



Planning the NEA 2026-2027

Key dates and support

Date	Call to action	Where to access support
1 - 16 September	Download draft NEA and engage in the consultation period. The draft NEA is not to be shared with learners.	- The clarification window allows you to submit questions and receive a response before the assessment goes live. V Cert Assessment Support
1 October	- Download the Live NEA assessment materials from the Portal. - Download provider standardisation training and administration training packs.	Portal User Guide - Accessing assessment materials short video - Provider standardisation training is available to download from each qualification page. Administration training can be found on the Moderation page
September - January	Get prepared: - To avoid late fees, learners must be registered by 31 January of the relevant assessment year. - Ensure Portal user permissions are set up correctly. - Ensure you have provided us with the correct contact details for key staff at your centre and that these are up to date. - 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 standardisation and administration training within your centre by 1 March.	Registration deadlines can be found in the Assessment Timetable 26-28 Visit the qualification page on our website to access: - tutor guides (also within the assessment pack) - qualification specification - sample assessments - exemplar learner responses and more. Teaching and learning support provider development support assessor/IQA training events. Assessment Support JCQ: Instructions for the conduct of NEA (Vocational and Technical qualifications) Special Considerations Visit the Moderation page for step-by-step guidance from preparation to certification including what to expect at every stage of moderation.
October - April	Begin delivery of the NEA (provided all teaching has been delivered): - Plan your delivery and create a schedule of assessment. - Consider mop-up sessions for learners who may miss hours due to absence.	An example schedule of assessment is available on our Moderation page in the Planning of your delivery section under (maintain accurate assessment records)



	- Document learner attendance at each session (record of attendance). - Tutors should mark the NEA completing the Assessor feedback forms. - 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.	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. Visit the qualification page on our website or download tutor guides within the assessment pack on the Portal which explain our approach to marking and moderation.
March - April	Once all assessment and IQA activity is complete, you should submit learners' marks on the Portal: - 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 learner 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.	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	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. 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.	Please read JCQ: Special Consideration Guidance before submitting an application.
1 May	Once all learner marks have been entered for the cohort, a sampling plan will be generated in the Portal. The list of learners selected for moderation will be available on the next working day following the final mark submission deadline. The sampling plan will only generate if marks have been entered for all learners. It will not be produced where learner marks are missing or recorded as NA.	- 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	- Upload learner evidence to the Portal. You do not need to select Submit for Marking. - Once the sampling plan is generated, you will have 3 working days to upload evidence for the learners selected for moderation. - A completed Learner Evidence Checklist must be uploaded for each learner. This can be found in the assessment pack on the Portal and helps ensure all required evidence has been provided. Reasonable Adjustments are centre delegated and do not require approval from NCFE. Decisions must be made in line with the published guidance. Where a Reasonable Adjustment has been applied, this must be recorded on the Learner Evidence Checklist and a record maintained by the centre. - Learner evidence can be uploaded at any point during the assessment window. If your cohort is small (15 learners or fewer) there is no need to wait for the sampling plan list as all learner evidence will be required for moderation. - We recommend testing the upload process in advance to ensure you are familiar with the system and can resolve any issues before the moderation window. If evidence is not uploaded by the deadline, learner results may be delayed. The External Quality Assurance team will contact you to manage the late submission.	Guide to uploading digital evidence. - Guidance on applying reasonable adjustments can be found here - All reasonable adjustments made in relation to internal assessments must be recorded on our Reasonable adjustment tracking document and held on file within the centre for inspection by NCFE.
May - June	External assessment window begins.	Please check the Assessment Timetable 26-28 for exam dates and times.
May – July NCFE Moderation begins	Provided all learner evidence has been uploaded by the deadline - 30 April, the moderation window will begin. - 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. Check if we have the correct contact details for your centre.	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. If we have contacted you about missing evidence and do not receive a response, we will stop following up after 15 July.
Results released (results slip)	18 August for centres (embargoed) and 19 August for learners.	- Further information on the final moderation report can be found on our Moderation page. - Results dates can be found in our external assessment timetable. - Teaching and learning support from the Provider Development team.



19 August – Chief Examiner/Chief Moderator report	The Chief Examiner and Chief Moderator Report will be published on the website alongside results release. It provides an overview of learner performance and highlights areas for development to support future assessment preparation.	Teaching and delivery support from the Provider Development team: • V Certs Delivery Support Hub • NCFE Provider Development Podcasts: All about V Certs
Post results services for the NEA	The following post-results services are available for V Cert NEA results: • Review of Moderation (not available for individual learners) • Missing and Incomplete Results enquiries These services enable centres to request a review of moderation outcomes or enquire about results that are missing or incomplete.	Visit our Assessment and results queries page for full details
Certification	You do not need to manually claim certificates: • e certificates will be available when results are released • Paper certificates are issued 6 to 8 weeks after results day and should be received within 10 weeks of results being released.	Portal User Guide