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VTQ Bulletin

# Technical Qualifications

March update



## Technical Qualifications: March update

Dear Centre,

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

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

- Spring exam series
- Reminder of the prompt return of exam scripts
- Changes to exam stationery
- Entry window for Key Stage 4 Summer series exams
- Exam delivery guidance webinar
- Exams Support Hub
- Ensuring resilience in the qualification system
- Guidance on emergency situations affecting assessment delivery
- Accessing the Moderation Portal
- Technical Qualifications: proposed 2026 exam dates for consultation
- City & Guilds Exams Officer Facebook page
- City & Guilds communications survey
- Centre contact details

We are now in the Spring examination series for Technical Qualifications.



### Spring exam series

**Monday, 03 March 2025** until **Friday, 21 March 2025**

[Download the exam timetable](#)

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

Upon receipt of 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 at the bottom of this newsletter.

## 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 exams 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 exams 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

## Entry window open for Key Stage 4 Summer series examinations

As the Autumn series for Key Stage 4 came to a close in January, centres can 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 window.

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
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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.



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### Exam delivery guidance webinar

In readiness for the Spring exam series, City & Guilds held webinars which were aimed at supporting exams teams in the delivery of exams.

You can view a recording of the webinar and access the slides using the links below.

[Webinar recording](#)



[Webinar slides](#)



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### Exams Support Hub

To provide 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

[Exams Support Hub](#)



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### 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 familiarise 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

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### 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 wider announcement is made to all centres due to national disruption.

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### Accessing the Moderation Portal

The Moderation Portal is the online administration platform used to facilitate the submission of marks and evidence and the moderation of the synoptic assignment, centre assessed components, and employer involvement. Candidates for each qualification and cohort for your centre will be prepopulated in the Portal based upon the bookings you have made on Walled Garden.

The Moderation Portal allows centres to:

- Enter candidate marks for synoptic assessments
- Enter the results for any centre-assessed components (e.g. optional units)
- Enter and upload employer involvement outcomes for each candidate
- Upload samples of candidate evidence as per published requirements

To access the Moderation Portal, please follow the link below:

**Moderation Portal**



To access the Moderation Portal user guide, please follow the link below:

**Moderation Portal user guide**



We ask all primary Moderation Portal users to check the accounts listed under their centre and remove access for users who no longer require this. This is essential to ensure you prevent unauthorised access to learner evidence. It is the responsibility of each centre to ensure only authorised user accounts remain active.

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### Technical Qualifications: proposed 2026 exam dates for consultation

We would like to ask for feedback from our centres: from tutors, curriculum managers, and exams teams on the suitability of our proposed 2026 exam timetable for City & Guilds Technical Qualifications.

You will find the proposed 2026 exam dates on our website, by clicking on the link below:

**Proposed 2026 TQs exam timetable**



We are looking for feedback on whether the exam dates are suitable, for Spring exams, Summer exams, and the Autumn Key Stage 4 exams. You can provide feedback by clicking on the link below to access our consultation:

[Feedback form](#)



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### City & Guilds Exams Officer Facebook page

City & Guilds has launched an Exams Officer support page on Facebook. This is a support resource for Exams Officers and other centre staff involved in the delivery of qualifications through City & Guilds. The page will provide updates on dates, deadlines, how to guides, and other key information related to the delivery of qualifications.

Please click on the link below and like and follow the page to receive these updates:

[Exams Officer Facebook page](#)



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### 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](#)



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### Centre contact details

As part of the VTQ Timely Delivery of Results checkpoint activity in 2025, we have gone live with some new functionality in Walled Garden for providing us with your centre contact information.

We hope you like the new easy-to-use self-service page in Walled Garden. You'll access this by clicking on the **Centre Services** tab (previously **Data Services**), and then clicking on a new **Contact Management** tab. You can view and update all your named Designated Contacts, Qualification Leads, and relevant Centre Staff in one area within three tabs.

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

[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.

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### Contact us

Customer Support

☎ 01924 930 800

✉ [customersupport@cityandguilds.com](mailto:customersupport@cityandguilds.com)



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