Uploading Evidence for Stage 3 of the Quality Assurance Process

Relevant for all General and International Qualifications

Contents

TAG Uploading Evidence Guide

Introduction

This guide is for centre staff who will be using Pearson's Teacher Assessed Grades (TAG) submission portal in 2021 to upload evidence portfolios for the Stage 3 TAG review process. The portal is referred to as the 'TAG Portal' throughout this guide and will be used for relevant GCSE, AS, A-Level, International GCSE and International AS/A Level qualifications.

This document contains guidance for the uploading of a sample of the candidate material you have used to determine your Teacher Assessed Grades (TAGs) as part of Stage 3 of the Quality Assurance Process.

For further information and support in relation to the alternative arrangements in place this year, please visit the following webpages:

- General Qualifications (GQ) Summer support page <u>here</u>

Accessing the Portal

> The list of qualifications, learners and grades that appear for your centre will reflect your learners' qualification and centre-specific details.

The Pearson sample upload page is in the same portal used to submit the TAGs. To log in to the TAG portal, log in to Edexcel Online, select a qualification and the TAG Portal link will be available in the left side menu option, see below.
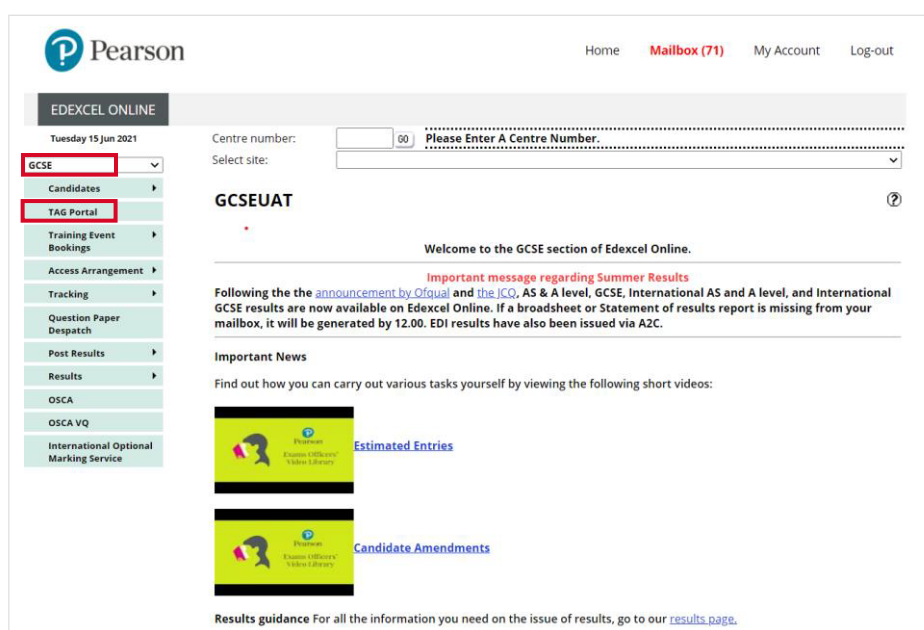
Finding your candidates

If you have been selected to submit material to Pearson, you will see a new 'Sample Upload' button in the top menu of the home page (This option will not be visible to centres who are not required to submit evidence to Pearson.)
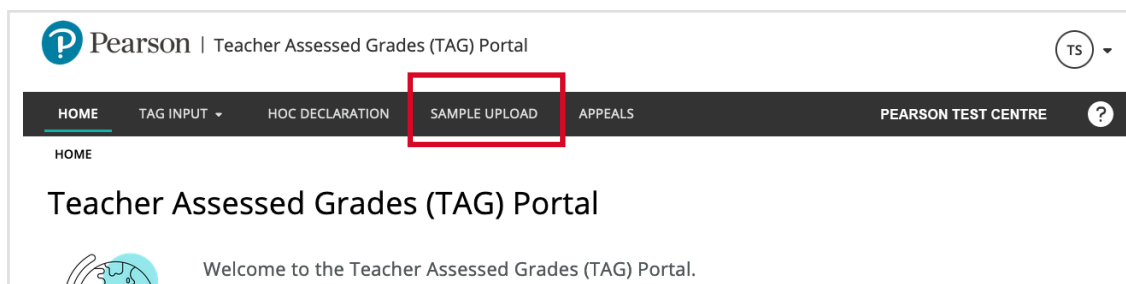
Click on **'Sample Upload'** and you will see a screen showing you the upload page for all of your evidence regardless of which qualification or candidate.

