

Exams Officer monthly update archive 24/25



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September 2024

Updated assessment timetable for 2024-25 and 2025-26

We've updated our assessment timetable for all CACHE and V Cert qualifications with an assessment for 2024-25 and 2025-26. [Follow this link to view the timetable and supporting documentation.](#)

Since the consultation period, we've:

- amended the name of this document from 'External Assessment Timetable' to 'Assessment Timetable' to include key dates relating to the non-examined assessment (NEA) component of our V Cert qualifications
- changed dates of some of our V Cert assessments to avoid clashes with GCSE exams.

The qualifications that have been impacted by this change are listed below:

Qualification number (QN)	Title	Session	Revised external assessment date and time
603/7004/X	NCFE Level 1/2 Technical Award in Business and Enterprise	Summer 2025	16/05/2025 1.30pm
603/7003/8	NCFE Level 1/2 Technical Award in Creative Design and Production	Summer 2025	12/06/2025 9.00am
603/7006/3	NCFE Level 1/2 Technical Award in Engineering	Summer 2025	21/05/2025 1.30pm
603/7014/2	NCFE Level 1/2 Technical Award in Food and Cookery	Summer 2025	19/05/2025 1:30pm
603/7011/7	NCFE Level 1/2 Technical Award in Graphic Design	Summer 2025	05/06/2025 1.30pm
603/7007/5	NCFE Level 1/2 Technical Award in Health and Fitness	Summer 2025	20/05/2025 1.30pm

If you have any queries on this, please contact our Assessment Delivery team via email at AssessmentDelivery@ncfe.org.uk.

Important reminders

V Certs

- Our 2024-25 V Cert Non-Exam Assessment (NEA) brief will be released on 1 October. [Find out more.](#)
- Our standardisation pack will also be available on the Portal on 1 October, and you must complete the relevant training by 28 February 2025. These training materials support your delivery teams by looking in more detail at the NEA tutor guidance document and marking bands, giving you the opportunity to discuss marks and develop a standardised approach. This will support you to



feel confident that you are marking consistently and are prepared in advance for the 2024-25 assessment window.

Following results release on 22 August 2024 for our Level 1/2 Technical Awards, we've provided the following feedback documents to support you in understanding your learners' performance in the summer 2024 assessments and to assist you with the delivery of assessments in summer 2025:

- **The Chief Examiner and Moderator report** – This is an overview of the performance of all learners who took the assessment in Summer 2024. Visit the individual qualification page on our website, click 'assessment materials', and you'll find this report within the Summer 24 – Assessment pack.
- **Final Moderation report** – This is a bespoke report produced by the moderator who moderated your learners' work. One report is available for each qualification per cohort and is an opportunity for centres to see areas where they performed well and areas they can develop this session. You can find your final moderation report in the results area of the Portal. Search the batch and click on the drop-down arrow to the right of any data line, you'll then be able to select the final moderation report from a drop-down list of reports. Please see our [Portal user guide](#) for more information

We're unable to expand on feedback beyond the contents of these two documents.
Functional Skills

- Take a look at our [schedule](#) for introducing new Functional Skills assessment papers.
- Entry Level maths vocabulary lists for assessors are now available upon booking for all assessments, to help prepare your learners for the vocabulary associated with the contexts within the assessments. [Find out more.](#)

Changes to EQA review deadlines for summer 2025

From summer 2025 onwards, **we'll be bringing forward the completion date for EQA reviews for VTQs to 30 June.** When arranging your EQA review, please ensure that EQA activity has been completed by the end of June to ensure your learners receive timely results for the qualifications in scope. If you have any queries, please contact eqa@ncfe.org.uk.

Fees and pricing for 2024-25 and late registration fees

We recently communicated an update to our fees and pricing for 2024-25, and also wanted to make you aware that we're introducing a late registration fee from **1 August 2024** for all of our qualifications (with the exception of V Certs and Functional Skills, and T Level late fees which are calculated differently). As this fee will apply to any new learner registrations with a learner start date of 1 August 2024 onwards, if you have any outstanding learner registrations to make, we recommend that you make these before 1 August 2024. [Find out more.](#)

New practice papers for Functional Skills English

We've launched new practice papers for Functional Skills English:

Paper-based practice assessments are now available across all levels in Reading and Writing, supporting learners to prepare for their Functional Skills English assessment. Onscreen practice papers are available at Levels 1 and 2, allowing learners to prepare for their assessment using our onscreen platform, Surpass.

Each paper has been carefully chosen by our Assessment team to provide an authentic assessment experience. [Find out more](#).

Changes to fees for CACHE qualifications

[Find out more](#) about fees that are applied if learners are booked under incorrect themes on our CACHE qualifications.

