

# VTQ Delivery of Results

**Guidance for centres on the data submission and assessment entry reconciliation processes for the VTQ term-time checkpoints**

Version 2.3, November 2025



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# Section 1 | Information for centres

## Information for centres

Ofqual has issued guidance to all Awarding Organisations and centres that offer vocational and technical qualifications (VTQs) on the actions required to ensure the timely delivery of results. Further information can be found on the [Ofqual website](#).

The full list of City & Guilds qualifications in scope can be found [here](#).

City & Guilds will undertake two term-time checkpoints across the academic year. A full timeline, including the dates for checkpoint 1 and checkpoint 2 is published on our website [here](#).

The checkpoints are designed to ensure City & Guilds understands which students are expecting a qualification result (Technicals / EPQ) or component result (T Levels) in August of the current academic year through the submission of certification intention data. We will work with the information you submit to ensure that all students due to complete in this academic year will have timely results in August.

We have further developed the functionality in Walled Garden which enables you to submit the checkpoint certification intention data to us, as well as a summary report.

### Key features:

- All registered students will be pre-populated in a table for you to input your certification intention data for each qualification.
- You will only see qualifications you are approved for where you have registered students, so it is really clear what data needs to be provided.
- For each student you'll be required to submit certification intention data, predicted grade and any progression indicator (i.e. where the student is reliant on their qualification to progress to university or employment).
- You can download your student data to a .csv file (which can be edited in Excel) to complete offline and then upload for submission.
- The system enables you to display previously certificated students who you need to enter as resitting the qualification in order to improve their grade.
- Once you've submitted your checkpoint data for a qualification, our system will, overnight, review each student's data to see if they meet the rules of combination based on current assessment entries. We refer to this as the Assessment Entries and Rules of Combination (RoC) Reconciliation Process. You'll be able to run the report again the following day to identify those students who do not currently meet the rules of combination for the qualification and where you might have missed assessment entries.

## Timeline

We will undertake two term-time checkpoint windows in 2025-2026.

Window 1 will open 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**.

A detailed timeline can be found on our website [here](#).

## Submitting accurate data

All centres must ensure they submit accurate information on which students are expecting a qualification result and identify those who are reliant on their qualification result for progression, such as those applying to University, Employment etc.

We are committed to ensure all students can complete their qualifications. We will use this data to carry out further checks ensuring centres have made all relevant entries for assessment components, particularly for students that are progressing to higher education or employment.

It is essential that centres maintain an accurate picture of all students currently enrolled on the qualifications in scope so that their progress can be tracked, and the data submitted in full to City & Guilds.

The Head of Centre is responsible for ensuring their centre has made the relevant registrations and assessment entries, and has submitted all required information to City & Guilds on time.

## Withdrawn students

As part of the checkpoint activity, we are also asking centres to indicate where a student has been withdrawn from the programme of study.

This will now form part of the checkpoint activities each year.

Any student marked as **Withdrawn (W)** as part of the checkpoint activity in the current academic year will then cease to be actively enrolled (have an active registration) on the qualification as of 01 September in the next academic year.

Students will need to be re-registered on the qualification if they return to the programme of study in the future. For T Levels the student withdrawal should be completed at Core and Occupational Specialism component level.

## Noncompliance

Failure to meet the requirements of the checkpoint activity, or submitting incomplete or inaccurate certification intention data may adversely affect a student's result, and as such their progression to higher education or employment.

Any instance where a centre fails to submit all required data or does not respond to information requests will constitute maladministration and will be referred to the City & Guilds Investigation & Compliance team. It is our hope however that all centres will actively engage in the checkpoint activity during 2025-2026 to avoid any such instance.

It is the responsibility of the Head of Centre, the Senior Designated Contact and the contacts listed within the SDC form to ensure requests made by City & Guilds are responded to / actioned as required.

## Late completion fee

Centres which do not complete the term-time checkpoint by the published dates will incur late completion fees.

An administration fee of £300 per programme of study (qualification) will be charged where the data is not submitted in full by the published checkpoint deadline.

The late completion fee applies to both checkpoint 1 and checkpoint 2 submission dates.

## Accessing Walled Garden

You will need the appropriate [Walled Garden](#) access to submit the data for the VTQ Checkpoint.

All City & Guilds centres have access to Walled Garden, however the access arrangements within each centre will differ according to your structure and who sets up your accounts.

Only a **Primary User** or a **Secondary User** can submit VTQ certification intention data on Walled Garden.

Accounts which are set as **Finance User**, **Read Only User** or **Tutor User** will not be able to access the new functionality.

If you do not have the correct permissions or do not have access to Walled Garden, you will need to request this from your centre's primary account holder. City & Guilds can't set up accounts for you.

For further information on Walled Garden please click [here](#). Alternatively, you may find this short [video](#) helpful, or contact our Customer Support team for additional guidance.

## Senior Designated Contacts

Centres are required as part of Ofqual's measures to ensure the timely delivery of results to keep Awarding Organisations up to date with the details of key contacts for the delivery of qualifications, as well as a named single Senior Designated Contact (SDC).

We've simplified the way centres provide and maintain key centre contacts for 2025 onwards. You now need to provide this information in Walled Garden.

You can maintain designated contacts (including the SDC), qualification leads and all key centre staff in one simple to use contact management page.

Please visit the [VTQ Information Hub](#) for more information. Our centre guide available [here](#) explains how to navigate to the new area in Walled Garden and update the information.

## KS4 Technical Awards (Cash-in)

The certification intention data submitted as part of the term-time checkpoint is also considered as a cash-in for the current academic year and is used to inform City & Guilds that you wish to claim (or cash-in) the qualification certification for a student.

Where a student has been marked as Yes (Y), a certification claim will be processed in the respective results window (usually August).

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).


The terminal rule applies to KS4 Technical Awards. Please refer to the documents published on the [Technical Resource Hub](#) for more information.

## Contact us

Our Centre Operations team are available throughout the year to support with the completion of the term-time checkpoints.

The team will also work with you to ensure all students have the required assessment entries once you've submitted your checkpoint data, to ensure students who are identified as due to complete this academic year receive their results on time.

### Centre Operations

 01924 930 800

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

Lines are open Monday to Friday 08:30 to 17:00, excluding bank holidays.

## Section 2 | Quick reference guide: Submit DoR Checkpoint Data

**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: [Dropdown]

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

ENR No. [Input]  
 First name [Input]  
 Last name [Input]

Show all previously certificated learners only

Only show candidates where RoC cannot be achieved

\* denotes mandatory field

**Search**

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**Submit Delivery of Results (DoR) Checkpoint Data**

Qualification	Qualification title	Valid grades	Checkpoint window
0170-24	Level 2 Technical Award in Land Based St	DDSMPU CX	1224

Active registrations	Outstanding	Yes (Y)	No (N)	Withdrawn (W)	Retake (R)	Status	Last update
4	4					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
KT29327	Aspyn	Beryl	01.01.2010	27.11.2024		[Dropdown]	[Dropdown]	[Dropdown]		
LWRS245	Duck	Donald	12.01.2007	16.10.2024		[Dropdown]	[Dropdown]	[Dropdown]		
KT29315	Fergus	Lilac	01.01.2010	27.11.2024		[Dropdown]	[Dropdown]	[Dropdown]		
KT29339	Toby	Andi	01.01.2010	28.11.2024		[Dropdown]	[Dropdown]	[Dropdown]		

**Save** **Ready to Submit**

The Checkpoint window is an internal code. You'll only see data for the current checkpoint. The code is the month and year the checkpoint window opens

The top section provides an overview of the qualification selected and the valid grades.

The table below shows the number of active registrations that you need to provide data for and the submission status. As you work through the students and save the data, the number of students for each response type will update.

You can download the data into a .csv file which can then be completed offline using Excel.

Once you've completed the file, you can then upload the file to populate the responses in the Walled Garden table ready to submit.

The file now includes the RoC reconciliation information once this has been updated following submission.

The search field must be set to **Submit DoR Checkpoint Data** and then select the correct centre number.

Qualifications you are approved for will appear in the drop-down menu.

You can use the additional search filters to narrow down to student level.

Use the previously certificated learners filter (so you can mark any students retaking the qualification).

Use the RoC filter to view students who do not meet the rules of combination based on current assessment entries and/or results. This information will be visible within 24 hours for any student who is submitted as due to complete (Y) or re-take (R).

The checkpoint data table displays the list of students with an active registration. The data provided includes Enrolment Number (ENR), Surname, Forename, Date of Birth, and Registration date.

Previous certification will show blank, unless you opt to display these students using the search filter. You only need to do this where you need to add in any student who has previously been certificated and is retaking the qualification to improve their grade.

For each student you need to provide 'certification intention'. Where you enter a student as Y (Yes – due to complete this year) or R (Retake) you will also need to enter predicted grade and any progression indicator. This is now mandatory.

You can save the data at any time to come back to it later, and once you're ready to submit.

## Section 3 | Quick reference guide: View DoR Checkpoint Summary

**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: View DoR Checkpoint Summary

which \* belongs to centre:  

Search

**View Delivery of Results (DoR) Checkpoint Summary Report**

The tables below shows a summary of all qualifications where you have registered candidates, and your checkpoint submission progress. Please use this summary table to look for incomplete checkpoint submissions. After submitting, you can check to see if there are any candidates due to complete who do not meet the rules of combination.

