BTEC January, February, March 2023 Series

Digital Submission of Work Guidance

This guidance document sets out the process required where we are utilising an online digital submission process for relevant selected externally-assessed units. This step-by step guide contains all the information you will need to upload these units successfully.

We've also produced a helpful video which can be accessed **here**.

Receiving your link

We have created a OneDrive folder where the learner work will need to be uploaded to. We will send you an email which contains a link to this folder. In order to access your folder, please check your e-mail, and look for an email from **no-reply@sharepoint.com**

- Click your centre link which will open a verification window

- To verify your identity, Press the "Send Code" button.

- **If you do not receive this email please check your spam folder.**

Request Verification Code

You've received a secure link to:

📁 12345

To verify your identity, we'll send a code to you at **ttraining.team12345@gmail.com**.

Send Code

By clicking Send Code you allow Pearson PLC to use your email address in accordance with their privacy statement.

This will prompt an automated email with the verification code. Please check your email account for a new message from **Microsoft notifications** which contains the passcode. **ONLY accept this from the stated email address for your security**.

Hello,

For security purposes, you must enter the code below to verify your account to access 12345. The code will only work for 15 minutes and if you request a new code, this code will stop working.
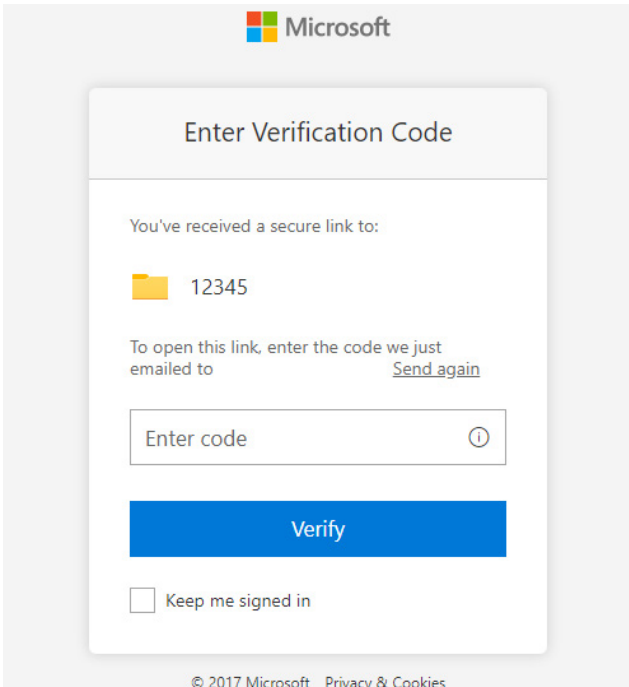
Account verification code:
16591153

Having problems with the code?
View the error and make sure that the email identifier is "40LNMWB". If it's not, look for an updated email or try requesting a new code.

Please note: The verification code will only work for 15 minutes.

Go back to your email, enter the verification code and click the "Verify" button, this will now give you access to your centre's folder.

Microsoft

Enter Verification Code

You've received a secure link to:

📁 12345

To open this link, enter the code we just emailed to   Send again

Enter code   ⓘ

Verify

☐ Keep me signed in

© 2017 Microsoft   Privacy & Cookies

What's in your folder

In your centre folder, you will be presented with a list of folders ordered by unit code based on our record of your entries made for the units in scope. External assessment material for all other units not listed in the folder should be submitted by Parcelforce to our Hellaby Processing site via the Yellow Label service.

External Assessment Unit Folder

These will now be named with the unit code, assessment name and exam/submission date.

Each folder will have **a learner folder already created** based on the entries made at the time your link is sent. (You can use this if it suits you or upload all learner work to the unit folder using the upload or drag and drop function).

	Name ˅	Modified ˅	Modified By ˅
📁	20168K - Dispute Solving in Civil Law - Sub...	7 minutes ago	Marie Edge
📁	31489H - Developing A Marketing Campai...	8 minutes ago	Marie Edge
📁	31828H - Critical and Contextual Studies in ...	6 minutes ago	Marie Edge

BTEC January 2023 OneDrive Processing > Documents > Centres > **12345**

For any late entries, centres will be required to create their own learner folder and add additional learners to the Attendance Register & Centre Checklist.

Attendance Register & Centre Checklist

To assist centres when uploading work to the OneDrive, the Attendance Register now includes a **centre checklist** which clearly lists what each learner should submit as part of the assessment from the Administrative Support Guidance document.

