



NCFE service message archive 22/23



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February 2023 – service message

Assessments and reviews:

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Changes to our NCFE website:

- [Exciting changes coming soon to our NCFE website](#)

Qualification updates

- [Horizons qualification updates document](#)

Resources and support:

- [Changes to how to access our past papers, mark schemes and chief examiner reports](#)
- **Monthly exams officer update:** Following your feedback on our communications and services for exams officers, each month we'll be sending you a monthly update for exams officers within the service newsletter. [View this month's update.](#)
- [Standardising marking of Level 1 and 2 mock assessments](#)
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Sharing best practice and feedback:



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Qualification updates

- [UK based centres delivering NCFE qualifications internationally](#)
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Resources and support:

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April 2023 – service message

- **Term-time certification check**

In March, we contacted you if you needed to complete a term-time certification check. If you have learners registered on any qualifications that support with progression to further or higher education, have UCAS tariff points attached or feature in Level 3 performance tables, and you're expecting these learners to certificate this summer, you need to complete this check. You can view the list of the qualifications that require a term-time certification [check here](#).

Please note that if you currently have no registrations on the qualifications in scope but intend to make registrations for learners who are expected to certificate this summer, you must do this as soon as possible and then complete the check.

Please ensure to complete these actions by Friday 28 April. You can find instructions on how to do this on our [results webpage](#). Thank you to everyone who has completed your check so far.

Assessments and reviews:

- [Level 3 results deadline – 14 August 2023](#)
- [Proposed teacher industrial action and the impact on assessments](#)
- [Accessing assessment material via the Portal](#)
- [Update about our online and remote invigilated assessments](#)
- [Delivery mode update for Functional Skills ICT assessments](#)
- [Returning unused external assessment papers](#)
- [Legacy V Cert Technical Awards \(for 2023 Performance Tables\)](#)

Qualification updates

- [Horizons qualification updates document](#): View our recent qualification updates and maintenance information, such as qualification withdrawals, new qualifications and qualification amendments.

Resources and support

- [Upcoming events to support your delivery](#)
- [Monthly exams officer update](#)

Sharing best practice and feedback

[You said, we did](#)

May 2023 – service message

- **Action required: Complete your term-time check by 26 May**

Last week we contacted you if you needed to complete a term-time check. If you have learners registered on any qualifications that support with progression to further or higher education, have UCAS tariff points attached or feature in Level 3 performance tables, and you're expecting these learners to certificate this summer, you need to complete this check. [You can view the list of the qualifications that require a term-time check here](#).

Please note that if you currently have no registrations on the qualifications in scope but intend to make registrations for learners who are expected to certificate this summer, you must do this as soon as possible and then complete the check.

You can find more information on what action you need to take and instructions on our results webpage. You can also take a look at [Ofqual's information hub](#) of key dates and deadlines for Level 3 qualifications. Thank you to everyone who has completed your check so far.

- **External assessment timetable consultation**

We're pleased to share with all centres our proposed external assessment timetable for all our CACHE and V Certs qualifications with an external

assessment for 2023-24 and 2024-25, and we're now seeking feedback from centres on the content and structure of this document. To ensure the most accurate feedback, we're carrying out this consultation over a prolonged period, from today until Monday 19 June 2023. [Follow this link to see the feedback we've had so far and learn how you can submit your own feedback.](#)

Assessments and reviews:

- **Where can I access assessment material?** For many external assessments, we now share assessment material digitally via the NCFE Portal rather than printing and dispatching physical papers. [Find out how to download assessment material and upload electronic evidence.](#)
- [Grading exams and assessments in summer 2023](#)

Qualification updates

- [Horizons qualification updates document:](#) View our recent qualification updates and maintenance information, such as qualification withdrawals, new qualifications and qualification amendments.
- [Functional Skills ICT withdrawal dates:](#) These qualifications are being replaced by Digital Functional Skills at the end of this academic session to complete the overall reform of Functional Skills qualifications. Find out the withdrawal dates.
- [Legacy V Cert Technical Awards \(for 2023 performance tables\):](#) Important information on assessment bookings, withdrawals and grade submission deadlines for our legacy V Cert qualifications.
- [Level 4 Certificate in Professional Development \(Youth Work\):](#) We've launched our new youth work qualification, offering professional development opportunities for individuals working with young people, including social workers, police officers, teachers, and emergency service workers.
- [What do the changes for the Early Years Educator criteria mean for the sector?:](#) The new Early Years Educator (EYE) criteria has now been published and the new standards will come into effect from 1 September 2024. In our recent webinar, we discussed the changes and what these mean for the EYE sector.

Policies and regulations

- **Changes to our appeals policy:** From June 2023, our policy will be aligned with JCQ, except for any EPA appeals. More information to follow.

