



Pearson

BTEC qualifications

Qualification-Level  
Teacher Assessed Grades:  
**Administration guidance**

Supplementary guidance on  
administrative steps.

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This guidance will be kept updated and it will be version controlled, with changes made subsequent to initial publication, clearly highlighted in yellow.

## Introduction

We confirmed that while teaching and learning should continue to be delivered, in recognition of the cancellation of exams and the impact on internal assessment, centres will use evidence across the breadth of the course to inform a Qualification-level Teacher Assessed Grade ('Q-TAG').

This guidance has been produced to support centres with administrative steps in the lead up to submitting Q-TAGs. This includes the reporting of unit level grades for internally assessed units/components.

This guidance will be kept updated when more detailed information is confirmed, and we are committed to giving you as much information as we can as soon as we are able to.

## Qualifications covered by this guidance

This guide covers BTEC qualifications from Entry Level to Level 3 where a Q-TAG can be submitted for certificating learners. This includes:

BTEC Level 1 Entry and Introductory Suite (from 2016)

BTEC Specialist programmes from Entry to Level 3\*

BTEC PSD, Workskills and Skilled for Life

BTEC Level 1/2 Firsts BTEC Level 1/2 Tech Awards

BTEC Level 2 Technicals, Industry Skills

BTEC 2010 Level 3 Nationals, Level 2, Level 1 and Entry Level

BTEC 2016 Level 3 Nationals RQF

BTEC Level 3 Technicals

BTEC Level 3/4 Foundation Diploma Art and Design

\*Please check the detailed [list of qualifications](#) to confirm whether your course is 'in-scope' of the Q-TAG process. Qualifications within these suites that form part of an apprenticeship are out of scope and should continue to be assessed.

## Qualifications not covered by this guidance

We will be releasing separate guidance that will cover:

- BTEC Qualifications accredited by SQA
- BTEC Qualifications Level 4-7 (including Higher Nationals)
- BTEC Qualifications operating internationally
- Level 1-7 SRF programmes and SRF Higher Nationals
- Functional Skills and ESOL (English for Speakers of Other Languages)
- T Levels

