

Technical Qualifications

Centre Guidance: Accessing Candidate Results



Contents

Introduction	3
Accessing Candidate Assessment Results	4
Accessing Candidate Qualification Component Results	7
Accessing Certification Listings	10
Accessing Candidate Achievement History	13
Grade Prediction Calculator	16
Missing Bookings and Submission Requests	18
Error Corrections and Amendments	29
Support and Resources	20

Introduction

This guide explains how to access and download candidate results for City & Guilds Technical Qualifications using Walled Garden.

Walled Garden provides several reports to help you access candidate results. This guide explains when to use each of the following reports and how to access the information you need.

- **Results Listing** – Use this report to view your candidates' marks and grades for an individual assessment.
- **Qualification Results List** – Use this report to see achievements for the various components within a qualification.
- **Certification Listing** – Use this report to view your candidates' overall qualification results and certificates of unit credit.
- **Candidate History** – Use this report to view a candidate's achievement history and qualification progress. This information can help resolve queries relating to Rules of Combination (RoC) and conferrals.

Enquiries about results (EAR)

This guide does not cover enquiries about results. If you wish to request a review of a result or have a query about a results outcome, please refer to the **Reviews and Appeals** section of the [Centre Document Library](#).

This guide also includes information on the **City & Guilds Grade Prediction Calculator**, which estimates a candidate's potential qualification grade. It also explains how to manage **missing bookings and submissions**, and how to request **error corrections and amendments**.



Walled Garden Access

Before you can view candidate results, make sure the relevant members of staff have access to [Walled Garden](#).

If you need help logging in, managing user accounts or giving users access, visit the [Walled Garden Support Hub](#).

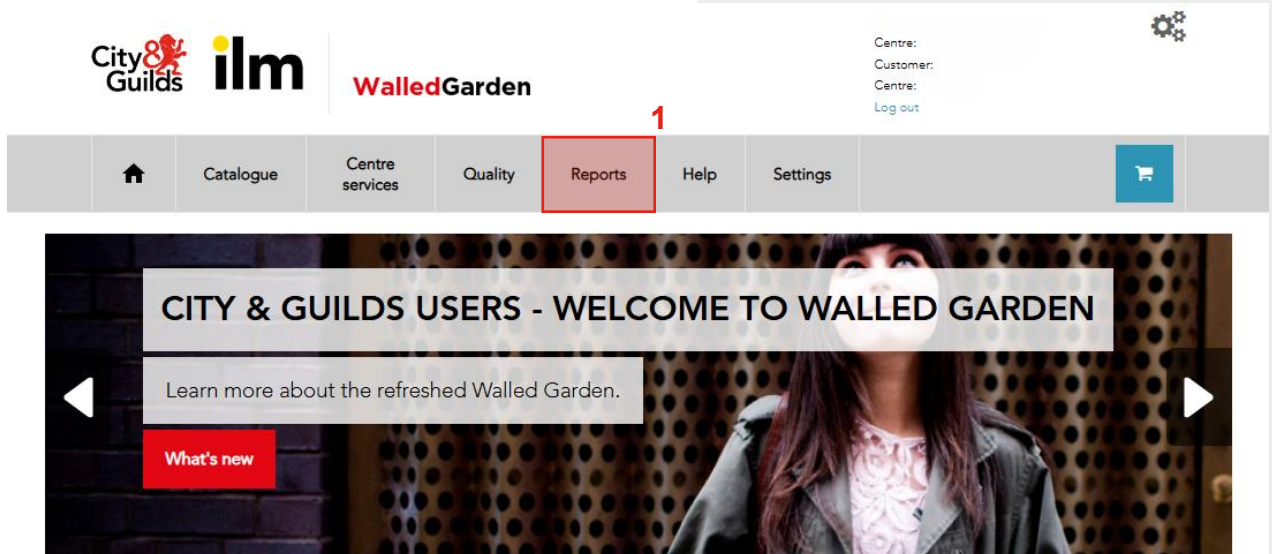
Results Listing

This section explains how to access candidate achievement for an individual assessment via the Results Listing report.

This is the most detailed report available for an assessment, best used to view results for theory exams and synoptic assignments, which carry a mark and a grade (and UMS value for KS4 Technical Awards).

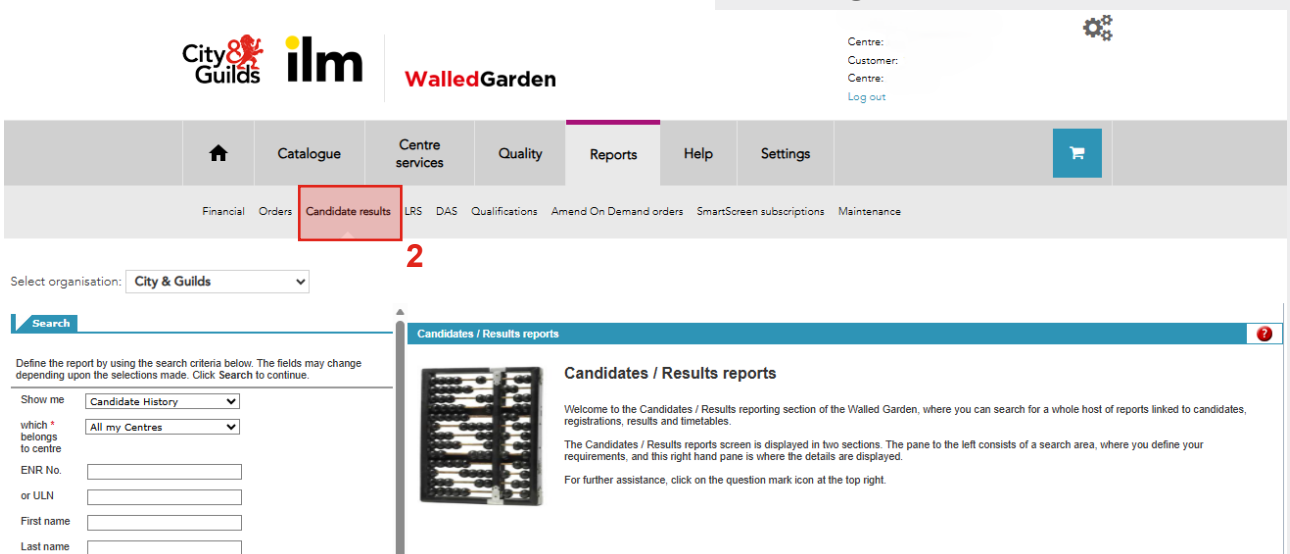
Step 1:

From the Walled Garden home page, go to the **Reports** tab.



