



Pearson

## Teacher Assessed Grades (TAG / Q-TAG): **User Guide**

For relevant BTEC, General and  
International Qualifications

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## Introduction

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

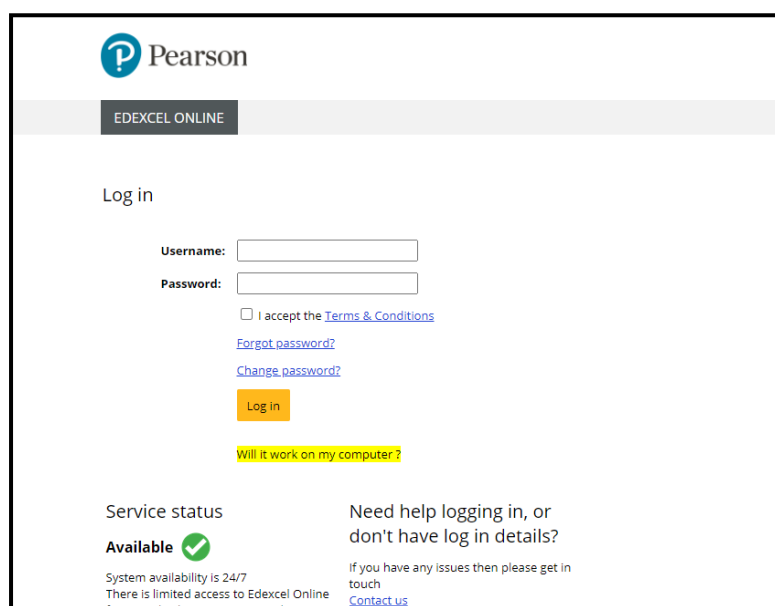
For further information and support in relation to the alternative arrangements in place this year, please visit the following webpages:

- **General Qualifications (GQ) Summer support page** [here](#)
- **Vocational Qualifications (VQ) Summer support page** [here](#)

**Please note: the images shown within this guidance are examples from both GQ and VQ scenarios, this is to give as many qualification examples as we can of how the functionality will work. The list of qualifications, learners and grades that appear for your centre will reflect your learners' qualification and centre-specific details.**

## Accessing the Portal

Login to Edexcel Online (EOL) using your normal login details.  
Only users with 'access to Capture' access in EOL will be able to access the TAG Portal



The screenshot shows the Pearson Edexcel Online login interface. At the top left is the Pearson logo. Below it is a grey bar with 'EDEXCEL ONLINE' in white text. The main heading is 'Log in'. There are two input fields: 'Username:' and 'Password:'. Below the password field is a checkbox labeled 'I accept the Terms & Conditions'. There are two links: 'Forgot password?' and 'Change password?'. A yellow 'Log in' button is positioned below the links. A yellow highlight is under the text 'Will it work on my computer?'. At the bottom left, there is a 'Service status' section showing 'Available' with a green checkmark. Below this, it says 'System availability is 24/7' and 'There is limited access to Edexcel Online functionality between 23:55 and 00:00'. At the bottom right, there is a section titled 'Need help logging in, or don't have log in details?' with the text 'If you have any issues then please get in touch' and a 'Contact us' link.

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This message will be display on the main page once you have logged in.

## Home Page



WELCOME TO EDEXCEL ONLINE!

### Teacher Assessed Grades

The Teacher Assessed Grade portal is now live and can be accessed by selecting a qualification from the drop down on the left and then clicking on the 'TAG portal' menu item. Only users with 'Capture' profile access will see this menu. Authorised users can access the portal to upload vocational and general qualification grades manually or via spreadsheet and to submit the Head of Centre Declaration. Please note, the site is read only until the go live date of 26th May.

Select a qualification from the left-hand side menu, Then the TAG Portal option will appear.

The screenshot shows the Edexcel Online interface. On the left, a navigation menu is visible with 'BTEC' selected at the top. Below it, 'TAG Portal' is highlighted in yellow. The main content area shows 'BTEC' and a 'Select site:' dropdown menu with 'THE LIGHTHOUSE (99504 - BTEC/GVQ)' selected. Below this, there is a welcome message and a link to the 'VQ Bulletin'. There are also links to 'VQ Bulletin Archive', 'Getting New Qualification Approvals', and 'Bulk Registrations'. A 'Chat with an Expert' button is located in the bottom right corner.

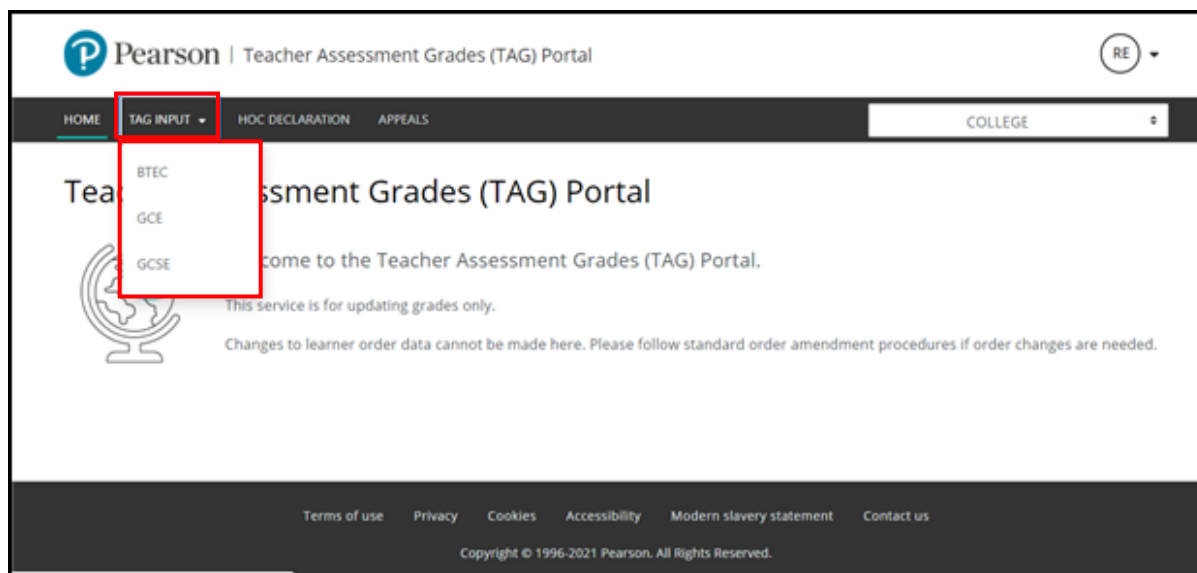
Click on the TAG Portal option and you will be taken to the TAG Portal home screen.

Your centre(s) should appear in the dropdown - if you have multiple sites, please ensure you select the required site from the list.

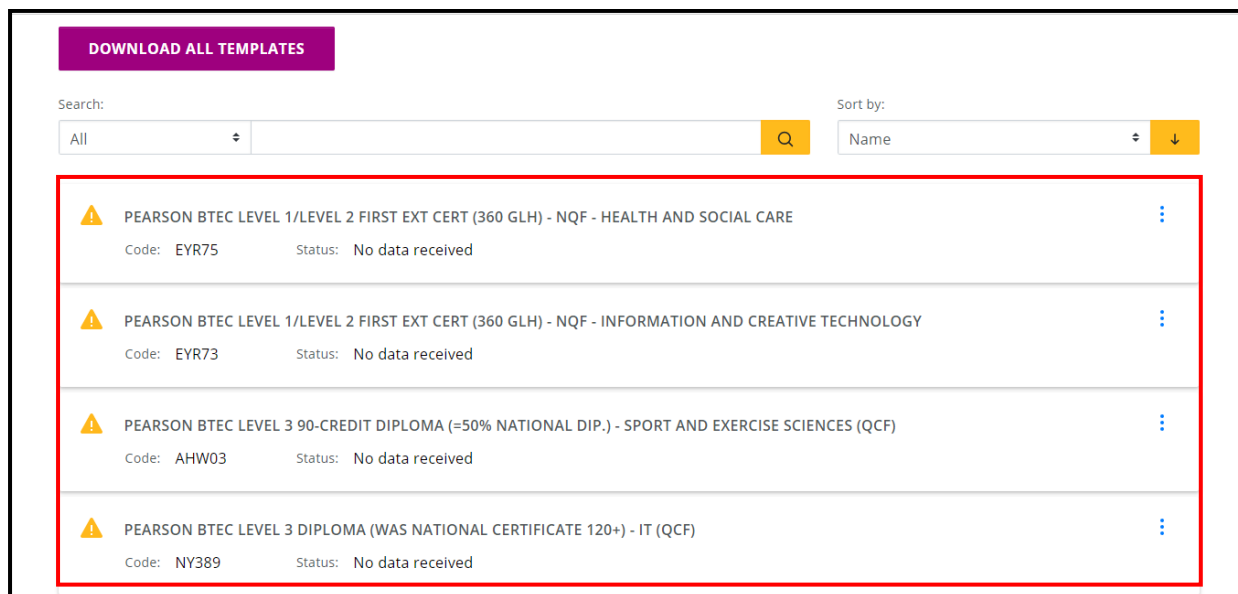
The screenshot shows the Teacher Assessment Grades (TAG) Portal home screen. The header includes the Pearson logo and 'Teacher Assessment Grades (TAG) Portal'. A navigation bar contains 'HOME', 'TAG INPUT', 'HOC DECLARATION', and 'APPEALS'. A dropdown menu is open, showing 'COLLEGE' selected. The main content area features a globe icon and the text: 'Welcome to the Teacher Assessment Grades (TAG) Portal. This service is for updating grades only. Changes to learner order data cannot be made here. Please follow standard order amendment procedures if order changes are needed.' The footer contains links for 'Terms of use', 'Privacy', 'Cookies', 'Accessibility', 'Modern slavery statement', and 'Contact us', along with the copyright notice 'Copyright © 1996-2021 Pearson. All Rights Reserved.'

