



# **T Levels Summer 2025: Marked Evidence Assessments**

**Guidance for Providers on  
preparing and delivering  
assessments, and uploading  
evidence**

# Agenda

- 1 Aims of this webinar
- 2 Lessons Learned
- 3 Reminder of timelines
- 4 Delivering ESP and M&A OS Assessments
- 5 Evidence requirements
- 6 Completing assessment documentation
- 7 Uploading student evidence
- 8 Evidence issue resolution process
- 9 Resources available for support



## Aims of this webinar

# Aim of this webinar



# What is the Employer-Set Project?

- The Employer-Set Project (ESP) assessment is a project made up of a number of tasks, based on a real-life work-based problem.
- The assessment is designed to allow students to show how they can tackle problems using the knowledge and skills learnt in the Core components.
- The ESP is externally set and externally marked by City & Guilds.
- Providers are responsible for the delivery of the assessment in line with the guidance provided, gathering student evidence, and submitting this to City & Guilds for marking.
- All available evidence for every student who has attempted the ESP assessment must be submitted for marking via Walled Garden ahead of the published deadlines for each assessment series.



# Management and Administration (8715) Occupational Specialism

- The Management & Administration Occupational Specialism (OS) is a project made up of a number of tasks.
- During the learning programme it is expected that tutors will have the opportunity to set shorter formative tasks to allow students to independently use the learning they have covered.
- Students should be made aware during learning of what the Performance Outcomes are how they are implemented in marking the Occupational Specialism, so that they understand the level of performance to achieve high marks.
- This OS is externally set and externally marked by City & Guilds.
- Providers are responsible for the delivery of the assessment in line with the guidance provided, gathering student evidence, and submitting this to City & Guilds for marking.
- All available evidence for every student who has attempted the M&A OS assessment must be submitted for marking via Walled Garden ahead of the published deadlines for each assessment series.





# Learning lessons from previous series

# Common issues with evidence uploads

- Missing evidence
- Unclear learner evidence (unsure which student it related to, unsure if it had been included in the same document as another task)
- Missing/incomplete Tutor Evidence (Observation Records from presentations)
- Evidence was created but the centre did not upload it (either they didn't want to convert a file type or didn't think it was needed)
- Evidence Checklist was incomplete or missing
- Evidence Checklist was missing the required issue codes
- Declaration of Authenticity was missing or incomplete
- Declaration of Authenticity was missing the required signatures



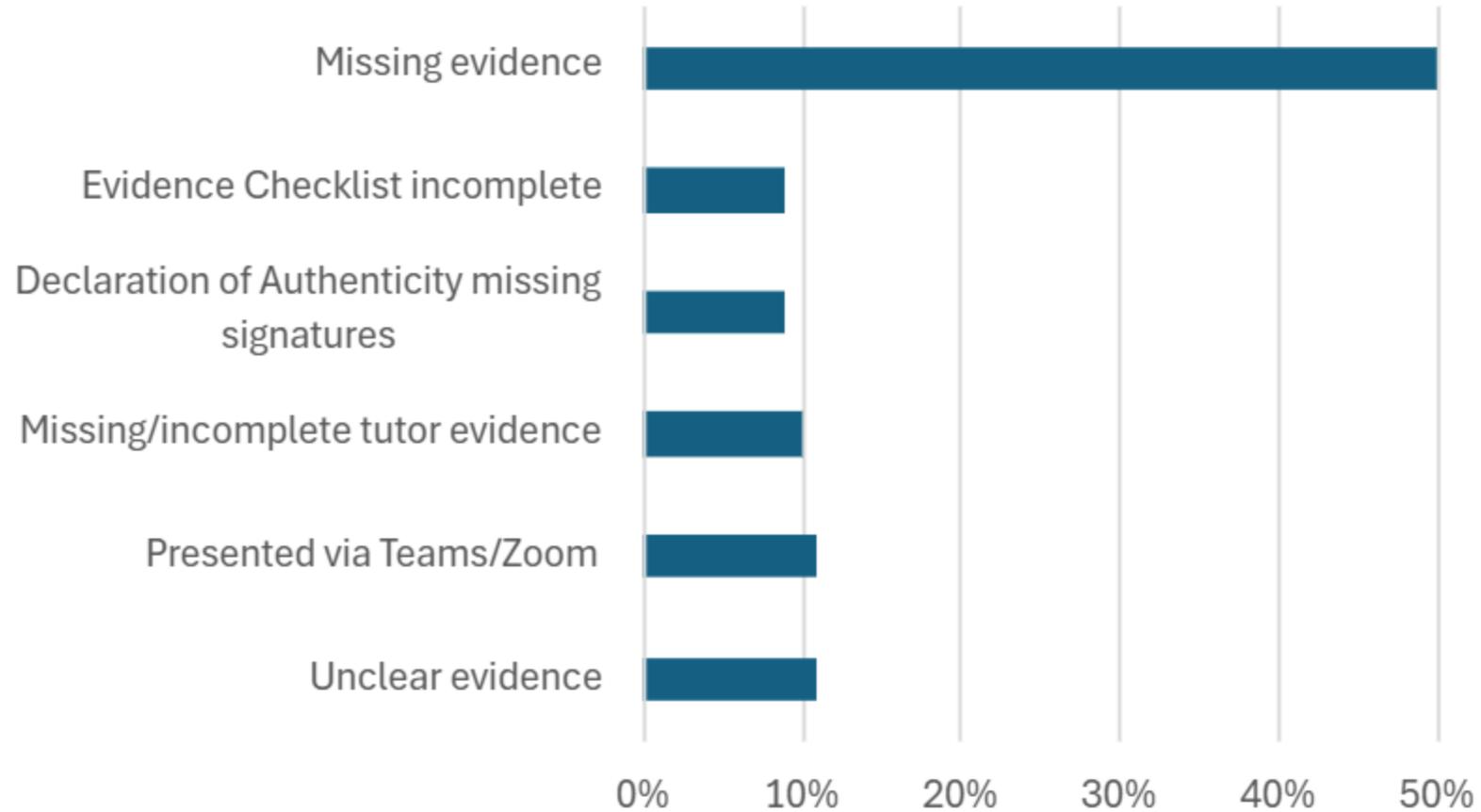
# Common issues with evidence uploads

- Fully or partially corrupted files
- Poor audio quality in videos
- Poor video quality
- Student or student(s) off screen
- Student seated
- Student unidentifiable in video
- Too many students in a group discussion
- Q&A not recorded
- Video recording incomplete
- Presenting via Teams
- Inconsistent practices for different students across the same assessment