Step 2:

Select the **Candidate Results** tab from the navigation bar.





Catalogue

Financial Orders **Candidate results**Select organisation: **City & Guilds** 3**Search**

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click **Search** to continue.

Show me **Results Listing** 4which * belongs to centre **All my Centres** 5for * Assessment **1234-030** 6
nnnn-nnnfor period * ☒ **last year** 7or since * ☐ or From * ☐ To

* denotes mandatory field

Search 8**Step 3:**

Check that **City & Guilds** is selected in the **Select organisation** drop-down list.

Step 4:

Select **Results Listing** from the **Show me** drop-down list.

Step 5:

Select the centre whose results you want to view from the **which belongs to centre** drop-down list.

Step 6:

Enter the assessment code in the **for Assessment** box in the format **1234-567**.

Step 7:

Select the period or date range for the results you want to view.

Step 8:

Click **Search**.

Assessment codes can be found in the [Walled Garden Catalogue](#) or in the relevant qualification handbook.

Clicking **Search** displays the results for the selected centre and assessment.

A table of candidate results is displayed for the period or date range selected in Step 7.

The table shows each candidate's result, including their grade (Fail, Pass, Merit or Distinction) and the marks awarded for the assessment.

From this page, the results can be printed.

Select organisation: **City & Guilds** ▼

Search

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click Search to continue.

Show me

Results Listing ▼

which * belongs to centre

All my Centres ▼

for * Assessment nnnn-
nnn

1234-567

for period *

last year ▼

or since *

▼

▼

or From *

To

* denotes mandatory field

Search

Candidate listing - Results

Centre No.	Customer No.	Centre name
654321	0001004321	Example College

Your search results

Order code	Description	Assessment Type
1234-000	L3 Example Qualification – Theory Exam (1)	Dated Entry

Candidate List

ENR no.	ULN	First Name	Middle Name	Last Name	DOB	Result	Result Date	Version	Marks
ABC0001	5100000001	Charlie		Hunter	22.01.2008	Pass	13.08.2026	123456-EN1	31
ABC0002	5100000002	Molly	Jane	Smithson	09.06.2008	Distinction	13.08.2026	123456-EN1	54
ABC0003	5100000003	Jack	Thomas	Finton	27.08.2008	Pass	13.08.2026	123456-EN1	29
ABC0004	5100000004	Ayomide		Olawale	14.11.2007	Pass	13.08.2026	123456-EN1	32
ABC0005	5100000005	Olivia	Margaret	Robson	03.09.2007	Pass	13.08.2026	123456-EN1	32
ABC0006	5100000006	Hassan		Abid	18.03.2008	Merit	13.08.2026	123456-EN1	43



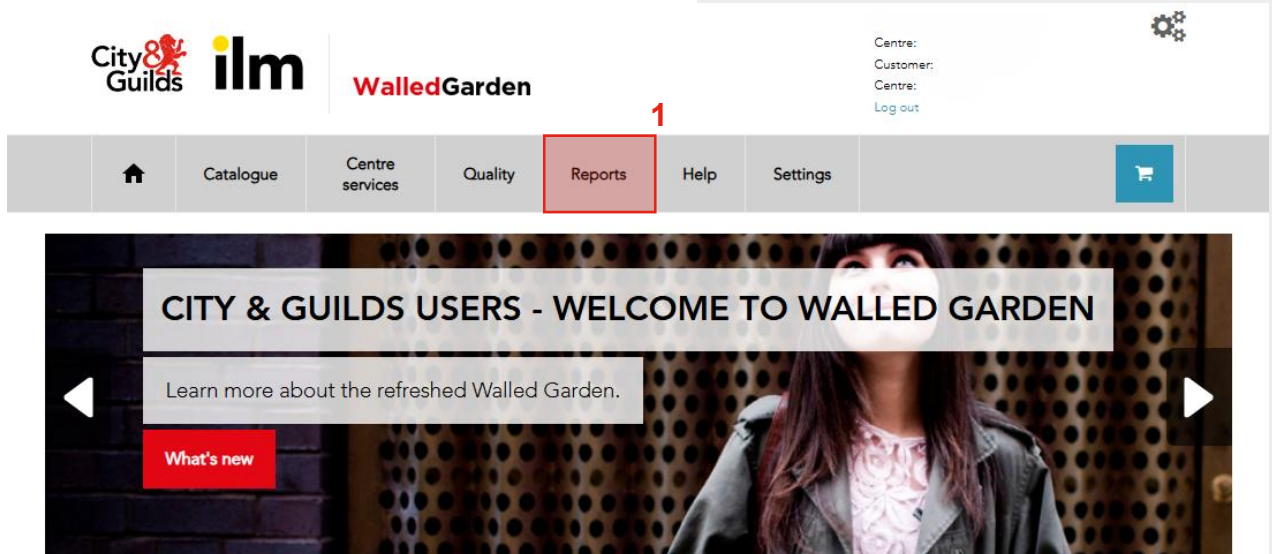
Qualification Results List

Use this report to see results for all the components within a qualification in one place. These can also be downloaded from here as an Excel document for ease of access.

