

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

## Non 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	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', 'HTG Reading Moderation Report Forms.'</a> <a href="#">Sample Size Matrices</a>
3	<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  And  <b>NEW</b> Centres must identify and provide details for a senior designated contact in schools and colleges who is responsible for exam delivery.	<b>Friday 26<sup>th</sup> May 2023</b> <b>5pm UTC</b>	<i>Centre to complete web forms linked in where/how column.</i>	<i>Checkpoint 1 form is <a href="#">here</a>.</i>  <i>Web form to identify senior designated contact is <a href="#">here</a>.</i>	

√	Task	Deadline	Evidence Needed	Where/How	Support Available
4	<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	<b>Friday 23<sup>rd</sup> June 2023</b> <b>5pm UTC</b>	<i>RSL will communicate with centres where additional information is needed from centres and remind centres of upcoming deadlines.</i>	<i>Email to Quality Representative</i>	
5	<b>NEW</b> Checkpoint 2 – Centres to complete a declaration acknowledging any changes to learner numbers since checkpoint 1 and that they understand any remaining actions	<b>Friday 23<sup>rd</sup> June 2023</b> <b>5pm UTC</b>	<i>Completion of web form</i>	<i>Web form can be accessed <a href="#">here</a></i>	
6	Input all completed internally assessed unit results	<b>Friday 30th June 2023</b> <b>5pm UTC</b>	<i>Centre to input grades into site</i>	<b>Grades:</b> In the ' <a href="#">Learners</a> ' section or ' <a href="#">Bulk Grades</a> .'	<i>'<a href="#">HTG Using the RSL Administration site.</a>'</i>
7	Submit declaration confirming the accuracy of grade input	<b>Friday 7<sup>th</sup> July 2023</b> <b>5pm UTC</b>	<i>Centre to completed VQ accuracy of grade input declaration</i>	<i>Accuracy of grade input declaration is <a href="#">here</a></i>	<i><a href="#">RSL VQ Centre Handbook</a></i>

## August 2023

✓	Task	Deadline	Evidence Needed	Where/How (see details on page 1)	Support Available
8	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>
9	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.*