



T Levels Autumn 2025: Employer-Set Projects

Guidance for Providers on preparing
and delivering assessments, and
uploading evidence

Agenda

- 1 Reminder of timelines
- 2 Release of assessment material
- 3 Top tips for recording evidence
- 4 Completing assessment documentation
- 5 Use of Artificial Intelligence

- 6 Uploading student evidence
- 7 What happens next?
- 8 Escalating evidence issues: our process
- 9 Resources available for support

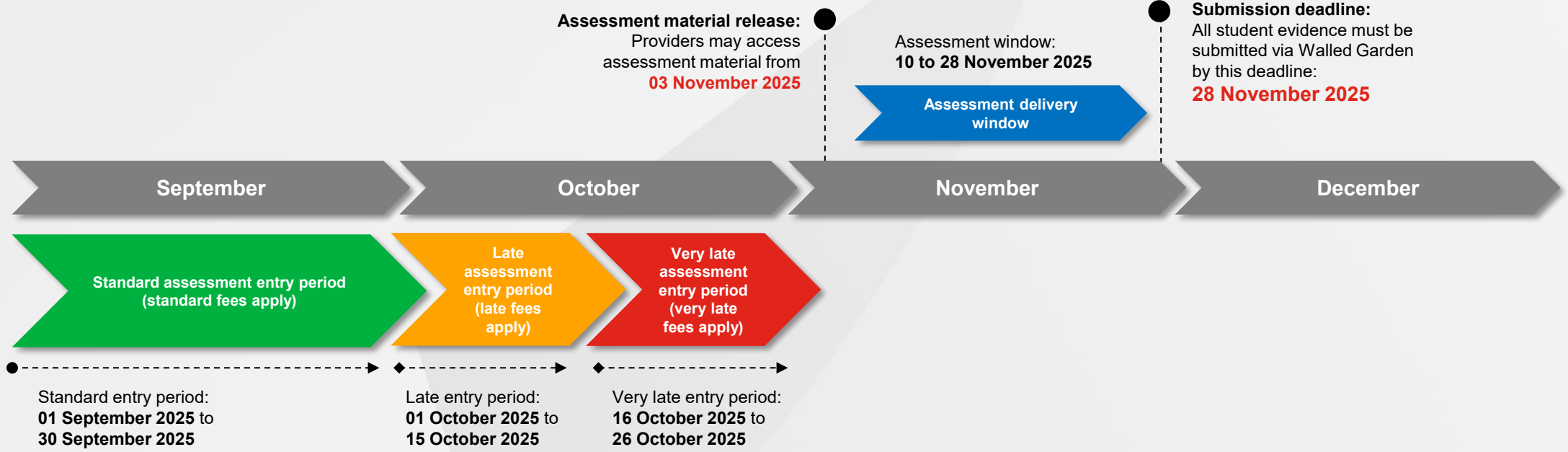
What is the Employer-Set Project?

- The Employer-Set Project (ESP) assessment is a project made up of a number of tasks, based on a real-life work-based problem.
- The assessment is designed to allow students to show how they can tackle problems using the knowledge and skills learned in the Core components.
- The ESP is externally set by City & Guilds, and externally marked by City & Guilds markers.
- You will be the ones delivering the assessment in line with the guidance provided, gathering student evidence, and submitting this to us for marking, and we will work with you to make sure everything is submitted correctly and on time.



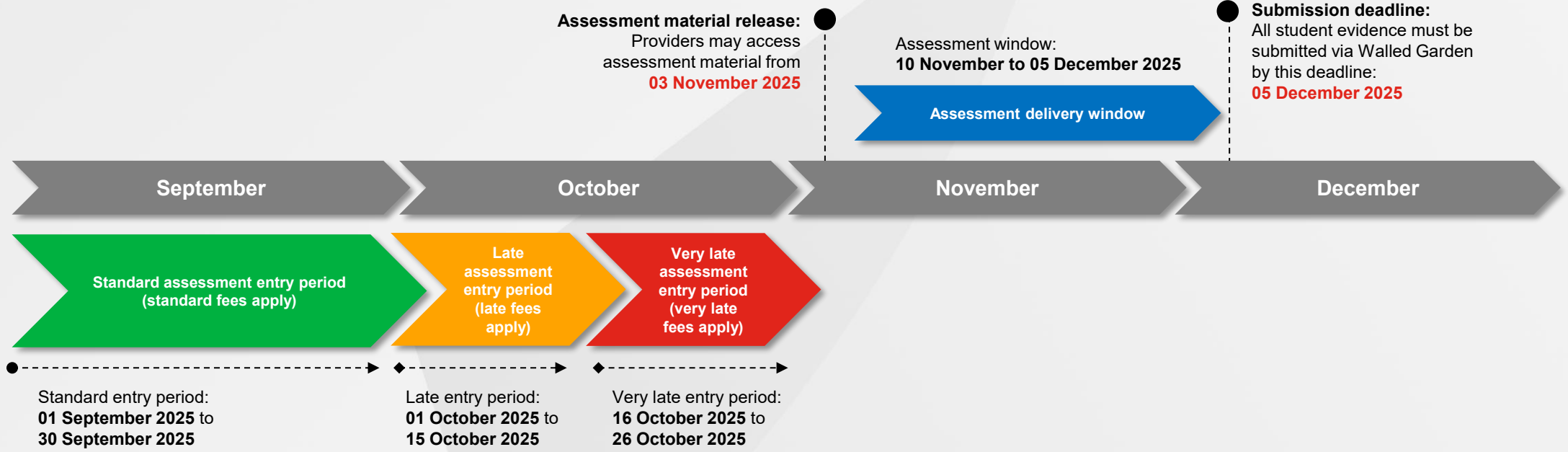
Reminder of timelines

T Levels Employer-Set Project **Autumn 2025 timeline:** Engineering and Manufacturing (8730)



T Levels Employer-Set Project **Autumn 2025 timeline:**

Onsite Construction (8710), Building Services Engineering (8711), Management and Administration (8715), Agriculture Land Management and Production (8717), Animal Care and Management (8717)



Notification of Late Submission

If you will be unable to upload all the required evidence by the assessment submission deadline, you can use our [Notification of Late Submission form](#) to let us know.

Resources and support hub

Home > [T Levels](#) > Resource Hub

Resources and support hub

Welcome to the Resource and Support Hub for T Level Technical Qualifications.

Here you'll find a range of teaching, learning and planning resources for tutors as well as information and support regarding approval, quality assurance, registration, bookings, timelines, fees and communications for all staff.

- Approval and quality assurance
- Specifications and centre documents
- Key dates: 2025-2026
- Key dates: 2026-2027
- Teaching, learning and planning resources
- Curriculum delivery planners
- Tutor resources
- Registration, bookings and results
- Assessment guidance

T-LEVELS
THE NEXT LEVEL QUALIFICATION

MANAGE YOUR CENTRE CONTACTS

Find out how to update or maintain your centre staff list, including the details of your Senior Designated Contacts (SDCs) through Walled Garden.

[Find Out More](#)

T LEVELS

- Providers
- Learners

Notification of late submission of evidence

[Notification of late submission of evidence](#)

This form must be submitted by providers to notify City & Guilds of late submission of evidence for T Levels assessments. You can only use this form to notify us of late submission of evidence. One form is required per assessment.

City & Guilds Late Submission Notification Form – Autumn Series

Use this form to notify us of any late assessment submissions. Please ensure all information is accurate.

This form is currently used for T Levels and Technical Qualifications only.

You can only use this form to notify us of late submission of evidence.

City & Guilds is required for assessments.

This form is for use by approved City & Guilds centres only.

Notifications cannot be received from candidates, parents / carers or third parties (eg. employers).

All personal details provided will be processed in accordance with our Group Privacy Policy: <https://www.cityandguilds.com/uk/privacy-statement>

For any queries please contact us at centresparticipation@cityandguilds.com

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself!

* Required

- Notifier's full name *
Please enter at most 20 characters
- Notifier's job title *
Please enter at most 30 characters
- Notifier's email *
Please enter an email
- Notifier's telephone number *
Please enter 0111 five number starting with Zero 0
Please enter at most 11 characters
- Centre name *
Enter your answer
- Centre number *
If your centre number consists of 5 digits, please add a zero (0) at the start to make it a 6-digit number.
Please enter at most 6 characters
- Qualification type *
 Technical Qualification
 T Level

A link to this submission form can also be found on the **T Levels Resource Hub**, alongside the assessment guidance.

You will be asked for the details of the assessment impacted, and if it is for individual students you will be asked for their ENR (enrolment numbers).

You will also be asked to provide an estimated date of evidence submission.

