



VTQ Delivery of Results 2026

Webinar to support centres with the City & Guilds
checkpoint data submission and contact
management

2025-2026 VTQ Checkpoints

Timeline of key activities



VTQ Checkpoint Window

There are two checkpoint windows in 2025-2026

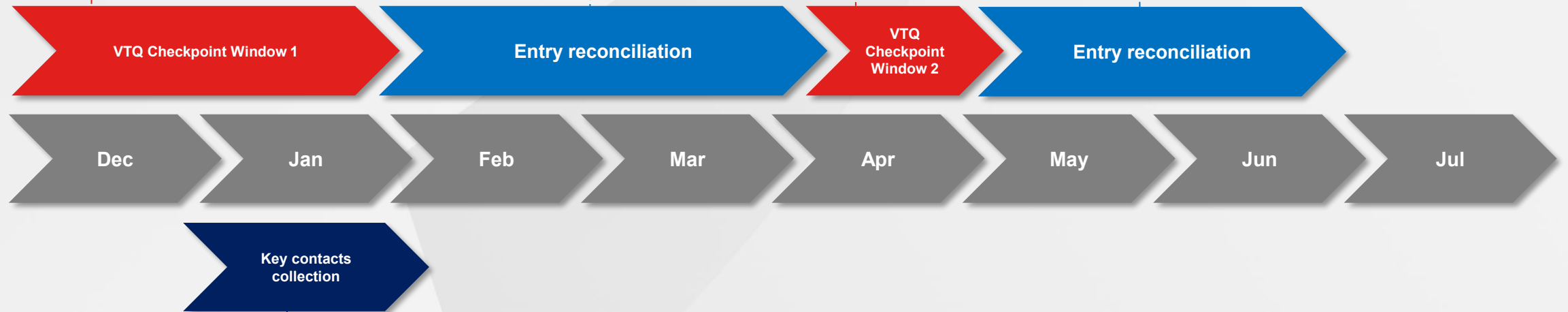
Window 1 opened on **Monday, 01 December 2025** for centres to submit estimated completion data no later than **Friday, 30 January 2026**.

Window 2 will open on **Monday, 13 April 2026** for centres to reconfirm the original submissions made in window 1, making any amendments as necessary by **Friday, 01 May 2026**.

Entry reconciliation

As soon as the checkpoint data has been submitted for each window, centres will be able to access a breakdown of information regarding each student's existing assessment entries in comparison to the qualification rules of combination. This continues across both checkpoint windows.

It is important that all students have the opportunity to achieve their qualification and receive a result on time.



Key contacts collection

During January 2026, each centre will need to update Walled Garden with key contacts, including your Senior Designated Contacts (SDCs).

Ofqual VTQ Timely Delivery of Results



Ofqual issues guidance to all Awarding Organisations and centres that offer vocational and technical qualifications (VTQs) regarding the actions which are required to ensure the timely delivery of results. Further information can be found on the Ofqual website.



The City & Guilds qualifications in scope for this activity are T Levels, Technical Qualifications and the Extended Project Qualification (EPQ). A full list of the qualifications is published on our website within the VTQ Information Hub.



All awarding organisations have agreed to schedule two term-time checkpoints, one of which will take place in December-January, and the other in April-May.



The checkpoints are designed to ensure awarding organisations understand which students are expecting a qualification result in the forthcoming results series, through the submission of expected student completion data. We will work with the information you submit to ensure that all students due to complete in this academic year will receive timely results in August.



Our functionality in Walled Garden enables you to submit this student completion data to us directly and securely, based on current active student registrations. We've also developed an area of Walled Garden for you to ensure your contact information is up to date.

Why is this activity important?

Fairness and parity

It ensures students receive their results at the same time as GCSE and A Level students. This prevents them from being disadvantaged when applying for college, university, or apprenticeships.

Supports progression

Timely results are critical for students to secure places in further education or employment. Delays can mean missed deadlines for applications or offers being withdrawn.

Regulatory compliance

Ofqual mandates this process to maintain consistency and trust in the qualifications system. Meeting these requirements protects centres and awarding organisations from compliance breaches and penalties.

Reduces risk and stress

Early checkpoints and accurate data reduce last minute errors, ensuring results are ready for release. This avoids unnecessary pressure on staff and students.

Confidence in the system

When results are delivered on time, it reinforces confidence among students, parents, employers, and education providers that VTQs are as reliable and respected as academic qualifications.

**Resources available
for support**

VTQ Information Hub

The City & Guilds VTQ Information Hub is the single place to find all information relating to VTQ Timely Results.