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Select the Qualification you wish to submit grades for:



A list of programmes where grades can be submitted will be displayed:




You can **search** or **filter** to find the individual programme you need or **scroll through** the list to select the relevant course.

## Entering Grades for individual learners

To grade learners individually, click on the 'three dots'  next to the programme name and click on 'edit grades'.

### Teacher Assessment Grades Input

 **GCE**




Select a subject to view learners, download templates and provide assessment grades.

You can submit your grades by spreadsheet by downloading the template and completing offline before uploading, or you can manually key your grades directly against your students in this application.

Please note: this service is for updating grades only. Changes to learner order data cannot be made here. Please follow standard order amendment procedures if order changes are needed.

**DOWNLOAD ALL TEMPLATES**

Search:   Sort by:

 <b>ARABIC A LEVEL</b>	Code: 9AA0	Status: No data received	
 <b>CHEMISTRY A LEVEL</b>	Code: 9CH0	Status: No data received	

- View learners and upload grades
- Edit grades**
- Download template
- Learner grade history

A list of learners will be displayed with a dropdown on the right for the grade to be entered.

### Edit Grades

Status: No data received  
Learners not processed: 22

Select a valid grade for each learner from the drop down.

If you are unable to grade the learner, select 'X'. If you cannot grade because the learner has withdrawn or is finishing later than 2021, please correct entry/registration using standard processes.

For information on valid reasons for not grading check the guidance information.

Search:   Sort by:


Learners not processed			
Test-firstname-7 Test-lastname-7	DOB: 10/11/2000	Candidate Number: 0007	UCI: 163390100007A
			Grade: <input type="text"/>
Test-firstname-10 Test-lastname-10	DOB: 10/11/2000	Candidate Number: 0010	UCI: 163390190010B
			Grade: <input type="text"/>
Test-firstname-222 Test-lastname-222	DOB: 10/11/2000	Candidate Number: 0222	UCI: 163390150222T
			Grade: <input type="text"/>
Test-firstname-333 Test-lastname-333	DOB: 10/11/2000	Candidate Number: 0333	UCI: 163390150333V
			Grade: <input type="text"/>

# TAG / Q-TAG User Guide 2021

Click and select the grade. The range of grades that appear (gradeset) will reflect the grades available for the programme you select, as per the qualification specification.

Test-firstname-7 Test-lastname-7	DOB: 10/11/2000	Candidate Number: 0007	UCI: 163390100007A	Grade: <input type="text" value="U"/>
Test-firstname-10 Test-lastname-10	DOB: 10/11/2000	Candidate Number: 0010	UCI: 163390190010B	Grade: <input type="text" value="E"/>
Test-firstname-222 Test-lastname-222				

Once completed click the 'save' button.



### Edit Grades

Status: No data received  
Learners not processed: 22

Select a valid grade for each learner from the drop down.  
If you are unable to grade the learner, select 'X'. If you cannot grade because the learner has withdrawn or is finishing later than 2021, please correct entry/registration using standard processes.  
For information on valid reasons for not grading check the guidance information.

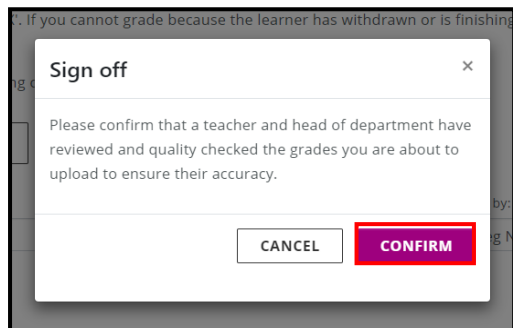
Search:   Sort by:

#### Learners not processed

Test-firstname-7 Test-lastname-7	DOB: 10/11/2000	Candidate Number: 0007	UCI: 163390100007A	Grade: <input type="text" value="U"/>
Test-firstname-10 Test-lastname-10	DOB: 10/11/2000	Candidate Number: 0010	UCI: 163390190010B	Grade: <input type="text" value="E"/>
Test-firstname-222 Test-lastname-222	DOB: 10/11/2000	Candidate Number: 0222	UCI: 163390150222T	Grade: <input type="text" value="D"/>

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The message below will be displayed, click 'confirm' when you are sure that the grades added are correct.



You will be shown a summary status of the information entered. If there are any errors with the submissions, a message will be displayed at the top of the screen. Scroll down and check the error message against each learner.

**NB:** There may be several sections with messages as you scroll down: **Learners with Errors** – each has a warning symbol and error message; or **Learners with Errors**, Grade field not populated - for learners with no grades entered; or **Learners processed** – where the grades have been successfully saved.



## Edit Grades

Status: **Processed with errors**

Learners with warnings: 1

Learners processed: 1

Last updated by: Iffet Burton

Last updated on: 11/05/2021 13:05

Last update type: Edit grades


Select a valid grade for each learner from the drop down.

If you are unable to grade the learner, select 'X'. If you cannot grade because the learner has withdrawn or is finishing later than 2021, please correct entry/registration using standard processes.

For information on valid reasons for not grading check the guidance information.

Search:   Sort by:


### Errors in file

 Grade supplied is not valid for this qualification.

Row 2: "1AA0||Test-lastname-6009|0001-01-01T00:00:00|6009|1|"

DOB: 10/11/2000      Candidate Number: 4084      UCI: 101300164084T      Grade:


### Learners with errors

 Grade field not populated.

Test-firstname-4084 Test-lastname-4084

DOB: 10/11/2000      Candidate Number: 4084      UCI: 101300164084T      Grade:

### Learners processed

 Test-firstname-3128 Test-lastname-3128


DOB: 10/11/2000      Candidate Number: 3128      UCI: 101300173128E      Grade:

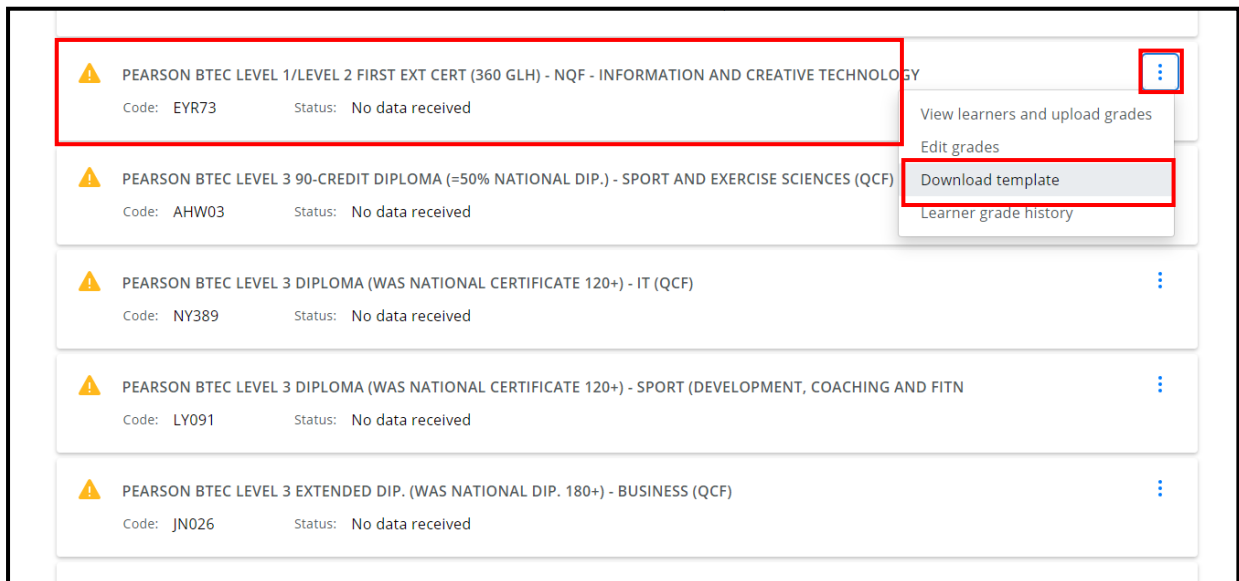
Once all grades and relevant data have been successfully entered, you will see a 'tick' ✓ by learner names. In the programme screen, once all learners are submitted, you will see a 'tick' ✓ next to each completed programme.

## Enter learners' grades via bulk upload

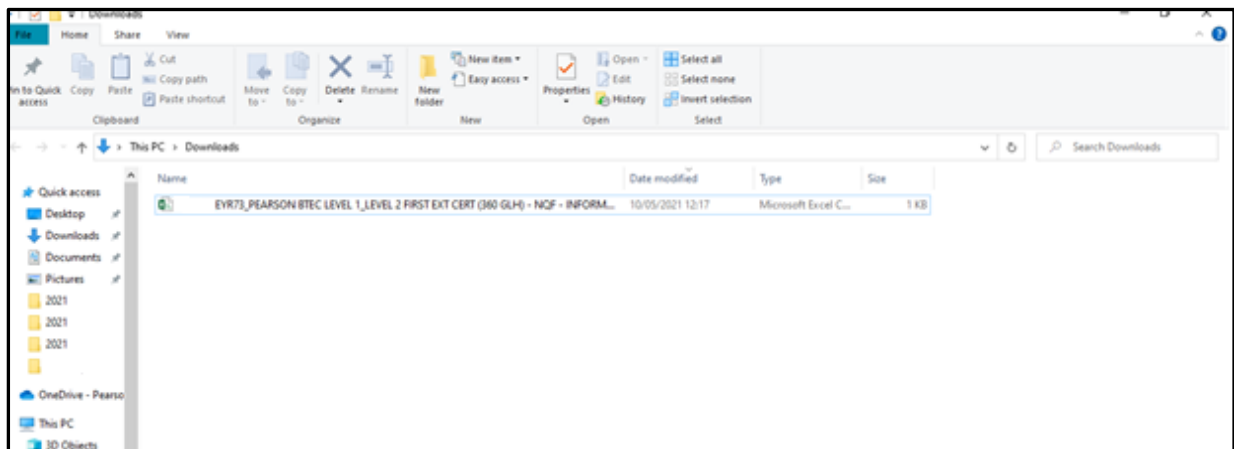
Always use the downloaded version of the template from the system, this will ensure the file can be uploaded without errors. You can download them individually by programme or you can download all the templates in a .zip folder for all programmes where the TAG process is applicable (see section 2 below).

