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VTQ Bulletin

Technical Qualifications

Spring Series 2024: Guidance for exams staff



Spring Series Technical Examinations: Guidance for exams staff

Dear Centre,

As a centre with candidates entered onto examinations within the Technical Qualifications Spring Series, we are writing to provide you with important guidance and helpful reminders that you need to be aware of during this busy exams period.



Spring exam series

Friday 01 – Friday 22 March 2024

[Download the exam timetable](#)

Exams Support Hub

To support you in the delivery of these examinations, our Exams Support Hub is available for you to access with lots of helpful information for Exams teams.

Here you will find lots of helpful information such as:

- Links to key dates for assessments and results
- Guidance on booking exams
- Guidance on conducting exams which includes our exams delivery guidance, and a recorded version of our webinar which took place this week
- Guidance for contingency planning and exam disruption
- Guidance around access arrangements
- Key dates around the release of results

[Exams support hub](#)



Guidance on 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.

Please note:

- When preparing the scripts for return, the candidate's attendance must be clearly marked on the Invigilation Certificate (IC) or Multiple-Choice Invigilation Certificate (MC) accordingly. If a candidate has not attended the exam they must be marked as "absent" on the IC / MC.
- Please ensure the candidate barcodes are placed in the correct location on the front of the examination scripts. **Incorrectly-placed or missing barcodes cause delays when scanning the scripts, resulting in delays to marking.**
- Blank / unused exam papers must be securely destroyed within the centre.
- Return the completed exam scripts to the address noted on the bottom of the Invigilation Certificate (IC) or Multiple-Choice Invigilation Certificate (MC). A reminder of the return addresses are listed below. **Please do not send written exam scripts and multiple-choice answer sheets collectively to one location.** This will cause a delay to the marking process and impact the release of candidate results.
- Return address labels are also provided for each assessment / unit within the delivery pack to make it really easy for you to refer to on the day of the examination. **Please ensure the correct labels are used when returning the scripts.**

Exam script return addresses

Please ensure you return exam scripts via secure, tracked delivery to the address listed on the IC using the correct pre-printed return label supplied with the exam packs.

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

Evolve Onscreen Testing Platform – SecureClient updates

We are encouraging centres to install the latest version of SecureClient and the latest prerequisites as soon as possible.

Please review with your IT teams our latest minimum technical requirements, which are accessible below:

[SecureAssess requirements](#) 

After reviewing these requirements, should you need to update the software, please access our instructions which are available below:

[SecureClient Instructions](#) 

JCQ Updated guidance for Artificial Intelligence (AI): Use in assessments

The JCQ has updated its [AI Use in Assessment](#) guidance which we recommend you are familiar with, especially around AI use in moderated / non-examined assessments.

To support you in understanding AI use and misuse, the JCQ has also published a range of resources that you can use with your students. These resources can be found here on the JCQ's website:

[Updating the JCQ guidance on AI Use in Assessments](#)

Contact us

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