This report provides assessment results only; it does **not** provide overall qualification results.

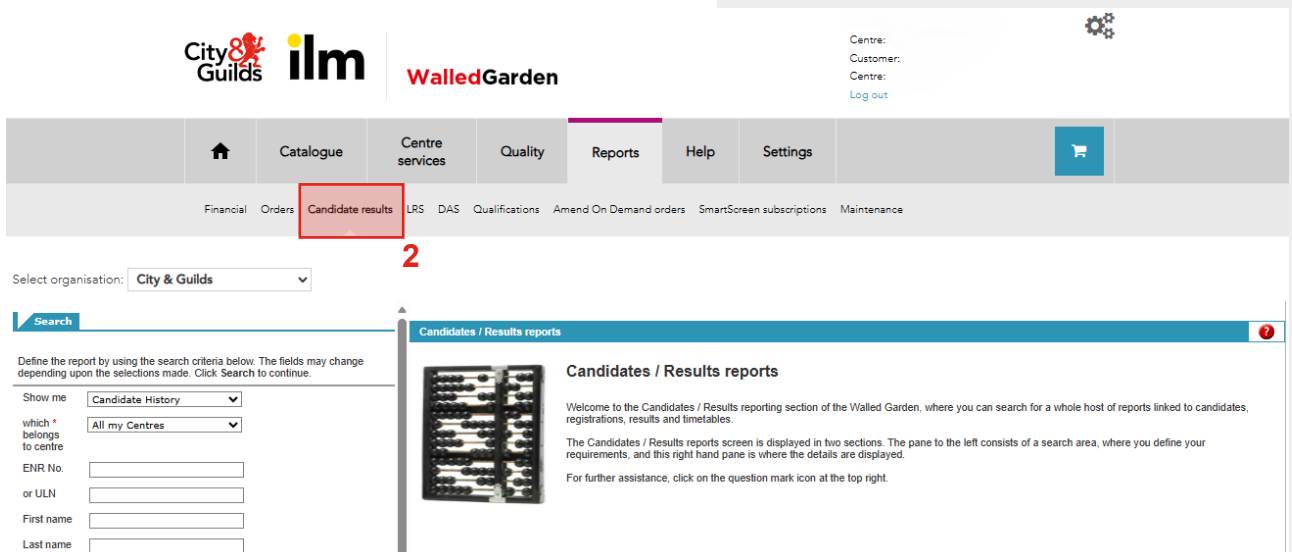
Step 1:

From the Walled Garden home page, go to the **Reports** tab.



Step 2:

Select the **Candidate Results** tab from the navigation bar.





Catalogue

Financial Orders Candidate results

Select organisation: **City & Guilds** 3

Search

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click **Search** to continue.

Show me **Qualification Results List** 4

which * belongs to centre **All my Centres** 5

for * Qualification **1234-03** 6

for period * ☒ **last week** 7

or since * ☐

or From * ☐

To

* denotes mandatory field

Search 8

Step 3:

Check that **City & Guilds** is selected in the **Select organisation** drop-down list.

Step 4:

Select **Qualification Results List** from the **Show me** drop-down list.

Step 5:

Select the centre whose results you want to view from the **which belongs to centre** drop-down list.

Step 6:

Enter the qualification number in the **for Qualification** box in the format **1234-56**.

Step 7:

Select the period or date range for the results you want to view.

Step 8:

Click **Search**.

Assessment codes can be found in the [Walled Garden Catalogue](#) or in the relevant qualification handbook.

Step 9:

A list of candidates registered for the qualification is displayed. Select the relevant red button to view the candidate's qualification record.

Step 10:

Click **Download**, then choose whether to open or save the file.

Select organisation: City & Guilds

Search

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click Search to continue.

Show me

Qualification Results List

which * belongs to centre

All my Centres

for * Qualification

1234-56

for period *

or since *

or From *

To

* denotes mandatory field

Search

Results listing - Qualification

Centre No.	Customer No.	Order code	Description
654321	0001004321	1234-000	Level 3 Advanced Technical Diploma in Example

Candidate List

Choose the required candidate by clicking on the button in the Select column

Select	ENR No.	ULN	First Name	Middle Name	Last Name	DOB	Gender	Merged to	Merged Date	Centre
	ABC0001	5100000001	Charlie		Hunter	22.01.2008	M			
	ABC0002	5100000002	Molly	Jane	Smithson	09.06.2008	F			
	ABC0003	5100000003	Jack	Thomas	Finton	27.08.2008	M			
	ABC0004	5100000004	Ayomide		Olawale	14.11.2007	F			
	ABC0005	5100000005	Olivia	Margaret	Robson	03.09.2007	F			
	ABC0006	5100000006	Hassan		Abid	18.03.2008	M			

