

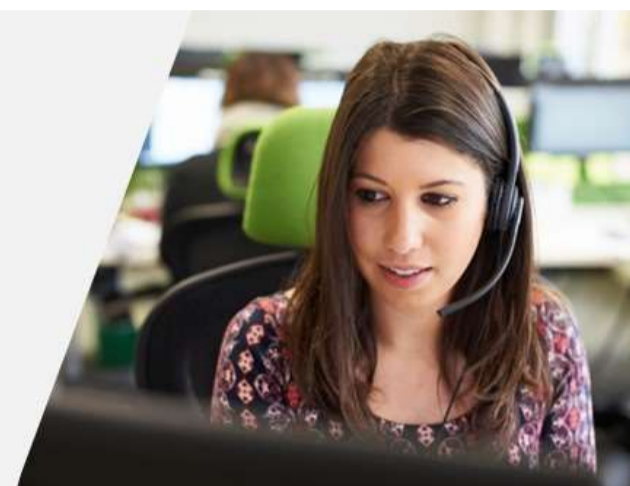
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VTQ Bulletin

## VTQ Timely Results

The VTQ Checkpoint window is open

15 April – 03 May



### VTQ checkpoint window now open

Dear Centre,

The VTQ Checkpoint window is now open for submission of your checkpoint data for all Technical Qualifications, T Levels and the Extended Project Qualification.

**VTQ Checkpoint window:****Monday 15 April - Friday 03 May 2024**

#### How do I submit my checkpoint data

This year you'll need to submit the VTQ checkpoint data in a new area within [Walled Garden](#). We've created a comprehensive user guide providing you with everything you need to complete the checkpoint data in the system correctly.

[VTQ Checkpoint guidance](#)

Please remember, this is a mandatory activity which must be completed by all centres delivering qualifications in scope of Ofqual's measures to embed the timely issuing of results.

We experienced a number of challenges with the checkpoint in 2023, both in obtaining the data on time and the accuracy of the data. We appreciate your cooperation to ensure this year the checkpoint data runs smoothly and that we receive the data on time.

#### Key features in Walled Garden

- All registered learners will be pre-populated in a table for you to enter completion data for each qualification.
- You'll only see qualifications you are approved for and have active registered learners, so it is really clear what data needs to be provided.
- For each learner you'll be required to submit completion data, predicted grade and any progression indicator (i.e. where the learner is reliant on their qualification to progress to university or employment).

- You can download your learner data to a .csv file (which can be edited in Excel) to complete offline and then upload for submission.
  - The system enables you to display previously certificated learners who you need to enter as resitting the qualification in order to improve their grade.
  - Once you've submitted your checkpoint data for a qualification, our system will review each learner overnight to see if they meet the rules of combination based on current assessment bookings. We refer to this as the Bookings and Rules of Combination (RoC) Reconciliation Process. You'll be able to run the report again the following day to identify those learners who do not currently meet the rules of combination for the qualification and where you might have missed bookings/entries.
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## Who should submit the checkpoint data

We recommend your exams officer or someone from your exams team is the designated person to collate and submit the data to us. You must ensure you have a Primary or Secondary Walled Garden user account in order to submit your VTQ Checkpoint data.

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## Book onto our webinar

To support you with the VTQ timely results activity, we will be running a webinar aimed at centre staff responsible for the collection and submission of the VTQ checkpoint data. Please encourage staff to book onto the webinar via the link below.



### VTQ Checkpoint webinar

Wednesday 17 April

11.00am – 12.15pm

VTQ checkpoint webinar



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## City & Guilds VTQ Information & Checkpoint Hub

