

**Delivering UAL Level  
3 Applied General  
Extended Diploma in  
Art and Design in  
academic year  
2020/21**

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**Guidance for centres**

Version 1.0 – November 2020

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# Introduction

This document is for new and existing UAL Awarding Body (UAL) approved centres; colleges, training providers and other settings where our UAL Level 3 Applied General Diploma and Extended Diploma in Art & Design qualifications are being delivered in the 2020/21 academic year.

In response to the impact that COVID-19 has had on teaching, learning and assessment in the 2019/20 academic year, and anticipating the continued impact this is likely to have in the 2020/21 academic year, UAL have issued this document to provide centres with guidance for how they might adapt delivery and assessment for this academic year in response to further disruptions.

Ofqual, the qualifications regulator in England, has now confirmed that Centre Assessment Grades (CAG), which were used to calculate qualification grades in 2019/20, must not be used this academic year. Therefore, our aim is to ensure that as many students as possible are able to take their assessment this year, even in the event of further disruption.

In making provisions for adaptations, UAL have taken all reasonable steps to minimise risks to validity, and as far as possible, ensure that any adaptations proposed by UAL minimise any disadvantages to students with protected characteristics or special education needs. UAL have done this predominately through ensuring that the key features and constructs of our qualifications are retained.

UAL have worked closely with our regulators (Ofqual, CCEA and Qualifications Wales), relevant sector bodies and other stakeholders to identify relevant adaptations for delivery this academic year. We have also taken on board feedback from our centres to ensure that we have addressed your key concerns. It should, however, be noted that it is impossible to cover all scenarios for disruption, therefore this guidance aims to set out some clear parameters in which centres can operate.

The approaches outlined in this document applies to UAL qualifications awarded in England, Scotland, Wales and Northern Ireland and complies with the requirements of the corresponding Ofqual's [Extended Extraordinary Regulatory Framework: Vocational and Technical Qualifications, COVID-19 Guidance](#).

The adaptations listed in this document are designed to be delivered in conjunction with the adaptations outlined in the [Delivering UAL qualifications in 2020/21 academic guidance document](#) published in October 2020.

# Summary of Applied General qualification adaptations

Alongside the qualification's flexible delivery model, UAL Awarding Body have identified adaptations to the UAL Level 3 Applied General in Art & Design qualification that will support centres in the delivery and assessment of the qualifications in academic year 2020/21.

These adaptations aim to mitigate the impact of further COVID-19 disruption to learning and teaching and are to be used in conjunction with adaptations proposed in the [Delivering UAL qualifications in 2020/21](#) academic guidance document. The amendments will allow centres to flex their delivery to mitigate the impact of localised disruption. The adaptations made available to centres include the following:

## UAL Level 3 Applied General Diploma in Art & Design (Year 1)

- Removal of invigilated conditions during the external assessment
- 3-week assessment evidence submission window
- Compensation applied to Unit 1 assessment
- Changing the way, the qualification is delivered, for example by allowing blended deliver and/or 100% remote delivery
- Changing the way, the qualification is assessed, for example carrying out assessments remotely rather than face to face
- Confirming which formative assessment methods can be used, for example, using simulations in place of real-live practical demonstrations, or allow remote observations instead of face to face observations
- Clarifying our expectations around the 'outcomes' expected, so for example, not making it mandatory to produce physical products or artefacts

## UAL Level 3 Applied General Extended Diploma in Art & Design (Year 2)

- Changing the way, the qualification is delivered, for example by allowing blended deliver and/or 100% remote delivery

- Changing the way, the qualification is assessed, for example carrying out assessments remotely rather than face to face
- Confirming which assessment methods can be used, for example, using simulations in place of real-live practical demonstrations, or allow remote observations instead of face to face observations
- Changing the way in which the qualification is quality assured, so moving from face to face moderation to online/digital moderation
- Clarifying our expectations around the 'outcomes' expected, so for example, not making it mandatory to produce physical products or artefacts

## **Delivering the external assessment**

For the vast majority of students and centres, UAL would expect delivery of the external assessment to take place in Centre (if local and national guidance allow), with a blended and/or 100% remote assessment approach being used where students are shielding or in the event of local or national lockdown.

Where assessments are undertaken remotely or in a blended fashion, all assessment requirements specified in the external assessment paper and adjoining guidance document must be met to maintain the validity, reliability and security of the assessment. This means that centres must continue to deliver the external assessment with three levels of controls in place:

1. Preparatory
2. Supervised
3. Enhanced supervised (formally invigilated)

It is the centres responsible to ensure that students are suitably prepared to undertake the assessment regardless of how it is delivered.

## **Removal of invigilated conditions during the external assessment**

UAL Awarding Body has adapted the controls to be applied to the externally set assessment of the Level 3 Applied General Diploma in Art & Design by replacing the 12-hour period of invigilation with 12 hours of enhanced supervision.

Under the Enhanced supervised condition, centres will no longer be required to provide an invigilator or invigilated space within which students develop their digital portfolio and write their summative evaluation document.

These measures will ensure that centres who have limited space and high numbers of students will not need to meet the challenge of providing invigilated conditions that also satisfy social distancing requirements. The UAL Awarding Body holds the health and wellbeing of staff and students at UAL approved centres as of paramount importance.

In addition to the above, UAL is assured that making these changes will not adversely impact the qualifications validity, reliability and comparability compared to previous years, as the adapted control maintains the requirements around feedback, advice and guidance and support.

## Externally Set Assessment: Control Types

During the 2021 assessment series the UAL Awarding Body will require students to undertake 173 hours under the **supervised condition**, and 12 hours under the **enhanced supervised condition**.

