



Planning the NEA 2025-26

Key dates and support

Date	Call to action	Where to access support
September	<ul style="list-style-type: none"> From 2 September: Watermarked draft NEA available. 1 Oct: Final NEA released – only this can be delivered to learners. 2-16 September: Clarification window open – submit NEA queries before 16 September. Administration training (series of short videos) is available all year round from our moderation page. 	<ul style="list-style-type: none"> Find out more about the draft NEA release process by visiting: V Cert NEA 25 26 Admin training via our moderation page: <ul style="list-style-type: none"> How to access assessment materials How to submit provider marks for moderation View students selected for moderation and upload evidence
1 October	<ul style="list-style-type: none"> Download final NEA assessment materials from the Portal. Provider standardisation packs available from each qualification page, under 'support materials'. 	<ul style="list-style-type: none"> Portal User Guide Accessing assessment materials video
September - January	<ul style="list-style-type: none"> 31 January: Booking cut-off for all V Cert Level 1/2 Technical Awards (late fees apply from 1 August 2025). Set up your Portal user permissions correctly so you have access to moderation screens such as learner marks and evidence. Make sure we have the correct contact details for key staff. Familiarise yourself with the live NEA assessment materials and Tutor Guidance Document. Consider the resources required by your learners and how to facilitate the number of sessions needed. Review sample assessments and exemplar learner responses on our website. Sign up for teaching and learning support. Complete standardisation and administration training. 	<p>Fees and Pricing guide</p> <p>Visit the qualification pages 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 Standardisation training <p>Update your centre contacts for key staff here</p> <p>Teaching and learning support:</p> <ul style="list-style-type: none"> provider development support assessor/IQA training events.
October - April	<p>Begin delivery of the NEA (provided all teaching has been delivered):</p> <ul style="list-style-type: none"> Deliver the NEA (after all teaching is complete) Create a schedule of assessment (use template on moderation page) Consider mop-up sessions for learners who may miss hours due to absence Document learner attendance at each session (record of attendance). Mark the NEA using the learner feedback sheets. Complete internal quality assurance. 	<ul style="list-style-type: none"> Visit the moderation page to access a schedule of assessment template under 'Planning your delivery' then 'maintain accurate assessment records'. Assessment Support Reasonable adjustments and paper modifications. Prepare to assess recordings to support you with the marking of assessments. Guidance on how to maintain accurate assessment records and learner feedback sheets are included in the NEA assessment materials.



	<ul style="list-style-type: none"> Share marks with learners (allow for internal appeals; no resubmission permitted) 	
March - April	<p>Once all assessment and IQA activity are complete, you can submit learners' marks on the Portal:</p> <ul style="list-style-type: none"> Ensure colleagues responsible for submitting learner marks have the 'Moderation' permission added to their Portal account. As soon as IQA is complete and the learner appeals window has closed, 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 moderation and releasing results. 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 video Approach to moderation and sample size guides on our website
30 April	<ul style="list-style-type: none"> Final deadline to submit all learner marks (except agreed special consideration). Late submissions may delay results – the moderation team will contact you if learner marks are missing after the deadline. 	Please read our special consideration policy before submitting an application.
1 May	<ul style="list-style-type: none"> Sampling plan made available on the Portal (if all marks are submitted). If any marks are missing, the sampling plan list will not generate. This includes where an extension or special consideration has been granted. 	<ul style="list-style-type: none"> Viewing the sampling plan list and uploading evidence Video The Portal User Guide provides details on how to view your learners selected for sampling.
1 May – 6 May	<ul style="list-style-type: none"> Ensure all tasks are clearly marked and attributable to an individual learner. Mark on the evidence upload checklist where no evidence has been submitted by the learner. Upload learner evidence to the Portal (3 working days from the sampling plan release). Submit a completed checklist for each learner. If a Reasonable Adjustment applies, record it on the checklist. You can upload evidence anytime during the assessment window. It's recommended to test this process early to resolve any issues before the upload period. Missing the upload deadline will lead to delays in moderation and releasing results. The Moderation team will contact you to chase late submissions. If you've already uploaded evidence for all learners (15 or less), no further action is needed. 	<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 to be recorded on the evidence upload checklist submitted with individual learner evidence.



May - June	External assessment window begins.	Please check the External Assessment Timetable for exam dates and times.
May – July	<p>Moderation stages</p> <ul style="list-style-type: none">• Provided all learner evidence has been uploaded by the deadline moderation will begin.• Regularly check emails from NCFE for queries regarding missing or insufficient evidence. You may be contacted at various stages with queries about different learners.• Action any requests as soon as possible, to avoid delays in moderation and results.• Please ensure all centre contact information is correct and up to date.	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.
17 August	17 August 2026 results available to centres (embargoed),	Results dates can be confirmed on our external assessment timetable 2025-2027 .
20 August	<ul style="list-style-type: none">• 20 August 2026 results can be shared with learners.• Final moderation reports available to view on the Portal.• Chief Moderator and Chief Examiner report released. It highlights overall learner performance and identifies areas needing improvement or guidance to support future assessments.	Further information on the final moderation report can be found on our Preparing for Moderation page .
Review of Moderation (NEA only)	<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.• Not available for individual learners; must be requested by unit/component, for the whole cohort.	Enquiries about results and assessment decisions page
Certification	<ul style="list-style-type: none">• e-Certificates available when results are released• Successful learners auto certificated 6 weeks after results release (no manual claim required)	Portal User Guide