
Reminder: second term-time checkpoint open now

From NCFE <ncfe@ncfemail.org.uk>

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To Hannah Foley <HannahFoley@ncfe.org.uk>

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NCFE

VTQ timely delivery of results

Reminder: second term-time checkpoint now open

We wanted to remind you that the second term-time checkpoint is now open, to ensure the timely delivery of vocational technical qualifications (VTQ) results for your learners in 2024-25. **Your action is required to ensure this checkpoint is completed by Friday 2 May. Please read below or visit our [timely delivery of results webpage](#) for more information.**

You're receiving this communication as we've identified that your centre runs one or more of the qualifications in scope of the government's measures for the timely delivery of VTQ results. These arrangements apply to all types of centres, including colleges, schools and training providers. **Please share this communication with your colleagues, including exams officers, curriculum teams and senior leaders.**

What actions you need to take by Friday 2 May

You need to:

- check that all learners currently studying on an NCFE [Portal](#) – remember that learners should be registered no later than 90 days after their start date, or [late registration fees](#) will apply (separate fees apply for [T Levels](#))
- remove any learners who have withdrawn or transferred to a qualification out of scope of these arrangements
- ensure all planned end dates are completed and accurate
- [nominate a senior designated contact \(SDC\) for your centre](#) if you didn't submit this during the first term-time checkpoint.

When you've completed these actions, **you must sign the declaration form on the Portal** as confirmation. You can find this by clicking on the yellow banner at the top of the Portal.

Consequences of failure to meet deadlines for information requests

As stated in your centre agreement, you must comply with all requests for information to us within the specified timeframes. If your centre fails to respond to this term-time checkpoint, this may be considered as maladministration as it is in breach of our centre agreement.

If you haven't completed the second term-time checkpoint by Friday 2 May, we'll need to notify Ofqual as part of our delivery of results submission.

Want to 'opt-out' learners who don't require Level 3 results by Thursday 14 August?

As part of your second term-time checkpoint, you might want to consider 'opting-out' some of your learners. Read more on our [timely delivery of results webpage](#).

Further support

If you have any queries about the term-time checkpoints, please visit our [webpage](#) for more information. You can also contact our Customer Support team through LiveChat on our [website](#) or via email at customersupport@ncfe.org.uk.

Thank you for your support with these arrangements for results in 2024-25.



Shaping **Smarter** Learning

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