

# Checklist of Key Dates for Academic year 19/20

## Performance Tables Qualifications

*Brief guidance for each of the dates is given below. More detailed guidance is available in the RSL Vocational Qualifications Centre Handbook 2019/20, available on our website from September 2019.*

*Please note that these key dates are for the Performance Tables versions of the qualification. If you are delivering Non-Performance Tables versions of the qualifications, please refer to the Non-Performance Tables version of the Key Dates Calendar.*

*All processes below take place via the <https://cloud.rslawards.com> site. Any links to the site included below will require you to login.*

*All 'How To Guides' referred to can be found in the new '[Help and Support](#)' section in the <https://cloud.rslawards.com> site.*

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

### Term One (September 2019 – December 2019)

√	Task	Deadline
1	Complete and submit an Annual Statement of Compliance for the centre.	Thursday 26 <sup>th</sup> September 2019
2	Submit an assessment and internal verification plan per qualification delivered.	5pm UTC
3	Register learners on the correct qualification/s.	Friday 8 <sup>th</sup> November 2019 5pm UTC
4	Controlled External Assessment briefs uploaded the 'External Assessment' section of the site.	Thursday 14 <sup>th</sup> November 2019
5	Submit one internal assignment brief <b>per qualification delivered</b> (with accompanying internal verification documentation) for External Quality Assurance  Must be uploaded and EQA'd before the release of the brief to learners.	Wednesday 18 <sup>th</sup> December 2019 5pm UTC <i>For assignment briefs, this is the latest date. Briefs can be submitted earlier in the term for external quality assurance.</i>
6	Upload evidence of one standardisation meeting from term one.	

7	Final deadline for withdrawing learners in order to receive a refund for their qualification fees.	Wednesday 18 <sup>th</sup> December 2019
8	Check learner registrations for accuracy.	

### Term Two (January 2020 – March/April 2020)

v	Task	Deadline
9	Window for summative External Quality Assurance opens (dates agreed in consultation with your RSL External Quality Assurer).	Monday 6 <sup>th</sup> January 2020
10	Controlled External Assessment window opens.	Monday 6 <sup>th</sup> January 2020
11	Date by which the annual centre visit must be completed.	Friday 6 <sup>th</sup> March 2020
12	Deadline for submission of evidence, learner declarations and controlled assessment logs for Controlled External Assessment.	Thursday 2 <sup>nd</sup> April 2020 6pm UTC

### Term Three (April/May 2020 – July 2020)

v	Task	Deadline
13	Controlled External Assessment results and records issued to centres.	Thursday 21 <sup>st</sup> May 2020 5pm UTC
14	Final deadline for submission of summative sample for External Quality Assurance.	Thursday 21 <sup>st</sup> May 2020 5pm UTC
15	Deadline for applying for Resit for Controlled External Assessment.	Thursday 4 <sup>th</sup> June 2020 5pm UTC
16	Capped Resit window for Controlled External Assessment opens.	Monday 8 <sup>th</sup> June 2020
17	Grading deadline for all completed internally assessed unit results to be input.	Thursday 9 <sup>th</sup> July 2020 5pm UTC
18	Deadline for submission of evidence for Resit for Controlled External Assessment.	Thursday 9 <sup>th</sup> July 2020 5pm UTC

## August 2020

v	Task	Deadline
19	Results validated on <a href="http://rslawards.com">rslawards.com</a> and issued to centres.	Thursday 13 <sup>th</sup> August 2020 5pm UTC
20	Certificates to be issued to centres.	Monday 17 <sup>th</sup> – Friday 28 <sup>th</sup> August 2020

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

## Term One (September 2019 – December 2019)

### 1. Complete and submit an Annual Statement of Compliance for the centre.

**Where:** Upload to the documents section <https://cloud.rslawards.com/secure/submission-system> under the heading 'Annual Statement of Compliance.'

The template can be found in the '[Help and Support](#)' section of the site.