**Checkpoint level summary**

Checkpoint window	Active registrations	Outstanding	Yes(Y)	No(N)	Withdrawn(W)	Retake(R)	Not meeting RoC	Submission Last update	RoC Last update
1224	104	70	12	20	2			02.12.2024	

**Qualification level summary**

Qualification	Qualification title	Active registrations	Outstanding	Y	N	W	R	Not meeting RoC	Status	Checkpoint window	Submission Last update	RoC Last update
0170-24	Level 2 Technical Award in Land Based St	5	5						Not started	1224		
0173-37	Level 3 Advanced Technical Extended Dipl	8	8						Not started	1224		
2935-03	Level 3 Extended Project	8		4	2	2			Submitted	1224	02.12.2024	
6003-30	Level 3 Advanced Technical Diploma in Be	10		4	6				Submitted	1224	02.12.2024	
7905-30	Level 3 Advanced Technical Diploma in Br	37	37						Not started	1224		
8202-35	Level 3 Advanced Technical Diploma in Pt	18	2	4	12				Submitted	1224	02.12.2024	
8715-30	T Level Technical Qualification in Manag	9	9						Not started	1224		
8715-31	T Level Business Improvement Occupations	9	9						Not started	1224		

The top table shows the current checkpoint window and the total sum of active registrations, outstanding submissions (at student level) and the number submitted as Yes (Y), No (N), Withdrawn (W) or Retake (R).

The qualification level summary table shows a breakdown of the current checkpoint window by programme of study (qualification).

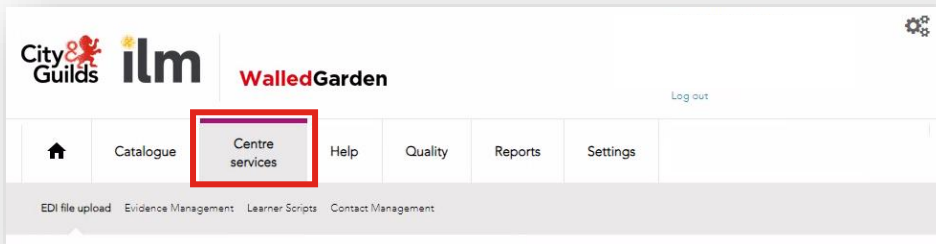
For each programme of study, you can view:

- Number of active registrations (the number of students that are registered and require checkpoint data submitting)
- Number of outstanding submissions
- Breakdown of the number submitted as Yes (Y), No (N), Withdrawn (W) or Retake (R)
- Number of students submitted as Yes (Y) or Retake (R) who do not meet the rules of combination based on current assessment entries
- Submission status of the programme of study
- The checkpoint window code
- The date the programme of study was last updated
- The date the rules of combination reconciliation data was last updated

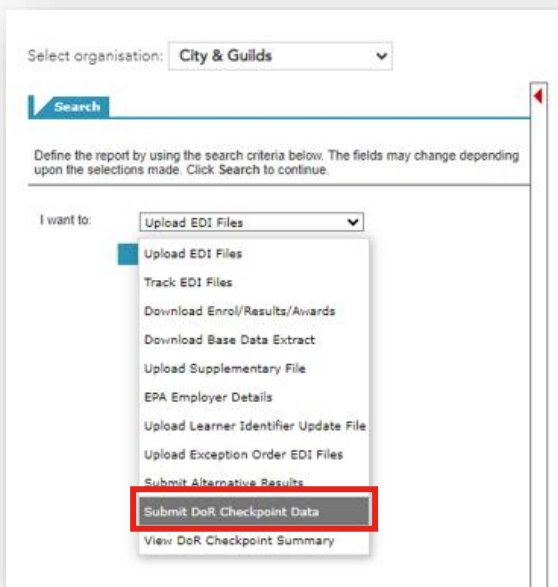
## Section 4 | Entering your checkpoint data

### Step 1 Open the checkpoint tool

- 1 Log in to [Walled Garden](#) with your user account.
- 2 From the homepage, click [Centre Services](#) from the top menu.



- 3 Ensure the organisation is set to [City & Guilds](#) and then select [Submit DoR Checkpoint Data](#) from the first drop-down menu.

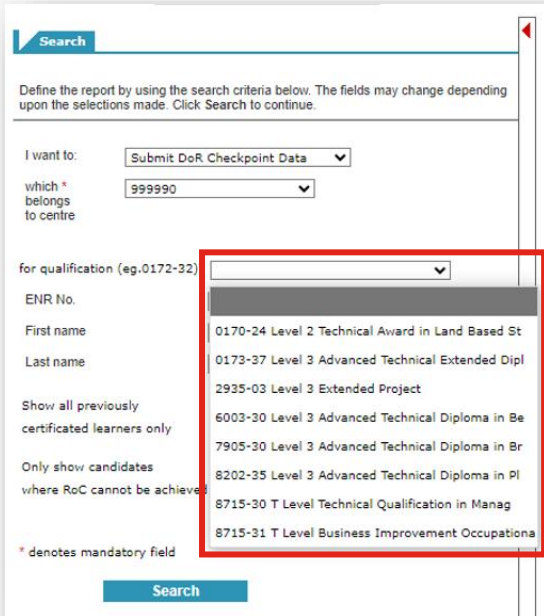


- 4 Ensure the correct centre number is selected in the [which belongs to centre](#) field.

## Step 2 Select the Qualification to submit the checkpoint data

You need to submit each qualification separately within Walled Garden. You will only see qualifications which you are approved to deliver.

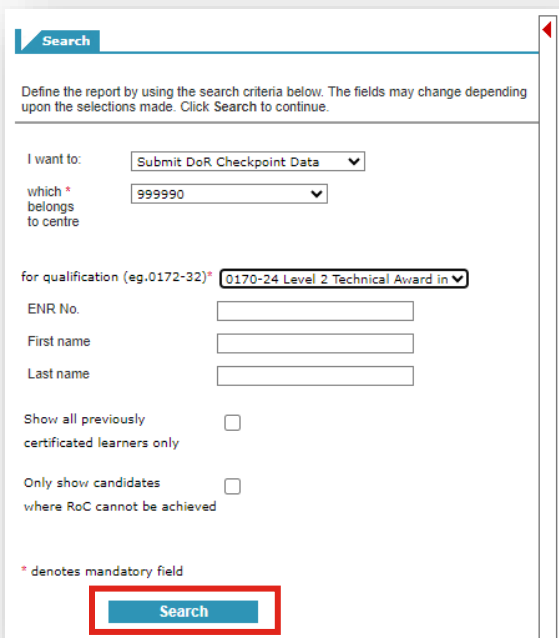
- 1 Select the first qualification to view from the **qualification** drop-down menu.



The screenshot shows a search form titled "Search". The form contains several fields and options:

- I want to:** Submit DoR Checkpoint Data (dropdown)
- which \* belongs to centre:** 999990 (dropdown)
- for qualification (eg.0172-32):** A dropdown menu is open, showing a list of qualifications. The first option, "0170-24 Level 2 Technical Award in Land Based St", is highlighted. Other options include "0173-37 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", "8202-35 Level 3 Advanced Technical Diploma in Pl", "8715-30 T Level Technical Qualification in Manag", and "8715-31 T Level Business Improvement Occupationa".
- ENR No.:** (text input)
- First name:** (text input)
- Last name:** (text input)
- Show all previously certificated learners only:** (checkbox)
- Only show candidates where RoC cannot be achieved:** (checkbox)
- \* denotes mandatory field**
- Search** (button)

- 2 Leave the additional search fields and tick boxes clear. You will use these later. Then click **Search**.



The screenshot shows the same search form as in the previous image, but with the "Search" button highlighted by a red box. The "for qualification" dropdown menu is now closed and shows the selected option: "0170-24 Level 2 Technical Award in". The other fields and options remain the same as in the previous image.

### Step 3

### Understand the data table

When you search for the qualification selected, a list of students will be displayed in the table. The students are those who have an active registration on the programme of study (i.e. their registration is valid) and who have not yet been certificated.

You will see all students in this list, including those who may have withdrawn from the programme of study in your centre. This is because this information has not previously been shared with City & Guilds.

Qualification	Qualification title	Valid grades	Checkpoint window
0170-24	Level 2 Technical Award in Land Based St	DDSMPU CX	1224

Active registrations	Outstanding	Yes (Y)	No (N)	Withdrawn (W)	Retake (R)	Status	Last update
4	4					Not started	

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Certification intention	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KT29327	Aspyn	Beryl	01.01.2010	27.11.2024						
LWRS245	Duck	Donald	12.01.2007	16.10.2024						
KT29315	Fergus	Lilac	01.01.2010	27.11.2024						
KT29339	Toby	Andi	01.01.2010	28.11.2024						

- 1 The top table displays the qualification you have selected, the valid grades for the qualification and the academic year.

Qualification	Qualification title	Valid grades	Checkpoint window
0170-24	Level 2 Technical Award in Land Based St	DDSMPU CX	1224

- 2 The second table displays the number of active registrations you need to provide certification intention data for. The number entered for each status will be updated into the corresponding **Yes (Y)**, **No (N)**, **Withdrawn (W)**, and **Retake (R)** fields as you update and save the data.

The status of the qualification will either display as **Not started**, **In progress** or **Submitted**, along with the date of the most recent update.

