Essential Skills (3800)

Declaration sheet

(for use with desktop task answer booklets printed before 2013)

**Please indicate as applicable:**

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| ❑ Communication ❑ Application of Number |
| Title of desktop task completed: |

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| Candidate declaration: I confirm that this desktop task is entirely my own work.  Candidate signature Date |

For centre staff and City & Guilds’ use only

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| Assessor declaration: I confirm that the candidate has met / not met (as applicable) the standard required by this desktop task. Assessment was conducted under the specified conditions, and is valid, authentic, reliable, current and sufficient.  Assessor signature Date |
| Internal Quality Assurer declaration:  *(if sampled)* I confirm that the candidate has met / not met (as applicable) the standard required by this desktop task. I have internally quality assured this work.  IQA signature Date |
| External Quality Assurer declaration:  *(if sampled)* I confirm that the candidate has met / not met (as applicable) the standard required by this desktop task. I have externally quality assured this work.  EQA signature Date |

**Ownership and use of desktop tasks**

All desktop tasks are jointly owned and approved by all Awarding Organisations recognised to offer Essential Skills qualifications in Northern Ireland. This declaration sheet is © The City and Guilds of London Institute.

Desktop tasks are live assessment material and may only be used to carry out the assessment of registered City & Guilds Essential Skills candidates or for internal standardisation purposes. They must be held securely at all times and presented to candidates ‘unseen’.

Candidates must **not** attempt a desktop task until after the portfolio (action based activity) component of the qualification has been completed.