This will allow centres to check and confirm if the learner has completed the work and that the same has been uploaded, preventing examiner queries during the marking process.

The Attendance Register & Centre Checklist will be contained within each External Assessment folder and will be pre-populated with details of all entries made at the time the link was sent.

Please ensure there is an X in either the present or the absent column for any learner listed and select Yes/No that the work has been completed and uploaded.

For a learner that has withdrawn from the assessment, please mark the learner as 'Absent' on the Attendance Register. All learners who complete work should be marked as 'Present'.

Please also select Yes/No that the work has been completed and uploaded.

If you notice any missing entries, please add these to the bottom of the Attendance Register and email **btec.traditional@pearson.com** and we will make the entries for you.

Learner handout

A learner handout is also included for printing which will include a guide on naming, saving and the correct file types to use. This could be placed on the learner's desk before the exam start time but of course doesn't have to be used.

You will also find **Learner Placecards** in each unit folder which will allow you to download or directly print and cut out the individual learner placecard.

Administrative Support Guide

We've also added the "Administrative Support Guide" to your centre folder to allow easier access for you.

	Name ∨
📁	20168K - Dispute Solving in Civil Law - Submission Date 16th January 2023
📁	31489H - Developing A Marketing Campaign - Submission Date - 16th January 2023
📁	31828H - Critical and Contextual Studies in Art and Design - Submission Date - 20th January 2023
📄	20168K Administrative Support Guide - Applied Law.pdf
📄	31489H Administrative Support Guide - Business.pdf
📄	31828H - Administrative Support Guide - Art & Deisgn.pdf
📄	BTEC Winter 2023 Series _ Digital Submission of Work Guidance Document.pdf

BTEC January 2023 OneDrive Processing > Documents > Centres > **12345**

Uploading Learner Work

There are two methods for uploading learner work.

We recommend using the "Upload" function as this is the most suitable method of uploading learner work.

Using the 'Upload' button will open a File Explorer window from where you can select the files you want. You can upload multiple files, for each individual candidate, by holding shift and selecting multiple files.

You don't need to use the learner folders created for you if you have already created your own so long as the material is added to the correct external assessment folder.

Alternatively, you can drag and drop files. Simply drag the files you want to upload onto the screen from where you have saved them. You can upload multiple files, for each individual candidate, by holding shift and selecting multiple files.

PLEASE DO NOT Drag or Upload learner work from a zipped folder as this results in the files becoming corrupt or blank.

Centres must submit all learner work together for each learner by the submission deadline as well as completing the Attendance Register & Centre checklist.

Late entries/folder creation

Once you have added the learners to the Attendance Register, you will also need to create a learner folder. To do this press on the "+ New" button on the left of the screen and select "Folder".
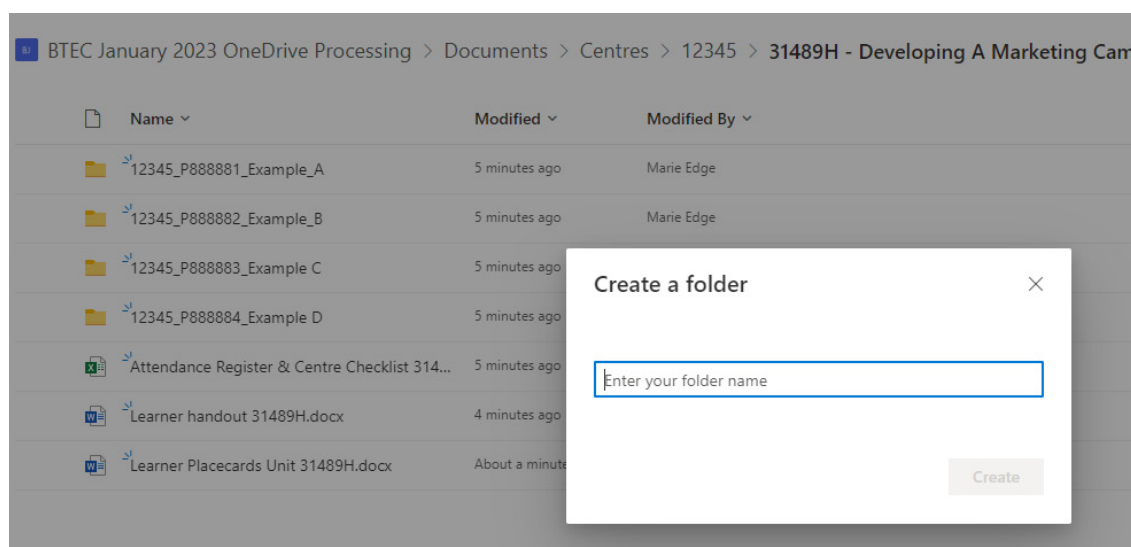
You must create a folder for every late entry where no folder is already present. Each folder should be named according to the following naming convention:

