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VTQ Bulletin

# Technical Qualifications

April update



## Technical Qualifications: April update

Dear Centre,

Included below is your April update for City & Guilds Technical Qualifications.

In this update you'll find the following key items:

- City & Guilds Exams Officer Facebook page
- Entry window open for Summer series exams
- Spring series results
- Synoptic assignment marks and evidence upload deadline
- Centre-assessed component grades and evidence upload deadline
- Technical Qualifications: proposed 2026 exam dates for consultation
- Use of Artificial Intelligence (AI)
- City & Guilds communications survey
- Accessing Health & Safety test results in e-evolve
- Qualification approval window open for delivery from September 2025
- Limited Technical Qualifications to be withdrawn by City & Guilds
- Centre contact details

### Join our new Exams Officer Facebook page



City & Guilds has launched an Exams Officer support page on Facebook. This is a support resource for Exams Officers and other centre staff involved in the delivery of qualifications through City & Guilds. The page will provide updates on dates, deadlines, how to guides, and other key information related to the delivery of qualifications.

Please click on the link below and like and follow the page to receive these updates:

[Exams Officer Facebook page](#)



### Entry window open for Summer series exams

#### Key Stage 4 Summer exam entries

Centres are able to enter students onto the KS4 Summer series examinations which take place in June 2025.

The KS4 examinations are listed below. Please note that entries may be made until **23 May 2025** as part of the standard entry window.

Any entries received after this date will incur late fees. Further information regarding late fees for Technical Qualifications can be found within the [Centre Charges List](#).

Examination code	Examination title
0170-505	Level 2 Land Based Studies – Theory exam
3038-505	Level 2 Hair and Beauty Studies – Theory exam
6720-505	Level 2 Constructing and Maintaining the Built Environment – Theory exam

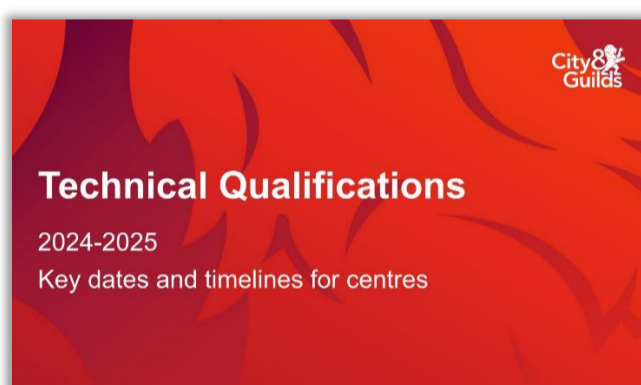
### Key Stage 5 Summer exam entries

As the Spring exam series has now come to a close, we are now able to open up Walled Garden for entries to be made for the Key Stage 5 Summer series examinations.

This entry window opens on **07 April 2025** and runs until **23 May 2025**, after which late entry fees apply.

	Standard entry window
Summer series	07 April to 23 May

Please review the [Key Dates and Timelines](#) document for full details of the important entry and delivery dates for all examinations and assessments in 2025.



### Spring series results

Results for Spring series exams for Technical Qualifications will be released in May:

	Release of results to centres
Spring series exams (except 8202)	07 May 2025
Spring series exams (8202 only)	14 May 2025

### Synoptic assignment marks and evidence upload deadline

Centres should be aware that the deadline for the upload of synoptic assignment marks and evidence is **Friday, 16 May 2025**.

Find out how to upload your evidence using the guide below:



### Centre-assessed component grades and evidence upload deadline

Centres delivering Technical Qualifications with centre-assessed components will be notified of the units selected for sampling on **22 April 2025**.

The deadline for submitting grades and evidence to Moderation Portal for the centre-assessed components which have been selected for sampling is **03 June 2025**.

Centres should be aware that the deadline for the upload of grades for centre-assessed components which have not been selected for sampling is **13 June 2025**.

Find out how to upload your evidence using the guide below:

**Moderation Portal user guide**



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## Technical Qualifications: proposed 2026 exam dates for consultation

We would like to ask for feedback from our centres: from tutors, curriculum managers, and exams teams on the suitability of our proposed 2026 exam timetable for City & Guilds Technical Qualifications. We have extended the deadline for centres to provide feedback to **25 April 2025**, to give as many centres as possible an opportunity to respond.

You will find the proposed 2026 exam dates on our website, by clicking on the link below:

**Proposed 2026 TQs exam timetable**



We are looking for feedback on whether the exam dates are suitable, for Spring exams, Summer exams, and the Autumn Key Stage 4 exams. You can provide feedback by clicking on the link below to access our consultation:

**Feedback form**



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## Use of Artificial Intelligence (AI)

Students should be reminded that the purpose of assessment is to reflect their own abilities at responding to and generating evidence for the tasks. AI misuse constitutes malpractice which may result in malpractice sanctions for the student involved. Centres should ensure students are aware of the guidance on the use/misuse of AI.

### What is permitted

AI may be used by a student as a source where use of the Internet is allowed for a research task or where production of evidence is allowed outside of controlled/supervised conditions. You must check the relevant assessment pack/guidance for information on what is permitted for each assessment. The student must be able to demonstrate that the work is their own. Where students use AI, they must acknowledge its use and show clearly how they have used it. How students have decided to use it could impact on the overall mark they are allocated.

