



Planning the NEA 2024-25

Key dates and support

Date	Call to action	Where to access support
1 October	<ul style="list-style-type: none"> Download the NEA assessment materials from the Portal. Download provider standardisation and administration training packs. 	<ul style="list-style-type: none"> Portal User Guide Accessing assessment materials short video
September - January	<p>Get prepared:</p> <ul style="list-style-type: none"> 31 January (each session) is the booking cut-off date for all Model 5 external assessments and NEA (non-exam assessment). Ensure Portal user permissions are set up correctly. Ensure you have provided us with the correct contact details for key staff at your centre. Review the live NEA. Access the Tutor Guidance Document. Consider the resources required by your learners and how to facilitate the number of sessions needed. Look at our sample assessments and exemplar learner responses on our website. Sign up for training events. Complete mandatory standardisation and administration. training within your centre ahead of the February deadline. 	<p>Visit the qualification page on our website to access:</p> <ul style="list-style-type: none"> tutor guides (also within the assessment pack) qualification specification sample assessments exemplar learner responses and more. <p>Teaching and learning support</p> <ul style="list-style-type: none"> provider development support assessor/IQA training events. <p>Assessment Support</p> <ul style="list-style-type: none"> Reasonable adjustments and paper modifications <p>Visit the prepare for moderation page on our website to access:</p> <ul style="list-style-type: none"> guidance on how to access assessment materials provider standardisation training packs are available in the Portal. Go to 'view my bookings', select your cohort and access the standardisation materials.
28 February	Deadline to complete standardisation and administration training.	Complete the declaration within the training pack before the deadline.
September - April	<p>Begin delivery of the NEA (provided all teaching has been delivered):</p> <ul style="list-style-type: none"> Plan your delivery and create a schedule of assessment. Consider mop-up sessions for learners who may miss hours due to absence. 	<p>Visit the prepare for moderation page on our website to access:</p> <ul style="list-style-type: none"> an example schedule of assessment is available in the 'maintain accurate assessment records' section



	<ul style="list-style-type: none"> • Document learner attendance at each session (record of attendance). • Tutors should mark the NEA using the learner feedback sheets. • Complete internal quality assurance processes. • Centre marks can be shared with learners - there is no opportunity for learners to resubmit evidence, but you should make sure learners have time to appeal a marking decision internally. • Ensure learners know how and when they can appeal. 	<ul style="list-style-type: none"> • Prepare to assess recordings to support you with the marking of assessments • guidance on how to maintain accurate assessment records. Learner feedback sheets are included in the assessment materials pack. • refer to our advice about having a professional discussion and Guidance around conducting an observation. <p>Visit the qualification page on our website or download our tutor guides within the assessment pack on the Portal which explain our approach to marking and moderation.</p>
March - April	<p>Once all assessment and IQA activity is complete, you should submit learners' marks on the Portal:</p> <ul style="list-style-type: none"> • Ensure colleagues responsible for submitting learner marks on the Portal have the 'Moderation' permission added to their Portal account. • As soon as IQA processes are complete and the learner review period has passed, you can submit marks in the Portal. • Check submitted marks on the Portal match the marks given on the assessor feedback to learners form. Discrepancies may lead to delays in releasing results by the advertised date. • You can edit submitted marks on the Portal until 30 April. • If you have a cohort of 15 learners or less, we'll require you to upload evidence for the full cohort. You can do this at any time, during the assessment window. For cohorts of 16+ learners you will need to submit evidence for learners listed on the sample plan generated in the Portal. 	<ul style="list-style-type: none"> • Portal User Guide • Submitting marks on the Portal short video. • Approach to moderation and sample size guides are available on our website. • NCFE Portal user guide (linked above) provides details on how to view the learners selected for sampling
30 April	<p>This is the final deadline to submit all learner marks. Marks cannot be entered after this date. The only exception to this is for learners with special consideration requests applied.</p> <ul style="list-style-type: none"> • 30 April is the deadline for submitting learner marks for the NEA in the Portal. If you miss the deadline for submitting marks your learner results may be delayed. You will be contacted by our Quality Assurance team to manage the submission of your learner marks. 	<p>Please read our special consideration policy before submitting an application.</p>



1 May	Once all learner marks are entered for the cohort, a sampling plan will be generated in the system. A list of the learners chosen for moderation will appear in a sampling plan list on the Portal the next working day after the final submission deadline - 1 May 2025 (unless you're missing marks).	<ul style="list-style-type: none"> • Viewing the sampling plan list and uploading evidence - Video • The Portal User Guide • provides details of how to view your learners selected for sampling.
1 May – 6 May	<p>Upload learner evidence to the Portal. You don't need to click the 'submit for marking' button.</p> <ul style="list-style-type: none"> • You will have 3 working days from the date the sample plan is generated, to upload learner evidence for learners selected for moderation shown in the sample list. • You must upload the completed checklist per learner. This is located in the assessment pack on the Portal. This is to ensure you have included everything we need to moderate your learners. • If a Reasonable Adjustment has been applied, this must be recorded on the checklist and a JCQ VQ/IA form submitted with the evidence (per learner). • At any time during the assessment window, you can upload learner evidence. Testing this process is advisable so that you can be prepared and can address any question before the upload period. <p>If you miss the deadline for uploading evidence your learner results may be delayed. You will be contacted by the quality assurance team to manage the submission of your learner evidence. If you have already uploaded evidence for all learners in your cohort (as you have 15 or less) you do not need to do anything.</p>	<ul style="list-style-type: none"> • Guide to uploading digital evidence. • Guidance on applying reasonable adjustments can be found here • Reasonable adjustments applied by centres need a JCQ VQ/IA form to be submitted with individual learner evidence.
May - June	External assessment window begins.	Please check the External Assessment Timetable for exam dates and times.
May – July NCFE Moderation stages	<p>Provided all learner evidence has been uploaded by the deadline - 30 April, the moderation window will begin.</p> <ul style="list-style-type: none"> • Regularly check emails for communication from NCFE in relation to missing or insufficient evidence • Action any requests as soon as possible, to avoid delays to moderation and results. <p>Check we have the correct contact details for your centre.</p>	If we need to contact you regarding your learners, we will email the head of centre, programme contact and exam contact providing details of what we need you to do.
Results released (results slip)	18 August for centres (embargoed), 21 August for learners.	<ul style="list-style-type: none"> • Further information on the final moderation report can be found on our Preparing for Moderation page



		<ul style="list-style-type: none">• Results dates can be confirmed on our external assessment timetable.• Teaching and learning support from the Provider Development team
21 August – Chief Examiner/Chief Moderator report	The Chief Examiner and Chief Moderator report will be released to and available on the website. The aim of the report is to highlight how learners have performed generally, as well as any areas where further development or guidance, may be required to support preparation for future assessment windows.	Teaching and learning support from the Provider Development team: unlock V Cert assessment success: A quick guide
Review of Moderation (NEA only)	<p>A review of moderator marks is a check on the original moderation to make sure the assessment criteria has been applied fairly, reliably and consistently. Please note this is not a remark and no specific feedback will be provided.</p> <ul style="list-style-type: none">• submit a request for a ROM via our website• requests must be received within 25 working days of results release date. <p>This service is not available for individual learners. Requests must be made by unit/component, for all learners on a cohort.</p>	Information about our Review of Moderation service can be found on our Enquiries about results and assessment decisions page on our website
Certification	<p>Changes to Certificates</p> <ul style="list-style-type: none">• e certificates will be available when results are released• paper certificates will be printed and despatched 6-8 weeks after results are issued with a view to receive up to 10 weeks post results issued.	Portal User Guide