



# T Level timeline: delivery and moderation

November 2024



Date	Call to Action	Where to access support
1 October	Download provider standardisation & administration training packs from the Portal.	Provider standardisation and administration training packs are available in the Portal. Go to 'view my bookings', select your cohort and access the standardisation materials.  <a href="#">T Level Portal User Guide</a>
October – March	Get prepared: <ul style="list-style-type: none"> <li>• Ensure Portal user permissions are set up correctly.</li> <li>• Book students on to their chosen Occupational Specialism in the Portal in advance of the publicised entry deadline in the <a href="#">KDS</a>.</li> <li>• Ensure you have provided us with the correct contact details for key staff at your provider.</li> <li>• Access the Provider Guide (where applicable) and live assessment materials.</li> <li>• Consider the resources required by your students and how to facilitate the number of sessions needed.</li> <li>• Look at our sample assessments and exemplar student responses on our website.</li> <li>• Sign up for training events.</li> <li>• Complete mandatory standardisation and administration training within your provider by the deadline.</li> </ul>	Visit the qualification page on our <a href="#">website</a> to access: <ul style="list-style-type: none"> <li>• tutor guides</li> <li>• qualification specification</li> <li>• sample assessments</li> <li>• exemplar student responses and more.</li> </ul> Training: <ul style="list-style-type: none"> <li>• <a href="#">provider development support</a></li> <li>• <a href="#">assessor/IQA training events</a>.</li> </ul> Visit the prepare for moderation page on our <a href="#">website</a> to access: <ul style="list-style-type: none"> <li>• guidance on how to access assessment materials.</li> </ul>
February	Deadline to complete standardisation and administration training.	Complete the declaration within the training pack <b>before 28 February 2025</b> .
March – May	Begin delivery of the OS (providing all teaching has been delivered): <ul style="list-style-type: none"> <li>• Download the T Level assessment materials from the Portal.</li> <li>• Maintain accurate assessment records throughout, including assessor commentary.</li> <li>• Ensure the whole cohort complete the assignment in its entirety on the same day where possible to avoid advantaging other students. For larger cohorts assessments</li> </ul>	Visit the prepare for moderation page on our <a href="#">website</a> to access: <ul style="list-style-type: none"> <li>• Accessing assessment materials short <a href="#">video</a>.</li> <li>• <a href="#">Prepare to assess recordings</a> to support you with the marking of assessments.</li> <li>• Guidance on how to maintain accurate assessment records. Student feedback sheets are included in the assessment materials pack.</li> </ul>



	<p>can be delivered over multiple days, providing the integrity of the assessment is upheld and content of the materials is kept secure and only shared with students on the planned assessment date. Exam conditions should be followed during the assignment and adequate bench space should be factored in to planning to eliminate the opportunity of students plagiarising work.</p> <ul style="list-style-type: none"> <li>• Provider marks must be shared with students. There's no opportunity for students to resubmit evidence or retake an assignment, but you should make sure students have time to appeal a marking decision internally.</li> <li>• Ensure students know how and when they can appeal.</li> <li>• Assessors should only intervene during a practical assessment if the task is being performed in an unsafe manner, no support or guidance is permitted.</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to our <a href="#">advice around having a professional discussion</a> and <a href="#">guidance around conducting an observation</a>.</li> </ul> <p>Visit the qualification page on our <a href="#">website</a>, or find our Tutor and Provider Guides within the assessment pack on the Portal which explain our approach to marking and moderation.</p>
March – April	<p>Providing all assessment and IQA activity is complete, submit students' marks on the Portal:</p> <ul style="list-style-type: none"> <li>• Ensure colleagues responsible for submitting student marks on the Portal have the 'Moderation' permission added to their Portal account.</li> <li>• As soon as IQA processes are complete, and the student review period has passed you can submit marks in the Portal.</li> <li>• It's important to check submitted marks on the Portal match the marks given on the assessor feedback to student's form. Discrepancies may lead to delays in releasing results by the advertised date.</li> <li>• You can edit submitted marks on the Portal until 4 May for Core and 16 May for all other OS.</li> <li>• If you have a cohort of <b>15 students or less</b>, we will require you to upload evidence for the full cohort. You can do this at any time, during the assessment window. For cohorts of 16+</li> </ul>	<ul style="list-style-type: none"> <li>• Submitting marks on the Portal short <a href="#">video</a>.</li> <li>• Approach to moderation and sample size guides are available on our <a href="#">website</a>.</li> <li>• The NCFE <a href="#">Portal user guide</a> provides details on how to view the students selected for sampling.</li> </ul>