### What is not permitted

AI misuse is where a student uses an AI tool in an assessment or fails to appropriately reference it in an assessment where internet use is permitted.

Examples include the following:

- Copying sections of AI-generated content so that the work is no longer the student's own will be treated as plagiarism.
- Copying whole responses of AI-generated content will be treated as plagiarism.
- Any use of AI which means students have not independently demonstrated their own attainment is likely to be considered malpractice.
- Failing to reference use of AI tools when they have been used as a source of information.
- Incomplete or poor referencing of AI tools.
- Submitting work with intentionally incomplete or misleading references or bibliographies.

AI misuse constitutes malpractice as defined in the [JCQ Suspected Malpractice: Policies and Procedures](#).

We encourage centres to read and reference this guidance. The malpractice sanctions available for the offences of 'making a false declaration of authenticity' and 'plagiarism' include disqualification.

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## City & Guilds communications survey

City & Guilds is currently reviewing its communications work, to make sure that we provide the best possible information and support for our centres. As part of that work, we are keen to hear directly from centres about your views on the communications which we

issue to you.

Included below is a short survey, which we would ask you to fill in so that your thoughts and opinions shape our communications work moving forward.

**City & Guilds communications survey**



## Land-Based Technical Qualifications: accessing Health & Safety test results in e-volve SecureAssess

As we approach the results day for our Technical Qualification spring series exams, we implement restrictions in our systems on the publishing of results. This is a systematic restriction which occurs for every assessment series and allows us a period for quality assurance of results. It is vital that we can continue to ensure only valid and accurate results are published.

This means that Walled Garden is not available to view results for candidates who have taken these on-demand Health & Safety tests during the period where we implement a restriction to results being published.

We understand the need to know the outcome of these tests quickly to determine whether learners should be entered to attempt the test again.

We would therefore like to ensure centres are aware that for these exams specifically, you can also access the results within the e-volve SecureAssess platform. Please note, however, this is only applicable to the on-demand Health & Safety tests. You should not use this method for any other Technical Qualification exam.

Guidance to support centres with using e-volve and the SecureAssess admin console can be found on our website:

**E-volve centre guidance**



Results for completed Health & Safety onscreen tests can be viewed after the exam has finished.

Exams teams can then access the results in SecureAssess within the Results screen in the Test Administration area. Results will stay in this tab for one calendar year.

Within the Results screen, you will see rows of individual tests for individual learners. You can search for a particular learner / test and filter for the candidates for whom you wish to view their Health & Safety test results. From here, you can choose to download a results slip for each of your learners showing details of the test and overall result – however, please remember that this Results Slip is not a substitute for a certificate.

An example of an exam report can be seen below:

Exam Reports				
99EATR - Early Adopter Training Centre				
9898-111 Nav Test				
Results Summary:				
Candidate Name	Enrolment No.	ULN	Test Date	Result
morning checks morning checks	HJW1487	HJW1487	01/10/2014	Pass
Results Breakdown:				
Navigation Test	Percentage Correct of All Marks Available			
Unknown Learning Outcome	0.00			
Total	0.00			
Exam Total	0.00			

## Qualification approval window open for delivery from September 2025

Centres wishing to apply for qualification approval to deliver additional Technical Qualifications from September 2025 may submit a Qualification Approval Application (QAP) via Walled Garden.

The approval window for centres to begin delivery from September 2025 will be open until Friday, 05 September 2025.

For further information regarding Technical Qualifications and the process for approval, please contact the Quality team via [technicals.quality@cityandguilds.com](mailto:technicals.quality@cityandguilds.com) or go to our Technicals Resource Hub.

**Technicals Resource Hub**



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## Limited Technical Qualifications to be withdrawn by City & Guilds

A limited number of City & Guilds Technical Qualifications will be withdrawn later this year, and will no longer accept new student registrations after 31 July.

You can view the full list, along with some possible alternative qualifications which are available, by clicking on the link below:

Qualifications table



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## Centre contact details

As part of the VTQ Timely Delivery of Results checkpoint activity in 2025, centres are encouraged to maintain your own contact information within Walled Garden.

We hope you like the new easy-to-use self-service page in Walled Garden. You'll access this by clicking on the **Centre Services** tab (previously **Data Services**), and then clicking on a new **Contact Management** tab. You can view and update all your named Designated Contacts, Qualification Leads, and relevant Centre Staff in one area within three tabs.

Step-by-step instructions on how to provide and maintain your centre contact information can be found by clicking on the guidance document below.

Guidance for maintaining contacts



It is important for all centres to keep their contact details up to date with City & Guilds. It is an Ofqual requirement for us to collect Senior Designated Contact information, and it is essential that it is accurate so that we can keep you updated on key information about the delivery of our VTQ qualifications.

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## Contact us

Should you have any questions regarding the content of this email, please get in touch via the contact details below.

Centre Operations

☎ 0300 303 5352

✉ [centreoperations@cityandguilds.com](mailto:centreoperations@cityandguilds.com)