UAL Awarding Body will publish the Guidance for Centres on conducting our external assessment along with the External Assessment Brief on the 3<sup>rd</sup> February 2021. However, centres already have access to adaptation for delivery and formative assessment through the [Delivering UAL qualifications in 2020/21 academic guidance](#) document published in October 2020.

Centres delivering the Level 3 Applied General Diploma must have a comprehensive understanding of the following supervision levels these are defined by UAL Awarding Body as:

- **Preparatory Conditions**

Candidates work can be completed without direct supervision. Work produced under this condition will not be directly summatively assessed. During this time general advice may be given unless task instructions say otherwise.

- **Supervised Conditions**

Candidates do not need to be directly supervised at all times, but there is sufficient supervision (either face to face or remotely) to ensure that work submitted for assessment can be authenticated to confirm it is the candidates' own work. During this time technical support may be provided, and supervisors are able to intervene in issues of health and safety.

- **Enhanced Supervision**

Under enhanced supervision, students do not require invigilation, however high levels of supervision (in-person or via remote means) must be maintained. During the 12 hours of enhanced supervision students are not allowed to engage in any form of collaborative practice with other candidates and are not allowed to receive advice, guidance or feedback from any other individual (including, but not limited to, teaching staff, peers and parents/carers). Work produced during the enhanced condition phase must be developed independently and unassisted. Centres must employ robust processes to ensure that the independence of student work is authenticated. It is the centre's responsibility to maintain the validity of the assessment regardless of disruption caused by COVID-19. Technical support may be provided by technicians and/or Learning Support, but not teaching staff.

## Extension of portfolio submission window

In the event that social distancing continues in the current format, or we are subjected to further local or national lockdowns, UAL Awarding Body has extended the window for submitting student evidence to three weeks.

At any point during this window, centres are able to submit students portfolios of evidence can be submitted to the UAL Awarding Body for assessment via the Pebble Pad portal.

The new submission window dates are as follows:

Submission window opens	21st May
Submission window closes	11th June

Table 1

The extra time will give centres flexibility to navigate around possible disruption to teaching caused by COVID-19.

The extended window must not be used to deliver hours above those set out in the external assessment paper. Rather centres must ensure that they continue to meet the Guided Learning Hours (GLH) attached to each task of the external assessment. Portfolios should be submitted at the point of completion of all the Guided Learning Hours (GLH).

In the event that a student is unable to complete the assessment within the submission window provided, an application of *Special Consideration* can be made. For further information regarding this process please access the UAL Awarding Special Consideration Policy document on our [Policies and Procedures web page](#).

## Compensation

The UAL Awarding Body will continue to apply compensation to Level 3 Applied General Diploma assessments in academic year 2020/21.

## External Moderation (Year 2 – Extended Diploma)

Traditionally, UAL has operated a face-to-face external moderation model, where each qualification at each centre site receives a visit by a UAL external moderator or team of moderators. Given the on-going impact of COVID-19, facilitating face-to-face moderation is going to be impractical this academic year. Therefore, UAL will be moving all external moderation activities to a digital model for the academic year 2020/21. UAL will require centres to make student work available digitally to those conducting the remote moderation activity.

To support this form of external moderation centres **must**:

- Ensure digital tracking of student work.
- Embed the teaching of appropriate digital portfolio creation into delivery plans.
- Ensure that remote digital access to student work is accessible for the duration of the moderation period. Platforms for this may include (but not limited to) WordPress blog, Adobe spark, digital presentation techniques, social media platforms, SoundCloud, music/video streaming services, PowerPoint presentation converted to PDF etc.
- Ensure students are prepared to catalogue their work in readiness for digital submission.
- Ensure that tracking for formative units and final unit assessment evidence is available for review and quality assurance by UAL.

A comprehensive document detailing the UAL's approach to digital external moderation will be published in due course. This document will contain details relating to the preparation and requirements for digital external moderation.

## Key Dates

### Level 3 Applied General Diploma in Art & Design

29 Jan 2021	Reasonable Adjustment application deadline
03 Feb 2021	Embargoed assessment paper & guidance issued to Exams Officers
05 Feb 2021	Assessment paper released to Candidates by Exams Officers
21 May 2021 - 11 June 2021	UAL Submission Window (Candidate work to be submitted at any time during this window)
18 June 2021	Special Consideration application deadline
11 Aug 2021	Embargoed results issued to Exams Officers
12 Aug 2021	Results issued (to Candidates by Exams Officers)

27 Aug 2021	Appeal application deadline
10 Sept 2021	Embargoed retake assessment paper & guidance issued to Exams Officers
13 Sept 2021	Retake assessment paper released to Candidates by Exams Officers
19 Nov 2021	UAL Retake Submission Deadline (Candidate work to be submitted by this date)
15 Dec 2021	Embargoed retake results issued to Exams Officers
16 Dec 2021	Retake results issued to candidates

Table 2

## Further advice and Guidance

For answers to any specific questions resulting from reading the guidance please contact:

### Academic Standards Team

E: [academic.awarding@arts.ac.uk](mailto:academic.awarding@arts.ac.uk).

Please give the name of the qualification you are asking about in the email heading to help us reply to you efficiently.

## Useful resources

[Extended Extraordinary regulatory framework: Vocational and Technical Qualifications, COVID-19 Guidance \(Ofqual\)](#)  
[Extended Extraordinary regulatory framework: Vocational and Technical Qualifications, COVID-19 Guidance \(Ofqual\)](#)

## Appendix 1: UAL Qualification Types

### Performance table Qualifications

- UAL Level 3 Applied General Diploma in Art and Design (603/1457/6)
- UAL Level 3 Applied General Extended Diploma in Art and Design (603/1459/X)