

Checklist of Key Dates for Academic year 22/23

Performance Tables Qualifications

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 as there are differences between the two.

Where to upload:

- All processes below take place via the <https://cloud.rslawards.com> site. Any links to the site included below will require you to login.
- For documents (such as submitting an assessment and internal verification plan) please use the Submission System at <https://cloud.rslawards.com/secure/submission-system>.
- For external assessment evidence, In the 'External Assessment' section <https://cloud.rslawards.com/secure/vocational/external-assessments> against each learner's registration.
- For moderation evidence, upload against the EQA Sample Request <https://cloud.rslawards.com/secure/vocational/eqa-sample-requests> You will only see a moderation sample request if it has been generated by your EQA.

More detailed guidance on all the activities is available in the RSL Vocational Qualifications Centre Handbook, available on our website. All 'How To Guides' (HTG) referred to can be found in the '[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.*

Tips for Key Dates Calendar Submissions:

- The Key Dates Calendar must be adhered to by every centre, annually. If dates are missed without sufficient reasoning, an investigation may be conducted into the centre.
- The Key Dates Calendar may include new tasks annually, based on Ofqual direction or a change to process. Please make sure to read the most up to date version carefully. Do not make assumptions based on previous year's key dates.
- Please use the headings indicated for each task when uploading documents. If the incorrect heading is used, the document may be missed and your centre may risk being noted as non-compliant with the Key Dates Calendar.
- At the start of the year, we recommend discussing with your team who is responsible for each of the Key Dates. It is very easy to assume somebody else has completed a task, especially when everyone is busy. This is particularly important where more than one qualification suite is delivered within a centre.

Term One (September 2022 – December 2022)

√	Task	Deadline	Evidence Needed	Where/How (see details on page 1)	Support Available
1	Submit an Annual Self-Assessment Review for the centre.	Thursday 22nd September 2022 5pm UTC	<i>Centre to complete and submit web form</i>	<i>The form is available from 9am on 1st September 2022 and will be emailed to centres ahead of this date.</i>	‘HTG’ Completing the Self-Assessment Review
2	Submit applications for Autumn Series learners.	Friday 16th September 2022 5pm UTC	<i>Centre to email completed ‘RSL VQ Autumn Series 2022 Application’</i>	<i>Via email to vocational@rslawards.com</i>	<i>n/a</i>
3	Centre’s allocated Senior Quality Assurer (SQA) makes initial contact with their centres.	w/c 3rd October 2022	<i>SQA will make contact with the centre’s Quality Representative</i>	<i>n/a</i>	<i>n/a</i>
4	Submit an assessment and internal verification plan per qualification delivered.	Thursday 3rd November 2022 5pm UTC	<i>Centre to uploaded assessment and internal verification plan per qualification</i>	<i>Upload to the Submission System under the heading ‘Assessment and Internal Verification Plan.’</i>	Plan Template ‘HTG Writing an Assessment and Internal Verification Plan.’

√	Task	Deadline	Evidence Needed	Where/How (see details on page 1)	Support Available
5	Register learners on the correct qualification/s.	Friday 4th November 2022 5pm UTC	<i>Centre to register learners and check for accuracy</i>	<i>From the Qualification Programme dropdown here If you have already set up a qualification programme, register learners onto that programme here</i>	<i>‘HTG Managing Learner Registrations.’ ‘Registration and Certification Policy’</i>
6	Controlled External Assessment briefs released to centres via the ‘External Assessment’ section of the site.	Thursday 10th November 2022	<i>RSL to provide access to briefs via the site</i>	<i>In the ‘External Assessment’ section here selecting the ‘Controlled External Assessment Briefs’ button.</i>	<i>‘HTG Conducting External Assessment’</i>
7	Submit ‘Learner Registration Check Declaration.’	Thursday 1st December 2022 5pm UTC	<i>Centre to upload completed ‘Learner Registration Check Declaration’</i>	<i>Upload to the submission system under the heading ‘Learner Registration Check Declaration.’</i>	<i>‘HTG Checking Learner Registrations for Accuracy’</i>
8	Final deadline for withdrawing learners in order to receive a refund for their qualification fees.	Friday 16th December 2022 5pm UTC	<i>Centre to withdraw learners on the site</i>	<i>Learners can be withdrawn by your centre via the ‘Learners’ dropdown</i>	<i>‘HTG Managing Learner Registrations.’</i>