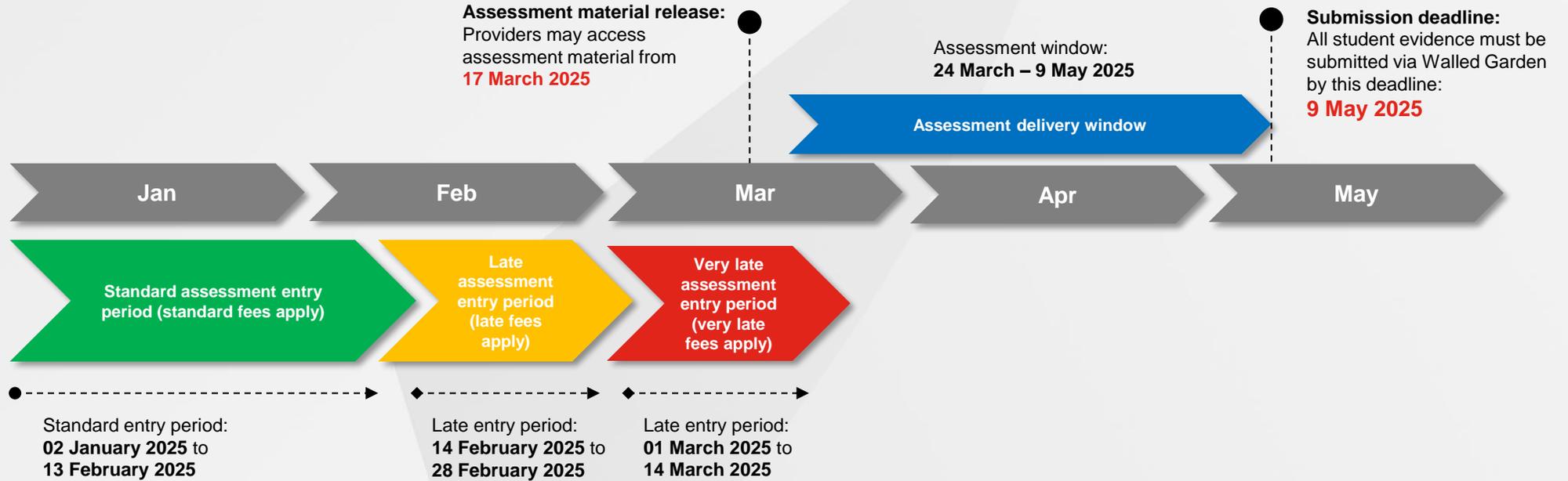
# Common issues with evidence uploads

## Evidence Upload Issues 2024

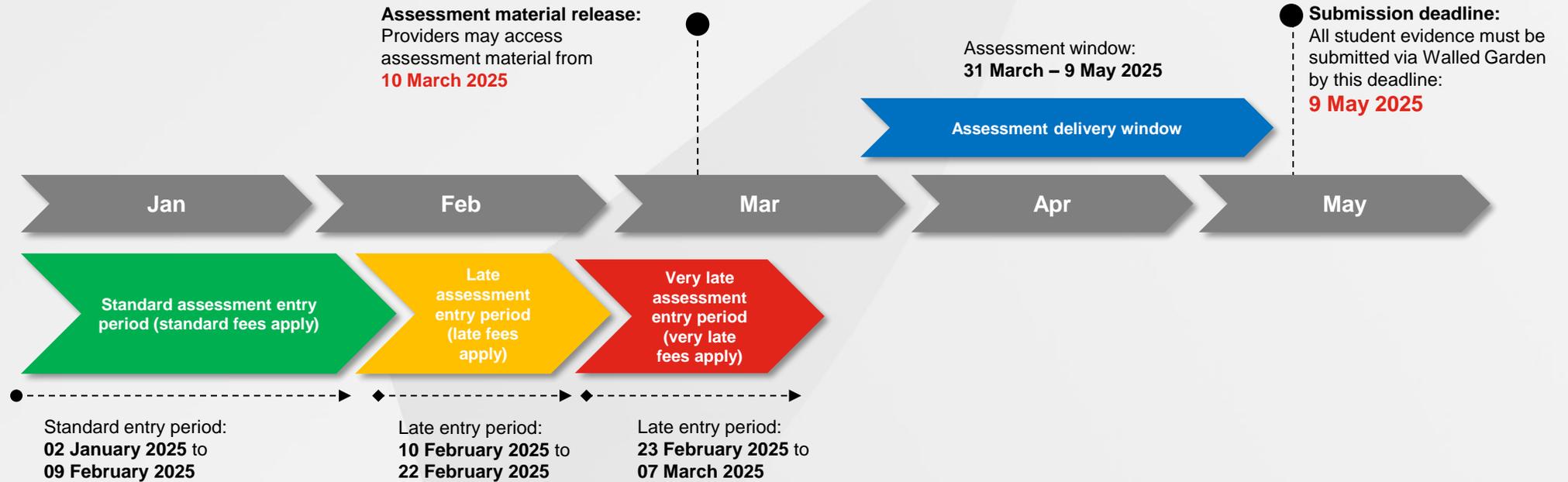


# Reminder of timelines

# T Levels Employer-Set Project **Summer 2025 timeline:** Animal Care and Management (8717)

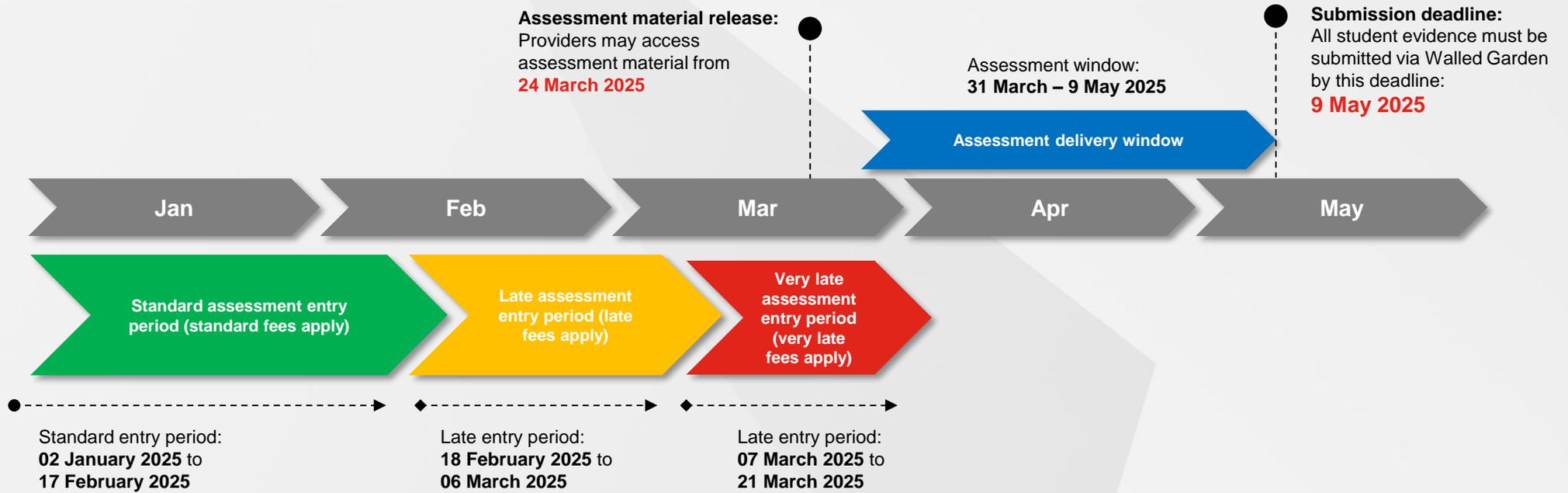


# T Levels Employer-Set Project **Summer 2025 timeline:** Engineering and Manufacturing (8730)



# T Levels Employer-Set Project **Summer 2025 timeline:**

Onsite Construction (8710), Building Services Engineering (8711),  
Management and Administration (8715), Agriculture Land Management and Production (8717)



