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VTQ Bulletin

Technical Qualifications

January update



Technical Qualifications: January update

Dear Centre,

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

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

- Spring exam series: important information for exams teams
- Entries for synoptic assignments, centre assessed components and Employer Involvement
- Assessment window for synoptic assignments: now open
- Key Stage 4 Terminal Rule: Ofqual video

Spring exam series (03 March – 21 March 2025) Important information for exams officers

Exam entry reminder

Please ensure you have made all your exam entries for the Technical Qualification spring series which takes place in March 2025.

If you have forgotten to enter any students for these examinations, please contact our Customer Support team as soon as possible, as you will need assistance to make these entries in the very late entry window. Very late fees will now apply.

Exams 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 those who feel they will benefit from a reminder of the JCQ regulations you must follow when administering these exams.

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**

[Register here](#)



**Thursday 06 February 11am
Exam Administration Webinar**

[Register here](#)



Entries for Synoptic Assignments, Centre Assessed Components and Employer Involvement

Please ensure all relevant assessment entries have been made for moderated assessments (synoptic assignments), all necessary centre assessed components and Employer Involvement (where applicable).

The late entry window for these assessments has now closed. Entries can still be made within Walled Garden if you identify that you have not yet entered student(s) for the necessary assessments.

More information on late entry fees for Technical Qualifications can be found within the UK centre charges list.

[City & Guilds UK centre charges list](#)



Assessment window for synoptic assignments: now open

The assessment window for synoptic assignments is now open. Synoptic assessment material can now be shared with students, in accordance with the specific assessment guidance.

It is essential that centres ensure the assessment guidance is fully understood and followed, particularly with regards to the assignment briefs, task details, and the types of evidence that students must produce. Synoptic assignment material includes detailed instructions on the timings and conditions of the assessment.

Please review all communications from our Quality Delivery team and your allocated Moderators, as synoptic visits will be scheduled for many Technical Qualifications.

Key Stage 4 Terminal Rule: Ofqual video

We would like to direct you to a useful video, developed by Ofqual, to support understanding of the terminal rule which applies to our KS4 Technical Awards.

This video can be viewed on Ofqual's LinkedIn and Facebook pages:

[Ofqual: LinkedIn](#)



[Ofqual: Facebook](#)



Contact us

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