T Level timeline: Early Years and Education

November 2024

Date	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. T Level System User Guide
September - January	Get prepared: • ensure Portal user permissions are set up correctly • book students onto their chosen Occupational Specialism (OS) in the Portal • update the Schedule of Assessment in the Portal for every student • download the Provider Information Document and Evidence Upload Checklists from the Assessment Materials area in the Portal • ensure you have provided us with the correct contact details for key staff at your provider • access the Tutor Guidance and Competency Criteria documents • consider the resources required by your students and how to facilitate the number of sessions needed • look at our sample assessments and exemplar student responses on our website • sign up for training events • complete mandatory standardisation and administration training within your provider by the deadline • liaise with your allocated moderator to arrange moderation visit dates for EYE Part 1 and upload required EYE Part 1 evidence to OneDrive (link to be provided by your moderator) • moderation visits for EYE Part 1 will take place.	Visit the qualification page on our website to access: • tutor guides • EYE competency criteria • qualification specification • sample assessments • exemplar student responses and more. Training: • Provider Development Support • Education and Early Years CPD Playlist – YouTube • Education and Early Years Events • How to add or amend the Schedule of Assessment. Visit the prepare for moderation page on our website to access: • guidance on how to access assessment materials • guidance on how to update the Schedule of Assessment • the 'Education and Early Years Specific Information' section for an overview of the moderation process for EYE and AT Assignment 2.
September - May	Delivery of the T Level Technical Qualification in Education and Early Years:	Visit the prepare for moderation page on our website to access:

	- plan your delivery - familiarise yourself with the industry placement guidance - consider mop-up sessions for students who may miss hours due to absence - document student attendance at each session (Record of attendance) - assessors observe and mark students using the templates located in the tutor guide - complete internal quality assurance processes - provider marks can be shared with students, there's no opportunity for students to resubmit evidence, but you should make sure students have time to appeal a marking decision internally - ensure students know how and when they can appeal.	- guidance on how to maintain accurate assessment records - guidance on submitting student marks and evidence - guidance on sample sizes - further information about moderation of the T Level in Education and Early Years. Visit the qualification page on our website and view our Tutor Guides. View the T Level Industry Placement Delivery Guidance here.
February	Deadline to complete standardisation and administration training. EYE Part 2 and AT Assignment 2 assessment window opens, and moderation begins. Moderation for EYE Part 1 should be complete before February to allow for EYE Part 2 and AT moderation to commence timely once the assessment window opens in February.	Complete the declaration within the standardisation training pack **before 28 February 2025.** Visit the prepare for moderation page on our website, the 'Education and Early Years Specific Information' section has an overview of the moderation process for EYE and AT Assignment 2.
February - May	Assessment window for Assignment 2 – EYE Part 2 and AT begins 3 February and closes 16 May. Stage 1 moderation takes place: - liaise with your moderator to arrange moderation visits - your moderator will sample a selection of students in person, and a selection of students remotely - upload student evidence to the Portal for students sampled during EYE Part 2 and AT, for stage 1 moderation.	Visit the prepare for moderation page on our website the 'Education and Early Years Specific Information' section has an overview of the moderation process for EYE and AT Assignment 2 including sample sizes. - T Level Portal User Guide provides details on how to view the students selected for sampling. - Viewing the sampling plan list and uploading evidence - watch this how to video. - Submitting marks on the Portal short video.

	Provided all assessment and IQA activity is complete submit students' marks on the Portal: • Ensure colleagues responsible for submitting student marks on the Portal have the 'Moderation' permission added to their Portal account. • As soon as IQA processes are complete, and the learner review period has passed you can submit marks in the Portal. • It's important to check submitted marks on the Portal match the marks given on the observation form and final mark form. Discrepancies may lead to delays in releasing results by the advertised date. • You can edit submitted marks on the Portal until 16 May. • If you have a cohort of **15 students or less**, we'll require you to upload evidence for the full cohort. You can do this at any time, during the assessment window. For cohorts of 16+ students you'll need to submit evidence for students listed on the sample plan generated in the Portal.	
16 May **Final deadline to submit all student marks**	Marks cannot be entered after this date. *Exception – students with special considerations. • 16 May is the deadline for submitting student marks for Assignment 2 in the Portal. If you miss the deadline for submitting marks, your student results may be delayed. You'll be contacted by the quality assurance team to manage the submission of your student marks.	Please read our special consideration policy before submitting an application.
19 May	Provided all student marks are entered for the cohort; a sampling plan will be generated in the system for stage 2/3/4 moderation. Evidence will only need to be uploaded to this sampling plan if marks were out of tolerance at stage 1, requiring further remote sampling to take place.	• Viewing the sampling plan list and uploading evidence - watch this how to video. • The Portal user guide provides details of how to view your students selected for sampling. T Level Portal User Guide

	If you're marking in tolerance after stage 1 moderation visits, no further sampling or evidence upload is required. View your sampling plan: - a list of the students chosen for moderation will appear in a sampling plan list on the Portal on 19 May, the next working day after the final submission deadline (16 May). - If you have a small cohort and all students have already been sampled as part of your in person or remote moderation visits, you'll not need to upload any further evidence to the portal.	
19 - 21 May	Upload student evidence to the Portal. You do not need to click the 'submit for marking' button. Evidence will only need to be uploaded to this sampling plan if marks were out of tolerance at stage 1, requiring further remote sampling to take place. If you are marking in tolerance after stage 1 moderation visits, no further sampling or evidence upload is required. - You'll 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. - You **must** upload a completed evidence upload checklist per student. This is in the assessment materials area of the Portal. This is to ensure you have included everything we need to moderate your students. - If a **Reasonable Adjustment** has been applied, this must be recorded on the checklist and a JCQ VQ/IA form submitted with the evidence (per student).	- Guide to uploading digital evidence. - Guidance on applying reasonable adjustments can be found here - Reasonable adjustments applied by providers need a JCQ VQ/IA form to be submitted with individual student evidence.

	• At any time during the assessment window, you can upload student evidence. Testing this process is advisable so that you can be prepared and can address any question before the upload period. If you miss the deadline for uploading evidence your student results may be delayed. You'll be contacted by the External 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.	
May – July Moderation stages	Provided all student evidence has been uploaded by the deadline; moderation of the further stage 2/3/4 samples will begin. • Regularly check emails for communication from NCFE in relation to missing or insufficient evidence. • Action any requests asap, so not to delay moderation and results. Check on the Portal that we have the correct contact details for your provider.	If we need to contact you regarding your students, we'll email the head of centre, programme contact and exam contact providing details of what we need you to do.
August 2025 – Moderation Outcome Reports	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. The Chief Examiner & 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	Further information on the final moderation report can be found on our Preparing for Moderation page. Results release dates can be found in the Key Dates Schedule.

	13 August results released for providers (embargoed), 14 August for students.	
August – September 2025 Review of Moderation **(Moderated Assignment 2)**	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: • submit a request for a ROM via our website • requests must be received within 25 working days of results release date. This service is not available for individual students. Requests must be made by unit/component, for all students on a cohort.	Information about our review of moderation service can be found on our Enquiries about results and assessment decisions page on our website.
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 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.	