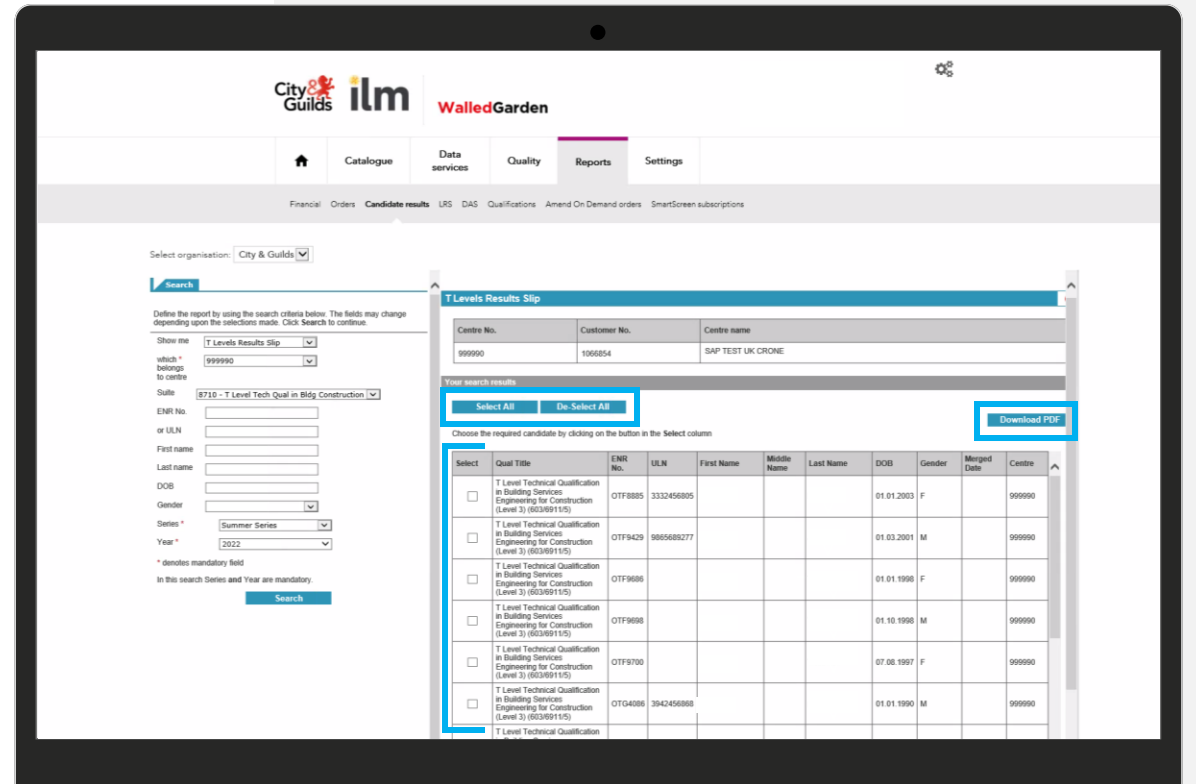


# View learner results

The learners entered for the assessments within the specified search criteria will be displayed in the table.

Centres can either **Select All** or select specific candidates and then click **Download PDF**.

The learners selected will download as a single combined PDF file. So, if you want to split these into individual files you will either need to convert after download or download each candidate individually.



# View learner results

Each page displays the result slip for a candidate. These can be provided to candidates either via paper copy or electronically on result day.

We recommend centres refer to the grading guidance available on the [T Level Resource Hub](#) for detailed information on how to interpret the information presented on the result slips.

However, we have provided a quick-reference guide on the next page.

## T-LEVELS

**Report:** Results Slip

**Candidate name and numbers:**

**Centre name and numbers:**

**Qualification:** T Level Technical Qualification in Building Services Engineering for Construction (Level 3) (603/6911/5)

**Series:** Summer 2023

**Date generated:** 16 August 2023

Result Type	Series	Reference	Title	Mark	UMS	Grade/Status
Sub-component		8710-U001	Core: Examinations		142	D
Exam		8710-031	Core: Exam Paper 1	40		Attempted
Exam		8710-032	Core: Exam Paper 2	42		Attempted
Sub-component		8710-033	Core: Employer-Set Project	40	58	E
Core component		8710-30A-001	Core: Building Services Engineering for Construction		226	D
Occupational Specialism		8710-353	Electrotechnical Engineering	45		Pass

**Contribution from:**

Sub-component	Summer 2023	8710-U001	Core: Examinations		142	D
Sub-component	Autumn 2022	8710-033	Core: Employer-Set Project	58	84	B

# denotes where a grade is derived from an absent or disqualified result.

This is not a formal qualification certificate or statement of achievement.