### 1. Enter learners' grades for a single programme.

On the programme list screen, find the programme you wish to enter grades for and click on the 'three dots' , then click 'download template'.

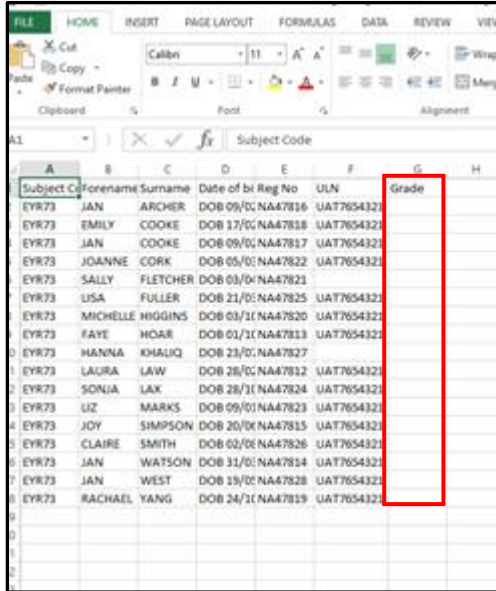


The template(s) will be in your 'download' folder of your device (or in your specified download folder/location).




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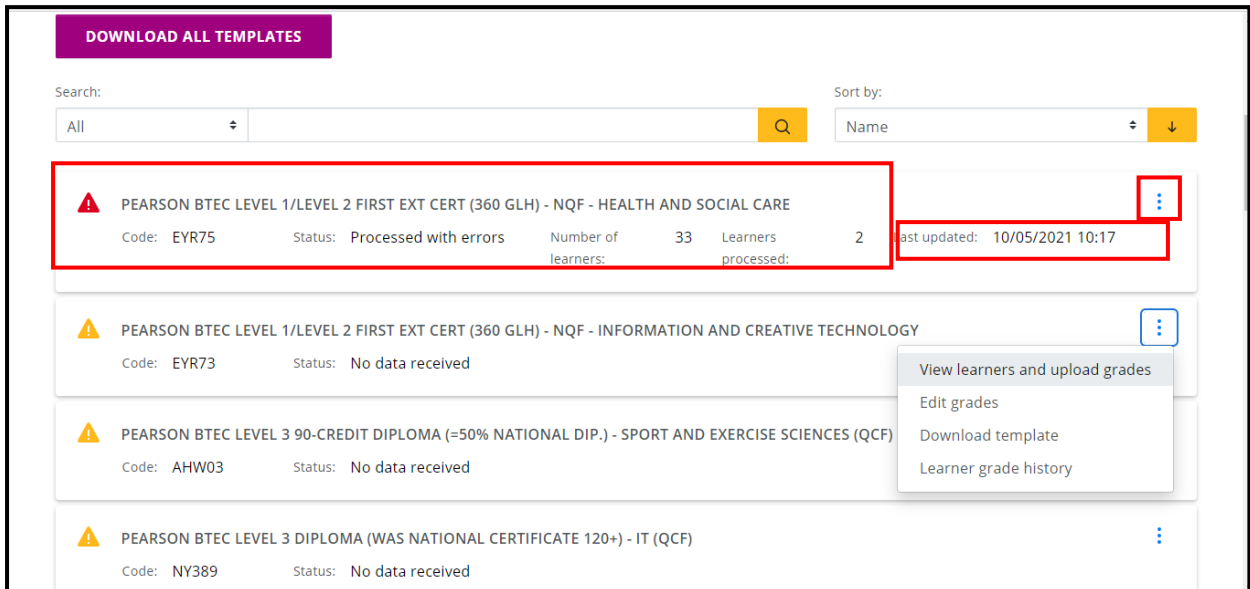
Open the file, resize the columns so you can see all columns clearly, add your grades into the correct column and save the file.



Subject Code	Forename	Surname	Date of birth	Reg No	UIN	Grade
EYR73	JAN	ARCHER	DOB 09/01/NA47816	UAT7654321		
EYR73	EMILY	COOKE	DOB 17/01/NA47818	UAT7654322		
EYR73	JAN	COOKE	DOB 09/01/NA47817	UAT7654323		
EYR73	JOANNE	CORK	DOB 05/01/NA47822	UAT7654324		
EYR73	SALLY	FLETCHER	DOB 01/01/NA47823	UAT7654325		
EYR73	LISA	FULLER	DOB 21/01/NA47825	UAT7654326		
EYR73	MICHELLE	HIGGINS	DOB 03/11/NA47820	UAT7654327		
EYR73	FAYE	HOAR	DOB 01/11/NA47813	UAT7654328		
EYR73	HANNA	KHALIQ	DOB 23/01/NA47827	UAT7654329		
EYR73	LAURA	LAW	DOB 28/01/NA47812	UAT7654330		
EYR73	SONJA	LAX	DOB 28/11/NA47824	UAT7654331		
EYR73	LIZ	MARKS	DOB 09/01/NA47823	UAT7654332		
EYR73	JOY	SIMPSON	DOB 20/01/NA47815	UAT7654333		
EYR73	CLAIRE	SMITH	DOB 02/01/NA47826	UAT7654334		
EYR73	JAN	WATSON	DOB 31/01/NA47814	UAT7654335		
EYR73	JAN	WEST	DOB 19/01/NA47828	UAT7654336		
EYR73	RACHAEL	YANG	DOB 24/11/NA47819	UAT7654337		








**Please note: Do not change the file type and do not move the order of the columns as this will prevent your file from uploading.**

To upload the file, go back to the programme list screen, find the programme you wish to upload the completed template for and click on the 'three dots' , then click on 'view learners' and upload grades to change screens.



**DOWNLOAD ALL TEMPLATES**

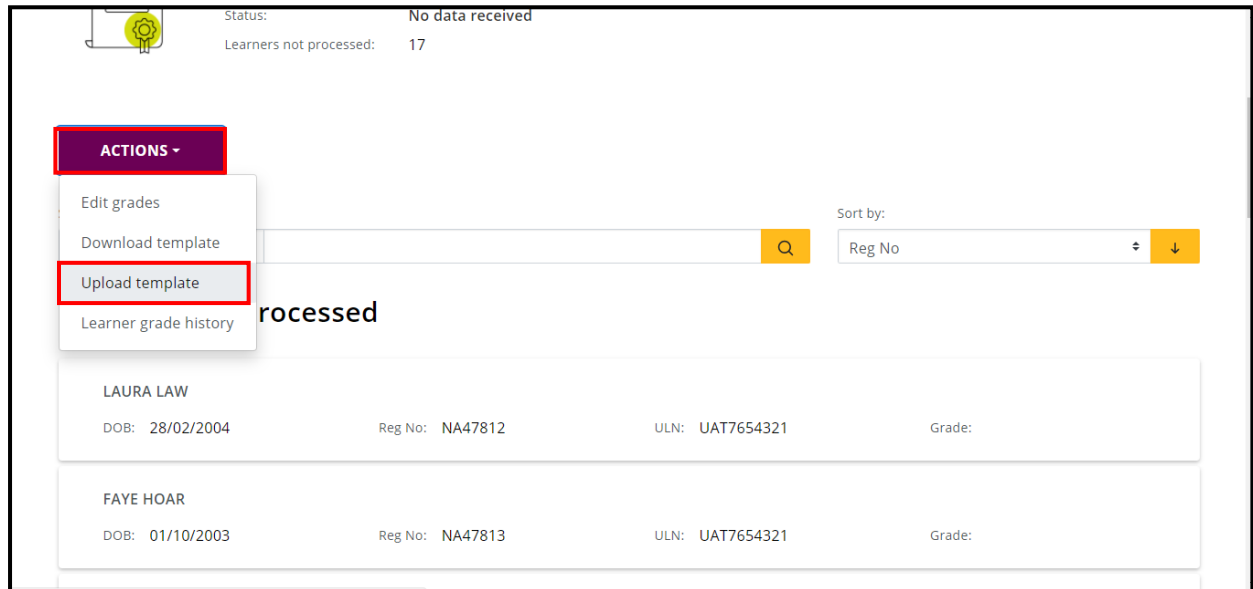
Search:   Sort by:

 PEARSON BTEC LEVEL 1/LEVEL 2 FIRST EXT CERT (360 GLH) - NQF - HEALTH AND SOCIAL CARE	Code: EYR75	Status: Processed with errors	Number of learners: 33	Learners processed: 2	Last updated: 10/05/2021 10:17	
 PEARSON BTEC LEVEL 1/LEVEL 2 FIRST EXT CERT (360 GLH) - NQF - INFORMATION AND CREATIVE TECHNOLOGY	Code: EYR73	Status: No data received				
 PEARSON BTEC LEVEL 3 90-CREDIT DIPLOMA (=50% NATIONAL DIP.) - SPORT AND EXERCISE SCIENCES (QCF)	Code: AHW03	Status: No data received				
 PEARSON BTEC LEVEL 3 DIPLOMA (WAS NATIONAL CERTIFICATE 120+) - IT (QCF)	Code: NY389	Status: No data received				

- View learners and upload grades
- Edit grades
- Download template
- Learner grade history

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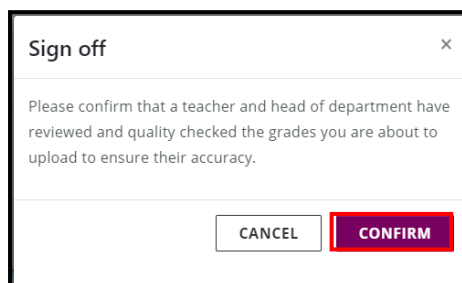
You will then see this screen. Click the 'Actions' button then select 'upload template'.



