# Assessment Timetable
## Key Dates 2023-2024

VTCT

**Smarter support for brighter futures**

## Vocational and Technical Qualifications

Ofqual is working with awarding organisations again this academic year to support the safe and timely delivery of Vocational and Technical Qualifications (VTQ) results. The plan applies to qualifications that are used for progression to further or higher education, are included in performance tables and/or have UCAS tariff points associated with them.

VTCT has a proud history of ensuring results are delivered on time across our suite of Performance Table Qualifications. Ofqual's action plan will ensure that transparency of information, key dates and term time check in points is standardised across all awarding organisations delivering vocational and technical qualifications.

VTCT publishes its key dates document to set out the timeline and deadlines for the delivery of its Performance Table Qualifications each academic year.

VTCT actively engages with its centres to remind them of deadlines and signpost to support guides and information ahead of each of the assessment series. Additionally, VTCT has embedded term time checkpoints into its existing processes to proactively contact centres ahead of the exam week and certification claim deadline.

VTCT will use the term-time checkpoints to cross reference registration data with schedules for the Summer 2024 assessment series, and track certificate claims to ensure that all eligible learners receive results and are able to progress onto the next stage of their education or employment journey.

A centre's failure to engage with the checkpoints has the potential for an adverse effect for their learners and may result in sanctions being applied.

### Checkpoint 1

Centres confirm all of the learners that they expect to certificate this academic year.

### Checkpoint 2

VTCT confirms that it has all of the information or evidence needed from centres to ensure that it can process a result for each learner.

### Certification

Centres to submit a certification claim for all learners that they wish to claim the result.

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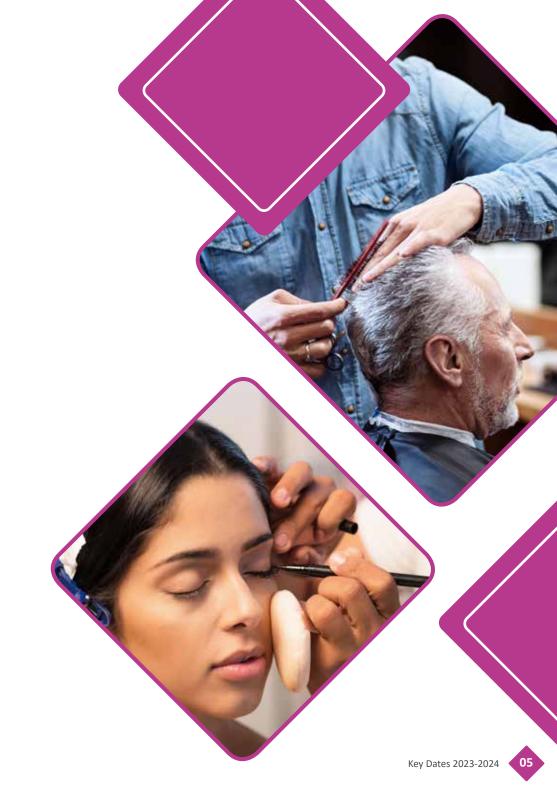
Centres are not permitted to hold examination papers for schedules throughout the exam week to send bulk batches of examination papers back to VTCT.

# 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.

## Certification and UCAS

### Data submission

Certificates will be available to claim within Linx2Online from Thursday 11th July 2024 so to help us ensure your learners' achievement data is submitted to UCAS on time, training centres will need to claim for all Level 3 Technical Level Qualifications certificates by 17:00 on Monday 22nd July 2024. Claims submitted after this date may result in University applications being declined. Our External Quality Assurers (EQAs) will be prioritising Technical Level Qualification claims. To aid this process it is crucial that claim files are submitted accurately first time to avoid any delays in processing.

### Support

Information on obtaining results, downloading results slips and claiming certificates for our Performance Table Qualifications can be found in the System Administration Guide on the website or alternatively, you can contact Customer Support on +442380 684 500 for assistance.

## Content

**1**

## Schedule

Centres confirm the assessments they will take in an assessment series by creating a schedule for each learner.



**2**

## Assessment

### Examinations

Learner take their theory examination during the VTCT Exam Week or on the VTCT specified exam date.

### Synoptic assignments

Centres upload learner evidence by the deadline date specified by VTCT.



**3**

## Results

VTCT issues results for learners on the specified dates for each assessment series.

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.



**4**

## Certification

Centres claim certificates for learners in the Linx2Online system.

The infogram is a high level overview of the assessment journey for learners.

Key Dates 2023-2024   **07**

**VTCT**



**1**

## Schedule

Centres confirm the assessments they will take in an assessment series by creating a schedule for each learner.



**2**

## Assessment

### Examinations

Learners take their theory examinations during the VTCT Exam Week or on the VTCT specified exam date.

### Graded Practical Assessments

Practical assessments are externally set, internally marked, graded and quality assured by centres, and subject to external verification by VTCT.

### Graded Synoptic Assessment

The graded synoptic assessment is externally set, internally marked, graded and quality assured by centres, and subject to external verification by VTCT.