- **[Centre #]_[Registration number #]_[surname]_[first letter of first name]**

- Example: Manraj Sandhu with registration number KA12347 at centre 12345 would have a new folder created as follows:

- 12345_ KA12347_Sandhu_M

Enter the details following this naming protocol and click the "Create" button.
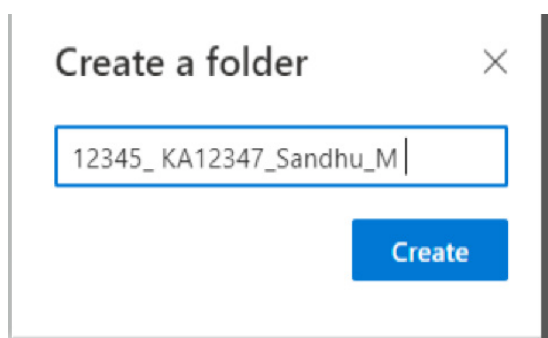
For any issues, please contact us via email **btec.traditional@pearson.com**.

Further improvements & changes

Learner Authentication Form

- Although you will need to continue to complete learner authentication forms for the listed units, you will not be required to upload them, instead you should retain these at your centre.

Notification email

- We will send you a notification email confirming which assessments have been uploaded.

Access to your Secure Folder

- We will not remove access to your folder

- No limit on user access for uploading learner work

- If additional colleagues require access, please email **btec.traditional@pearson.com**

- Once you have accessed your folder, save this as a favourite – going back to an old link will invalidate it.

Troubleshooting hints & tips

- Complete the email contact form if you haven't already done so if you have entries for the units in scope

- add **@pearson.com** as a safe sender

- add **no-reply@sharepoint.com** as a safe sender

- Check your junk/spam folder for the link and/or verification code

- The verification code will expire after 15 minutes

- Save your folder as a favourite for future access

- No need to upload the learner authentication form

- Learner folders will be created

- Centres must submit all learner work together for each learner by the submission deadline (if you do add anything later – notify us at **btec.traditional@pearson.com**)

- Email **btec.traditional@pearson.com** for any late entries and create your own learner folder

- The Assessment Support Guides will reflect all changes

- We've simplified how learners should save their work

- The learner handout can be given in advance of the assessment as a reminder

- If you haven't received your link by 6 January 2023 – email us at **btec.traditional@pearson.com**

Units in scope for one drive submission

Unit Code	Sector	Unit name
20158K	IT	Unit 11: Cyber Security and Incident Management
20161K	IT	Unit 14: IT Service Delivery
20177K	Music Performance	Unit 2: Professional Practice in the Music Industry
31489H	Business/Enterprise	Unit 2: Developing A Marketing Campaign
31561H	Performing Arts	Unit 7: Employment Opportunities in the Performing Arts
31588H	Business/Enterprise	Unit 6/12: Principles of Management
31589H	Business/Enterprise	Unit 7/6: Business Decision Making
31668H	Creative Digital Media Production	Unit 1: Media Representations
31674H	Creative Digital Media Production	Unit 8: Responding To A Commission
31725H	Engineering	Unit 6: Microcontroller Systems for Engineers
31761H	IT	Unit 2: Creating Systems To Manage Information
31770H	Computing	Unit 3: Planning and Management of Computing Projects
31771H	Computing	Unit 4: Software Design and Development Project
31828H	Art and Design	Unit 2: Critical And Contextual Studies In Art And Design
31832H	Art and Design	Unit 6: Managing A Client Brief

Additional units for January/February/March 2023		
21262K	Digital Technology	Unit 5: IT Service Solutions
31811H	Music Technology	Unit 5 : Music Technology In Context
20168K	Applied Law	Unit 1 : Dispute Solving in Civil Law
20170K	Applied Law	Unit 3 : Applying the law
31555H	Performing Arts	Unit 1: Investigating Practitioners' Work