Active registrations	Outstanding	Yes (Y)	No (N)	Withdrawn (W)	Retake (R)	Status	Last update
4	4					Not started	

- 3 You have the option to download the data to a .csv file which can then be completed offline and uploaded to update the table. Please refer to [Section 7](#) for further information on completing the submission via .csv file upload.

No file chosen

- 4 The checkpoint data section is the table of students you need to submit the certification intention data for. The data provided within the table is Enrolment Number (ENR), Surname, Forename, Date of Birth, and Registration date.

Where a student has previously achieved their qualification, this will show as **Y** in the **Previous certification** field (if you have selected this filter).

Each student must then be updated with the **Certification intention**, **Predicted grade** and **Progression** indicator.

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" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>		
LWR5245	Duck	Donald	12.01.2007	16.10.2024		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>		
KTZ9315	Fergus	Lilac	01.01.2010	27.11.2024		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>		
KTZ9339	Toby	Andi	01.01.2010	28.11.2024		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>		

- 5 The final two columns, **Current bookings meet RoC** (Rules of Combination) and **RoC Analysis** will not update until you have submitted all students within the programme of study. So don't expect there to be anything in these fields initially.

Once you've submitted the programme of study to us, and the status updates to **Submitted**, overnight our system will review students who are entered as **Yes (Y)** due to complete or **Retake (R)** to ensure they meet the rules of combination (RoC) based on their current assessment entries and/or results. If they do not meet the RoC this will update into the Walled Garden table, and you will be able to view a summary for each student. This enables centres to ensure all required entries have been made and every student has the opportunity to complete their qualification in full and on time. Please refer to [Section 8](#) for further information on the Assessment Entries and RoC Reconciliation process.

## Step 4 Enter the checkpoint data for a student

Now you have your student list, you need to enter for each student if they are due to complete their qualification in the current academic year.

You must enter a response in the **Certification intention** column for all students who have not completed their qualification.

- 1 Select the drop-down menu under the **Certification intention** field for the student

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Certification intention	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KT29327	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"/>		
KT29315	Fergus	Lilac	01.01.2010	27.11.2024		<input type="text"/>	<input type="text"/>	<input type="text"/>		
KT29339	Toby	Andi	01.01.2010	28.11.2024		<input type="text"/>	<input type="text"/>	<input type="text"/>		

**Save** **Ready to Submit**

- 2 Enter the relevant certification intention data as follows:

### Y Yes

The student is due to complete the qualification in full in the current academic year, expecting a qualification result in August.

### N No

The student is not due to complete in the current academic year (i.e. they are in the first year of a two-year programme of study or the qualification is being delivered over multiple years).

### W Withdrawn

The student has completely withdrawn from the programme of study and should be withdrawn on City & Guilds' system.

For students who have previously completed their qualification, you do not need to enter any information for them unless the student is retaking assessment components in order to improve their overall qualification grade. Where this is the case please refer to [Section 5](#).

### Additional information for the certification intention data status:

#### Example:

Where **No (N)** would be appropriate:

- The selected qualification is a Level 3 720 or 1080 GLH course and the student is in the first year of their two-year qualification,
- The selected qualification is a Level 2 KS4 course and the student is only completing part of the qualification in the current academic year.

#### Important:

For any students where **Withdrawn (W)** is submitted, City & Guilds will **withdraw the student registration** on Walled Garden before the start of the next academic year.

This means that if all withdrawn students are correctly indicated, they will no longer display on the list of registered students in future academic years.

A new registration would be required if the student is to start a course again after withdrawing.

#### KS4 Technical Awards (Cash-in):

The certification intention data submitted as part of the term-time checkpoint is also considered as a cash-in for the current academic year and is used to inform City & Guilds that you wish to claim (or cash-in) the qualification certification for a student.

Where a student has been marked as **Yes (Y)**, a certification claim will be processed in the respective results window (usually August).

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)**.

- 3 Where a student is entered as **Yes (Y)** due to complete or **Retake (R)** the system will open the field to enter data into the **Predicted grade** and **Progression** fields. These fields are now mandatory.

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KTZ9327	Aspyn	Beryl	01.01.2002	05.04.2024		Y Yes				
KTZ9364	Burak	Iman	01.01.2002	04.04.2024						

- 4 In the **Predicted grade** field, select the predicted grade for the student. This is the grade that the student is expected to receive based on current progress and is usually recorded by the student's tutor(s).

Please note submission of this data is now a mandatory requirement.

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		Y Yes				
LWR5245	Duck	Donald	12.01.2007	16.10.2024						
KTZ9315	Fergus	Lilac	01.01.2010	27.11.2024						
KTZ9339	Toby	Andi	01.01.2010	28.11.2024						

Predicted grade dropdown menu showing options: D, DS, M, P, UC, X.

Save Ready to Submit

The grade scale for the qualification populates automatically. Note that **Distinction\*** will show as **DS** in the gradescale.

5 Using the **Progression** field you must indicate any student who is reliant on their qualification for progression:

**U UCAS** Where the student has applied to university via UCAS

**E Employment** Where the student is going straight into work or an apprenticeship after completing their qualification

**O Other** Where the student is progressing to another opportunity such as another qualification

**N Not Applicable** Where progression is not applicable for the student

Centres must ensure that this data is provided correctly to City & Guilds. We will carry out further analysis of students marked for progression to ensure they have every opportunity to complete their qualification in full and are not disadvantaged.

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		Y Yes	D			
LWR5245	Duck	Donald	12.01.2007	16.10.2024						
KTZ9315	Fergus	Lilac	01.01.2010	27.11.2024				U UCAS		
KTZ9339	Toby	Andi	01.01.2010	28.11.2024				E Employment		
								O Other		
								N Not Applicable		

Progression dropdown menu showing options: U UCAS, E Employment, O Other, N Not Applicable.

Ready to Submit

6 We recommend that you also click **Save** at regular intervals as you enter the data for your students. You can save and return to the data at any time.

The status will now update to **In progress** and the number for each certification intention status will update accordingly.

**Submit Delivery of Results (DoR) Checkpoint Data**

Qualification	Qualification title	Valid grades	Checkpoint window
0170-24	Level 2 Technical Award in Land Based St	DDSM PUCX	1224

Active registrations	Outstanding	Yes (Y)	No (N)	Withdrawn (W)	Retake (R)	Status	Last update
4	3	1				In progress	03.12.2024

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		Y Yes	D	U UCAS		
LWR5245	Duck	Donald	12.01.2007	16.10.2024						
KTZ9315	Fergus	Lilac	01.01.2010	27.11.2024						
KTZ9339	Toby	Andi	01.01.2010	28.11.2024						

**Save** Ready to Submit

## Section 5 | Identify your re-take students

### Step 1 Search for previously certificated students

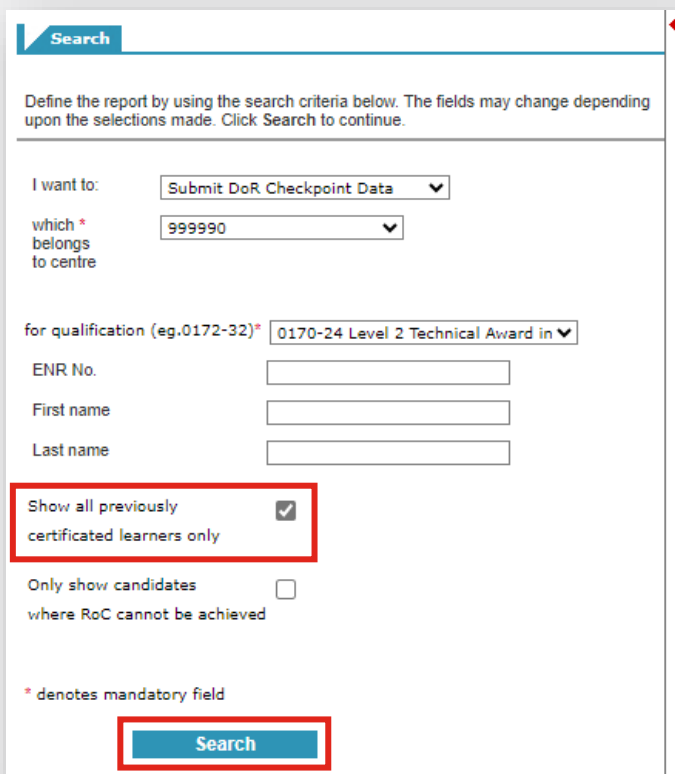
Once you've completed all of the checkpoint data for your students, you are nearly ready to submit the data to City & Guilds.

Before you do this, you need to identify any student who has previously been certificated on the qualification (i.e. they have passed the qualification) but they are retaking one or more assessments in the current academic year in an attempt to improve their qualification grade.

**Note:** we have updated this process so that the search filter only shows previously certificated students, and does not include them in the active student list as previously was the case.

You can skip this section and move to [Section 6](#) if this does not apply to the qualification.

- 1 Select the qualification for which you need to locate a student to mark for re-take from the drop-down menu.
- 2 This time, tick the box for **Show all previously certificated learners only**.
- 3 Use the **ENR No**, **First name** or **Last name** search fields if you need to locate a single student if easier.
- 4 Click **Search**.