The screenshot shows a software interface with a status bar at the top indicating "Status: No data received" and "Learners not processed: 17". A purple "ACTIONS" dropdown menu is open, listing "Edit grades", "Download template", "Upload template" (highlighted with a red box), and "Learner grade history". To the right, there is a search bar with a magnifying glass icon and a "Sort by:" dropdown menu currently set to "Reg No". Below the menu, a table displays learner information:

Learners not processed			
LAURA LAW			
DOB: 28/02/2004	Reg No: NA47812	ULN: UAT7654321	Grade:
FAYE HOAR			
DOB: 01/10/2003	Reg No: NA47813	ULN: UAT7654321	Grade:

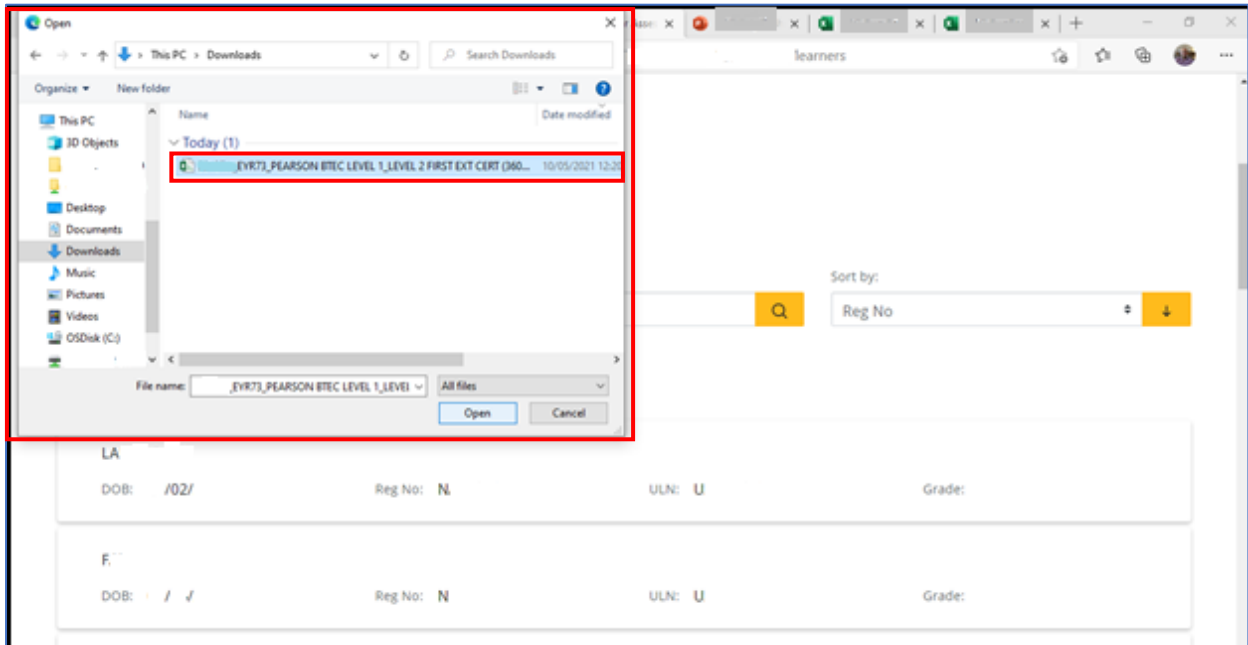
Click to confirm that the grades you are about to upload are correct.



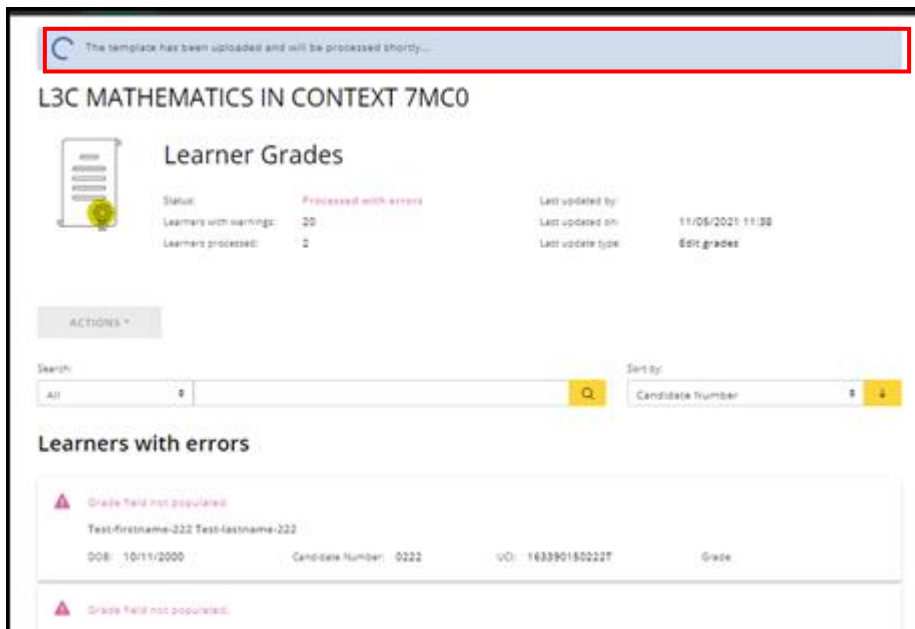
The screenshot shows a "Sign off" dialog box with a close button (X) in the top right corner. The text inside reads: "Please confirm that a teacher and head of department have reviewed and quality checked the grades you are about to upload to ensure their accuracy." At the bottom, there are two buttons: "CANCEL" and "CONFIRM" (highlighted with a red box).

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Select the relevant location and file via the browser window, click on the file and then click 'open' to upload it to the system.



You should see a bar at the top of the screen this will display 'upload in progress'. To confirm it has uploaded you will then see this message 'The template has been uploaded and will be processed shortly'.



Once the data has been processed you may see different sections as you scroll down, showing errors, grades not processed and finally the grades that have been processed. You will need to review any grades not processed and any errors.

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You will see a summary status against each entry. If there are any with errors, it will tell you at the top. Scroll down and check the error message against each learner to correct.

**NB:** There may be several sections with messages as you scroll down: **Learners with Errors** – each has a warning symbol and error message; or **Learners with Errors**, Grade field not populated - for learners with no grades entered; or **Learners processed** – where the grades have been successfully saved.

(see 'common error messages' [here](#))

**BTEC PEARSON BTEC LEVEL 1/LEVEL 2 FIRST EXT CERT (360 GLH) - NQF - INFORMATION AND CREATIVE TECHNOLOGY EYR73**

### Learner Grades

Status: **Processed with errors**

Learners with warnings: 2

Learners processed: 15

Last updated by: 10/05/2021 11:25

Last update type: Upload template

**ACTIONS -**

Search: All [Q]

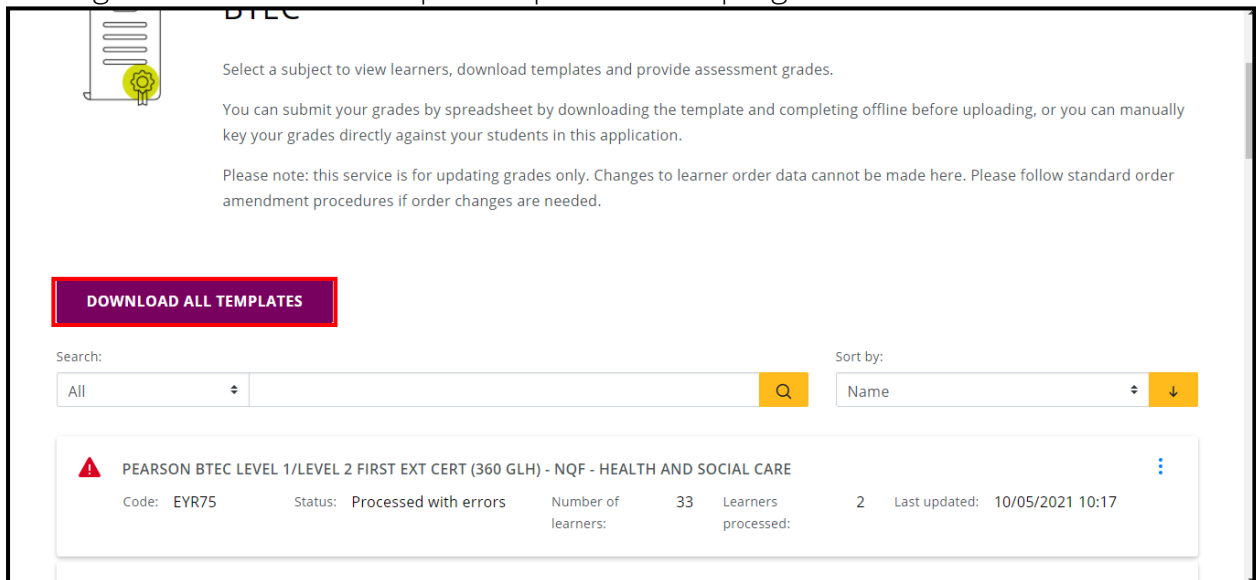
Sort by: Reg No [v]

