

# VTCT Centre administrative guidance on Principal learning

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## 1. Introduction – NB This is the final examining and assessment year for PL.

VTCT offers Principal Learning (PL) in Hair and Beauty Studies at Levels 1 and 2.

No new registrations are permissible for PL after September 2016.

After summer 2017 the Performance Tables will no longer include PL.

There are two series remaining: January and May 2017. Candidates will need to be registered to one or more of the above qualifications and will need to enter all units to suit across series. Each unit must have at least one submission or exam sitting at Grade U or higher for a PL overall to be attained.

VTCT has announced a replacement Level 2 qualification for PL Level 2 and some Level 1 learners of Hair and Beauty Studies which VTCT commends to all centres formerly using PL or PL (Wales) at level 1 and Level 2.

The replacement qualification is *VTCT Level 2 Certificate in Hairdressing and Beauty Therapy (VRQ)* (120 GLH) AM20530 (601/0556/2). Full details are on the VTCT web site here:

[AM20530 Material](#)

The current series consist of:

**PL:** A set date for the single external examination unit (one each in L1 and L2)

**PL:** a series (window) for the centre assessment of controlled assessment moderated by VTCT

The results are released in March (winter series) and August (summer series GCSE results day).

VTCT collate results for PL that produce an overall grade from the aggregated points. There is no need for centres to 'cash in' in this final year of operation.

All entries (which must follow qualification registration) are made via *Linx2online* irrespective of which unit or qualification above.

## 2. Year Planner – 2016-2017

**See the PL and project pages on our web:**

[PL and Project key dates 2016-2017](#)

It is most important that centres meet the published deadlines.

The most critical are: the final entry dates, the submission of controlled assessment dates and the exam date/s for each of L1 and L2 PL and L3 Extended Project.

### 3. Outline administrative process

- **Centres register** (*Linx2online*) – allowing at least one day to:
- **Centres schedule/Enter** (*Linx2online*)
- **Centres conduct test/assess controlled assessment**
- **Centres return any test papers and/or controlled assessment**
- **Centres respond to any queries on withdrawals, absences or non-returned coursework**
- **Centres print/download Results slips and reports** on results embargo date onwards
- **The national Personal Learning Record (PLR) captures full results within a day**
- **Centres receive passed certificates** before November (summer) or after Ears (Winter)

#### **4. Registrations (are no longer accepted)**

**NB Resits beyond summer 2017 series are not available**

#### **5. Entries/Scheduling**

Entries for each series (January 2017 or May 2017) are necessary for each learner to cover at least one sitting (grade U+) of each examine or controlled assessment each unit following registration to the qualification.

For level 1 PL there are 7 units (one is a paper exam)

For Level 2 PL there are 10 units (one is a paper exam)

To obtain the full PL each learner must 'sit' (i.e. enter and produce coursework or exam paper) each unit at least once and the aggregation will follow the 'points' earned from the table here on the PL and pages of the VTCT web site:

#### **[Overall PL Grades from unit points](#)**

Learners may re-sit until summer 2017

The deadlines are included in the calendar here from the PL/Project web page:

#### **[PL Key Dates for 2016-2017 final year](#)**

Entries must be accompanied by controlled assessment (project/coursework) and/or exam papers by the deadlines also contained in the above.