Impact of late submission

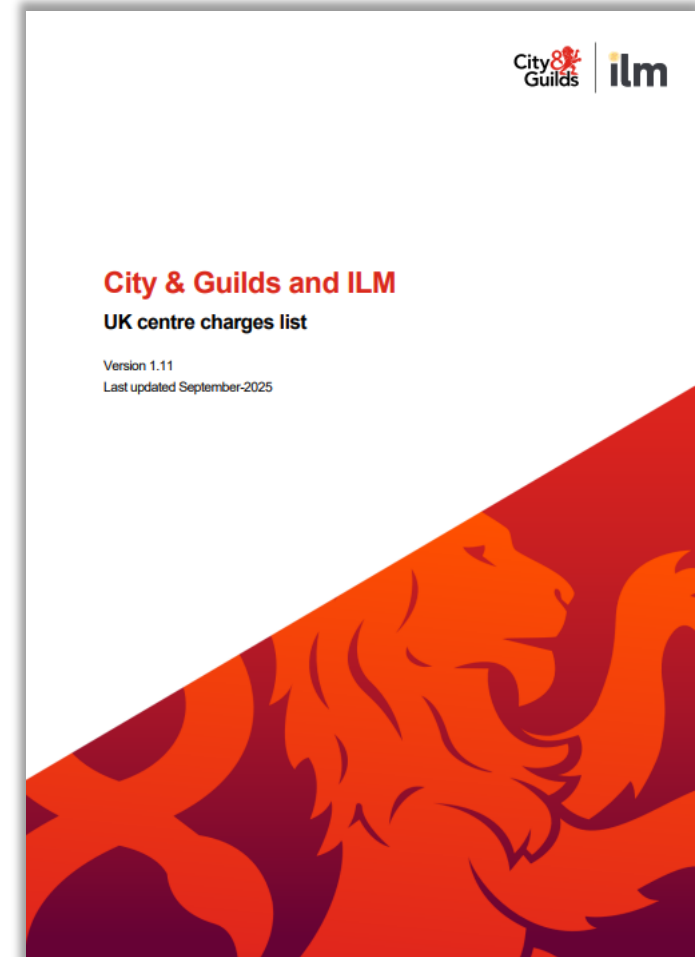
Please pay close attention to the evidence submission requirements, and the deadlines for submission.

Providers that do not submit all required evidence to us for marking by the published deadline dates will incur an administrative fee of £500 per cohort per assessment, including those who have submitted a Notification of Late Submission form.

Charges will be applied for late, missing, or incomplete evidence. Further information can be found on the City & Guilds [Centre Charges List](#).

However, where **extenuating circumstances** affect individual candidates, we will apply discretion in line with the principles of Special Consideration as defined by the Joint Council for Qualifications.

Centres must notify City & Guilds of such circumstances in advance of the published deadline by submitting a [Notification of Late Submission form](#), along with appropriate supporting evidence.



Extenuating circumstances

Examples of **extenuating circumstances** which may be applicable for Special Consideration are:

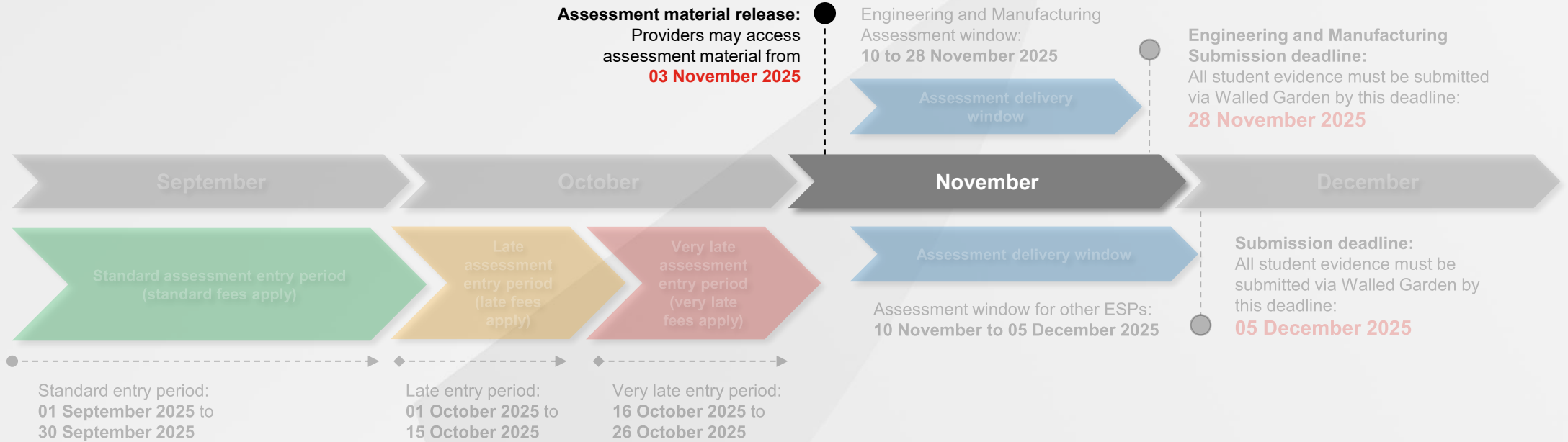
- Serious illness or injury affecting the learner during the assessment period
- Bereavement of a close family member
- Significant disruption at the centre (e.g. fire, flood, or other emergency)
- Other exceptional personal circumstances that meet JCQ's special consideration criteria

However, discretion will not normally be applied in cases such as:

- Administrative oversight or mismanagement by the centre
- Staff absence or workload issues
- Misunderstanding of our published deadlines
- Technical issues that could have been reasonably anticipated or mitigated
- Late submission affecting an entire cohort without individual justification

Release of assessment materials

Release of assessment materials



Release of assessment materials

We will use the [T Level Service Portal](#) to release the live Employer-Set Project assessment materials to centres.

To access materials:

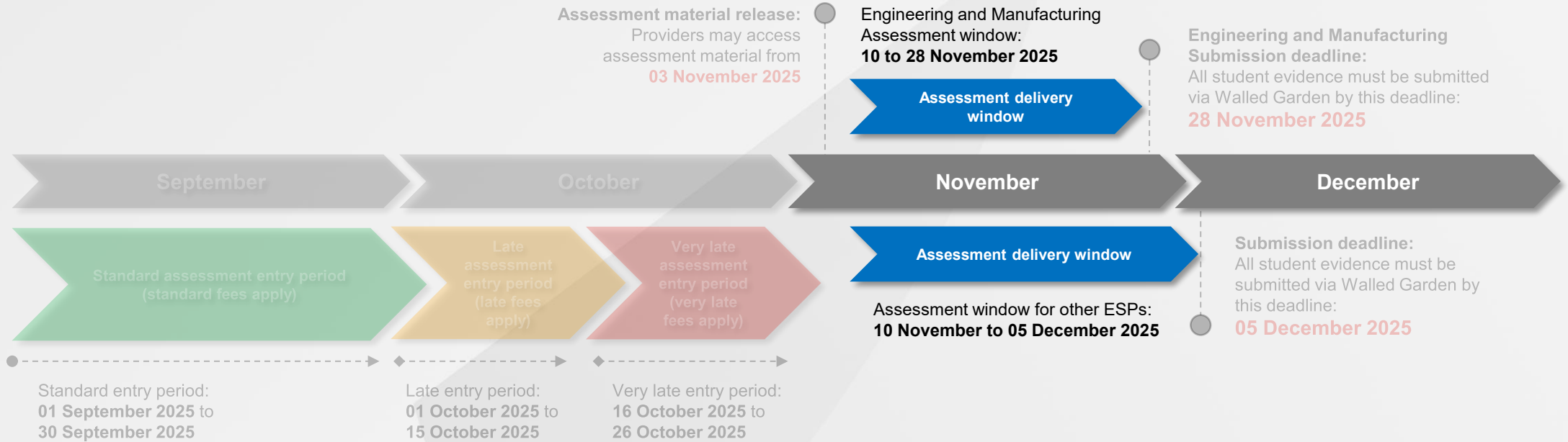
- Find the correct qualification in the 'Course' tab.
- Select 'Evidence'.
- Download the zip file.
- Select the information button to reveal the password for password-protected documents.

Once downloaded, it's essential to keep all assessment materials stored securely at all times.

The screenshot displays the 'Evidence Folder' interface for the course '8715-033 ESP for Management and Administration'. The page shows a table of evidence items with columns for REF, TITLE, TYPE, and UPLOADED. A red box highlights the information button (i) in the actions column of the first row. A red arrow points from this button to a modal window titled 'Evidence Folder' which contains a 'Password' field with a masked password and a 'Close' button. The interface also includes navigation tabs (Course, Evidence, Registration, Contact, Reviews, Journey), a search bar, and a filter icon.