## Overview

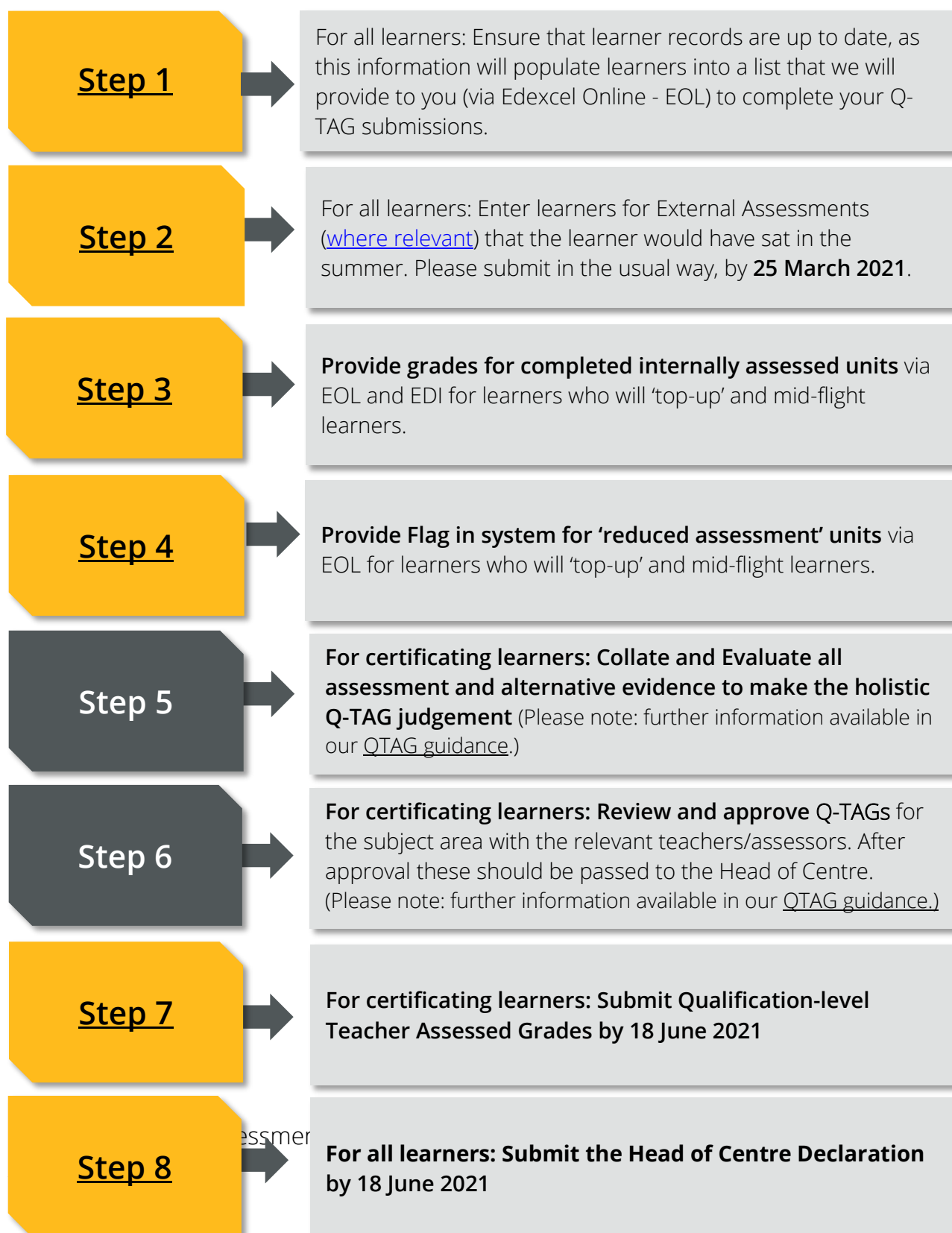
|  | <b>Certifying Learners</b><br>(completing before 31 Aug 2021) | <b>Certifying learners that will 'top-up' in 2021/22</b> | <b>Mid-flight Learners</b><br>(completing after 31 Aug 2021) |
|--|---|--|--|
| Entries for externally assessed units      | 25 March 2021   | 25 March 2021  | 25 March 2021  |
| Unit-level claims for completed units      | x   | When assessment is completed                             | When assessment is completed                                 |
| Flag units for 'reduced assessment'        | x   | 31 August 2021*  | 31 August 2021*  |
| Qualification-level Teacher Assessed Grade | 18 June 2021  | 18 June 2021   | x  |
| Head of Centre Declaration                 | 18 June 2021  | 18 June 2021   | 18 June 2021   |

\*Please note: For mid-flight learners we expect that a TAG (component or qualification-level) will be requested by Pearson during the learner's year of certification. At the time of writing, this will apply only to those units which were due to be assessed between 1 August 2020 – 31 August 2021, including external assessments. For internal assessments this means that all units scheduled to be completed between these dates should be 'flagged' to us using the reduced assessment functionality - 'Z flag'. This has previously been referred to as permitted assessment reductions. This functionality will allow us to understand which units were not completed this year due to the disruption experienced. We continue to work with the DfE and Ofqual to finalise the approach to

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2022 which will enable us to communicate with some certainty how grades will be determined for mid-flight learners.

## Step-by-step



## Detailed step-by-step guidance

### Step 1 - Preparing learner records

This year, as the focus is on Qualification-level grade information, you will need to ensure that learner records are up to date. This is important because this information will be used to populate learners into a list that we will provide to you (via EOL) to submit your Q-TAGs.

You will need to:

- Ensure that all registration information is accurate and up to date on the system. Please see [How to view active registrations on Edexcel Online](#) for further guidance.
- Check that the *Planned Completion Date* is accurate. If a learner requires full certification in Summer 2021, this field must include a date between **2 April and 31 August 2021**. Please update the date in Edexcel Online for any learners due to certificate. Please see 'Correcting a registered learner's name, date of birth or other details' on our [Vocational registrations page](#) for guidance on how to do this, or contact us through our [support portal](#) and we can do this for you. **If the planned completion date is outside of this date range, the learner will not appear for a Q-TAG submission.**
- When preparing learner records for mid-flight learners, please update with appropriate 2022 completion dates.

### Step 2 – External Assessment Entries

Enter learners for External Assessments that the learner would have sat in the summer, to ensure that the learner records reflect whether the learner has been taught the content and was due to be assessed on this content in summer. It forms part of the evidence towards your Q-TAG if a summer sitting was expected. Please see our [guidance summary](#) on making external entries.

