



City & Guilds and NLBC Joint Webinar 22/09/2017 – FAQ transcript

Q1. Exam dates for theory exam are showing as Early March – this is much earlier than last year and will put a lot of pressure on teams to teach all the outcomes within this time! – is this date correct?

- The test specifications were revised and reduced for all exams. This was to allow sufficient time for centres to cover the required content. The earlier exam window for the spring exam series means that results will be released in April for the series, giving centres more time to prepare learners for the summer series resit opportunity. The dates are correct on the exam timetable. These dates were agreed with Landex member colleges and the National Land Based College Steering Group

Q2. Where can we access the passwords for the examiners reports?

- All passwords are the walled garden

Q3. Please can you confirm the window for booking June exams. Is it only that one day?

- The booking window for summer series (May and June) is 1st March 2018 till 27th April 2018.

Useful documents to refer to are the Technicals welcome pack and the Technical checklist for delivery, which contain key dates and useful information:

Technical Welcome Pack 2017/18:

http://www.cityandguilds.com/~media/techbac/documents/Technical_qualification_Welcome_Pack%20pdf.ashx

Technicals checklist for delivery:

http://www.cityandguilds.com/~media/techbac/documents/deliver/FY18_Technicals_Checklist_September_2017%20pdf.ashx

Q4. When will the dates for the moderation of the synoptic practical elements?

- Moderation team will contact centres to notify the centre of who the moderator is. The moderator will then get in touch with the centre to negotiate a date. Visiting moderation is for level 3 qualifications only.

The deadlines for submission of evidence and marks to moderation portal are:

- 18th May – Synoptic Assignment
- 15th June – Optional assignments, any other centre assessed components, employer involvement etc

Q5. Following the release of results, is there a post results options for students who have not obtained the expected results?

- Candidates have the option to re-sit the synoptic assignment and theory exam if they have failed. DfE states that candidates can retake the theory exam once and the synoptic assignment once. If a candidate has sat the theory test in both the spring and summer series, they will not be allowed to resit again.

If a centre/candidate feels their results are incorrect they must follow the appeals process.



Q6. What evidence is required to complete and submit a work experience portfolio?

- Key evidence for level 2 and level 3 is documentation and proof that the 150 hours of work experience has taken place. There will be some support material uploaded to the website shortly to enable centre to have an idea of what to use. The majority of centres are already producing work experience handbooks which more than meet the requirement of the minimum 150 hours.

Q7. The timeline was mainly for a one-year programme. How would this change if we run level 3 as a two-year course?

- It wouldn't. The key thing to remember is the only bit that you tell the system you are going to do is the bit that you are doing for that academic year. For example, if the work experience and employer involvement were not going to be done in academic year one, you wouldn't book them for academic year one. They would not show as requiring moderation. Similarly, for optional units. If a two-year programme has 5 optional units and you are doing two optional units in year 1 and three in year 2, ideally you would book the two for year one and not book the others until the following academic year.

Q8. Does and employer giving a guest talk count as employer involvement if the students ask questions afterwards.

- It can count as employer involvement because the fact that the employer is engaging with learners in the first place. For example, Wiltshire College had a Farrier come into college to do a demonstration of a dissection of a horse's leg. This is a key example of employer involvement.

Q9. How will the results display on the Walled Garden?

- The Walled Garden will list each assessment and the grade achieved. If the overall qualification has been achieved, it will also show the qualification grade e.g. 'Conferred – Merit'.

Q10. The synoptic assessments state for animal state they must be completed in 4 weeks. Does this mean 4 calendar weeks or working weeks. I.e. can you use two weeks before and two weeks after Easter? Can you release tasks individually?

- The 4 weeks is the recommended time that the assignment should be completed in. Each task also has a recommended time for completion. The synoptic assignment should be taken after the candidates have covered all the mandatory content of the course for the year.

Q11. Please could you confirm what was meant by 'booking the optional units'?

- Exams need to tell the city & Guilds system through the Walled Garden which optional units a learner is taking in an academic year because then the moderator know what they are looking for and C&G know what you're doing. It's a very much an upfront system as opposed to the QCF qualifications where everything was loaded at the end



Q12. Are there opportunities for resits and if so how many?