**Person responsible:** Quality Representative.

- To ensure that RSL have the correct information about centres and that centres have clarity on the requirements from RSL, the Quality Representative will be required to complete an annual statement to demonstrate their continuing compliance with RSL's rules and regulations. This also provides RSL with a sense check on staffing and resources for each qualification delivered.
- This will be submitted via <https://cloud.rslawards.com/secure/submission-system> uploaded under the heading 'Annual Statement of Compliance.' Please ensure the document is titled 'Annual Statement 19/20' followed by the name of your centre.

### 2. Submit an assessment and internal verification plan per qualification delivered.

**Where:** Upload to the documents section <https://cloud.rslawards.com/secure/submission-system> under the heading 'Assessment and Internal Verification Plan.' The template can be found in the '[Help and Support](#)' section of the site.

**Person responsible:** Quality Representative.

**How to Guide available:** '[Writing an Assessment and Internal Verification Plan.](#)'

- Centres are required to provide an assessment and internal verification plan at the start of each academic year for all qualifications that they are delivering.
- As long as the information in the How to Guide is included, centres are free to use whichever template they choose. However, if centres would like to use a [template](#), there is one available in the '[Help and Support](#)' section of [cloud.rslawards.com](https://cloud.rslawards.com)

### 3) Register learners on the correct qualification/s.

**Where:** From the Qualification Programme dropdown

<https://cloud.rslawards.com/secure/vocational/qualification-programmes>

If you have already set up a qualification programme, register learners onto that programme here

<https://cloud.rslawards.com/secure/vocational/learners/registration/add/step-one>

**Person responsible:** Exams Officer.

**How to Guide available:** '[Registering Learners on the cloud.rslawards site.](#)' The guide also contains links to screencasts.

- It is vital that centres register learners on the correct qualifications at the start of the academic year and by the published date. Registrations made after the published date will be subject to a late registration fee.
- If learners are 'topping up' a qualification (i.e. completed a subsidiary diploma in year one and registering on the extended diploma in year two) please ensure you choose the 'top up' option rather than creating a whole new qualification. If the registration is not topped up, the units from year one will not be RPL'd and you will be charged a full qualification fee rather than the difference in qualification fee. This will also cause problems at certification.
- For performance tables versions of qualifications, any learners who are not registered on the qualification by the time the Controlled External Assessment window closes will not be eligible for the Controlled External Assessment. Applications for learners to register after the start of the window will need to be approved by Head Office and the centre must provide evidence that the learner was enrolled at the school prior to the start of the window **or** that sufficient time has been given to that learner within the window if the learner was a late starter.

### 4) Controlled External Assessment briefs uploaded to the 'External Assessment' section of the site.

**Where:** In the 'External Assessment' section <https://cloud.rslawards.com/secure/vocational/external-assessments> selecting the 'Controlled External Assessment Briefs' button.

**Person responsible:** RSL

**How to Guide available:** '[Conducting External Assessment](#)' includes guidance about accessing the controlled external assessment briefs as well as conducting the assessment itself.

- The sharing of confidential assessment materials with anyone but the centre that the Controlled External Assessment brief has been issued to is a breach of the Ofqual Conditions of Recognition and will result in an investigation into the centre who has received the brief and the centre who has shared the materials with them. The sharing of confidential assessment materials also breaches the centre agreement and RSL Policy and Procedure.

- Centres who are registered on the performance tables version of the qualification and identified the current assessment year as the year of taking the Controlled External Assessment will receive the brief on the published date. If you do not receive it, please check your registrations in the first instance before contacting RSL.

## 5) Submit one internal assignment brief per qualification delivered (with accompanying internal verification documentation) for External Quality Assurance.

**Where:** In the documents section <https://cloud.rslawards.com/secure/submission-system> under the heading 'Assignment Briefs.'

**Person responsible:** Quality Representative.

**How to Guides available:** '[Assignment Briefs](#)', '[Conducting Internal Verification of Vocational Qualifications](#).'