These grades have been awarded but are provisional until the deadline for post results services (including review of marking/moderation requests) has passed and any requests submitted have been processed.

City & Guilds reserves the right to amend the information given on the Results Slip.

The T Level Technical Qualification is a qualification approved and managed by the Institute for Apprenticeships and Technical Education. City & Guilds is currently authorised by the Institute to develop and deliver this Technical Qualification.



# Understanding the T Level Result Slip

## T-LEVELS

**Reference**

This will either be the assessment code, or the system generated code for either the sub-component and/or core component results, and/or Occupational Specialism.

**Report:** Results Slip  
**Candidate name and numbers:**  
**Centre name and numbers:**  
**Qualification:** T Level Technical Qualification in Building Services Engineering for Construction (Level 3) (603/6911/5)  
**Series:** Summer 2023 **Date generated:** 16 August 2023

Result Type	Series	Reference	Title	Mark	UMS	Grade/Status
Sub-component		8710-U001	Core: Examinations		142	D
Exam		8710-031	Core: Exam Paper 1	40		Attempted
Exam		8710-032	Core: Exam Paper 2	42		Attempted
Sub-component		8710-033	Core: Employer-Set Project	40	58	E
Core component		8710-30A-001	Core: Building Services Engineering for Construction		226	D
Occupational Specialism		8710-353	Electrotechnical Engineering	45		Pass

**Contribution from:**

Sub-component	Series	Reference	Title	Mark	UMS	Grade
Sub-component	Summer 2023	8710-U001	Core: Examinations		142	D
Sub-component	Autumn 2022	8710-033	Core: Employer-Set Project	58	84	B

**Grade / Status**

The grade achieved will display for each of the sub-components and then the final grade achieved for the overall core component

For the individual exam components, a grade is not published, this will display as either 'Attempted' or 'Absent'.

**Mark**

This is the raw mark for the individual sub-component exams, the Employer-Set Project (ESP), and the Occupational Specialism.

The raw marks for the core exams can be used by centres to indicate candidate performance using the published Notional Grade Boundaries. However, these are for illustrative purposes only.

# denotes where a grade is derived from an absent or disqualified result.

This is not a formal qualification certificate or statement of achievement. These grades have been awarded but are provisional until the deadline for post results services (including review of marking/moderation requests) has passed and any requests submitted have been processed. City & Guilds reserves the right to amend the information given on the Results Slip. The T Level Technical Qualification is a qualification approved and managed by the Institute for Apprenticeships and Technical Education. City & Guilds is currently authorised by the Institute to develop and deliver this Technical Qualification.

**Uniform Mark Scale (UMS)**

Candidates' raw sub-component marks will be converted to a Uniform Mark Scale (UMS). The UMS is used to convert the sub-component 'raw' marks into uniform marks. This is done to standardise marks from one series to another as assessments may vary in difficulty.

# Understanding the T Level Result Slip



**Result Type**

The T Level 'Core' is broken down into Sub-component level and the individual assessment level.

The **core component** is the combined result for the core assessments (Exam papers 1 and 2, and the ESP). The candidates' overall Core result is calculated using the best sub-component results from across all series.

The **sub-components** for the core are;

- the combined result for the core exams.
- the result of the ESP

**Series**

This will display which series' sub-component results are being used to determine the Core result.

