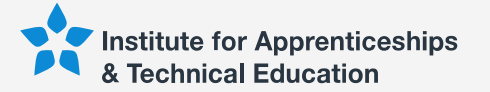


T-LEVELS



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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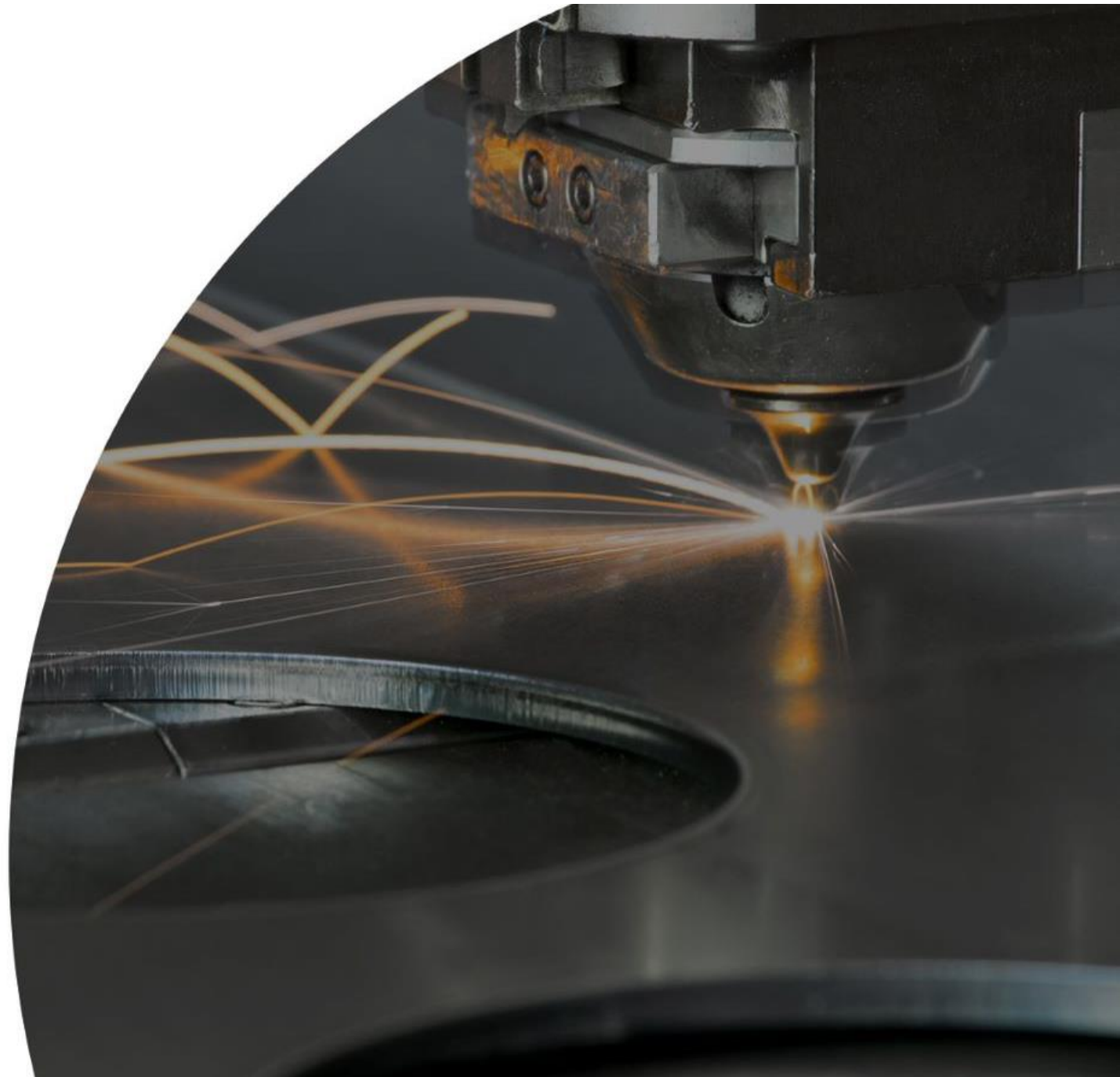
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Key dates

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 on the [T Level Resource Hub](#)



T-LEVELS



Institute for Apprenticeships
& Technical Education

Registering your students



Registration options

Registrations can be made either through Walled Garden catalogue, or through EDI (Electronic Data Interchange). Registration for the Core Component and the Occupational Specialism (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 a registration for the Core Component and the OS as part of the EDI file. If this is not completed correctly providers will incur additional fees.

Providers are unable to register a student for an OS, before registering onto the Core Component.



Registration fees and refunds

Registration fees are attached to the Core Component only.

No fee is attached to registration for the Occupational Specialism (OS), unless this was made within the late or very late registration windows (late registration fees apply).

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 a student's registration 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. See the next slide for further information.



Refunding of cancelled registrations

Cancellations prior to 31 January

Prior to 31 January of each academic year, registration cancellations should be requested by contacting Customer Support using the contact information as detailed on page 58 of this guide.

Requests for registration cancellations after 31 January of each year

After 31 January, any students who have withdrawn from the Technical Qualification should be notified to City and Guilds in accordance with the Delivery of Results (DoR) Checkpoint activity as detailed on Slide 19.

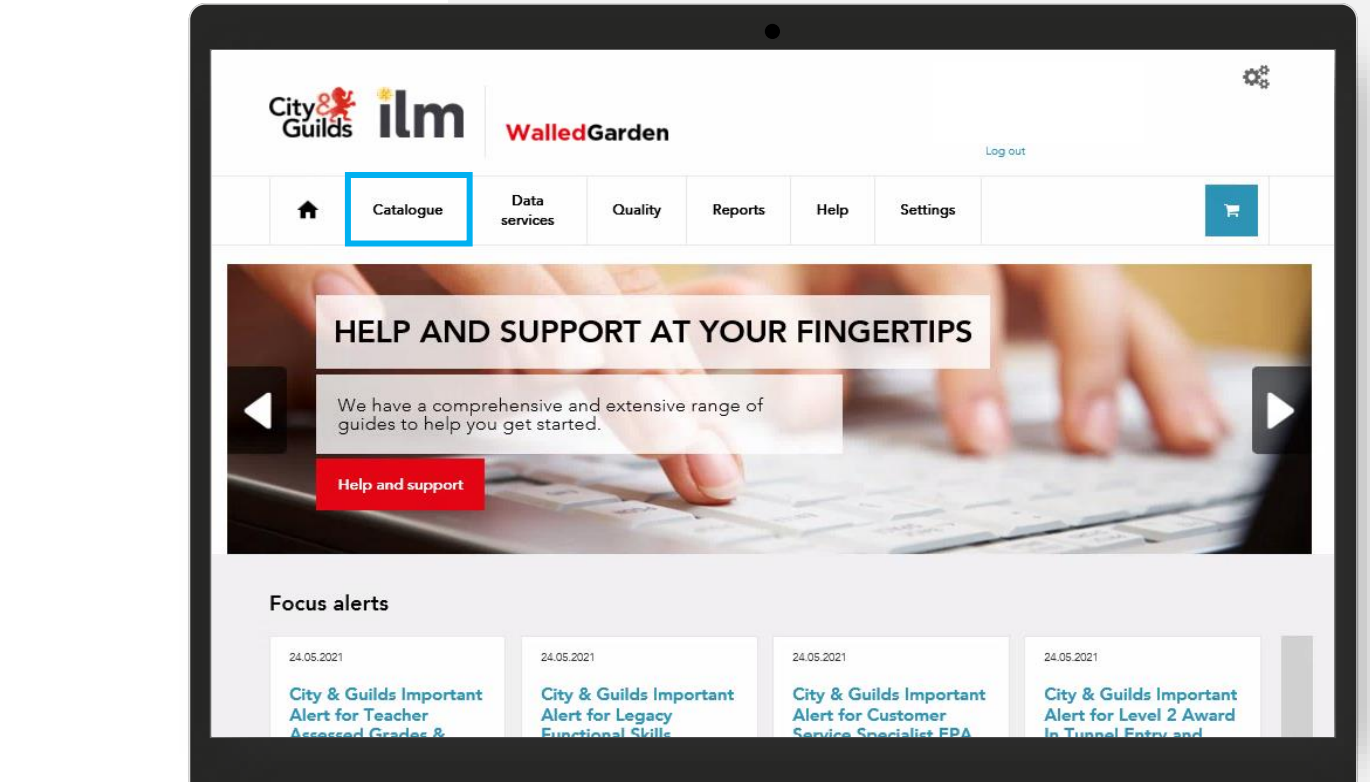
City & Guilds will not provide a refund of any fee associated with T Levels registration or assessment entry after this date, even for cancellations completed within 30 days of the booking.