9

Download

10

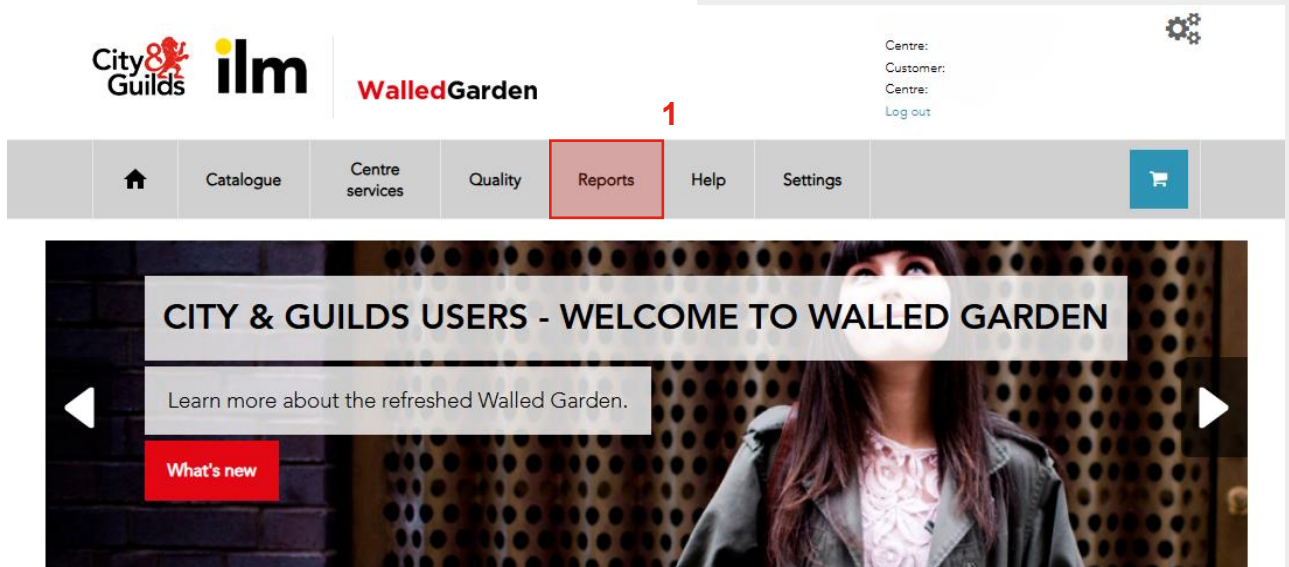
Certification Listing

Use this report to view your candidates' overall qualification achievement and certificates of unit credit.

This report only lists those who have been certificated for a qualification or unit; it does not include fail results. This is the only report to list overall qualification achievement.

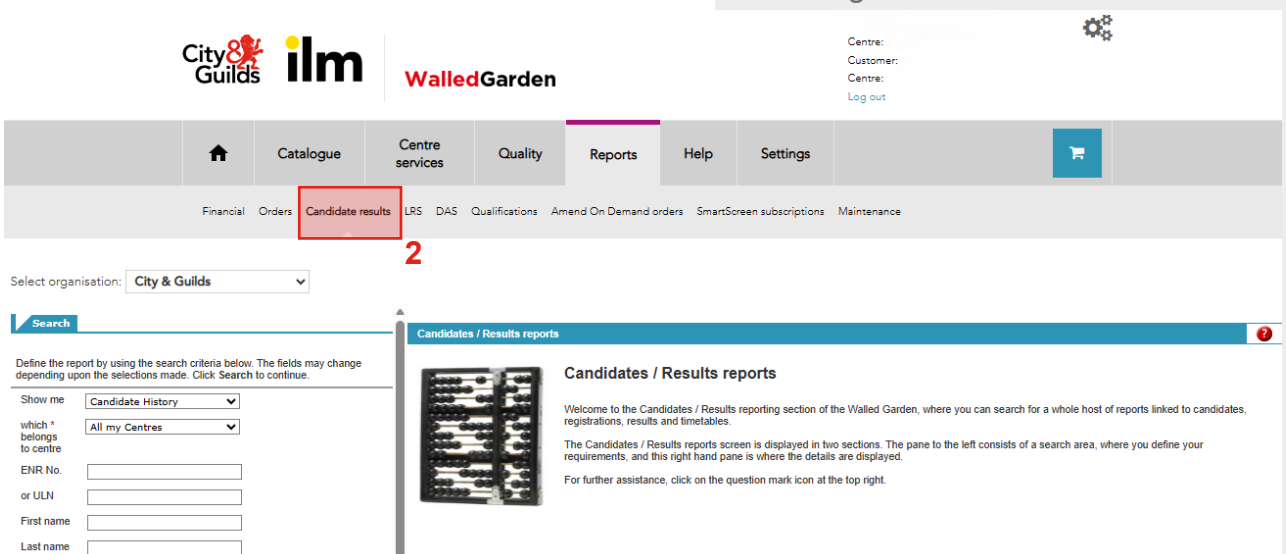
Step 1:

From the Walled Garden home page, go to the **Reports** tab.



Step 2:

Select the **Candidate Results** tab from the navigation bar.





Home

Catalogue

FinancialOrdersCandidate results

Select organisation: City & Guilds 3

Search

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click Search to continue.

Show me Certification Listing 4

for * Qualification 1234-03 5

for period * ☐ last week

or since * ☒ September 2025 6

or From *

To

* denotes mandatory field

Search 7

Step 3:
Check that **City & Guilds** is selected in the **Select organisation** drop-down list.

Step 4:
Select **Certification Listing** from the **Show me** drop-down list.

Step 5:
Enter the qualification number in the **for Qualification** box in the format **1234-56**.

Step 6:
Select the period or date range for the results you want to view.

Step 7:
Click **Search**.

Qualification codes can be found in the [Walled Garden Catalogue](#) or in the relevant qualification handbook.

Step 8:

A list of certificates is displayed. Select the relevant red button to view the candidate list for that certificate. The overall qualification certificate will have the qualification number followed by an A.

Select organisation: **City & Guilds** ▼**Search**

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click **Search** to continue.

Show me **Certification Listing** ▼for * Qualification **0172-32**for period * ☐ last week ▼or since * ☒ **September** ▼ **2025** ▼or From * To

* denotes mandatory field

Search**Candidate listing - Certification**

Centre No.	Customer No.	Centre name
654321	0001004321	Example College

Your search results

Order code	Description
0172-32	Level 3 Advanced Technical Extended

Choose the required certificate by clicking on the button in the Select column

Select	Certificate
	6 0172-32A-102: Level 3 Advanced Technical Extended
	6 0172-367: Level 3 Undertake a specialist
	6 0172-535: Level 3 Animal Management – Theory exam

8**Step 9:**

The candidate list for the selected certificate is displayed, along with each candidate's grade(s). Click **Print**, then choose a printer or save to PDF.