Upcoming events

Delivery support events

Sign up to [delivery support events](#) for V Certs from our Provider Development team, which provide opportunities for networking, and explore topics such as preparing to teach and preparing to assess.

Functional Skills

All of our live English and maths training events for the autumn term are ready for registrations, sign up now. You can also register for our [Digital Functional Skills](#) and [Essential Digital Skills](#) training events and drop-in clinics to answer any queries and support your onboarding.

New Assessor and Internal quality assurance (IQA) training

We've got several new upcoming Assessor and IQA training events, which provide a great opportunity to meet with assessment and IQA professionals and like-minded practitioners to expand your knowledge and understanding of IQA, assessment, and our qualifications. Book onto our [Assessor](#) or [IQA](#) events today.

NCFE's Professional Development Week

Our second NCFE Professional Development Week recently took place and was a huge success, with a range of informative CPD sessions covering topics from AI in education to supporting SEND learners. If you missed it or were unable to make the sessions, don't worry! [You can recap all the sessions here](#).

Bite-size videos to support you

We'll be creating a series of bite-size videos, some of which are already available on our [YouTube](#) channel, detailing some of the common themes or areas of difficulty, and will also provide updates to our [Portal User Guide](#), accordingly.

Supporting administration staff

In acknowledgement of the high turnaround of centre staff dealing with NCFE's administrative assessment processes, we would request that any centre with new or inexperienced staff, who may require support in enacting any of our Portal-related activities, contact assessmentdelivery@ncfe.org.uk, where one of the team will be glad to help signpost, integrate or demonstrate these processes directly.

October 2024

Key dates and timetables

Register your learners



Please ensure to register your learners **within 90 days of their start date** to avoid [late registration fees](#), and add your learners' correct end dates at the point of registration.

External Quality Assurance (EQA) reviews

From summer 2025 onwards, we're bringing forwards the completion date for EQA reviews to 30 June. To find out more about this or if you have any queries, please contact ega@ncfe.org.uk.

Updated assessment timetable for 2024-25

We've updated our assessment timetable for all CACHE and V Cert qualifications with assessments in 2024-25 and 2025-26. Click [here](#) to view the timetable and supporting documentation.

Complete your Annual Monitoring Review (AMR) self-assessment form

Last month, your Quality Reviewer (QR) will have confirmed the date of your AMR for this session and given you a link to a self-assessment declaration. This should be completed and returned within **10 working days**. The **final deadline** for all forms to be returned is **14 October**.

Important reminders

If any contact details have changed at your centre such as programme contact, head of centre, finance or exams contact, it's important to let us know. It's quick and easy to notify us by filling in this [form](#) which will allow us to continue communicating important updates to the correct individuals.

T Levels

- We've aligned our Special Considerations Policy with JCQ's, and all applications made will now be under this policy. As a result, we'll be removing links to our current policy in the coming weeks and replacing them with the JCQ criteria under NCFE branding. Please familiarise yourself with [JCQ's policy](#).

V Certs

- Our 2024-25 V Cert Non-Exam Assessment (NEA) brief was released on 1 October. [Find out more](#).
- Our standardisation pack is also now available on the Portal, and you must complete the relevant training by 28 February 2025. These training materials support your delivery teams by looking in more detail at the NEA tutor guidance document and marking bands. These will support you to feel confident that you're marking consistently and are prepared in advance for the 2024-25 assessment window.
- Complete our administration training alongside the standardisation pack materials by 28 February 2025.

Functional Skills

- Take a look at our [schedule](#) for introducing new Functional Skills assessment papers.
- Our online assessment supplier, Surpass, provides a Test Centre Network allowing learners to sit onscreen Functional Skills assessments in fully-invigilated and assessment-ready testing centre facilities. Complete this [form](#) to register your centre's interest.
- Entry Level maths vocabulary lists for assessors are now available upon booking for all assessments. These will help to help prepare your learners for the

vocabulary associated with the contexts within the assessments. [Find out more](#).

- View the latest practice papers for Functional Skills English. Each paper has been carefully chosen by our Assessment team to provide an authentic assessment experience. [Find out more](#).

Changes to fees for CACHE qualifications

[Find out more](#) about fees that are applied if learners are booked under incorrect themes on our CACHE qualifications.

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Delivery support events

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NCFE's Professional Development Week

Our second NCFE Professional Development Week took place in July with recap sessions available [here](#). Save the date for our third upcoming Professional Development Week - from 16-20 December - packed with useful sessions for your personal development.