Top tips for recording evidence

Assessment delivery window



Video recordings: top tips

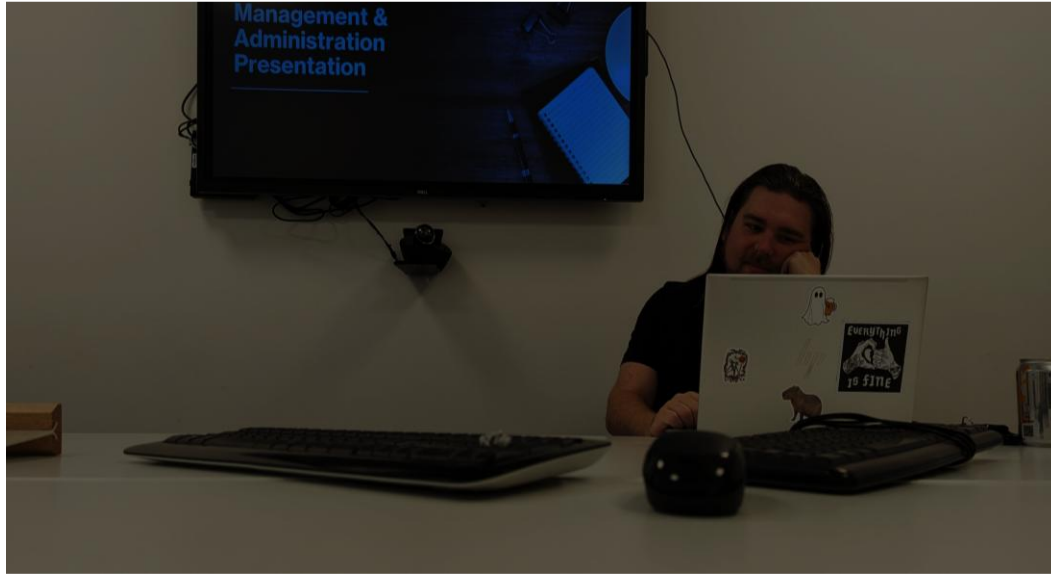
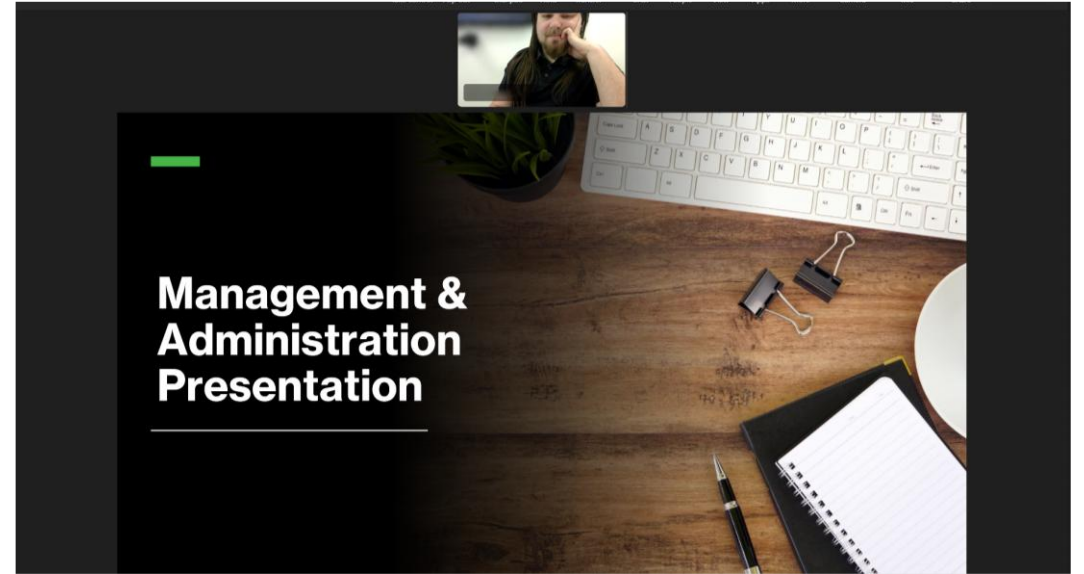
- Before delivering any task that requires video evidence to be captured, please test the equipment being used for recording, and consider how it will look and sound within the video recording, to ensure video and audio are of acceptable standards and can enable marking to take place.
- Use a microphone, separate from the recording device, to ensure good quality audio can be captured.
- For presentation tasks, ensure that the microphone is close to, or on the student (for example, a lapel microphone).
- For group discussions, ensure that the microphone is placed between the students i.e. in the area they are projecting their voice towards.
- It's important to make sure that the tutors are audible as well as the student.

File formats and size

- Please ensure that larger files (such as videos) are compressed to reduce their size. If you need to do this, there are tools which can support you.
- We do not require video files to be of Full High Definition (HD) quality – they just need to be of reasonable quality and without pixelation. As long as the student can be seen and heard, that's the most important thing.
- The table on screen shows the maximum file sizes we recommend for videos which are uploaded to Walled Garden.

Maximum video file size	2.5 GB
Recommended resolution for video	720p (1280x720)

Examples

**X****Too dark****X****Sitting down – assessment guidance states that the student should be standing to present****X****Unable to identify the student (no ID)****X****Poor audio****X****Presenting via Teams/Zoom call**

Examples



Student is standing for the presentation



Good lighting and angle



Student can be clearly heard



Student is fully visible



Completing the assessment documentation

Completing assessment evidence



The student-generated evidence



A Declaration of Authenticity



An Evidence Checklist



Tutor observation records

Declaration of authenticity

Assessment number (eg 1234-033)	8715-033
Assessment title	Management and Administration Employer-Set Project

Candidate name	Joe Bloggs
City & Guilds candidate No.	ABC1234

Provider name	Test Centre
City & Guilds provider No.	999990

Additional support

Has the candidate received any additional support in the production of this work?

Yes No

If yes, give details below:

Task	Guidance/support given

Candidate declaration

I confirm that all work submitted is my own, and that I have acknowledged all sources I have used.

Signature	Date
Joe Bloggs	10/05/2025

Supervisor declaration

I confirm that all work was conducted under conditions designed to assure the authenticity of the candidate's work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the candidate.

Signature	Date
X John Smith	10/05/2025

If completing electronically, double click next to the 'X' to add an electronic signature once the record is finalised.

Student-generated evidence

All evidence produced by the student must be uploaded to the Evidence Management area of Walled Garden, within Centre Services.

This includes:

- Word documents
- Excel files
- PowerPoint presentations
- Handwritten notes
- Drawings or diagrams
- Recorded video evidence

Centre number *

Qualification number

Sales order

Enrolment number

Learner DOB

Window *

Assessment code *

Status

Learner name

Bookings

Centre	Qual No	Assessment Code	Assessment Title	Window	Sales Order	Enrolment No	Learner Name	Status
999990	8710-30	8710-033	Core: Employer-Set Project	Summer 2025	00000	EFZ6729	Joe Bloggs	In Progress
999990	8710-30	8710-033	Core: Employer-Set Project	Summer 2025	00000	EFZ6717	Jane Doe	In Progress
999990	8710-30	8710-033	Core: Employer-Set Project	Summer 2025	00000	FTG5766	John Smith	In Progress

Student-generated evidence: top tips

- Ensure students know their unique City & Guilds enrolment number (ENR).
- Ensure students are aware of time restrictions for all tasks.
- If notes are handwritten (and later scanned in), ensure students write their name and Enrolment Number clearly.



The screenshot shows a Microsoft Word document with a form template. The form consists of several sections, each with a red header and a grey input field:

Assessment number (eg 1234-033)	
Assessment title	
Candidate name	
City & Guilds candidate No.	
Provider name	
City & Guilds provider No.	
Task(s)	
Evidence title / description	
Date submitted by candidate	

Student-generated evidence: top tips

- Provide students with the 'header templates' for any evidence that will be generated electronically.
- Provide students with the appropriate guidance material for each task they must complete.

Declaration of Authenticity

The Declaration of Authenticity allows us to authenticate the student's work as their own.

One declaration needs to be completed per student.

We can't mark evidence without a declaration form signed by both the student and the tutor. If a declaration form is not provided, we will change the submission to Work Not Submitted (WNS).

Any delay in submitting a completed declaration or responding to any queries will potentially delay the release of results.

The Declaration of Authenticity is a mandatory document required for marking.

Declaration of authenticity

Assessment number (eg 1234-033)	8715-033
Assessment title	Management and Administration Employer-Set Project

Candidate name	Joe Bloggs
City & Guilds candidate No.	ABC1234

Provider name	Test Centre
City & Guilds provider No.	999990

Additional support
Has the candidate received any additional support in the production of this work?
 Yes No
 If yes, give details below:

Task	Guidance/support given

Candidate declaration
I confirm that all work submitted is my own, and that I have acknowledged all sources I have used.

