



City & Guilds KS4 Technical Awards Terminal Rule

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Internal and external use

City&Guilds Key Stage 4 Technical Awards

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Performance Tables

City & Guilds KS4 Technical Awards are approved for performance tables in 2024, 2025 and 2026. The qualifications are:

Qualification Title	QAN	Qualification number
Level 2 Technical Award in Constructing and Maintaining the Built Environment	610/0657/9	6720-24
Level 2 Technical Award in Land Based Studies	610/0652/X	0170-24
Level 2 Technical Award in Hair and Beauty Studies	610/0656/7	3038-24

Each qualification has two components:

Theory examination

- A dated entry examination, available in a summer and autumn series
- Externally set and externally marked

Synoptic assignment

- An assessment which must be delivered within a fixed assessment window, with an evidence upload deadline within the summer. Only available in the summer series.
- Externally set, internally marked and externally moderated



The Terminal Rule

The Terminal Rule is specified in the assessment requirements within the Ofqual qualification conditions for Performance table qualifications. The rule is:

An awarding organisation must ensure that –

- a) each candidate takes an assessment by examination through which at least 40% of the total marks for the qualification are available
- b) This examination is the final assessment taken at the end of the programme of study
- c) Following this exam, and full completion of the qualification, the certificate can be requested
- d) the result achieved by the candidate in the assessment by examination in that series is used towards their overall qualification grade



Overview of the Terminal Rule

Background and purpose

The terminal rule is designed to prevent malpractice and minimise any unfairness to candidates. It applies to all Technical Awards, for all awarding organisations. As the qualifications are on performance tables, there could be an incentive for some centres to achieve certain grades. The terminal rule was introduced to minimise this risk and give awarding organisations more control around standard setting at qualification level.

- Examinations and assessments are available within a summer series, with an autumn series also available for exams.
- **There are no restrictions on the number of resits, however the terminal rule places restrictions on when the exam can be taken.**
- Candidates do not need to pass each assessment to achieve the qualification (but they must have attempted each assessment).
- Candidates that have attempted both components and failed, will be issued with a U grade for the qualification.



Principles of the Terminal Rule

The key principles of the Terminal Rule are:

- Candidates must take the theory exam in the series in which they certificate, after completing all other assessments.
- Only the result for the theory exam taken in that final series can contribute to the overall qualification result.
- If a candidate takes the theory exam in a series before they certificate, those results cannot contribute to the qualification – even if they got a higher grade in the previous sitting.
- **For school performance table points, it is always the first qualification result which counts, irrespective of whether a candidate re-certificates at a later date.**
- **Only results issued in year 11 will feature on performance tables**



Terminal Rule Scenarios

The example below is where the candidate attempts both assessments in the second year of delivery, in year 11.

Both the exam and the synoptic assignment have been attempted in the final assessment series.

Assessment	Autumn Y10	Summer Y10	Autumn Y11	Summer Y11
Theory exam				✓
Synoptic assignment				✓

Qualification result can be claimed – Summer Year 11

As the exam has been attempted in the final series, the candidate will receive a qualification result.

This result will count towards performance tables.

Terminal Rule Scenarios

The example below is where the candidate sits the synoptic in the summer of the first year, in year 10.

The candidate then attempts the theory exam in the following summer, in year 11.

The exam has been attempted in the final assessment series.

Assessment	Autumn Y10	Summer Y10	Autumn Y11	Summer Y11
Theory exam				✓
Synoptic assignment		✓		

Qualification result can be claimed – Summer Year 11

As the exam has been attempted in the final series, the candidate will receive a qualification result.

This result will count towards performance tables.

Terminal Rule Scenarios

The example below is where the candidate sits the synoptic in the summer of the first year, in year 10.

The candidate then attempts the theory exam in the next series which is the autumn of year 11.

The exam has been attempted in the final assessment series.

Assessment	Autumn Y10	Summer Y10	Autumn Y11	Summer Y11
Theory exam			✓	
Synoptic assignment		✓		

Qualification result can be claimed – Autumn Year 11

The candidate will get a qualification result following the autumn series, and this will count in the candidates' final year for performance points.



However, it may reduce the amount of time available for teaching so centres should consider this when planning their programmes.

Terminal Rule Scenarios

The scenario below displays an example of where the qualification result will not count towards performance tables in year 11.

The candidate attempts the theory exam in the summer of year 10 but the synoptic assignment in the summer of year 11. The candidate will not receive a qualification result as the Terminal Rule has not been applied – the exam has been attempted prior to the synoptic assignment.

Assessment	Autumn Y10	Summer Y10	Autumn Y11	Summer Y11
Theory exam		✓		
Synoptic assignment				✓
No qualification result				

If the exam is not attempted in the candidate's *final* series, the terminal rule is not met and the candidate cannot achieve the qualification.



Terminal Rule scenarios

The scenario below displays an example of where the qualification result will not count towards performance tables in year 11.

