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## Second term-time checkpoint now open

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From NCFE <ncfe@ncfemail.org.uk>

Date Mon 2025-03-10 2:47 PM

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

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# VTQ timely delivery of results

## Second term-time checkpoint now open

As part of the arrangements to ensure the timely delivery of vocational technical qualifications (VTQ) results for learners in 2024-25, we wanted to let you know that the second term-time checkpoint is now open. **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.**

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### What actions you need to take by Friday 2 May

You need to:

- check that all learners currently studying on an NCFE programme at your centre are registered on the 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- remove any learners who have withdrawn or transferred to a qualification out of scope of these arrangements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 – these dates should be in advance of August results release dates, if you expect learners to receive results on these dates
- [nominate a senior designated contact \(SDC\) for your centre](#) if you didn't submit this during the first term-time checkpoint. This should be someone who we can escalate any issues to both during and outside term-time (even if you submitted this information last year, we require senior designated contact details to be resubmitted for 2024-25). Please note that if you're the SDC for multiple NCFE accounts, you'll need to submit a separate form for each unique account number.

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.

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## 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.**

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## 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.

Level 3 learners that are registered on our qualifications in scope of the timely delivery of VTQ results arrangements **who do not require their results on or before Level 3 results day (Thursday 14 August 2025)**, can now be opted-out from being included in our Ofqual Delivery of Results data submission. Please note that this excludes T Levels and Level 1/2 V Certs.

**If you opt out any learners, this means that you're confirming they don't need their result on or before Thursday 14 August 2025**, but you're still planning to claim certificates for these learners in summer 2025.

## How to opt-out learners

You can opt-out learners through the manage learner screen in our [Portal](#) and you can change this at any time if their plans change.

Please note that you'll still need to complete the required actions as part of the second term-time checkpoint and sign the declaration form, which states that you're opting out your learners. You must also still complete all other activities relating to certification of learners, such as your EQA reviews and claiming of internal units.

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## 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](mailto:customersupport@ncfe.org.uk). Thank you for your support with these arrangements for results in 2024-25.



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