#### Learners with errors

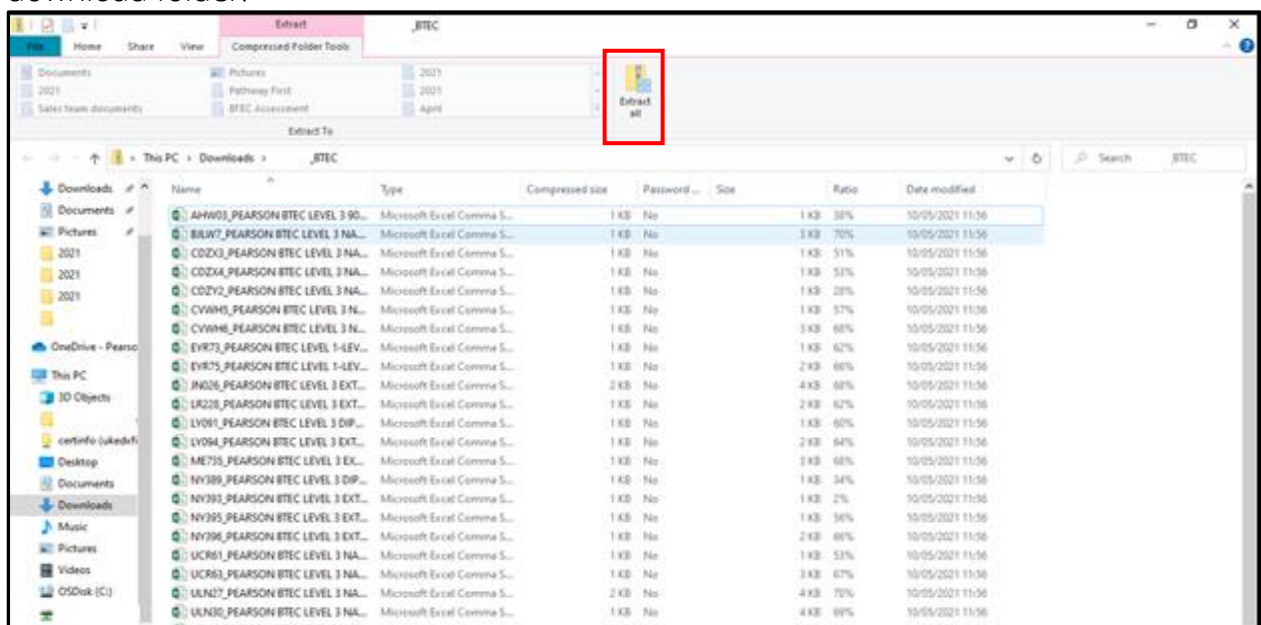
Once all grades have been successfully entered you will see a 'tick' ✓ by learner names, and in the programme screen a 'tick' ✓ next to each completed set.

## 2. Download all spreadsheets for a Centre

You can also download all the spreadsheets for all centre programmes in one go by clicking the download all templates options in the programmes screen.



These will be automatically downloaded as a .zip folder into your designated download folder.




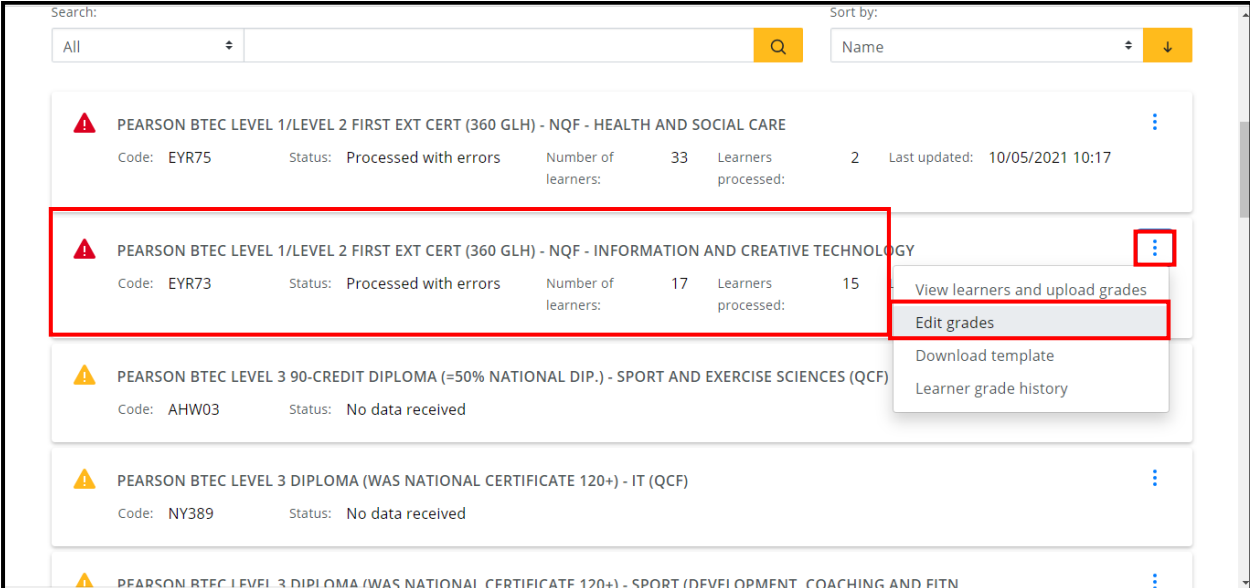
**Please note:** You will need to extract them to be able to use them.

Work through each spreadsheet as per steps above, and then upload them one by one against the correct programme. Once all grades have been successfully entered you will see a tick ✓ by learner names and in the programme screen a tick next to each completed level set.

## Amending grades

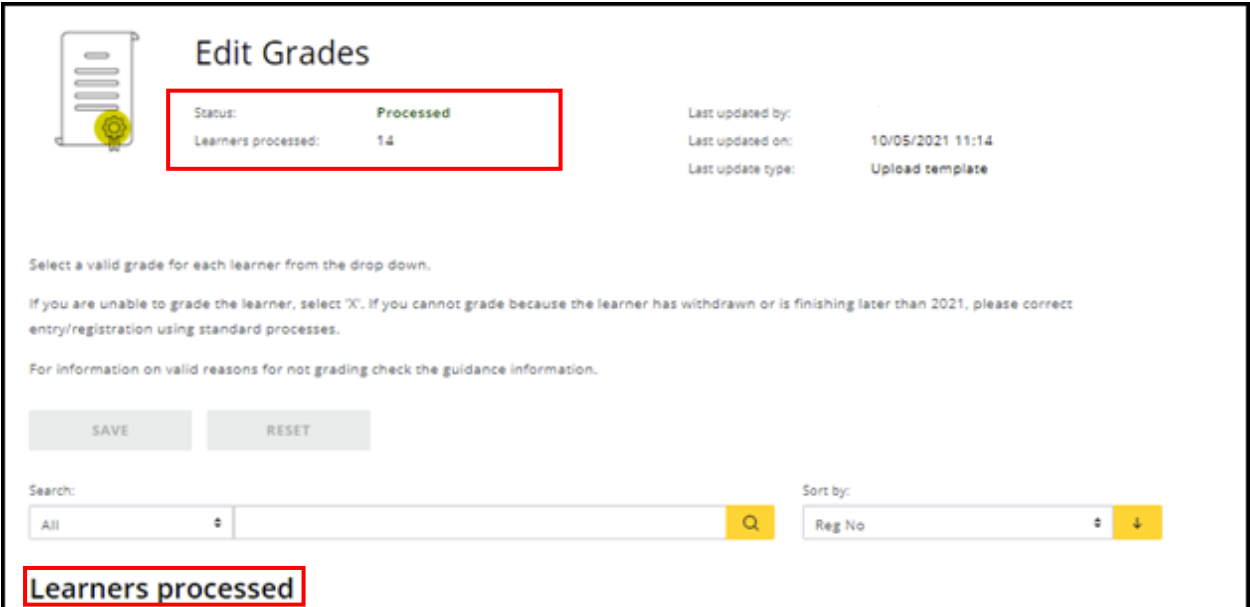
### 1. Individual learners

Within the portal you can also **amend individual grades** before the deadline (or Head of Centre Declaration) by selecting the programme, clicking on the 'three dots' , then click on 'edit grades' in the programme screen.



Search:	Sort by:
All	Name
PEARSON BTEC LEVEL 1/LEVEL 2 FIRST EXT CERT (360 GLH) - NQF - HEALTH AND SOCIAL CARE Code: EYR75    Status: Processed with errors    Number of learners: 33    Learners processed: 2    Last updated: 10/05/2021 10:17	
PEARSON BTEC LEVEL 1/LEVEL 2 FIRST EXT CERT (360 GLH) - NQF - INFORMATION AND CREATIVE TECHNOLOGY Code: EYR73    Status: Processed with errors    Number of learners: 17    Learners processed: 15	View learners and upload grades Edit grades Download template Learner grade history
PEARSON BTEC LEVEL 3 90-CREDIT DIPLOMA (=50% NATIONAL DIP.) - SPORT AND EXERCISE SCIENCES (QCF) Code: AHW03    Status: No data received	
PEARSON BTEC LEVEL 3 DIPLOMA (WAS NATIONAL CERTIFICATE 120+) - IT (QCF) Code: NY389    Status: No data received	
PEARSON BTEC LEVEL 3 DIPLOMA (WAS NATIONAL CERTIFICATE 120+) - SPORT (DEVELOPMENT, COACHING AND FITN	

You can then click on the grade for each learner and change it to another grade from the drop-down options. Once changed click 'save' and 'confirm' as before. Once all have been entered you will see this screen.



### Edit Grades

Status: **Processed**  
Learners processed: 14

Last updated by: [User]  
Last updated on: 10/05/2021 11:14  
Last update type: Upload template

Select a valid grade for each learner from the drop down.  
If you are unable to grade the learner, select 'X'. If you cannot grade because the learner has withdrawn or is finishing later than 2021, please correct entry/registration using standard processes.  
For information on valid reasons for not grading check the guidance information.