Registering your students

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 students

From your list of approved qualifications, select the **Core Component** qualification you want to register students 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 'Catalogue' tab is active. A search for '8710' has been performed, resulting in two items:

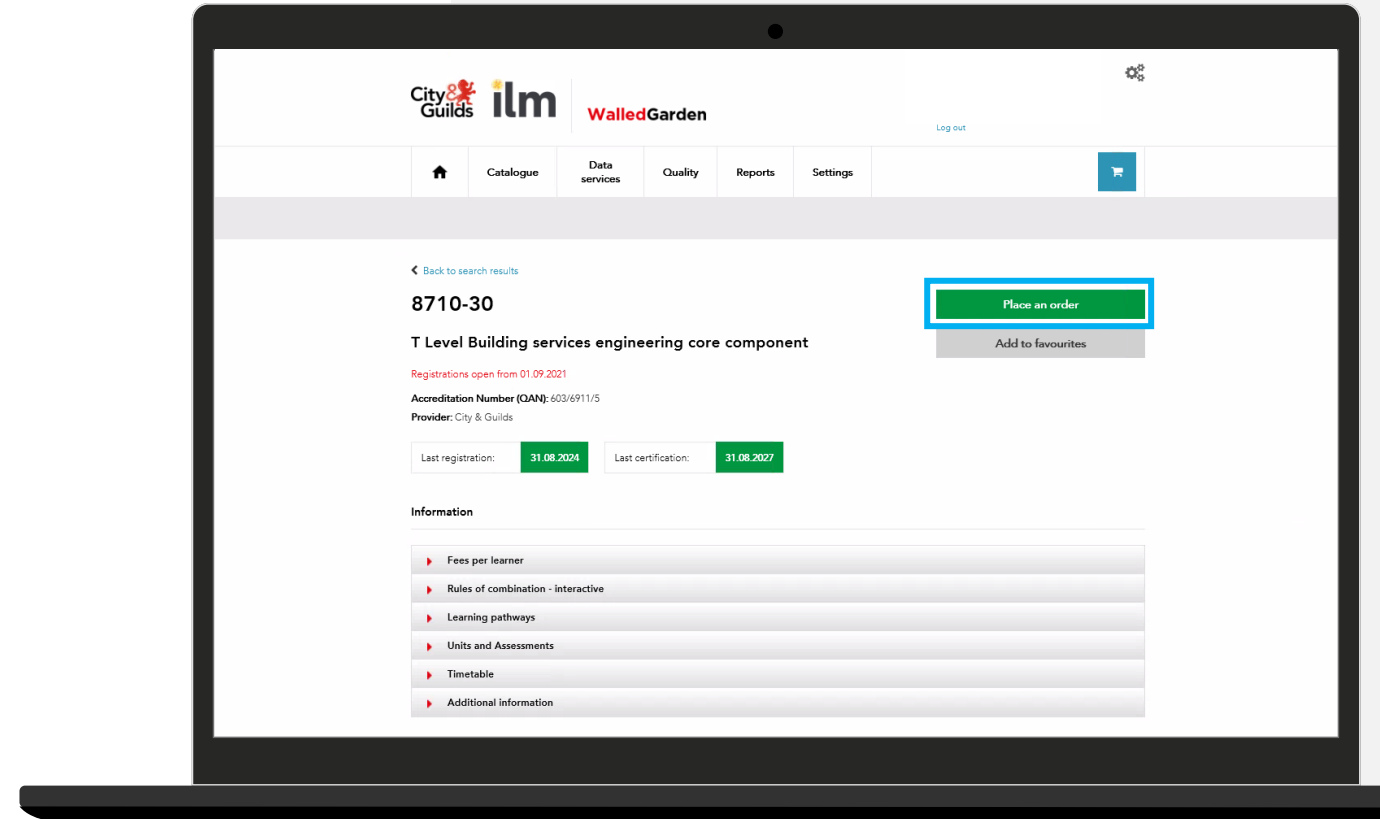
Approved	Code	Level	Name	Route
✓	8710-30	Level 3	T Level Building services engineering core component	Full
✓	8710-37	Level 3	T-Level Protection systems engineering occupational specialism	Full

A blue arrow points to the 'SHOW APPROVED' button, and another blue arrow points to the search input field containing '8710'. A third blue arrow points to the 'T Level Building services engineering core component' text in the first search result row.

Registering your students

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

Now click **Place an order**.



Registering your students

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

Enter all student 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 DfE (Department for Education).

Then click **Add new candidate**.

The screenshot displays a web interface for registering students. 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 is the 'Add qualification specific details' section, which includes:

- Unique Learner Number *: 4801832814

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

Registering your students

Now click [Add new candidate](#).

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

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

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

The screenshot displays the City Guilds ilm WalledGarden registration interface. The top navigation bar includes 'City Guilds ilm WalledGarden' and 'Log out'. The main content area shows the '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 the 'Add Candidates' process for the qualification '8710-30, T Level Building services engineering core component'. The pop-up includes a table with columns for 'Candidates', 'Unit Price', and 'Order total (net)'. The 'Candidates' column shows '2', 'Unit Price' is 'GBP 260.00', and 'Order total (net)' is 'GBP 520.00'. A 'Continue' button is highlighted in red. Below the pop-up, the 'Added to basket' section is visible, showing a table of candidates and a 'View Basket' button highlighted in red. The 'Basket' summary on the right shows 'Order total (net) GBP 520.00' and 'TOTAL GBP 520.00'.