## Step 3 - Submitting grades for internally assessed units

Learners may have several completed units at this stage and final grades for these should be submitted to us. Please enter these grades as you usually would, via Edexcel Online (EOL) and EDI, as soon as possible after assessment is completed. This is to ensure learner records accurately reflect any internal assessment that has been able to take place.

For mid-flight learners, you can continue to make unit-level interim claims as assessment is completed.

You will need to claim grades for completed internally assessed units via your usual reporting method.

When submitting unit grades, you **must only make interim claims**.

We are asking that only interim claims to be made so that registrations remain open. This will allow you to submit a qualification level Teacher Assessed grade (Q-TAG) when required. Centres will not be required to make any Full Award Claims this academic year. *If you make a full award claim by mistake, please do contact us via our [Support Portal](#) and we will help with amending your claim.*

If you use Edexcel Online support videos on making interim claims can be found here:

- [Making certificate claims for individual learners on Edexcel Online](#)
- [Bulk grade reporting on Edexcel Online: Stage1\\*](#)
- [Bulk grade reporting on Edexcel Online: Stage 2](#)

If you usually submit your grades via EDI (Electronic Data InterChange) you can continue to do so. Please ensure only interim claims are submitted. Further information on claiming via EDI can be found [here](#).

The majority of qualifications available in QMA are not in scope for a Q-TAG; detailed assessment guidance for these sectors can be found [here](#). If you do use the QMA system and need to submit unit grades, instructions can be found [here](#).

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If you require a 'Fallback' claim for completed units, these can also be submitted in the usual way. Fallback certificates will be issued later this Summer.

**Please note,** unit-level results will not be issued to certificating learners this year, to ensure fairness and parity with the General Qualifications process, and in recognition of the varied disruption to learners. **This means for certificating learners, you can focus on the Q-TAG submission process.**

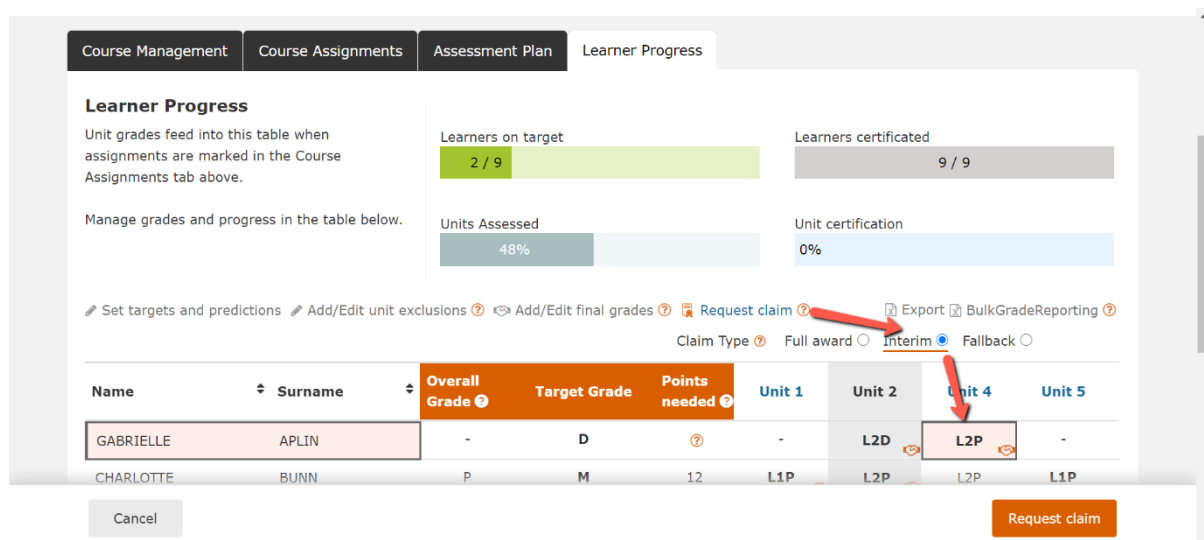
## How to submit Unit Grades if you use myBTEC

Once assignments are marked, myBTEC seamlessly updates the Learner Progress tracker, or you can update the tracker manually if you prefer by clicking '[Add/Edit final grades.](#)'

To submit achieved unit grades to Pearson here is the process to follow:

On your course tracking grid in myBTEC:

- Click 'Make claim'. OR 'Request claim' if you have access to claim certification.
- Select 'Interim'
- For each learner select the units grades that you want to report at this time
- Click 'Claim' on the bottom of the screen. OR 'Request claim' if you do not have access to claim certification yourself.