What's on the page:

- All our VTQ communications and bulletins for Technical Qualifications, T Levels and the VTQ Checkpoint.
- Guidance to support you with updating your contact information on Walled Garden, including Senior Designated Contacts.
- The VTQ Timely Delivery of Results page where you'll find everything you need to know about the checkpoint activity including the user guidance and the qualifications in scope.
- Key submission dates and results dates.
- Information for students and parents.
- Links to the Resource Hubs for T Levels and Technical Qualifications
- Links to the Exam Support Hub for exams officers

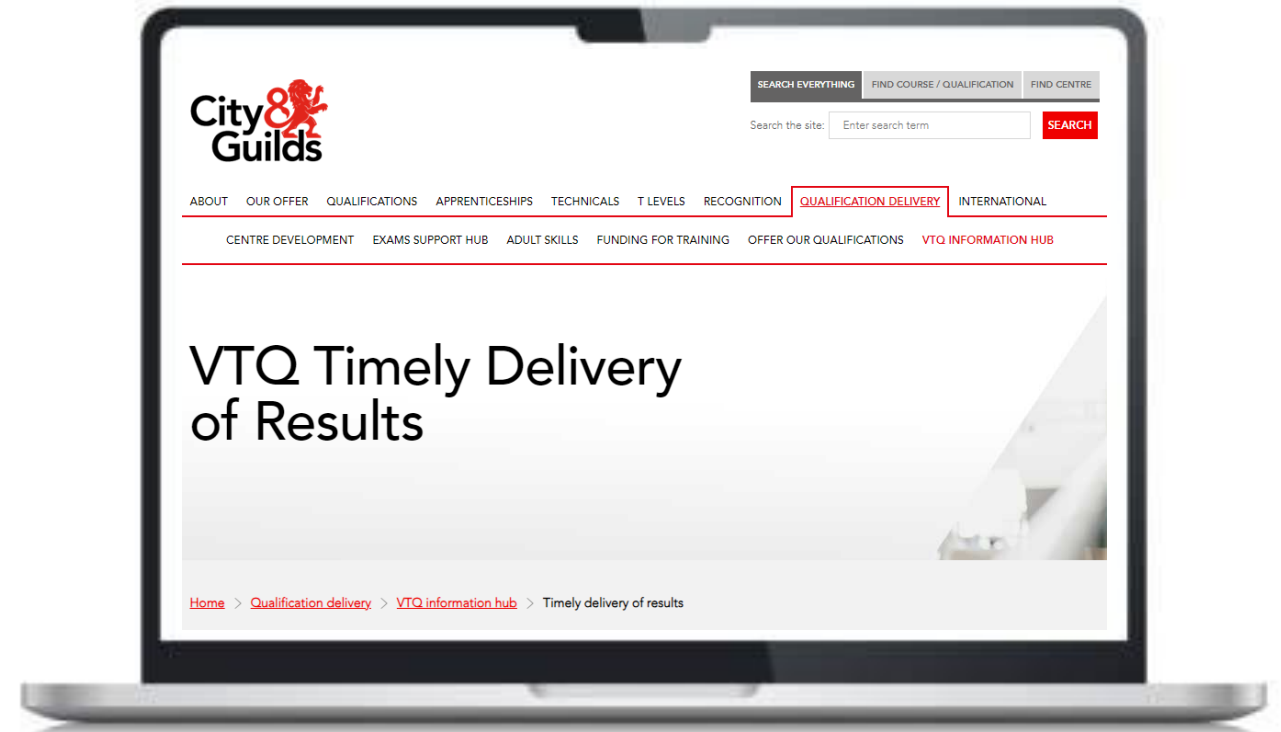
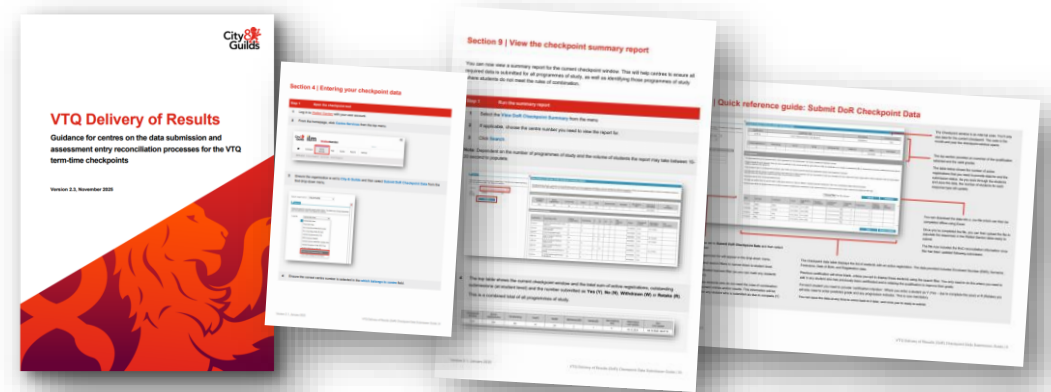


Delivery of Results guidance

We've created a comprehensive [VTQ Delivery of Results guidance document](#), supporting you with how to submit your term-time checkpoint data.