Added to basket

Enr no.	First name	Last name	Gender	Your ref	Edit	Remove
	Hedi	Stern	F	TLevel_BSE_2021/22		
	Jennifer	Rush	F	TLevel_BSE_2021/22		

Basket

Qualifications
603/6911/5
GBP 260.00
Candidates
2
Qual. code
8710-30
TOTAL GBP 520.00

Registering your students

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

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

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

If you are checking out now, click **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.		
OTF3694	Jennifer	Rush	F	01.01.2004	View	Remove
OTF3683	Hedi	Stern	F	01.01.2004	View	Remove

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

Basket

Order total (net) GBP 520.00

Order total GBP 520.00

[Save basket](#)

[Continue](#)

Registering your students

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 displays the City & Guilds ILM WalledGarden Catalogue interface. The top navigation bar includes 'Catalogue', 'Data services', 'Quality', 'Reports', and 'Settings'. The main content area shows a search for '871Q' with two results:

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

Blue arrows highlight the 'SHOW APPROVED' button and the search results table.

Registering your students

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

Click **Search**.

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

The screenshot displays a web application interface for registering students. At the top, there are navigation tabs: 'Add new candidate', 'Candidate details', 'Cohort', 'Enrolment Number', 'Other centre', and 'Unique learner number'. Below these 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'. It features a search form with a 'Candidate enrolment No.' field containing the text 'EFZ6729' and 'EFZ6717'. A 'Search' button is highlighted with a blue box. Below the search form, there are links for 'Clear' and 'Single enrolment number'. The search results are displayed in a table with the following columns: 'Select', 'Enr no.', 'First name', 'Middle name', 'Last name', 'Gender', 'D.O.B.', and 'Your ref'. The table contains two rows of student data. The first row is for Jennifer Rush (Enr no. EFZ6729) and the second row is for Hedi Stern (Enr no. EFZ6717). Both rows have a checked checkbox in the 'Select' column. An 'Add to basket' button is highlighted with a red box at the bottom right of the table.

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

Registering your students

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 students

Click [View basket](#).

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

If you've missed a student 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.	View	Remove
EF26729	Jennifer	Rush	F	01.01.2004	View	Remove
EF26717	Hedi	Stern	F	01.01.2004	View	Remove

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.	View	Remove
EF26729	Jennifer	Rush	F	01.01.2004	View	Remove
EF26717	Hedi	Stern	F	01.01.2004	View	Remove

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](#)

T-LEVELS



Institute for Apprenticeships
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Withdrawing students from T Level Technical Qualifications



Withdrawing students

If a student was registered on a T Level Technical Qualification but withdraws from the course prior to 31 January of the **same academic year**, providers are encouraged to inform us of this, and the registration fee will be refunded. We must be notified of this prior to **31 January** for the registration fee to be reimbursed.

Please contact customersupport@cityandguilds.com

We will not process any registration cancellations or withdrawals after 31 January via customer services. Providers must then provide the withdrawal confirmation through the annual Delivery of Results (DoR) checkpoint activity (this was previously referred to as VTQ Checkpoint).

The DoR checkpoint activity requires providers to inform us of the certification intention of all registered students. We must be notified of all students who have withdrawn from their course.

More information can be found on our [VTQ Information Hub](#).

If you require any support with this, please contact centreoperations@cityandguilds.com



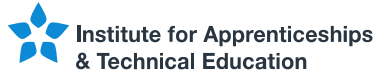
Withdrawing students: results

If a student has attempted any T Level component before being withdrawn from the program, their results will **not** be removed or deleted.

Results will be available via the Walled Garden in the **T Level Result Slip**.



T-LEVELS



Assessment entries (bookings)



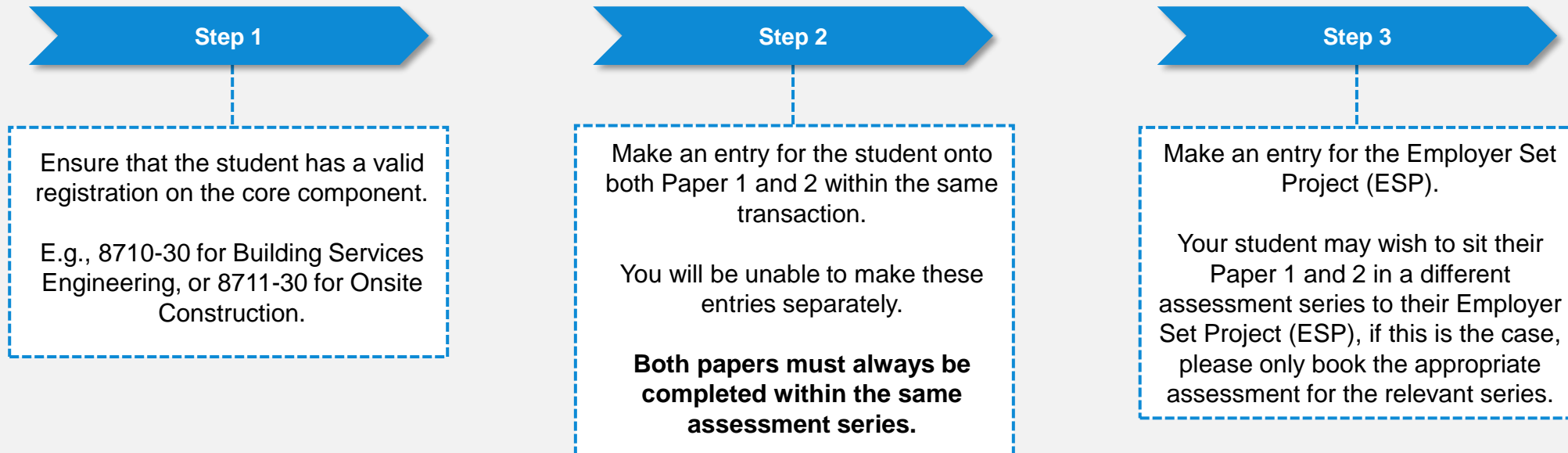
Entry information

Providers can make assessment entries for their students onto the Core assessments (Core exam paper 1, Core exam paper 2 and the Employer Set Project) from:

- Early January for the Summer Series standard entry window
- Early September for the Autumn Series standard entry window