The screenshot shows a search form with the following fields and options:

- I want to:** Submit DoR Checkpoint Data (dropdown)
- which \* belongs to centre:** 999990 (dropdown)
- for qualification (eg.0172-32)\*:** 0170-24 Level 2 Technical Award in (dropdown)
- ENR No.** (text input)
- First name** (text input)
- Last name** (text input)
- Show all previously certificated learners only** (checkbox checked)
- Only show candidates where RoC cannot be achieved** (checkbox unchecked)
- \* denotes mandatory field** (note)
- Search** (button)

The table will populate with applicable students, all marked as **Y** in the **Previous certification** field.

**Submit Delivery of Results (DoR) Checkpoint Data**

Qualification	Qualification title	Valid grades	Checkpoint window
0170-24	Level 2 Technical Award in Land Based St	DDSMPUCK	1224

Active registrations	Outstanding	Yes (Y)	No (N)	Withdrawn (W)	Retake (R)	Status	Last update
1	1					In progress	03.12.2024

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Certification intention	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KTZ9341	Caio	Monika	01.01.2010	28.11.2024	Y					

## Step 2 Enter the re-take checkpoint data for the students

- 1 Locate the student you need to mark as retake in the table. If there is a large number of students in the table, we recommend using the filter options, such as searching via ENR.
- 2 Once you've located the student, check the **Previous certification** field is marked with **Y**.
- 3 In the **Certification intention** field select **R Retake**.

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Certification intention	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KTZ9341	Caio	Monika	01.01.2010	28.11.2024	Y	R Retake				

- 4 The **Predicted grade** and **Progression** fields will unlock. Enter the predicted grade and progression data.

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Certification intention	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KTZ9341	Caio	Monika	01.01.2010	28.11.2024	Y	R Retake	M	U UCAS		

- 5 Click **Save** and repeat the process for all previously certificated students within the programme of study.

## Section 6 | Submitting your VTQ Checkpoint data

### Step 1 Review the data

Before you submit the checkpoint data for a programme of study, please check you have completed all of the following steps:

- All student certification intention data has been reviewed and is accurate.
- All students expecting an overall qualification result in the current academic year have been recorded as due to complete (Y).
- All students who have been previously certificated on a qualification but are due to re-take one or more assessments (in order to improve their qualification grade) have been marked as retake (R).
- All students on programme but who are not expecting a qualification result in the current academic year are marked as not due to complete (N).
- All other students have been accurately recorded as either withdrawn (W), or are marked as retaking their qualification (R) as appropriate.

### Step 2 Complete the declaration

- 1 Ensure the checkpoint data is saved by clicking the **Save** button.
- 2 Click **Ready to Submit** at the bottom of the table (next to Save)
- 3 The submission declaration section will appear underneath. Read the statement in full.

The screenshot shows a table with student data and a declaration section below it. The table has columns for ID, Name, Surname, Start Date, End Date, and several dropdown menus. Below the table are 'Save' and 'Ready to Submit' buttons. The declaration section contains a checkbox and a list of terms and conditions.

KTZ29388	Elvira	Alberich	01.01.2002	04.04.2024		Y Yes				
KTZ29315	Fergus	Lilac	01.01.2002	04.04.2024		Y Yes	P	U UCAS		
KTZ29376	Jaromir	Izzy	01.01.2002	04.04.2024		Y Yes	M			
KTZ29339	Toby	Andi	01.01.2002	04.04.2024		Y Yes	D	E Employmen		

Submission confirmation:

Please tick the box below to confirm you have read and accept the following statement:

By submitting this form, I declare that:

- All student certification intention data has been reviewed and is accurate.
- All students expecting an overall qualification result in the current academic year have been recorded as due to complete (Y).
- All students who have been previously certificated on a qualification but are due to re-take one or more assessment (in order to improve their qualification grade) have been marked as retake (R).
- All students on programme but who are not expecting a qualification result in the current academic year are marked as not due to complete (N).
- All other students have been accurately recorded as either withdrawn (W) or are marked as retaking their qualification (R) as appropriate.
- Registration and Certification intention data will continue to be monitored and maintained by the centre throughout the year.
- All relevant assessment entries have been made for students due to complete their qualification, in order for them to meet the rules of combination for the qualification.
- External assessment marks / grades / outcomes and all required evidence will be made on time to the necessary deadlines.
- No unauthorised adaptations will be made to any assessments without prior written permission from City & Guilds.
- Certification intention data submitted for KS4 Technical Qualifications will be used to determine the cash-in for the student. Applying the cash-in (qualification certification) in the current series.

Confirm Cancel

- 4 Tick the box to declare the declaration has been read and the requirements met in full.
- 5 Click **Confirm**.

Submission confirmation:

**Please tick the box below to confirm you have read and accept the following statement:**

By submitting this form, I declare that:

- All student certification intention data has been reviewed and is accurate.
- All students expecting an overall qualification result in the current academic year have been recorded as due to complete (Y).
- All students who have been previously certificated on a qualification but are due to re-take one or more assessment (in order to improve their qualification grade) have been marked as retake (R).
- All students on programme but who are not expecting a qualification result in the current academic year are marked as not due to complete (N).
- All other students have been accurately recorded as either withdrawn (W) or are marked as retaking their qualification (R) as appropriate.
- Registration and Certification intention data will continue to be monitored and maintained by the centre throughout the year.
- All relevant assessment entries have been made for students due to complete their qualification, in order for them to meet the rules of combination for the qualification.
- External assessment marks / grades / outcomes and all required evidence will be made on time to the necessary deadlines.
- No unauthorised adaptations will be made to any assessments without prior written permission from City & Guilds.
- Certification intention data submitted for KS4 Technical Qualifications will be used to determine the cash-in for the student. Applying the cash-in (qualification certification) in the current series.

6 Dependent on your browser, a pop-up will display asking you to confirm the submission. Click **OK**.

7 Check the table updates correctly, showing all **Certification intention**, **Predicted grade** and **Progression** data as expected, and that the **Status** updates to **Submitted**.

**Submit Delivery of Results (DoR) Checkpoint Data**

Qualification	Qualification title	Valid grades	Checkpoint window
0170-24	Level 2 Technical Award in Land Based St	DDSM PUCX	1224

Active registrations	Outstanding	Yes (Y)	No (N)	Withdrawn (W)	Retake (R)	Status	Last update
4		3	1			Submitted	03.12.2024

**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).

No file chosen

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		Y Yes	D	U UCAS		
LWR5245	Duck	Donald	12.01.2007	16.10.2024		N No				
KTZ9315	Fergus	Lilac	01.01.2010	27.11.2024		Y Yes	X	E Employment		
KTZ9339	Toby	Andi	01.01.2010	28.11.2024		Y Yes	M	N Not Appical		

## Section 7 | Completing the checkpoint data via CSV file

We understand that some centres may wish to download their student data and complete the checkpoint data offline, especially if there are a high volume of students who have current registrations and appear in the student list.

We've provided the functionality in Walled Garden to download the checkpoint data to a .csv format which can be edited in Excel and then uploaded back into the system (as a .csv file).

We ask that you exercise caution with this step, reading these instructions carefully, as the data must be completed with total accuracy in order to upload and validate back to the data table.

### Step 1 Download the data to CSV

- 1 On the qualification page, when you have located the relevant programme of study, click on the **Download** button.

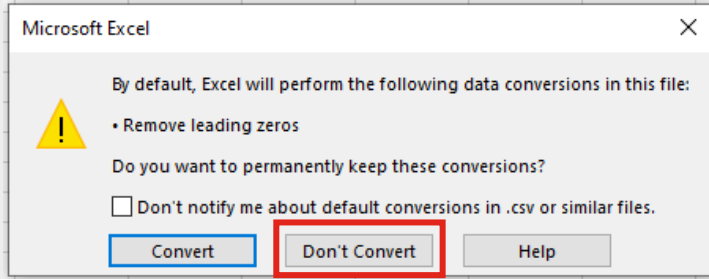
Qualification	Qualification title	Valid grades	Academic year
0170-24	Level 2 Technical Award in Land Based St	DDSMPCUX	1224

Active registrations	Outstanding	Yes (Y)	No (N)	Withdrawn (W)	Retake (R)	Status	Last update
4	4					In progress	03.12.2024

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Certification intention	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KT29327	Aspyn	Beryl	01.01.2010	27.11.2024						
LWRS245	Duck	Donald	12.01.2007	16.10.2024						
KT29315	Fergus	Lilac	01.01.2010	27.11.2024						
KT29339	Toby	Andi	01.01.2010	28.11.2024						

- 2 Dependent on your internet browser you will either be asked to save the file to a location, or the file will download automatically into your download folder.
- 3 Locate the downloaded file and either open and then save in the relevant folder to edit, or copy the file to the relevant location.

- 4 When the file opens using Excel, you may see a pop-up regarding the removal of leading zeros. You must select the **Don't Convert** option to ensure any values that start with zero are retained.
- Removal of leading zeros (such as from a centre number that starts with a zero) will mean the file upload will fail when attempting to upload back into Walled Garden.