- In order to ensure assignment briefs are fit for purpose and for RSL to provide appropriate support and guidance for centres, centres must:
  - Submit one assignment brief per qualification for External Quality Assurance **before** handing out the assignment brief to learners. (i.e. if a centre delivers Level 2 and Level 3 qualification, they will submit one brief per qualification.) The different disciplines (i.e. CAPA and MUSPRA) count as separate qualifications.
  - Upload the supporting internal verification documentation with the assignment brief.
- This date is the latest point at which the brief can be provided for External Quality Assurance. The brief can be submitted at any time in term one.

## 6) Upload evidence of one standardisation meeting from term one.

**Where:** In the documents section <https://cloud.rslawards.com/secure/submission-system> under the heading 'Internal Verification/Quality Assurance Evidence.'

**Person responsible:** Quality Representative.

**How to Guides available:** '[Conducting Standardisation](#).'

Each awarding organisation works differently. RSL requires that centres review their assessment practice in the light of their experiences of internal assessment (i.e. those assignments set and marked by the centre) and that this is driven by the internal quality assurance process within the centre.

- Evidence of the standardisation meeting must be uploaded as above. Evidence of standardisation could include minutes of meetings, completed standardisation exercises, records of CPD etc.
- The standardisation activities must be completed by all staff assessing and internally verifying on the programme and be relevant to the assessment practice related to the qualifications being delivered.

## 7) Final deadline for withdrawing learners in order to receive a refund for their qualification fees.

**Where:** Learners can be withdrawn by your centre via the 'Learners' dropdown  
<https://cloud.rslawards.com/secure/vocational/learners>

**Person responsible:** Exams Officer

- If you wish to withdraw learners from the qualification and receive a refund for their qualification fees, this is the final date by which you must withdraw them.
- If learners have been withdrawn by or on this date, your centre will be issued with a credit note for their registration fees in January.

## 7) Check learner registrations for accuracy.

**Where:** Via the 'Learners' dropdown <https://cloud.rslawards.com/secure/vocational/learners>

**Person responsible:** Exams Officer/ Quality Representative

- Please check your registrations to ensure they are accurate. Please look at the following:
  - Is the learner registered on the correct version of the qualification? (i.e. performance tables or non-performance tables)
  - Are the units the learners registered on correct?
  - Are the assessment years for each unit correct? (i.e. is this the year in which the summative grades for each unit will be provided.)
  - Check the spelling of learner names.
- You do not need to provide any evidence to RSL that this check has been completed but please ensure the check is carried out. Incorrect registrations will impact on the ability of your External Quality Assurer to select an External Quality Assurance sample later in the academic year and may also impact certification.
- If there are incorrect details (i.e. incorrect assessment year or incorrect units) please complete a [VQ Change to Registration Confirmation Form](#) (available here <https://www.rslawards.com/about-us/policies-regulations/> and in the '[Help and Support](#)' section of the cloud.rslawards.com site) and return to [vocational@rslawards.com](mailto:vocational@rslawards.com) The change will be made for you within 5 working days and you will receive email confirmation of the changes.

## Term Two (January 2020 –March/April 2020)

### 8) Window for summative External Quality Assurance opens (dates agreed in consultation with your RSL External Quality Assurer.)

**Where:** Against the EQA Sample Request <https://cloud.rslawards.com/secure/vocational/eqa-sample-requests> You will only see a sample request if it has been generated by your EQA.

**Person Responsible:** Quality Representative

**How to Guides available:** '[Submitting Work for External Quality Assurance](#)', '[Reading External Quality Assurance Report Forms.](#)'

- This is the date from which summative samples of learner work can be provided for External Quality Assurance.
- Your External Quality Assurer will agree a date with you for providing the sample, based on your Assessment and Internal Verification plan. They will agree a date by which the grades will need to be input into the site and then agree a date for the upload of the sample.
- Please see the RSL Vocational Qualifications Centre Handbook 2019/20 for more detail about the sampling methodology and External Quality Assurance process. Please note that a summative sample effectively closes off a unit and grades cannot be amended after the point of sampling.