Select organisation: **City & Guilds** ▼**Search**

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click **Search** to continue.

Show me **Certification Listing** ▼for * Qualification **0172-32**for period * ☐ last week ▼or since * ☒ **September** ▼ **2025** ▼or From * To

* denotes mandatory field

Search**Candidate listing - Certification**

Centre No.	Customer No.	Centre name
654321	0001004321	Example College

Your search results

Order code	Description
0172-32	Level 3 Advanced Technical Extended

Choose the required certificate by clicking on the button in the Select column

Select	Certificate
	0172-32A-102: Level 3 Advanced Technical Extended
	0172-367: Level 3 Undertake a specialist
	0172-535: Level 3 Animal Management – Theory exam

Candidate List

ENR no.	ULN	First Name	Middle Name	Last Name	DOB	Gender	Certificate Issue date	Grade
ABC0001	5100000001	Charlie		Hunter	22.01.2008	M	01.07.2026	Distinction
ABC0002	5100000002	Molly	Jane	Smithson	09.06.2008	F	17.12.2025	Pass
ABC0003	5100000003	Jack	Thomas	Finton	27.08.2008	M	12.01.2026	Merit
ABC0004	5100000004	Ayomide		Olawale	14.11.2007	F	27.01.2026	Pass
ABC0005	5100000005	Olivia	Margaret	Robson	03.09.2007	F	12.01.2026	Distinction

Candidate listing **Print****9**

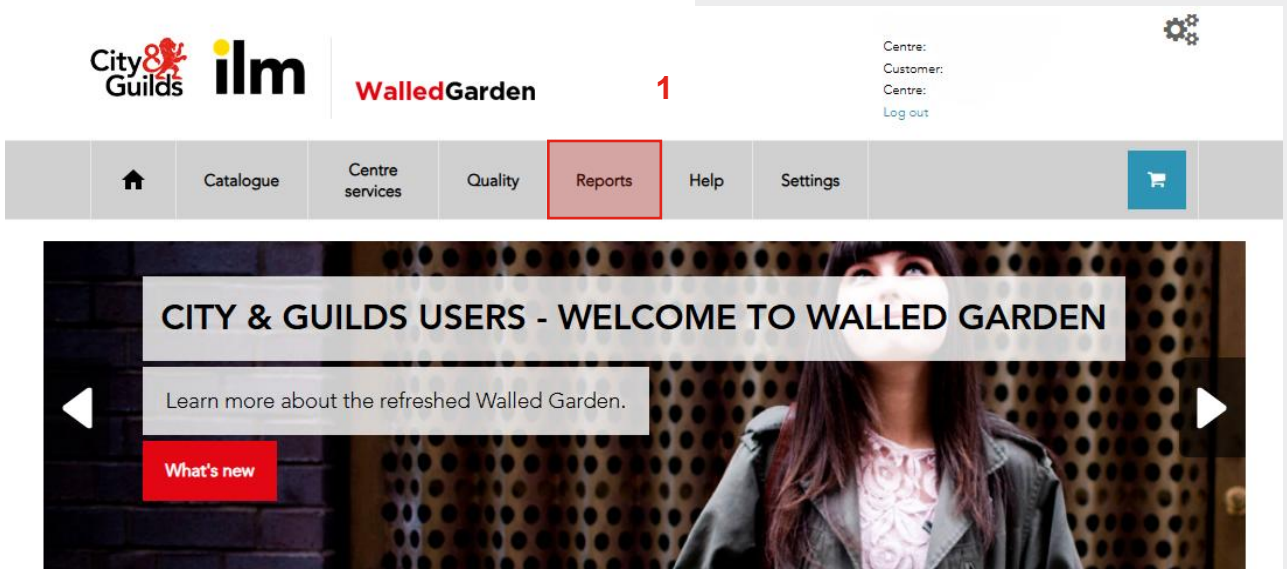
Candidate History

Use this report to view a candidate's achievement history and qualification progress.

This information can help resolve queries relating to Rules of Combination (RoC) and conferrals. It also shows bookings, registrations and other interactions.

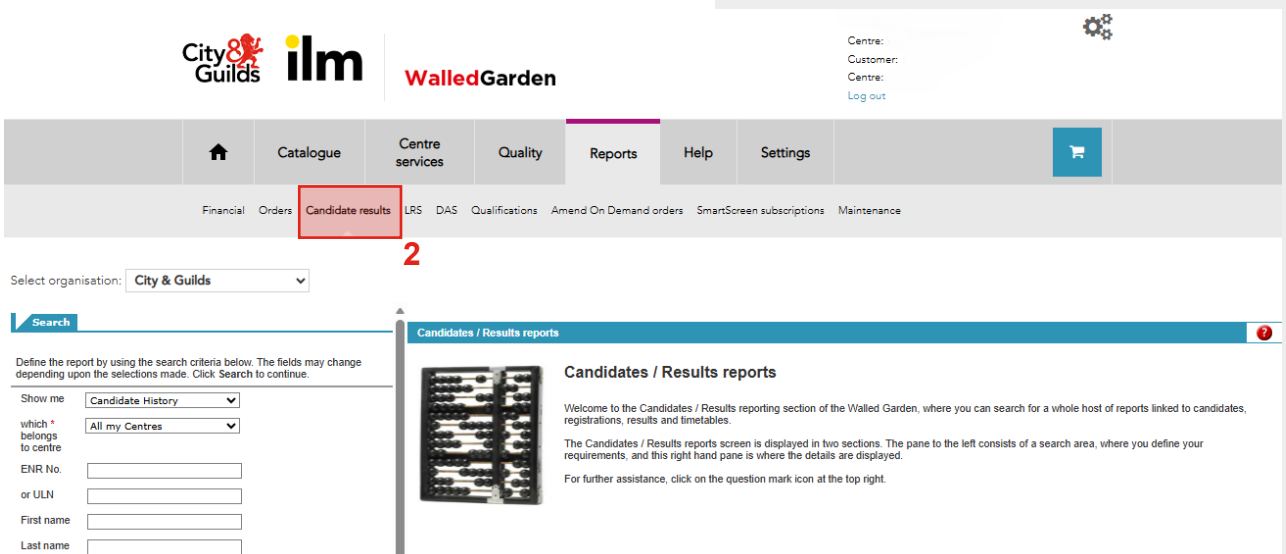
Step 1:

From the Walled Garden home page, go to the **Reports** tab.



