

T Level Technical Qualification in Management and Administration

2022-2023 Key dates schedule

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| Version | Change detail | Section/Page |
|-------------|--|------------------|
| Version 1.1 | Inserted separated Employer-Set Project (ESP) assessment and Core Exam Paper 1 and 2 assessment entry (booking) period tables. | Summer 2023 / p4 |
| Version 1.1 | Amended date for access to scripts – support review of marking & teaching and learning. Dates aligned to release of results to students. | Summer 2023 / p5 |

1. Enrolment

Registrations (for students enrolling in September 2022)

| | |
|---|---|
| Standard student registration period | 1 September 2022 to 1 November 2022 |
| Late student registration period | 2 November 2022 to 23 December 2022 |
| Very late student registration period | 24 December 2022 to 31 July 2023 |
| Applications for reasonable adjustments | To be submitted at the point of entry to the assessment and so aligns with the entry deadlines given in this document |

Students must be registered to make an assessment entry (booking).

2. Assessments

| Assessment Number | Assessment Title | Assessment Type | Available |
|-------------------|----------------------------|-----------------|------------------|
| 8715-031 | Core: Exam paper 1 | Core | Autumn Summer |
| 8715-032 | Core: Exam paper 2 | Core | Autumn Summer |
| 8715-033 | Core: Employer-Set Project | Core | Autumn Summer |

3. Summer Series 2023

Core Assessments

- Employer-Set Project
- Exam Paper 1 and Paper 2

Employer-Set Project (ESP)

Summer 2023 assessment entry (booking)

| | |
|-----------------------------------|------------------------------------|
| Standard assessment entry period | 2 January 2023 to 19 February 2023 |
| Late assessment entry period | 20 February 2023 to 8 March 2023 |
| Very late assessment entry period | 9 March 2023 to 24 March 2023 |

Core Exam Paper 1 and 2

Summer 2023 assessment entry (booking)

| | |
|-----------------------------------|---------------------------------|
| Standard assessment entry period | 2 January 2023 to 31 March 2023 |
| Late assessment entry period | 1 April 2023 to 30 April 2023 |
| Very late assessment entry period | 1 May 2023 to 31 May 2023 |

Core Assessments

Summer 2023 assessment dates/windows

| | |
|---|--|
| Employer-Set Project (ESP) materials release | 27 March 2023 |
| Employer-Set Project (ESP) delivery window | 3 April 2023 to 12 May 2023 |
| Employer-Set Project (ESP) evidence upload deadline | 12 May 2023 |
| Exam Paper 1 | 6 June 2023 9:30-12:00* |
| Exam Paper 2 | 13 June 2023 9:30-12:00* |
| Special consideration requests deadline | Five working days after the exam/submission date |

Summer 2023 results

| | |
|---|--|
| Restricted release of TQ component results data to centres | 16 August 2023 |
| Release of results from centres to students | 17 August 2023 |
| Access to scripts – support review of marking & teaching and learning | 17 August 2023 |
| Deadline for 'Review of Marking' (RoM) requests | 21 September 2023 |
| Deadline for appeals submissions | 30 calendar days from the outcome of the review of marking |

4. Approval Window (to deliver from September 2023)

Each year City & Guilds will open an approval window where ESFA Approved Providers can apply to deliver T Levels with City & Guilds.

This window runs from the last Monday in February through to the last Friday in June.

| Approval Window | |
|-----------------|------------------|
| Window opens | 27 February 2023 |
| Window closes | 30 June 2023 |

5. Key dates for other academic years

These dates can be found within the T Level Technical Qualification in Management and Administration 2023/24 Key dates schedule.

City & Guilds will release a consultation for keys dates relating to 2024/25 in Spring 2023.

Get in touch

The City & Guilds Quality team are here to answer any queries you may have regarding your T Level Technical Qualification delivery.

Should you require assistance, please contact us using the details below:

Monday - Friday | 08:30 - 17:00 GMT

T: 0300 303 53 52

E: technicals.quality@cityandguilds.com

W: www.cityandguilds.com/tlevels

Web chat available [here](#).

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