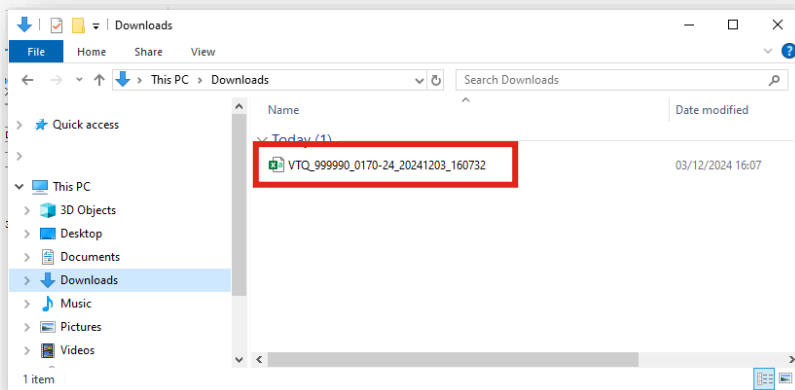


Note that files download using the name format of:

VTQ	Centre No.	Qualification No.	Date stamp	Time stamp
-----	------------	-------------------	------------	------------

For example the file below:

VTQ\_999990\_0170-24\_20241203\_155518



- 5 You must ensure the file format remains as a Comma Separated Values (\*.csv) otherwise you will not be able to upload the file back into Walled Garden.

If a file is saved as an Excel file format (\*.xls) it will need to be converted back to Comma Separated Values (\*.csv) format prior to being submitted to the Walled Garden tool. City & Guilds is not responsible for resolving issues created through the alteration of files following download.



## Step 2

## Edit the CSV file

- 1 Open the CSV file download using Excel (make sure you click **Don't Convert** if the pop-up displays regarding the removal of leading zeros)
- 2 Complete the **Certification intention**, **Predicted grade** and **Progression** fields only as required. Columns **I**, **J** and **K** for reference.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	POS	Centre Number	First Name	Last Name	ENR	DOB	Registration Start Date	Previously Certification	Certification intention	Predicted Grade	Progression	Determined Pathway	Missing Units	Last Update
1	0170-24	999990	Beryl	Aspyn	KTZ9327	20100101	20241127							
2	0170-24	999990	Donald	Duck	LWR5245	20070112	20241016							
3	0170-24	999990	Lilac	Fergus	KTZ9315	20100101	20241127							
4	0170-24	999990	Andi	Toby	KTZ9339	20100101	20241128							
5														
6														
7														
8														
9														
10														

### Important:

- You must not add, remove or amend any columns or rows within the file structure.
- Do not alter any data within the *POS*, *Centre Number*, *First Name*, *Last Name*, *ENR*, *DOB*, *Registration Start Date* or *Previous Certification* columns as this will corrupt the data.
- Do not add or amend any data within the *Determined Pathway*, *Missing Units* or *Last Update* columns as this may corrupt the data.
- Any adjustments to the student core data will cause an error when uploading.
- New or missing students cannot be added to this list. If a student is missing from the list please contact the Centre Operations team.
- Ensure all data entered is in UPPERCASE text only.
- Where D\* grade is required, this must be entered as DS.
- Additional characters such as a space at the end of a letter or a comma will prevent the file from uploading successfully.

3 Complete the **Certification intention** fields for each student as follows:

CSV code	Detailed description	
<b>Y</b>	<b>Yes</b>	The student is due to complete the qualification in full in the current academic year, expecting a qualification result in August.
<b>N</b>	<b>No</b>	The student is not due to complete in the current academic year (i.e. they are in the first year of a two-year programme of study or the qualification is being delivered over multiple years).
<b>W</b>	<b>Withdrawn</b>	The student has completely withdrawn from the programme of study and should be withdrawn on City & Guilds' system.
<b>R</b>	<b>Retake</b>	The student has previously been certificated on the qualification and is retaking one or more assessment in order to improve their qualification grade. You must only use this option where the previous certification field displays 'Y' value.

- 4 Where a student is marked **Yes (Y)** due to complete or **Retake (R)** then you should also complete the **Predicted grade** and **Progression fields** as follows:

CSV:	Grade:	CSV:	Grade:	CSV:	Description:
P	Pass	DS3	Distinction* Distinction* Distinction*	U	UCAS
M	Merit	DS2	Distinction Distinction* Distinction *	E	Employment
D	Distinction	DDS	Distinction Distinction Distinction *	O	Other
DS	Distinction*	DDD	Distinction Distinction Distinction	N	N/A
X	Fail	MDD	Merit Distinction Distinction		
	X – No Result	MMD	Merit Merit Distinction		
AS	A*	MMM	Merit Merit Merit		
A	A	PMM	Pass Merit Merit		
B	B	PPM	Pass Pass Merit		
C	C	PPP	Pass Pass Pass		
D	D	U	Unclassified		
E	E				
U	U				
UC	Unclassified				

The completed data file should look something like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	POS	Centre Number	First Name	Last Name	ENR	DOB	Registration Start Date	Previously Certification	Certification intention	Predicted Grade	Progression	Determined Pathway	Missing Units	Last Update
2	0170-24	999990	Beryl	Aspyn	KTZ9327	20100101	20241127		Y	D	U			
3	0170-24	999990	Donald	Duck	LWR5245	20070112	20241016		N					
4	0170-24	999990	Lilac	Fergus	KTZ9315	20100101	20241127		Y	X	E			
5	0170-24	999990	Andi	Toby	KTZ9339	20100101	20241128		Y	M	N			
6														
7														
8														
9														
10														

### Step 3

## Upload the CSV file to Walled Garden

- 1 Back in Walled Garden, select the **Choose File** button to select the file for upload.

**Submit Delivery of Results (DoR) Checkpoint Data**

Qualification	Qualification title	Valid grades	Checkpoint window
0170-24	Level 2 Technical Award in Land Based St	DDSMPUCK	1224

Active registrations	Outstanding	Yes (Y)	No (N)	Withdrawn (W)	Retake (R)	Status	Last update
4	4					In progress	03.12.2024

**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.

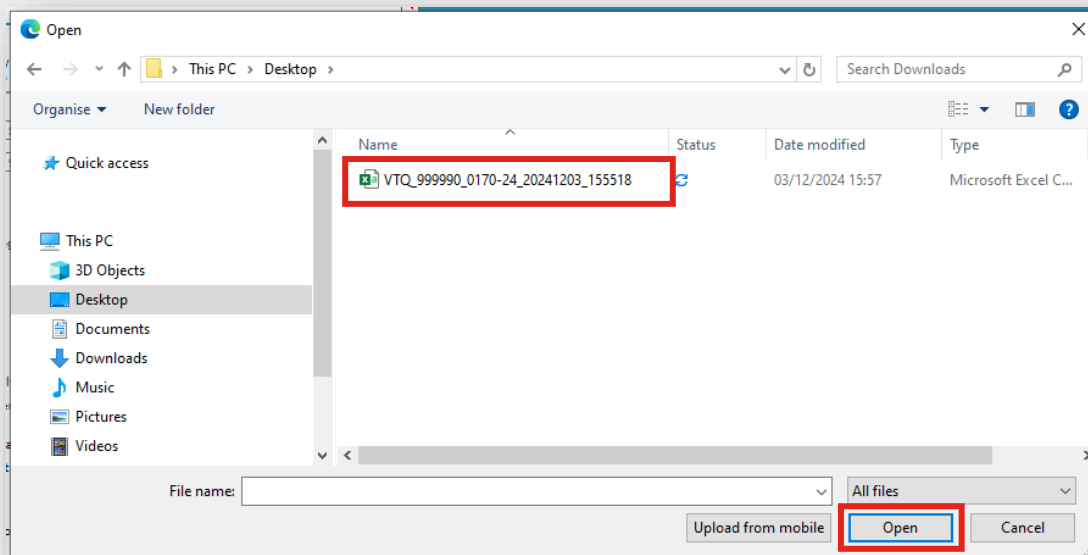
**Important note for K54 Technical Qualifications:**  
The data you submit here is used to claim certification, known as "cash-in". Where a student has been marked as "Yes" (Y), a certification claim will be processed. Please ensure that any students who do not wish to receive a qualification certification 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
KT29327	Aspyn	Beryl	01.01.2010	27.11.2024						
LWRS245	Duck	Donald	12.01.2007	16.10.2024						
KT29315	Fergus	Lilac	01.01.2010	27.11.2024						
KT29339	Toby	Andi	01.01.2010	28.11.2024						

**Save** | **Ready to Submit**

- 2 The file explorer window will display. Locate the file you want to upload from the relevant folder location.



- 3 Click **Open**.

4 The file name will populate into the filepath field adjacent.

5 Click the **Upload** button.

If the file has been completed correctly as per the instructions outlined in this document and the .csv format is retained, it will validate the contents of the file and then populate the data into the table. An example is provided below. This data matches the screenshot of the .csv file on the previous page in step 2.

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		Y Yes	D	U UCAS		
LWR5245	Duck	Donald	12.01.2007	16.10.2024		N No				
KTZ9315	Fergus	Lilac	01.01.2010	27.11.2024		Y Yes	X	E Employmen		
KTZ9339	Toby	Andi	01.01.2010	28.11.2024		Y Yes	M	N Not Appical		

**Save** **Ready to Submit**

6 Whilst the data saves automatically after a successful file upload, we recommend reconfirming this by pressing **Save** again.

If the file contains any invalid data, the data will not update into the table. The file errors will be listed onscreen in a table. You will need to correct the errors in the file before resubmitting.

Examples of the error messages:

Your file upload failed for the following reasons:

Your Rec. No.	ENR.	Error Description
00001	KTZ9327	Previous certification is not valid
00002	KTZ9364	Invalid record POS no does not match
00002	KTZ9364	Completion Data is not valid
00004	KTZ9354	Invalid record does not match to learners available
00007	KTZ9376	Predicted Grade is not valid

The table references the record line in the file that contains the error, the student enrolment number for reference and a detailed description of each error.