Step 2:

Select the **Candidate Results** tab from the navigation bar.





Catalogue

FinancialOrdersCandidate results

Select organisation:

City & Guilds

 3

Search

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click **Search** to continue.

Show me

Candidate History

4

ENR No.

ABC1234

5

or ULN

First name

Last name

DOB

Gender

for period *

last year

or since *

September

2025

6

or From *

To

* denotes mandatory field

In this search ENR no. or ULN; or Last name and Gender are mandatory, together with period or since.

Search 7

Step 3:
Check that **City & Guilds** is selected in the **Select organisation** drop-down list.

Step 4:
Select **Candidate History** from the **Show me** drop-down list.

Step 5:
Enter the candidate's City & Guilds Enrolment Number (ENR) or Unique Learner Number (ULN). If neither is available, enter the candidate's last name and gender.

Step 6:
Select the period or date range for the candidate you want to view.

Step 7:
Click **Search**.

Step 8:
Clicking **Search** displays the search results. Select the required student by clicking select.

Select organisation: City & Guilds

Search

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click Search to continue.

Show me

Candidate History

ENR No.

ABC1234

or ULN

First name

Last name

DOB

Gender

for period *

last year

or since *

September

2025

or From *

To

* denotes mandatory field

In this search ENR no. or ULN; or Last name and Gender are mandatory, together with period or since.

Search

Candidate History

Centre No.	Customer No.	Centre name
654321	0001004321	Example College

Your search results

Choose the required candidate by clicking on the button in the Select column

Select	ENR no.	ULN	NPTC No.	First Name	Middle Name	Last Name	DOB	Gender	Merged Date
	ABC1234	5432112345		Charlie	James	Smith	08.01.2007	M	

8

Step 9:
The candidate history is displayed and can be ordered by clicking one of the headers. You can save or print by clicking **Print**.

Select organisation: City & Guilds

Search

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click Search to continue.

Show me

Candidate History

ENR No.

ABC1234

or ULN

First name

Last name

DOB

Gender

for period *

last year

or since *

September

2025

or From *

To

* denotes mandatory field

In this search ENR no. or ULN; or Last name and Gender are mandatory, together with period or since.

Search

Candidate History

654321

0001004321

Example College

Your search results

Choose the required candidate by clicking on the button in the Select column

Select	ENR no.	ULN	NPTC No.	First Name	Middle Name	Last Name	DOB	Gender	Merged Date
	ABC1234	5432112345		Charlie	James	Smith	08.01.2007	M	

Selected candidate history details

Date	Order Code	Qualification/ Assessment Description	Item	Assessment Type	Result / Status	Reg End Date	Sales Order	PO Ref
01.10.2025	8202-35	Level 3 Advanced Technical Diploma in Plumbing (450)	Registration			01.10.2028	0011223344	R012345.0123_25
24.04.2026	8202-535	Level 3 Plumbing – Theory Exam (1)	Assessment	Written	20.03.2026		0123456789	PLUD3C-CD1E2
24.04.2026	8202-535	Level 3 Plumbing – Theory Exam (1)	Results	Dated Exam	Merit		9876543210	510165267
24.04.2026	8202-535	Level 3 Plumbing – Theory Exam (1)	Certification	Unit Credit	Conferred		0102030405	Certificate
19.05.2026	8202-535	Level 3 Plumbing – Theory Exam (1)	Booking	Written	10.06.26 13:30		1231231232	CS

(IE)= Gained from a previous accreditation, (PA) = Prior Achievement - Results no longer used in Qualification Conferment

Candidate history

Print

9

Grade Prediction Calculator

This section provides a quick guide on how to use the City & Guilds Grade Prediction Calculator to estimate a student's potential qualification grade.

The **Grade Prediction Calculator** estimates the overall qualification grade a student may achieve based on the information entered.

Depending on the qualification, you can enter either estimated grades or actual and predicted marks for each assessment.