To enter tests and coursework units (or Project):-

#### **Logging in**

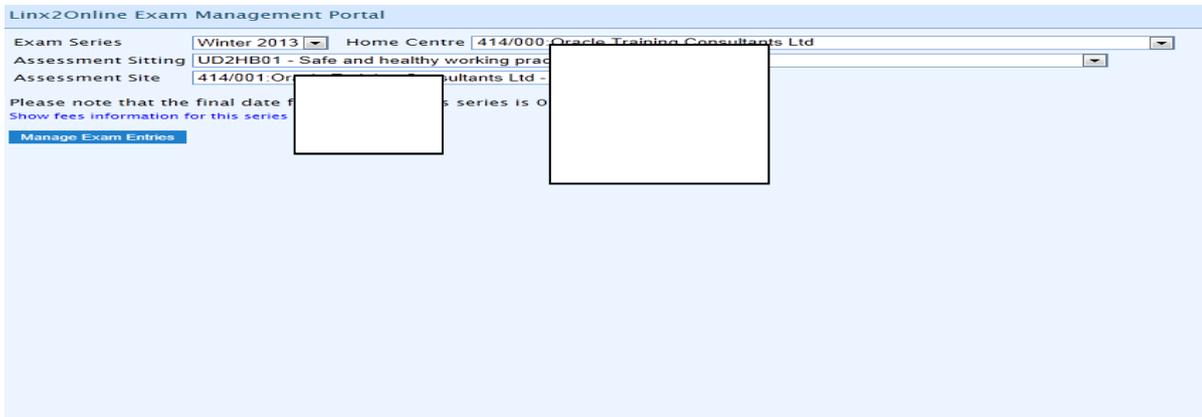
On the VTCT web site centres login to *Linx2* using the site code as user name and password (as for any use of *Linx2*).

Users of *Linx2Online* (for registrations and certificate claims) will be familiar with this process and centres find *Linx2Online* and login using the secure password possessed by the exams officer. If the password is not available or working, contact [Linx2help@vtct.org.uk](mailto:Linx2help@vtct.org.uk)

The view allows continuing to *Linx2online* learner view or to make entries. Click on the relevant link.

### Choosing an assessment sitting

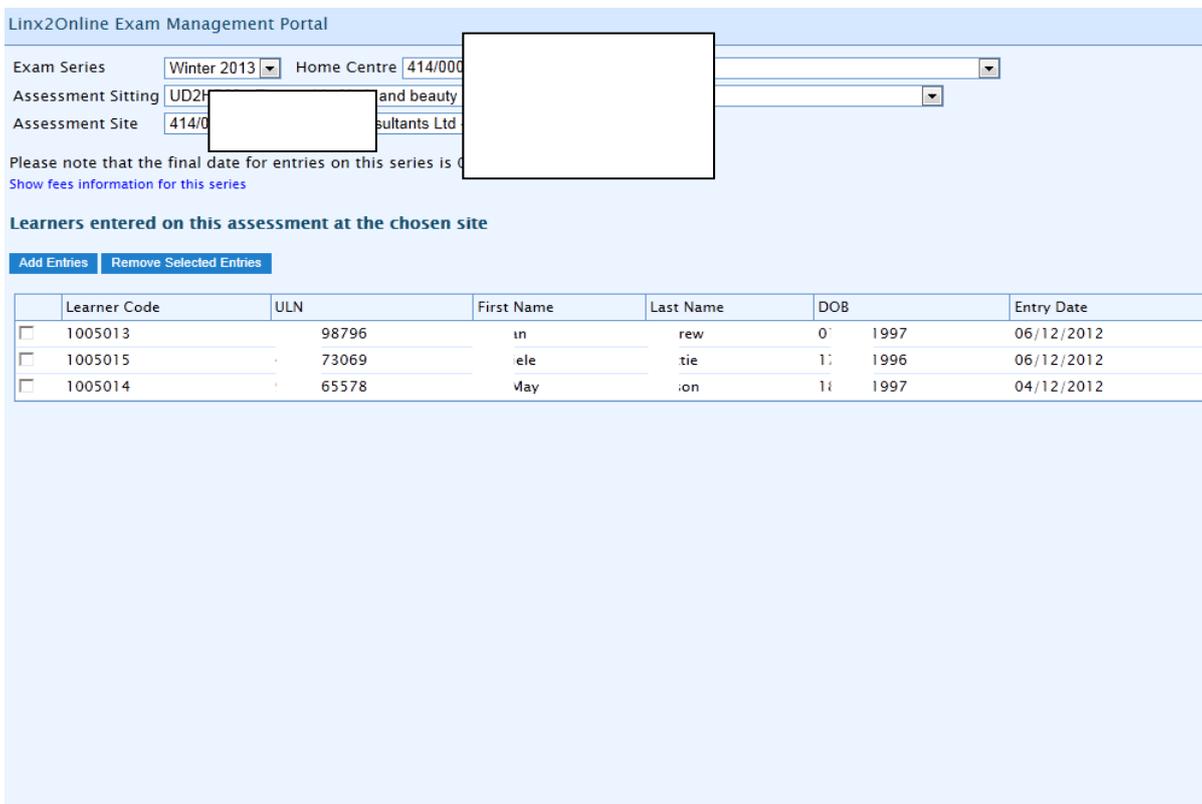
After logging-in centres see a page like the one below. Centre users will only have access to assessment sittings for units they offer and assessment sites belonging to their centre.



