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City & Guilds

VTQ Bulletin
Technicals & T Levels
Important update for centres

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Dear Centre,

In our latest update you will find some important reminders about key dates and deadlines along with some helpful support materials for teaching staff and exams teams.

Occupational Specialism assessment support

To support teaching staff with the delivery of the Occupational Specialism assessments, please find links below to the OS assessment process guides:

OS assessment guide (N/A for M&A)   ▶   OS M&A assessment guide   ▶

To enhance our support package this year for all our Occupational Specialisms, **(except for Management and Administration)** we have put together two recordings for you to view.

1. The **'student evidence recording'** is to support you with understanding the requirements for learner evidence submissions.

Student evidence recording   ▶

2. The **'marking grid recording'** is to provide support and understanding in how to interpret the criteria outlined in the marking grid and assess student performance using the indicative content.

Marking grid recording   ▶

Please note that the recording may exemplify a marking grid from an Occupational Specialism you may not be involved with, however, the guidance and information is shared across, and applies to all internally assessed Occupational Specialism assessments.

Occupational Specialisms key dates

The following table provides a reminder of the forthcoming key dates for the Occupational Specialism (OS):

TQ	Date	Detail
T Level Technical Qualification in Building Services Engineering for Construction (**8710**)	**05 February – 17 May 2024**	Occupational Specialisms: assessment window
T Level Technical Qualification in Onsite Construction (**8711**) T Level Technical Qualification in Management and Administration (**8715**)	**17 May 2024**	Occupational Specialisms: evidence upload deadline
Engineering & Manufacturing: T Level Technical Qualification in Maintenance, Installation	**15 April – 17 May 2024**	Occupational Specialisms: assessment window

and Repair for Engineering and Manufacturing (**8712**)		
T Level Technical Qualification in Engineering, Manufacturing, Processing and Control (**8713**) T Level Technical Qualification in Design and Development for Engineering and Manufacturing (**8714**)	**17 May 2024**	Occupational Specialisms: evidence upload deadline
T Level Technical Qualification in Agriculture, Land Management and Production Crop Production (**8717-40**) – *summer 2025 series*	**01 April 2024 – 30 April 2024**	Occupational Specialisms: late booking window (*for summer 2025 series*)

Employer-Set project: key dates

The following table provides a reminder of forthcoming key dates for the Employer-Set Project (ESP):

TQ(s)		Detail
T Level Technical Qualification in Building Services Engineering for Construction (**8710**) T Level Technical Qualification in Onsite Construction (**8711**) T Level Technical Qualification in Management and Administration (**8715**)	**02 April 2024 – 10 May 2024**	ESP: assessment window
	10 May 2024	ESP: evidence upload deadline
T Level Technical Qualification in Agriculture, Land Management and Production (**8717**)	**25 March 2024 – 10 May 2024**	ESP: assessment window
	10 May 2024	ESP: evidence upload deadline

Core examinations: key dates

The following table provides a reminder of forthcoming key dates for the core examinations:

TQ(s)	Date	Detail
All T Level Technical Qualifications	**01 April 2024 – 30 April 2024**	Late assessment entry period
	01 May 2024 – 31 May 2024	Very late assessment entry period

T Level Qualifications: consultation on proposed key dates for 2026

We are seeking feedback on draft assessment key dates for summer and autumn 2026 for the below City & Guilds T Level Technical Qualifications (TQs):

- Building Services Engineering for Construction (8710)
- Onsite Construction (8711)
- Maintenance, Installation and Repair for Engineering and Manufacturing (8712)
- Engineering, Manufacturing, Processing and Control (8713)
- Design and Development for Engineering and Manufacturing (8714)
- Management and Administration (8715)
- Agriculture, Land Management and Production (8717)
- Animal Care and Management (8717)

We hope to receive feedback from those involved in the delivery of these TQs, e.g., from tutors, curriculum managers and exams officers.

Please access the proposed 2026 key dates here:

Proposed key dates for 2026 ❯

The feedback form can be accessed by clicking on this link to the consultation feedback form:

Feedback form ❯

The feedback form will be open for responses until **Friday 26 April 2024**.

Technical Qualifications: consultation on proposed exam dates for 2025

We are also seeking feedback from our centres delivering Technical Qualifications regarding our proposed exam dates in 2025:

Please access the proposed exam dates here:

| Proposed exam dates for 2025 ▶ |

The feedback form can be accessed by clicking on this link to the consultation feedback form:

| Feedback form ▶ |

The feedback form will be open for responses until **Friday 26 April 2024**.

Delivery of exam material via Parcelforce

We're starting to move our exam deliveries to Parcelforce from May 2024.

Please note that we will start to use Parcelforce for the delivery of our 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 the centre involved in handling examination materials are aware of these changes.

Accessing the Moderation Portal

We recently contacted all Moderation Portal Primary users on Friday 15 March to inform them that the Moderation Portal is available for submissions of marks and evidence for Occupational Specialism (OS) assessments (with the exception of Management & Administration, for which Occupational Specialism evidence is externally marked and therefore must be submitted via Walled Garden).

If you are unsure of who your Primary user is at your centre, and you need to gain access to the Portal, please contact the Technicals Quality team for support.

Resources to support exams staff

Remember to check out our VTQ Information and Checkpoint hub. This site is aimed at supporting exams staff with key dates/deadlines relating to the VTQ delivery of results 2024.

| VTQ Information hub ▶ |

Ofqual have also published resources to support exams staff during this really busy period of the year. You can check out their range of support materials here:

| Ofqual resources for exams staff ▶ |

Important guidance from JCQ

Use of Artificial Intelligence (AI) in exams and assessments

The Joint Council for Qualifications (JCQ) have recently issued updated guidance on the use of Artificial Intelligence. This guidance will be important for heads of centre, quality leads, tutors and exam teams to read through and understand.
This guidance is aimed at helping students and teachers successfully complete Non-Exam Assessments (NEAs) such as Employer-Set Projects and Occupational Specialisms, coursework and other internal assessments. It includes useful information and resources, such as:

- malpractice examples
- marking students using AI tools
- a senior leader presentation to give to tutors,
- a tutor presentation to give to students, and
- a guide for students.

| Use of AI toolkit ▶ |

| Use of AI guide ▶ |

Cyber Security Guidance

Centres have a critical role to play in maintaining and improving cyber security, and these new JCQ guidelines will help centres protect their digital assets by highlighting industry best practice.

Contact us

We hope you find our latest update helpful, if you have any questions or queries, please do not hesitate to get in contact with us using the details below.

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