

# Checklist of Key Dates for Academic year 22/23 – Term 3 Updated

## Performance Tables Qualifications

### Update April 2023

There are some amendments to the dates in term 3. These are both in response to a change with the moderation systems at RSL and with Ofqual's implementation of a VTQ action plan to ensure the safe and timely delivery of awarding organisations' (AOs) results.

Most dates remain unchanged. Anything which is new or has been amended is identified with **NEW**. To make completion of data collection activities as simple as possible, we have replaced word documents with web forms and the links can be found next to the dates.

If you work with any other AOs, you will notice that they are asking for the same information. To reduce confusion, we have used the terms 'checkpoint 1' and 'checkpoint 2' to determine the checking exercises, which should be used across all AOs.

More details on Ofqual's action plan can be found [here](#).

*The boxes in the calendar are colour coded so you can see RSL activities and centre activities. RSL is in green, the centre in yellow.*

### Term Three (April/May 2023 – July 2023)

√	Task	Deadline	Evidence Needed	Where/How	Support Available
1	<b>NEW</b> - Final deadline for centres to enter dates for moderation	<b>Friday 5<sup>th</sup> May 2023</b>	<i>Centre to input a grade input and sample upload date</i>	<i>In the EQA Sample Request section of the site. See the HTG for more detail.</i>	<a href="#">‘HTG Moderation’</a>
2	Controlled External Assessment results and records issued to centres.	<b>Thursday 18<sup>th</sup> May 2023</b>	<i>RSL provide a feedback sheet per learner which can be downloaded by the centre.</i>	<i>In the <a href="#">‘External Assessment’</a> dropdown selecting the <a href="#">‘External Assessment Results’</a> button.</i>	<a href="#">‘HTG Conducting External Assessment’</a> <a href="#">‘VQ Resit and Retake Policy’</a>
3	Final deadline for submission of summative sample for moderation	<b>Thursday 25<sup>th</sup> May 2023</b> <b>5pm UTC</b>	<i>Centre to submit learner work, internal verification paperwork and relevant assignment brief in response to a moderation sample request</i>	<i>Against the <a href="#">EQA Sample Request</a> which will have been generated based on task 1 dates.</i>	<a href="#">‘HTG Moderation’</a> , <a href="#">‘HTG Reading Moderation Report Forms.’</a> <a href="#">Sample Size Matrices</a>
4	Submit application for resit for controlled external assessment	<b>Thursday 25<sup>th</sup> May 2023</b> <b>5pm UTC</b>	<i>Centre to email completed VQ Resit Registration Form</i>	<i>Via email to <a href="mailto:vocational@rslawards.com">vocational@rslawards.com</a></i>	<a href="#">‘HTG Conducting External Assessment’</a> <a href="#">‘VQ Resit and Retake Policy’</a>

✓	Task	Deadline	Evidence Needed	Where/How	Support Available
5	<p><b>NEW</b> Checkpoint 1 – awarding organisations must have agreed with schools and colleges which students expect to receive a result by 17<sup>th</sup> August 2023</p> <p>And</p> <p><b>NEW</b> Centres must identify and provide details for a senior designated contact in schools and colleges who is responsible for exam delivery.</p>	<p><b>Friday 26<sup>th</sup> May 2023</b></p> <p><b>5pm UTC</b></p>	<p>Centre to complete web forms linked in where/how column.</p>	<p>Checkpoint 1 form is <a href="#">here</a>.</p> <p>Web form to identify senior designated contact is <a href="#">here</a>.</p>	
6	Capped Resit window for Controlled External Assessment opens.	<b>Monday 5<sup>th</sup> June 2023</b>	n/a	n/a	<a href="#">‘HTG Conducting External Assessment’</a>
7	<p>Input all completed internally assessed unit results <b>and</b></p> <p><b>NEW</b> Checkpoint 2 – awarding organisations must have agreed with schools and colleges the remaining information or evidence needed for each student to receive a result</p>	<p><b>Friday 23<sup>rd</sup> June 2023</b></p> <p><b>5pm UTC</b></p>	<p>Centre to input grades into site</p> <p>Centre to completed accuracy of grade input web form</p>	<p><b>Grades:</b> In the ‘<a href="#">Learners</a>’ section or ‘<a href="#">Bulk Grades</a>.’</p> <p>Checkpoint 2 form is <a href="#">here</a></p>	<a href="#">‘HTG Using the RSL Administration site.’</a>

v	Task	Deadline	Evidence Needed	Where/How	Support Available
8	Statistical analysis of results.	<b>Monday 26<sup>th</sup> June – Friday 30<sup>th</sup> June 2023</b>	<i>Grades that have been input into the site will be used by RSL</i>	<i>n/a</i>	<a href="#"><u>'HTG Moderation'</u></a>
9	Centres contacted where further details are required about results.	<b>w/c 3<sup>rd</sup> July 2023</b>	<i>RSL to contact centres via email to the QR where additional details/evidence are needed.</i>	<i>RSL will email the Quality Representative</i>	<a href="#"><u>'HTG Moderation'</u></a>
10	Submit evidence for Resit for Controlled External Assessment.	<b>Friday 7<sup>th</sup> July 2023 5pm UTC</b>	<i>Centre to upload all learner work, signed learner declarations and controlled assessment logs for Controlled External Assessment</i>	<i>In the '<a href="#"><u>External Assessment</u></a>' dropdown against each learner's registration.</i>	<a href="#"><u>'HTG Conducting External Assessment'</u></a>

## August 2023

✓	Task	Deadline	Evidence Needed	Where/How (see details on page 1)	Support Available
11	Results validated on <a href="https://www.rslawards.com">rslawards.com</a> and available to centres.	<b>Tuesday 8th August 2023</b>	<i>RSL to ensure results are available. Centre to access and process results for learners</i>	<i>In the '<a href="#">Reports</a>' section you can generate a report called 'Validated Learner Registrations Report'</i>	<i>n/a</i>
12	Certificates to be issued to centres.	<b>Monday 14<sup>th</sup> August – Friday 1<sup>st</sup> September 2023</b>	<i>RSL to post certificates Centre to accept certificates (they will be sent recorded delivery)</i>	<i>Certificates will be posted to the centre</i>	<i>n/a</i>

*Note: UTC refers to Coordinated Universal Time, the primary time standard by which the world regulates its clocks and time.*