

NOTE: THIS GUIDANCE IS APPLICABLE ONLY FOR REGISTRATIONS UP TO AND INCLUDING 31ST AUGUST 2024.



The only awarding body
run *by* counsellors
for counsellors

2024 - 2025

External Assessment Discontinuation and Re-sit Policy



1. Introduction

On 1st September 2024, CPCAB changed the assessment strategy for a number of our qualifications and all external assessment (EA) components. Any candidate registered on a course with a start date up to and including the 31st August 2024 will continue with the assessment requirements assigned to the registration and, where EA was a requirement, candidates will still need a proficient EA outcome to be proficient overall.

This document provides further information regarding the dates CPCAB will continue to facilitate the EA for each qualification and when these will cease, and guidance regarding first attempts and re-sits to ensure candidates have opportunities to sit and resit the EA in accordance with the documentation issued in the year 2023-24.

2. First EA sitting

When centres registered a candidate group with a course start date up to and including 31st August 2024, they were asked to select the external assessment date for that group. We highly encourage centres to prepare candidates to sit their EA at this pre-booked EA window. This will give all candidates the best opportunity for future re-sit bookings, should these be required.

If it is not feasible to take part in the pre-booked window, for example candidates on TC-L4 with insufficient client hours to complete the Externally Assessed Case Review, we encourage tutors to agree with candidates the first appropriate window and ensure this is booked with CPCAB.

3. Re-sits

It is a centre responsibility to communicate the final EA window dates available to candidates wishing to re-sit. Due to the limited number of opportunities remaining, we strongly recommend that candidates miss no more than two of the available windows.

If the centre has any concerns as to whether a permitted extension to internal assessment will delay a re-sit beyond the final EA windows, you must contact CPCAB as soon as possible to discuss this.

4. Final External Assessment dates

For registrations that include an EA requirement, all future external assessment windows are now visible on the [CPCAB website](#). Each qualification has a finite number of available windows intended to give all candidates registered on a course starting before the 31st August 2024 ample opportunity to re-sit where required.

The final EA windows will open on the following dates:

CSK-L2	17 th March 2025 30 th June 2025 13 th October 2025 12 th January 2026
CST-L3	28 th April 2025 30 th June 2025 13 th October 2025 12 th January 2026
CAST-L3	28 th April 2025 30 th June 2025 13 th October 2025 12 th January 2026
LCS-L3	2 nd June 2025 5 th January 2026 1 st June 2026
LC-L4	18 th May 2025 9 th November 2025 17 th May 2026
TC-L4	27 th January 2025 19 th May 2025 6 th October 2025 2 nd February 2026 18 th May 2026 5 th October 2026
PC-L5 CBT-L5 CYP-L5 TCSU-L6 (For qualifications at level 5 and 6 these are dates by which assessment materials should be submitted to CPCAB)	18 th May 2025 9 th November 2025 17 th May 2026 15 th November 2026

5. Administration and record-keeping

Centres must keep all records up to date on the CPCAB portal. This includes the details and email addresses of staff members to be registered as exam contacts to ensure our EA correspondence (including cover sheets and exam papers) reach the right contacts at the opening of the EA window, preventing delays in issuing guidance and exam papers to candidates.

External Assessment papers must be signed by the registered tutor directly involved in the teaching and assessment of the qualification. The presence of the tutor's signature is a crucial factor that an authentication process has been carried out. In those situations where a tutor is

no longer employed by a centre, the centre must contact CPCAB prior to the EA submission to discuss an appropriate contingency plan.

Centres are encouraged to be vigilant in checking all EA administration paperwork for any errors, including the authenticated Cover Sheet and the Tutor Group Facilitation Form, to prevent submissions being declined and the ensuing deferment to the next EA window this would cause. Please see the relevant External Assessment Guide for the associated qualification on our website for more information.

Centres are encouraged to remain in active contact with resitting candidates to ensure that opportunities to resit are not missed and final sittings are not delayed beyond the final EA window.

CPCAB 2025