

Assessment Timetable

Key Dates 2022-2023



Guidance Information

The key dates within this Assessment Timetable document relate to VTCT's qualifications that are approved for inclusion in the DfE's Performance Tables.

A list of qualifications that these key dates are related to is shown in [Appendix A](#).

Learners are limited to two attempts at the external assessment. Learners who fail to achieve the required Pass mark or are deemed to have underperformed, are permitted **ONE** retake opportunity. The retake must be at a different examination and sitting and it is expected that further teaching/tuition would have taken place.

Scheduling Learners for an External Examination

Centres are able to enter learners into the assessment series shown in the key dates documents for each qualification type. Schedules that are made before the deadline to schedule entries can be completed by the centre.

Centres wishing to make entries after this deadline will need to request a late entry with the Assessment Department by emailing exams@vtct.org.uk. Any late entries will be subject to an additional late entry fee as detailed in VTCT's Qualifications and Fees document.

Assessment Date

Centres are required to schedule all learners sitting the same examination at the same time on the same day. For centres where they have large cohorts and will need to stage different sittings of the examinations, centres will need to notify VTCT and apply for this schedule to be approved and created. Centres will need to complete an 'Assessment Date Variation Form'. Copies of this form are available from customersupport@vtct.org.uk or exams@vtct.org.uk

Secure Exam Browser

As part of our continued efforts to ensure the integrity of our assessments, VTCT has a requirement for all centres taking Performance Table Qualification examinations to install a Safe Exam Browser (SEB).

The free, Safe Exam Browser is a web browser environment to carry out e-assessments safely. The software turns any computer temporarily into a secure workstation. It controls access to resources like system functions, other websites and applications and prevents unauthorised resources being used during an exam. SEB locks access to other online applications including email and web browsers, ensuring that learners cannot access other windows or tabs whilst undertaking their exams.

Learners will not be able to access their examinations if this software has not been installed.

Please follow the link: <http://www.vtct.org.uk/ptqexams> to download and install the browser.

Exam Week Support

Customer Support will send an email to centres to provide information and signpost to support guides ahead of each exam week.

There is out of hours support for centres who have scheduled examinations after 5pm. Ahead of exam week, an email about this dedicated support will be sent to all centres with out of hours examinations.

Instructions for Conducting Examinations

VTCT's Instructions for Conducting Examinations set out the procedures to be followed for all written, onscreen and online examinations and other examinations for the following qualification types: VRQ, NVQ, SVQ and Technical Qualifications. These instructions are mandatory.

They are provided for the use of heads of centres, examinations officers, invigilators and all other personnel involved in the examination process, in plenty of time before the examinations, and should be available for reference during examination sessions.

It contains information about the responsibilities of the invigilator, and how and when to notify VTCT if there is an issue during a live examination.

The head of centre is responsible for ensuring that all relevant personnel are familiar with and adhere to these instructions.

Reasonable Adjustments

VTCT invites centres to submit applications for reasonable adjustments as early as possible to ensure that the appropriate support is in place in time for the learner to take the examination. Late requests may not be processed and approved in time and may result in the learner not having the appropriate support in place. Please refer to VTCT's Reasonable Adjustment and Special Consideration Policy.

Modified Papers

VTCT invites centre to submit applications for modified papers as early as possible to ensure that these can be in place in time for the learner to take the examination. Typically, VTCT requires a minimum of 10 weeks' notice. Contact exams@vtct.org.uk to discuss individual applications.

Paper-based Assessment

VTCT offers a print and post service for series based examinations; there is a fee for this service. VTCT will print and post examination papers to centres who have elected for learners to sit their examinations on paper. These will be sent to the Exams Department at the centre to arrive in time for the scheduled exam.

The deadlines for scheduling paper-based examinations are shown in the tables on page 5, 6 and 7.

Return of Paper-based Assessments

VTCT requires that all examination papers (used and unused), invigilation records, learner scripts and other documents (such as evidence for authorised absence) are dispatched to VTCT's Assessment Department on the same day that the examinations are completed.

It is a requirement that all items are to be dispatched using a secure, signed for tracking service. VTCT may request this tracking number for examination papers being returned to VTCT.