# T Levels Marked Occupational Specialism Summer 2025 timeline: Management and Administration (8715)



**Assessment materials release:**  
Providers may access  
assessment material from  
**20 January 2025**

**Assessment window:**  
**3 February – 16 May 2025**

**Submission deadline:**  
All student evidence must be  
submitted via Walled Garden  
by this deadline:  
**16 May 2025**



**Booking Window Closed:**  
**10 January 2025**

# Submission deadlines for Marked Evidence Assessments

Employer Set Projects		
T Level Technical Qualification	Assessment Delivery Window (Evidence Upload)	Summer Series submission deadline
8717 Animal Care and Management	24 March – 09 May	09 May 2025
8730 Engineering and Manufacturing 8711 Onsite Construction 8710 Building Services Engineering 8715 Management and Administration 8717 Agriculture Land Management and Production	31 March – 09 May	
Management and Administration Occupational Specialism		
T Level Technical Qualification	Assessment Delivery Window (Evidence Upload)	Summer Series submission deadline
8715 Management and Administration	03 February – 16 May	16 May 2025

# Additional Charges and Extensions

## Late submission of evidence

Providers that do not submit all required evidence to City & Guilds for marking by the published deadline dates will incur a late submission administrative fee.

Please check all your submissions are complete and correct prior to the deadline and before submitting.

As an example, you may have submitted all the evidence but there is no declaration of authenticity or a missing evidence checklist and this constitutes incomplete evidence.

Charges will be applied for late, missing, or incomplete evidence. Further information can be found on the [Centre Charges List](#).

## Notification of delivery issues

If for any reason, a centre cannot meet the deadline, they must notify City & Guilds using this form:

[Notification of late submission of evidence](#)

Please note that additional charges are still applicable on any late submissions, regardless of the reasons for this.



# Delivering ESP and M&A OS assessments

# Release of assessment materials

City & Guilds will use the [T Level Service Portal](#) to release the live ESP and Management and Administration OS assessment materials securely to Providers.

To access materials:

- Find the correct qualification in the 'Course' tab.
- Select 'Evidence'.
- Download the zip file.
- Select the information button to reveal the password for password-protected documents.

The materials will only be made available to those Providers who are approved, have valid registrations, and have entered their students onto the specific assessment series. **Once downloaded, Providers must keep all assessment materials stored securely at all times.**

Providers should take time to familiarise themselves with the guidance ahead of the assessment series when the assessments must take place.

The screenshot shows the 'Evidence Folder' interface in the City & Guilds T Level Service Portal. The page title is 'Evidence Folder' and the breadcrumb is 'Learners / (1000055) 8715-033 ESP for Management and Administration / TL-ESP / Evidence Folder'. The course details section shows '8715-033 ESP for Management and Administration' with 'EQA's' and 'Verifiers' status as 'Awaiting Allocation'. Below this is a progress bar with 'Started 0%', 'Completed 0%', and 'Expected 0%'. The 'Evidence Folder' section has tabs for 'Course', 'Evidence', 'Registration', 'Contact', 'Reviews', and 'Journey'. A table of evidence items is displayed with columns for 'REF', 'TITLE', 'TYPE', and 'UPLOADED'. The first item is '8715-033 Employer Set Project - summer24 v1-0' with a size of '6.57 MB' and an upload date of '22 Mar 2024 09:09'. A red box highlights the information icon in the table's action column. A modal window titled 'Evidence Folder' is open, showing an 'Evidence Description' section with a 'Password' field that has been masked with black dots. A 'Close' button is visible at the bottom of the modal.

# Preparing students

In previous series, we have encountered issues where documentation which is produced/saved by the students themselves, is not completed accurately or in full.

To address this, we advise:

- Ensure students know their unique City & Guilds enrolment number (ENR).
- Provide students with the 'header templates' for any evidence that will be generated electronically.
- If notes are handwritten (and later scanned in), ensure students write their name and enrolment number clearly.

It is important to ensure that the assessment conditions are known to the students.

To address this, we advise:

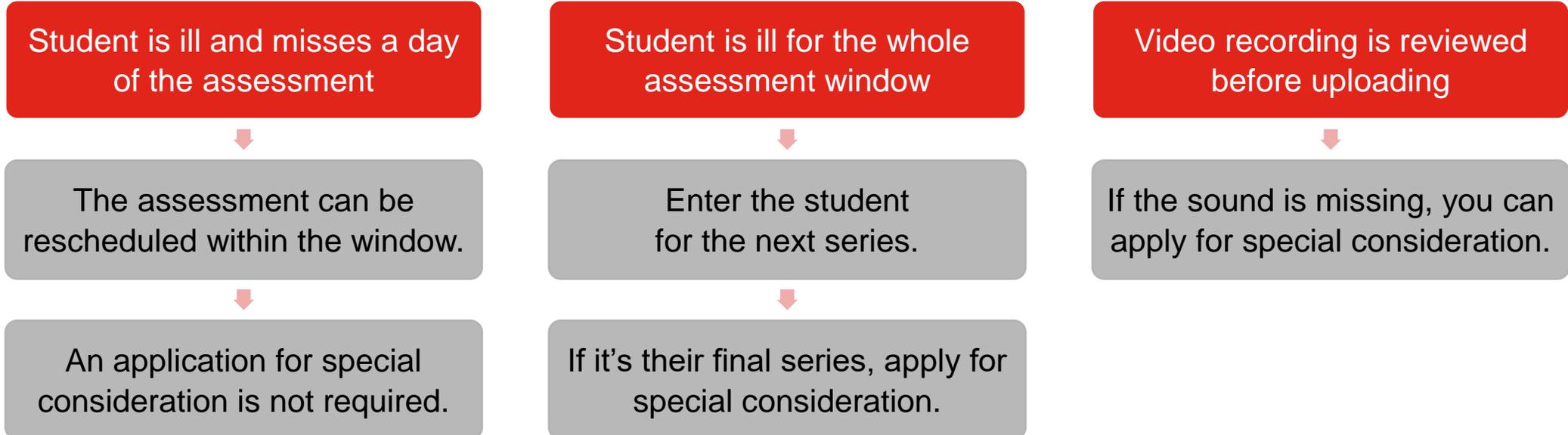
- Provide students with the guidance material appropriate to each task they must complete.
- Ensure students are aware of time restrictions for all tasks.



