

# Q-TAG Decision Flowchart

## BTEC Qualifications

Please read this decision flowchart in conjunction with our [Q-TAG guidance](#).

### 1. Standardise

Review the specification grading information i.e. unit-level assessment criteria/Learning Aims and grade descriptors (where the qualification includes external assessment) with the subject teaching team.

### 2. Evidence

Consider what evidence you will have from the content you have taught.

### 3. Collect each learner's evidence

(banked unit assessment AND alternative evidence)

**Is it sufficient\* and appropriate across the breadth of the course?**  
i.e. knowledge, skills, understanding, disciplines, specialist areas, etc.?

#### What is 'sufficient'?

Evidence which is tangible and covers enough breadth of the learner's programme that you can use it confidently to inform a valid and reliable holistic Q-TAG judgement.  
\* See examples.

Yes

No

Yes

Use your centre's Quality Assurance processes and standards verifier' feedback to inform your decisions.

**4. Evaluate the quality of learner evidence**

**Discuss the available evidence with the learner**  
Produce additional evidence in April and May (where required) to ensure confidence in the Q-TAG.

#### Can I still use my BTEC Calculator?

Yes, however, you must still consider the final Q-TAG grade holistically, as not all unit assessment may be completed.

**5. Assign a Q-TAG**  
Qualitatively and holistically review evidence to arrive at a Q-TAG judgement.  
Senior managers will need to endorse this judgement.

No

No

Where available, please refer to the [Common sources of practical evidence guidance](#) for further support.

#### Are all grades available?

Yes, all qualification level grades are available and can be submitted as a Q-TAG (including D\*)

**6. Reflect on Q-TAG judgement / Sense check.**  
Does Q-TAG match with the [sector performance indicators](#)?

No

**Q-TAG not possible**  
i.e. Where a learner has not provided any, or sufficient, evidence for the programme and it is not possible to generate any further evidence.

**7. Complete historic data sense check**

**8. Submit Q-TAG**

Deadline = 18 June 21

Retain evidence and records for each learner