- The Department for Education rule is that a learner is allowed two attempts only to pass an exam and two attempts only to pass the synoptic assignment. City & Guilds provide two exam opportunities within the academic year. With a synoptic assignment there is not a second opportunity within an academic year and we have a very small number of learners that didn't get through the synoptic assignment this year who are going to re-take that synoptic assignment in this current academic year which they are perfectly entitled to do but the two strikes and you're out rule is not City & Guilds, it's a DfE rule.

Q13. Do Centres need to identify and disclose access arrangement requirements for learners in advance of synoptic assessment?

- Centres need to have those records available should they be questioned, but if a learner has been given access arrangements for the exam, extra time and because of word processing disorder dyslexia etc you expected that they would be given that same amount of time to percentage-wise to the synoptic assignment

Q14. If learners see the whole synoptic assignment in January, how do you keep it to just 4 weeks.

- Once given to learners, it is recommended that the assignment is completed within 4 weeks.

Q15. Are any centres running the 540glh qualifications in the first year with the second year being 1080glh or are the combinations of exams and synoptics proving to be difficult?

- Most centres in the last academic year went with the 540glh for the majority and a few centres registered straight on to the 1080glh. There shouldn't be any complications in doing this. However, if the 1080 qualification has pathways, it is good to ensure that the optional units chosen for the 540 qualification are on the pathway that the candidate would take the following year. Something that City & Guilds and NLBC would like to do is to have some sharing best practice/sharing experience events but we believe that Landex are already doing that within their subject specific days.

Q16. Does a re-sit learner just come in January to re-sit or do they start the program again?

- Entirely up to the college. It will depend on the programme of study that has been provided for that learner. An example is a learner who's going to be doing the work base level three and then re do their level two synoptic assignment in January and the college are going to timetable it in. As far as re-sitting the exam is concerned, if a learner has failed the exams and were unable to make the June exam sitting for whatever reason, they still have a re-sit available.

Q17. When is a Land and Wildlife curriculum plan expected?

- There are not going to be curriculum plans for all pathways of the Technicals. For Land and Wildlife there is a specific level two curriculum plan for one pathway which will go up on the website next week but they are not being written for all pathways. There needs to be a bit of a health warning here, curriculum plans are merely a suggestion of how a qualification might

be delivered and they are certainly not set in stone. People need to remember that they themselves, the lecturers in the colleges, are the experts and actually producing the documentation that decides what is delivered, when. I suggest quite strongly that using the mandatory content as your basis for building the program with health and safety coming first and optionality either running through long and thin or slightly shorter and fatter towards the end has been a model that was applied last year.

Q18. The optional assessments are carried out under controlled conditions. Does this mean it should be an exam environment?

- There is not a blanket approach to the conditions for the optional unit assignments. Each assignment needs to be looked at individually. Each task states the conditions the task should be carried out under. Controlled conditions do not mean exam conditions, but each task will state whether the task should be carried out under supervised or unsupervised conditions. The conditions of assessment section will also state if candidates are allowed to conduct research outside of the session or if they are allowed access to the internet whilst undertaking the task.

Q19. If you release the synoptic task by task do learners get four weeks per task or is it four weeks to complete the whole assessment?

- A recommended time is given for the completion of each task. It is recommended that the whole assignment is completed within four weeks.

Q20. Is there a new password for the Animal Level 2 synoptic as the current password doesn't seem to work?

- For a speedy response, contact moderation support.

Q21. What has been the most popular mode of sitting the exams? Spring and then re-sit in summer or summer and re-sit following January?

- The most popular has been everybody in spring and then re-sit in June. Centres that I've been talking to the last couple of months have been thinking that if they've got to learner on a 1080glh program, they might not go for the March exam and go for the June exam instead. Then, if they don't pass that June exam you've got the benefit of the maturation that will occur before they sit the exam again. Exams in all cases are based around the fundamental mandatory content and therefore the exams based on something that they would still be doing when they are in the second year even if they have specialised.