7 Complete a review of the data prior to submission as set out in section [Section 6](#).

## Section 8 | Complete the entries reconciliation process

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

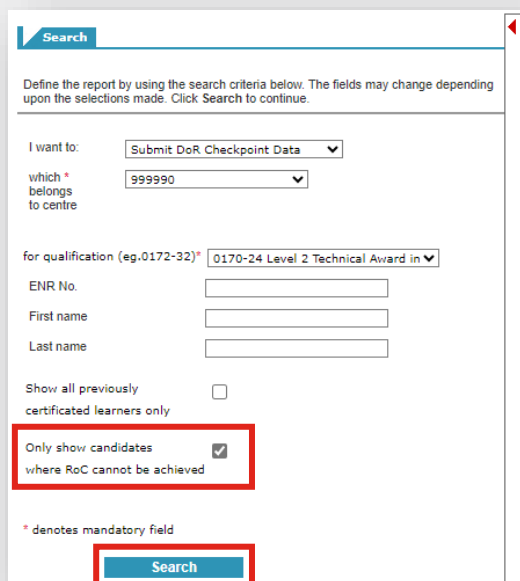
This process is now included in the Walled Garden functionality, so you'll be able to carry out this reconciliation process quickly and efficiently via data displayed to you within the checkpoint area of Walled Garden.

We will also review the data and contact you regarding any discrepancies.

We only provide the data for students who have been submitted as **Yes (Y)** due to complete or **Retake (R)**. That's why it's crucial that this data is submitted accurately.

### Step 1 Run the assessment entries and rules of combination analysis

- 1 Select the qualification you want to view the entries and rules of combination reconciliation report for.
- 2 This time, tick the box for **Only show candidates where RoC cannot be achieved**.
- 3 Click **Search**.



The screenshot shows a search form titled 'Search' with the following fields and options:

- I want to:** Submit DoR Checkpoint Data (dropdown)
- which \* belongs to centre:** 999990 (dropdown)
- for qualification (eg.0172-32)\*:** 0170-24 Level 2 Technical Award in (dropdown)
- ENR No.:** (text input)
- First name:** (text input)
- Last name:** (text input)
- Show all previously certificated learners only:**
- Only show candidates where RoC cannot be achieved:**  (highlighted with a red box)
- \* denotes mandatory field**
- Search** button (highlighted with a red box)

- 4 The report will run to display only those students who have been submitted as either **Yes (Y)** due to complete or **Retake (R)** and who based on current assessment entries and/or results do not have the ability to complete the qualification in full. These are the students who you need to review in detail to ensure any missing assessment entries are resolved to ensure they are not disadvantaged.

**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)\*: 0173-37 Level 3 Advanced Technici

ENR No:

First name:

Last name:

Show all previously certified learners only:

Only show candidates where RoC cannot be achieved:

\* denotes mandatory field

Search

**Submit Delivery of Results (DoR) Checkpoint Data**

Qualification	Qualification title	Valid grades	Checkpoint window
0173-37	Level 3 Advanced Technical Extended Dipl	DDDDDDSDS2DS3MDDMMDD	1224

Active registrations	Outstanding	Yes (Y)	No (N)	Withdrawn (W)	Retake (R)	Status	Last update
8	8	4	2			Submitted	03.12.2024

**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 K54 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	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KT29364	Burak	Iman	01.01.2002	04.04.2024		Y Yes	DS	U UCAS	No	
KT29315	Fergus	Lilac	01.01.2002	04.04.2024		Y Yes	M		No	
KT29376	Jaronis	Izzy	01.01.2002	04.04.2024		Y Yes	P		No	
KT29339	Toby	Andi	01.01.2002	04.04.2024		Y Yes	U		No	

Save
Ready to Submit

**Note:** You can run the data without the filter selected. The report will show **Yes** or **No** within the Current bookings meet RoC field for those students submitted as either **Yes (Y)** due to complete or **Retake (R)**.


What the **Yes** and **No** means in the **Current bookings meet RoC** field:

Yes	No
<p>The assessment entries and/or results for this student meet the requirements for the rules of combination.</p> <p>There is no further action required for this student.</p>	<p>The assessment entries and/or results for this student do not meet the rules of combination.</p> <p>Therefore the student will not have the opportunity to be certificated in the current academic year and achieve their full qualification certificate.</p>


## Step 2

### View the student reconciliation field

- 1 Once you've run the reconciliation report and have the students whose assessment entries do not currently meet the rules of combination (RoC), you'll click into each student on the magnification icon in the **RoC Analysis** field.

Current bookings meet RoC	RoC Analysis
No	

- 2 This will display an additional section under the student record which sets out the assessment entries and rules of combination (RoC) reconciliation outcome.

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	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										

- 3 The system will attempt, based on the current assessment entries and/or results, to determine the qualification details for the student.

Where you can see the **Determined pathway**, the system will identify the number of assessment entries 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 for this student.

#### Disclaimer:

The Assessment Entry and Rules of Combination (RoC) reconciliation process is intended as a guide to support centres identify students who do not have the required assessment entries to achieve their qualification (i.e to meet the RoC). We have taken every reasonable step to ensure the data presented onscreen is accurate based on current entries and/or results.

In some cases, particularly with more complex qualifications with multiple pathways, the system will attempt to make the most accurate determination of the pathway based on assessment entries. However, this may not reflect the pathway the student is taking. You must check the data carefully.

It can take up to 24 hours for new assessment entries to update in the Checkpoint data, as this analysis runs overnight and updates into the student record. Please check the timestamp in the **RoC Analysis** section for information.

This process should not replace a thorough understanding of the required units for a qualification. The full rules of combination for each qualification are set out in the respective qualification handbook (QHB) and in the Walled Garden catalogue.

City & Guilds accepts no liability where a centre has relied solely on the data provided via the VTQ Checkpoint activity process to ensure certification. Centres are responsible for ensuring all necessary steps are taken to make the relevant assessment entries in line with qualification requirements.

Ensuring a student is certificated also relies upon centres submitting all required marks / grades / outcomes for each assessment, students undertaking externally marked exams and evidence being submitted to City & Guilds where required.

## RoC Reconciliation Example 1

GBD8795	Webb	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) (002, 830)										
Last Update: 10.04.2024 13:33:56										

The system has determined the pathway for the student is 7905-30 Level 3 Advanced Technical Diploma in Bricklaying (450).

There is only one pathway available for this programme of study, as it is a 540 GLH qualification.

Based on the Rules of Combination (RoC) the system reviews the assessment entries and/or previous results for the student and determines they do not currently meet the rules of combination. The missing units identified are **(001 or 501)** plus **(002, 830)**.

We can cross-reference this against the Rules of Combination in the qualification page on the Walled Garden catalogue, to determine all required units:

Level 3 Advanced Technical Diploma in Bricklaying (450) - 0001

Learners must successfully achieve the following assessments to gain this qualification

001 Level 3 Bricklaying- Theory exam (1)  
OR  
501 Level 3 Bricklaying- Theory exam (1)  
Plus  
002 Level 3 Bricklaying - Synoptic assignment (1)  
830 Employer involvement

The student requires a booking for the theory exam **(001 or 501)**, Synoptic assignment **(002)** plus Employer Involvement **(830)** in order to be able to complete the qualification in full.

## RoC Reconciliation Example 2

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KTZ9364	Burak	Iman	01.01.2002	04.04.2024		Y Yes			No	
Determined pathway: Level 3 Advanced Technical Diploma in Beauty and Spa Therapy (540)										
Missing unit(s): (030 or 530) 1 of (307, 308, 309, 310, 311, 312, 313, 320) 1 of (030, 530) 90 credits from (307, 308, 309, 310, 311, 312, 313, 320) Last Update: 10.04.2024 13:33:56										

The system has determined the pathway for the student is 6003-30 Level 3 Advanced Technical Diploma in Beauty and Spa Therapy (540).

There is only one pathway available for this programme of study, as it is a 540 GLH qualification.

Based on the Rules of Combination (RoC) the system reviews the assessment entries and/or previous results for the student and determines they do not currently meet the RoC. The missing units identified are (030 or 530), 1 of (307, 308, 309, 310, 311, 312, 313, 320), 1 of (030, 530), plus 90 GLH from (307, 308, 309, 310, 311, 312, 313, 320).

We can cross-reference this against the Rules of Combination in the qualification page on the Walled Garden catalogue, to determine all required units:

Level 3 Advanced Technical Diploma in Beauty and Spa Therapy (540) - 0001

Learners must successfully achieve the following assessments to gain this qualification:

- 030 Level 3 Beauty and Spa Therapy - Theory exam (1)
- OR
- 530 Level 3 Beauty and Spa Therapy - Theory exam (1)

Plus

- 031 Level 3 Beauty and Spa Therapy - Synoptic assignment (1)
- 830 Level 3 Employer involvement

Plus a minimum of 90 GLH from a minimum of 1 unit from (307 - 313, 320)

The student requires a significant number of assessment entries, including the theory exam (030 or 530), plus a series of mandatory and optional units. The only assessment entries they do have are for the Synoptic and Employer Involvement.

