

Wednesday, 07 December 2022

# Technicals

New: Quality Assurance Guide and further information regarding centre assessed components

## Important Update



Dear Centres,

In October, we informed you of several important changes we are applying to our Technical Qualifications in order for us to meet regulatory requirements regarding the Centre Assessment Standards Scrutiny of centre assessed components. These include changes to submission deadlines, the approach we take to external quality assurance and the size of the sample centres need to provide.

The changes are applicable to the current academic year 2022 – 2023 and into forthcoming academic years.

Please find the communications which were sent to all centres on our website [here](#).

To support you with these changes, we have now updated the former “Marking and Moderation Guide”, which we have renamed as the “**Quality Assurance Guide for Technical Qualifications and Extended Project Qualification**”. Further information can be found below.

Please ensure all staff involved in the delivery, assessment and internal quality assurance of Technical Qualifications are updated with this information, as well as exam officers and administrative staff who are involved in the upload of marks, grades, and evidence to the Moderation Portal.

## Why have we made these changes, and why mid-year?

Changes have been made to Ofqual’s General Conditions of Recognition and by September 2021 awarding organisations were required to introduce the Centre Assessment Standards Scrutiny (CASS) to ensure compliance

Following our 2022 summer delivery we reviewed the implementation of our CASS strategy and concluded that in order to carry out effective quality assurance of the full range of centre assessed components we need to sample a broader range of assessments and learner evidence. This means we must allow additional time in the process and move the submission deadline forward.

Without a change to submission dates there is a potential risk centres will not be able to complete any remedial actions in time to meet the deadline for the release of results, which would be hugely impactful for centres and learners.

The need for this change only became apparent as we started to plan the 2023 delivery at the beginning of this academic year.

Although we consider the earlier submission date essential to ensure the effective delivery of our CASS strategy, we recognise that by communicating this after the start of the academic year it is likely to affect in-year delivery plans. Therefore, this year we aim to provide some interim support measures to limit the impact on centres

## How we will support you with this process

The deadline to book all centre-assessed components was **02 December 2022**. Using this booking information, we are now able to determine which components centres are delivering and we can use this information to select up to two centre-assessed components that we intend to sample first.

We will communicate this information to centres by the end of by **the end of January 2023**. Evidence and grades for the components selected will need to be submitted **by 02 June 2023**.

The grades for **any remaining centre-assessed components**, and any further learner evidence required for additional sampling, can be submitted by the original deadline **16 June 2023**.

We hope that by communicating this to you in January, you will be able to plan your assessments in good time and be able to upload the required sample of evidence by the required dates.

## Moving forward into the 2023-2024 academic year

We need to underline that the earlier submission dates for centre-assessed components is a permanent change. However, to ensure effective delivery of our CASS strategy longer term, after 2023 we will be unable to give early notification of which centre-assessed components we will be sampling.

**From 2024, all centre-assessed components** will need to be completed and marked ready for submission **around the last week of May** – exact submission dates will be published closer to the time.

We recognise the earlier dates will affect how centres plan and deliver the teaching and assessment for these qualifications. However, we hope the early notification of changes planned for 2024 will allow centres to make the necessary arrangements to meet these new requirements.

In addition to the earlier submission dates, it is also important to draw your attention to the additional changes to our quality assurance model, which are documented in detail within the Quality Assurance Guide - see below.

### Observation activities and short-notice activities

Moving into 2023-2024, to meet additional requirements of our CASS strategy, we will be carrying out further quality assurance activity on a sample of the Technical Qualification centre-assessed components. This will involve conducting observations of the assessment process for these components. Some of these activities will be short-notice visits (see section 5 of the [Quality Assurance Guide](#)).

## Quality Assurance Guide for Technical Qualifications and Extended Project Qualification

As we communicated to centres in our email in October, the former “Marking and Moderation Guide” has now been updated with all details of the changes around quality assurance which we have brought in for 2023 and looking ahead to future delivery years.

The new document has been renamed as the “Quality Assurance Guide for Technical Qualifications and Extended Project Qualification”, and is available on our [Technicals Resource Hub](#).

A direct link to this document can also be found here:

[Quality Assurance Guide for Technical Qualifications and Extended Project Qualification](#)

## Contact us

For any queries regarding this important update and the changes outlined above, please contact our Quality team.

### Technical Quality team

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Kind regards,

Technicals Quality team

**City & Guilds**