Signature	Date
Joe Bloggs	10/05/2025

Supervisor declaration
I confirm that all work was conducted under conditions designed to assure the authenticity of the candidate's work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the candidate.

Signature	Date
X John Smith	10/05/2025

If completing electronically, double click next to the 'X' to add an electronic signature once the record is finalised.

Declaration of authenticity

Assessment number (eg 1234-033)	8715-033
Assessment title	Management and Administration Employer-Set Project

Candidate name	Joe Bloggs
City & Guilds candidate No.	ABC1234

Provider name	Test Centre
City & Guilds provider No.	999990

Additional support

Has the candidate received any additional support in the production of this work?

Yes No

If yes, give details below:

Task	Guidance/support given

Candidate declaration

I confirm that all work submitted is my own, and that I have acknowledged all sources I have used.

Signature	Date
Joe Bloggs	10/05/2025

Supervisor declaration

I confirm that all work was conducted under conditions designed to assure the authenticity of the candidate's work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the candidate.

Signature	Date
X John Smith	10/05/2025

If completing electronically, double click next to the 'X' to add an electronic signature once the record is finalised.

Ensure all qualification and student details are accurately inputted into the appropriate fields.

Include an explanation of any additional support that has been provided to the student.

Ensure the form is signed and dated in the correct boxes by both the student and tutor. If the Declaration of Authenticity is not signed and dated, then the evidence cannot be marked. This can also be signed electronically – instructions on how to do this are on the bottom of the document.

Evidence Checklist

The Evidence Checklist is designed to support you in uploading student evidence to Walled Garden by identifying any evidence that is known to be missing – you can tick off the evidence on the checklist as you upload it.

The Evidence Checklist is a mandatory document for evidence to progress to marking, and should reflect the actual evidence being uploaded.

For example, if a student did not attempt a task or the evidence has been lost for this, this should be reflected on the Evidence Checklist.

The Evidence Checklist is mandatory for marking.

Employer-Set Project - Evidence Checklist

8715-30 T Level Technical Qualification in Management and Administration

8715-033 Core: Employer-Set Project (Summer 2025)

Candidate name	Joe Bloggs
City & Guilds Candidate No.	ABC1234
Date	10/05/2025

Provider name	Test Centre
City & Guilds Provider No.	999990

I confirm that all files (as appropriate) have been checked for (please tick):

- Adherence to City & Guilds filename convention requirements
- Video quality
- Audio quality
- Acceptable file size (less than 2.5Gb)

Task	Evidence expected for marking	Evidence to be uploaded? (Y/N)	Issue code (if applicable)? See list and guidance on following page
1.1 Investigate the project brief	PESTLE analysis	Y	
	SWOT analysis	Y	
	Research outcomes summary table	Y	
	Outline of two possible approaches	Y	
	Cost benefit analysis with your selected approach clearly identified	Y	
1.2 Project Initiation Document (PID)	A PID	N	L2
1.3 Project Plan	Project plan-on-a-page	Y	
	Written summary statement	N	L1
1.4 Presentation	Presentation materials including presentation slides, any presenter notes, and any handouts	Y	
	Video recording of presentation	Y	
	Observation Record form	Y	
2.1 Collaborative Problem solving	Written discussion notes	N	P1
	Action Plan	Y	

Employer-Set Project - Evidence Checklist

8715-30 T Level Technical Qualification in Management and Administration

8715-033 Core: Employer-Set Project (Summer 2025)

Candidate name	Joe Bloggs
City & Guilds Candidate No.	ABC1234
Date	10/05/2025
Provider name	Test Centre
City & Guilds Provider No.	999990

I confirm that all files (as appropriate) have been checked for (please tick):

- Adherence to City & Guilds filename convention requirements
- Video quality
- Audio quality
- Acceptable file size (less than 2.5Gb)

Task	Evidence expected for marking	Evidence to be uploaded? (Y/N)	Issue code (if applicable)? See list and guidance on following page
1.1 Investigate the project brief	PESTLE analysis	Y	
	SWOT analysis	Y	
	Research outcomes summary table	Y	
	Outline of two possible approaches	Y	
	Cost benefit analysis with your selected approach clearly identified	Y	
1.2 Project Initiation Document (PID)	A PID	N	L2
1.3 Project Plan	Project plan-on-a-page	Y	
	Written summary statement	N	L1
1.4 Presentation	Presentation materials including presentation slides, any presenter notes, and any handouts	Y	
	Video recording of presentation	Y	
	Observation Record form	Y	
2.1 Collaborative Problem solving	Written discussion notes	N	P1
	Action Plan	Y	

Student and qualification details must be correctly entered.

Confirmation of files must be appropriately ticked.

A 'Y' (Yes) or 'N' (No) must be entered next to every piece of required evidence within the checklist, and this must align with all evidence uploaded to Walled Garden.

Evidence Checklist – Issue Codes

Where there is missing or incomplete evidence, issue codes must be entered into the boxes to clearly indicate why this is the case.

There are a range of issue codes for different circumstances, and these are split into two categories – one set of codes where the issue is learner-related, and one set of codes where the issue is provider-related.

Learner related	Provider related
L1 – Evidence generated by learner but not saved by learner	P1 – Evidence lost by provider
L2 – No evidence generated by learner	P2 – No/poor audio on recording
L3 – Other learner issue (please provide details in table below)	P3 – No/poor visual on recording
	P4 – Incomplete recording
	P5 – File has been corrupted
	P6 – Other provider issue (please provide details in table below)

Task	Evidence expected for marking	Evidence to be uploaded? (Y/N)	Issue code (if applicable)? See list and guidance on following page
2.1 Collaborative Problem solving	Staff Memo	Y	
	Video recording of group discussion	Y	P6
	Observation record form	Y	
2.2 Evaluation	Written summary statement	Y	

Where evidence cannot be provided or it contains issues, please use the appropriate code below:

Learner related	Provider related
L1 – Evidence generated by learner but not saved by learner	P1 – Evidence lost by provider
L2 – No evidence generated by learner	P2 – No/poor audio on recording
L3 – Other learner issue (please provide details in table below)	P3 – No/poor visual on recording
	P4 – Incomplete recording
	P5 – File has been corrupted
	P6 – Other provider issue (please provide details in table below)

Provider comments:

Task	Comments
2.1 Recording	Audio cuts off in the last 30 seconds due to a compression error

Completion / Sign-off

Name	John Smith
Signature	 X John Smith
Role	Tutor
Date	10/05/2025

If completing electronically, double click next to the 'X' to add an electronic signature once the record is finalised.

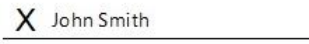
Task	Evidence expected for marking	Evidence to be uploaded? (Y/N)	Issue code (if applicable)? See list and guidance on following page
2.1 Collaborative Problem solving	Staff Memo	Y	
	Video recording of group discussion	Y	P6
	Observation record form	Y	
2.2 Evaluation	Written summary statement	Y	

Where evidence cannot be provided or it contains issues, please use the appropriate code below:

Learner related	Provider related
L1 – Evidence generated by learner but not saved by learner	P1 – Evidence lost by provider
L2 – No evidence generated by learner	P2 – No/poor audio on recording
L3 – Other learner issue (please provide details in table below)	P3 – No/poor visual on recording
	P4 – Incomplete recording
	P5 – File has been corrupted
	P6 – Other provider issue (please provide details in table below)

Provider comments:

Task	Comments
2.1 Recording	Audio cuts off in the last 30 seconds due to a compression error

Completion / Sign-off	
Name	John Smith
Signature	 X John Smith
Role	Tutor
Date	10/05/2025

If completing electronically, double click next to the 'X' to add an electronic signature once the record is finalised.

Where there is missing or incomplete evidence, issue codes must be entered into the boxes to clearly indicate why this is the case.

Where a Provider-related issue code is present, further explanation must be inputted into the 'Provider comments' section.

The Evidence Checklist must be correctly signed and dated once complete. This can also be signed electronically – instructions on how to do this are on the bottom of the document.

Observation Records

Observation Records are mandatory for certain T Level Technical Qualifications, and must be completed and uploaded where provided.

When a student completes a recorded presentation or discussion, the observing tutor must complete the Observation Record.

The form should be completed based on an individual student's performance, not for multiple students within a group discussion.

If provided, this document is mandatory for marking.