**3**

## Results

### Examinations

VTCT issues results for learners on the specified dates for each assessment series.

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.



**4**

## Certification

Centres claim certificates for learners in the Linx2Online system.

The infogram is a high level overview of the assessment journey for learners.

Key Dates 2023-2024    **08**

| Assessment by Examination | February 2024 Winter Series | May 2024 Summer Series |
|---|---|---|
| **Deadline to schedule entries for assessment by examinations: paper and online** | **05/01/2024** | **22/03/2024** *[Checkpoint 1]* ⚑ |
| Deadline for late entries – **paper** (chargeable*) | 26/01/2024 | 26/04/2024 |
| Deadline for late entries – **online** (chargeable*) | 06/02/2024 | 07/05/2024 |
| **Exam date Written examination** | **07/02/2024 – 9am** | **08/05/2024 – 9am** |
| Deadline for special consideration requests | 29/02/2024 | 24/05/2024 |

| Non-exam Assessment | May 2024 Summer Series |
|---|---|
| Launch of non-exam assessment assignment brief | 01/12/2023 |
| Deadline to schedule entries for non-exam assessment | 22/03/2024 |
| Deadline for late entries (chargeable*) | 19/04/2024 |
| **Deadline for uploading assignment evidence** | **19/04/2024** |

## Results Release Dates

| Assessment Series | February 2024 Winter Series | May 2024 Summer Series |
|---|---|---|
| Embargoed release of results to centres | 24/04/2024 | 17/07/2024 |
| **Release of results to learners** | **25/04/2024** | **18/07/2024** *[Checkpoint 2]* ⚑⚑ |
| Deadline for EARs | 16/05/2024 | 09/08/2024 |
| Deadline for Appeals | 30/05/2024 | 23/08/2024 |

*See VTCT's Qualifications and Fees document

| Event | October 2023 Autumn Series | January 2024 Winter Series | May 2024 Summer Series |
|---|---|---|---|
| **Deadline to schedule entries for assignment units and examinations: paper and online** | **29/09/2023** | **17/11/2023** | **22/03/2024** *[Checkpoint 1]* 🚩 |
| Deadline for late entries – **paper** (chargeable*) | No paper entries | 08/12/2023 | 26/04/2024 |
| Deadline for late entries – **online** (chargeable*) | 06/10/2023 | 05/01/2024 | 10/05/2024 |
| **Deadline for uploading assignment evidence** | **06/10/2023** | **08/12/2023** | **26/04/2024** |
| **Exam week** | **09/10/2023 – 13/10/2023** | **08/01/2024 – 12/01/2024** | **13/05/2024 – 17/05/2024** |
| Deadline for special consideration requests | 20/10/2023 | 19/01/2024 | 24/05/2024 |
| Embargoed release of results to centres | 06/12/2023 | 06/03/2024 | 17/07/2024 |
| **Release of results to learners** | **07/12/2023** | **07/03/2024** | **18/07/2024** *[Checkpoint 2]* 🚩🚩 |
| Deadline for EARs | 05/01/2024 | 22/03/2024 | 01/08/2024 |
| Deadline for Appeals | 19/01/2024 | 05/04/2024 | 15/08/2024 |

*See VTCT's Qualifications and Fees document

| Event | January 2024<br>Winter Series<br>Paper 1<br>Resits and first time entries | March 2024<br>Easter Series<br>Paper 1 and Paper 2<br>Resits and first time entries | June 2024<br>Summer Series<br>Paper 1 and Paper 2<br>Resits and first time entries |
|---|---|---|---|
| **Deadline to schedule entries for examinations: paper and online** | **15/12/2023** | **08/03/2024** | **31/05/2024** *[Checkpoint 1]* ⚑ |
| Deadline for late entries – **paper** (chargeable*) | 04/01/2024 | 08/03/2024 | 31/05/2024 |
| Deadline for late entries – **online** (chargeable*) | 12/01/2024 | 15/03/2024 | 07/06/2024 |
| **Exam week** | **15/01/2024 – 19/01/2024** | **18/03/2024 – 22/03/2024** | **10/06/2024 – 14/06/2024** |
| Deadline for special consideration requests | 26/01/2024 | 29/03/2024 | 21/06/2024 |
| Embargoed release of results to centres | 06/03/2024 | 15/05/2024 | 10/07/2024 |
| **Release of results to learners** | **07/03/2024** | **16/05/2024** | **11/07/2024** *[Checkpoint 2]* ⚑⚑ |
| Deadline for EARs | 21/03/2024 | 30/05/2024 | 01/08/2024 |
| Deadline for Appeals | 04/04/2024 | 13/06/2024 | 15/08/2024 |

*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 |
| | 603/0233/1 | BT2D4 | VTCT Level 2 Diploma in Nail Technology (Liquid and Powder) |
| | 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 |
| | 601/6979/5 | 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 |
| | 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 |

## Document history

| Version | Details of amendments | Date |
|---|---|---|
| v2 | Additions of 'Vocational and Technical Qualifications Action Plan'. Change to results release dates for AM20530 in January 2024 assessment series. | 28/09/2023 |