# Special consideration

- We apply special consideration following the JCQ guidance.
- When requests are received, it's not possible to reply to everyone, however, we will inform the applicant if a request is rejected.
- After results are issued, the tariff or estimated mark applied may be identified by comparing the mark breakdown to the results slip.
- Link to special consideration application form [City & Guilds Application for special consideration](#)

Examples:



# Evidence requirements

# File formats and size

- Where the minimum evidence requirements have not been submitted or the quality of evidence is insufficient to make a judgement, any judgement will be based on the evidence that has been submitted.
- Where this is insufficient to provide a mark, a mark of zero may be given.
- Please ensure that larger files (such as videos) are compressed to reduce their size. If you need to do this, there are tools which can support you.
- We do not require video files to be of Full High Definition (HD) quality, they just need to be of reasonable quality and without pixelation.
- The table below shows the maximum file sizes we recommend for videos which are uploaded to Walled Garden.
- This is the responsibility of the Provider, and must be planned in advance to avoid late submissions which could result in late results.

<b>Maximum video file size</b>	<b>2.5 GB</b>
<b>Recommended resolution for video</b>	<b>720p (1280x720)</b>

# Video recordings: technical advice

- Before delivering any task that requires video evidence to be captured, it is important that the video and audio is tested before and after.
- This includes understanding the video file size that will be generated: video quality may need to be reduced to ensure manageable file sizes.
- **The maximum file size is 2.5GB.** It is recommended that lower resolution formats for videos are used when recording to achieve this.
- In order to manage the size of the video files, we suggest recording videos at a resolution of 720p (1280x720) rather than 1080p (1920x1080).
- A resolution of 720p will likely result in files less than half the size of 1080p, usually with no significant impact on quality.
- Typical file sizes for videos are 4 - 90MB per minute for 720p and 6 – 130MB per minute for 1080p, depending on compression setting and the amount of movement recorded in the scene.
- By sticking to 720p, you should be able to ensure that all video files recorded have a file size of less than 2.5 GB, as required.



## Hardware test run

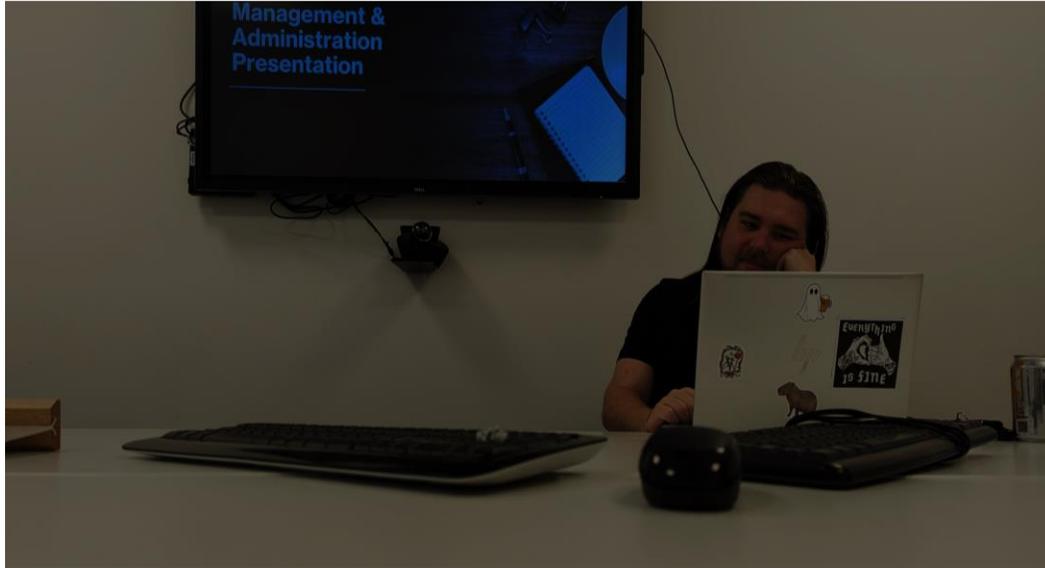
Please consider the environment and recording equipment prior to the assessment commencing. Test the equipment being used for recording, and consider how it will look and sound within the video recording, to ensure video and audio are of acceptable standards and can enable marking to take place.

# Video recordings: audio

- A microphone, separate from the recording device, should be considered to ensure good quality audio can be captured.
- For presentation tasks, the microphone should be close to, or on the student (e.g. a lapel microphone).
- For group discussions, the microphone should be placed between the students i.e. the area they are projecting their voice towards – this may not be towards the video recorder (e.g. use of a desk microphone)



# Examples



- X** Too dark
- X** Sitting down (assessment guidance asks that the student is standing to present)
- X** Unable to identify student (no ID)
- X** Poor audio



- X** Presenting via Teams/Zoom call

# Examples



**Student is standing for the presentation**



**Good lighting and angle**



**Student can be clearly heard**

# Completing assessment documentation

# Completing assessment evidence



**Declaration of Authenticity**



**Evidence checklist**



**Student-generated evidence**



**Tutor observation records**



**Video file evidence**



# Declaration of Authenticity

The Declaration of Authenticity allows us to authenticate the students' work as their own.

One declaration needs to be completed per student.

**Where the student or tutor is unable to or does not confirm authenticity through signing a declaration form, we will remove the evidence, nothing will progress to be marked, and we will change the submission to 'Work Not Submitted' (WNS).**

**If any question of authenticity arises, the Provider may be contacted for justification of authentication.**

Any delay in submitting a completed declaration or responding to any queries will potentially delay the release of results.

**The Declaration of Authenticity is mandatory for marking.**

## Declaration of authenticity

<b>Assessment number</b> (eg 1234-033)	8715-033
<b>Assessment title</b>	Management and Administration Employer Set Project

<b>Candidate name</b>	Jane Doe
<b>City &amp; Guilds candidate No.</b>	00000001

<b>Provider name</b>	Test Centre
<b>City &amp; Guilds provider No.</b>	99999999

### Additional support

Has the candidate received any additional support in the production of this work?}

Yes  No

If yes, give details below:

Task	Guidance/support given

### Candidate declaration

I confirm that all work submitted is my own, and that I have acknowledged all sources I have used.

Signature	Date
Jane Doe	12/05/2024

### Supervisor declaration

I confirm that all work was conducted under conditions designed to assure the authenticity of the candidate's work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the candidate.

Signature	Date
X <u>John Smith</u>	12/05/2024

If completing electronically, double click next to the 'X' to add an electronic signature once the record is finalised.

# Declaration of Authenticity

**Declaration of authenticity**

<b>Assessment number</b> (eg 1234-033)	8715-033
<b>Assessment title</b>	Management and Administration Employer Set Project
<b>Candidate name</b>	Jane Doe
<b>City &amp; Guilds candidate No.</b>	00000001
<b>Provider name</b>	Test Centre
<b>City &amp; Guilds provider No.</b>	99999999

**Additional support**  
Has the candidate received any additional support in the production of this work?  
 Yes     No  
 If yes, give details below:

Task	Guidance/support given

**Candidate declaration**  
I confirm that all work submitted is my own, and that I have acknowledged all sources I have used.