Employer-Set Project Observation Record

(Task 1.4 Presentation)

8715-30 T Level Technical Qualification in Management and Administration

8715-033 Employer-Set Project

Candidate name	Joe Bloggs
City & Guilds candidate No.	ABC1234
Date	10/05/2025
Provider name	Test Centre
City & Guilds Provider No.	999990

Record observation notes below to inform external marking. Notes must be detailed, accurate and differentiating. They should identify areas of strength and weakness to distinguish different levels of performance quality for each of the prompts below. Notes do not need to duplicate information that will be seen by markers in other evidence submitted for the task, eg presentation slides, instead they should focus on things that are observed.

Evidence of core knowledge and skills being applied to the brief

- Business, commercial, financial awareness
- Project management
- Applying logical approach to problem solving

Presentation technique and use of technical language

- Good use of specific business terms, engaging the audience, keeping eye contact.
- Good explanations of information from the slides.

Communication with the audience

- Used both verbal and non-verbal communication.
- Confident delivery and clear language.

Employer-Set Project Observation Record

(Task 1.4 Presentation)

8715-30 T Level Technical Qualification in Management and Administration

8715-033 Employer-Set Project

Candidate name	Joe Bloggs
City & Guilds candidate No.	ABC1234
Date	10/05/2025
Provider name	Test Centre
City & Guilds Provider No.	999990

Record observation notes below to inform external marking. Notes must be detailed, accurate and differentiating. They should identify areas of strength and weakness to distinguish different levels of performance quality for each of the prompts below. Notes do not need to duplicate information that will be seen by markers in other evidence submitted for the task, eg presentation slides, instead they should focus on things that are observed.

Evidence of core knowledge and skills being applied to the brief

- Business, commercial, financial awareness
- Project management
- Applying logical approach to problem solving

Presentation technique and use of technical language

- Good use of specific business terms, engaging the audience, keeping eye contact.
- Good explanations of information from the slides.

Communication with the audience

- Used both verbal and non-verbal communication.
- Confident delivery and clear language.

Ensure all student details are correct.

All text boxes must be filled in with reasonable and accurate detail.

Use of digital skills	
<ul style="list-style-type: none"> - Rather simple design, in some slides there is too much text - Used some visuals but there are no icons, pictures etc. 	
Tutor questions to candidate	Candidate responses
What approach did you take to planning, and can you explain why?	Created a summary of SWOT analysis, identified possible solution based on that analysis.
You have outlined in detail the risks you anticipate from your proposed business solution, what process did you take to determining these risks?	- Based on the probability what can happen. - Research information of competitors
You outlined briefly how your proposed solution meets the aims of the brief. Can you tell me the reasons why you think the proposal is best suited to meets those aims?	- Based on improving the rating - Subsections of the rating
Any other aspects	
<p>Information included – relevant to the task.</p> <p>Good timing – 18 minutes from 20 allocated.</p> <p>Confident answers for the questions, good knowledge.</p>	
Tutor signature	Date
X <u>John Smith</u>	10/05/2025
<p>If completing electronically, double click next to the 'X' to add an electronic signature once the record is finalised.</p>	

All text boxes must be filled in with reasonable and accurate detail.

The Observation Record must be correctly signed and dated once complete. This can also be signed electronically – instructions on how to do this are on the bottom of the document.

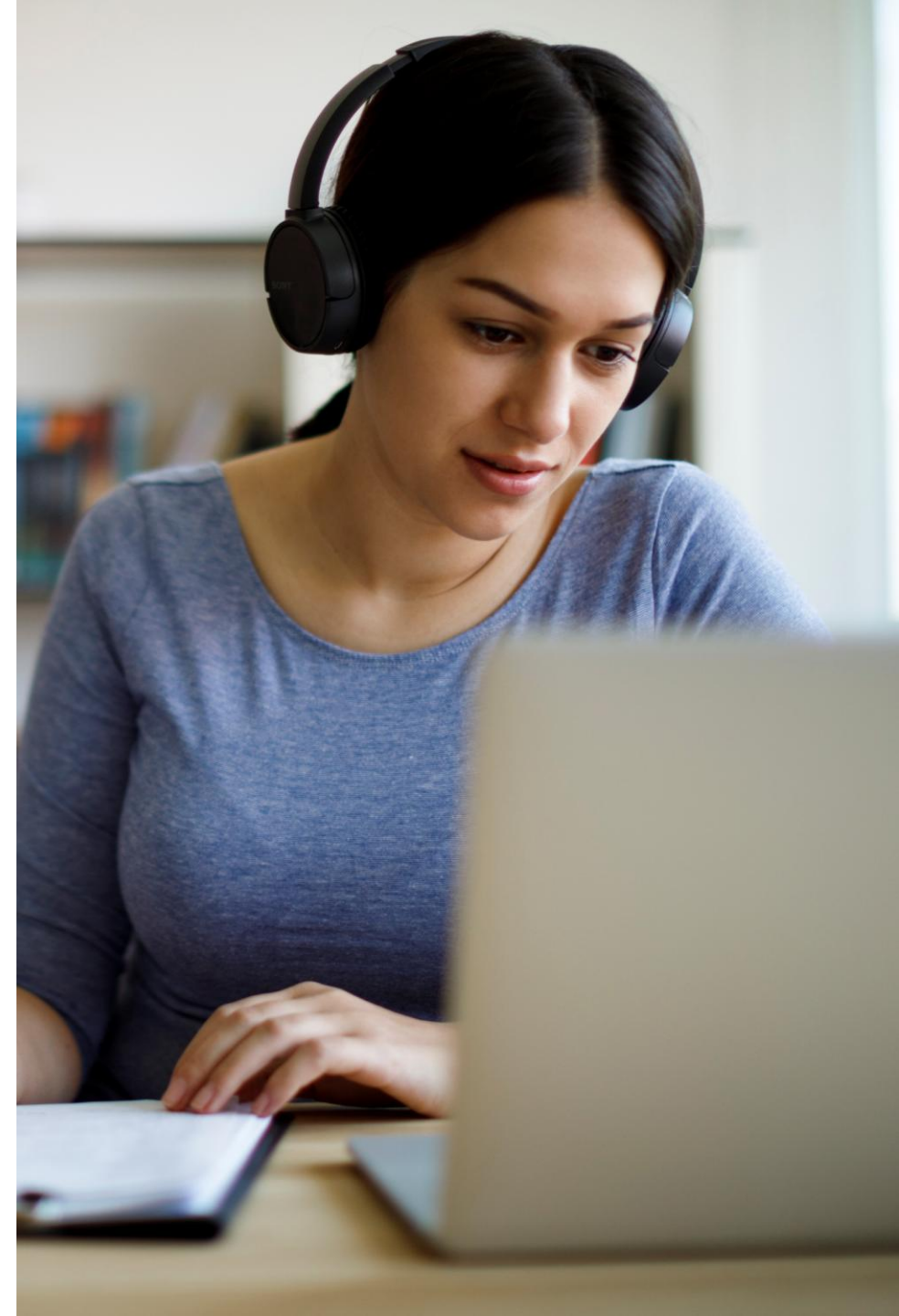
Use of Artificial Intelligence (AI)

Use of Artificial Intelligence (AI)

The purpose of the Employer-Set Project is to reflect the students' own abilities at responding to and generating evidence for the tasks.

AI misuse constitutes malpractice, which may result in malpractice sanctions for the student involved.

Centres should ensure that students are aware of the guidance on the use / misuse of AI.



How can students use AI?



AI may be used by a student as a source where use of the internet is allowed for a research task or where production of evidence is allowed outside of controlled/supervised conditions.



The relevant Employer-Set Project assessment pack/guidance will support you with information on what is permitted for each assessment. The student must be able to demonstrate that the work is their own.



Where students use AI, they must acknowledge its use and show clearly how they have used it. How students have decided to use it could impact on the overall mark they are allocated.

What is AI misuse?