If it is not possible to do this on the same day as the examination, all documents are to be stored in the centre's secure location until no later than the following day. **Centres are required to notify VTCT if the return of papers will be delayed by more than 24 hours.**

Centres are not permitted to hold examination papers for schedules throughout the exam week to send bulk batches of examination papers back to VTCT.

Results Release

The dates for the release of external examination results for each assessment series are shown on the key dates. The embargoed release is for results to be accessed by the Exams Officer at the centre and general release is for results to be shared with the learners. Results are available to access on the e-testing system.

Enquiries About Results

Please refer to VTCT's Enquiries and Appeals Policy. The deadlines for the submission of enquiries following the release of results from an assessment series are shown on the key dates.

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Assessment by Examination	February 2023 Winter Series	May 2023 Summer Series
Deadline to schedule entries for assessment by examinations: paper and online	There is no Winter assessment series in this first year of delivery following launch of the qualification	24/03/2023
Deadline for late entries – paper (chargeable*)		28/04/2023
Deadline for late entries – online (chargeable*)		08/05/2023
Exam date Written examination		09/05/2023 9am – Duration: 1 hour and 40 minutes
Deadline for special consideration requests		26/05/2023

Non-exam Assessment	May 2023 Summer Series
Launch of non-exam assessment assignment brief	01/12/2022
Deadline to schedule entries for non-exam assessment	24/03/2023
Deadline for late entries (chargeable*)	21/04/2023
Deadline for uploading assignment evidence	21/04/2023

Results Release Dates

Assessment Series	May 2023 Summer Series
Embargoed release of results to centres	19/07/2023
Release of results to learners	20/07/2023
Deadline for EARs	10/08/2023
Deadline for Appeals	24/08/2023

Event	October 2022 Autumn Series	January 2023 Winter Series	May 2023 Summer Series
Deadline to schedule entries for assignment units and examinations: paper and online	30/09/2022	18/11/2022	24/03/2023
Deadline for late entries – paper (chargeable*)	No paper entries	09/12/2022	28/04/2023
Deadline for late entries – online (chargeable*)	07/10/2022	06/01/2023	12/05/2023
Deadline for uploading assignment evidence	07/10/2022	09/12/2022	28/04/2023
Exam week	10/10/2022 – 14/10/2022	09/01/2023 – 13/01/2023	15/05/2023 – 19/05/2023
Deadline for special consideration requests	21/10/2022	20/01/2023	26/05/2023
Embargoed release of results to centres	07/12/2022	08/03/2023	19/07/2023
Release of results to learners	08/12/2022	09/03/2023	20/07/2023
Deadline for EARs	05/01/2023	23/03/2023	10/08/2023
Deadline for Appeals	19/01/2023	06/04/2023	24/08/2023

*See VTCT's Qualifications and Fees document

Event	January 2023 Winter Series Paper 1 Resits and first time entries	March 2023 Easter Series Paper 1 and Paper 2 Resits and first time entries	June 2023 Summer Series Paper 1 and Paper 2 Resits and first time entries
Deadline to schedule entries for examinations: paper and online	16/12/2022	10/03/2023	19/05/2023
Deadline for late entries – paper (chargeable*)	04/01/2023	10/03/2023	19/05/2023
Deadline for late entries – online (chargeable*)	13/01/2023	17/03/2023	31/05/2023
Exam week	16/01/2023 – 20/01/2023	20/03/2023 – 24/03/2023	05/06/2023 – 09/06/2023
Deadline for special consideration requests	27/01/2023	30/03/2023	16/06/2023
Embargoed release of results to centres	08/03/2023	17/05/2023	12/07/2023
Release of results to learners	09/03/2023	18/05/2023	13/07/2023
Deadline for EARs	23/03/2023	01/06/2023	10/08/2023
Deadline for Appeals	06/04/2023	15/06/2023	24/08/2023

*See VTCT's Qualifications and Fees document



FAQs

What do I do if I have missed the entry cut-off date?

Please contact our Customer Support Team for advice. There will be a charge for any late entries.

What support is there for centres?

There is a suite of support guides for centres to access which will provide information about scheduling, accessing examinations and accessing results. These are published in the Linx2 area of the website.