<b>Signature</b>	<b>Date</b>
Jane Doe	12/05/2024

**Supervisor declaration**  
I confirm that all work was conducted under conditions designed to assure the authenticity of the candidate's work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the candidate.

<b>Signature</b>	<b>Date</b>
X John Smith	12/05/2024

If completing electronically, double click next to the 'X' to add an electronic signature once the record is finalised.

Ensure all qualification and student details are accurately inputted into the appropriate fields.

Include an explanation of any additional support that has been provided to the student.

Ensure the form is signed and dated in the correct boxes by both the student and tutor. If the Declaration of Authenticity is not signed and dated, then we cannot deem the evidence to be valid, and it cannot be marked. If we find an unsigned Declaration form, our Centre Operations team will need to contact centres and request the document to be signed by both the student and the tutor/supervisor, and it must be re-uploaded to Walled Garden.

# Evidence Checklist

The Evidence Checklist must be completed by the centre and submitted to City & Guilds along with the student's evidence.

The form supports centre staff involved in the uploading of the evidence to the City & Guilds Walled Garden by identifying any evidence that is known to be missing – for example if a student did not attempt a task or the evidence has been lost for this, then the completion of the Evidence Checklist must reflect the actual evidence which is being provided for marking.

**This document is mandatory for marking: an incomplete or incorrectly completed Evidence Checklist could lead to delayed results while further information is requested from the Provider.**

## Employer-Set Project - Evidence Checklist

8715-30 T Level Technical Qualification in Management and Administration

8715-033 Core: Employer-Set Project (Summer 2024)

Candidate name	Jane Doe
City & Guilds Candidate No.	0000001
Date	25/05/2024

Provider name	Test Centre
City & Guilds Provider No.	99999999

I confirm that all files (as appropriate) have been checked for (please tick):

- Adherence to City & Guilds filename convention requirements
- Video quality
- Audio quality
- Acceptable file size (less than 2.5Gb)

Task	Evidence expected for marking	Evidence to be uploaded? (Y/N)	Issue code (if applicable)? See list and guidance on following page
1.1 Investigate the project brief	PESTLE analysis	Y	
	SWOT analysis	Y	
	Research outcomes summary table	Y	
	Outline of two possible approaches	Y	
	Cost benefit analysis with your selected approach clearly identified	N	L2
1.2 Project Initiation Document (PID)	A PID	Y	
1.3 Project Plan	Project plan-on-a-page	Y	
	Written summary statement	Y	
1.4 Presentation	Presentation materials including presentation slides, any presenter notes, and any handouts	Y	
	Video recording of presentation	Y	
	Observation Record form	Y	
2.1 Collaborative Problem solving	Preparation for discussion notes	Y	
	Managing Director report	N	L2

# Evidence Checklist

**Employer-Set Project - Evidence Checklist**

8715-30 T Level Technical Qualification in Management and Administration  
8715-033 Core: Employer-Set Project (Summer 2024)

Candidate name	Jane Doe
City & Guilds Candidate No.	0000001
Date	25/05/2024

Provider name	Test Centre
City & Guilds Provider No.	99999999

I confirm that all files (as appropriate) have been checked for (please tick):

Adherence to City & Guilds filename convention requirements

Video quality

Audio quality

Acceptable file size (less than 2.5Gb)

Task	Evidence expected for marking	Evidence to be uploaded? (Y/N)	Issue code (if applicable)? See list and guidance on following page
1.1 Investigate the project brief	PESTLE analysis	Y	
	SWOT analysis	Y	
	Research outcomes summary table	Y	
	Outline of two possible approaches	Y	
	Cost benefit analysis with your selected approach clearly identified	N	L2
1.2 Project Initiation Document (PID)	A PID	Y	
1.3 Project Plan	Project plan-on-a-page	Y	
	Written summary statement	Y	
1.4 Presentation	Presentation materials including presentation slides, any presenter notes, and any handouts	Y	
	Video recording of presentation	Y	
	Observation Record form	Y	
2.1 Collaborative Problem solving	Preparation for discussion notes	Y	
	Managing Director report	N	L2

Student and qualification details must be correctly entered.

Confirmation of files must be appropriately ticked.

A 'Y' (Yes) or 'N' (No) must be entered next to every piece of required evidence within the checklist and must align with all evidence uploaded to Walled Garden.

# Evidence Checklist – Issue Codes

Issue codes must be entered where evidence is missing or incomplete. These can be referenced from the table and must be entered into the box beside missing or poor quality evidence.

This supports marking, as the detailing of the codes explains why the evidence is not present and avoids confusion for the marker.

We expect all evidence to be present for marking, and the Evidence Checklist provides us with confidence that providers have ensured that all necessary elements of the Employer-Set Project are captured and submitted for assessment, allowing for a comprehensive evaluation of a student's skills and abilities against the set criteria, preventing missing evidence, and supporting a fair and accurate grading process.

The codes ensure that all aspects of the unit are properly addressed and no important criteria are missed. This streamlines the marking process by eliminating the need to search through evidence to identify where specific criteria are addressed; if the evidence has not been produced or has been lost, then the marker will understand why. This helps to avoid any delays with results.

Task	Evidence expected for marking	Evidence to be uploaded? (Y/N)	Issue code (if applicable)? See list and guidance on following page
2.1 Collaborative Problem solving	Staff email	N	L2
	Video recording of group discussion	Y	P2
	Observation record form	Y	
2.2 Evaluation	Evaluation account	Y	

Where evidence cannot be provided or it contains issues, please use the appropriate code below:

Learner related	Provider related
L1 – Evidence generated by learner but not saved by learner	P1 – Evidence lost by provider
L2 – No evidence generated by learner	P2 – No/poor audio on recording
L3 – Other learner issue (please provide details in table below)	P3 – No/poor visual on recording
	P4 – Incomplete recording
	P5 – File has been corrupted
	P6 – Other provider issue (please provide details in table below)

Provider comments:

Task	Comments
2.1 Discussion Recording	Sound cuts off a minute before the end of the recording due to an error when compressing the file.

Completion / Sign-off	
Name	John Smith
Signature	<u>X</u> John Smith
Role	Tutor
Date	24/05/2024

If completing electronically, double click next to the 'X' to add an electronic signature once the record is finalised.

# Evidence Checklist – Issue Codes

Task	Evidence expected for marking	Evidence to be uploaded? (Y/N)	Issue code (if applicable)? See list and guidance on following page
2.1 Collaborative Problem solving	Staff email	N	L2
	Video recording of group discussion	Y	P2
	Observation record form	Y	
2.2 Evaluation	Evaluation account	Y	

Where evidence cannot be provided or it contains issues, please use the appropriate code below:

Learner related	Provider related
L1 – Evidence generated by learner but not saved by learner	P1 – Evidence lost by provider
L2 – No evidence generated by learner	P2 – No/poor audio on recording
L3 – Other learner issue (please provide details in table below)	P3 – No/poor visual on recording
	P4 – Incomplete recording
	P5 – File has been corrupted
	P6 – Other provider issue (please provide details in table below)

Provider comments:

Task	Comments
2.1 Discussion Recording	Sound cuts off a minute before the end of the recording due to an error when compressing the file.