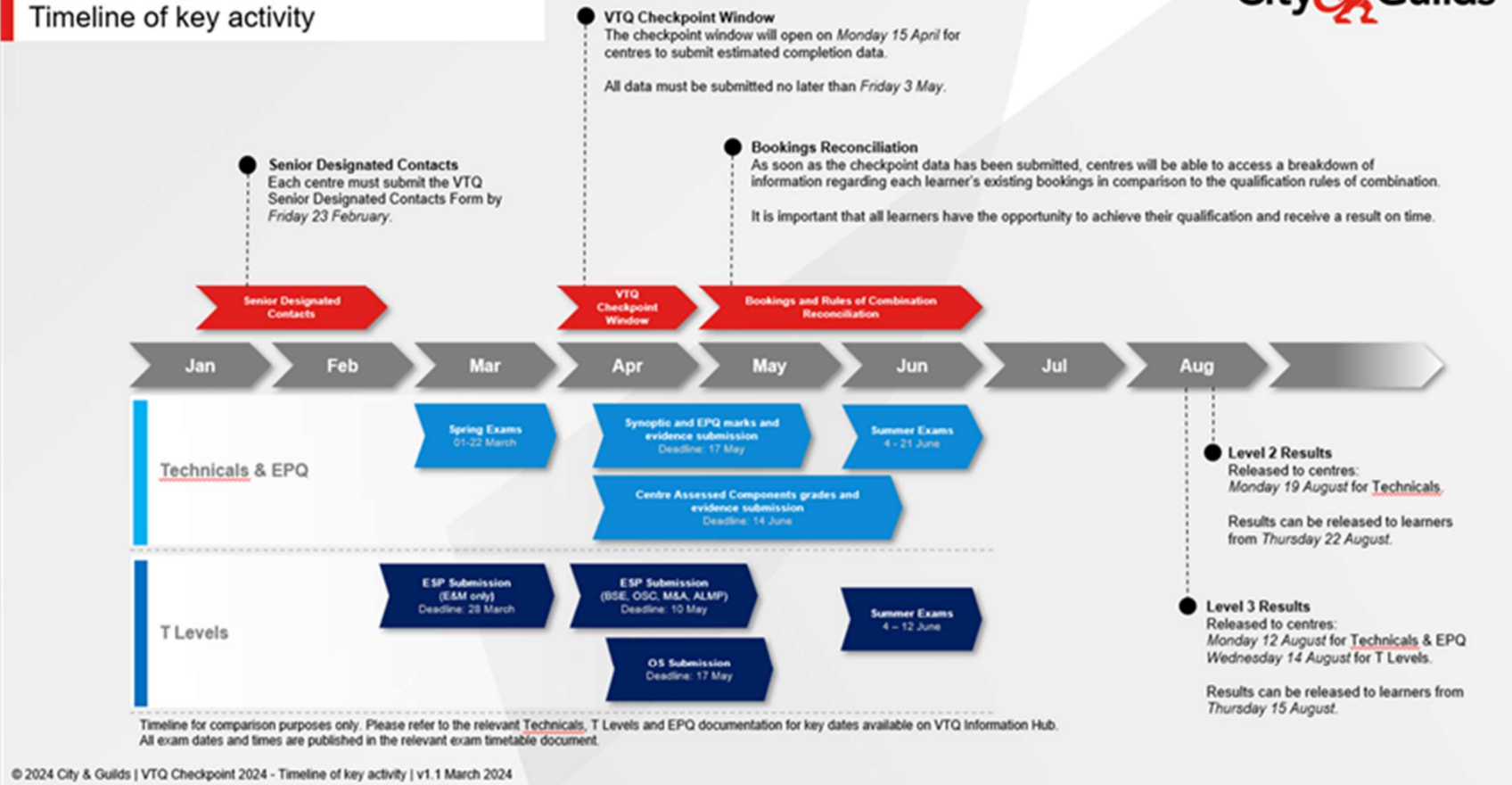
Don't forget we launched our updated VTQ Information Hub for 2024 which includes all the latest information for T Levels, Technicals and EPQ, helping to support you with the delivery of on-time VTQ results.

VTQ Information hub



We've also provided a reminder of our VTQ Checkpoint Timeline which you can access on the [VTQ Timely Results](#) page.

## VTQ Checkpoint 2024 Timeline of key activity



### Our dedicated VTQ Operations team

We have set up a dedicated operations team to support with the checkpoint activity and any questions/queries you may have.

You can contact the team between 08.30 and 17.00 Monday to Friday on the details below. We know the importance of responding efficiently for this activity due to the timescales. We will do our best to respond to emails within 1 working day.

**VTQ Checkpoint**

☎ 01924 206 777

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