AI misuse is where:

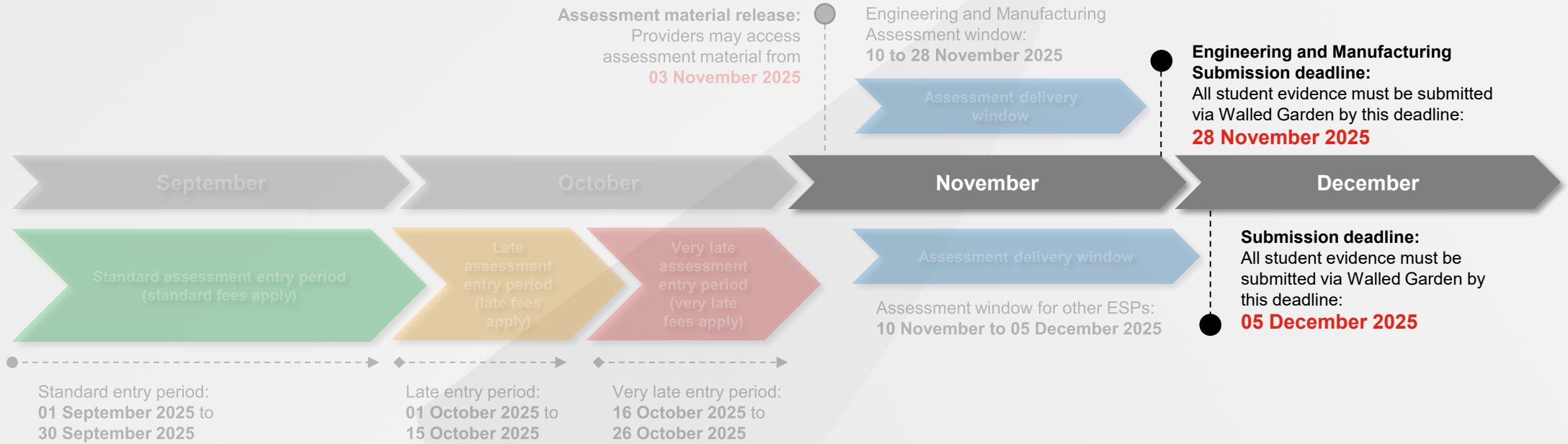
- a student uses AI in an assessment where this is not allowed
- a student uses AI in an assessment where internet use is permitted but fails to appropriately reference it.

AI misuse constitutes malpractice as defined in the [JCQ Suspected Malpractice: Policies and Procedures](#) document.

We encourage centres to read and reference this guidance. The malpractice sanctions available for the offences of 'making a false declaration of authenticity' and 'plagiarism' include disqualification.

Uploading student evidence

Submission deadlines

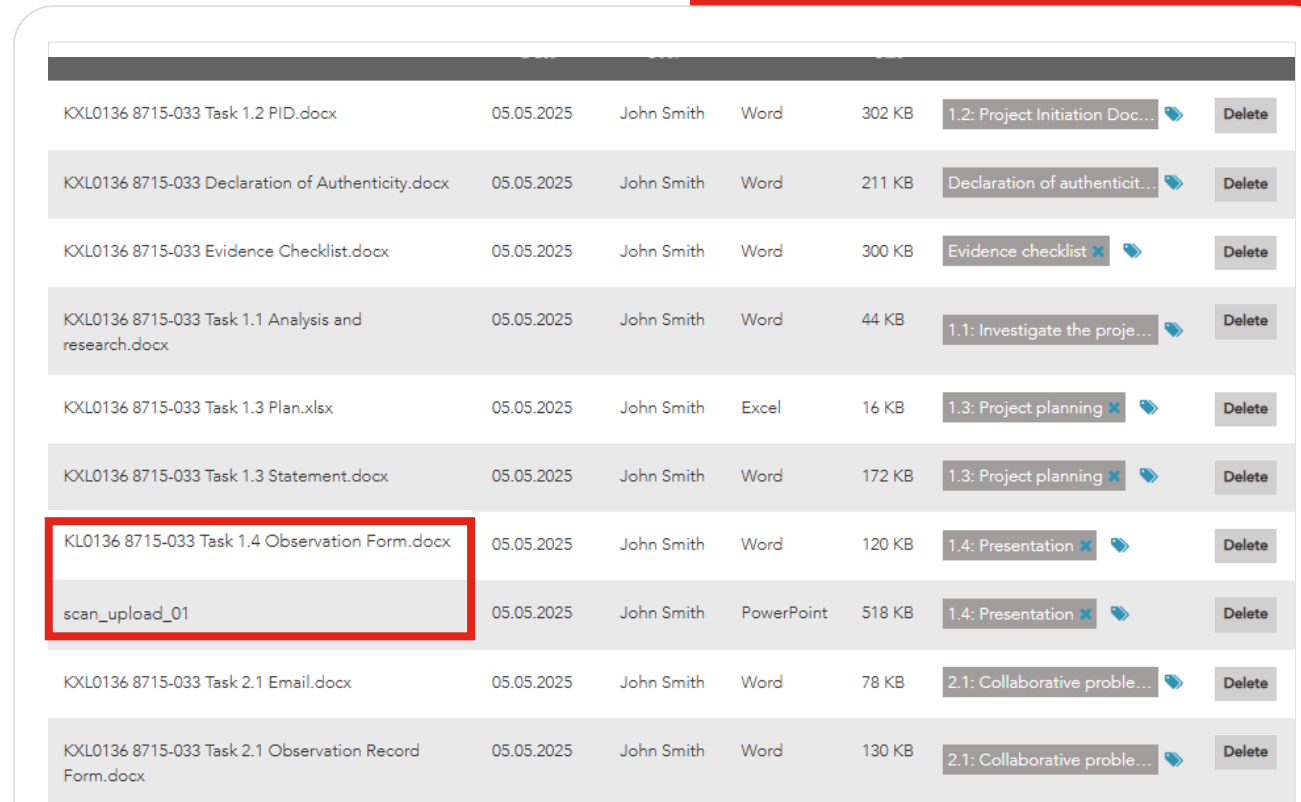


You can upload evidence at any point during the assessment delivery window.

Preparing evidence for upload: top tips

All student evidence must be appropriately titled before being uploaded to Walled Garden to make it clear what each file contains and which student it belongs to. Each piece of evidence must be uploaded in a separate file. Ensure files are not password protected and are not corrupted.

Evidence must have a file name that clearly indicates the content of the document (City & Guilds enrolment number / assessment code / task / type of evidence).



File Name	Date	Author	Format	Size	Category	Actions
KXL0136 8715-033 Task 1.2 PID.docx	05.05.2025	John Smith	Word	302 KB	1.2: Project Initiation Doc...	Delete
KXL0136 8715-033 Declaration of Authenticity.docx	05.05.2025	John Smith	Word	211 KB	Declaration of authenticit...	Delete
KXL0136 8715-033 Evidence Checklist.docx	05.05.2025	John Smith	Word	300 KB	Evidence checklist	Delete
KXL0136 8715-033 Task 1.1 Analysis and research.docx	05.05.2025	John Smith	Word	44 KB	1.1: Investigate the proje...	Delete
KXL0136 8715-033 Task 1.3 Plan.xlsx	05.05.2025	John Smith	Excel	16 KB	1.3: Project planning	Delete
KXL0136 8715-033 Task 1.3 Statement.docx	05.05.2025	John Smith	Word	172 KB	1.3: Project planning	Delete
KL0136 8715-033 Task 1.4 Observation Form.docx	05.05.2025	John Smith	Word	120 KB	1.4: Presentation	Delete
scan_upload_01	05.05.2025	John Smith	PowerPoint	518 KB	1.4: Presentation	Delete
KXL0136 8715-033 Task 2.1 Email.docx	05.05.2025	John Smith	Word	78 KB	2.1: Collaborative proble...	Delete
KXL0136 8715-033 Task 2.1 Observation Record Form.docx	05.05.2025	John Smith	Word	130 KB	2.1: Collaborative proble...	Delete

Walled Garden

All Employer-Set Project evidence is uploaded through Walled Garden:

- Log into Walled Garden
- Select Centre Services
- Select Evidence Management
- Make sure you choose the correct academic window, which in this case would be autumn 2025
- Input the Assessment Code to see a list of all students
- If you need to find a specific student, input their Enrolment Number into the Enrolment number box or their name into the Learner name box
- Click Search

The screenshot displays the Walled Garden interface. At the top left, the City & Guilds and ilm logos are visible, along with the text 'WalledGarden'. On the top right, the user is logged in as 'Centre: 999990' with a 'Log out' link. A navigation menu includes 'Home', 'Catalogue', 'Centre services', 'Quality', 'Reports', 'Help', and 'Settings'. Below the menu, a search section is titled 'You can search for bookings that require evidence to be uploaded using the search filters below.' The search filters include: 'Centre number *' (999990 - SAP Test UK CR1), 'Window *' (Summer 2025), 'Qualification number', 'Assessment code *', 'Sales order', 'Status' (- Select -), 'Enrolment number', 'Learner name', and 'Learner DOB' (Day, Month, Year). A 'Search' button is located at the bottom right of the filter section.