Completion / Sign-off	
Name	John Smith
Signature	X John Smith
Role	Tutor
Date	24/05/2024

If completing electronically, double click next to the 'X' to add an electronic signature once the record is finalised.

Issue codes can be referenced from the table and inputted into the box beside missing or poor-quality evidence.

Where a Provider-related issue code is present, further explanation must be inputted into the 'Provider comments' section.

The Evidence Checklist must be correctly signed and dated once complete.

# Student-generated evidence

All evidence produced by the student must be uploaded to the Evidence Management area of Walled Garden, within 'Centre Services'.

This includes:

- Word documents
- Excel files
- PowerPoint presentations
- Handwritten notes
- Drawings or diagrams
- Recorded video evidence

Providers are responsible for ensuring all student-generated evidence is accounted for. Ensure it is not accidentally misplaced or destroyed prior to uploading.

Evidence Headers included within the Resource Pack must be present within all evidence and must correctly identify the student.



# Observation Records

Observation Records are mandatory for certain T Level Technical Qualifications. Please ensure that if an Observation Record has been provided, it is completed.

When a student completes a recorded presentation or discussion, the observing tutor must complete the Observation Record.

The form should be completed based on an individual student's performance, not for multiple students within a group discussion.

**If provided, this document is mandatory for marking.**

## Employer-Set Project Observation Record

(Task 1.4 Presentation)

8715-30 T Level Technical Qualification in Management and Administration

8715-033 Employer-Set Project

Candidate name	Jane Doe
City & Guilds candidate No.	00000001
Date	10/04/2024

Provider name	Test Centre
City & Guilds Provider No.	99999999

Record observation notes below to inform external marking. Notes must be detailed, accurate and differentiating. They should identify areas of strength and weakness to distinguish different levels of performance quality for each of the prompts below. Notes do not need to duplicate information that will be seen by markers in other evidence submitted for the task, eg presentation slides, instead they should focus on things that are observed.

### Evidence of core knowledge and skills being applied to the brief

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### Presentation technique and use of technical language

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### Communication with the audience

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# Observation Records

## Employer-Set Project Observation Record

(Task 1.4 Presentation)

8715-30 T Level Technical Qualification in Management and Administration

8715-033 Employer-Set Project

Candidate name	Jane Doe
City & Guilds candidate No.	00000001
Date	10/04/2024

Provider name	Test Centre
City & Guilds Provider No.	99999999

Record observation notes below to inform external marking. Notes must be detailed, accurate and differentiating. They should identify areas of strength and weakness to distinguish different levels of performance quality for each of the prompts below. Notes do not need to duplicate information that will be seen by markers in other evidence submitted for the task, eg presentation slides, instead they should focus on things that are observed.

### Evidence of core knowledge and skills being applied to the brief

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### Presentation technique and use of technical language

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### Communication with the audience

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Ensure all student details are correct.

All text boxes must be filled in with reasonable and accurate detail.

Use of digital skills	
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Tutor questions to candidate	Candidate responses
<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit.</p>	<ul style="list-style-type: none"> <li>• Suspendisse hendrerit dignissim pellentesque.</li> <li>• Aliquam vel rutrum justo.</li> <li>• Proin gravida sed magna non dignissim.</li> </ul>
<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit.</p>	<ul style="list-style-type: none"> <li>• Suspendisse hendrerit dignissim pellentesque.</li> <li>• Aliquam vel rutrum justo.</li> <li>• Proin gravida sed magna non dignissim.</li> </ul>
<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit.</p>	<ul style="list-style-type: none"> <li>• Suspendisse hendrerit dignissim pellentesque.</li> <li>• Aliquam vel rutrum justo.</li> <li>• Proin gravida sed magna non dignissim.</li> </ul>
Any other aspects	
<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse hendrerit dignissim pellentesque. Aliquam vel rutrum justo. Proin gravida sed magna non dignissim. Aliquam urna ligula, gravida at neque vitae, tristique sodales ex. Suspendisse cursus, ligula sit amet pretium congue, tortor eros porttitor turpis, nec porta ipsum mi ut tortor. Vivamus euismod congue aliquam.</p>	
Tutor signature	Date
<p>X <u>John Smith</u></p>	<p>10/04/2024</p>
<p>If completing electronically, double click next to the 'X' to add an electronic signature once the record is finalised.</p>	

All text boxes must be filled in with reasonable and accurate detail.

Ensure the document is signed and dated by the observing tutor.

# What happens next



## Pre-marking checks

Once a student is submitted, we perform a number of internal pre-marking checks to ensure you've submitted everything correctly, the evidence is complete and that any video or audio files play as expected. We do this to identify issues as early as possible, before the evidence is marked.

Our Centre Operations team will contact you regarding any issues.



## Marking

When pre-marking checks are complete, the evidence is sent for marking. We may still need to contact you throughout this process if the marker identified any issues or requires additional evidence.



## Administration fees

Centres that do not submit all required marks and/or evidence to City & Guilds by the published date will incur an administrative fee of £300 per cohort per assessment.

This means that if we identify issues with the evidence provided for your students the administration fee will apply.

This fee will apply under all circumstances, regardless of student volumes, including where an extension has been granted.



# Uploading student evidence

# Preparing evidence for upload

All student evidence must be appropriately titled before being uploaded to Walled Garden to make it clear what each file contains and which student it belongs to.

Clear labelling supports the assessment process, as it indicates what piece of evidence each file contains and how it relates to the project.

Evidence must have a file name that clearly indicates the content of the document (City & Guilds enrolment number / assessment code/ task / type of evidence). **XYZ1234 8710-033 Task 1.1 research notes** is an appropriate and clear example.

Example:

Enrolment Number	Filename	File Type	Tags
ENR1234	ENR1234_8710-033_DOA.pdf	pdf	Declaration of Authenticity
ENR1234	ENR1234_8710-033_Evidence Checklist.docx	docx	Evidence Checklist
ENR1234	ENR1234_8710-033_Task1.1_Research notes + References.docx	docx	1.1: Research
ENR1234	ENR1234_8710-033_Task1.2_Report.docx	docx	1.2: Report
ENR1234	ENR1234_8710-033_Task1.3_Project Plan.xlsx	xlsx	1.3: Project Plan
ENR1234	ENR1234_8710-033_Task1.3_Supporting Statement.docx	docx	1.3: Project Plan
ENR1234	ENR1234_8710-033_Task1.4_Observation Record.docx	docx	1.4: Presentation
ENR1234	ENR1234_8710-033_Task1.4_Presentation.mp4	mp4	1.4: Presentation
ENR1234	ENR1234_8710-033_Task1.4_Presentation.pptx	pptx	1.4: Presentation
ENR1234	ENR1234_8710-033_Task2.1_Discussion Notes.pdf	pdf	2.1: Collaborative Problem-solving
ENR1234	ENR1234_8710-033_Task2.1_Discussion Recording.mp4	mp4	2.1: Collaborative Problem-solving
ENR1234	ENR1234_8710-033_Task2.1_Email Draft.docx	docx	2.1: Collaborative Problem-solving
ENR1234	ENR1234_8710-033_Task2.1_Observation Notes.docx	docx	2.1: Collaborative Problem-solving
ENR1234	ENR1234_8710-033_Task2.2_Evaluation.docx	docx	2.2: Evaluation

# Preparing evidence for upload

**Files with duplicate names cannot be uploaded to Walled Garden. If an error was identified with evidence and it must be reuploaded, please include 'updated' within the filename to clearly indicate this is the new latest updated version**

Labelling must be consistent throughout the cohort, with each student's evidence using the same file naming conventions. Each piece of evidence (including Observation Records) must be in a separate file.