You can find this on our VTQ Information Hub.

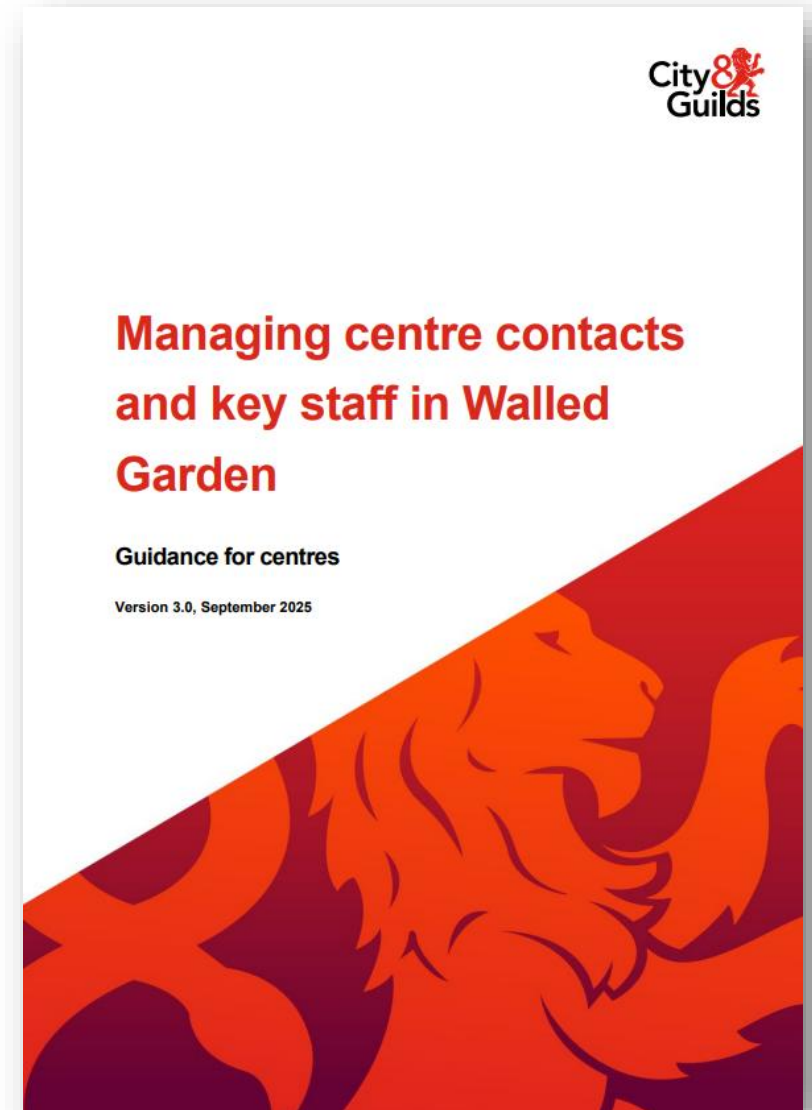
The guide takes you through step-by-step how to locate the student data in Walled Garden, how to complete the data, and how to submit this.



Managing centre contacts guidance

Our [Managing centre contacts guidance document](#) provides a step-by-step guide to updating your centre contacts.

The guide takes you through how to locate the contact management area of Walled Garden, and add, remove, and amend contacts.



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Timeline of key activities



VTQ Checkpoint Window

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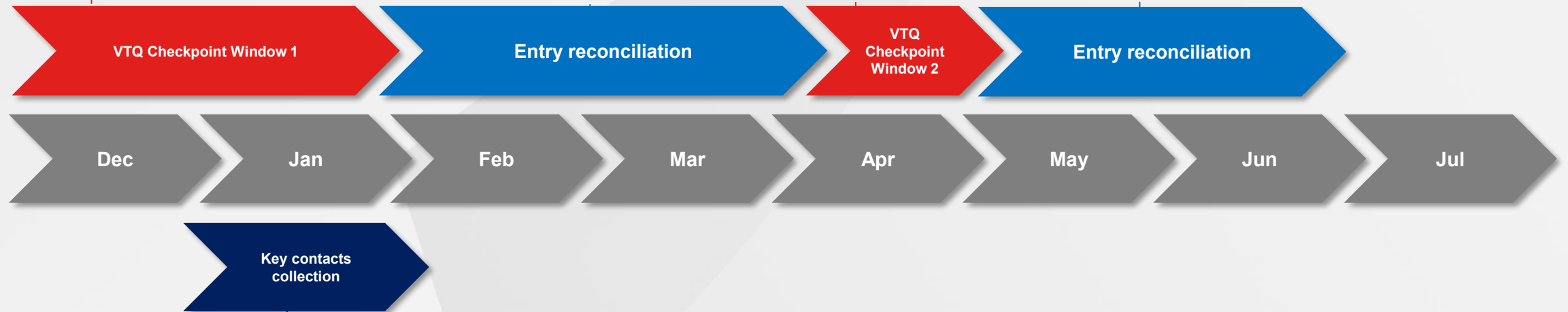
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Entry reconciliation

As soon as the checkpoint data has been submitted for each window, centres will be able to access a breakdown of information regarding each student's existing assessment entries in comparison to the qualification rules of combination. This continues across both checkpoint windows.