**Report:** Results Slip

**Candidate name and numbers:**

**Centre name and numbers:**

**Qualification:** T Level Technical Qualification in Building Services Engineering for Construction (Level 3) (603/6911/5)

**Series:** Summer 2023      **Date generated:** 16 August 2023

Result Type	Series	Reference	Title	Mark	UMS	Grade/Status
Sub-component		8710-U001	Core: Examinations		142	D
Exam		8710-031	Core: Exam Paper 1	40		Attempted
Exam		8710-032	Core: Exam Paper 2	42		Attempted
Sub-component		8710-033	Core: Employer-Set Project	40	58	E
Core component		8710-30A-001	Core: Building Services Engineering for Construction		226	D
Occupational Specialism		8710-353	Electrotechnical Engineering	45		Pass

**Contribution from:**

Sub-component	Summer 2023	8710-U001	Core: Examinations		142	D
Sub-component	Autumn 2022	8710-033	Core: Employer-Set Project	58	84	B

# denotes where a grade is derived from an absent or disqualified result.

This is not a formal qualification certificate or statement of achievement. These grades have been awarded but are provisional until the deadline for post results services (including review of marking/moderation requests) has passed and any requests submitted have been processed. City & Guilds reserves the right to amend the information given on the Results Slip. The T Level Technical Qualification is a qualification approved and managed by the Institute for Apprenticeships and Technical Education. City & Guilds is currently authorised by the Institute to develop and deliver this Technical Qualification.

**Contribution From**

The best sub-component results being utilised are displayed in the 'Contribution from:' section

In this example, the candidate re-sat the Employer-Set Project in Summer 2023 (displayed in the top table), but it was their Autumn 2022 result which was better (higher UMS displayed in the bottom table) and hence contributing to the overall Core result.

**Note:** The contribution from section displays the highest UMS result not the latest result.

**T-LEVELS**



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# Access to scripts, marks and commentary

## Part of the Post-results Service



# Access to scripts, marks and commentary

A 'script' refers to the written work of a candidate which has resulted from an externally assessed component.

For T Levels, City & Guilds provides all copies of examination scripts, as part of the core assessment for each series.

The next release date for access to scripts is **Friday 1 September 2023**.

Download the full guidance on the T Level Post-results Service [here](#).



# Access to scripts, marks and commentary

The Access to Scripts part of the Post-results Service is currently provided via the [T Level Service Portal](#).

Login to the T Level Service Portal and click on **Submissions**.

In the **Course** menu select the option for 'T Level | Post Results Service'.

Click **Search Submissions**.

Select the link to the folder for your centre.

The screenshot displays the 'Learners' section of the City Guilds Learning Assistant. The left sidebar contains a 'Submissions' menu item, which is highlighted with a blue box. The main content area shows a 'Search Submissions' form with the following fields: Package (Select a package), Course (TL-PRS (TL-PRS) - T Level | Post Results Service), Company (Select a company), Find courses (Please select...), Submission Status (Active), and Submission (Select a learner). A 'Search Submissions' button is highlighted with a blue box. Below the search form, a table displays the search results. The table has columns for 'SUBMISSION / COURSE', 'EGA', and 'ACTIONS'. The first row shows 'TL-PRS - T Level | Post Results Service (TL-PRS)' with a blue arrow pointing to the submission name. The table also includes a 'Status' legend (Not Started, Started, Completed, Verified, Referred) and pagination controls (25 per page, 1 of 1).

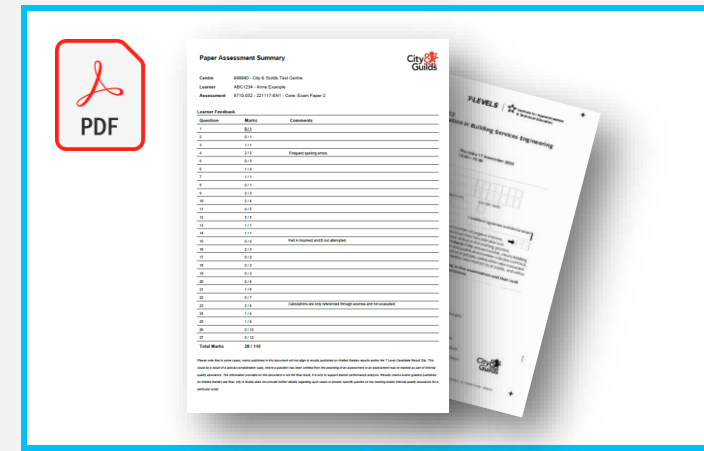
# Access to scripts, marks and commentary

You will see a folder for each T Level Technical Qualification you entered candidates for in the previous series.

