VTCT

Smarter support for brighter futures

Assessment Timetable
Key Dates 2024-2025

Vocational and Technical Qualifications 2024-2025

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 measure to embed timely delivery of VTQ results 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 2025 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.

VTCT's Exam Officers' Hub contains useful links and guidance for Exams Officers to use throughout the academic year: https://www.vtct.org.uk/existing-centres/resources/examination-officers/

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.

Late arrival of learners

Centres are encouraged to refer to VTCT's guidance documents sent to each Exams Officer ahead of the exam week. Additionally, centres should contact VTCT's Customer Support team +44 (0) 2380 684500.

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.

Exams Officers are encouraged to review the attendance sheets ahead of the day of the exam. Specifically, to confirm that they have schedules created for all learners that they expect to take the assessment, and to ensure that extra time has been added to those with approved reasonable adjustments.

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.

Each paper based assessment script is printed with each learner's name and a unique QR code for each learner. It is essential that learners are given the correct script.

There is a fee charged for transfer of learner's work from incorrect documentation.

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.

There is a fee charged for late return of exam papers.

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.

Centres are encouraged to use the embargoed release date to review the learners' results and resolve any issues ahead of general release to learners.

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 to UCAS

Certificates will be available to claim within Linx2Online from Thursday 10 July 2025 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 21 July 2025. 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.

Data submission for Performance Tables

Certificates will be available to claim within Linx2Online from the date of the General Release of Results. In order to ensure your learners' achievement data is submitted to the Department for Education to inform the Performance Tables, centres will need to claim for all eligible certificates by the deadlines:

• Technical Award – Thursday 31 July 2025
• Technical Certificate – Monday 21 July 2025

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

VTCT

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.

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 2024-2025   08

Terminal rule

In order to meet the DfE's KS4 Technical Guidance and Ofqual's regulatory conditions the assessment by examination must be taken at the end of a learner's course of study ("terminal assessment"). Learners must use the result of the assessment by examination towards their overall qualification grade in the assessment series in which they are completing the course, typically this will be at the end of year 11.

Assessment availability

VTCT has made the assessment by examination available to learners in a February and May assessment series. Learners have one resit opportunity for the assessment by examination.

Principles of the terminal assessment rule

- Learners must take the assessment by examination in the series in which they certificate
- Only the results for the assessment by examination that are required to fulfil the terminal rule achieved in the assessment series in which learners' certificate can contribute to the overall qualification grade
- If a learner takes the required assessment by examination prior to the assessment series in which they certificate, those results cannot contribute to the overall qualification grade – even if these are better than the results achieved subsequently
- In relation to school performance table points, as opposed to individual learner results, it is always the first qualification result which stands, irrespective of whether a learner re-certificates again at a later date

What does this mean?

Learners on a two-year programme will typically take their exams in Year 11, as this is their final year of study. Learners are able to take the exam in either February or May in Year 11 as both options uphold the terminal rule requirement.

VTCT has built safeguards into the key dates document through the timing of the release of results for the non-exam assessment to ensure that the terminal rule requirement is upheld. Additionally, VTCT's learner management system ensures that the final grade for the assessment by examination contributes to the overall qualification grade.

If learners take the assessment by examination in February of Year 11, they have the opportunity to resit the assessment by examination if they wish to before they finish their course at the end of the summer.

What does not meet the terminal rule requirements?

Learners who take the assessment by examination in Year 10, and do not have a second attempt in Year 11. Centres use the attempt for the assessment by examination in Year 10 in the certification claim file for the learners' final qualification grade.

In these instances, VTCT will void the learners' attempt for the assessment by examination.

Worked examples

VTCT has produced different worked examples that meet the terminal rule requirement in Customer Journey document. This is published on the Documents tab of the qualificaton page on the website.

Assessment by Examination	February 2025 Winter Series	May 2025 Summer Series
Deadline to schedule entries for assessment by examinations: paper and online	**10/01/2025**	**21/03/2025** *[Checkpoint 1]* 🏳
Deadline for late entries – **paper** (chargeable*)	24/01/2025	25/04/2025
Deadline for late entries – **online** (chargeable*)	04/02/2025	06/05/2025
Exam date Written examination	**05/02/2025 – 9:30am**	**07/05/2025 – 9:30am**
Deadline for special consideration requests	12/02/2025	14/05/2025
Embargoed release of results to centres	23/04/2025	16/07/2025
Release of results to learners	**24/04/2025**	**17/07/2025** *[Checkpoint 2]* 🏳🏳
Deadline for EARs	08/05/2025	31/07/2025
Deadline for Appeals	22/05/2025	14/08/2025

Non-exam Assessment	May 2025 Summer Series
Launch of non-exam assessment assignment brief	01/12/2024
Deadline to schedule entries for non-exam assessment	21/03/2025 *[Checkpoint 1]* 🏳
Deadline for late entries (chargeable*)	18/04/2025
Deadline for uploading assignment evidence	**18/04/2025 – 23:59hrs**
Embargoed release of results to centres	16/07/2025
Release of results to learners	**17/07/2025** *[Checkpoint 2]* 🏳🏳
Deadline for EARs	31/07/2025
Deadline for Appeals	14/08/2025

*See VTCT's Qualifications and Fees document

Technical Qualifications
Level 2 and 3

Event	January 2025 Winter Series Paper 1 Resits and first time entries	March 2025 Easter Series Paper 1 and Paper 2 Resits and first time entries	June 2025 Summer Series Paper 1 and Paper 2 Resits and first time entries
Deadline to schedule entries for examinations: paper and online	**13/12/2024**	**07/03/2025**	**30/05/2025** *[Checkpoint 1]* 🚩
Deadline for late entries – **paper** (chargeable*)	02/01/2025	07/03/2025	30/05/2025
Deadline for late entries – **online** (chargeable*)	10/01/2025	13/03/2025	06/06/2025
Exam week	**13/01/2025 – 17/01/2025**	**17/03/2025 – 21/03/2025**	**09/06/2025 – 13/06/2025**
Deadline for special consideration requests	24/01/2025	28/03/2025	20/06/2025
Embargoed release of results to centres	05/03/2025	14/05/2025	09/07/2025
Release of results to learners	**06/03/2025**	**15/05/2025**	**10/07/2025** *[Checkpoint 2]* 🚩🚩
Deadline for EARs	20/03/2025	29/05/2025	24/07/2025
Deadline for Appeals	03/04/2025	12/06/2025	07/08/2025

*See VTCT's Qualifications and Fees document

![VTCT logo]

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

Appendix A

List of Qualifications

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
Technical Qualifications	603/0229/X	BT2D1	VTCT Level 2 Diploma in Beauty Therapy
	601/6982/5	BT3D4	VTCT Level 3 Diploma in Beauty Therapy
	601/6987/4	BT3D6	VTCT Level 3 Diploma in Theatrical and Media Make-up
	603/0198/3	HB2D1	VTCT Level 2 Diploma in Ladies Hairdressing
	603/0201/X	HB2D2	VTCT Level 2 Diploma in Barbering
	601/6990/4	HB3D1	VTCT Level 3 Diploma in Hairdressing

Document history

Version	Details of amendments	Date
v2	Addition of time to the deadline for uploading assignment evidence for the CO2A5 Technical Award.	01/08/2024
v3	Date amended to 2025 page 9 for 'Release of results to learners'.	30/09/2024
v4	Addition of page with information of the Technical Award terminal rule requirement	05/11/2024