It is important that all students have the opportunity to achieve their qualification and receive a result on time.



Key contacts collection

During January 2026, each centre will need to update Walled Garden with key contacts, including your Senior Designated Contacts (SDCs).



VTQ Checkpoint Window 1



Dec



Jan

Checkpoint window 1



When does this open?

The first checkpoint window is already open, and will run until Friday 30 January 2026.



What is the first window for?

In the first checkpoint window, you'll be required to submit certification intention data, predicted grade, and any progression intention for each student.



Reconciliation process

When you have submitted the checkpoint data for your students, Walled Garden will run the Rules of Combination report overnight.

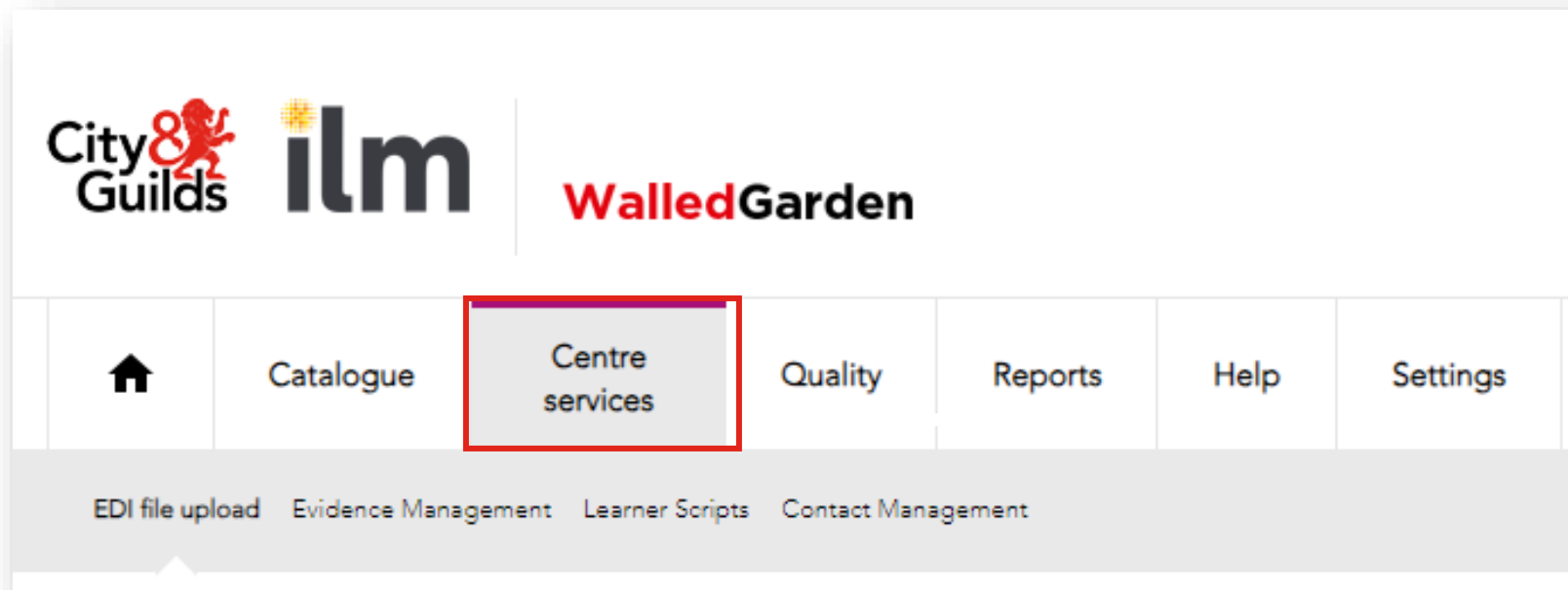


Follow-up support

Our team will also be reviewing this data, and contacting you so we can work together to ensure students receive their results in August.

Submitting the checkpoint data

To submit your Checkpoint data via the functionality within Walled Garden, navigate to the Centre Services area.



Submitting the checkpoint data

Then select “**Submit DoR Checkpoint Data**” from the drop down menu, and choose the qualification you would like to enter data for. You will then be presented with a table of students for which checkpoint data is required.

