

[View all our VTQ Communications](#)[VTQ Information Hub](#)

VTQ Bulletin

Technical Qualifications

February update



Technical Qualifications: February update

Dear Centre,

Included below is your February update for City & Guilds Technical Qualifications.

In this update you'll find the following key items:

- Spring exam series dates
- Entry window open for Key Stage 4 Summer series examinations
- Exam administration webinars
- Exams Support Hub
- Reminder of the prompt return of exam scripts
- Changes to exam stationery
- Approval window for delivery of Technical Qualifications from September 2025
- Ensuring resilience in the qualification system
- Guidance on emergency situations affecting assessment delivery
- City & Guilds communications survey
- Centre contact details

We are quickly approaching the Spring examination series for Technical Qualifications.



Spring exam series

Monday, 03 March 2025 until Friday, 21 March 2025

[Download the exam timetable](#)

Question papers, stationery and required source materials should soon be dispatched via our Parcelforce couriers and will be received by all centres for these exams.

It is the responsibility of each centre to ensure entries are made for **all** students in advance of the scheduled exam date.

Upon receipt of the examination material, please ensure you review the contents and check you have sufficient question papers for the students required.

If you identify issues with the examination material provided to you, please contact our Customer Support team as a matter of urgency using the contact details below.

Entry window open for Key Stage 4 Summer series examinations

As the autumn series for Key Stage 4 has come to a close, centres may now enter students onto the KS4 Summer series examinations which take place within June 2025.

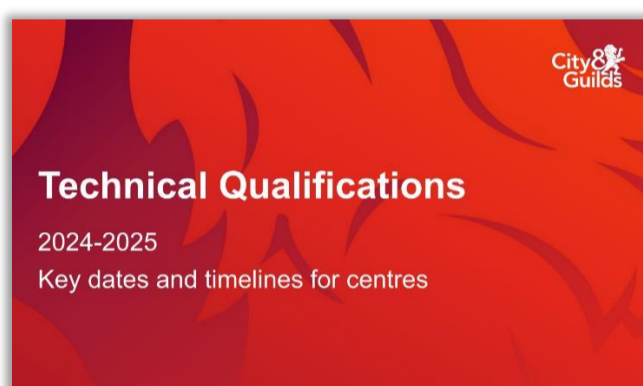
The KS4 examinations are listed below. Please note that entries may be made until 24 May 2025 as part of the standard entry period. Any entries received after this date will incur late fees. Further information regarding late fees for Technical Qualifications can be found within the [Centre Charges List](#).

Examination code	Examination title
0170-505	Level 2 Land Based Studies – Theory exam
3038-505	Level 2 Hair and Beauty Studies – Theory exam
6720-505	Level 2 Constructing and Maintaining the Built Environment – Theory exam

Key Stage 5 Summer exam entries

It is important to note that the entry window opens on **07 April 2025** for all other examinations for Technical Qualifications (at Key Stage 5) which are scheduled within the June 2025 Summer series. This entry window opens after the Spring series of examinations has been completed.

Please review the [Key Dates and Timelines](#) document for full details of the important entry and delivery dates for all examinations and assessments in 2025.



Exam administration webinars

In readiness for the Spring series, we have scheduled two webinars which are aimed to support exams staff who are new to the role, or for those who feel they will benefit from reminders of the processes which must be followed when administering dated examinations.

Two sessions are available for you to join on **04 February 2025 at 3pm**, or **06 February 2025 at 11am**.

Please use the links below to sign up:

**Tuesday 04 February, 3pm
Exam Administration Webinar (1)**

Register here



**Thursday 06 February, 10am
Exam Administration Webinar (2)**

Register here



Exams Support Hub

As further support for you with the delivery of these examinations, our Exams Support Hub is available on our website with lots of helpful information for Exams teams.

Here you will find lots of helpful information such as:

- Guidance on booking exams and assessments
- Guidance on conducting exams
- Guidance on contingency planning and exam disruption
- Guidance around access arrangements
- Guidance on candidate results



Reminder of the prompt return of exam scripts

Following each examination, it is vital that all exam scripts are wrapped and despatched via secure, tracked delivery on the same day for morning examinations, and no later than the following morning for afternoon examinations. The [Joint Council for Qualifications Instructions for Conducting Examinations](#) states that all exam scripts must be returned to us within 24 hours of the examination taking place.

We have provided the return address for each exam type below for reference.

Written Exams	Multiple Choice Exams
Storetec Services Ltd C/O: City & Guilds Unit 4, Sidings Business Park Freightliner Road Hull HU3 4XA	SCC Cole Valley 2 10 Westwood Avenue Cole Valley Business Park Birmingham B11 3RF



Please ensure you return your exam scripts using a responsible postal service that ensures a signature on delivery and comprehensive tracking.

Our recommendation is to use couriers such as Parcelforce or Royal Mail special tracked signed-for deliveries where possible, or similar services. Please ensure agreements are in place with your post rooms to follow these instructions.