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



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

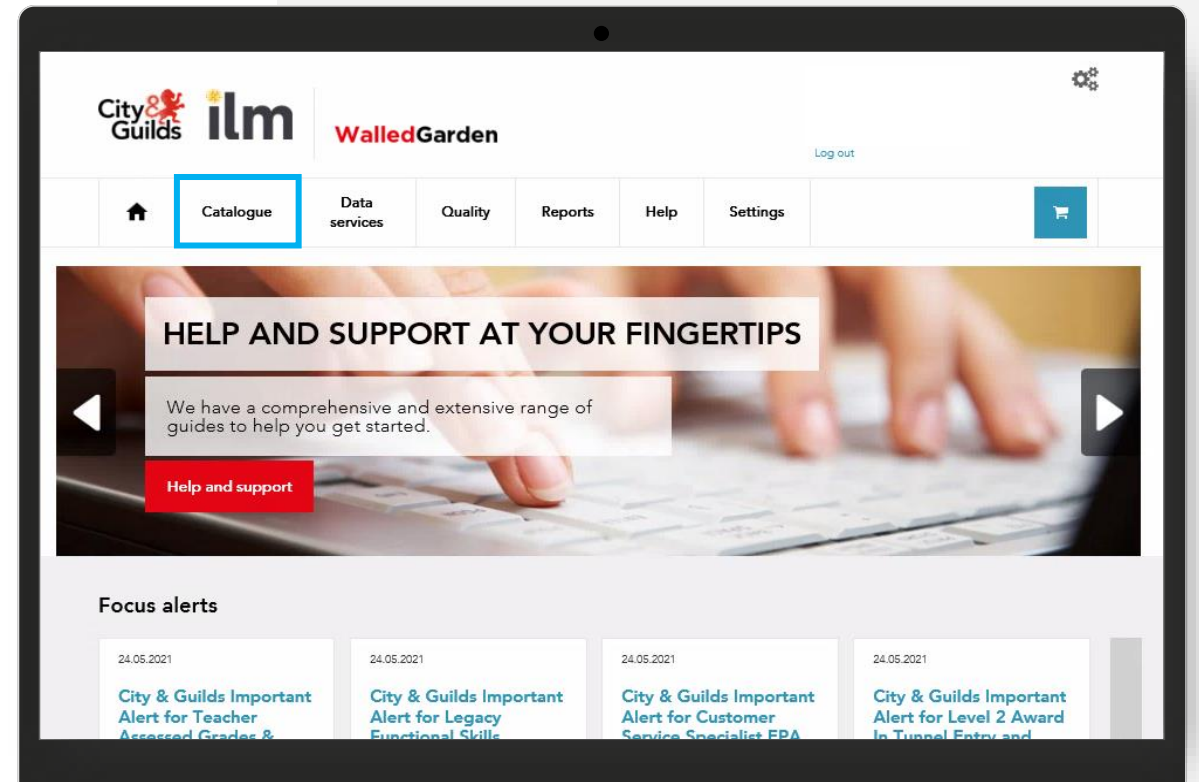
The ESP assessment entry does not need to be made at the same time as Paper 1 and 2. However this is strongly recommended if the student is taking the assessments in the same series.



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.

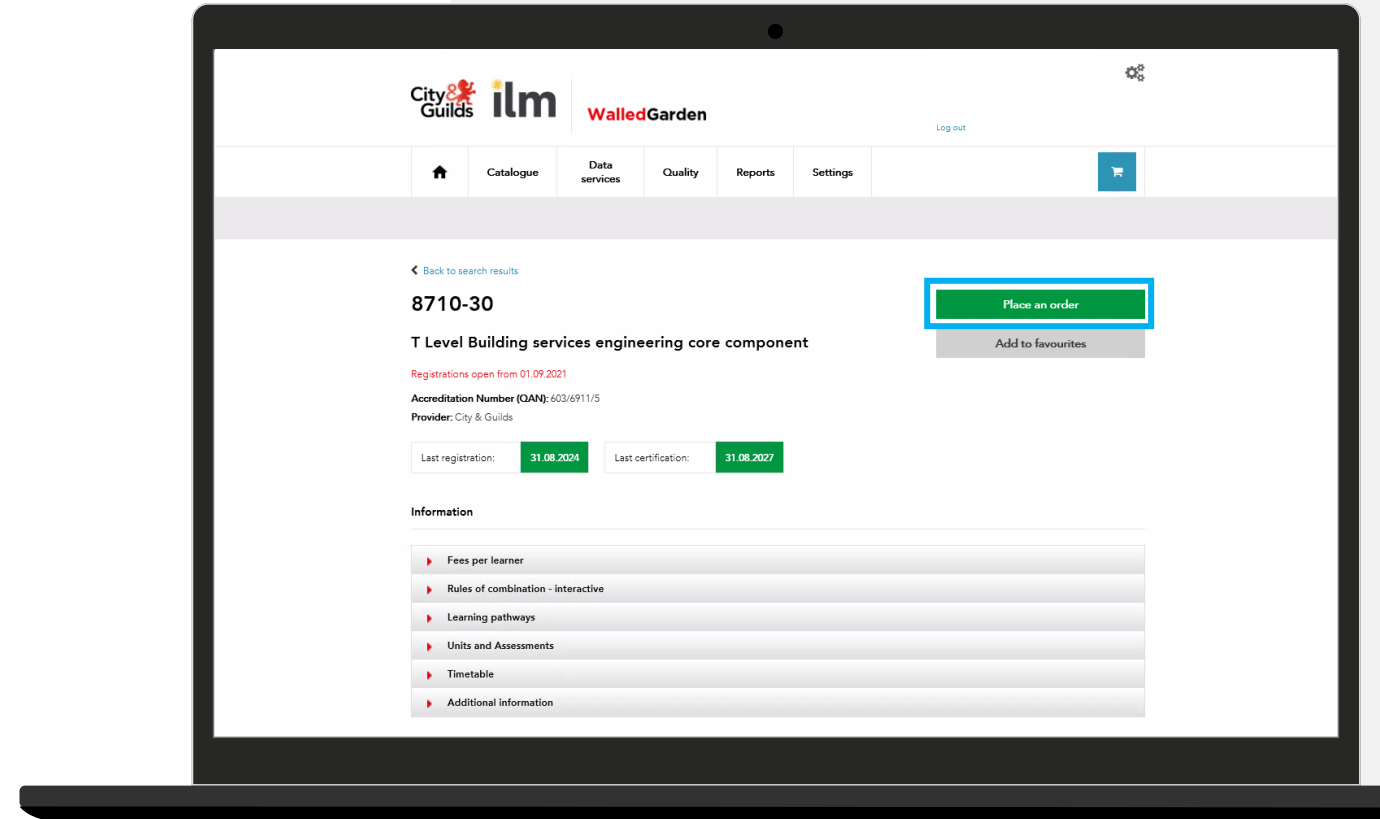
The screenshot shows the City & Guilds ILM WalledGarden portal. The search bar contains '8710' and the search results table is displayed below. The table has columns for 'Approved', 'Code', 'Level', 'Name', and 'Route'. The first row is highlighted with a blue arrow pointing to the 'Name' column.

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' option is selected in the top navigation bar. Below it, there are navigation arrows for 'Order type', 'Qualification', 'Candidates', 'Accessories', 'Checkout', and 'Confirmation'. The 'Unit or Assessment selection' section contains fields for 'Centre No.' (999990), 'Customer No.' (0001066854), 'Order type' (Dated entry), and 'Qualification selected' (8710-30). Below this is a 'Search available unit or assessments' section with a search bar and a 'Search' button. The 'Approved Unit or Assessments' section includes a 'Select Learning Pathway' dropdown menu. At the bottom, there is a table with columns 'Order', 'Product code', 'Description', 'Type', and 'Date'. The table contains three rows: 'Exam paper 1', 'Exam paper 2', and 'Employer set project'. The 'Date' column has dropdown menus for each row. At the bottom of the interface are 'Cancel', 'Back', and 'Continue' buttons.