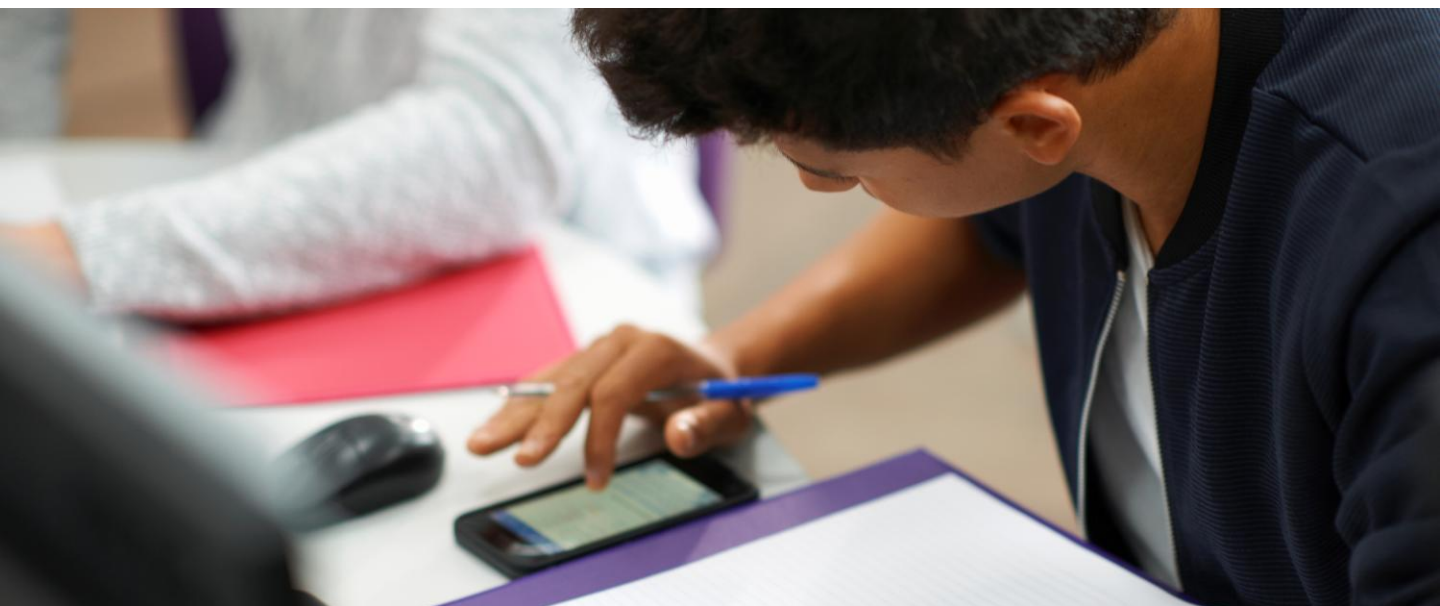
The calculator can also be used to explore how changes to an individual assessment result may affect a student's overall qualification grade.

Where a predicted qualification grade attracts UCAS tariff points, the corresponding UCAS points are displayed within the calculator. Please note that only Level 3 qualifications attract UCAS tariff points.

The predicted grade is an estimate only and does not guarantee a student's final qualification result.

Access the [**Grade Prediction Tool**](#) to estimate a candidate's potential qualification grade.

For information on UCAS points, see [**UCAS Points**](#). To calculate tariff points, use the [**UCAS Tariff Calculator**](#).



Step 1:

From the menu page, select the relevant calculator for the qualification size or route.

**Technical Qualifications | Grade Prediction Calculator**

120/360/450/540 GLH Courses

720 GLH Courses

1080 GLH Courses

0171-38 Only

Simplified Calculators

UCAS Points Calculator

PLEASE NOTE:

All theory exam results, synoptic assignment results and overall qualification grades are subject to change until official results are released on Walled Garden in August. This worksheet is for guidance only, and can be used to calculate potential UCAS points based upon candidates' predicted assessment results/grades. It is important to understand that the Pass, Merit and Distinction grade boundaries for theory exams and synoptic assignments are subject to change following the awarding process each academic year. Only grade boundaries, marks or grades published on Walled Garden will reflect candidates' actual grade boundaries, marks or grades on results day. No information from this spreadsheet should be given to any student as their final result.

Directions for use:

1. Select an option from the left menu to predict qualification grades.
2. All assessments are set to default to 'Marks'. Intervals are no longer available for selection. Please note each theory exam has a range of marks available, you will need to select from the drop down box in the 'Marks Available' column the total marks available for the theory exam.
3. Enter the Pass and Distinction boundaries in the relevant columns. To help predict a candidate's grades you can use the published Pass and Distinction grade boundaries from last years' results if this years are not yet available. (Merit will calculate itself if a Pass and Distinction value is given). It is recommended when entering predicted grade boundaries to allow up to a 10% increase (tolerance) on previous years boundaries to allow for potential changes to grade boundaries following awarding.
4. Add the number of marks you wish to enter using the drop down options in the 'Candidate Result' column.
5. The assessment grade and qualification grade will be calculated according to the values you have entered.
6. The predicted/actual UCAS points will be calculated and displayed (120 GLH courses are Keystage 4 and therefore carry no UCAS points). However there is a link to the UCAS tariff calculator included if required.

Step 2:

For each assessment, select the **marks available** from the drop-down list.

Enter the **Pass and Distinction grade boundaries** in the relevant columns. The Merit boundary will calculate automatically.

Enter the candidate's actual or predicted mark for each assessment in the **Candidate Result** column.



MENU

2

1080 GLH Courses		Candidate Result	Pass Boundary	Merit Boundary	Distinction Boundary	Marks Available	Assessment Grade	Qualification Grade	UCAS Points
Theory (1)	Marks	45	32	40	48	60	Merit	Pass, Merit, Merit (MMP)	80
Synoptic (1)	Marks	34	31	39	47	60	Pass		
Theory (2)	Marks	37	34	42	50	60	Pass		
Synoptic (2)	Marks	42	32	40	49	60	Merit		

Notes:

- a) Where current-year grade boundaries are not yet available, centres may use the previous year's published boundaries as a guide.
- b) The predicted grade is an estimate only. Final qualification results are confirmed through Walled Garden when official results are released.

The calculator will display the **Assessment Grade**, predicted **Qualification Grade** and, where applicable, the **UCAS tariff points**.

Changing an individual assessment mark illustrates how this may affect the predicted qualification grade.

Missing Bookings and Submission Requests

This section explains the process for requesting a retrospective booking to enable results to be submitted after the booking deadline has passed.

If a booking for an assessment component was not made in Walled Garden before the submission deadline, you will be unable to submit results through the Moderation Portal.

In these circumstances, you must submit a **Missing Booking and Submission Request** to enable the booking to be created retrospectively. Complete the following [Missing Booking and Submission Request Form](#) and email it to centreoperations@cityandguilds.com

Providing all requested information will help us process your request as quickly as possible. *Please note that if the correction relates to a learner with a UCAS application, please contact us as soon as possible after submitting the form so prompt action can be taken.*

Once the booking has been processed, it will appear in the Moderation Portal, allowing you to submit the candidate's results and any required evidence.