Click the relevant folder to download.

For the core exams, a PDF copy of each candidate script will be available containing a summary page which provides a breakdown of question marks, any marker comments, and the total marks.

For the Employer-Set Project (ESP), only the summary page is provided with item marks, marker comments and the total marks.



REF	TITLE	TYPE	UPLOADED
2	999990_8710-031_Centre Name Evidence not in use	1.48 MB	12 Aug 2022 08:13 System Admin
1	999990_8710-031_Centre Name Evidence not in use	1.48 MB	12 Aug 2022 08:12 System Admin

	999990_8710-031_2022_6_14_963705_ENR1234
	999990_8710-031_2022_6_14_963705_ENR1235
	999990_8710-031_2022_6_14_963705_ENR1236
	999990_8710-031_2022_6_14_963705_ENR1237



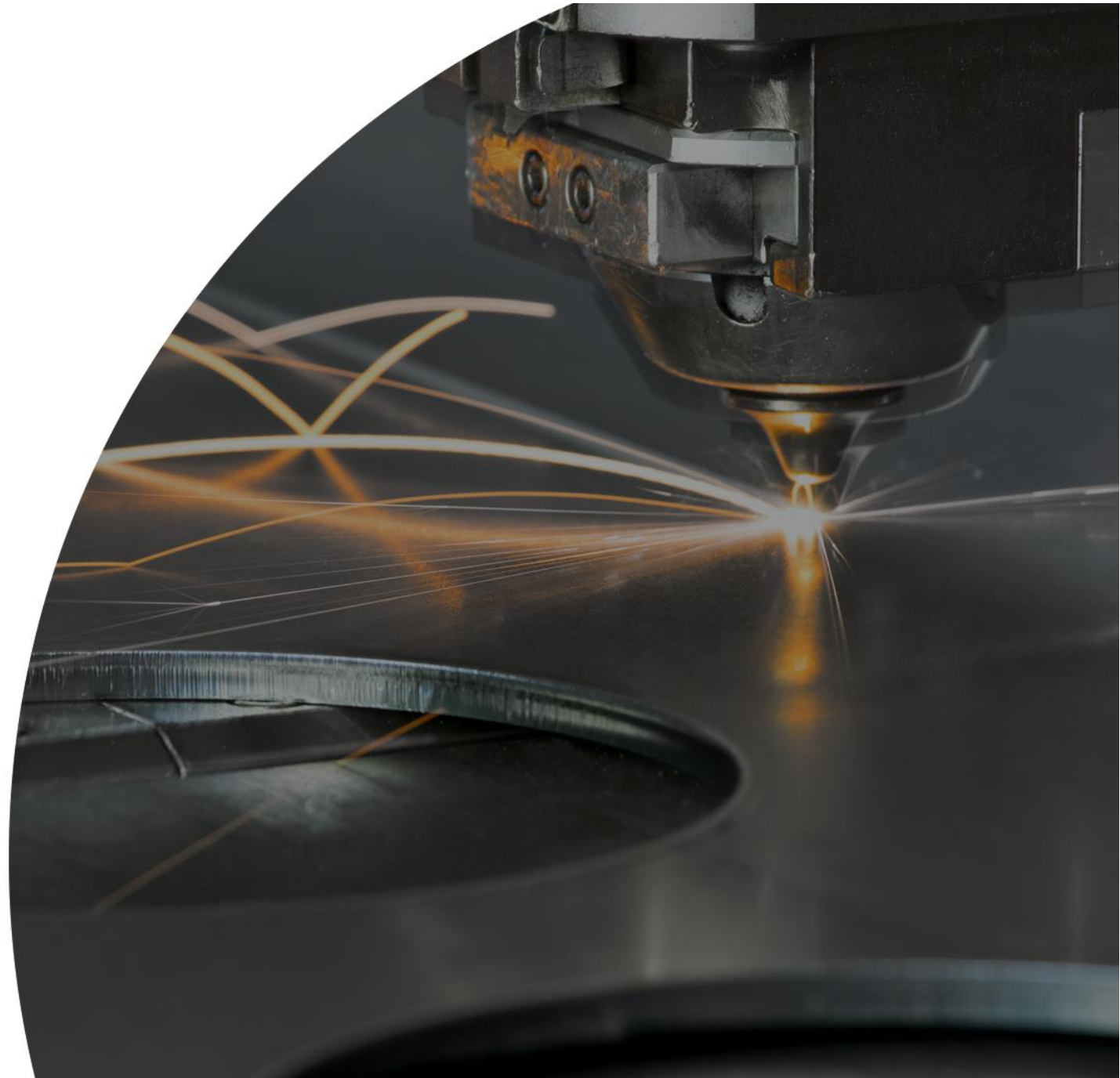
**T-LEVELS**



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# Appendix

## Qualification codes



# Qualification codes

Building Service Engineering for Construction (Wave 2)	Code
<b>Core Component</b>	
Building Service Engineering for Construction	8710-30
<b>Occupational Specialisms</b>	
Electrical and Electronic Equipment Engineering	8710-32
Electrotechnical Engineering	8710-33
Gas Engineering	8710-34
Heating Engineering and Ventilation	8710-35
Plumbing and Heating Engineering	8710-36
Protection Systems Engineering	8710-37
Refrigeration Engineering and Air Con Engineering	8710-38

Onsite Construction (Wave 2)	Code
<b>Core Component</b>	
Onsite Construction	8711-30
<b>Occupational Specialisms</b>	
Bricklaying	8711-35
Carpentry & Joinery	8711-36
Painting & Decorating	8711-37
Plastering	8711-38



# Qualification codes

Maintenance, Installation and Repair for Engineering and Manufacturing (Wave 3)	Code
<b>Core Component</b>	
Maintenance, Installation and Repair for Engineering and Manufacturing	8730-12
<b>Occupational Specialisms</b>	
Mechanical	8712-31
Mechatronic	8712-32
Electrical & Electronic	8712-33
Control & Instrumentation	8712-34
Light and Electric Vehicles	8712-35

Engineering, Manufacturing, Processing and Control (Wave 3)	Code
<b>Core Component</b>	
Engineering, Manufacturing, Processing and Control	8730-13