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

Unit or Assessment selection

Centre No. 999990 Customer No. 0001066854 Order type Dated entry
 Qualification selected 8710-30 T Level Building services engineering core component Full

Search available unit or assessments

Enter the unit or assessments number in the format 3636-001 or select from the listing below. Click Search.

Product code Search

Approved Unit or Assessments

To navigate, use the scroll bar and sort options. You can sort on any of the columns below by clicking on the column heading. To select the units or assessments, select the checkbox in the order column. Select the date using the drop down list in the date column. Click Continue.

Learning Pathway Select Learning Pathway

Select/Deselect All

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

Cancel Back 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.

Unit or Assessment selection

Centre No. 999990 Customer No. 0001066854 Order type Dated entry
Qualification selected 8710-30 T Level Building services engineering core component Full

Search available unit or assessments

Enter the unit or assessments number in the format 3638-001 or select from the listing below. Click Search.

Product code Search

Approved Unit or Assessments

To navigate, use the scroll bar and sort options. You can sort on any of the columns below by clicking on the column heading. To select the units or assessments, select the checkbox in the order column. Select the date using the drop down list in the date column. Click Continue.

Learning Pathway Select Learning Pathway

Select/Deselect All

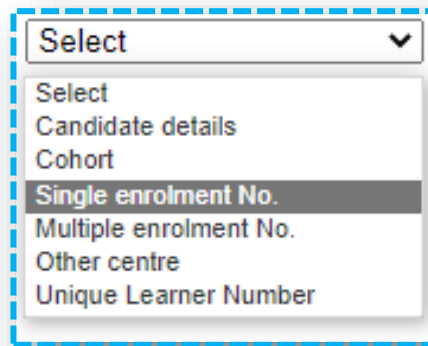
Order	Product code	Description	Type	Date
<input checked="" type="checkbox"/>	8710-031	Exam paper 1	Written	14.06.2022 13:00
<input checked="" type="checkbox"/>	8710-032	Exam paper 2	Written	21.06.2022 13:00
<input checked="" type="checkbox"/>	8710-033	Employer set project	Project	

Cancel Back Continue

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 students 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 search existing candidates by 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 student displays in the table. You then need to click **Update Order**. You can continue to add other students using the search, just remember to update the order again each time.

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

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 drop down list.
 Search existing candidates by Select

Add candidates by enrolment number

Candidate enrolment No. EF26729 Search

Candidates in your order

To navigate, use the scroll bar and sort options. You can sort on any of the columns below by clicking on the column heading. To delete a candidate, select the checkbox(es) in the remove column, click Update Order. When complete, click Continue.

Remove	ENR No.	ULN	First name	Middle name	Last name	Gender	DOB	Your Ref.
<input type="checkbox"/>	EF26729	3332456805	Jennifer		Rush	Female	01.01.2004	TLEVEL_TAG_2021/22

Update Order

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

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	Stem	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

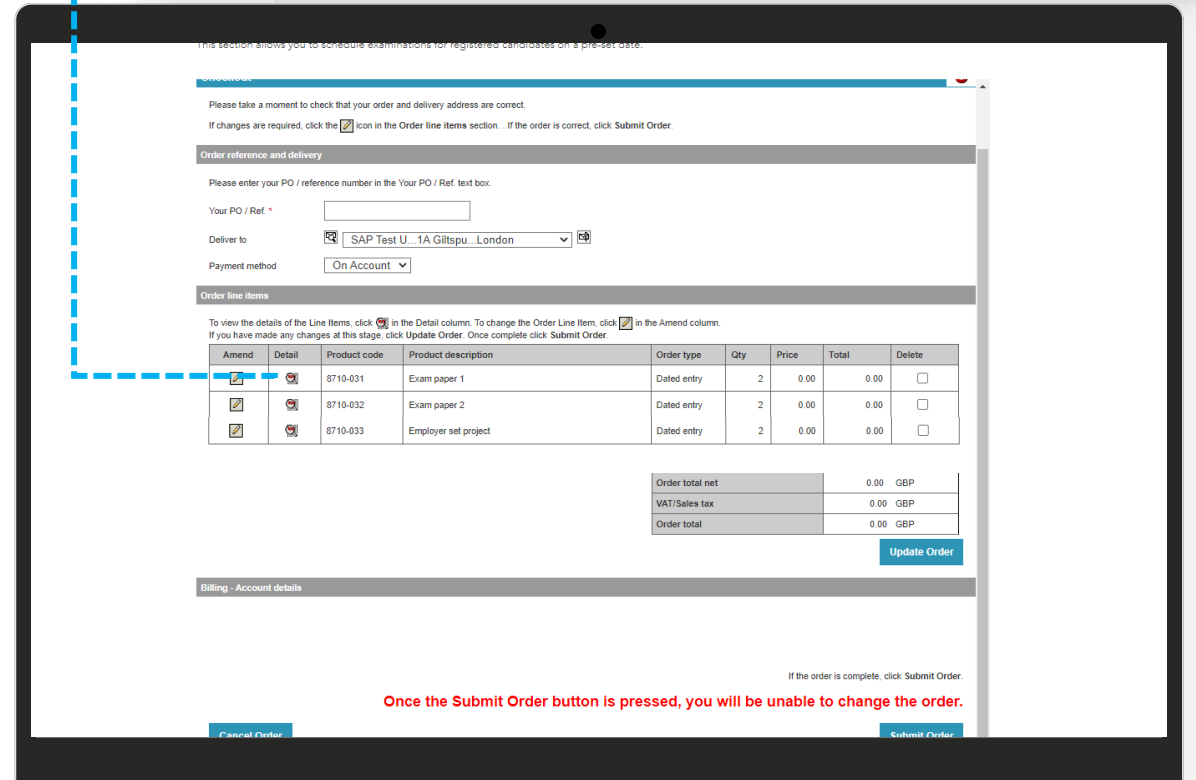
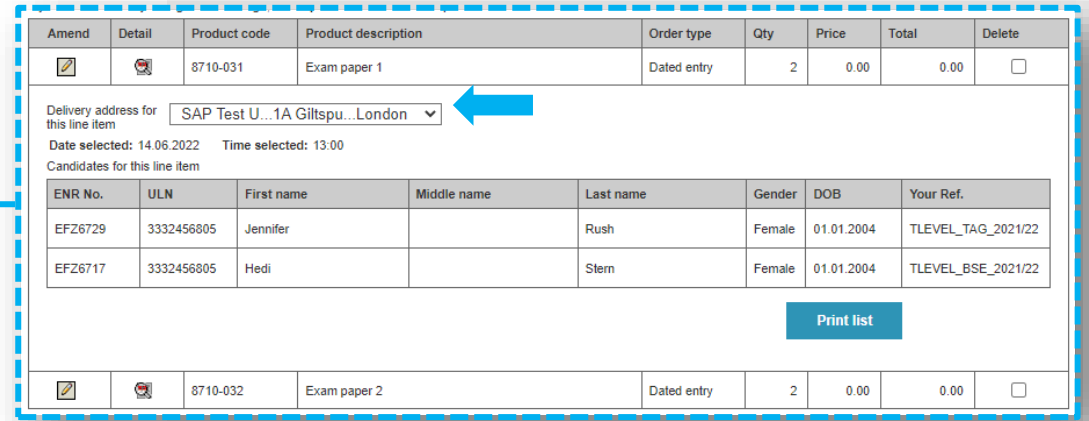
Place an assessment entry

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

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



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 student history.

