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VTQ Bulletin

Technical Qualifications

Spring Series 2024 Newsletter



Spring Series 2024 Newsletter

Dear Centre,

We know you have been working hard to prepare for the forthcoming Spring exam series for our Technical Qualifications. To support you with this, we have prepared an update for centre staff involved in the delivery of these exams.

We hope you find this bulletin helpful.

Spring Exams Series (1 March – 22 March 2024) Important Information for Exams Staff

Exam and assessment entry reminder

Please ensure you check that you have made all your exam entries for the Spring Technical examinations. You are still able to make entries via Walled Garden, however, centres will now be charged late entry fees as the booking deadline has passed.

In addition, please ensure all the relevant assessments entries have been made for moderated assessments (synoptic assignments), all applicable centre assessed components and Employer Involvement (where applicable).

Exams administration webinars

In readiness for the Spring Technical Exams, there will be a webinar accessible to all centres which is aimed at exams staff who are new to the role, or those who feel they will benefit from a reminder of the regulations you must follow when administering these exams.

Two sessions are available for you to join on **12 February 2024** or **26 February 2024** at 11:00am.

Please use the links below to sign up:

Monday 12 February @ 11:00
Exams Administration Webinar

[Register here](#)



Monday 26 February @ 11:00
Exams Administration Webinar

[Register here](#)



Importance of timely script return

We'd like to remind you that it is vital you return all exam scripts on the day of the exam. If this is not possible, you must ensure they are despatched no later than the following working day. This is a JCQ requirement detailed in the Instruction for Conducting Examinations (section 29.1).

Any scripts received late may result in a delay to the release of results.

Our [Exam Support Hub](#) has links to City & Guilds and JCQ guidance on the administration of exams.

Contingency Planning & Emergency Situations affecting Assessment Delivery Updated Guidance

Ofqual contingency planning

With our Spring Technical examination series fast approaching, we want to remind you that centres must have a robust contingency plan in place which covers all aspects of exam administration in the event of a national, widespread disruption to examinations.

Please see guidance from Ofqual below:

[Ofqual guidance](#)



City & Guilds emergency situations affecting assessment delivery

We have also updated our own guidance for centres 'Emergency Situations Affecting Assessment Delivery' (version 3.2):

[City & Guilds Guidance](#)



Centre staff and all those involved in the administration of examinations must be familiar with this guidance, and steps that you should take in the event that a timetabled examination cannot go ahead, especially due to severe weather or public health incidents.

City & Guilds do provide contingency exam dates in the event of national disruption as listed in our published timetables. These contingency days must only be used if a significant, unexpected event arises nationally during the exam period such that no students (or a large number of them) are unable to take an exam when planned.

This is part of City & Guilds contingency planning for timetabled examinations. These dates cannot be used for individual candidate absence, illness or local events at individual centres.

Please note that centres must not take it upon themselves to utilise a contingency exam date without written permission from City & Guilds, or where a centre wide announcement is made due to national disruption.

Ofqual Supporting Resilience in the Exams System Updated Guidance

Following guidance from Ofqual, we have also updated our guidance to reflect the requirement around centres collecting evidence using mock exams which have been completed under exam conditions.

This evidence can then be used to support alternative methods of awarding grades, in the unlikely event that the government determines that exams cannot go ahead.

This guidance is in Section 5 of the 'Emergency Situations Affecting Assessment Delivery' City & Guilds guidance document (link above).

As part of our VTQ Checkpoint Activity in April, we are asking centres to provide estimated qualification grades as part of the submission process, however we would like to reassure you that this is not mandatory for 2024.

Ofqual Resources to Support Exams Staff

Ofqual have a central resource of guidance to support exams officers/teams in their very challenging roles.

You can access this wide range of support materials below:

[Ofqual resources for exams](#)



Defunding of Level 3 8202 Electrical and Plumbing Technical Qualifications

Please be reminded that the below Level 3 Technical Qualifications for 16–18 year-olds are being defunded from **31 July 2024**. These qualifications were identified in the report published by the Department of Education in October 2022, as having a cross over in content with T Level Technical Qualifications.

