Request for modified papers

The last date a request can be made for a paper which requires content/layout changes. These changes could be the type or size of font, colour changes or any other reasonable adjustments. A form for this can be found on the VTCT website under Reasonable Adjustments.

Final date for registration and entries

All learners should be registered for a qualification as early as possible. Learners should then be entered into a series window. A series window is the opportunity to either submit assignments (electronically) or sit an exam. There are three assessment windows in a year, January, May/June and September.

Deadline for withdrawals

The last date you can withdraw a learner from the window once you have entered them (If a learner is not withdrawn and no exam is attempted, the next exam will be charged). If no assignment is submitted, the next submission will be charged.

Last date for receipt of internal assessments

The final date VTCT will accept internally marked assessments (assignment briefs); work can be submitted up until the final published date.

Exams week

The date range in which the exam will be available to sit (this is not interchangeable with internally marked assignments).

Final date for special consideration requests

The last date a request can be made in regards to a special consideration. (If there is an unplanned event which occurs immediately prior to or during the exam and could be seen as disadvantaging the learner). A form for this can be found on the VTCT website under Reasonable Adjustments and has to be filled in within 7 days of the exam being sat.

Restricted release of results to centres

The date centres can view learner results. This is accessed via Linx2Achieve and can only be accessed by the registered Exams Officer.

Release of results to learners

The date on which centres can release results to learners.

Final date for EARs

The last date that an Enquiry About Results can be made, information on this can be found on the VTCT website.

Final date for Appeals

The last date an appeal can be made, this can only be done if an EAR has been submitted. Information for this can be found on the VTCT website.