The screenshot shows the 'Learner Progress' section of the myBTEC interface. It includes a table with columns for Name, Surname, Overall Grade, Target Grade, Points needed, and Unit 1 through Unit 5. The table contains two rows of data: GABRIELLE APLIN and CHARLOTTE BUNN. The 'Request claim' button is highlighted in orange at the bottom right. A red arrow points to the 'Interim' radio button in the 'Claim Type' section.

| Name      | Surname | Overall Grade | Target Grade | Points needed | Unit 1 | Unit 2 | Unit 4 | Unit 5 |
|-----------|---------|---------------|--------------|---------------|--------|--------|--------|--------|
| GABRIELLE | APLIN   | -             | D            | ?             | -      | L2D    | L2P    | -      |
| CHARLOTTE | BUNN    | P             | M            | 12            | L1P    | L2P    | L2P    | L1P    |



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**Please note:** if you do not have access to claim certification yourself, your Exams Officers will have a 'task' in myBTEC and an email notification to ask them to go into myBTEC to check your selections and submit them to Pearson as above.

[Please visit our support pages for more information on how to use myBTEC.](#)

## Once you have submitted your claim

Once you have made an interim claim, the certification details will be blank. This is to be expected any time you make an interim claim.

You will be able to check the interim claim made by referring to the unit grades entered. Please be assured if unit grades appear here, these have been received.

If you have made an error when claiming, please do contact us via our [Support Portal](#) and we will help with amending your interim claim.

## Step 4 - Provide Flag in system for 'reduced assessment'

For any Reduced Internal Assessment (taught but not assessed units as per our ['Reduced Assessment'](#) mitigation), you will 'flag' these in the grade reporting system in EOL, so this is accurately reflected in the system to indicate these units formed part of the learner's programme of study. **Please note: For mid-flight learners we expect that a TAG (component or qualification-level) will be requested by Pearson during the learner's year of certification. At the time of writing, this will apply only to those units which were due to be assessed between 1 August 2020 – 31 August 2021, including external assessments. For internal assessments this means that all units scheduled to be completed between these dates should be 'flagged' to us using the reduced assessment functionality - 'Z flag'. This has previously been referred to as permitted assessment reductions. This functionality will allow us to understand which units were not completed this year due to the disruption experienced. We continue to work with the DfE and Ofqual to finalise the approach to 2022 which will enable us to communicate with some certainty how grades will be determined for mid-flight learners.**

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This step is important for mid-flight learners and particularly important for certificating learners who will be 'topping-up' to larger sized BTEC qualifications. **If you have learners in this situation, you will be able to add this information to our systems until at least the 31 August 2021.**

Changes **have been** made to EOL for both individual and bulk grade reporting to incorporate a **new flag "Z"** to indicate where **the unit was due to be assessed between 1 August 2020 – 31 August 2021.**

## Claim Type

Full Award  Interim  Fallback

## Programme/Unit Details

**Programme:** Hospitality (Qcf) (Pearson Btec Level 3 Subsidiary Dip (Was National Award 60+):3)

**Eligibility Formulae** [Help](#) 20(20A) AND 40(40B) - minimum credit at/or above level = 45

**The eligibility formula displayed is for your guidance. Please refer to the qualification specification for the complete and authoritative eligibility rules**

**Please ensure that all grades are correctly recorded before clicking on "save". If the wrong grade has been claimed for a unit, you may amend the grade until the learner's certification is issued. If a unit has been claimed in error and the grade needs to be removed for the unit, please email [ExamsOfficers@pearson.com](mailto:ExamsOfficers@pearson.com) immediately, quoting the unit code.**

Results Transaction History Transfer History

| Unit Code | Group | Title                                     | Level | Value | Status | P | M | D | Z | U | N | T | Grade |
|-----------|-------|---|-------|-------|--------|---|---|---|---|---|---|---|-------|
| 20828C    | A     | The Hospitality Industry                  | 3     | 10    | C      |   |   |   |   |   |   |   |       |
| 20445B    | A     | Principles Of Supervising Cust Serv Hltd  | 3     | 2     | C      |   |   |   |   |   |   |   |       |
| 20829C    | A     | Providing Customer Service In Hospitality | 3     | 8     | C      |   |   |   |   |   |   |   |       |
| 20830C    | B     | Financial Control In Hospitality          | 3     | 10    | O      |   |   |   |   |   |   |   |       |
| 20849C    | B     | Supervisory Skills In The Hospitality     | 3     | 8     | O      |   |   |   |   |   |   |   |       |

