

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

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 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. If you would prefer a version with the dates in chronological order, 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.

1 - Quality Assurance and Standards Verification			
v	Task	Deadline	Where/How
1.1	Submit an Annual Self-Assessment Review for the centre.	Thursday 19th September 2024 5pm UTC	Via webform available here from 9th September 2024.
1.2	Window in which annual centre visit must be completed (date agreed with RSL)	Monday 23rd September – Friday 20th December 2024	Centres will be contacted via email to the Quality Representative to arrange.
1.3	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.
1.4	Enter details of assessment and internal verification per qualification delivered	Thursday 14th November 2024 5pm UTC	Via the Cohort tool in the RSL site
1.5	Window for summative moderation/standards verification (dates agreed in consultation with an RSL Standards Verifier). Final deadline – Thursday 15th May 2025	Monday 3rd February 2025 – Thursday 15th May 2025	Centres will be contacted via email to the Quality Representative to arrange. Against the EQA Sample Request You will only see a sample request if it has been generated by your SV

2 – Controlled External Assessment			
v	Task	Deadline	Where/How
2.1	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
2.2	Window for learners to generate evidence for controlled external assessment window. Submission Deadline – Thursday 3rd April 2025 6pm	Monday 6th January 2025 – Thursday 3rd April 2025 6pm UTC	Submission in the 'External Assessment' section of the RSL site
2.3	Controlled external assessment results and records available to centres.	Thursday 22nd May 2025	In the 'External Assessment' dropdown selecting the 'External Assessment Results' button.
2.4	Submit application for resit for controlled external assessment.	Thursday 5th June 2025 5pm UTC	Submit 'VQ Resit Registration Form' via email to vocational@rslawards.com
2.5	Capped resit window for controlled external assessment. Submission Deadline – Friday 4th July 2025	Monday 9th June 2025 - Friday 4th July 2025 5pm UTC	Submit in the 'External Assessment' dropdown of the RSL site against each learner's registration.

3 - Registrations, Certification and Results			
v	Task	Deadline	Where/How
3.1	Submit applications for Autumn Series learners (where applicable)	Friday 20th September 2024 5pm UTC	Details available on request to vocational@rslawards.com
3.2	Registration closes for new learner registrations	Friday 25th October 2024 5pm UTC	Registrations made via the RSL site
3.3	Checkpoint – 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
3.4	Input all remaining 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
3.5	RSL conduct statistical analysis of results	Monday 30th June – Friday 4th July 2025	n/a
3.6	Centres contacted where further details are required about results, following statistical analysis	w/c 7th July 2025	RSL will email the Quality Representative
3.7	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’ Also a zip file on the documents page with individual learner results.

3.8	Centres can release results to learners (embargo is lifted)	Level 3 Results Day – TBC and Level 2 Results day – TBC	n/a
3.8	Certificates sent to centres.	Monday 25th August – Friday 19th September 2025	Certificates will be posted to the centre