The candidate attempts the theory exam in the autumn series of year 11, and the synoptic assignment in the summer of year 11. The candidate will not receive a qualification result as the Terminal Rule has not been applied – the exam has been attempted prior to the synoptic assignment.

Assessment	Autumn Y10	Summer Y10	Autumn Y11	Summer Y11
Theory exam			✓	
Synoptic assignment				✓

No qualification result



If the exam is not attempted in the candidate's *final* series, the candidate cannot achieve the qualification.

Important Notes for Curriculum Teams and Exams Officers

As well as completing the required assessments in the correct order to comply with the terminal rule, centres also need to manually confirm which candidates they want to certificate - this process is referred to as 'cashing in'.

Candidates will not be certificated, and their results will not appear on performance tables, unless this additional activity happens.

The 'cash in' must be completed in the series that the final exam was taken, which could either be the autumn or summer of the candidates' final year.

Candidates can be 'cashed in' more than once if they need to re-sit, which will allow them to be certificated, but they will only appear on performance tables for the first 'cash in'.

The 'cash ins' also need to be in year 11 for the results to appear on performance tables.



The 'cash in' process is managed through the VTQ Delivery of Results checkpoint activity as explained on the next slide.

Cashing in – how to notify us

Submit Delivery of Results (DoR) Checkpoint Data

Qualification	Qualification title	Valid grades	Checkpoint window
0170-24	Level 2 Technical Award in Land Based St	DDSMPUCK	0125

Active registrations	Outstanding	Yes (Y)	No (N)	Withdrawn (W)	Retake (R)	Status	Last update
4	4					Not started	

Checkpoint data

The table below shows all students with a valid registration for the qualification. You must complete all students records.
Please indicate for each student: if they are due to certificate in the current academic year (Y/N) or, if they are withdrawn or no longer on programme (W) or, if they have previously certificated and are due to retake to improve their grade (R).
If the student is due to certificate this academic year (Y/R), you must provide the predicted qualification grade and progression indicator.
You may only use the "Ready to Submit" button when there are no filters selected. Use the Save button to save any changes you have made, then search again with no filters selected. This is to help ensure that you have not omitted any required data when you are ready to submit.

Important note for KS4 Technical Qualifications:
The data you submit here is used to claim certification, known as "cash-in". Where a student has been marked as "Yes" (Y), a certification claim will be processed.
Please ensure that any students who do not wish to receive a qualification certification in the current series (i.e. who do not need to claim / cash in) are marked as "No" (N).

No file chosen

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Certification intention	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KTZ9327	Aspyn	Beryl	01.01.2010	27.11.2024		<input type="text"/>	<input type="text"/>	<input type="text"/>		
LWRS245	Duck	Donald	12.01.2007	16.10.2024		<input type="text"/>	<input type="text"/>	<input type="text"/>		
KTZ9315	Fergus	Lilac	01.01.2010	27.11.2024		<input type="text"/>	<input type="text"/>	<input type="text"/>		
KTZ9339	Toby	Andi	01.01.2010	28.11.2024		<input type="text"/>	<input type="text"/>	<input type="text"/>		

As part of Ofqual's VTQ Timely Delivery of Results checkpoint activity, all Awarding Organisations must gather details from centres regarding the students who are expecting a qualification result in the forthcoming results series.

For KS4 Technical Awards, the data submitted within the checkpoint will be used to claim the students' qualification result.

Centres submit this certification cash-in data via Walled Garden.



KS4 Technical Awards: Support for Centres

Further information can be found within our Technicals Resource Hub on our website:

<https://www.cityandguilds.com/technical/resources-and-support>

Technicals Resource and Support Hub

Access the information you need to deliver our Technical Qualifications effectively

From curriculum planning and implementation to programme delivery and results enquiries, find the resources you need to successfully deliver City & Guilds Technical qualifications.

This resource and support hub houses important guidance documents for exams officers and tutors including regulatory and onboarding information, teaching and learning resources, key dates for assessments and submissions, results guides and more.

Approval to deliver Technical Qualifications



Key Stage 4 documents



Ofqual's guide for schools and colleges provides information on the terminal rule which applies to our KS4 Technical Awards.

You can find the information on the terminal rule under the 'How GCSEs, AS and A levels will be assessed in 2025' section of the guidance: [Ofqual guide for schools and colleges 2025 - GOV.UK](#)



Key Stage 4 Technical Awards – Information Guide 2025



Help and support

For support with making registrations or entries for your students:



customersupport@cityandguilds.com



0192 4930 800

Lines open Monday to Friday 08.30 – 18.00

For support and advice regarding the processes around cash-in and delivery of VTQ qualifications, including the KS4 Technical Awards:



centreoperations@cityandguilds.com



0300 303 5352

Lines open Monday to Friday 08.30 – 17.00



Thank you



About City & Guilds

Since 1878 we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We work with governments, organisations and industry stakeholders to help shape future skills needs across industries. We are known for setting industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We train teams, assure learning, assess cohorts and certify with digital credentials. Our solutions help to build skilled and compliant workforces.

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