

FAQs for Term 2 Delivering RSL VQ: Exams Officers

January – April 2022

These FAQs are designed to support exams officers with key processes required in Term 2, academic year 2021/22. The structure of the FAQs follows the processes in the Key Dates Calendar and they are based broadly around registrations and submitting controlled external assessment. Please note, there are additional FAQs for Teachers.

1. How do we amend a registration in this term?

If you wish to make any amendments to learner registrations, please complete the [Change to Registration Confirmation Form](#) and send to vocational@rslawards.com. We will make the changes within 5 working days.

2. How do we withdraw a learner registration?

At this point in the year, you will not be able to withdraw learner registrations yourself. Please complete the [Change to Registration Confirmation Form](#), selecting option 'Withdrawing a Learner' and send to vocational@rslawards.com. We will withdraw the learner for you within 5 working days.

3. Can we claim a refund if we withdraw a learner now?

No. The deadline for withdrawing learners and being able to receive a refund was Friday 17th December 2021.

4. The Controlled External Assessment window has started and a teacher has realised a learner who should be taking the controlled external assessment has not been registered. What do we do?

You will need to apply for a late registration. Please refer to Sections 8 and 9 of our [RSL VQ Registration and Certification Policy](#) for specific details.

5. The EQA wants to select a sample but the units the learners are registered on are incorrect. How do we amend the units?

Please complete the [Change to Registration Confirmation Form](#), selecting option 'Changing a learner registration for one or more of the following' and select 'Combination of Units.' Please send the form to vocational@rslawards.com and we will withdraw the learner for you within 5 working days.

6. The EQA wants to select a sample but the year the units the learners are registered on are incorrect. How do we amend the assessment year of units?

Please complete the [Change to Registration Confirmation Form](#), selecting option 'Changing a learner registration for one or more of the following' and select 'Assessment Year.' Please send the form to vocational@rslawards.com and we will withdraw the learner for you within 5 working days.

7. What is the role of exams officer required to do with regards to the submission of controlled external assessment evidence?

This would depend on the centre itself but we would anticipate the exams officer would be responsible for ensuring learner work is uploaded by the deadline. The teacher will need to ensure you have all learner work, controlled assessment logs and learner declarations to upload.

Please ensure you allow sufficient time to upload the documentation, especially with video files and large files.

Learner results will not be released without both controlled assessment logs and learner declarations so please ensure these are part of the submission.

8. How do we check controlled external assessment evidence has been correctly uploaded?

If the work has been successfully uploaded, you will be able to see the evidence on the site when you check against each of the learners in 'External Assessment.' If you cannot see the evidence, it has not uploaded successfully and so cannot be marked.

9. The deadline has passed and we've realised a document was not included in the submission of work for controlled external assessment. What do we do?

Please contact vocational@rslawards.com outlining what is missing and which learner it impacts. We will provide you with a missed submission declaration which will need to be completed and returned to RSL. We will then review the document and decide whether the work can be accepted. If it can be accepted, we will give you a time frame in which to upload the work.

For any questions not covered in this document, the 21/22 Centre Handbook or How to Guides, please contact vocational@rslawards.com