

Checklist of Key Dates for Academic year 24/25 – (Chronological)

Qualifications *with* external assessment

Please note:

- *These key dates are for the versions of the qualification with at least one externally assessed unit.*
- *If you are delivering qualifications which are entirely internally assessed, please refer to the ‘Qualifications without external assessment’ version of the key dates calendar as there are differences between the two.*

This version of the key dates is in chronological order. If you would prefer to have a version which has been grouped into areas to allow centres to see all activities for one area in one place e.g. all controlled external assessment dates have been grouped together, this can be downloaded from our [website](#).

Any references to ‘the RSL site’ mean the cloud.rslawards.com site. This year we have created a VQ Quality Handbook which will contain all the ‘How to Guides’ so everything is in one place. The Quality Handbook is aimed at teachers/assessors/internal verifiers. There is a separate VQ Operational Handbook which covers aspects such as registrations and is aimed at Exams Officers. These can be found [here](#).

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

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Term One (September 2024 – December 2024)

v	Task	Deadline	Where/How
1	Submit an Annual Self-Assessment Review for the centre	Thursday 19th September 2024 5pm UTC	Via webform available here from 9 th September 2024
2	Submit applications for Autumn Series learners (where applicable)	Friday 20th September 2024 5pm UTC	Details available on request to vocational@rslawards.com
3	Upload evidence of a standardisation meeting – To be completed by this deadline or before any assessment of learner work is undertaken for that year, whichever is sooner	Thursday 17th October 2024	Materials available from Help and Support . Details of exercise and upload in the packs
4	Registration closes for new learner registrations	Friday 25th October 2024 5pm UTC	Registrations made via the RSL site
5	Access given to controlled external assessment briefs via the 'External Assessment' section of the site	Thursday 7th November 2024	Via the 'Controlled External Assessment Briefs' button 'in the External Assessment' section of the RSL site
6	Enter details of assessment and internal verification per qualification delivered	Thursday 14th November 2024 5pm UTC	Via the Cohort tool in the RSL site
7	Date by which the annual centre visit must be completed (date agreed with RSL)	Friday 20th December 2024	Centres will be contacted via email to the Quality Representative to arrange

Term Two (January 2025 – March/April 2025)

√	Task	Deadline	Where/How
8	Controlled external assessment window opens	Monday 6th January 2025	n/a
9	Window for summative moderation/standards verification opens (dates agreed in consultation with an RSL Standards Verifier)	Monday 3rd February 2025	Centres will be contacted via email to the Quality Representative to arrange
10	Deadline for submission of evidence, learner declarations and controlled assessment logs for controlled external assessment	Thursday 3rd April 2025 6pm UTC	In the 'External Assessment' section of the RSL site

Term Three (April/May 2025 – July 2025)

√	Task	Deadline	Where/How
11	Checkpoint – centres confirm learners who are expecting a result this summer and nominate a Senior Designated Contact (SDC)	Monday 3rd March 2025 – Thursday 8th May 2025	Checkpoint completed via the 'Reports' section of the RSL site. Guidance here
12	Final deadline for submission of summative sample for summative moderation/standards verification	Thursday 15th May 2025 5pm UTC	Against the EQA Sample Request You will only see a sample request if it has been generated by your SV
13	Controlled external assessment results and records issued to centres	Thursday 22nd May 2025	In the 'External Assessment' dropdown selecting the 'External Assessment Results' button
14	Submit application for capped resit for controlled external assessment	Thursday 5th June 2025 5pm UTC	Submit 'VQ Resit Registration Form' via email to vocational@rslawards.com
15	Capped Resit window for controlled external assessment opens	Monday 9th June 2025	n/a

√	Task	Deadline	When/How
16	Input all completed internally assessed unit results and complete accuracy of grade input	Friday 27th June 2025 5pm UTC	Input grades in the 'Learners' section or 'Bulk Grades' of the RSL site. Accuracy of grade declaration here
17	RSL conduct statistical analysis of results	Monday 30th June – Friday 4th July 2025	n/a
18	Submit evidence for resit for controlled external assessment	Friday 4th July 2025 5pm UTC	In the 'External Assessment' dropdown of the RSL site against each learner's registration
19	Centres contacted where further details are required about results, following statistical analysis	w/c 7th July 2025	RSL will email the Quality Representative

August 2025

√	Task	Deadline	When/How
20	Results validated on rslawards.com and available to centres (under embargo)	Thursday 7th August 2025	In the 'Reports' section of the RSL site you can generate a report called 'Validated Learner Registrations Report' There will also be a zip file on the documents page with individual learner results
21	Centres can release results to learners (embargo is lifted)	Level 3 Results Day – TBC and Level 2 Results day – TBC	n/a
22	Certificates to be issued to centres.	Monday 25th August – Friday 19th September 2025	Certificates will be posted to the centre

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