Please note that submitting a Missing Booking and Submission Request does not guarantee that late submission fees will be waived. Where applicable, late submission or administrative fees may apply, as detailed in the City & Guilds' [Centre Charges List](#).

Missing Booking and Submission Request Form

Before you start, make sure you have the following:

- ☐ Centre and contact details
- ☐ Student details including ENR, date of birth, full name and gender.
- ☐ Exam date and start time (where applicable)
- ☐ Qualification number
- ☐ Module number(s)



Error Corrections and Amendments

This section explains how to request a correction or amendment to a submitted result where an administrative error has occurred.

Corrections and amendments can only be requested where supporting evidence demonstrates that the work was completed within the relevant academic year.

Use the [Correction and Amendment Request Form](#) to request a correction to a submitted result where a centre submission error has occurred, for example if an incorrect mark or grade has been submitted or there has been an administrative error. *Please note that if the correction relates to a learner with a UCAS application, please contact us as soon as possible after submitting the form so prompt action can be taken.*

Complete one form for each candidate, and to help us process your request as quickly as possible, please ensure the form is completed in full and all supporting evidence is included.

Do not use this form to submit missing assessment results or marks that were not submitted by the deadline. Instead, follow the **Missing Booking and Submission Request** process described in the previous section.

If you require further assistance, please contact the Centre Operations team at centreoperations@cityandguilds.com.

Correction and Amendment Request Form

Before you start, make sure you have the following:

- ☐ Centre and contact details
- ☐ Qualification number and title
- ☐ Student details including ENR, date of birth and full name
- ☐ Qualification and assessment component details
- ☐ Reason for amendment, i.e:
 - Incorrect mark supplied
 - Incorrect grade supplied
 - Submitted as WNS
 - Other
- ☐ Summary of how the error occurred, has been identified and corrective action taken
- ☐ Original mark or grade submitted
- ☐ Correct mark or grade to be recorded

Support and Resources

We are here to help.

If you have any questions or require assistance, please contact the appropriate team:

Centre Operations is on hand to help with accessing results, supporting with missing bookings and submission requests and the error corrections and amendments process.

Email: centreoperations@cityandguilds.com

Telephone: 01924 930 800

Monday to Friday, 08:30-17:30 (UK time)

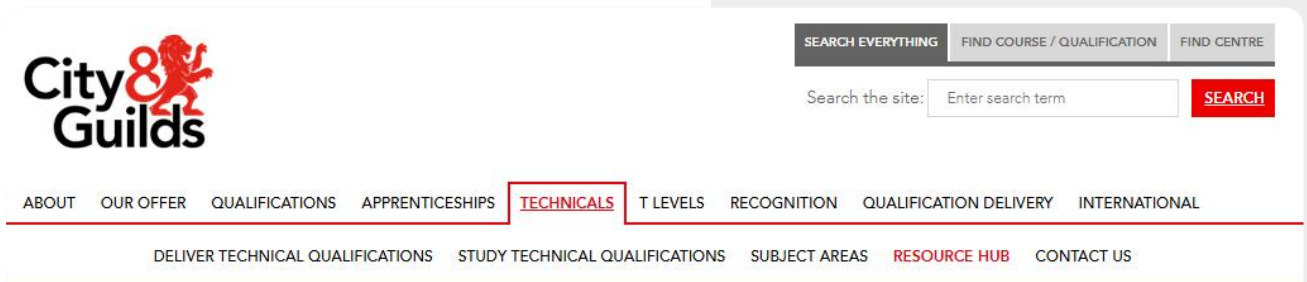
Centre Support can help with general enquiries and support with access to Walled Garden.

Email: customersupport@cityandguilds.com

Telephone: 01924 930 800

Monday to Friday, 08:00-18:00 (UK time)

Access a wide range of other guidance, forms, policies and support materials on our [Technical Qualifications Resource Hub](#)



The screenshot shows the City & Guilds website header. On the left is the City & Guilds logo. On the right is a search bar with the text "Search the site:" and a "SEARCH" button. Below the search bar is a navigation menu with links: ABOUT, OUR OFFER, QUALIFICATIONS, APPRENTICESHIPS, TECHNICALS (highlighted), T LEVELS, RECOGNITION, QUALIFICATION DELIVERY, and INTERNATIONAL. Below the navigation menu is a secondary menu with links: DELIVER TECHNICAL QUALIFICATIONS, STUDY TECHNICAL QUALIFICATIONS, SUBJECT AREAS, RESOURCE HUB (highlighted), and CONTACT US.

Resource Hub

About City & Guilds

City & Guilds is the global skills partner, empowering people, organisations and economies to develop the skills they need for growth. With almost 150 years of trusted expertise, we support people into work, help them develop on the job and move into the next job.

We work with Governments, employers, training providers, colleges and industry stakeholders to design and deliver high-quality training, qualifications, assessments and credentials that lead to meaningful career progression. We understand the life changing link between skills development, social mobility and success. Our solutions span critical sectors including construction, engineering, transport, energy and electrical, serving over 1 million learners annually.

Through our comprehensive portfolio of brands and trusted global network, we set industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We believe you can achieve your potential - and we're here to help make it happen.

Contact us

Giltspur House
5-6 Giltspur Street
London, EC1A 9DE

customersupport@cityandguilds.com

+44 (0) 1924 930 800

[cityandguilds.com](https://www.cityandguilds.com)

Every effort has been made to ensure that the information contained in this publication is true and correct at time of publication. However, City & Guilds products and services are subject to continuous development and improvement, and the right is reserved to change products and services from time to time. City & Guilds cannot accept responsibility for any loss or damage arising from the use of information in this publication.

©2026 City & Guilds Limited (Reg No 16513878). All rights reserved.
City & Guilds is a trademark of City & Guilds Limited.

