

# CTH Assessment Timetable 2024

For use by CTH Approved Teaching Centres only

CTH Culinary Assessments may be taken at any time as long as the learner has been registered on the qualification and for the assessments. Centres will be asked to complete a form at the start of each course indicating the proposed dates of theory and practical exams and resits should they be required.

Culinary results will be issued four times a year after being presented to the CTH Exam Board and will be declared on electronic transcripts by the dates shown in the last column of the table below. Certification will be two weeks later, after allowing time for appeals.

## Culinary Programmes

Assessment series	Learner qualification registration deadline	Assessment registration deadline	Late / Final assessment registration deadline	Culinary examination scheduling	Last date to enter results on CTH Hub	Last date to submit evidence	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 29 <sup>th</sup> January 2024	Monday 5 <sup>th</sup> February 2024	Dates for culinary examinations may be proposed by Centre. NB. CTH must be informed at least 6 weeks in advance, with proposed dishes being sent to CTH for approval at this time.	Monday 12 <sup>th</sup> February 2024	Monday 26 <sup>th</sup> February 2024	Friday 26 <sup>th</sup> April 2024
June 2024		Monday 29 <sup>th</sup> April 2024	Monday 6 <sup>th</sup> May 2024		Monday 13 <sup>th</sup> May 2024	Monday 27 <sup>th</sup> May 2024	Friday 26 <sup>th</sup> July 2024
September 2024		Monday 5 <sup>th</sup> August 2024	Monday 12 <sup>th</sup> August 2024	Re-sits - Students may be registered for re-sits no earlier than 3 weeks after results of previous attempt.	Monday 19 <sup>th</sup> August 2024	Monday 2 <sup>nd</sup> September 2024	Friday 1 <sup>st</sup> November 2024
December 2024		Monday 4 <sup>th</sup> November 2024	Monday 11 <sup>th</sup> November 2024		Monday 9 <sup>th</sup> November 2024	Monday 25 <sup>th</sup> November 2024	Friday 24 <sup>th</sup> January 2025

**Note 1** - All assessment registration fees must be received by CTH prior to each assessment session. For resits, registration is required and an assessment fee is payable.

**Note 2** - A late registration fee per learner per assessment will be applied to assessment registrations received after the registration deadline.

**Note 3** - All evidence for Culinary qualifications specified in the relevant Qualification Delivery & Assessment Handbook should be submitted at one time, except for theory exams.

**Note 4** - Completed theory exam papers must be sent back to CTH immediately (within 24 hours of sitting the exam). Results for these papers will be notified within two weeks to allow centres to arrange resits if necessary.

**Note 5** - For cohorts of more than 5 learners, Centres will be informed of names of learners to sample once results have been entered. Only then does the related evidence need to be submitted.

**Note 6** - Moderation of all units will take place after the 'Last date for Evidence' date above for each Assessment Session. Where evidence is missing, CTH will not moderate the work and an absent grade will be awarded, and students must be registered for a resit for the affected units, and submit the evidence before the next session deadline.

**Note 7** - Assignments and associated mark sheets for all learners must be submitted in Word format. All assignments must be submitted, not only those that have been chosen for sampling.

**Note 8** - For resits, registration is required by the above registration deadlines, and an assessment fee or late assessment fee is payable.