The screenshot shows a web form titled "Search" with the following fields and options:

- I want to:** A dropdown menu with "Submit DoR Checkpoint Data" selected.
- which * belongs to centre:** A dropdown menu with "999990" selected.
- for qualification (eg.0172-32):** A dropdown menu with a list of qualifications including "0172-27 Level 3 Advanced Technical Extended Dipl", "2935-03 Level 3 Extended Project", "6003-30 Level 3 Advanced Technical Diploma in Be", "7905-30 Level 3 Advanced Technical Diploma in Br", "8202-25 Level 3 Advanced Technical Diploma in Pl", "8715-30 T Level Technical Qualification in Manag", and "8715-31 T Level Business Improvement Occupations".
- ENR No.:** A text input field.
- First name:** A text input field.
- Last name:** A text input field.
- Show all previously certificated students only:** A checkbox that is unchecked.
- Only show students where RoC cannot be achieved:** A checkbox that is unchecked.
- * denotes mandatory field:** A note at the bottom left.
- Search:** A blue button at the bottom center.

Overview of the checkpoint table

Submit Delivery of Results (DoR) Checkpoint Data

| Qualification | Qualification title | | | Valid grades | Checkpoint window |
|---------------|---|--|--|--------------|-------------------|
| 0170-24 | Level 2 Technical Award in Land Based Studies | | | DDSM PUCX | 1225 |

| Active registrations | Outstanding | Yes (Y) | No (N) | Withdrawn (W) | Retake (R) | Status | Last update |
|----------------------|-------------|---------|--------|---------------|------------|-------------|-------------|
| 3 | 3 | | | | | Not started | |

Checkpoint data

The table below shows all students with a valid registration for the qualification. You must complete all students records.

Please indicate for each student: if they are due to certificate in the current academic year (Y/N) or, if they are withdrawn or no longer on programme (W) or, if they have previously certificated and are due to retake to improve their grade (R).

If the student is due to certificate this academic year (Y/R), you must provide the predicted qualification grade and progression indicator.

You may only use the "Ready to Submit" button when there are no filters selected. Use the Save button to save any changes you have made, then search again with no filters selected. This is to help ensure that you have not omitted any required data when you are ready to submit.

Important note for KS4 Technical Qualifications:

The data you submit here is used to claim certification, known as "cash-in". Where a student has been marked as "Yes" (Y), a certification claim will be processed.

Please ensure that any students who do not wish to receive a qualification certification in the current series (i.e. who do not need to claim / cash in) are marked as "No" (N).

Choose File No file chosen

Upload

Download

| ENR | Surname | Forename | D.O.B | Registration date | Previous certification | Certification intention | Predicted grade | Progression | Current bookings meet RoC | RoC Analysis |
|---------|---------|----------|------------|-------------------|------------------------|-------------------------|----------------------|----------------------|---------------------------|--------------|
| KTZ9327 | Aspyn | Beryl | 01.01.2010 | 27.11.2024 | | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |
| LWR5245 | Duck | Donald | 12.01.2007 | 16.10.2024 | | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |
| KTZ9315 | Fergus | Lilac | 01.01.2010 | 27.11.2024 | | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |

Save

Ready to Submit

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Timeline of key activities



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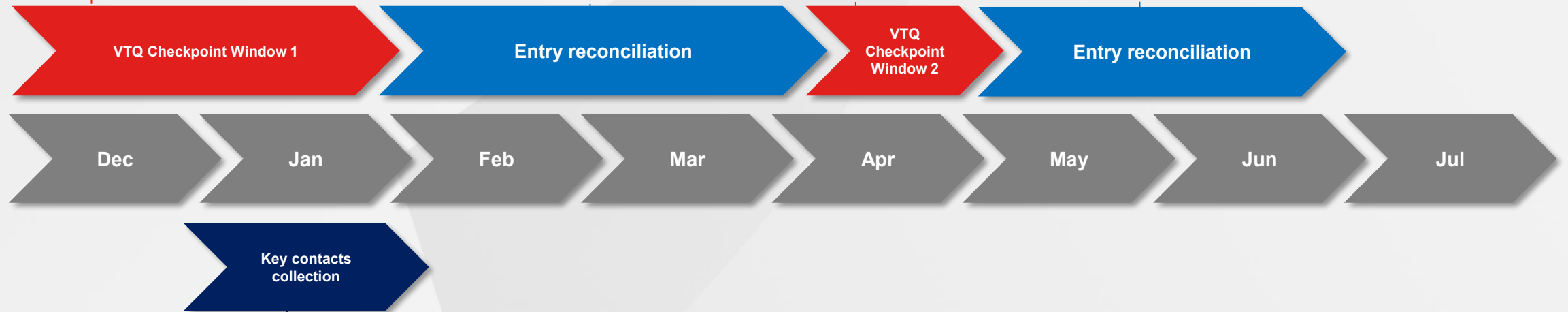
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Key contacts collection

During January 2026, each centre will need to update Walled Garden with key contacts, including your Senior Designated Contacts (SDCs).