## RoC Reconciliation Example 3

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KTZ9364	Burak	Iman	01.01.2002	04.04.2024		Y Yes	DS	U UCAS	No	
<p><b>Determined pathway:</b></p> <p><b>Missing unit(s):</b>            Multiple pathways / rules of combination identified based on current assessment bookings.            Please review the candidate record and ensure correct assessment bookings for the required pathway.            Contact the Operations team for further assistance:            VTQcheckpoint@cityandguilds.com            Last Update: 10.04.2024 13:33:56</p>										

In this case, the qualification is 0173-37 Level 3 Advanced Technical Extended Diploma in Land and Wildlife Management (1080).

The system cannot determine the likely pathway for the qualification based on the current assessment entries.

This is a two-year programme of study (1080 GLH) and has three pathways (Countryside, Game and Fisheries).

The student will not be able to complete the qualification in full based on current assessment entries.

### Countryside

Learners must successfully achieve the following assessments to gain this qualification

- 001 Level 3 Land and Wildlife Management - Theory exam (1)
- OR
- 501 Level 3 Land and Wildlife Management - Theory exam (1)
- Plus
- 009 Level 3 Land and Wildlife Management - Theory exam (2)
- OR
- 509 Level 3 Land and Wildlife Management - Theory exam (2)
- Plus
- 004 Level 3 Land and Wildlife Management - Synoptic assignment (1)
- 010 Level 3 Land and Wildlife Management - Synoptic assignment (2)
- 300 Level 3 Principles of health and safety - Theory exam
- 302 Level 3 Undertake and review work related experience in the land-based industries - Portfolio
- 353 Level 3 Undertake a specialist project in the land-based sector - Assignment
- 837 Level 3 Employer involvement
- plus seven optional units from 308, 309, 313-317, 319, 321-327, 336, 338-339, 341-343, 351-352

### Game

Learners must successfully achieve the following assessments to gain this qualification

- 001 Level 3 Land and Wildlife Management - Theory exam (1)
- OR
- 501 Level 3 Land and Wildlife Management - Theory exam (1)
- Plus
- 011 Level 3 Land and Wildlife Management - Theory exam (2)
- OR
- 511 Level 3 Land and Wildlife Management - Theory exam (2)
- Plus
- 004 Level 3 Land and Wildlife Management - Synoptic assignment (1)
- 012 Level 3 Land and Wildlife Management - Synoptic assignment (2)
- 300 Level 3 Principles of health and safety - Theory exam
- 302 Level 3 Undertake and review work related experience in the land-based industries - Portfolio
- 353 Level 3 Undertake a specialist project in the land-based sector - Assignment
- 837 Level 3 Employer involvement
- plus seven assignments from optional units 307, 313-315, 317-321, 329-337, 342, 352

### Fisheries

Learners must successfully achieve the following assessments to gain this qualification

- 001 Level 3 Land and Wildlife Management - Theory exam (1)
- OR
- 501 Level 3 Land and Wildlife Management - Theory exam (1)
- Plus
- 013 Level 3 Land and Wildlife Management - Theory exam (2)
- OR
- 513 Level 3 Land and Wildlife Management - Theory exam (2)
- Plus
- 004 Level 3 Land and Wildlife Management - Synoptic assignment (1)
- 014 Level 3 Land and Wildlife Management - Synoptic assignment (2)
- 300 Level 3 Principles of health and safety - Theory exam
- 302 Level 3 Undertake and review work related experience in the land-based industries - Portfolio
- 353 Level 3 Undertake a specialist project in the land-based sector - Assignment
- 837 Level 3 Employer involvement
- plus five assignments from optional units 308, 313, 318-320, 328, 338-339, 341-343, 345-349

## Section 9 | View the checkpoint summary report

You can now view a summary report for the current checkpoint window. This will help centres to ensure all required data is submitted for all programmes of study, as well as identifying those programmes of study where students do not meet the rules of combination.

### Step 1 Run the summary report

- 1 Select the **View DoR Checkpoint Summary** from the menu
- 2 If applicable, choose the centre number you need to view the report for.
- 3 Click **Search**.

**Note:** Dependent on the number of programmes of study and the volume of students the report may take between 15-20 seconds to populate.

**View Delivery of Results (DoR) Checkpoint Summary Report**

The tables below shows a summary of all qualifications where you have registered candidates, and your checkpoint submission progress. Please use this summary table to look for incomplete checkpoint submissions. After submitting, you can check to see if there are any candidates due to complete who do not meet the rules of combination.

Checkpoint window	Active registrations	Outstanding	Yes(Y)	No(N)	Withdrawn(W)	Retake(R)	Not meeting RoC	Submission Last update	RoC Last update
1224	104	68	13	20	2	1		03.12.2024	

Qualification	Qualification title	Active registrations	Outstanding	Y	N	W	R	Not meeting RoC	Status	Checkpoint window	Submission Last update	RoC Last update
0170-24	Level 2 Technical Award in Land Based St	5	3	1			1		In progress	1224	03.12.2024	
0173-37	Level 3 Advanced Technical Extended Dipl	8	8						Not started	1224		
2935-03	Level 3 Extended Project	8		4	2	2			Submitted	1224	02.12.2024	
6003-30	Level 3 Advanced Technical Diploma in Be	10		4	6				Submitted	1224	02.12.2024	
7905-30	Level 3 Advanced Technical Diploma in Br	37	37						Not started	1224		
8202-35	Level 3 Advanced Technical Diploma in Pl	18	2	4	12				Submitted	1224	02.12.2024	
8715-30	T Level Technical Qualification in Manag	9	9						Not started	1224		
8715-31	T Level Business Improvement Occupations	9	9						Not started	1224		

- 4 The top table shows the current checkpoint window and the total sum of active registrations, outstanding submissions (at student level) and the number submitted as **Yes (Y)**, **No (N)**, **Withdrawn (W)** or **Retake (R)**. This is a combined total of all programmes of study.

Checkpoint window	Active registrations	Outstanding	Yes(Y)	No(N)	Withdrawn(W)	Retake(R)	Not meeting RoC	Submission Last update	RoC Last update
1224	104	68	13	20	2	1	7	03.12.2024	04.12.2024 08:37:15

5 The qualification-level summary table shows a breakdown of the current checkpoint window by programme of study.

For each programme of study, you can view:

- Number of active registrations (the number of students that are registered and require checkpoint data submitting)
- Number of outstanding submissions
- Breakdown of the number submitted as Yes (Y), No (N), Withdrawn (W) or Retake (R)
- Number of students who do not meet the rules of combination
- Submission status of the programme of study
- The checkpoint window code
- The date the programme of study was last updated
- The date the rules of combination reconciliation data was last updated

Qualification	Qualification title	Active registrations	Outstanding	Y	N	W	R	Not meeting RoC	Status	Checkpoint window	Submission Last update	RoC Last update
0170-24	Level 2 Technical Award in Land Based St	5	3	1			1		In progress	1224	03.12.2024	
0173-37	Level 3 Advanced Technical Extended Dipl	8	8						Not started	1224		
2935-03	Level 3 Extended Project	8		4	2	2		2	Submitted	1224	02.12.2024	03.12.2024 05:11:01

6 Where a programme of study has been submitted in full, the table will display the total number of students submitted as **Yes (Y)** or **Retake (R)** who do not meet the rules of combination based on current assessment entries and/or results.

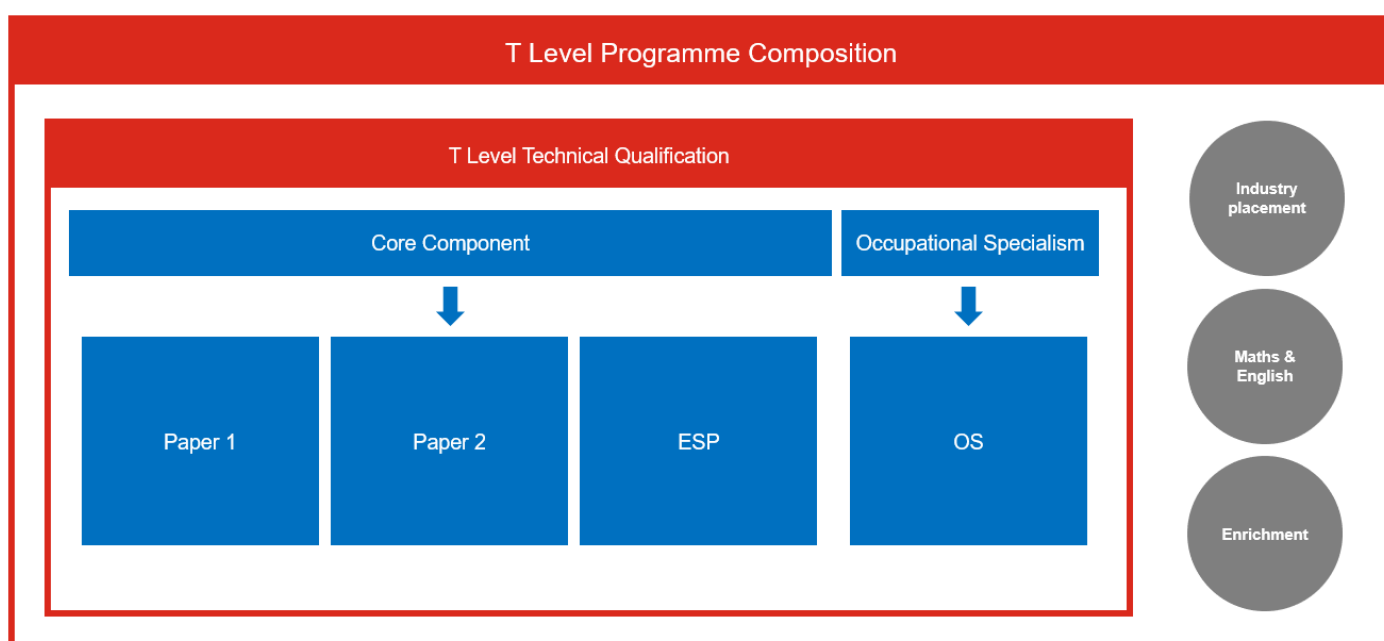
7 If required, the table can be sorted by clicking on the relevant column header. For example to sort by status, or number of students not meeting the rules of combination.

