

IVQs in Motor Vehicle Engineering (3905)

Qualification Handbook Addendum

Additional centre information for project marking and submission

Centres are no longer required to submit completed projects to City & Guilds for marking.

The below provides updated information on the marking and submission of projects on page 232 of the 3905 Qualification Handbook.

Submission of the project

It is the responsibility of the candidate to:

- ensure that an entry has been made with City & Guilds, by the examination centre, for this part of the assessment programme
- submit the completed project to the person within the centre responsible for receiving it.

It is the responsibility of the centre to:

- ensure that entries have been made to City & Guilds for all candidates wishing to submit a project
- ensure the project is marked by an experienced Internal Quality Assurer (IQA)
- ensure that Internal Quality Assurer (IQA) marking standardisation activities take place where necessary
- provide completed projects including the final grade and mark and evidence of how marks were awarded to the External Quality Assurer (EQA) where required to do so.