Follow the Support Guides link and the system administration pack for the relevant qualification suite.

How do I access the grade boundaries for the examinations?

Centres can contact Customer Support to request the grade boundaries for the examinations from an assessment system. These are available from the embargoed results day.

Contact: customersupport@vtct.org.uk or +44 2380 684 500

Type	Qualification Number	VTCT Qualification Code	Qualification Title
Technical Award	603/7128/6	CO2A5	VTCT Level 1/2 Technical Award in the Study of Hair and Beauty
	601/0556/2	AM20530	VTCT Level 2 Certificate in Hairdressing and Beauty Therapy (VRQ)
Technical Qualifications	603/0229/X	BT2D1	VTCT Level 2 Diploma in Beauty Therapy
	603/0235/5	BT2D5	VTCT Level 2 Diploma in Hair and Make-up Artistry
	603/0237/9	BT2D6	VTCT Level 2 Diploma for Beauticians
	603/0230/6	BT2ED1	VTCT Level 2 Extended Diploma in Beauty Therapy
	601/6975/8	BT3D1	VTCT Level 3 Diploma in Massage Therapies
	601/6977/1	BT3D2	VTCT Level 3 Diploma in Spa Therapy
	601/6979/5	BT3D3	VTCT Level 3 Diploma in Beauty Make-up Techniques
	601/6982/5	BT3D4	VTCT Level 3 Diploma in Beauty Therapy
	601/6984/9	BT3D5	VTCT Level 3 Diploma in Nail Technologies
	601/6987/4	BT3D6	VTCT Level 3 Diploma in Theatrical and Media Make-up
	603/0236/7	BT3D7	VTCT Level 3 Combined Diploma in Beauty Therapy
	601/6976/X	BT3ED1	VTCT Level 3 Extended Diploma in Massage Therapies
	601/6978/3	BT3ED2	VTCT Level 3 Extended Diploma in Spa Therapy
	601/6983/7	BT3ED4	VTCT Level 3 Extended Diploma in Beauty Therapy
	601/6986/2	BT3ED5	VTCT Level 3 Extended Diploma in Nail Technologies
601/6988/6	BT3ED6	VTCT Level 3 Extended Diploma in Theatrical and Media Make-up	

Type	Qualification Number	VTCT Qualification Code	Qualification Title
Technical Qualifications	601/6989/8	CT3D1	VTCT Level 3 Diploma in Complementary Therapies
	603/0198/3	HB2D1	VTCT Level 2 Diploma in Ladies Hairdressing
	603/0201/X	HB2D2	VTCT Level 2 Diploma in Barbering
	603/0199/5	HB2ED1	VTCT Level 2 Extended Diploma in Ladies Hairdressing
	603/0202/1	HB2ED2	VTCT Level 2 Extended Diploma in Barbering
	601/6990/4	HB3D1	VTCT Level 3 Diploma in Hairdressing
	601/6992/8	HB3D2	VTCT Level 3 Diploma in Barbering
	601/7004/9	HB3D3	VTCT Level 3 Diploma in Hairdressing for Colour Technicians
	601/6994/1	HB3D4	VTCT Level 3 Diploma in Hairdressing for Cutting and Styling Technicians
	601/6996/5	HB3D5	VTCT Level 3 Diploma in Hairdressing for Chemical Technicians
	603/0203/3	HB3D6	VTCT Level 3 Combined Diploma in Hairdressing
	601/6991/6	HB3ED1	VTCT Level 3 Extended Diploma in Hairdressing
	601/6993/X	HB3ED2	VTCT Level 3 Extended Diploma in Barbering
	603/0191/0	HC2D6	VTCT Level 2 Diploma in Professional Cookery
	603/0192/2	HC2D7	VTCT Level 2 Diploma in Bakery and Patisserie
	601/6997/7	HC3D2	VTCT Level 3 Diploma in Advanced Professional Cookery
	601/6999/0	HC3D3	VTCT Level 3 Diploma in Professional Patisserie and Confectionery
	601/6998/9	HC3ED2	VTCT Level 3 Extended Diploma in Advanced Professional Cookery