### 9) Controlled External Assessment window opens.

**How to Guide available:** '[Conducting External Assessment](#)'

- This is the point at which learners can start producing evidence for the Controlled External Assessment, based on the Controlled External Assessment brief uploaded on the date identified.
- RSL are not able to provide specific guidance about questions regarding the Controlled External Assessment briefs or evidence to be provided. Centres must use the Controlled External Assessment brief and the specifications as guidance.

### 10) Date by which the annual centre visit must be completed.

**Where:** Agreed via email with your allocated External Quality Assurer.

**Person Responsible:** Quality Representative

**How to Guides available:** '[Planning and Running a Centre Visit](#)', '[Maintaining Centre Approval.](#)'

- Centres will have an annual centre visit from their External Quality Assurer.
- This date is the final date by which the visit must have taken place.



## 11) Deadline for submission of evidence, candidate statements and controlled assessment logs for Controlled External Assessment.

**Where:** In the 'External Assessment' section <https://cloud.rslawards.com/secure/vocational/external-assessments> against each learner's registration.

**Person Responsible:** Exams Officer/Quality Representative

**How to Guides available:** '[Conducting External Assessment](#)' includes guidance about uploading work.

- All learner work, signed candidate statements and controlled assessment logs for Controlled External Assessment must be uploaded to <https://cloud.rslawards.com/secure/vocational/external-assessments> by 6pm.

## Term Three (April/May 2020 – July 2020)

### 12) Controlled External Assessment results and records issued to centres.

**Where:** In the 'External Assessment' dropdown <https://cloud.rslawards.com/secure/vocational/external-assessments> selecting the 'External Assessment Results' button.

**Person Responsible:** RSL release the results. Quality Representative and other staff with an account can access the results.

- This is the date when Controlled External Assessment results and reports will be made available via <https://cloud.rslawards.com/secure/vocational/external-assessments>

### 13) Final deadline for submission of summative External Quality Assurance sample.

**Where:** Against the EQA Sample Request generated in the EQA Sample Request section <https://cloud.rslawards.com/secure/vocational/eqa-sample-requests>

**Person Responsible:** Quality Representative

**How to Guides available:** '[Submitting Work for External Quality Assurance](#)', '[Reading External Quality Assurance Report Forms](#)'

- This is the latest date at which you can provide your **summative** External Quality Assurance sample.
- The date for the sample will have been agreed with your External Quality Assurer and based on the dates in your assessment and internal verification plan. Please note that a summative sample effectively closes off a unit and grades cannot be amended after the point of sampling.
- If a second sample is needed following the first sample, you will agree a date with your External Quality Assurer by 25<sup>th</sup> June 2020.

#### 14) Deadline for applying for Resit for Controlled External Assessment.

**Where:** Via email to [vocational@rslawards.com](mailto:vocational@rslawards.com). Please complete and email the 'VQ Resit Registration Form.' (The form will be updated for 19/20)

**Person Responsible:** Exams Officer/Quality Representative

**Support available:** 'VQ Resit and Retake Policy' available on our website (The policy will be updated for 19/20.)

- Learners are permitted **one** opportunity in the year to resit learning outcomes with an unclassified grade from the Controlled External Assessment.
- Failure to submit an application by the deadline will result in learners not being permitted to take part in the resit.
- Confirmation of learner's eligibility to resit will be identified against the learner registration on <https://cloud.rslawards.com/secure/vocational/learners> and you will receive a confirmation email.

#### 15) Capped Resit window for Controlled External Assessment opens.

**How to Guide available:** '[Conducting External Assessment](#)'

- Resit window opens for learners who have registered for a resit opportunity (as per point 14) for the Controlled External Assessment.
- Learners will work to the same Controlled External Assessment brief as in their first attempt. The hours required are those as specified for the outcome in the controlled assessment brief. A controlled assessment log will need to be kept for the Resit opportunity.

#### 16) Grading deadline for all completed internally assessed unit results to be input.

**Where:** In the 'Learners' section here <https://cloud.rslawards.com/secure/vocational/learners> or 'Bulk Grade' dropdown here <https://cloud.rslawards.com/secure/vocational/bulk-grade/step-one>

**Person Responsible:** Exams Officer/ Quality Representative

**How to Guides available:** '[Using the cloud.rslawards.com site.](#)'

- All learner grades for completed units must be input by this date.
- This applies to all completed units, whether the qualification is being certificated this academic year or the next.
- After this date, the ability to enter grades will not be available to centres.