SAVE    RESET


Search: All    Sort by: Reg No

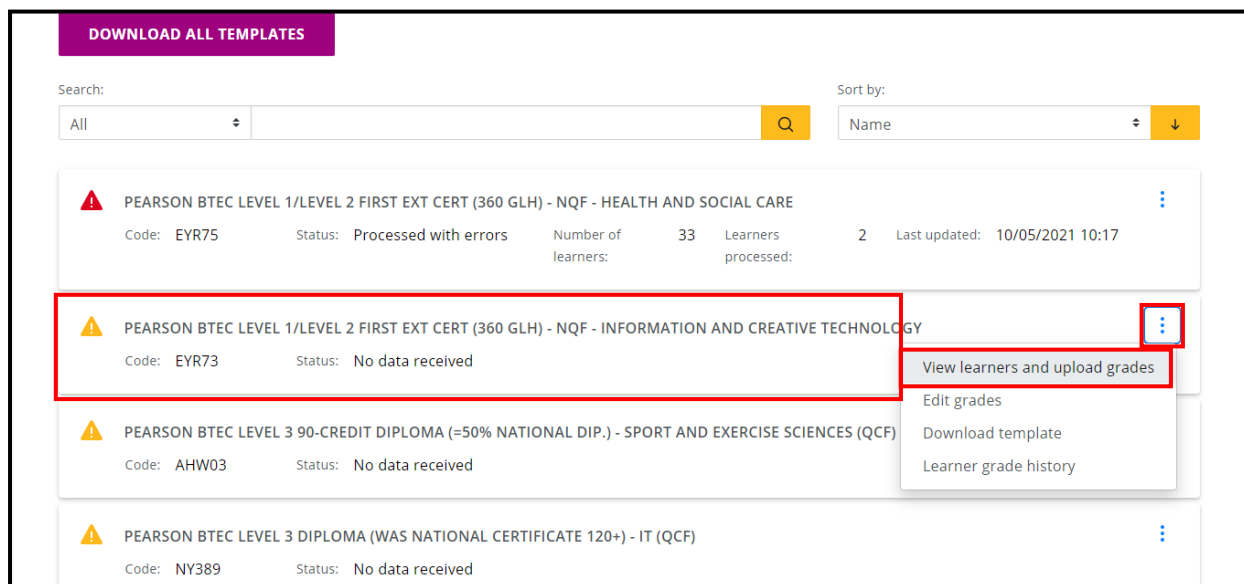
**Learners processed**






## 2. Bulk upload amendments









Download the template from the upload screen – this will contain all previously entered data.

From the programme list screen, find the programme you wish to download a template from for amendments, click on the ‘three dots’ , then click on ‘view learners and upload grades’ to change screens.



**DOWNLOAD ALL TEMPLATES**

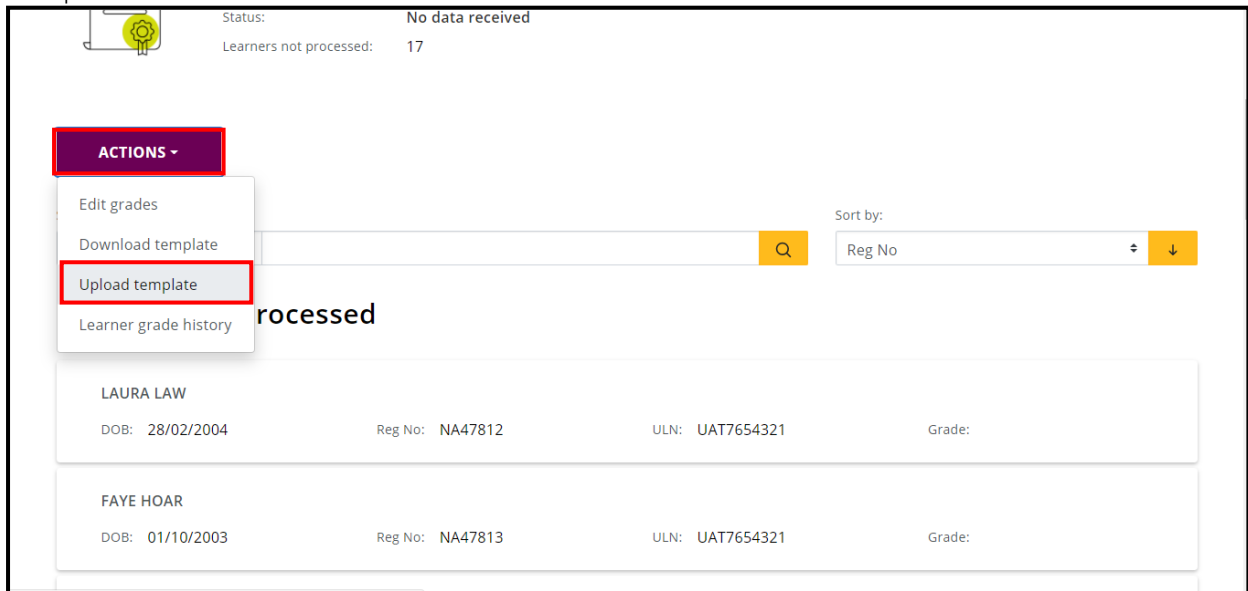
Search: All  Sort by: Name  

	PEARSON BTEC LEVEL 1/LEVEL 2 FIRST EXT CERT (360 GLH) - NQF - HEALTH AND SOCIAL CARE			
Code: EYR75	Status: Processed with errors	Number of learners: 33	Learners processed: 2	Last updated: 10/05/2021 10:17
	PEARSON BTEC LEVEL 1/LEVEL 2 FIRST EXT CERT (360 GLH) - NQF - INFORMATION AND CREATIVE TECHNOLOGY			
Code: EYR73	Status: No data received			
	PEARSON BTEC LEVEL 3 90-CREDIT DIPLOMA (=50% NATIONAL DIP.) - SPORT AND EXERCISE SCIENCES (QCF)			
Code: AHW03	Status: No data received			
	PEARSON BTEC LEVEL 3 DIPLOMA (WAS NATIONAL CERTIFICATE 120+) - IT (QCF)			
Code: NY389	Status: No data received			

- View learners and upload grades
- Edit grades
- Download template
- Learner grade history

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You will then see this screen. Click the 'Actions' button then select 'download template'.



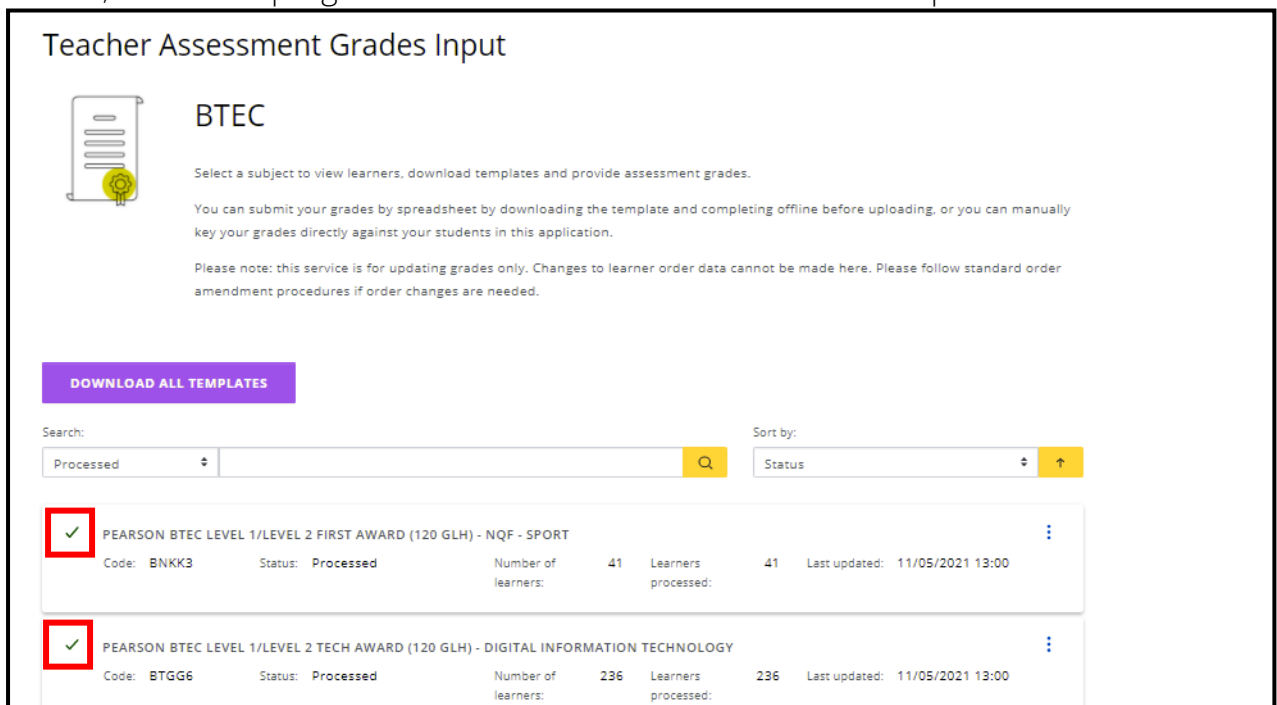
The screenshot shows a user interface for managing learner data. At the top, it displays 'Status: No data received' and 'Learners not processed: 17'. A red box highlights the 'ACTIONS' button, which has opened a dropdown menu. The menu options are 'Edit grades', 'Download template', 'Upload template' (highlighted with a red box), and 'Learner grade history'. Below the menu, there is a search bar and a 'Sort by: Reg No' dropdown. The main area shows a table of learners with the following data:

Name	DOB	Reg No	ULN	Grade
LAURA LAW	28/02/2004	NA47812	UAT7654321	
FAYE HOAR	01/10/2003	NA47813	UAT7654321	

Re-upload your corrected spreadsheet by clicking 'Actions' and 'Upload template' as before.

**NB: when making amendments via the bulk option, do not add or remove any learners and always keep all data previously recorded in the template. If you do not upload all relevant data (include the non-amendments), previous submissions will be wiped.**

Once all grades have been successfully entered you will see a 'tick' ✓ by learner names, and in the programme screen a 'tick' ✓ next to each completed set.