If you are using a parcel shop (which includes the Post Office) please ensure you are clear on the service you are being provided. We are experiencing a higher volume of centres dispatching through parcel shops, including the Post Office, assuming their delivery is being made through Royal Mail, which is not always the case. Often these deliveries are made through a low-cost service which does not provide comprehensive tracking, or assurances the parcel will be delivered safely to our scanning partners.

Changes to exam stationery

For the Spring series, we have updated our exam stationery and supplements.

This includes the following:

- Clearer and brighter stationery
- Removal of unclear and confusing wording
- Improved wording in invigilation declarations

The multiple-choice answer sheets for examinations listed in the table below will have upper case answer keys (ABCD), while others will be lower case (abcd).

This will not affect the delivery of examinations, and will not require any additional action from centres.

Assessment Component (Paper-based)	Programme of Study	Assessment title
7905-503	7905-20	Level 2 Bricklaying - Theory
7906-505	7906-21	Level 2 Architectural joinery – Theory
7906-507	7906-20	Level 2 Site Carpentry - Theory
7907-503	7907-20	Level 2 Painting and Decorating – Theory
7908-505	7908-20	Level 2 Plastering - Theory
8202-520	8202-20	Level 2 Electrical Installation – Theory
8202-525	8202-25	Level 2 Plumbing - Theory

More details will be discussed during the February exam delivery webinars. The slides and recording from the webinars will be uploaded to our [Exams Support Hub](#).

Qualification Approval window opens for delivery from September 2025

Centres wishing to apply for qualification approval to deliver additional Technical Qualifications from September 2025 may submit a Qualification Approval Application (QAP) via Walled Garden.

The approval window will open on **Monday, 24 February 2025** and will continue until **Friday, 05 September 2025**.

For further information regarding Technical Qualifications and the process for approval, please contact the Quality team via technical.quality@cityandguilds.com or go to our Technicals Resource Hub.

Technicals Resource Hub



Ensuring resilience in the qualification system



We want to remind you that centres must have a robust contingency plan in place which covers all aspects of assessment delivery and administration in the event of a serious national, widespread disruption to assessments.

Please ensure you refamiliarise yourself with the guidance published by Ofqual below in 2023 and 2024 respectively:

Guidance

Guidance on collecting evidence of student performance to ensure resilience in the qualifications system

Published 21 September 2023

Guidance

What schools, colleges and other centres should do if exams or other assessments are seriously disrupted

Updated 7 May 2024

Emergency situations affecting assessment delivery

Our 'Emergency Situations Affecting Assessment Delivery' (version 3.2) covers important information on emergency situations affecting assessment delivery.

City & Guilds Guidance



Centre staff and all those involved in the administration of examinations must be familiar with this guidance, and steps that you should take in the event that a timetabled examination cannot go ahead, especially due to severe weather or public health incidents.

City & Guilds provide contingency exam dates in the event of national disruption as listed in our published timetables. These contingency days must only be used if a significant, unexpected event arises nationally during the exam period such that no students (or a large number of them) are unable to take an exam when planned.

This is part of City & Guilds contingency planning for timetabled examinations. These dates cannot be used for individual candidate absence, illness or local events at individual centres.

Please note that centres must not take it upon themselves to utilise a contingency exam date without written permission from City & Guilds, or where a centre-wide announcement is made due to national disruption.

City & Guilds communications survey

City & Guilds is currently reviewing its communications work, to make sure that we provide the best possible information and support for our centres. As part of that work, we are keen to hear directly from centres about your views on the communications which we issue to you.

Included below is a short survey, which we would ask you to fill in so that your thoughts and opinions shape our communications work moving forward.

City & Guilds communications survey



Centre contact details

As part of the VTQ Timely Delivery of Results checkpoint activity in 2025, we have introduced new functionality in Walled Garden to provide your centre contact information.

You access this by clicking on the **Centre Services** tab (previously **Data Services**) and then clicking on the **Contact Management** tab. You can view and update all your named Designated Contacts, Qualification Leads, and all Delivery staff in one area.

Step-by-step instructions on how to provide and maintain your centre contact information can be found in our guidance document.

Guidance for maintaining contacts



It is important for all centres to keep their contact details up to date with City & Guilds. It is an Ofqual requirement for us to collect this data, and it is essential that it is accurate so that we can keep you updated on key information about the delivery of our VTQ qualifications.

In case you missed it, we also recorded our support webinar for VTQ Delivery of Results in 2025.

In the webinar we cover the checkpoint data submission process and maintaining your contacts in Walled Garden.

You can locate the section demonstrating the new contact management pages on Walled Garden at 41:00 minutes.

The checkpoint data submission process as well as the summary report is covered from 54:00 minutes onwards.



Contact us

Should you have any questions regarding the content of this email, please get in touch via the contact details below.

Customer Support

☎ [01924 930 800](tel:01924930800)

✉ customersupport@cityandguilds.com

