

ual ■ awarding
body

Centre information for 2025/2026

—
Delivery and moderation



Cover image:
Origins Creatives 2025,
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Introduction

It has been a busy academic year and the UAL Awarding Body Academic Standards Team would like to say thank you for your hard work and support this year.

To help you prepare for the next academic year we have created the following information to help support your internal planning and delivery.

To stay up to date with information and more events happening throughout the academic year the following will be published on the UAL Awarding Body website and in the Newsletter.

Operational and other key dates will be shared directly with your allocated Super User via the online portal. Please ensure you are aware of who your Centre's allocated Super User is, that they keep you informed, and that all Centre contact details (including roles and responsibilities) are up to date.

Important Information

As previously and always it is important to know what and when must be submitted. We have created the following checklist for you to use:

Marksheet submission and student portfolios moderation ready deadline: 18/06/2026

Please ensure all the following:

- > Internal referrals have been resolved before proposed grades are entered on the marksheet
- > Any requests for special consideration have been processed
- > All proposed unit grades have been checked, confirmed, and entered on the marksheets and the declaration has been completed via the on-line portal.

Portfolio submission includes the following:

- > All student portfolios, checked, organised in preparation for external moderation
- > Any links and host sites have been checked to ensure they are live and working
- > All group and candidate authentication forms
- > All assessment and internal verification records of synoptic units
- > Student feedback

You can submit the evidence and grades before the last date for submission and is recommended where possible.

It is the Centres' responsibility to ensure delivery and assessment teams read and understand the guidance and all contact details we have on record are current and correct.

Grades are confidential. They must be stored securely and will not be shared externally with students, parents, or members of the public, or internally with any staff not directly involved in the grading process.

Centres will be subject to the application of the UAL Sanctions Policy if embargoed grades are released prior to the UAL release date and/or the above conditions and deadline are not achieved. Late or incorrect submission of digital portfolio evidence and/or grades may result in late certification of the qualification.

Key dates for Centres

The following table shows the events that may inform your planning, delivery, and assessment including the 'Contact Points' (CP1,2 & 3) with your allocated Senior External Moderator:

Terms	Months	Academic Standards Key Events & Dates
Autumn	September	Exemption and RPL Applications Open
		CP1 Events Start
		Visual Arts Subsidiary Diploma Externally Set Synoptic Assignment Released
	October	Approval to Deliver UAL Qualifications Application Open
		Registration Submission Open
	November	Application for Exemption and RPL Deadline
		Registration Submission Deadline
		Registration Late Fees Apply
		CP1 Events End
	December	Christmas Break
Spring	January	External Assessment Reasonable Adjustment Application Deadline
	February	CP2 Events Start
		Applied General Assessment Released
		Assessment Standardisation Events
	April	CP2 Events End
		Easter Break
Summer	May	Extended Project Qualification Marksheet submission and Student Portfolio Moderation Ready Deadline
		Applied General Externally Set Assessment Submission
		Special Considerations Deadline – Externally Assessed Qualifications
	June	Special Considerations Deadline – Internally Assessed Qualifications
		Marksheet submission and Student Portfolio Moderation Ready Deadline
		Approval to Deliver UAL Qualifications Application Deadline
		CP3 Events Start
	July	CP3 Events End

Aim and Objective of contact points

Contact Point 1: Advisory (academic support, new centres, and provision) – Supportive

Contact Point 2: Quality Monitoring (all, centres, and subjects) - Policy Process Checks

Contact Point 3: External Moderation (all, centres, sites, and levels) - Quality Assurance

Want to find out more?

Contact

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UALAwardingBody

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Emily Corthine-Webster, 'Uncooked',
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