Term Two (January 2023 – March/April 2023)

v	Task	Deadline	Evidence Needed	Where/How (see details on page 1)	Support Available
9	Controlled External Assessment window opens.	Monday 2nd January 2023	<i>Learners can begin generating evidence towards the external assessment.</i>	n/a	‘HTG Conducting External Assessment’
10	Date by which the annual centre visit must be completed.	Friday 20th January 2023	<i>Centre to arrange with EQA. EQA will complete a report form following the visit</i>	<i>The report will be uploaded by the EQA to the submission system</i>	‘HTG Planning and Running a Centre Visit’
11	Qualification Moderation Monitoring Requirement (QMMR) communicated to centres.	Between 6th and 10th February 2023	<i>Available via the cloud site</i>	<i>Can be seen in the EQA Sample Request section of the cloud site</i>	RSL VQ Centre Handbook HTG Using the RSL Administration site.’
12	Window for summative moderation opens	Monday 13th February 2023	<i>This is the first point at which a moderation sample can be uploaded.</i>	<i>Against the EQA Sample Request You will only see a sample request if dates have been input as in point 12</i>	‘HTG Moderation’, ‘HTG Reading Moderation Report Forms.’ Sample Size Matrices
13	Deadline for submission of evidence, learner declarations and controlled assessment logs for Controlled External Assessment.	Thursday 30th March 2023 6pm UTC	<i>Centre to submit all learner work, signed learner declarations</i>	<i>In the ‘External Assessment’ section against each learner’s registration.</i>	‘HTG Conducting External Assessment’

				<i>and controlled assessment logs</i>		
14	Date by which the centre must supply information on reasonable adjustments in place for learners studying RSL qualifications.	Friday 31st March 2023 6PM UTC		<i>Centre to complete and submit web form</i>	The form is available here	<i>n/a</i>

Term Three (April/May 2023 – July 2023)

√	Task	Deadline	Evidence Needed	Where/How (see details on page 1)	Support Available
15	Final deadline to enter dates for moderation	Friday 5th May 2023	Centre to input a grade input and sample upload date	In the EQA Sample Request section of the site. See the HTG for more detail.	‘HTG Moderation’
16	Controlled External Assessment results and records issued to centres.	Thursday 18th May 2023	RSL provide a feedback sheet per learner which can be downloaded by the centre.	In the ‘External Assessment’ dropdown selecting the ‘External Assessment Results’ button.	‘HTG Conducting External Assessment’ ‘VQ Resit and Retake Policy’
17	Final deadline for submission of summative sample for moderation	Thursday 25th May 2023 5pm UTC	Centre to submit learner work and internal verification paperwork (plus relevant assignment brief) in response to a moderation sample request	Against the EQA Sample Request which will have been automatically generated based on task 15 dates.	‘HTG Moderation’ , ‘HTG Reading Moderation Report Forms.’ Sample Size Matrices
18	Submit application for Resit for Controlled External Assessment.	Thursday 25th May 2023 5pm UTC	Centre to email completed ‘VQ Resit Registration Form’	Via email to vocational@rslawards.com	‘HTG Conducting External Assessment’
19	Capped Resit window for Controlled External Assessment opens.	Monday 5th June 2023	n/a	n/a	‘HTG Conducting External Assessment’

√	Task	Deadline	Evidence Needed	Where/How (see details on page 1)	Support Available
20	Input all completed internally assessed unit results and submit declaration confirming the accuracy of grades.	Friday 23rd June 2023 5pm UTC	<i>Centre to input grades into site</i> <i>Centre to upload completed 'Accuracy of Grade Input Declaration'</i>	Grades: In the ' Learners ' section or ' Bulk Grades .' Declaration: Upload to the submission system under the heading 'Accuracy of Grade Input Declaration'	'HTG Using the RSL Administration site.' Declaration Template
21	Statistical analysis of final results.	Monday 26th June – Friday 30th June 2023	<i>Grades that have been input into the site will be used by RSL</i>	n/a	'HTG Moderation'
22	Centres contacted where further details are required about results.	w/c 3rd July 2023	<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>	'HTG Moderation'
23	Submit evidence for Resit for Controlled External Assessment.	Friday 7th July 2023 5pm UTC	<i>Centre to upload all learner work, signed learner declarations and controlled assessment logs for Controlled External Assessment</i>	<i>In the 'External Assessment' dropdown against each learner's registration.</i>	'HTG Conducting External Assessment'

August 2023

✓	Task	Deadline	Evidence Needed	Where/How (see details on page 1)	Support Available
24	Results validated on rslawards.com and available to centres.	Tuesday 8th August 2023	<i>RSL to ensure results are available. Centre to access and process results for learners</i>	<i>In the 'Reports' section you can generate a report called 'Validated Learner Registrations Report'</i>	<i>n/a</i>
25	Certificates to be issued to centres.	Monday 14th August – Friday 1st September 2023	<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.