- Verify that the files for each student match the evidence listed as available on the Evidence Checklist.
- It is recommended to fill in the Evidence Checklist as documents are being uploaded to Walled Garden to ensure accuracy.
- Files cannot be deleted from Walled Garden. Please ensure the correct documents are being uploaded in the first instance.
- Ensure a student's work is accessible.
- It is not password protected.
- The file can be opened.



**Ensuring all evidence files are clearly titled will also assist any staff uploading evidence to Walled Garden. Mistakes can be quickly identified and rectified prior to submission.**

# Walled Garden

All Employer Set Project evidence is uploaded through Walled Garden:

- Log into Walled Garden
- Select 'Centre Services'
- Select 'Evidence Management'
- Make sure you choose a correct academic window "Summer 2025"
- Input the Assessment code to see a list of all students
- If you need to find a specific student, input their ENR into the Enrolment Number box or their name into the student name box
- Click Search

The screenshot displays the Walled Garden interface. At the top left, the City & Guilds and ilm logos are visible, along with the text 'WalledGarden'. On the top right, user information is shown: 'Centre: SAP Test UK CR1', 'Customer: 1066854', 'Centre: 999990', and a 'Log out' link. A navigation menu includes 'Home', 'Catalogue', 'Centre services', 'Quality', 'Reports', 'Help', and 'Settings'. Below the menu, a search section is titled 'You can search for bookings that require evidence to be uploaded using the search filters below.' The search filters include: 'Centre number \*' (999990 - SAP Test UK CR1), 'Window \*' (Summer 2025), 'Qualification number', 'Sales order', 'Enrolment number', 'Learner name', 'Assessment code \*', 'Status' (- Select -), and 'Learner DOB' (Day, Month, Year). A 'Search' button is located at the bottom right of the filter section.

999990	8710-30	8710-033	Core: Employer-Set Project	Summer 2025	0114119868-3010	FTG5766	HANNAH MORRIS	Submitted
999990	8710-30	8710-033	Core: Employer-Set Project	Summer 2025	0114119868-3020	FTG5656	JOE COOKE	Submitted
999990	8710-30	8710-033	Core: Employer-Set Project	Summer 2025	0114119868-3030	FTG5717	HALEEMA CARNEY	Submitted
999990	8710-30	8710-033	Core: Employer-Set Project	Summer 2025	0114119868-3040	FTG5754	TAMARA MAROOF	In Progress
999990	8710-30	8710-033	Core: Employer-Set Project	Summer 2025	0114119868-3050	FTG5864	LIZ ATKINSON	Submitted
999990	8710-30	8710-033	Core: Employer-Set Project	Summer 2025	0114119868-3060	FTG5644	AMY HARTLEY	In Progress
999990	8710-30	8710-033	Core: Employer-Set Project	Summer 2025	0114119868-3070	FTG5621	LAURA ENGLISH	In Progress
999990	8710-30	8710-033	Core: Employer-Set Project	Summer 2025	0114119868-3080	FTG5827	ANTHONY CULLEN	In Progress
999990	8710-30	8710-033	Core: Employer-Set Project	Summer 2025	0114119868-3090	FTG5705	BETHANY GARBUTT	In Progress
999990	8710-30	8710-033	Core: Employer-Set Project	Summer 2025	0114119868-3100	FTG5815	JORDAN MCARDLE	In Progress
999990	8710-30	8710-033	Core: Employer-Set Project	Summer 2025	0114122104-3010	FTJ4978	CALUM DION	Submitted

Once you see a list of all the students click on the student you are uploading evidence for.

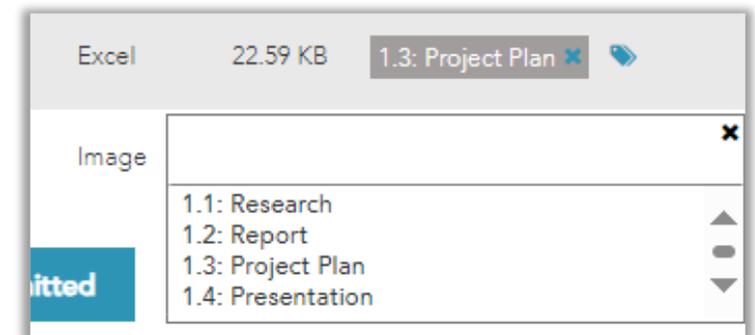
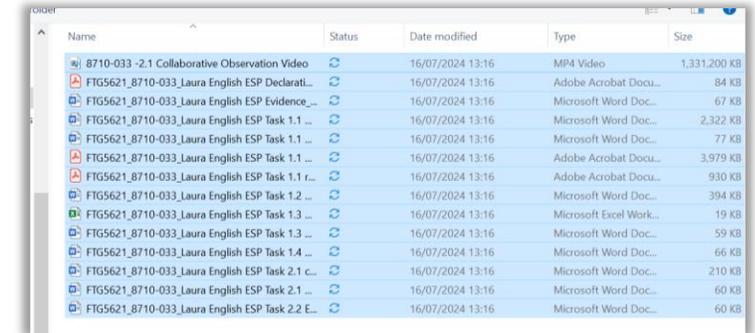
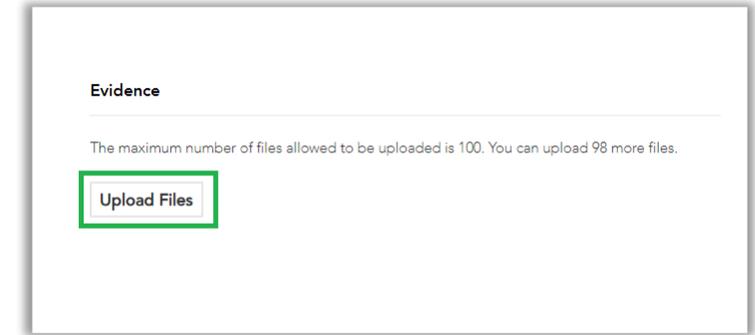


**If you can't see the student on the list, it is possible they don't have a booking. Late bookings can be made via Walled Garden, but if we are into the "very late booking window", you must contact our Customer Support team.**

# Uploading evidence

- Click 'Upload files'. You can no longer delete files from Walled Garden. If you uploaded an incorrect file just upload a new one with different name (e.g. FILE\_NAME\_v.1 and include “updated” within the file name).
- Go to the relevant folder on your device. Select the necessary file, or press Control + A to upload all files. Press 'Open' to start uploading.
- Each piece of evidence uploaded must then be tagged against the relevant assessment task that it relates to.