Dec

Jan

Feb

**Key contacts
collection**

Managing your centre contacts

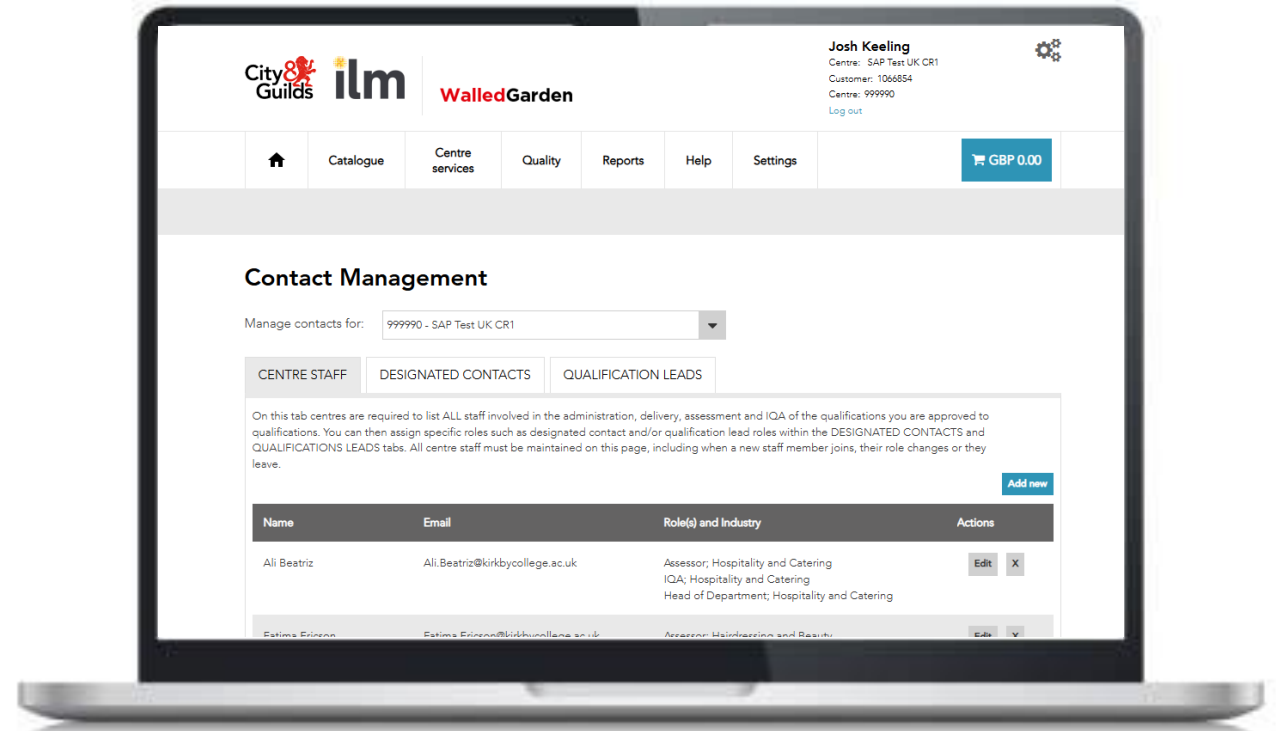


You need to have updated this information by 30 January.

As part of the checkpoint activity, we ask you to update your centre contact information in Walled Garden.

You'll need to access and update the information via the **Centre Services** tab, and then clicking on **Contact Management**.

You can view and update all of your Centre Staff, Designated Contacts, and Qualification Leads in one area, within three tabs.



Centre contacts – who, why, how, when



Who?

Head of Centre or Principal, Senior Designated Contact, Senior Designated Exams Office contact, Quality Nominee, Qualification Leads, and other centre staff.



Why?

Keeping this information up to date helps us to contact the right people and provide the right support for you throughout the academic year.



How?

You can update this information by clicking on the Centre Services tab in Walled Garden, and then clicking on the Contact Management tab.




When?

We are asking you to update your centre contacts by 30 January 2026, as part of the first checkpoint window.

Managing your centre contacts

Please visit the [Manage your centre contacts](#) page of our VTQ Information Hub for further guidance on the contacts we require you to provide, as well as a simple guide to updating your contact information in Walled Garden.



Centre Senior Designated Contacts Key roles and responsibilities

Head of Centre or Principal

Each centre must provide the name, job title, and contact details of the Head of Centre or Principal. This individual must be the most senior person at the centre, for example the Head of Centre, Principal, CEO, Owner, Manager etc. This person is ultimately accountable for the overall operations, performance, governance, quality assurance and integrity of the centre.