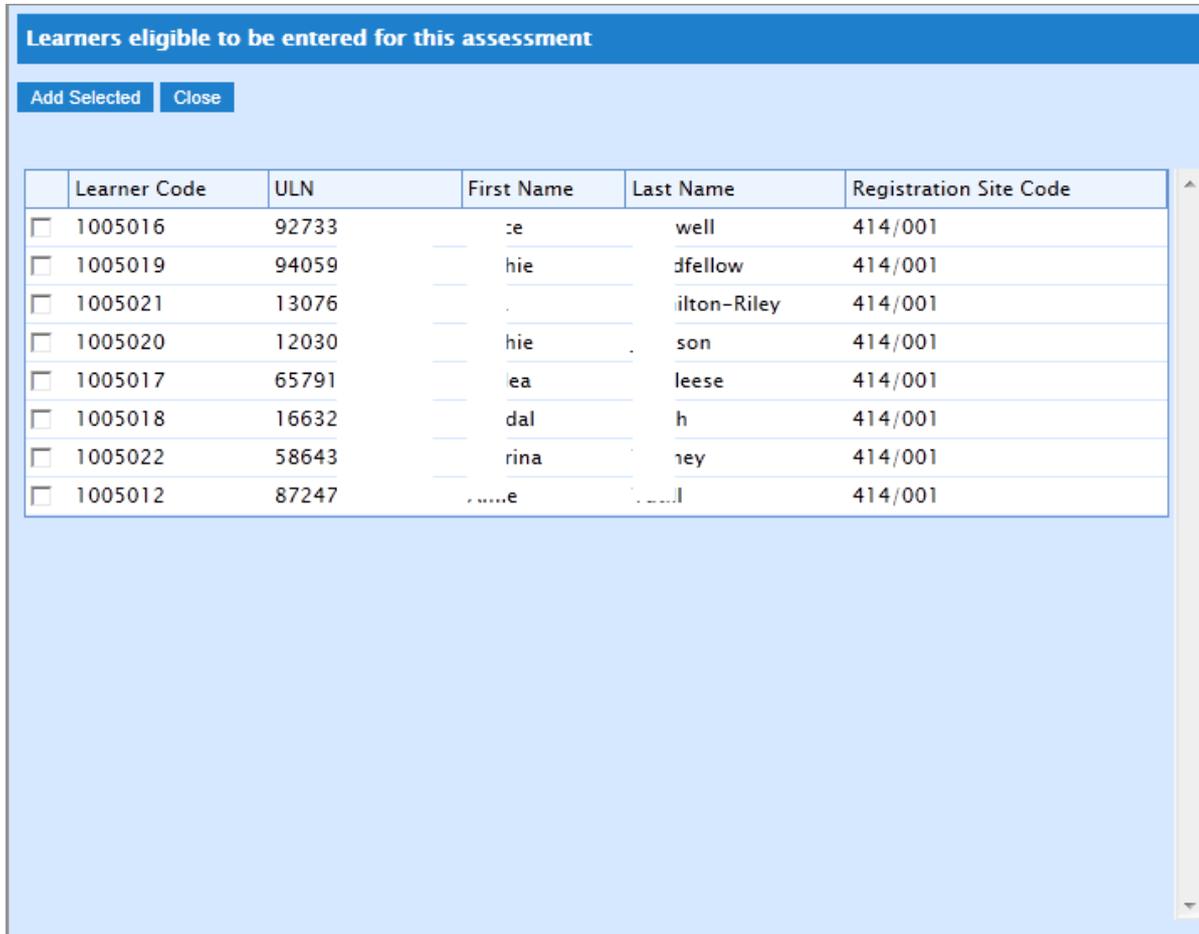
Once the desired criteria have been selected using the dropdowns click the 'Manage Exam Entries' button.

