

KEY DATES CALENDAR TOOL USER GUIDE

WHAT ARE KEY DATES?

Key Dates are exams administration dates and deadlines provided for centres by awarding bodies. The key dates provided by an awarding body are published on the individual awarding body website. JCQ also publishes the 'need to know' Key Dates for examination series where they are common to all the JCQ awarding bodies.

WHAT THE TOOL OFFERS

The tool offers a composite list of key dates provided by JCQ and the contributing awarding bodies. (When key dates information has been received directly from the relevant organisations, the tool, in effect, becomes an inter-board key dates calendar)

As dates could be subject to change/amendment by an individual awarding body, it is the **responsibility of users** to check back frequently with each awarding body's confirmed key dates to ensure you have the latest version.

The tool provides the functionality to filter and/or search to create a key dates calendar relevant to your centre. This functionality is useful to support you in:

- identifying the key dates and deadlines that affect your centre
- highlighting key tasks to be undertaken
- informing your 'annual exams plan'

Please note: The key dates in the tool are presented as received from the contributing organisation, however, to improve the search experience, the 'June' exam series has been categorised in the **Series** field as 'Summer'. In the **Qualification** field, GCE, GCSE and BTEC qualifications are categorised. All other qualifications or groups of qualifications (which may also include GCE, GCSE or BTEC where these are included as part of a group) are categorised in this field as 'Other' with further detail provided in the **Further Information** field.

HOW TO USE THE TOOL

On entering the tool all the key dates contained within the tool are presented in the table.

Various options are available to you within the table. These include the functionality to:

- search for a specific date by inserting the date (in the format DD/MM/YYYY) in the **Date** field
- filter on a particular organisation by selecting from the drop down in the **Origin** field
- filter on a particular qualification by selecting from the drop down in the **Qualification** field
- filter on a particular series by selecting from the drop down in the **Series** field
- search using key words in the **Further Information** and **Description** fields

If you wish to select some of the results found in your search/filter, tick the **Select** boxes.

Create Calendar from selected / Add selected to existing Calendar

Export Results to CSV (Excel) file

<input type="checkbox"/>	Date	Origin	Qualification	Further Information	Series	Description
<input type="checkbox"/>	05/07/2025			Further Information		Description
<input checked="" type="checkbox"/>	05/07/2025	Pearson	BTEC	BTEC L3 qualifications	Summer-25	UCAS learners must have their unit claims submitted in Edexcel Online.
<input checked="" type="checkbox"/>	05/07/2025	Pearson	BTEC	BTEC First, Tech Award (2017), BTEC Technicals	Summer-25	Deadline to submit special consideration requests
<input type="checkbox"/>	05/07/2025	Pearson	BTEC	BTEC Nationals	Summer-25	Deadline to submit special consideration requests
<input type="checkbox"/>	05/07/2025	Pearson	Other	International GCSE, GCSE, AS/A level, AEA, Mathematics in Context, Level 2 Extended Mathematics Certificate	Summer-25	Deadline to submit special consideration requests

If you wish to select all the results found in your search/filter, tick the **Select all** box at the top of the table.

Create Calendar from selected / Add selected to existing Calendar

Export Results to CSV (Excel) file

<input checked="" type="checkbox"/>	Date	Origin	Qualification	Further Information	Series	Description
<input checked="" type="checkbox"/>	05/07/2025			Further Information		Description
<input checked="" type="checkbox"/>	05/07/2025	Pearson	BTEC	BTEC L3 qualifications	Summer-25	UCAS learners must have their unit claims submitted in Edexcel Online.
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<input checked="" type="checkbox"/>	05/07/2025	Pearson	BTEC	BTEC Nationals	Summer-25	Deadline to submit special consideration requests
<input checked="" type="checkbox"/>	05/07/2025	Pearson	Other	International GCSE, GCSE, AS/A level, AEA, Mathematics in Context, Level 2 Extended Mathematics Certificate	Summer-25	Deadline to submit special consideration requests

Export Results to CSV (Excel) file

If you wish to immediately export your selections, click this button.

If you wish to clear your selections, to search or filter for other data, expand the **Filter the Results** section by clicking on the down arrow and click the **Clear All** button.

Alternatively, if you wish to save your selections in the tool – see **Create Calendar from selected...** below.

Searching for dates between

Search the Calendar

Date between and

Use this functionality if you wish to search for key dates that take place between a particular date range.

(Always remember to **Clear All** before a search to ensure any previous search or filtering is cleared)

Extended filtering function

Filter the Results ▼

Click on the down arrow and use this functionality to select multiple filters from those listed in the columns.

Select the filters you require from those listed in a column or columns, then click the **Apply Filters** button to apply them.

(Always remember to **Clear Filters** before starting a new filter)

Create Calendar from selected / Add selected to existing Calendar

If you wish to save your selections in the tool, click the button to create a calendar of your selections.

Insert an appropriate name for your calendar (or to add to an existing calendar that you have already created, select from the option dropdown), click **Submit**.

View an existing Calendar

To view the results, click the button and select the calendar you have just created.

From here your calendar can be exported by clicking on the button, if required, to save locally for further use/manipulation.

Export

Changes

(Occasionally an organisation may alert The Exams Office of a change or update to its published key dates information requiring an update in the tool)



If a change is made by The Exams Office to any data in the tool that you have selected and saved in an existing calendar, in your list of saved calendars a red warning triangle alerts you.

(A warning may also appear on your Dashboard in the **News and Notifications** area)

On viewing this calendar, the row(s) affected is shown in red.

To acknowledge you are now aware of the change, tick the **Select** box at the end of the row, then scroll down to the last row and click the button.

Acknowledge changes

The affected row(s) is no longer red once the change(s) has been acknowledged.