

# CTH Assessment Timetable 2024

For use by CTH Approved Teaching Centres only



This lists our global schedules for registration deadlines, examination dates, submission deadlines and declaration of results.  
NB. Dates and deadlines may occasionally be subject to change up to three months prior to the start of a session. Please check the CTH website to confirm.

## Management Programmes (all) & CPD Programmes (where quarterly assessed\*)

Assessment series	Learner qualification registration deadline	Assessment registration deadline	Late / Final assessment registration deadline	Assignment submission deadline	Last date to log assignment results on CTH Hub	Examination dates	Results declared
March 2024	Learners must be registered with CTH for each qualification within <b>two weeks</b> of starting the course, or earlier if stated otherwise in the qualification Delivery & Assessment Handbook.  NB. No charges apply at the point of qualification registration.	Monday 12 <sup>th</sup> February 2024	Monday 19 <sup>th</sup> February 2024	Monday 26 <sup>th</sup> February 2024	Friday 1 <sup>st</sup> March 2024	Monday 4 <sup>th</sup> March - Thursday 7 <sup>th</sup> March 2024	Friday 26 <sup>th</sup> April 2024
June 2024		Monday 13 <sup>th</sup> May 2024	Monday 20 <sup>th</sup> May 2024	Monday 27 <sup>th</sup> May 2024	Friday 31 <sup>st</sup> May 2024	Monday 3 <sup>rd</sup> June - Thursday 6 <sup>th</sup> June 2024	Friday 26 <sup>th</sup> July 2024
September 2024		Monday 12 <sup>th</sup> August 2024	Monday 26 <sup>th</sup> August 2024	Monday 2 <sup>nd</sup> September 2024	Friday 6 <sup>th</sup> September 2024	Monday 9 <sup>th</sup> September - Thursday 12 <sup>th</sup> September 2024	Friday 1 <sup>st</sup> November 2024
December 2024		Monday 11 <sup>th</sup> November 2024	Monday 18 <sup>th</sup> November 2024	Monday 25 <sup>th</sup> November 2024	Friday 29 <sup>th</sup> November 2024	Monday 2 <sup>nd</sup> December - Thursday 5 <sup>th</sup> December 2024	Friday 24 <sup>th</sup> January 2025

- Note 1** - A late registration fee per learner per assessment will be applied to assessment registrations received after the registration deadline.
- Note 2** - Assignments must be submitted electronically and uploaded to the Centre folder on the CTH SharePoint server by the assignment deadline above with all other required documents. A late submission fee per assessment will be applied to assessments submitted up to 1 week after this date. No assessments will be accepted 1 week after Assessment Submission deadline and will be deferred to the next session.
- Note 3** - Completed examination answer booklets and other required documents must be scanned and uploaded to the Centre folder on the CTH SharePoint server immediately (within 24 hours of sitting the exam). Failure to do so may lead to missing the result declaration date and transfer to the next assessment series, at a cost to the Centre. See CTH Examination Schedule for days & times of each examination.
- Note 4** - Results are declared on these dates via electronic transcripts; final qualification certificates will be sent to Centres two weeks after the results declared dates.
- Note 5** - For resits, registration is required by the above registration deadlines, and an assessment fee or late assessment fee is payable.

\* These include: CTH Level 2 Diploma in Cruise Hospitality Services, CTH Level 3 Foundation Diploma in Hospitality Practice, CTH (IoH) Level 3 Diploma in Hospitality Management, CTH (IoH) Level 4 Diploma in Advanced Hospitality Management, CTH Level 4 Diploma in Bar Management and CTH Level 4 Certificate in Environmental Sustainability Management in Hospitality.