### Entering learners on an assessment sitting

After clicking the 'Manage Exam Entries' button a list of learners already entered for the selected assessment sitting and site will be shown. The 'Manage Exam Entries' button will disappear and two new buttons will be displayed for adding and removing exam entries.



To add more learners to a sitting at the selected site click the ‘Add Entries’ button which will display the following pop-up dialogue showing learners eligible to be added to the sitting based on their registrations.



	Learner Code	ULN	First Name	Last Name	Registration Site Code
<input type="checkbox"/>	1005016	92733	ce	well	414/001
<input type="checkbox"/>	1005019	94059	hie	dfellow	414/001
<input type="checkbox"/>	1005021	13076	.	ilton-Riley	414/001
<input type="checkbox"/>	1005020	12030	hie	son	414/001
<input type="checkbox"/>	1005017	65791	lea	leese	414/001
<input type="checkbox"/>	1005018	16632	dal	h	414/001
<input type="checkbox"/>	1005022	58643	rina	ney	414/001
<input type="checkbox"/>	1005012	87247	.....e	.....l	414/001

Check the checkboxes next to the learners to add and click the ‘Add Selected’ button this will return you to the list of registered learners with the new learners included in the list.

### Removing learners from an assessment sitting

To remove learners from an assessment sitting simply check the checkboxes for the relevant learners and click the ‘Remove Selected Entries’ button, you will be ask to confirm the delete which if you do the system will de-allocate the learners from the sitting and they will no longer be shown in the grid.

The screen shot below show a user about to remove learners 1005013 and 1005019 from the sitting.

Linux2Online Exam Management Portal

Exam Series: Winter 2013 [Redacted] tants

Assessment Sitting: UD2HB02 - The world of hair and beauty

Assessment Site: 41 [Redacted] nsultants Ltd - Doncaster

Please note that the final date for entries on this series is 06/12/2012  
[Show fees information for this series](#)

**Learners entered on this assessment at the chosen site**

Add Entries Remove Selected Entries

	Learner Code
<input checked="" type="checkbox"/>	1005013
<input type="checkbox"/>	1005015
<input type="checkbox"/>	1005016
<input type="checkbox"/>	1005014
<input checked="" type="checkbox"/>	1005019
<input type="checkbox"/>	1005021

Message from webpage

Are you sure you want to delete the selected entries?

OK Cancel

**Once the end date for entries has passed**

Once passed a user of the web portal can still add entries for a period of time (see next section) but these entries will be subject to a late fee. If this is the case a message will be displayed to the user warning them that they will be charged a late fee when they try to add new learners, as shown in the below screen shot. There is a final cut off after which entries may not be made and when this occurs centres must contact the chief examiner – [exams@vtct.org.uk](mailto:exams@vtct.org.uk)

**Learners eligible to be entered for this assessment**

Add Selected Close

**The final date for submissions has passed, any entries you make now will be subject to a late fee**

	Learner Code	ULN	First Name	Last Name	Registration Site Code
<input type="checkbox"/>	1005020	62078	nie		414/001
<input type="checkbox"/>	1005017	57495	ea	e	414/001
<input type="checkbox"/>	1005018	40786	dal		414/001
<input type="checkbox"/>	1005022	51562	rina		414/001
<input type="checkbox"/>	1005012	10597	e		414/001

## 6. Sitting

Paper scripts for the tested short answer units (PL Level 1 unit 1, PL Level 2 unit 2) are despatched to arrive approximately one week before the scheduled test dates.

All coursework is sent to VTCT by the applicable deadline and must be sent using trackable post. Some centres may qualify for the *Parcelforce Yellow Label service*. (These centres are usually schools or colleges in England who also conduct GCSE/A level exams).