Bite-size videos to support you

We'll be creating a series of bite-size videos, some of which are already available on our [YouTube](#) channel. These detail some common themes or areas of difficulty and will also provide updates about our [Portal User Guide](#).

Supporting administration staff

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November 2024

VTQ timely delivery of results



- We recently shared our arrangements to ensure the timely delivery of vocational technical qualifications (VTQ) results for learners in 2024-25. Take a look at our [webpage](#) to find out everything you need to know about our two term-time checkpoints this academic year, the qualifications in scope of these arrangements, information we need from you and when, and the consequences of failure to meet deadlines for information requests.

Key dates and timetables

Register your learners

Please ensure to register your learners **within 90 days of their start date** to avoid [late registration fees](#), and add your learners' correct end dates at the point of registration.

External Quality Assurance (EQA) reviews

From summer 2025 onwards, we're bringing forward the completion date for EQA reviews to 30 June. To find out more about this or if you have any queries, please contact eqa@ncfe.org.uk. Please ensure that you get your EQA review booked in as soon as possible.

Updated assessment timetable for 2024-25

We've updated our assessment timetable for all CACHE and V Cert qualifications with assessments in 2024-25 and 2025-26. Click [here](#) to view the timetable and supporting documentation.

Important reminders

- [Join our new WhatsApp channel](#) to keep up to date with key deadlines and reminders for our qualifications.
- We've also updated our Regulations for the Conduct of External Assessments for 2024-25. View all the updates and [access the latest version of the regulations](#)
- If any contact details have changed at your centre such as programme contact, head of centre, finance or exams contact, it's important to let us know. It's quick and easy to notify us by filling in this [form](#) which will allow us to continue communicating important updates to the correct individuals.

T Levels

- View our latest [T Level communications](#).

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- Complete our administration training alongside the standardisation pack materials by 28 February 2025.
- View our [V Cert service messages](#) area for more information.

Functional Skills

- Take a look at our [schedule](#) for introducing new Functional Skills assessment papers.

- [Look at the latest information](#) on Functional Skills bookings over the festive break, including paper-based and online assessments.
- To support your planning, [view our schedule](#) for introducing new assessments into the live assessment paper bank for the remainder of the 2025 session, as during these periods our usual 6 working day turnaround will be paused
- Entry Level maths vocabulary lists for assessors are now available upon booking for all assessments. These will help to help prepare your learners for the vocabulary associated with the contexts within the assessments. [Find out more](#).
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Upcoming events

Delivery support events

Sign up to [delivery support events](#) for V Certs from our Provider Development team, which provide opportunities for networking, and explore topics such as preparing to teach and preparing to assess.

Functional Skills

[Sign up](#) for our November maths, English and Digital Skills CPD events, including angles and coordinates, effective communication skills and being safe and responsible online. You can also register for our [Digital Functional Skills](#) and [Essential Digital Skills](#) training events and drop-in clinics to answer any queries and support your onboarding.

Assessor and Internal Quality Assurance (IQA) training

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Supporting administration staff

If you or your colleagues require support or guidance on using the Portal, please contact assessmentdelivery@ncfe.org.uk. One of our team will help to signpost you to any guidance or can provide a demonstration.



December 2024

NCFE's Professional Development Week

Our Professional Development Week is back from 16-20 December to support teachers, assessors, senior leaders and support staff with their teaching and learning, improving confidence and enhancing learner engagement. [Register for the sessions now](#).

VTQ first term-time checkpoint now open

Following our communication last month to confirm 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 first term-time checkpoint is now open. **If you deliver any of the qualifications in scope of this year's arrangements, your centre's action is required to ensure this checkpoint is completed by Friday 31 January.** Visit our [timely delivery of VTQ results webpage](#) for more information on the actions you need to take and where to find support.

Key dates and timetables

Christmas closing hours

We'll be closing for the Christmas break from 4:30pm on **Monday 23 December 2024** until 8:30am on **Thursday 2 January 2025**. This means our customer support services (by email, phone and web chat) will be unavailable during this time – but you'll still be able to access our website and our Portal, as usual.

Register your learners

Please ensure to register your learners **within 90 days of their start date** to avoid [late registration fees](#), and add your learners' correct end dates at the point of registration.

External Quality Assurance (EQA) reviews

From summer 2025 onwards, we're bringing forward the completion date for EQA reviews to 30 June. To find out more about this or if you have any queries, please contact eqa@ncfe.org.uk. Please ensure that you get your EQA review booked in as soon as possible.