Please note: Large files such as videos will take considerably longer to upload, and speed will depend on your bandwidth - so please be patient. Ensure that videos are the right size/format.



# Saving & Submitting

## Evidence

The maximum number of files allowed to be uploaded is 100. You can upload 99 more files.

**Upload Files**

File Name	Upload Date	Upload User	File Type	File Size	Tags	Actions
Evidence Checklist.pdf	10.05.2024			1.18 MB	Evidence Checklist 	<b>Delete</b>

**Save** **Work Not Submitted** **Submit**

Press 'Save' if you still have evidence to upload against the student.

Press 'Submit' to confirm all evidence is uploaded for this student.

**You will not be able to upload additional evidence after pressing 'Submit', so ensure all required documents are uploaded.**

# Work Not Submitted

If the student has not completed any work for the assessment, they must be entered as 'Work Not Submitted' within Walled Garden. No documents are needed to be submitted to confirm this.

If the student has withdrawn or disengaged with the assessment midway through the qualification, all existing evidence and a completed Declaration of Authenticity must still be uploaded if available - their work will still be marked.

The screenshot shows the 'Evidence' section of the Walled Garden upload page. It includes an 'Upload Files' button, a table of uploaded files, and a 'Save' button. A red box highlights the 'Work Not Submitted' button at the bottom of the page.

File Name	Upload Date	Upload User	File Type	File Size	Tags	Actions
Evidence Checklist.pdf	10.05.2024			1.18 MB	Evidence Checklist x	Delete

Buttons: Upload Files, Save, Work Not Submitted, Submit

The 'Work Not Submitted' button is found at the bottom of the students' Walled Garden upload page.

# Escalating evidence issues: our process

# Contacting Providers if evidence issues are encountered

Using your Senior Designated Contacts as provided to us as part of the Ofqual Delivery of Results (DoR) checkpoint activity in 2025 (previously referred to as VTQ checkpoint), we will initially contact the **Senior Designated Exam Office Contact** and **T Levels Lead**.

We will highlight the evidence issues and ask that the issues are resolved within two working days. If this is not achievable, we will work with you on a resolution date.

Where we encounter a lack of response or resolution, we will escalate to the Senior Designated Contact at your centre.

## Senior Designated Contact

This person must have the authority to access all information and progress decisions swiftly throughout the academic year for all matters relating to the delivery of qualifications in scope of Ofqual's VTQ Timely Results.

They must hold a senior position within the centre, such as a Senior Leadership Team (SLT) representative with responsibility for qualifications delivery or a Deputy Head/Vice Principal.

All escalations will be made to this person for any issues that arise during the academic year.

They will take overall accountability to ensure:

- All estimated completion data is submitted accurately by the published deadline as part of the VTQ Checkpoint
- That all relevant assessment marks, grades and evidence are submitted to us no later than the published deadline
- Every student has marks/grades submitted to enable them the opportunity to complete their qualification (i.e. the Rules of Combination are met).

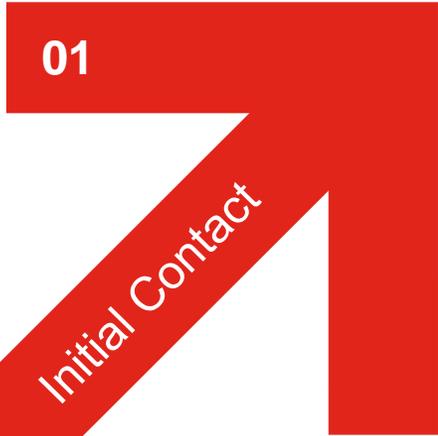
# Our contact process if evidence issues are identified

Who we initially contact:

To: Senior Designated Exams Office Contact

Cc: T Level Lead

We will contact you as soon as we identify an issue with a student's evidence, asking for resolution within two working days.



If we have had no response or resolution of the issue, we will remind you again after the two working days.



Failure to action the previous requests will lead to a further communication to your Senior Designated Contact for escalation (principalship)



Any further lack of response will require intervention from our Investigation & Compliance team who will then contact you



If we encounter any issues with the evidence provided, we must really act quickly to resolve these as soon as possible.

We will contact the nominated persons from your centre, first by phone and then following up with email confirmation, to attempt to resolve the evidence issues in a timely manner.

We ask that the issues are resolved within two working days: please work with our Centre Operations team to manage the resolution times and when the issues can be resolved.



## Resources available for support

# Support and guidance

There are a number of support resources which are available for you:

- T level Resource Hub [Resource Hub - T Levels](#)
- Assessment resources and guidance can be downloaded from the [T Level Service Portal](#)
- T Levels Providers information [T Levels for Providers - T Levels](#)

The screenshot shows the City & Guilds website interface for the T Levels Resource Hub. At the top left is the City & Guilds logo. To the right are search filters: 'SEARCH EVERYTHING', 'FIND COURSE / QUALIFICATION', and 'FIND CENTRE'. Below these is a search bar with the text 'Search the site: Enter search term' and a red 'SEARCH' button. A navigation menu follows with links for 'ABOUT', 'OUR OFFER', 'QUALIFICATIONS', 'APPRENTICESHIPS', 'TECHNICALS', 'T LEVELS' (highlighted), 'RECOGNITION', 'QUALIFICATION DELIVERY', and 'INTERNATIONAL'. A secondary menu includes 'EMPLOYERS', 'PROVIDERS', 'LEARNERS', 'TRANSITION PROGRAMMES', 'RESOURCE HUB' (highlighted), 'EVENTS AND WEBINARS', 'PODCASTS', and 'FAQS'. The main content area features a large image of a man in a blue work shirt and safety glasses, with the text 'Resources and support hub' overlaid. Below the image is a breadcrumb trail: 'Home > T Levels > Resource Hub'. The main heading 'Resources and support hub' is displayed in red. To the right, the 'T-LEVELS' logo is shown in large black letters, with the tagline 'THE NEXT LEVEL QUALIFICATION' underneath. At the bottom, a welcome message reads: 'Welcome to the Resource and Support Hub for T Level Technical Qualifications.'

# Centre Operations

Centre Operations can assist with queries related to evidence submissions (via Walled Garden), including any technical submission issues, submission requirements, and guidance to use the platform.

If you encounter any issues with submitting evidence or the special consideration form through the designated platform, please reach out to Centre Operations at your earliest convenience so we can provide support where possible.

You can contact Centre Operations using the details below:

## **Centre Operations contact details:**

Phone: 0300 303 5352

Email: [centreoperations@cityandguilds.com](mailto:centreoperations@cityandguilds.com)

