

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*The last date you can withdraw a learner from the window once you have entered them (If a learner is not withdrawn and no exam is attempted, the next exam will be charged).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