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VTQ Bulletin

Technical Qualifications

Key deadline dates and summer series examinations



Technicals: Key deadline dates and upcoming examinations

Dear Customer,

This is an important reminder of the upcoming booking deadline for the Technical Qualifications summer exam series, as well as the importance of ensuring candidate marks, grades and evidence are submitted for synoptic assignments, centre assessed components and Employer Involvement units ahead of the relevant submission deadlines.

Summer series exam booking deadlines

Please ensure all candidates are entered for the summer exam series, including any resits, ahead of the deadlines detailed below:



Deadline for booking summer exams (all Technicals except 8202 Electrical and Plumbing):
Friday 17 May 2024



Deadline for booking 8202 Level 2 and 3 Electrical and Plumbing summer exams only:
Friday 24 May 2024

It is important that all centres ensure their candidate bookings are made on time. This will allow us to dispatch exam packs prior to the exam date, allowing centres time to check and review the stationery received.

Candidate entries made after the deadline risk not being received in time to be processed for the dispatch of examination material, and this may result in learners being disadvantaged.

We will be actively monitoring centres who make late bookings for the June examinations and will take further action with our Compliance team. Centres are responsible for ensuring all bookings are placed for all candidates as required.

Please refer to our guidance below to support you with how to book exams and assessments, and the timetable for examinations in 2024.

[Booking assessments guide](#)



[Exam timetable 2024](#)



We'd also like to remind you that dated entry exams must be administered in line with the JCQ Instructions for Conducting Examinations document.

[JCQ ICE](#)



To support centres in the delivery of examinations, please refer to our Exams Support Hub which has lots of useful information for Exams Officers and teams.

You will find all the essential information you will need at every stage of the exam and assessment cycle, including information on conducting exams, returning papers, and results support.

[Exams support hub](#)



We also would like to direct senior leaders and Heads of Centre to a useful document provided by JCQ, with key reminders regarding exams in summer 2024:

The image shows a document titled "Key reminders for heads of centre and senior leaders responsible for exams in summer 2024". The document is from JCQ (Joint Council for Qualifications). It contains the following sections:

- Introduction:** Heads of centre and senior leaders who have responsibility for exams play a vital role in ensuring exams and assessments run smoothly, enabling students to receive their results on time. As we head into the summer series, we wanted to help you by highlighting some of the key responsibilities for senior leaders in the coming months and how you can support your exams officer at this time. We would also like to take this opportunity to thank you for all the work you do to protect the integrity of the qualifications system and to wish your students well in their upcoming exams and assessments.
- JCQ centre inspections:** The JCQ Centre Inspection Service carries out inspections to support schools and colleges in delivering exams and to safeguard the integrity of the exam system. To support your exams officer:
 - try to be available when the JCQ Centre Inspector visits, particularly if your exams officer is new to role and this is their first summer exam series
 - read the inspection report as this can provide important feedback.
- Written policies:** The written policies and procedures required by JCQ need to be up to date and available for inspection. The policies required for inspection are listed in the JCQ document *General Regulations for Approved Centres* (section 5.3). This summer, part of the JCQ Centre Inspector's visit will be to look at your centre's:
 - exam contingency plan
 - internal appeals procedure
 - malpractice policy. This should reference the use of AI (e.g. what AI is, when it may be used and how it should be acknowledged, the risks of using AI, what AI misuse is and how this will be treated as malpractice). See the JCQ document *AI Use in Assessments: Protecting the Integrity of Qualifications*.

Submission deadline: Synoptic assignments

Please be reminded that all marks and a sample of evidence for learners who have completed their synoptic assignments in 2024 must be submitted to the Moderation Portal by the deadline below:



Synoptic assignment deadline:

Friday 17 May 2024

Submission deadline: Centre assessed components

Learner grades and evidence (where required) for centre assessed components must be submitted ahead of the final submission deadline dates below:

Submission Dates	
Tuesday 04 June 2024	Final submission deadline: defined sample . Grades and a sample of evidence of up to two centre assessed components (as communicated via the Quality team for Technical Qualifications).
Friday 14 June 2024	Final submission deadline: grades for all remaining centre assessed components and Employer Involvement (KS5) outcomes.

Grades and samples of learner evidence (where applicable) must be submitted on the Moderation Portal.

Please note that delays to the submission of grades (and a sample of evidence where applicable) for synoptic assignments, centre assessed components or Employer Involvement will impact our timelines for quality assurance, and may lead to delays in the release of results for your learners.

We will be actively monitoring centres who make late bookings for the assessments which are to be submitted in summer 2024 and will take further action with our Compliance team. Heads of Centre are responsible for ensuring all bookings are placed for all candidates as required, and for learner grades to be submitted by our published deadlines.

Special Consideration

Please remember you can apply for special consideration, for example if a candidate has completed an assessment but was disadvantaged by something beyond their control, or if they are absent with good reason.

Please complete this form within five working dates of the assessment.

[Application for special consideration](#) 

Please do not use this form for access arrangements such readers, scribes or extra time.

Book onto our exam support webinar

To support exam offices and invigilators who complete the stationery for our examinations, we have scheduled webinars in May 2024 which will provide information and instructions on our dated exams process. You will hear about the purpose of the instructions supplied in the exam packs and why it is important to understand them and carry out each instruction carefully, followed by an opportunity to ask us questions about the process.

One webinar has already taken place on 13 May, but another is scheduled for 23 May 2024 at 2pm. Please do encourage your exams teams to attend (particularly new colleagues):



Exam Administration webinar (2)

Thursday 23 May, 2.00pm – 3.00pm

[Register here](#) 

Delivery of exam materials via Parcelforce

Centres will start to receive exam material for Technicals examinations later this month, in advance of the summer series exams starting in June.

Please ensure you check the contents upon receipt to ensure you have the correct and sufficient volumes of question papers for your learners.



Our exam deliveries have been moved to Parcelforce from May 2024

Please be reminded that we will start to use Parcelforce for the delivery of all UK examinations for our summer series. You will start to receive examination material through this courier from May 2024.

All examination packs that arrive via Parcelforce will be in cardboard boxes and not plastic bags. The delivery label will be yellow, and an orange label will be placed on each package with the City & Guilds logo and text advising that the content is assessment material for the attention of the exams office. This is similar to other large Awarding Organisations.

Please ensure you continue to follow the JCQ Instructions for Conducting Examinations guidance (section 1) for 'Keeping question papers and other examination materials secure'. There are important instructions around the procedures you must follow for the signing in, and secure movement of examination materials once they arrive at your centre.

Please ensure any staff within your centre who are involved in handling examination materials are aware of these changes.

Ofqual resources: VTQ Checkpoint and summer awarding

Ofqual have published a series of resources to support centres with the submission of VTQ data to Awarding Organisations:

- A [Top Tips Infographic](#)
- A short film on [X \(Twitter\)](#) and [LinkedIn](#)

We also recommend that you continue to refer to the Ofqual VTQ Information Hub which draws together the key dates for all Awarding Organisations.

[Ofqual VTQ Information hub](#)



Contact us

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