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

Order type Qualification Candidates Accessories Checkout **Confirmation**

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

+ Show/Hide 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
& Technical Education

Amending student details

For missing ULNs

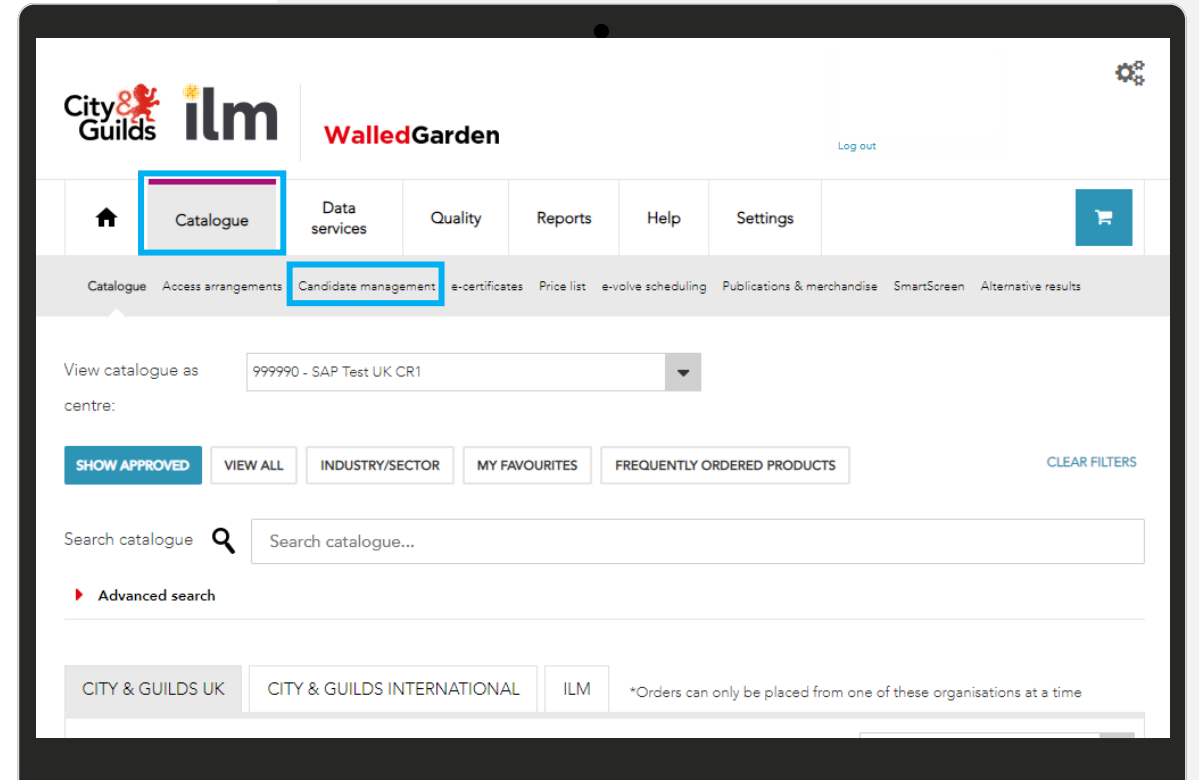


Amending student details

If you've registered students via EDI and not included the ULN (Unique Learner Number), we will contact you and request this missing information is provided via Walled Garden.

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

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



Amending student 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.**

The screenshot displays the City & Guilds ilm WalledGarden web application interface. At the top, the navigation bar includes the City & Guilds ilm logo, the WalledGarden logo, and a 'Log out' link. Below the navigation bar, a menu contains links for Home, Catalogue, Data services, Quality, Reports, Help, and Settings. The main content area is titled 'Cohort / Candidate management' and features a search bar with a dropdown menu for 'Select centre' (set to '999990 - SAP Test UK CR1') and another dropdown for 'Select organisation' (set to 'City & Guilds'). Below the search bar, there are input fields for 'Centre No.' (999990) and 'Customer No.' (1066854). A section titled 'Cohort management' contains four radio button options: 'Create new cohort', 'Amend existing cohort', 'Delete existing cohort', and 'Transfer candidate(s) between cohorts'. Below this, a 'Candidate management' section contains three radio button options: 'Create new candidate', 'View / Amend / Print candidate details' (which is selected and highlighted with a blue box), and 'Cancel'. A 'Continue' button is also highlighted with a blue box at the bottom right of the interface.

Amending student details

Once you have located and selected the student 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 student 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	
Gender	Male	Town/City	
DOB (dd.mm.yyyy)	01.01.1995	Country/State	
Place of birth		Country	United Kingdom
Unique Learner Number		Postcode	
Nationality		Driving licence No.	
Ethnic code		Driving licence country	
Email		NI No.	
		Scottish candidate No.	
		NROSO No.	

Amend **Print**

Back To Amend / Print Candidate details

Amending student details

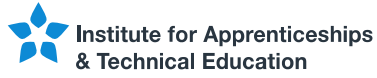
Please ensure that the student data that you have submitted to Walled Garden agrees with the student data you have submitted and uploaded to the DfE Learning Records Service (LRS portal).

Please ensure that first name, middle name, last name, gender, date of birth and Unique Learner Number (ULN) are all accurate.

Any discrepancies in this data may result in a delay to your result notifications.



T-LEVELS



View student results

Download your T Level Result Slips



View student results

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

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.

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.

View student 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.