Their responsibilities include:

- Strategic oversight: Setting the direction and priorities for the centre, ensuring alignment with organisational goals and regulatory requirements.
- Operational management: Overseeing day-to-day operations, including staffing, resource allocation, and service delivery.
- Compliance and Quality Assurance: Ensuring the centre adheres to all relevant policies, standards, and legal obligations, including safeguarding, health and safety, and data protection. Ensuring the centre has a single named Quality Nominee as a point of contact for City & Guilds.
- Risk management: Identifying and mitigating risks that could impact the centre's ability to deliver its services effectively.

Senior Designed Exam Office Contact

Each centre must allocate one Senior Designed Exam Office Contact. This person must be the most senior contact within the centre's exam office. They will also take overall responsibility for ensuring the timely completion of the Checkpoint data for VTQ Delivery of Results to ensure that:

- Registrations and all applicable assessment entries are made in Walled Garden for each student by the published deadline.
- Student registration and booking data are accurate and up to date throughout the academic year.
- No duplicate entries are made for the same assessment, or entries for assessments that are not required.
- All students have a single enrolment number, and any discrepancies (i.e. a student enrolment merge is required) are resolved prior to results being issued.
- All students undertaking an exam have the relevant entry, prior to sitting the exam.
- Exams are administered correctly to JCQ ICE requirements, and all paper scripts are securely packaged and returned to the correct address on time and via recorded delivery.

Senior Designated Contact (SDC)

This person must have the authority to access all information and progress decisions swiftly throughout the academic year or ongoing study programme for all matters relating to the delivery of qualifications.

They must hold a senior position within the centre, such as a Senior Leadership Team (SLT) representative with responsibility for qualifications delivery or a Deputy Head / Vice Principal.

All escalations will be made to this person for any issues that arise. They will take overall accountability to ensure that:

- All estimated completion data is submitted accurately by the published deadline as part of the VTQ Delivery of Results Checkpoints (where applicable to the centre).
- All relevant assessment marks, grades and evidence are submitted to us no later than the published deadline (where the centre delivers relevant qualifications)
- All relevant student grades submitted to City & Guilds through results entry are valid and accurate.
- Every student has marks / grades submitted to enable them the opportunity to complete their qualification (i.e. the Rules of Combination are met).

Quality Nominee

Each centre must have a single documented named point of accountability for management of quality assurance, with secure contact details (specific to the centre).

The Quality Nominee / Contact is the person responsible for ensuring that the management, administrative and quality assurance systems for our qualifications are properly maintained throughout the centre. They must have an appropriate background in assessment management, administration and quality assurance.

Qualification Leads

Each centre must allocate an overall Qualification Lead for a number of qualification groups, including those in the scope of the Ofqual VTQ Timely Delivery of Results.

Qualification leads are who we will communicate with regarding areas such as T Levels, Technical Qualifications and / or Extended Project Qualifications (EPQ) as well as other areas such as Functional Skills, NPTC, ESOL etc.

Each lead has overarching responsibility for the delivery of the qualifications in each group.

© 2025 City & Guilds Limited | Centre Senior Designated Contacts - Key roles and responsibilities | v3.0 November 2025

Nominating a Senior Designated Contact

It is essential for you to nominate an appropriate Senior Designated Contact. This person must have the authority to access all information and progress decisions swiftly throughout the academic year (01 September - 31 August) for all matters relating to the delivery of qualifications in scope of the VTQ Timely Delivery of Results process.

They will take responsibility to ensure:



All estimated completion data is submitted accurately by the published deadline as part of the VTQ Checkpoint.



All relevant student grades submitted to City & Guilds through results entry are valid and accurate.



All relevant assessment marks, grades and evidence are submitted to us no later than the published deadline.



Every student has marks / grades submitted to enable them the opportunity to complete their qualification.



Entry reconciliation



Feb



Mar

Reconciliation process

Once you have submitted the checkpoint data for a programme of study, you need to complete the final step: the reconciliation process



Reconciliation process

Carrying out reconciliation



This is built into the checkpoint activity, so you can carry out this reconciliation process quickly and efficiently via data displayed to you on Walled Garden.

Student data is held securely in Walled Garden. It is also possible to download the data into a CSV file after submission, so that you can save this locally.



Student data secure within Walled Garden

Follow-up support



Our team will also be reviewing this data, and contacting you regarding any discrepancies to ensure that all students who are expected to achieve a qualification result, will have the opportunity to do so.

Reconciliation process

- When you have submitted your data for a qualification, Walled Garden will run an analysis overnight, and will generate a report showing whether students meet the Rules of Combination for their qualification.
- A search filter is available to show only students who will not be able to meet the Rules of Combination (RoC).
- If this applies to any of your students, you can click on the magnifying glass icon to view further detail to help you identify why the student will not meet the Rules of Combination and may not achieve their full qualification certificate.

