



**Construction of the
External Assessment
Timetable - 2023/24**

Introduction

Each academic session we produce an updated version of the External Assessment Timetable covering all NCFE and CACHE qualifications which have set dates for external assessments, for the benefit of both learners and centres.

The External Assessment Timetable is constructed for each academic session (01 August – 31 July) and covers both NCFE and CACHE qualifications as detailed below:

Key Stage 4:
Certificates
Technical Awards

Key Stage 5:
Technical Levels
Technical Certificates
Applied Generals

Schedule for publishing the External Assessment Timetable

Each academic session we aim to publish an External Assessment Timetable for the academic session two years in advance, no later than 31 August.

In advance, centres are given the opportunity to comment on the Provisional External Assessment Timetable for the second year of each 2-year list of entries.

Comments, observations or suggested amendments to the Provisional External Assessment Timetable must be submitted in writing no later than **26 June**, for consideration by the NCFE CACHE Timetable Working Group (TWG).

The TWG will carefully consider all comments received from centres.

An updated version of the External Assessment Timetable will be finalised and published on our website in July.

Key dates	
Comments from centres to be received by	26 June
Final External Assessment Timetable published by	31 July

Constructing the External Assessment Timetable

The TWG will work to the following business rules when producing the External Assessment Timetable.

1. When deciding upon the dates for any external assessment the TWG will consider subject combinations using statistical data from previous series and feedback from centres. The External Assessment Timetable will take note of the timetabling arrangements for FSMQ, GCE and GCSE qualifications in order to reduce potential timetable clashes, particularly for high volume GCSE qualifications such as English and Mathematics.
2. The TWG will try to minimise timetable clashes and accommodation problems for centres. However, given the size and complexity of the External Assessment Timetable, clashes will be inevitable. Where a centre is impacted by a clash, we ask that they submit an assessment variation request via our website.
3. External assessments will be scheduled during standard term times and cannot take account of individual school or college closures. We will not schedule any external assessments for a weekend or a Bank Holiday.
4. Where we have more than one model of qualification in any one subject area, we will ensure there are no clashes with our chosen dates of external assessments across our own suite.
5. To support centres with booking any re-sits for their learners, we will ensure the bookings cut-off date for upcoming external assessments is after results have been released for the previous external assessment.
6. All set date and timed external assessments will be timetabled for 9.00am if a morning slot or 1.00pm if an afternoon slot.
7. The TWG will take account of religious festivals. However, there may be occasions where we are unable to avoid timetabling external assessments on such days.

Please note:

- It must not be assumed that an individual subject or external assessment component will be timetabled on the basis of historical arrangements.
- All dates provided within provisional copies of the External Assessment Timetable are not confirmed until they are finalised and published in the revised updated version of our External Assessment Timetable which is available to centres in August.
- Printed versions of the External Assessment Timetable are not subject to version control. Centres must refer to our website for the most up-to-date version.

Contact: Should you notice any erroneous dates or incorrect information within our External Assessment Timetable, please contact the Assessment Delivery Team using assessmentdelivery@ncfe.org.uk.