	students you will need to submit evidence for students listed on the sample plan generated in the Portal.	
<p><b>4 April for Health Core and 16 May for all other OS</b></p> <p><b>Final deadline to submit all student marks</b></p>	<p>Marks cannot be entered after this date. *Exception – students with special considerations.</p> <p><b>4 April</b> for Health Core and <b>16 May</b> for all other OS is the deadline for submitting student marks in the Portal. If you miss the deadline for submitting marks your student results may be delayed. You will be contacted by the External Quality Assurance team to manage the submission of your student marks.</p>	<p>Please read our <a href="#">special consideration policy</a> before submitting an application.</p>
5 April for Core and 17 May for all other OS	<p>Provided all student marks are entered for the cohort a sampling plan will be generated in the system.</p> <p>View your sampling plan:</p> <ul style="list-style-type: none"> <li>a list of the students chosen for moderation will appear in a sampling plan list on the Portal the next working day after the final submission deadline – 5 April 2025 for Core and 17 May 2025 for all other OS.</li> </ul>	<ul style="list-style-type: none"> <li>Viewing the sampling plan list and uploading student evidence – <a href="#">watch this how to video</a>.</li> <li>The <a href="#">Portal user guide</a> provides details of how to view your students selected for sampling.</li> </ul>
<p>Core: 5 – 8 April</p> <p>OS: 17 – 20 May</p>	<p>Upload student evidence to the Portal. You don't need to click the 'submit for marking' button.</p> <ul style="list-style-type: none"> <li>You will have 3 working days from the date the sample plan is generated to upload student evidence for students selected for moderation shown in the sample list.</li> <li>You <b>must</b> upload the completed checklist per student. This is located in the assessment pack on the Portal. This is to ensure you have included everything we need to moderate your students.</li> <li>If a <b>Reasonable Adjustment</b> has been applied, this must be recorded on the checklist and a JCQ VQ/IA form submitted with the evidence (per student).</li> <li>At any time during the assessment window, you can upload student evidence. Testing this process is advisable so that</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Guide</a> to uploading digital evidence.</li> <li>Guidance on applying reasonable adjustments can be found <a href="#">here</a>.</li> <li>Reasonable adjustments applied by providers need a <a href="#">JCQ VQ/IA form</a> to be submitted with individual student evidence.</li> </ul>



	<p>you can be prepared and can address any question before the upload period.</p> <p>If you miss the deadline for uploading evidence your student results may be delayed. You'll be contacted by the quality assurance team to manage the submission of your student evidence. If you've already uploaded evidence for all students in your cohort (as you have 15 or less) you don't need to do anything.</p>	
<p>April – June Moderation stages</p>	<p>Provided all student evidence has been uploaded by the deadline the moderation window will begin.</p> <ul style="list-style-type: none"> <li>• Regularly check emails for communication from NCFE in relation to missing or insufficient evidence.</li> <li>• Action any requests asap, so not to delay moderation and results.</li> </ul> <p>Check on the Portal that we have the correct contact details for your provider.</p>	<p>If we need to contact you regarding your students, we'll email the head of provider, programme contact and exam contact providing details of what we need you to do.</p>
<p>14 Aug 2025 – Moderation outcome reports</p>	<p>A final moderation report will be available to view on the Portal on results day and will highlight areas where your provider has performed well and areas for improvement. It'll also include whether the marks taken forward were the marks submitted by the provider or whether they were adjusted during moderation.</p> <p>The Chief Examiner &amp; Chief Moderator report will be released to and available on the website. The aim of the report is to highlight how students have performed generally, as well as any areas where further development or guidance, may be required to support preparation for future assessment windows.</p> <p>13 August for providers (restricted release), 14 August for students.</p>	<p>Further information on the final moderation report can be found on our <a href="#">Preparing for Moderation page</a>.</p> <p>Results release dates can be confirmed on our <a href="#">Key Dates Schedule</a>.</p>



August – September 2025	A review of moderator marks is a check on the original moderation to make sure the assessment criteria has been applied fairly, reliably and consistently. Please note this is not a remark and no specific feedback will be provided: <ul style="list-style-type: none"><li>• submit a <a href="#">request for a ROM</a> via our website</li><li>• requests must be received within 25 working days of results release date.</li></ul> This service is not available for individual students. Requests must be made by unit/component, for all students in a cohort.	Information about our review of moderation service can be found on our <a href="#">Enquiries about results and assessment decisions</a> page on our website.
Review of Moderation (Moderated Assignment 2)		
Certification	You don't need to claim your student's certificate with NCFE. Certificates will be issued by the Department for Education (DfE) upon your student completing the qualification, providing that they meet the minimum required standard. Please visit the Department for Education's website for more information on student achievement and certification for T Level qualifications.	