Resources and support:

- **Monthly exams officer update:** [View this month's update](#) which includes key upcoming dates for your diary for reasonable adjustments, post-results and assessment and delivery support, and more.
- [Upcoming Digital Functional Skills events](#)
- [Upcoming Functional Skills English and maths events](#)
- **V Cert resources:** Since January, we've published over 497 guided learning hours of teaching and learning materials to support your delivery of our V Cert qualifications. Log into your [Portal](#) account to download the resources.
- [Artificial intelligence \(AI\) use in assessments](#)
- **New Early Years Educator criteria:** [Join our webinar on Wednesday 31 May](#), which will help you to understand the new criteria, any potential impact on our qualifications and what this means for you and your learners.

Have your voice heard

- **Take part in a focus group with our V Cert team at NCFE:** We want to understand how you've found the first year of delivering our reformed V Cert Technical Awards, and to hear your ideas on what we could do next year to support you through the first year of assessments. [Express your interest](#).

June 2023 – service message

Action required: Complete your term-time checks as soon as possible

As a reminder, the deadline has now passed for you to complete both your term-time checks. If you haven't already done so, we need you to complete these as soon as possible.

View more information, a step-by-step guide and FAQs on our [results webpage](#).

Assessments and reviews:

- [Updated External Assessment Contingency Planning Policy](#): We ask that you review our new policy and that Exams Officers in particular become familiar with the content, making any necessary updates to your own contingency planning.

Qualification updates:

- [Horizons qualification updates document](#): View our recent qualification updates and maintenance information, such as qualification withdrawals, new qualifications and qualification amendments.
- [What do the changes for the Early Years Educator criteria mean for the sector?](#): The new Early Years Educator (EYE) criteria has now been published and the new standards will come into effect from 1 September 2024. In our recent webinar, we discussed the changes and what these mean for the EYE sector.
- [Introducing Digital Functional Skills](#): We're delighted to announce that we've now been approved to offer the new Digital Functional Skills qualifications (DFSQ), having successfully completed the Ofqual technical evaluation process.
- [Legacy V Cert Technical Awards \(for 2023 performance tables\)](#): Important information on assessment bookings, withdrawals and grade submission deadlines for our legacy V Cert qualifications.

Resources and support:

- [Frequently asked questions \(FAQs\) area now live](#): We've created a FAQs area on our website, so you can find answers to your most common queries in just a few clicks.
- [Upcoming Functional Skills English and maths event](#): Sign up for our upcoming review and refresh face-to-face event in London.
- [Monthly exams officer update](#): View this month's update which includes key upcoming dates for your diary for reasonable adjustments, post-results and assessment and delivery support, and more.

July 2023 – service message

Important information - updated 01/08/2023

[Fees and pricing for 2023-24:](#) As we move towards the new academic year, we'd like to update you on our fees and pricing approach for 2023-24.

Assessments and reviews:

- **External Assessment timetable:** We're pleased to share with all centres our confirmed external assessment timetable for all our CACHE and V Certs qualifications with an external assessment for 2023-24 and 2024-25. [Follow this link to view the timetable and supporting documentation.](#)
- **[VTQ results release:](#)** To ensure you receive results as expected in August for learners on Level 1/2 and Level 3 qualifications, there are some final and additional checks you can do in the coming weeks to avoid any unexpected delays.

Qualification updates:

- **[Horizons qualification updates document:](#)** View our recent qualification updates and maintenance information, such as qualification withdrawals, new qualifications and qualification amendments.
- **Speaking, Listening and Communication (SLC) changes from September 2023:** We're changing the way our SLC assessments are delivered in September. If you're delivering Functional Skills English or looking to offer this in the upcoming session, it's important that you register* for [our webinar](#) on 18 July to ensure you understand the changes being implemented.
**The session will also be made available on demand after the event.*
- **[Important V Cert updates for 2024 performance tables:](#)** As we approach the end of the school term, we wanted to share some guidance with you to help you prepare for the first year of assessments on the reformed V Cert technical awards.
- **[Legacy V Cert Technical Awards \(for 2023 performance tables\):](#)** Access important information on assessment bookings, withdrawals and grade submission deadlines for our legacy V Cert qualifications.

Resources and support:

- **[NCFE Portal update for international learners:](#)** We've added a new field to the NCFE portal that enables centres to specify if they have international learners and their respective countries when registering learners. This development improves our quality and reporting processes and ensures accurate documentation of learners' locations around the world.
- **[Ensuring your contacts are up to date:](#)** It's crucial that we have up-to-date contacts for any queries during the marking and results release window. If you need to check and update your contacts, please contact our Customer Services.

- **Monthly exams officer update:** [View this month's update](#) which includes key upcoming dates for your diary for reasonable adjustments, post-results and assessment and delivery support, and more