Walled Garden

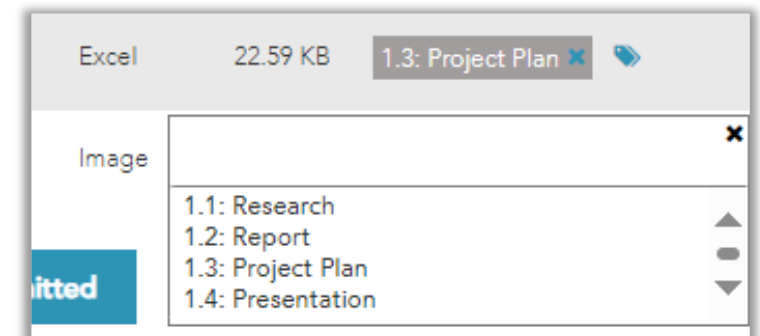
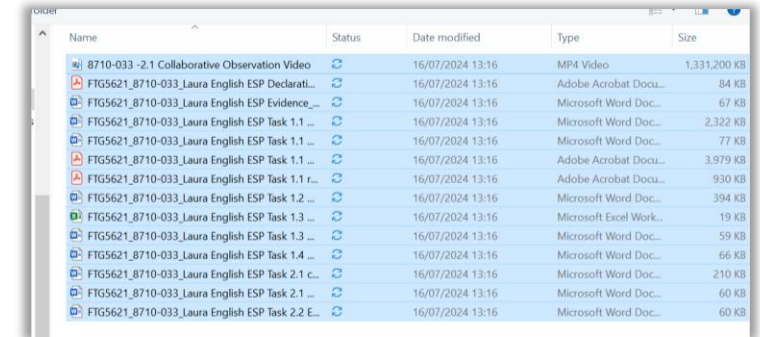
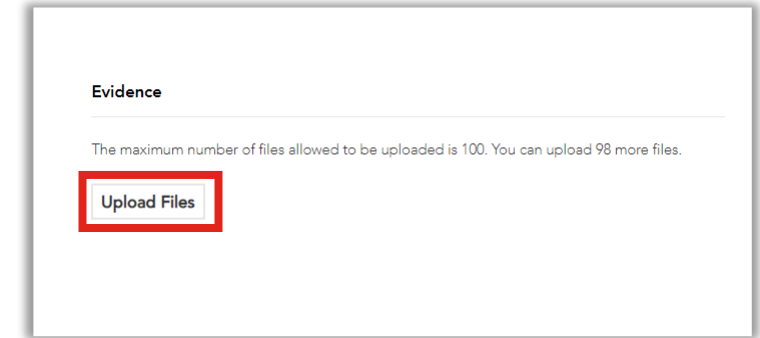
Walled Garden will generate a list of all the students in the cohort. Click on the student you are uploading evidence for.

If you can't see the student on the list, it is possible they don't have an entry. If this is the case, you must contact our Customer Support team to make the entry.

999990	8710-30	8710-033	Core: Employer-Set Project	Summer 2025	0114119868-3020	FTG5656	JOE COOKE	Submitted
999990	8710-30	8710-033	Core: Employer-Set Project	Summer 2025	0114119868-3030	FTG5717	HALEEMA CARNEY	Submitted
999990	8710-30	8710-033	Core: Employer-Set Project	Summer 2025	0114119868-3040	FTG5754	TAMARA MAROOF	In Progress
999990	8710-30	8710-033	Core: Employer-Set Project	Summer 2025	0114119868-3050	FTG5864	LIZ ATKINSON	Submitted
999990	8710-30	8710-033	Core: Employer-Set Project	Summer 2025	0114119868-3060	FTG5644	AMY HARTLEY	In Progress
999990	8710-30	8710-033	Core: Employer-Set Project	Summer 2025	0114119868-3070	FTG5621	LAURA ENGLISH	In Progress
999990	8710-30	8710-033	Core: Employer-Set Project	Summer 2025	0114119868-3080	FTG5827	ANTHONY CULLEN	In Progress
999990	8710-30	8710-033	Core: Employer-Set Project	Summer 2025	0114119868-3090	FTG5705	BETHANY GARBUTT	In Progress
999990	8710-30	8710-033	Core: Employer-Set Project	Summer 2025	0114119868-3100	FTG5815	JORDAN MCARDLE	In Progress

Uploading evidence

- Click 'Upload Files'. Go to the relevant folder on your device. Select the necessary file, or press Control + A to upload all files. Press Open to start uploading.
- Please note: large files such as videos will take considerably longer to upload, and speed will depend on your bandwidth, so please be patient. Please ensure that videos are the right size/format.
- Each piece of evidence uploaded must then be assigned a tag for the relevant assessment task that it relates to.



Saving and submitting

Evidence

The maximum number of files allowed to be uploaded is 100. You can upload 99 more files.

Upload Files

File Name	Upload Date	Upload User	File Type	File Size	Tags	Actions
Evidence Checklist.pdf	10.05.2024			1.18 MB	Evidence Checklist	Delete

Save **Work Not Submitted** **Submit**

Press Save if you still have evidence to upload against this student.

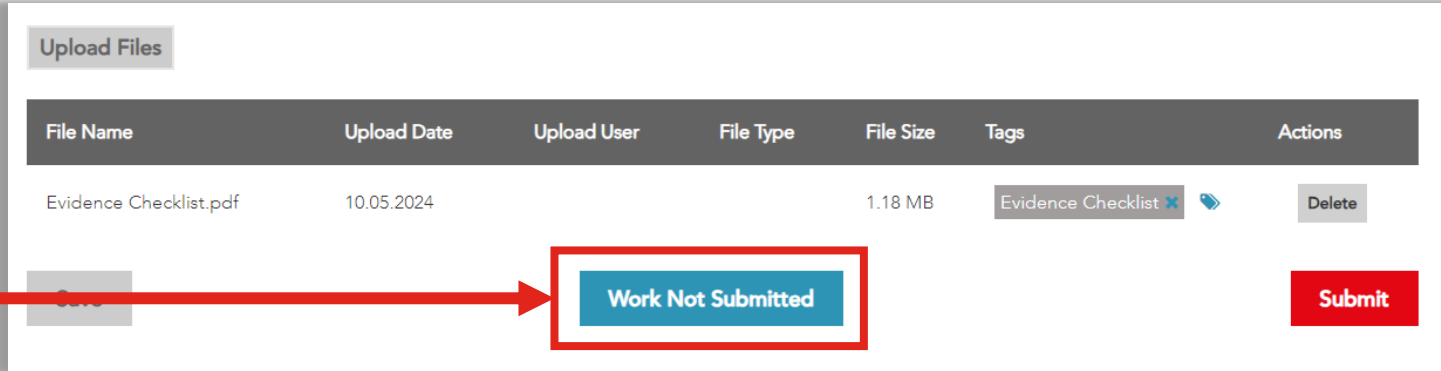
Press Submit to confirm all evidence is uploaded for this student.

You will not be able to upload additional evidence after pressing Submit, so please ensure that all required documents are uploaded.

Work Not Submitted

If the student has not completed any work for the assessment, they must be entered as Work Not Submitted within Walled Garden. You don't need to submit any documents to confirm this.

The Work Not Submitted button is found at the bottom of the student's Walled Garden upload page.



The screenshot shows the 'Upload Files' interface. At the top, there is a 'Save' button. Below it is a table with the following columns: File Name, Upload Date, Upload User, File Type, File Size, Tags, and Actions. The table contains one row with the file 'Evidence Checklist.pdf', uploaded on '10.05.2024', with a size of '1.18 MB' and a tag 'Evidence Checklist'. To the right of the table are 'Delete' and 'Submit' buttons. At the bottom of the interface, there is a 'Work Not Submitted' button, which is highlighted with a red box and a red arrow pointing to it from the left.

File Name	Upload Date	Upload User	File Type	File Size	Tags	Actions
Evidence Checklist.pdf	10.05.2024			1.18 MB	Evidence Checklist	Delete

If the student has withdrawn or disengaged with the assessment midway through the qualification, all existing evidence and a completed Declaration of Authenticity must still be uploaded if available, as this will still be marked. Before marking a student as Work Not Submitted, ensure that you are confident that all available evidence has been uploaded, and there is nothing additional to upload for this student.

What happens next?

What happens next

Pre-marking checks



Once a student's evidence has been submitted, we perform a number of internal pre-marking checks to support you in ensuring that everything has been submitted correctly, the evidence is complete, and video or audio files play as expected. We do this to identify issues as early as possible, before the evidence is marked.

Our Centre Operations team will contact you regarding any issues.

