

May 2020

Dear learners

Changes to City & Guilds summer 2020 Functional Skills exams due to COVID-19

We are writing to you as the Awarding Organisation for your Functional Skills qualification to give you an update on the process we will be undertaking with your learning provider this summer to ensure that you receive your result from City & Guilds for your qualification.

We understand that these past few weeks have been very unsettling for you, with the announcement that schools, colleges and many other learning providers have closed temporarily and that assessments and exams for this summer have been cancelled.

We are working to support your teachers/tutors and assessors to make sure that if you were expecting to take an assessment or exam between 20 March and 31 July, you are treated as fairly as possible and can get a result and progress onto the next stage of your education or in your work as planned.

How will your grade be calculated?

For each of the different elements of your Functional Skills assessment, eg reading, writing, speaking, listening & communicating or mathematics, your learning provider will be required to submit to City & Guilds the grade that they believe you would have been most likely to achieve if teaching, learning and assessment had continued under normal circumstances. This will be based upon what they know about you, along with your work and achievements on your course so far.

In order to determine your grade, teachers/tutors and assessors have been asked to take into consideration a range of activities such as practice or mock exams, partially or fully completed assignments, your performance in homework or other set work and tasks as well as general progress on your course. Your grade will be approved by the Head of Centre or Principal of your school or college before it is submitted to City & Guilds.

City & Guilds will then undertake a process of rigorous quality assurance to check the provisional centre assessment grades and how they have been calculated and use a range of other measures and statistics to make sure everyone is treated as fairly as possible.

Can I see the grades my school or college submits for me?

Please don't ask your teachers/tutors, assessors or anyone else at your school or college to tell you the grades they will be submitting to City & Guilds. We have asked your learning provider to keep this information confidential until City & Guilds has completed its quality assurance checks and is able to confirm and release final results to your learning provider.

When will I get my results?

City & Guilds has asked learning providers to submit provisional centre assessment grades in June and will release results at the end of July 2020.

Please be reassured that the grades you get this summer will have equal status with those issued at any other time and will have the same value with learning providers and employers. Your teachers/tutors, assessors are the ones who know you the best, and are best placed to make an accurate, professional judgement about your level of achievement.

Once again, we appreciate how difficult this unprecedented situation is for you, so please be reassured that we are working closely with your learning provider to ensure that your grades are a fair reflection of your abilities and performance.

If you have any questions, please contact your learning provider directly.

With best wishes

David Phillips
Managing Director, City & Guilds