Updated assessment timetable for 2024-25

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Important reminders

- Read our new [top tips for preventing malpractice](#) document and familiarise yourself with the different actions you can take.
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- We've also updated our Regulations for the Conduct of External Assessments for 2024-25. View all the updates and [access the latest version of the regulations](#)
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Recap our third Professional Development Week, with sessions to support teachers, assessors, senior leaders and support staff with their teaching and learning, improving confidence and enhancing learner engagement. [Watch on demand now](#).

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February 2025

NCFE's Professional Development Week

Recap our third Professional Development Week, with sessions to support teachers, assessors, senior leaders and support staff with their teaching and learning, improving confidence and enhancing learner engagement. [Watch on demand now](#).

VTQ term-time checkpoints

Thank you to all of you who completed your first term-time checkpoint. The window for the second term-time checkpoint will open on Monday 10 March 2025 and the deadline will be Friday 2 May 2025. Visit our [timely delivery of VTQ results webpage](#) next month for more information on the actions you need to take and where to find support.

Key dates and timetables

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- If any contact details have changed at your centre such as programme contact, head of centre, finance or exams contact, it's important to let us know. It's quick and easy to notify us by filling in this [form](#) which will allow us to continue communicating important updates to the correct individuals.

- Before you click that link, always think! Read our latest blog on protecting your centre against phishing scams.

T Levels

- View our latest [T Level communications](#).

V Certs

- You must complete the relevant standardisation training **by 28 February 2025**. These training materials support your delivery teams by looking in more detail at the NEA tutor guidance document and marking bands. These will support you to feel confident that you're marking consistently and are prepared in advance for the 2024-25 assessment window.
- Complete our administration training alongside the standardisation pack materials by 28 February 2025.
- View our [V Cert service messages](#) area for more information.

Functional Skills

- To support your planning, we want to update you on some changes we're making to new paper introductions for Functional Skills qualifications. [Read more](#).

Upcoming events

Delivery support events

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March 2025

Key dates and timetables



Second term-time checkpoint open now

The window for the second term-time checkpoint is now open and the deadline is Friday 2 May 2025. Visit our [timely delivery of VTQ results webpage](#) for more information on the actions you need to take and where to find support.

Assessments and results

Updates to our post-results services

We've made changes to how you request post-results services, to make the process easier for you and your learners. We've made it easier to request:

- [enquiries about results](#), including a clerical check and review of marking
- [access to scripts](#)
- [Functional Skills feedback](#).

Following the release of external assessment results, **you can now submit your requests via the NCFE Portal**. Find out how to do this on our [assessment results and queries webpage](#).

Updated assessment timetable for 2024-25

We've updated our assessment timetable for all CACHE and V Cert qualifications with assessments in 2024-25 and 2025-26. Click [here](#) to view the timetable and supporting documentation.

Remote invigilation requirements: learner IDs

For any external assessment sat through our remote invigilation service, it's an essential part of the process for the learner to have a valid ID available and ready to display it clearly to the system when prompted. The ID is needed so when the recording of the assessment is reviewed, we can verify that the learner is the person named on the booked assessment.

We have clear guidance on which forms of ID are accepted by NCFE, and guidance on how to display the ID when prompted by the system, to allow the ID to be reviewed and the learner verified for their assessment. [Download the guidance document](#).

It's crucial that you ensure your learners are aware of the need for this **before** they sit their remotely invigilated assessment.

If we're unable to verify who the learner is, due to invalid ID or an unclear ID image, this will lead to delays in them receiving their results and may lead to their assessment being disqualified. Please contact our Customer Support team through Live Chat on our website or by email at customersupport@ncfe.org.uk if you have any queries.

Important reminders

Queries about the process of applying for approval for additional NCFE qualifications?

We wanted to remind you that when applying for additional product approval, you can add multiple qualifications to the one application. Just add all the qualifications to your basket before submitting your application.

Before applying for approval, you can check if you're already approved to deliver the qualification to avoid the need for filling in the form. It's quick and easy to check this in our [Portal](#) under 'products', which is available on the welcome page before proceeding. This screen allows you to search for a specific product or you can select all to show all products you're approved to deliver.

Preventing maladministration: we're here to support you

We know that administrative processes can be complex, and mistakes happen. But with the right preparation and simple preventative measures, many of these issues can be avoided. Our goal is to support you in getting things right the first time, saving time and effort for your team while ensuring the best outcomes for learners. Read our latest [blog](#) from Glen McEwan, Provider Assurance Manager at NCFE.

T Levels

- We'll release results from the T Level autumn assessment series (2024) to providers on **19 March** ahead of students receiving them on **20 March**. [Read more on our results webpage.](#)
- View our latest [T Level communications](#).

V Certs

- View our latest [V Cert service messages](#).