### 17) Deadline for Submission of Resit evidence for Controlled External Assessment.

**Where:** In the 'External Assessment' dropdown <https://cloud.rslawards.com/secure/vocational/external-assessments> against each learner's registration.

**Person Responsible:** Exams Officer/ Quality Representative

**How To Guides available:** '[Conducting External Assessment.](#)'

- Learner work for the Resit of Controlled External Assessment must be uploaded by 5pm on Thursday 9<sup>th</sup> July 2020.
- Controlled assessment logs and candidate statements for the resits will need to be provided, in the same way that these were required for the first submission for Controlled External Assessment.

## August 2020

### 18) Results validated on [rslawards.com](https://cloud.rslawards.com) and issued to centres.

**Where:** In the 'Reports' section <https://cloud.rslawards.com/secure/vocational/reports> you can generate a report called 'Validated Learner Registrations Report.'

**Person Responsible:** RSL will validate the results. Quality Representative and other staff with an account can access the report.

- Results are validated following a successful External Quality Assurance sample and an RSL Assessment Board.
- If results are validated, the next step will be to receive certificates which will be printed and posted as per the below (point 19).
- If results are not validated, this will inform a discussion with the centre, their RSL External Quality Assurer and RSL Head Office.

### 19) Certificates to be issued to centres.

**Where:** Sent to the address listed on the <https://cloud.rslawards.com> site.

**Person Responsible:** RSL will post certificates.

- Certificates will be printed and posted to centres between Monday 17<sup>th</sup> and Friday 28<sup>th</sup> August 2020. Certificates will be sent via recorded delivery and will require a signature.
- Certificates will only be sent to centres, to the address listed on <https://cloud.rslawards.com>. RSL cannot send certificates directly to learners or any address other than that associated with the centre on <https://cloud.rslawards.com>

Additional Support	
Centre Handbook (to be updated for 19/20)	<a href="https://www.rslawards.com/vocational/deliver-qualifications/">https://www.rslawards.com/vocational/deliver-qualifications/</a>
The following How to Guides can be found in the 'Help and Support' Section of <a href="https://cloud.rslawards.com">https://cloud.rslawards.com</a>	
Administration	<a href="#">Using the cloud.rslawards.com site</a> <a href="#">Registering Learners</a>
Assessment	<a href="#">Assignment Briefs</a> <a href="#">Conducting External Assessment</a> <a href="#">Conducting Internal Assessment</a> <a href="#">Preventing Plagiarism</a> <a href="#">Providing Feedback</a>
Quality Assurance	<a href="#">Conducting Internal Verification of Vocational Qualifications</a> <a href="#">Conducting Standardisation</a> <a href="#">Continuous Professional Development</a> <a href="#">Creating an Appropriate Audit Trail</a> <a href="#">Managing the Investigation Process</a> <a href="#">Planning and Running a Centre Visit</a> <a href="#">Reading External Quality Assurance Report Forms</a> <a href="#">Submitting Work for External Quality Assurance</a> <a href="#">Writing an Assessment and Internal Verification Plan.</a>
Policy and Procedure	<a href="#">Maintaining Centre Approval</a> <a href="#">Recognition of Prior Learning (RPL)</a> <a href="#">SEND Policy and Procedure (for international centres)</a> <a href="#">Write a Safeguarding Policy (for international centres)</a> <a href="#">Write an Appeals Policy</a> <a href="#">Write an Equality, Diversity and Inclusion Policy</a>
The following templates can be found in the 'Templates' Section in the 'Help and Support' section of the site.	
Annual Statement of Compliance (to be released September 2019) <a href="#">Assessment and Internal Verification Plan</a> <a href="#">Assignment Brief Template</a> <a href="#">IV of Assignment Briefs</a> <a href="#">IV of Assessment Decisions</a>	