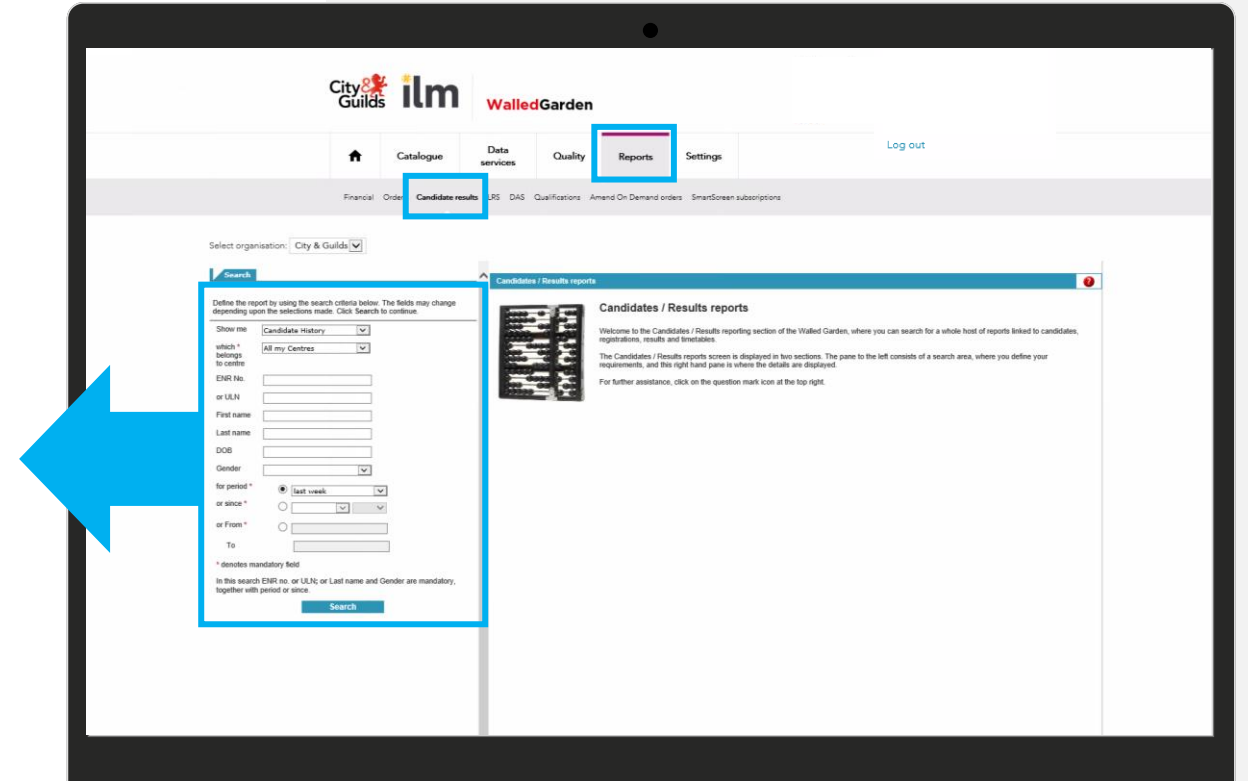
Search

Select the specific centre number where students 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 student search filters if you need to narrow down to a specific student.

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 2024).



View student results

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

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

The students 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 student individually.

The screenshot shows the 'Candidate results' page in the City & Guilds ilm WalledGarden system. The search criteria are set to 'City & Guilds' and '8710 - T Level Tech Qual in Bldg Construction'. The search results table is as follows:

Select	Qual Title	ENR No.	ULN	First Name	Middle Name	Last Name	DOB	Gender	Merged Date	Centre
<input type="checkbox"/>	T Level Technical Qualification in Building Services Engineering for Construction (Level 3) (603/69115)	0TF885	332456895				01.01.2003	F		999990
<input type="checkbox"/>	T Level Technical Qualification in Building Services Engineering for Construction (Level 3) (603/69115)	0TF9429	985568277				01.03.2001	M		999990
<input type="checkbox"/>	T Level Technical Qualification in Building Services Engineering for Construction (Level 3) (603/69115)	0TF9686					01.01.1998	F		999990
<input type="checkbox"/>	T Level Technical Qualification in Building Services Engineering for Construction (Level 3) (603/69115)	0TF9698					01.10.1998	M		999990
<input type="checkbox"/>	T Level Technical Qualification in Building Services Engineering for Construction (Level 3) (603/69115)	0TF9700					07.08.1997	F		999990
<input type="checkbox"/>	T Level Technical Qualification in Building Services Engineering for Construction (Level 3) (603/69115)	0T0488	384245688				01.01.1990	M		999990

View student results

Each page displays the result slip for a student. These can be provided to students 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.

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Understanding the T Level Result Slip

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.

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 student performance using the published Notional Grade Boundaries. However, these are for illustrative purposes only.

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
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Sub-component		8710-033	Core: Employer-Set Project	40	58	E
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Contribution from:

Sub-component	Summer 2023	8710-U001	Core: Examinations		142	D
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denotes where a grade is derived from an absent or disqualified result.

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

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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'.

Uniform Mark Scale (UMS)

Students' 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 students' overall Core result is calculated using the best sub-component results from across all series.

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

1. the combined result for the core exams.
2. the result of the ESP

Series

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

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.

Contribution From

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

In this example, the student 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



Institute for Apprenticeships
& Technical Education

Access to scripts and marks

Part of the Post-results Service



Access to scripts and marks

Access to scripts is part of the post-results service.

A 'script' refers to the written work of a student 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.

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

T Level Technical Qualifications Post-result Services
Version 1.1, 2022

Paper Assessment Summary

Centre: 999990 - Test Date 19/05/2022
Learner: EP58823 - TEST LEARNER DPF0DGF4FC
Assessment: 9910-021 - 220514-EN1 - Core Exam Paper 1

Question	Marks
01.0	1/1
01.0	1/1
02.0	0/10
03.0	1/10
04.0	0/10
05.0	1/10
06.0	0/10
07.0	1/10
08.0	1/10
09.0	1/10
10.0	0/10
11.0	0/10
12.0	4/10
13.0	1/10
14.0	0/10
15.0	0/10
16.0	0/10
17.0	0/10
18.0	1/10
19.0	1/10
20.0	1/10
21.0	2/10
22.0	4/10
Total Marks	27 / 119

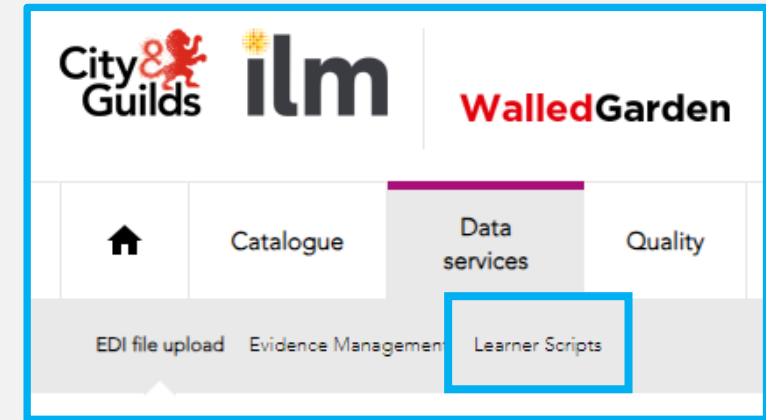
Please note: No marks are graded on City & Guilds Model Cards and Results Slip against the published mark. In some cases, the published result might be different from the mark awarded in this document. This could be for a small number of assessors including, for instance, the application of a Special Consideration mark.

Access to scripts and marks

Access to Scripts is now available on [Walled Garden](#) via the Data Services tab

Login to Walled Garden and click on [Data Services](#).

Select [Learner Scripts](#) in the sub-menu. The script search menu will display. Enter the search requirements in the mandatory fields for **Centre number** and **Assessment code**, then select the required **Series** or other search fields as required. Then click [Search](#).




You can search for learner scripts that require evidence to be uploaded using the search filters below.

Centre number *	<input type="text" value="999990 Test Centre"/>	Series	<input type="text" value="Summer 2022"/>
Assessment code *	<input type="text" value="9910-031"/>	Assessment Date	Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>
Enrolment number	<input type="text"/>	Learner name	<input type="text"/>
Sales order	<input type="text"/>	<input type="button" value="Search"/>	

Access to scripts and marks

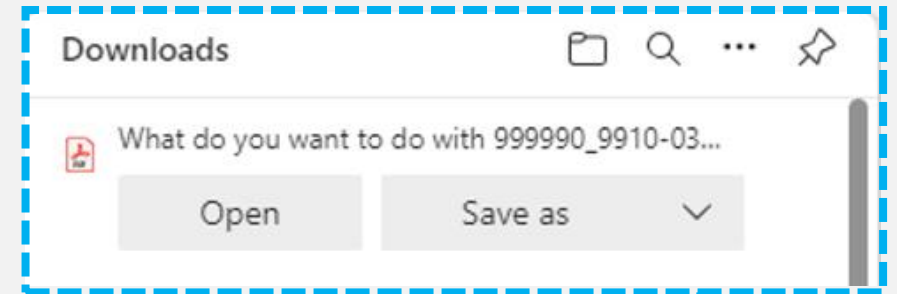
The students' scripts will display in the table.