<b>Occupational Specialisms</b>	
Fitting and Assembly Technologies	8713-31
Machining and Toolmaking Technologies	8713-32
Composites Manufacturing Technologies	8713-33
Fabrication and Welding Technologies	8713-34





# Qualification codes

<b>Design and Development for Engineering (Wave 3)</b>	<b>Code</b>
<b>Core Component</b>	
Design and Development for Engineering	8730-14
<b>Occupational Specialisms</b>	
Mechanical Engineering	8714-31
Electrical & Electronic Engineering	8714-32
Control & Instrumentation Engineering	8714-33
Structural Engineering	8714-34

<b>Management and Administration (Wave 3)</b>	<b>Code</b>
<b>Core Component</b>	
Management and Administration	8715-30
<b>Occupational Specialisms</b>	
Business Improvement	8715-31
Team Leadership/Management	8715-32
Business Support	8715-33



# Qualification codes

Agriculture, Land Management and Production (Wave 4)	PoS
<b>Core Component</b>	
Agriculture Land Management and Production: Common Core	8717-30
Agriculture Land Management and Production: Crop, Woodland and Horticulture	8717-31
Agriculture Land Management and Production: Land Based Engineering	8717-32
Agriculture Land Management and Production: Livestock management	8717-33
Agriculture Land Management and Production: Floristry	8717-34
<b>Occupational Specialisms</b>	
Crop Production	8717-40
Floristry	8717-41
Land-based Engineering	8717-42
Livestock Production	8717-43
Ornamental and Environmental Horticulture and Landscaping	8717-44
Tree and Woodland Management and Maintenance (Arboriculture)	8717-45
Ornamental and Environmental Horticulture and Landscaping	8717-44
Tree and Woodland Management and Maintenance (Forestry)	8717-46



# Contact us



## Centre support

**Monday - Friday | 08:00 - 18:00 GMT**



01924 930 800



[customersupport@cityandguilds.com](mailto:customersupport@cityandguilds.com)



## Quality team

**Monday - Friday | 08:30 - 17:00 GMT**



0300 303 53 52



[technicals.quality@cityandguilds.com](mailto:technicals.quality@cityandguilds.com)

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