## Section 10 | Additional information for T Levels

Centres who are delivering T Level Technical Qualifications need to submit checkpoint data for both the **Core Component** and the **Occupational Specialism (OS)** separately within the system as you make a registration on each.

The composition of a T Level includes several components. City & Guilds is responsible for the Technical Qualification (TQ) comprising the Core Component and the OS.

Whilst a student may be undertaking a 'T Level' study programme, for the purposes of the checkpoint data you need to regard the core component and the occupational specialism as independent of each other. Indicating a student as **Yes (Y)** or **No (N)** for the Occupational Specialism is effectively how City & Guilds determines whether a student is expecting to complete the T Level programme.



### Core component

For the Core component you are required to provide an indication of whether the student is due to complete the core component in the current academic year / results period. This means the student is expected to achieve the two core exams and the Employer-Set Project (ESP) in the upcoming series.

If they have previously achieved either of these sub-components in a previous series and are completing the other in the current series, the same applies, as they will be expected to achieve the overall Core component in the series.

If a student has previously achieved the component in an earlier series but is retaking one or more of the sub-components (core exams and/or ESP) then these students will show as previously certificated. In this instance you will need to search for them using the **Include previously certificated learners** option in the search menu, and then enter them as **Retake (R)**.

## **Occupational Specialism (OS)**

For the OS you also need to indicate if the student is due to complete the OS assessment in the upcoming series (i.e. the current academic year). Indicating the completion of the OS in the current series will be taken by City & Guilds as the student completing the overall T Level Programme

A student is usually registered for the OS in the first year of the T Level programme, alongside the registration on the Core Component. However, the completion of the OS assessment(s) will not be completed until the second year of the programme.

If they are in the first year of the programme, and not due to complete the OS assessment this year, they should be entered as **No (N)**. This indicates they are not completing the overall T Level programme in the current series.

If they have been registered on the OS in either the previous or current academic year, and are due to complete the OS assessment in the current year, please enter them as **Yes (Y)**. This indicates they are completing the overall T Level programme in the current series.

## Section 11 | Frequently asked questions (FAQs)

### How do I add students that are re-taking the qualification this year?

If a student has already achieved the qualification and is re-taking it this year to improve their grade, you will need to tick the **Show all previously certificated learners only** checkbox in the search menu. This will show students with a previous certification. The previously certificated students will appear with a Y in the **Previous certification** field.

You are able to enter their certification intention data by selecting **R Retake** in the **Certification intention** column. Once you've updated each candidate as applicable, click **Save** and then remove the checkbox in the search to display the main student data.

### How do I amend certification intention data information after submission?

Please contact the Centre Operations team via email or phone and they will be able to unlock the programme of study for you to make the necessary amendments and re-submit.

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

T: 01924 930800

### What do I do if I have missed a student registration?

If you identify a missing student registration, you should rectify this immediately, making the registration via Walled Garden. New registrations then update into the student data in the Checkpoint functionality within a few minutes.

If you haven't yet submitted the programme of study, this means you can then continue as normal. If however, the programme of study has been submitted you'll see the student appears in the list, but as the data is submitted it will be locked. In this case, please contact the Centre Operations team and we'll unlock the data for you.

**Don't forget to also make the required assessment entries for the student.**

### What do I do if our centre cannot meet the deadline?

Centres have sufficient time to prepare for the checkpoint submission, and centres must ensure the data is submitted to us no later than the published deadlines. We are not able to consider extensions to the deadline.

It is an Ofqual requirement for Awarding Organisations to work with centres to submit the data to ensure timely release of results.

If you are concerned about meeting the deadline, you should contact us as soon as possible.

Please note a late completion fee of **£300** per programme of study (qualification) applies if the data is submitted after the published dates.

### **What happens if I miss the submission deadline?**

Where a centre fails to submit all the data on or before the published deadline, this will constitute maladministration and also incur a fee (as above). We will refer any centre which does not submit the data by the deadline or submits with missing or inaccurate information to our compliance team for further action.

We also update Ofqual regularly on submission progress and will report centres which fail to meet key deadlines for the checkpoint as well as submission deadlines for assessment evidence.

To avoid this, please keep in touch with us so that we can support you the best we can.

### **Who should complete the checkpoint data?**

We don't specify the role within a centre who should complete the checkpoint data, however we anticipate that this will mainly be an Exams Officer.

The Head of Centre is responsible for ensuring the data is submitted on time and is accurate.

We expect centres to implement appropriate quality assurance to ensure data is accurate.

### **I downloaded the data to edit, and now it won't upload. What should I do?**

This likely indicates you have changed something within the file, or the data within the file is not valid. Examples could include:

- The file is not .csv format.
- Student data has been amended within the file.
- The responses to certification intention, predicted grade and/or progression fields are not valid.

Please refer to the error messages displayed on the upload screen and the guidance in [Section 7](#) for further information.

### **Can City & Guilds upload the data on behalf of the centre?**

Sorry, but we can't support with this. All centres must submit the data via the Walled Garden platform, using the onscreen table or via the upload/download functionality.

Centres should follow the instructions set out in this document carefully when submitting via .csv file to avoid error.

### **Why can't you download all student and qualification data in one file?**

We can't provide this functionality in Walled Garden. Each programme of study must be selected independently, and the system then publishes the current active registered student data in the table.

Due to the number of errors and issues we have experienced in previous activities, it would also increase the likelihood of centres providing inaccurate data.

### **Why are there no drop-down options for Certification intention, Predicted grade or Progression in the download file?**

It is not possible to create system generated download files with drop-down menus (data validation) via csv format.

### **Why do I need to provide the predicted grade for students who are due to complete this year?**

We ask centres to submit this data in the same way that predicted grade data is required for general qualifications each year (GCSEs and A Levels).

This is now a mandatory requirement, required for each student marked **Y Yes** due to complete or **R Retake**.

City & Guilds will use this data to carry out student performance analysis, for internal use only.

### **Is providing progression data mandatory?**

Yes, if it is applicable to a student and they are reliant on their qualification to progress to university (via a UCAS application), Employment, Apprenticeship or another qualification.

You must provide this information as part of the checkpoint activity. If progression is not applicable for the student, you should select the **N Not Applicable** option from the drop-down menu.

### **How do I submit data for students undertaking KS4 Level 2 Tech Awards?**

If the qualification is being delivered over more than one year (two or three years usually) as is often the case for KS4 Level 2 Tech Awards, you should identify if a student is due to finish / complete the qualification this year and mark them as **Y Yes** due to complete.

If they are not in the final year, and therefore not due to complete and be certificated you should mark them as **N No**.

Note that we use the checkpoint data to include a centre's request to cash-in a qualification result (certificate) for KS4 Technical Awards.

### **Do I provide data for students who have completed the ESP only? If yes, how would we know grades as it's externally marked?**

For T Levels you should consider the Core Component (which includes the core exams and ESP) and the Occupational Specialism separately. Almost like they are two entirely different qualifications.

If a student is due to complete all core assessments or complete the final assessment within the core in this series, then they are due to complete the core component and should be marked as **Y Yes**.

If they are only undertaking one sub-component (i.e. core exams or ESP) and will complete the other sub-component in a future series, they should be marked as **N No**.

### **Why do some of my students show as previously certificated for the T Level but they won't complete until this year?**

Students do not complete a T Level with City & Guilds; they complete a Technical Qualification (TQ) which forms part of the overall T Level qualification which is awarded by the DfE.

Please consider the Core Component and the Occupational Specialism as entirely independent, like they are separate qualifications for the purposes of the Checkpoint.

So, if a student has completed all of the assessments of the Core Component in a previous series, they will show as previously certificated. This is correct as it's just for the programme of study (PoS) number (e.g. 8710-30) and not the full TQ or the overall T Level programme.

**Why does this task sit with exams teams?**

We recommend that the checkpoint activity is carried out by the exams teams, however this is not mandated. It is the responsibility of the Head of Centre to assign the most appropriate individual or team to provide the data to City & Guilds, ensuring the data is accurate and submitted on time.

**If we put W Withdrawn in the checkpoint data, do we also have to complete the T Level withdrawal form on the website?**

No, we've now removed this process. Entering the student as withdrawn via the checkpoint is sufficient.



## Contact us

City & Guilds Centre Operations

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

01924 930 800

[www.cityandguilds.com](http://www.cityandguilds.com)

## About City & Guilds

Since 1878 we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We work with governments, organisations and industry stakeholders to help shape future skills needs across industries. We are known for setting industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We train teams, assure learning, assess cohorts and certify with digital credentials. Our solutions help to build skilled and compliant workforces.

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