Bite-size videos to support you

We're creating a series of bite-size videos to support exams colleagues, some of which are already available on our [YouTube](#) channel. These detail some common themes or areas of difficulty and will also provide updates about our [Portal User Guide](#).

April 2025

VTQ timely delivery of results

The window for the second term-time checkpoint closes on Friday 2 May 2025. Visit our [timely delivery of VTQ results webpage](#) for more information on the actions you need to take and where to find support.

Assessments and results

Updates to our post-results services

We've made changes to how you request post-results services, to make the process easier for you and your learners. We've made it easier to request:

- [enquiries about results](#), including a clerical check and review of marking
- [access to scripts](#)
- [Functional Skills feedback](#).

Following the release of external assessment results, **you can now submit your requests via the NCFE Portal**. Find out how to do this on our [assessment results and queries webpage](#).

Remote invigilation requirements: learner IDs

For any external assessment sat through our remote invigilation service, it's an essential part of the process for the learner to have a valid ID available and ready to display it clearly to the system when prompted. The ID is needed so when the



recording of the assessment is reviewed, we can verify that the learner is the person named on the booked assessment.

We have clear guidance on which forms of ID are accepted by NCFE, and guidance on how to display the ID when prompted by the system, to allow the ID to be reviewed and the learner verified for their assessment. [Download the guidance document.](#)

It's crucial that you ensure your learners are aware of the need for this **before** they sit their remotely invigilated assessment.

If we're unable to verify who the learner is, due to invalid ID or an unclear ID image, this will lead to delays in them receiving their results and may lead to their assessment being disqualified. Please contact our Customer Support team through Live Chat on our website or by email at customersupport@ncfe.org.uk if you have any queries.

T Levels

- View our latest [T Level communications](#).

V Certs

- View our latest [V Cert service messages](#).

Bite-size videos to support you

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May 2025

VTQ timely delivery of results

Thank you to everyone who completed your second term-time checkpoint. We appreciate your support to ensure students receive timely results this summer.

T Levels

- View our latest [T Level communications](#).

V Certs

- View our latest [V Cert service messages](#).
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Qualification updates and withdrawals

- View our [latest Horizons document](#), featuring qualification updates and maintenance information including qualification withdrawals, new qualifications, and qualification amendments.

Bite-size videos to support you

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June 2025

T Levels

- View our latest [T Level communications](#).

V Certs

- View our latest [V Cert service messages](#).

NCFE and JCQ – continued alignment

We've been a full member of JCQ for many years, and over the last several sessions we've adopted many of the JCQ assessment policies and approaches, including those relating to appeals, special considerations, and maladministration and malpractice. From summer 2025, we'll be fully adopting the JCQ Post Results Services booklet. Our previous NCFE equivalent was very closely aligned to these policies and approaches. Therefore, the new adoption will mean there will be very little noticeable difference to you. However, we believe this change will give you the confidence that the NCFE qualifications you deliver have services and standards on par with those offered for GCSEs and A Levels, and also will help alleviate the administrative burden of reviewing and maintaining two parallel documents.

From the 2025-26 session and beyond, we're working on further alignment still, to give clearer and more consistent guidance to you, including plans to adopt the General Regulations, the Instructions for Conducting Examinations booklet, and the Access Arrangements and Reasonable Adjustments booklet. We'll share more information with you over the coming months on the timelines and benefits.

Qualification updates and withdrawals

View this month's [Horizon update](#) for the latest qualification changes and withdrawals.



July 2025

Assessments and results

- **Deadline for making certificate claims:** If you're delivering qualifications which are not V Certs or T Levels, and are in scope for VTQ results release, the deadline for making **certificate claims for qualifications that don't include an external assessment was Friday 11 July. If you have not already made your claims, you should do so now.** If you're awaiting external assessment results, you should make the claims as soon as the results are confirmed. You can find information on how to make claims in the Portal User Guide. Find out more information about claiming certificates on our timely delivery of results webpage. For further guidance please check our certification FAQs.
- **Changes to our timescales for post results services:** As part of our work to align with JCQ to provide you with a more streamlined customer experience, we are changing some of our timescales for different services. This includes clerical checks, reviews of marking, access to student evidence, and reviews of moderation. Please visit [our results queries webpage](#) to see the changes.
- **#SkillsMatter – share your learners' stories with us on results days:** Help us show that #SkillsMatter on results day, Thursday 14 August for T Levels and Thursday 21 August for Level 2 including V Certs, by sharing success stories and moments from results release. [Read more](#).

T Levels

- View our latest [T Level communications](#).

V Certs

- View our latest [V Cert service messages](#)

Qualification updates and withdrawals

View this month's Horizon update for the latest qualification changes and withdrawals.