\*

| 99999 TEST CENTRE                          |                                   |  |                      |                   |  |
|--|-----------------------------------|--|----------------------|-------------------|--|
| 2019/20 (M Registrations)                  |                                   |  |                      |                   |  |
| ZZY001                                     |                                   |  |                      |                   |  |
| Unit Title                                 | Level                             | Value                                      | Group                | Available Grades  |  |
| Insurance Principles And Policies          | 3                                 | 6  | B                    | P/D/M/Z/U         |  |
| Investment Opportunities & Financial Plan. | 3                                 | 6  | B                    | P/D/M/Z/U         |  |
| Visual Merchandising                       | 3                                 | 6  | B                    | P/D/M/Z/U         |  |
| Digital Marketing                          | 3                                 | 6  | B                    | P/D/M/Z/U         |  |
| 72(72A) AND 36(36B)                        |                                   |  |                      |                   |  |
| Units Selected                             |                                   |  |                      |                   |  |
| Registration Number                        | 40785M                            | 40784M                                     | 31876H               | 31488H            |  |
|  | Insurance Principles And Policies | Investment Opportunities & Financial Plan. | Visual Merchandising | Digital Marketing |  |
| MZ00001                                    | Z                                 | P  | P                    | Z                 |  |
| MZ00002                                    | Z                                 | Z  | Z                    | Z                 |  |
| MZ00003                                    | Z                                 | D  | D                    | Z                 |  |
| MZ00004                                    | Z                                 | U  | D                    | <Enter Grade>     |  |
| MZ00005                                    | Z                                 | Z  | Z                    | <Enter Grade>     |  |
| MZ00006                                    | Z                                 | D  | Z                    | <Enter Grade>     |  |
| MZ00007                                    | Z                                 | M  | P                    | <Enter Grade>     |  |
| MZ00008                                    | Z                                 | Z  | M                    | <Enter Grade>     |  |

This option will not be available to report via EDI or myBTEC. You will need to use EOL to flag reduced assessment.

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Please note, similar functionality to report reduced assessment unit grades will be made available in QMA.

Please see our Q-TAG guidance for detail on steps 5 and 6

**Step 5** – Collate and Evaluate all Assessment evidence and alternative evidence Please see further information and the process you must follow in our main [Q-TAG guidance](#).

**Step 6**– Review and Approve. Please see further information and the process you must follow in our main [Q-TAG guidance](#).

## Step 7 - Submitting your Qualification-level Teacher Assessed Grade

Please submit to us the Qualification-Level Teacher Assessed Grades by 18 June 2021, for your certifying learners only. Submitting grades on time will enable us to contact you in good time should we need to query any of the grades put forward. Submitting grades after this date may mean you do not receive results by results day.

Please refer to the guidance for [Q-TAG submission](#)

## Step 8 - Submitting your Head of Centre Declaration

Once you have submitted the Q-TAGs for your learners, the Head of Centre will separately need to complete The Head of Centre Declaration, for all learners.

Please refer to the guidance for [HOCD submission](#)



## Further updates to follow

- Administration guidance for 'Top-ups'
- Administration guidance for 'Fall back' claims

## Glossary of terms

**Qualification Teacher Assessed Grade (Q-TAG)** - Qualification-level Teacher Assessed Grade. The final qualification grade submitted by the centre.

**Full Award claim** - A claim type usually made where a learner has completed all the required units and is eligible for the full qualification.

**Interim claim** – A claim type usually made where a learner has not completed all the requirements for the qualification. An interim claim allows you to report achievement for learners on full programmes, whilst allowing the registration to remain open.

**Fallback claim** – A claim type usually made for learners who do not intend to complete the programme. A fallback claim allows you to report achievement for learners on full programmes but closes the registration upon certification. You should only make this claim where you are sure that the learner will not be returning to continue the qualification at a later date.

Please also see our [Frequently Asked Questions](#) page which is updated regularly.