In all cases bags are sent with instructions in time to return coursework and/or scripts.

These must be kept in a safe place inaccessible to anyone except the invigilator (on the day) or exams officer and left unopened until 1 hour before exams period ahead of commencement.

Centres will also receive attendance lists and packaging instructions.

## 7. Invigilation and Conduct

### a. Invigilation/Exam Conduct guide

Details may be found within our Exam Officer section of the web site:

<http://www.vtct.org.uk/ExamOfficerzone.aspx>

### b. Seating plans

For copies of the seating planners please go to the PL pages in our web site here:

<http://www.vtct.org.uk/Portals/0/PapersAnswerGuides/Examination%20Seating%20Plan%20VTCT%20Apr%202016.pdf>

These must be filled out by invigilators and retained in centres and readily accessible for 3 years.

Centres may download paper tests from the beginning of the series

VTCT is not a member of JCQ. However, all examining organisations within the UK have similar rules of conduct. The link here is to the JCQ guidance which it is useful to check.

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

Where VTCT rules or detailed processes differ then the VTCT guidance will prevail. The arrangements for access (reasonable adjustments and special considerations) are referred to below.

## 8. Post-exam activity

Following the examination, or series deadline for coursework returns centres await results and must immediately respond to any queries – possibly about no-shows in tests or non-receipt of coursework entered. Centres must retain the seating plan for tests.

All paper packages must be clearly separated into batches for:

- Different units
- Different sites

They must be very clearly labelled.

A tracked postal/delivery service must be used. It is not acceptable to send untracked or 2<sup>nd</sup> class.

VTCT cannot accept late returns and themselves meet awarding published deadlines.

See packaging guidance here:

- Check that you have the correct examination papers.
- Ensure all unused papers are destroyed or returned.
- Check that each paper (or individual coursework sheet) is correctly signed and there are no errors regarding the learner and/or event. Annotate and sign any erratic information.
- Separate clearly and label clearly different tests, levels, venues, rooms, dates/times.
- Ensure Attendance sheets are included and clearly mark absent learners (withdrawals completed before the window will not be charged re-sit fees).
- Ensure the signed Seating Plans are in an accessible but secure place for 3 years and then destroyed along with Invigilator Reports in line with centre policy.
- Ensure the Declaration of Authenticity is included where appropriate for coursework/project
- Please place no more than 30 examination scripts in each bag.

**ALL PAPER SCRIPT AND COURSEWORK RETURNS WILL BE TO:  
VTCT, Aspire House, Annealing Close, Eastleigh SO50 9PX**

*Should you need any assistance please email – [customersupport@vtct.org.uk](mailto:customersupport@vtct.org.uk) on 02380684500.*

## 9. Results

All results are available on the set dates published in the Calendar - see above.

Summer awarding matches exactly GCSE awarding dates and embargoed dates.

Results slips are available to download and/or print on the applicable dates from the *Linx2exchange/securelinx2transfer* portal.

This is accessed via *Linx2* - navigate and securely login to *Linx2exchange/Securelinx2transfer*.

NB Centres sometimes have a login that has PL in the username. If login is not accessible please contact [linx2help@vtct.org.uk](mailto:linx2help@vtct.org.uk) It is best to rehearse this before the embargo date. This login is not sometimes identical to the one used for registrations and certification claims in *Linx2Online*.

These results are zipped *pdf* files which contain for a site:

*Centre Result(s) sheets* – by Unit/Group  
*Individual Learner Result sheets* – by Qualification/Unit  
*Qualification by Group*

Like GCSE/A level the status is 'provisional' pending appeals technically for the Ears period.

In late October certificates are issued to centres with transcripts.

All results sheets will, when printed, be visible on VTCT branded stationary.

**NB** Unit results are published **to the site of the exams officer making the entries**. This is indicated by the VTCT site code "XXX/YYYY". It is worth checking whether you have indicated the correct site at entry, and contact [customersupport@vtct.org.uk](mailto:customersupport@vtct.org.uk) for any queries.