You can download individual scripts or download multiple at the same time.

An individual script can be downloaded by clicking the download arrow button  next to the student record.

Multiple scripts can be downloaded by selecting the tick box on each student record, or the select all tick box at the top of the table. Then click **Download Selected Scripts**.

Dependent on your web browser, you will be given the option to open or save each script to PDF.



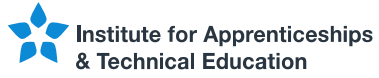
You can search for learner scripts that require evidence to be uploaded using the search filters below.

Centre number *	999990 Test Centre	Series	Summer 2022
Assessment code *	9910-031	Assessment Date	Day Month Year
Enrolment number		Learner name	
Sales order		Search	

Learner Scripts **Download Selected Scripts**

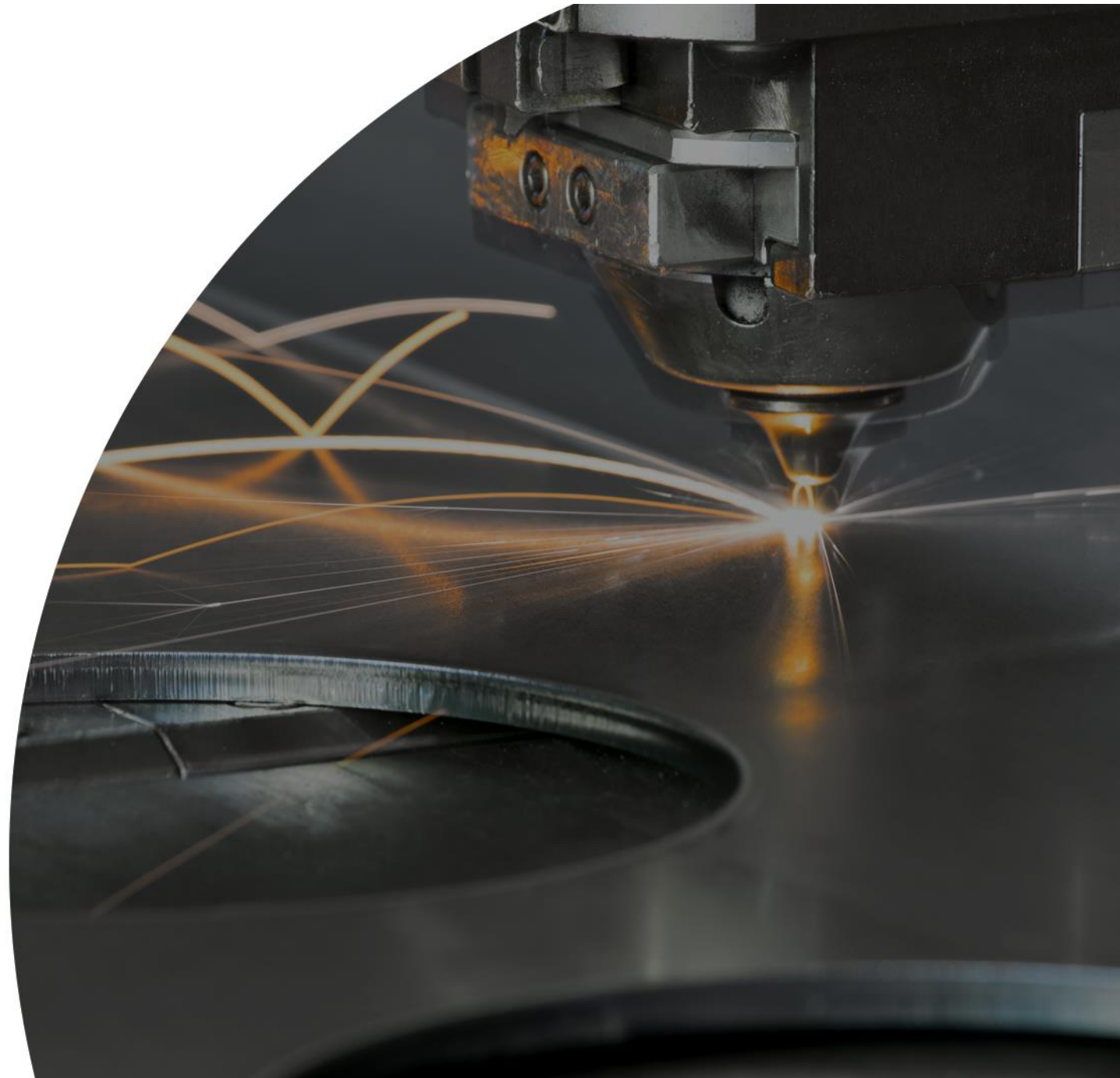
Centre	Assessment	Assessment Title	Assessment Date	Window	Sales Order	Enrolment No	Learner Name	Actions
999990	9910-031		14/06/2022	Summer 2022			TEST LEARNER	<input checked="" type="checkbox"/>
999990	9910-031		14/06/2022	Summer 2022			TEST LEARNER	<input type="checkbox"/>
999990	9910-031		14/06/2022	Summer 2022			TEST LEARNER	<input type="checkbox"/>
999990	9910-031		14/06/2022	Summer 2022			TEST LEARNER	<input type="checkbox"/>

T-LEVELS



Appendix

Qualification codes



Qualification codes

Building Service Engineering for Construction (Wave 2)	Code
Core Component	
Building Service Engineering for Construction	8710-30
Occupational Specialisms	
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
Core Component	
Onsite Construction	8711-30
Occupational Specialisms	
Bricklaying	8711-35
Carpentry and Joinery	8711-36
Painting and Decorating	8711-37
Plastering	8711-38



Qualification codes

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

Engineering, Manufacturing, Processing and Control (Wave 3)	Code
Core Component	
Engineering, Manufacturing, Processing and Control	8730-13
Occupational Specialisms	
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

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

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



Qualification codes

Agriculture, Land Management and Production (Wave 4)	PoS
Core Component	
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	8717-33
Agriculture, Land Management and Production: Floristry	8717-34
Occupational Specialisms	
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
Tree and Woodland Management and Maintenance (Forestry)	8717-46



Qualification codes

Animal Care and Management (Wave 4)	PoS
Core Component	
Animal Care and Management: Animal Management	8717-35
Animal Care and Management: Animal Science	8717-36
Occupational Specialisms	
Animal Management and Behaviour	8717-47
Animal Management and Science	8717-48



Contact us



Centre support

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



01924 930 800



customersupport@cityandguilds.com



Centre operations

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



0300 303 53 52



centreoperations@cityandguilds.com

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