## Management Programmes (all) & CPD Programmes (where quarterly assessed) 2024

Exam Schedule	Monday	Tuesday	Wednesday	Thursday
All morning examinations are held with a start time of 09.20 for 09.30	<b>Level 2</b> - Effective Customer Service & Corporate Grooming (2ECSCG)	<b>Level 2</b> - Food & Beverage Services (2FBSVS)	<b>Level 2</b> - Culinary Theory (2CT)	<b>Level 2</b> - Basics of Cruise Ships (2BCS)
	<b>Level 3</b> - Essentials of Human Resources & Business Computing in Tourism & Hospitality (EHRTH)	<b>Level 3</b> - CTH (IoH) Diploma in Hospitality Management Synoptic Exam	<b>Level 2</b> - Certificate in Professional Restaurant Front of House Service	<b>Level 4</b> - Travel & Tourism Operations (TTO)
	<b>Level 4</b> - Customer Service Management in Tourism & Hospitality (CSMTH)	<b>Level 3</b> - CTH Foundation Diploma in Hospitality Practice Synoptic Exam	<b>Level 3</b> - Essentials of Marketing & Customer Relationships in Tourism & Hospitality (EMCRTH)	<b>Level 4</b> - Food & Beverage Operations (FBO)
	<b>Level 5</b> - Contemporary Issues in the Tourism & Hospitality Industry (CITHI)	<b>Level 4</b> - Diploma in Professional Bar Management Synoptic Exam	<b>Level 4</b> - Travel Geography (TG)	<b>Level 4</b> - Cert. in Environmental Sustainability Management in Hospitality Synoptic Exam
	<b>Level 7</b> - Strategic Management (7SM)	<b>Level 6</b> - Quality Management for Hospitality & Tourism (QMHT)	<b>Level 4</b> - Rooms Division Operations (RDO)	<b>Level 5</b> - Understanding Funding & Finance in Tourism & Hospitality (UFTH)
		<b>Level 7</b> - Operations Management in Hospitality & Tourism (7OMHT)	<b>Level 5</b> - Strategic Marketing in the Tourism & Hospitality Industry (SMTHI)	<b>Level 6</b> - Business Strategy for Hospitality & Tourism (BSHT)
All afternoon examinations are held with a start time of 14.20 for 14.30	<b>Level 2</b> - Restaurant Setting & Management (2RSM)	<b>Level 2</b> - Cruise Housekeeping (2CH)	<b>Level 2</b> - Alternate Communication in Tourism & Hospitality Services (2ACTH)	

## CPD Programmes (where assessed on-demand) 2024

Many CTH CPD assessments may be taken at any time as long as the learner has been registered on the qualification. At the start of each course Centres should schedule all exams together with resit opportunities, should they be required. Centres will be asked to complete a form indicating the proposed dates of practical and theory exams. CPD results will be issued typically one month following submission of scripts or online submission of evidence to CTH and will be declared on electronic transcripts. Certification will be two weeks later, after allowing time for appeals.

**Important note** - The exception to this are CPD programmes with more traditional written examinations which may only be taken on four set examination dates each year. **These are listed on the previous page.**

Assessment type	Learner qualification registration deadline	Assessment registration	Assessment script / evidence submission	Results declared
Standard CPD assessments with rolling assessment available all year-round	<p>Learners must be registered with CTH for each qualification within <b>two weeks</b> of starting the course, or earlier if stated otherwise in the qualification Delivery &amp; Assessment Handbook.</p> <p>NB. No charges apply at the point of qualification registration.</p>	<p>These CPD assessments may be taken at any time as long as:</p> <ul style="list-style-type: none"> <li>the learner has been pre-registered on the qualification and</li> <li>the assessment date has been notified to CTH with <b>at least three weeks'</b> notice.</li> </ul> <p>Centres will be invoiced for the whole qualification following the learner's first assessment registration.</p>	<p>With the exception of online assessments, all assessment evidence must be uploaded to the Centre folder on the CTH SharePoint server. Exams and supporting documents must be uploaded within 24 hours of the examination.</p>	<p>Results will be declared approximately one month from when completed examination answer booklets / online examinations / assessment evidence is received by CTH.</p> <p>Results will be declared on electronic transcripts sent to Centres. Certification will be two weeks later.</p>

**Note 1** - All evidence for CPD programmes should be submitted as specified in the relevant qualification Delivery and Assessment Handbook, and uploaded to the Centre folder on the CTH SharePoint server.

**Note 2** - Where evidence is missing, CTH will not moderate the work and an absent grade will be awarded, and learners must be registered for a resit for the affected unit/s.

**Note 3** - Transcripts showing unit results will be issued when all evidence for the qualification has been received, moderated, reviewed and scrutinised by CTH Exam Board.

**Note 4** - For resits, registration is required and an assessment fee is payable.