Overall PL results are published to the [registration](#) site.

### Important Note

Embargoed results are issued on the understanding that their contents remain confidential to the Head of Centre, Exams Office and Teaching staff within the Centre who need to be made aware of the information and must not be discussed with others. They can be released more widely only after the students have received their results.

### Obtaining Results

- Log into Linx2 [www.vtct.org.uk/Linx2](http://www.vtct.org.uk/Linx2) with your account – If you are unsure about which login to use or your login does not work please email [linx2help@vtct.org.uk](mailto:linx2help@vtct.org.uk) but usually it is like [SiteCode]dip with secure password.

Select the *Linx2Exchange* menu tile, then select the *Log in to Secure Linx2Transfer* button and Re-enter login

All results files will be listed under “My previously uploaded files:” and named as e.g. [site-code\_Summer 2017 PL Results.zip]

*Please note*, only the named centre contact registered with VTCT will be issued with a password to access this secure area.

### Enquiries about Results

Please refer to the separate documentation covering enquiries and appeals, available for download from our website.

### Contact Points

<i>No secure login to the linx2 portal</i>	<a href="mailto:linx2help@vtct.org.uk">linx2help@vtct.org.uk</a>
<i>Problems accessing your results file(s) on results day or other enquiries</i>	<a href="mailto:customersupport@vtct.org.uk">customersupport@vtct.org.uk</a> or telephone – 023 8068 4500

Please note the guidance on EARs (Enquiries About Results) is located on the VTCT web site under Qualifications/PL and Project

## 10. Appeals and access arrangements

- a) Appeals and enquiries about results (EARs) information have very strict deadlines and all results are defined as provisional until these deadlines have passed. All the required forms are contained on the **PL and Project** area of the VTCT web site at the bottom of the page here: [Post Results](#)
- b) Full details of access arrangements (reasonable adjustments) and/or Special Considerations - for unplanned adverse events on the day of tests, are given on our Reasonable Adjustments area of the web site here: [Reasonable Adjustments](#)

It is useful, in addition to uploading to VTCT the reasonable adjustment forms, for centres with adjustments requiring VTCT action to make contact well before any test window. This is especially important when adapted material/papers are required.

## 11.FAQ

### Who do we contact with queries?

Technical questions on passwords/logins: [linx2help@vtct.org.uk](mailto:linx2help@vtct.org.uk)

Specific test, curriculum delivery, appeals and test question queries to [exams@vtct.org.uk](mailto:exams@vtct.org.uk)

Administrative queries, or if unsure, to [customersupport@vtct.org.uk](mailto:customersupport@vtct.org.uk)

**How do we register candidates?** No longer available

### How do we make entries (schedules)?

All PL entries/schedules irrespective of type of exam or assessment are made via *Linx2Online*.

Entries must already be correctly registered.

### What is the timetable of key dates?

See the year calendar: [PL key dates 2016-2017](#)

There are 2 series per year. The series windows are given (Jan/May-June) in the above planner.

Paper scripts for the L1 and L2 tests are distributed around a week before the tests and centres will need immediately to return scripts using a track-able post in secure packs, separated by unit and component with declarations. The coursework must also be transported in the same way (with a different deadline). Seating plans must be retained and available for 3 years.

Centres will receive plastic bags for return of all work.

### How does Access (Reasonable Adjustments) work?

As for all other assessed and examined VTCT [Reasonable Adjustments](#). It is useful to contact [customersupport@vtct.org.uk](mailto:customersupport@vtct.org.uk) in advance of any tests being undertaken requiring adjustments so we may check or advise. Please call us to discuss any other special requirements of arrangements for series exams.

### How do we receive results?

The 'provisional' results slips/lists are printable from the *Linx2Exchange/securelinx2transfer* from embargoed results days

### What if I have a query about entry or results?

Contact us on +44 (0) 23 8069 4500 and advice and support is always available, or, if not urgent use [customersupport@vtct.org.uk](mailto:customersupport@vtct.org.uk) email address.