Search

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click Search to continue.

I want to: Submit DoR Checkpoint Data

which * belongs to centre: 999990

for qualification (eg.0172-32)* 0170-24 Level 2 Technical Award in

ENR No.

First name

Last name

Show all previously certificated students only

Only show students where RoC cannot be achieved

* denotes mandatory field

Search



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|----------------------|-------------|---------|--------|---------------|------------|-----------|-------------|
| 3 | | 2 | 1 | | | Submitted | 01.12.2025 |

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Choose File No file chosen

Upload

Download


| ENR | Surname | Forename | D.O.B | Registration date | Previous certification | Certification intention | Predicted grade | Progression | Current bookings meet RoC | RoC Analysis |
|---------|---------|----------|------------|-------------------|------------------------|-------------------------|-----------------|-------------|---------------------------|--------------|
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| LWR5245 | Duck | Donald | 12.01.2007 | 16.10.2024 | | Y Yes | M | U UCAS | No | |
| KTZ9315 | Fergus | Lilac | 01.01.2010 | 27.11.2024 | | N No | | | | |

Save


Ready to Submit

Reconciliation process

- When you click on the RoC Analysis icon, the system will display an additional section under the record, setting out the assessment entries and which units are missing for the student.

| | |
|---------------------------|---|
| Current bookings meet RoC | RoC Analysis |
| No |  |



| ENR | Surname | Forename | D.O.B | Registration date | Previous certification | Certification intention | Predicted grade | Progression | Current bookings meet RoC | RoC Analysis |
|---|---------|----------|------------|-------------------|------------------------|-------------------------|-----------------|-------------|---------------------------|---|
| GBD8404 | Allen | Hannah | 01.01.2005 | 24.04.2023 | | Y Yes | | | No |  |
| Determined pathway: Level 3 Advanced Technical Diploma in Bricklaying (450) | | | | | | | | | | |
| Missing unit(s): (001 or 501) (830) | | | | | | | | | | |
| Last Update: 10.04.2024 13:33:56 | | | | | | | | | | |

- Where you can see the **Determined pathway**, the system will identify the number of bookings the student has, and subsequently work out the qualification pathway.
- Under the **Missing unit(s)** line, you will see which units have been identified as potentially missing or incomplete for this student.
- We encourage you to utilise our centre guidance and review the examples we have provided for this reconciliation activity.

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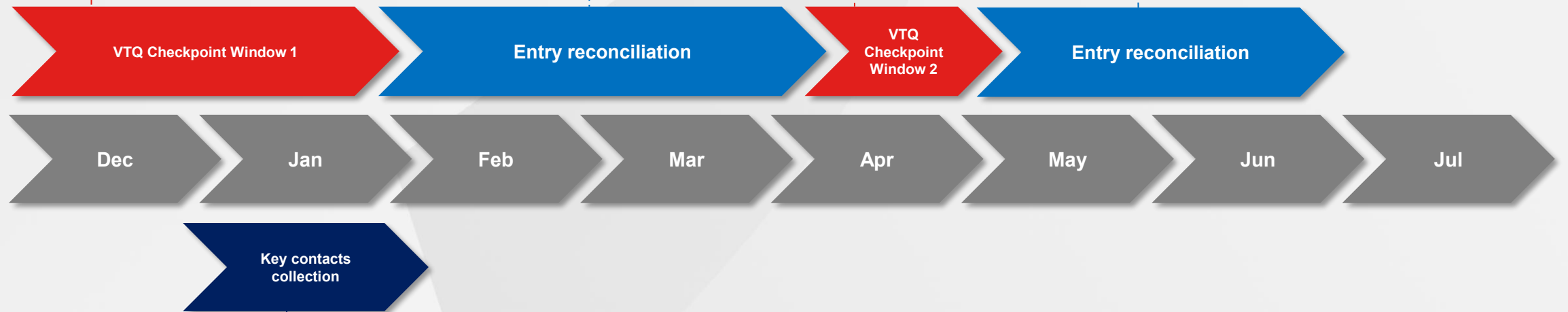
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**VTQ
Checkpoint
Window 2**



Entry reconciliation



Apr



May



Jun

Checkpoint window 2



When does this open?

The second checkpoint window will open on Monday 13 April 2026, and will run until Friday 01 May 2026.



What is the second window for?

The second checkpoint window is an opportunity for you to check and confirm the data you submitted in the first checkpoint window.



Reconciliation process

When you have submitted the checkpoint data for your students, Walled Garden will run the Rules of Combination report overnight.



Follow-up support

Our team will also be reviewing this data, and contacting you so we can work together to ensure students receive their results in August.



Contact us

Help and support



centreoperations@cityandguilds.com



01924 930 800

Lines open Monday to Friday 08:30 – 17:00