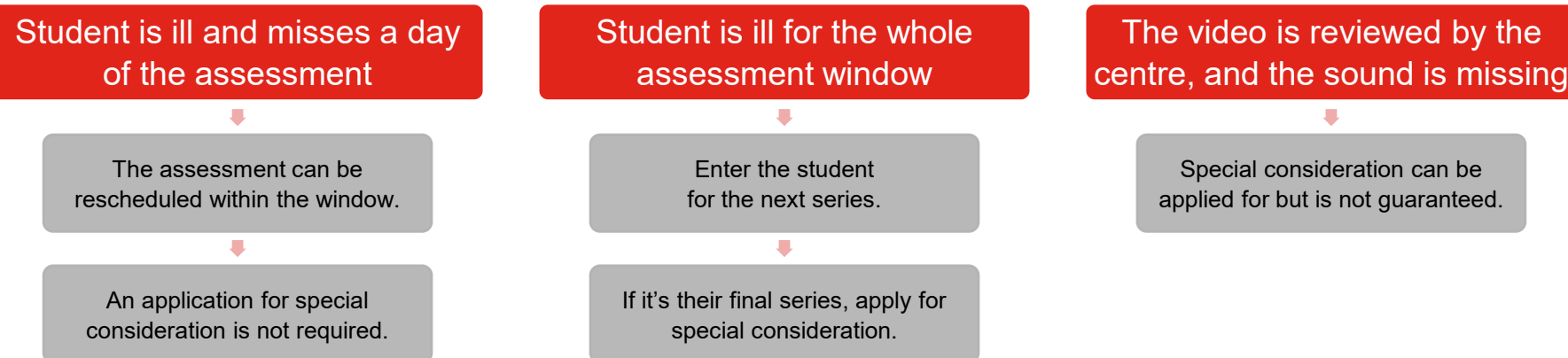
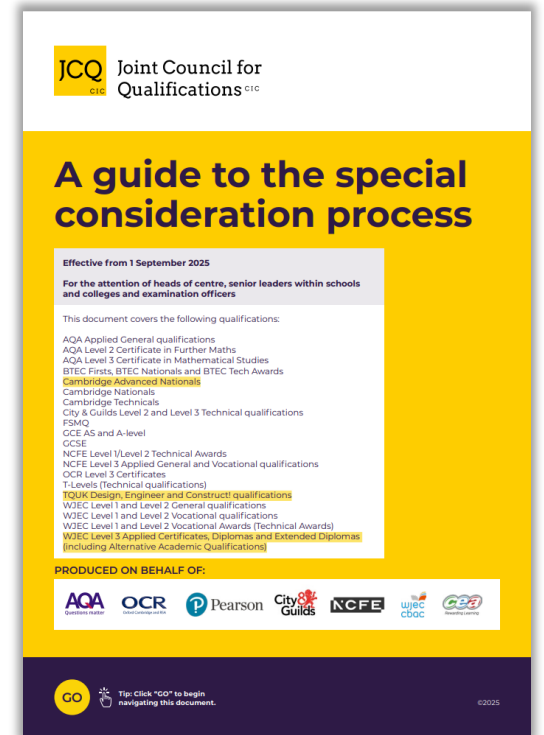
Marking



When pre-marking checks are complete, the evidence is sent for marking. We may still need to contact you throughout this process if the marker identifies any issues or requires additional evidence.

Special Consideration

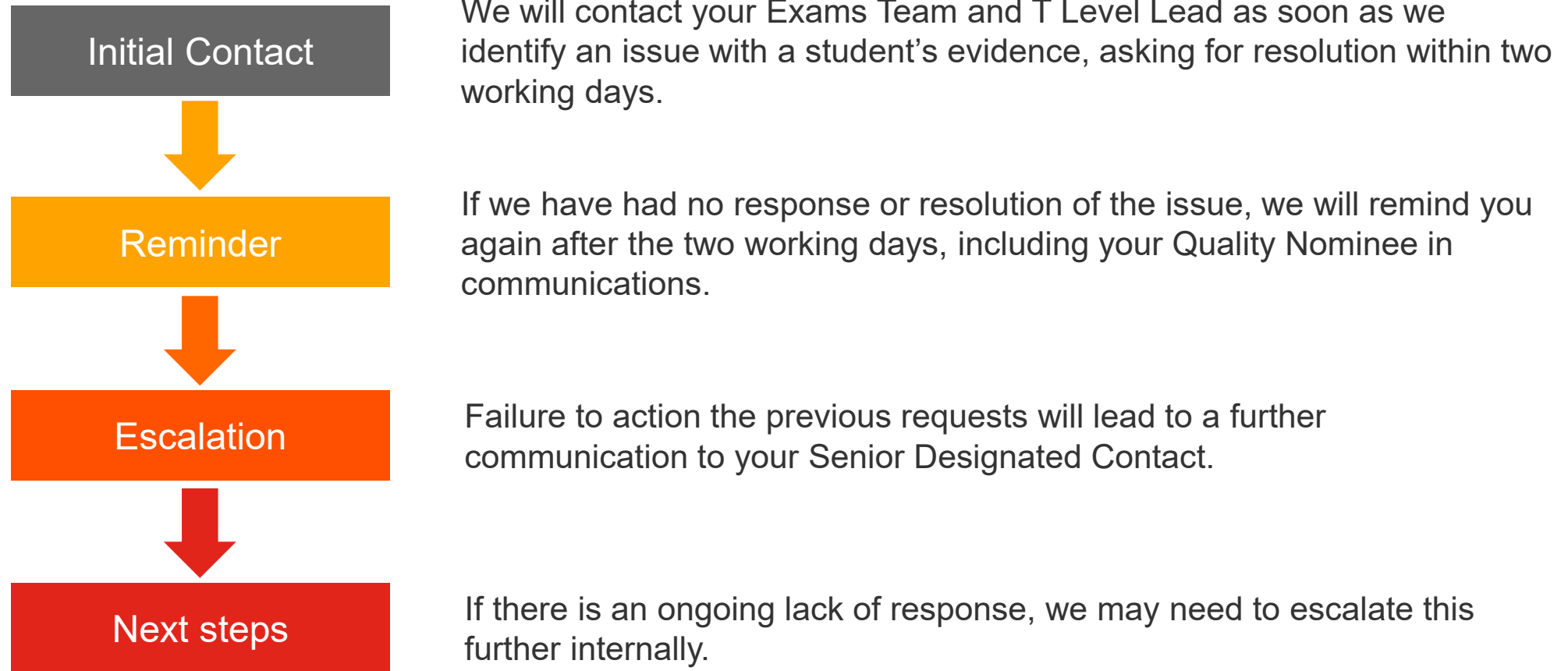
- We apply special consideration in accordance with the [JCQ guidance](#).
- When requests are received, it's not possible to reply to everyone, however, we will inform the applicant if we must reject an application.
- After results are issued, the tariff or estimated mark applied may be identified by comparing the mark breakdown to the results slip.
- The Special Consideration application form can be accessed here: [City & Guilds Application for special consideration](#)



Escalating evidence issues: our process

Our contact process if evidence issues are identified

We will contact the nominated persons from your centre, first by phone and then following up with email confirmation, to attempt to resolve the evidence issues in a timely manner. We ask that the issues are resolved within two working days. Please work with our Centre Operations team to manage the resolution of any issues.





**Resources available
for support**

Careers at City & Guilds Press Worldwide offices

SEARCH EVERYTHING FIND COURSE / QUALIFICATION FIND CENTRE

Search the site: Enter search term

ABOUT OUR OFFER QUALIFICATIONS APPRENTICESHIPS TECHNICALS **T LEVELS** RECOGNITION QUALIFICATION DELIVERY INTERNATIONAL

PROVIDERS LEARNERS FOUNDATION YEAR **RESOURCE HUB** EVENTS AND WEBINARS FAQs

Resources and support hub

Home > T Levels > Resource Hub

Resources and support hub

Welcome to the Resource and Support Hub for T Level Technical Qualifications.

Here you'll find a range of teaching, learning and planning resources for tutors as well as information and support regarding approval, quality assurance, registration, bookings, timelimes, fees and communications for all staff.

- Approval and quality assurance
- Specifications and centre documents
- Key dates: 2025-2026
- Key dates: 2026-2027
- Teaching, learning and planning resources
- Curriculum delivery planners
- Tutor resources
- Registration, bookings and results
- Assessment guidance
- Quality delivery portal
- Moderation portal
- Post-results services
- Fees

T-LEVELS

THE NEXT LEVEL QUALIFICATION

MANAGE YOUR CENTRE CONTACTS

Find out how to update or maintain your centre staff list, including the details of your Senior Designated Contacts (SDCs) through Walled Garden.

[Find Out More >](#)

T LEVELS

- Providers
- Learners
- Foundation year
- **Resource Hub**
- Events and webinars
- FAQs

Support and guidance

There are a number of support resources which are available for you:

- [T Level Resource Hub](#)
- [T Level Information for Providers](#)
- [Centre document library](#)
- Assessment resources and guidance can be downloaded from the [T Level Service Portal](#)

Contact Us

Contact our **Centre Operations** team for queries related to evidence submissions (via Walled Garden), including submission requirements, and guidance to use the platform.

If you encounter any issues with submitting evidence or the special consideration form through the designated platform, please reach out to Centre Operations at your earliest convenience so we can provide support where possible.

E : centreoperations@cityandguilds.com

T : 01924 930 800

Contact our **Customer Support** team for **registrations and entries** support:

E : customersupport@cityandguilds.com

T : 01924 930 800