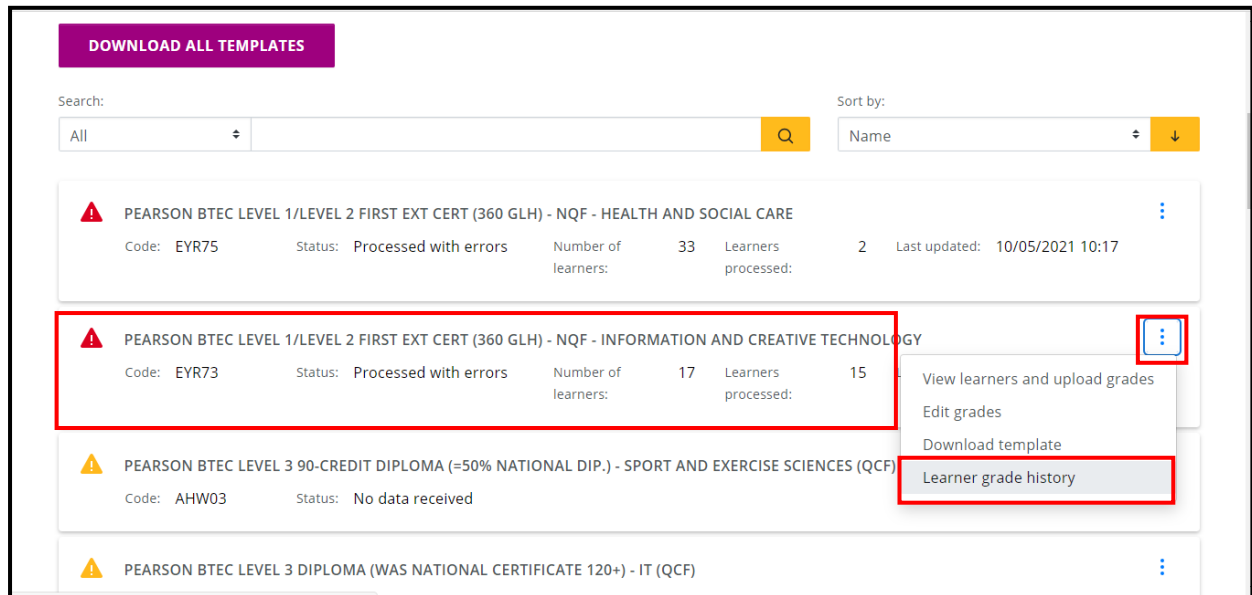


The screenshot shows the 'Teacher Assessment Grades Input' screen for BTEC. It includes a document icon and a lightbulb icon. The text reads: 'Select a subject to view learners, download templates and provide assessment grades. You can submit your grades by spreadsheet by downloading the template and completing offline before uploading, or you can manually key your grades directly against your students in this application. Please note: this service is for updating grades only. Changes to learner order data cannot be made here. Please follow standard order amendment procedures if order changes are needed.' There is a purple button labeled 'DOWNLOAD ALL TEMPLATES'. Below this is a search bar with 'Processed' selected and a search icon. To the right is a 'Sort by: Status' dropdown with an upward arrow. The main area shows a table of BTEC subjects with the following data:

Subject	Code	Status	Number of learners	Learners processed	Last updated
PEARSON BTEC LEVEL 1/LEVEL 2 FIRST AWARD (120 GLH) - NQF - SPORT	BNKK3	Processed	41	41	11/05/2021 13:00
PEARSON BTEC LEVEL 1/LEVEL 2 TECH AWARD (120 GLH) - DIGITAL INFORMATION TECHNOLOGY	BTGG6	Processed	236	236	11/05/2021 13:00

## View learner grades history

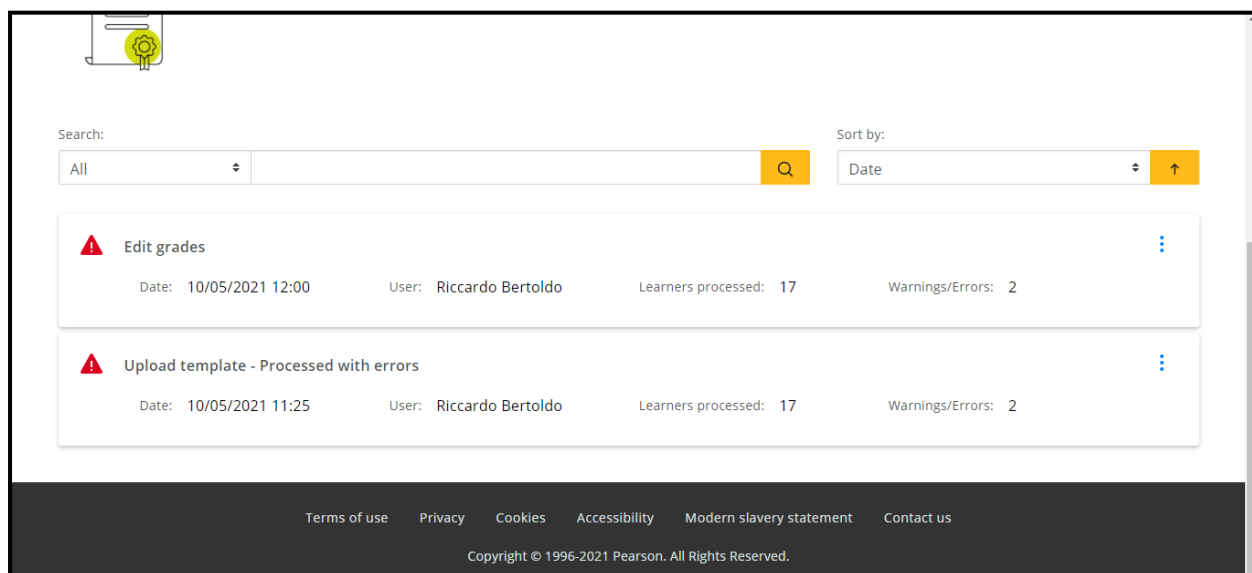
Once data has been entered this screen will show you the status and username for each upload by programme. On the programme screen, select the programme, click on the 3 dots and select learner grade history.



The screenshot shows the 'TAG / Q-TAG' interface. At the top left is a purple button labeled 'DOWNLOAD ALL TEMPLATES'. Below it is a search bar with 'All' selected and a search icon. To the right is a 'Sort by:' dropdown menu with 'Name' selected and a downward arrow. The main content area displays a list of programmes. The second programme, 'PEARSON BTEC LEVEL 1/LEVEL 2 FIRST EXT CERT (360 GLH) - NQF - INFORMATION AND CREATIVE TECHNOLOGY', is highlighted with a red box. A dropdown menu is open for this programme, with 'Learner grade history' selected and highlighted by a red box. Other programmes listed include 'HEALTH AND SOCIAL CARE', 'SPORT AND EXERCISE SCIENCES (QCF)', and 'DIPLOMA (WAS NATIONAL CERTIFICATE 120+) - IT (QCF)'.

Programme	Code	Status	Number of learners	Learners processed	Last updated
PEARSON BTEC LEVEL 1/LEVEL 2 FIRST EXT CERT (360 GLH) - NQF - HEALTH AND SOCIAL CARE	EYR75	Processed with errors	33	2	10/05/2021 10:17
PEARSON BTEC LEVEL 1/LEVEL 2 FIRST EXT CERT (360 GLH) - NQF - INFORMATION AND CREATIVE TECHNOLOGY	EYR73	Processed with errors	17	15	
PEARSON BTEC LEVEL 3 90-CREDIT DIPLOMA (=50% NATIONAL DIP.) - SPORT AND EXERCISE SCIENCES (QCF)	AHW03	No data received			
PEARSON BTEC LEVEL 3 DIPLOMA (WAS NATIONAL CERTIFICATE 120+) - IT (QCF)					

You will then see this screen which shows a full record of the status of each upload.



The screenshot shows the 'TAG / Q-TAG' interface displaying a list of uploads. At the top left is a yellow lightbulb icon. Below it is a search bar with 'All' selected and a search icon. To the right is a 'Sort by:' dropdown menu with 'Date' selected and an upward arrow. The main content area displays a list of uploads. The first upload is 'Edit grades' and the second is 'Upload template - Processed with errors'. Both uploads show the date, user name, number of learners processed, and number of warnings/errors. The footer contains links for 'Terms of use', 'Privacy', 'Cookies', 'Accessibility', 'Modern slavery statement', and 'Contact us', along with the copyright notice 'Copyright © 1996-2021 Pearson. All Rights Reserved.'.