Either **search by qualification** using the drop-down menu.

Click on the subject or International A Level unit you need and you will see the candidates chosen listed below. You should see those candidates' names which have been selected for the relevant qualification or unit. If you need to substitute learners, you need to notify us immediately so they can be amended.

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Or **search by candidate number** (GQ) using the search bar on the right.

Uploading Evidence

To **upload files**, drag and drop into the area below the candidate details. Alternatively, **click on** the upload area to browse and add files from your local network or computer.

NB: You need to ensure you have enough capacity to upload multiple documents. Each piece of evidence can be a separate file.

You will see a progress bar for each uploaded document. You can zip files which are unsupported or too big. See common error section at the bottom of this guide.

> • Do not close the browser while an upload is in progress or you will need to start again.

Once they are successfully uploaded, they should appear as a list, under the candidate details, on the screen. Make sure that all files are loaded against the correct learner and that all relevant files are upload for a specific learner.

- Small files will **upload quickly**; larger files may take longer, depending on the speed of your local network connection. For large files, you can continue the process of uploading for other candidates and the large file upload will continue in the background until completed.

- The majority of file types you should need to upload are accepted but if you are **unable to upload a particular file individually** then you can use a zip folder.

- If you find you have **uploaded an incorrect file**, you can delete them by clicking on the bin icon alongside each file.

A small warning screen will appear so you cannot accidentally delete a file.

Please ensure you upload the relevant evidence for each subject/candidate in the sample.

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Useful links

The Pearson awarding results in 2021 for <u>general qualifications webpage</u>.

The TAG Portal guidance video:
<u>Submitting Teacher Assessed Grades to Pearson in Summer 2021</u>

If you need any assistance throughout the TAG submission window, please contact our Customer Services Team.

Common Error messages and Troubleshooting

Duplication of files:

AUDREY BARR

DOB: 14/10/2003   Reg No: M904933   ULN: UAT7654321

⬆
Drag and drop files here or click to upload.

File	Status		
Aegrotat & Spec Con Presentation 1.4.pptx	⚠ File already exists for learner, please rename or delete existing file.		✕
BTEC NG Aegrotat z-score calculator NOT BROKEN.xls (1).xlsx	⚠ File already exists for learner, please rename or delete existing file.		✕
JCQ-form-10-Application-for-special-consideration.doc	⚠ File already exists for learner, please rename or delete existing file.		✕
JCQ-form-10-Application-for-special-consideration.doc	14/06/2021 12:02	81.5 KB	🗑
Aegrotat & Spec Con Presentation 1.4.pptx	14/06/2021 12:02	8.12 MB	🗑
BTEC NG Aegrotat z-score calculator NOT BROKEN.xls (1).xlsx	14/06/2021 12:02	74.78 KB	🗑
ePen - Setup tool guidance.pdf	14/06/2021 12:02	1.47 MB	🗑
01 LE milestones and who to contact Apr 2017.pptx	14/06/2021 12:02	5.23 MB	🗑

Examples of unsupported files that need to be zipped message:

HANNAH MOORE

DOB: 14/01/2003   Reg No: M904934   ULN: UAT7654321

⬆
Drag and drop files here or click to upload.

File	Status	
Manual Payments How to submit a request video v1 Feb 2020.pptm	⚠ File type is not supported.	✕
Payments App v18.xlsm	⚠ File type is not supported.	✕

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