Qualification No.	QAN	Qualification title
8202-30	601/7307/5	Level 3 Advanced Technical Diploma in Electrical Installation (450)
8202-35	601/7201/0	Level 3 Advanced Technical Diploma in Plumbing (450)

For further information please access the guide to post-16 qualifications at level 3 and below for 2025 onwards, which was updated by the DFE in November 2023:

DFE guidance



KS4 Technical Award Resources

We've made several updates to the KS4 Technical Award support materials, including some useful FAQs.

These clarify the requirements around the terminal assessment rule.

Please see the [Technical Resource Hub](#) for further details, under the 'KS4 Technical Award resource' accordion:

KS4 Technical Award resources

These documents provide essential guidance and information for the delivery, assessment and administration of our KS4 Technical Awards.

- KS4 Technical Awards: Information for new centres
- KS4 Technical Awards: Information guide
- KS4 Technical Awards: Comparison sheet
- KS4 Technical Awards: FAQs
- KS4 webinar September 2022

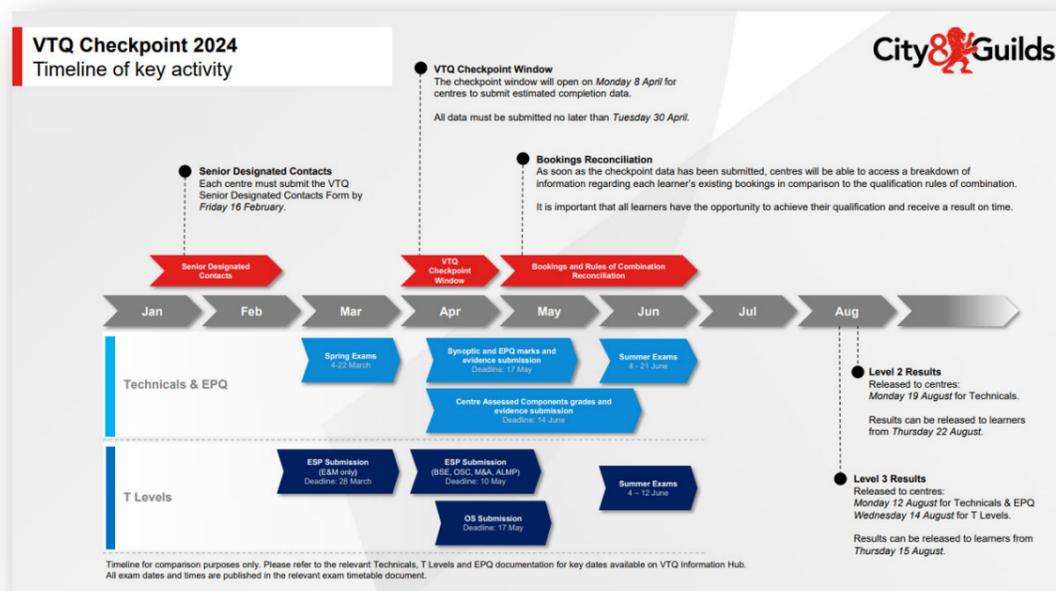
Please be aware that there are important updates with regards to the City & Guilds Key Stage 4 Technical Award qualifications, these changes are detailed within the [KS4 - Technical Awards Update](#).

VTQ Checkpoint

Just in case you missed it, we sent out our latest VTQ Bulletin on Monday this week. You can now find all our VTQ communications for Technicals, T Levels and the Extended Project Qualification on our new [VTQ Information Hub](#) within the [VTQ Communications](#) page.

We're currently requesting all centres to submit their Senior Designated Contacts (SDC) form for the current academic year. Once we have these back from each centre, we'll start to tailor our communications to you more directly.

We've also provided a handy VTQ Checkpoint Timeline which you can find on our [VTQ Timely Results](#) page.



Contact us

Should you have any questions or queries regarding the information contained within this newsletter, please contact us on the details below:

Quality Team	Customer Support
<p>☎ 0192 4930 800</p> <p>✉ technicals.quality@cityandguilds.com</p> <p>Lines open Monday to Friday 08.30 to 17.00 GMT</p>	<p>☎ 0192 4930 800</p> <p>✉ customersupport@cityandguilds.com</p> <p>Lines open Monday to Friday 08.00 to 18.00 GMT</p>