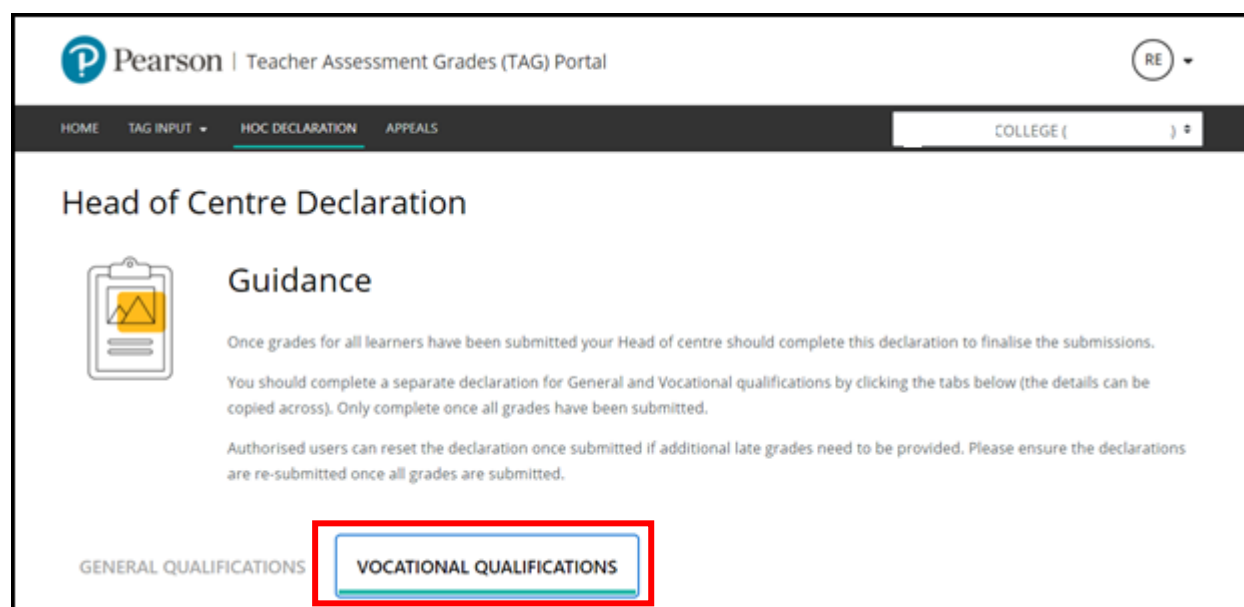
Upload	Date	User	Learners processed	Warnings/Errors
Edit grades	10/05/2021 12:00	Riccardo Bertoldo	17	2
Upload template - Processed with errors	10/05/2021 11:25	Riccardo Bertoldo	17	2

## Head of Centre Declaration

Once all the grades have been submitted and you are sure you no longer need to add or amend any other grade, you can move to the Head of Centre Declaration on the next tab.

Select the relevant qualification (General or Vocational – separate declarations are needed if your centre is submitting both), read the Terms and Conditions carefully, provide all details required and then click 'Submit'.

**Please note: If you have sub-sites, please complete the grade submission for all sub-sites before you submit the Head of Centre Declaration. Only once all the grades have been submitted can you then submit the Head of Centre Declaration. Once the declaration has been submitted you will not be able to amend any grades at any sub-site.**



**Pearson** | Teacher Assessment Grades (TAG) Portal

HOME TAG INPUT HOC DECLARATION APPEALS COLLEGE ( )

### Head of Centre Declaration

**Guidance**

Once grades for all learners have been submitted your Head of centre should complete this declaration to finalise the submissions.

You should complete a separate declaration for General and Vocational qualifications by clicking the tabs below (the details can be copied across). Only complete once all grades have been submitted.

Authorised users can reset the declaration once submitted if additional late grades need to be provided. Please ensure the declarations are re-submitted once all grades are submitted.

GENERAL QUALIFICATIONS **VOCATIONAL QUALIFICATIONS**

## Additional Information and FAQs

### Gradesets for BTEC Qualifications available in the portal

Available grades	Portal Grades
Distinction; Merit; Pass; Unclassified	D; M; P; U; X
DDD; DDM; DMM; MMM; MMP; MPP; PPP; PPU; PUU; UUU	DDD; DDM; DMM; MMM; MMP; MPP; PPP; PPU; PUU; UUU; X
Pass; Fail	P; F; X
DD; DM; MM; MP; PP; PU; UU	DD; DM; MM; MP; PP; PU; UU; X
Distinction*; Distinction; Merit; Pass; Unclassified	D*; D; M; P; U; X
D*D*; D*D; DD; DM; MM; MP; PP; Unclassified	D*D*; D*D; DD; DM; MM; MP; PP; U; X
D*D*D*; D*D*D; D*DD; DDD; DDM; DMM; MMM; MMP; MPP; PPP; Unclassified	D*D*D*; D*D*D; D*DD; DDD; DDM; DMM; MMM; MMP; MPP; PPP; U; X
Distinction* L2; Distinction L2; Merit L2; Pass L2; Pass L1; Unclassified	D* L2; D L2; M L2; P L2; P L1; U; X
D*D* L2; D*D L2; DD L2; DM L2; MM L2; MP L2; PP L2; Pass L1; Unclassified	D*D* L2; D*D L2; DD L2; DM L2; MM L2; MP L2; PP L2; P L1; U; X
DD; DM; MM; MP; PP; Unclassified	DD; DM; MM; MP; PP; U; X
Distinction* L2; Distinction L2; Merit L2; Pass L2; Distinction L1; Merit L1; Pass L1; Unclassified	D* L2; D L2; M L2; P L2; D L1; M L1; P L1; U; X

## Gradesets for General Qualifications available in the portal

Qualification	Available grades	Portal Grades
GCE A levels, Level 3 Extended Projects, International A level (Law only) and International A level (A2 units only)	A*, A, B, C, D, E, Unclassified	A*, A, B, C, D, E, U
GCE AS levels, Core Mathematics, and International A level (AS units only)	A, B, C, D, E, Unclassified	A, B, C, D, E, U
Edexcel Award in Mathematics	Pass, Unclassified	P, U
AEA	Distinction, Merit, Unclassified	D, M, U
GCSEs, short course GCSEs and International GCSEs	9, 8, 7, 6, 5, 4, 3, 2, 1, Unclassified	9, 8, 7, 6, 5, 4, 3, 2, 1, U
GCSE Science (double award) and International GCSE Science (double award)	9-9, 9-8, 8-8, 8-7, 7-7, 7-6, 6-6, 6-5, 5-5, 5-4, 4-4, 4-3, 3-3, 3-2, 2-2, 2-1, 1-1, Unclassified	99 98 88 87 77 76 66 65 55 54 44 43 33 32 22 21 11 U
DiDA, Level 2 Project	A*, A, B, C, Unclassified	A*, A, B, C, U
Level 1 Project	A*, A, B, Unclassified	A*, A, B, U

## Consortia Arrangements

If you have a consortia arrangement and need to see all centres remove the 'sub-site' letter after your five-digit centre code. You will then be able to see a dropdown of all your centres.

## 'X' Grade for BTEC (insufficient evidence to award a Q-TAG)

For BTEC, if you are unable to grade a learner due to insufficient evidence, please select "X". You can use this option on both the individual learner screen or the

spreadsheet. If you cannot grade a learner as they have withdrawn or will be certificating at a later date, please update the learner details on Edexcel Online, which will remove their registration from the portal.

## Common Error messages and Troubleshooting

### 1. Why have all my grades disappeared from yesterday?

It is likely someone has uploaded a sheet in error against your programme and they have been wiped. Always download a template of entered data so you can re-upload in the event of such errors. You can check the 'learner grade history' to confirm if this has occurred.

Centres should retain a copy of all data entered for their own records and in case of sampling requirements.

### 2. Why is the system not saving my grades?



Select a valid grade for each learner from the drop down.  
If you are unable to grade the learner, select 'X'. If you cannot grade because the learner has withdrawn or is finishing later than 2021, please correct entry/registration using standard processes.  
For information on valid reasons for not grading check the guidance information.

SAVE RESET

Search: All [Q] Sort by: Candidate Number [v]

**Learners with errors**

Grade field not populated.

Check that you have used a grade from the qualification grade set. (see 'Gradeset' section, [above](#))

### 3. How can I stop my grades being overwritten by accident?

Always use a new template to ensure that all data previously entered is retained. When you re-upload your file the system will re-populate all grades as an amendment. Grades will only be locked once the Head of Centre declaration is submitted. Please discuss with your centre staff who will be accessing the system, and when to mitigate any errors.

# TAG / Q-TAG User Guide 2021

The screenshot shows the manual entry interface. At the top, a summary box indicates 'Processed with errors' and provides statistics: 'Learners with warnings: 3' and 'Learners processed: 5'. It also shows the last update details: 'Last updated by: [user]', 'Last updated on: 10/05/2021 14:51', and 'Last update type: Cds grades'. Below this, instructions state: 'Select a valid grade for each learner from the drop-down. If you are unable to grade the learner, select 'X'; if you cannot grade because the learner has withdrawn or is finishing later than 2021, please correct entry/registration using standard processes. For information on valid reasons for not grading check the guidance information.' There are 'SAVE' and 'RESET' buttons. A search bar is set to 'All' and sorted by 'Candidate Number'. The 'Learners with errors' section shows a table with one entry: 'Test-firstname-2517 Test-lastname-2517' with a red error message 'Grade field not populated'. Other fields for this learner include 'DOB: 10/11/2000', 'Candidate Number: 2517', and 'UCI: 101680152517R'.

4. If I pressed 'reset' in error, will I lose all my data?

All previously saved data in the manual entry screen will not be deleted if you press reset, only any new, unsaved data. Scroll down to the bottom of your page and you will see the saved data.

5. Why has all my manual entry data disappeared before I could save it?

This will occur if you 'refresh' the portal page before saving. This action resets non-saved information and you will lose the centre you were working on. It could also be that your log-in of the portal page 'timed out' this is a security feature, but to avoid frustration, always remember to save regularly to avoid loss of data.

6. Why have I received this error: "Processed with errors", "One or more personal details or identifiers amended."?

One or more learner detail is either missing or incorrect. Check the learner record and make sure that they match.



HOME TAG INPUT HOC DECLARATION APPEALS

Please correct the errors below.

## BTEC PEARSON BTEC LEVEL 1/LEVEL 2 TECH AWARD (120 GLH) - HEALTH AND SOCIAL CARE YNR10

### Edit Grades

Status: **Processed with errors**

Learners with warnings: 30

Last updated by: [User]

Last updated on: 11/05/2021 09:35

Last update type: Edit grades

Select a valid grade for each learner from the drop down.

If you are unable to grade the learner, select 'X'. If you cannot grade because the learner has withdrawn or is finishing later than 2021, please correct entry/registration using standard processes.

For information on valid reasons for not grading check the guidance information.

SAVE RESET

Search: All [Q] Sort by: Reg No [v]

### Learners with errors

One or more personal details or identifiers amended.

DOB: [v] / [v] / [v]	Reg No: [M]	ULN: [v]	Grade: [D1]
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One or more personal details or identifiers amended.