

Monday, 31 October 2022

# Technicals

## Changes to submission dates and process for 2023

### Important update



Dear Centres,

We are writing to inform you of several important changes that are being applied to our Technical Qualifications. These include changes to submission deadlines, the approach we take to external quality assurance and the size of the sample centres need to provide.

Please ensure all staff involved in the delivery, assessment and internal quality assurance 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.

The changes set out in this update are applicable to the current academic year 2022 – 2023 and will affect your planning for Summer 2023.

We are currently updating guidance documents and timelines on our [Technicals Resource Hub](#) to reflect this new information.

### 1. Change to submission dates

In order to implement amendments to our external quality assurance for centre assessed components, we need to revise the submission deadlines for 2023.

#### Centre Assessed Components and Employer Involvement

The deadline for submission of all grades / outcomes and sample evidence for centre assessed components will now be **Friday 2 June 2023**. This date has been changed.

#### Synoptic assignment

The deadline for submission of all marks and sample evidence for synoptic assignments remains **Friday 19 May 2023**. This date has not changed.

To confirm, the submission deadlines for 2023 are therefore as follows:

#### Friday 19 May 2023

Closing date to submit marks and evidence to the Moderation Portal for all Level 2 and Level 3 synoptic assignments

#### Friday 2 June 2023

Closing date to submit outcomes and evidence to the Moderation Portal for optional units and other centre assessed components (if applicable) and EI (KS5 only)

We would like to remind centres that these dates are deadlines (i.e. the last date that marks/grades and evidence can be uploaded). Centres should ensure that they prioritise the input of marks/grades and the upload of evidence as soon as possible as this supports the moderation and external quality assurance process and reduces the likelihood of late results.

### 2. Change to required sample

For the centre assessed components we will be changing the sampling arrangements **from Summer 2023**. Previously centres were required to submit a sample of evidence for only one centre assessed component for each qualification, and evidence was not required for the health and safety internally marked exams or work experience units.

To ensure regulatory compliance we will now specify to centres which units they need to supply candidate evidence for in advance of the submission window. The number of assessments requested will vary, but we will keep this to a minimum. It will also depend on the volume of assessments there are within the qualification. Where there are multiple centre assessed components, centres should broadly expect to upload no more than 2-3 assessments per qualification.

The assessments we request may include the health and safety exams and/or work experience unit. Please ensure this is factored into your planning, and evidence for these assessments is stored securely and can be provided on request.

Full details will be provided in our new Marking & Moderation Guide which will be published within the next few weeks.

### 3. Change to required sample sizes

For 2023 we also need to increase the size of the initial sample of candidate evidence that is submitted to the Moderation Portal.

The following table details the new arrangements which apply to both the **Synoptic Assignment** and the **Centre Assessed Components**:

| No of candidates | Sample size    |
|------------------|----------------|
| 20 or fewer      | All candidates |
| 21-100           | 20             |
| 101-200          | 30             |
| More than 200    | 35             |

The sample should continue to include the highest marked and lowest marked/grade candidate work, and a representative range in between. As usual, samples from all markers must be included (taking into account marker to candidate ratio) as well as those candidates who are observed as part of the moderation visit (where applicable).

### Why are we making these changes?

We understand these changes may have an impact on your current plans for the academic year, and that you may need to make adjustments to accommodate the change.

Following the return to a more 'normal' assessment approach last year, we were mindful that we didn't want to place additional burden on centres. However we now need to make these changes to ensure the approach we take for our Technical Qualifications remains robust, fit for purpose and meets our regulatory obligations.

Whilst documents are still being updated, we were keen to inform you as soon as possible so you can review your planning.

On behalf of City & Guilds we would like to thank you for your understanding and to reassure you that we would not be making these changes unless they were absolutely necessary.

### Marking and Moderation Guide

The Marking and Moderation guide which sets out the approach for Technical Qualifications will be re-issued for the current academic year to include the updates set out above.

We aim to have this completed within the next few weeks, and once this has been finalised we will send out a further email with a link to download. The updated version will be available on our [Technicals Resource Hub](#).

### 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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