Pearson

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

For relevant BTEC, General and International Qualifications

Contents

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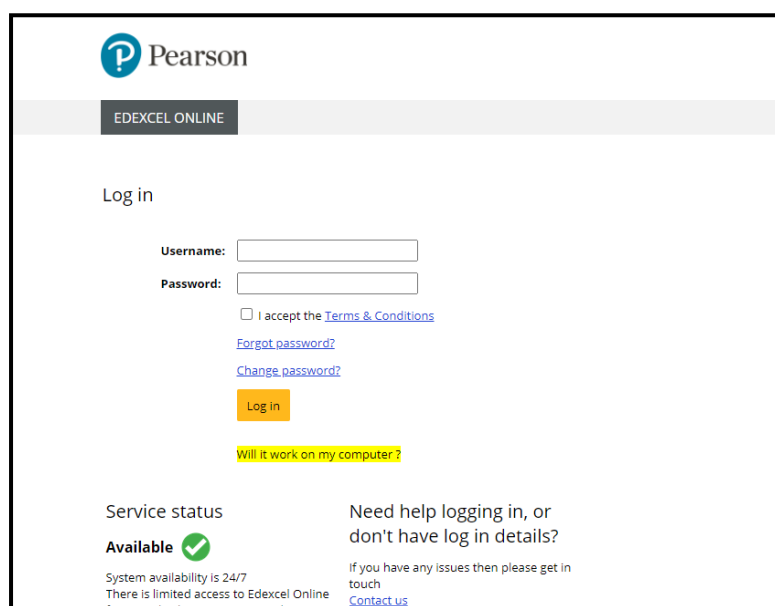
For further information and support in relation to the alternative arrangements in place this year, please visit the following webpages:

- **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

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

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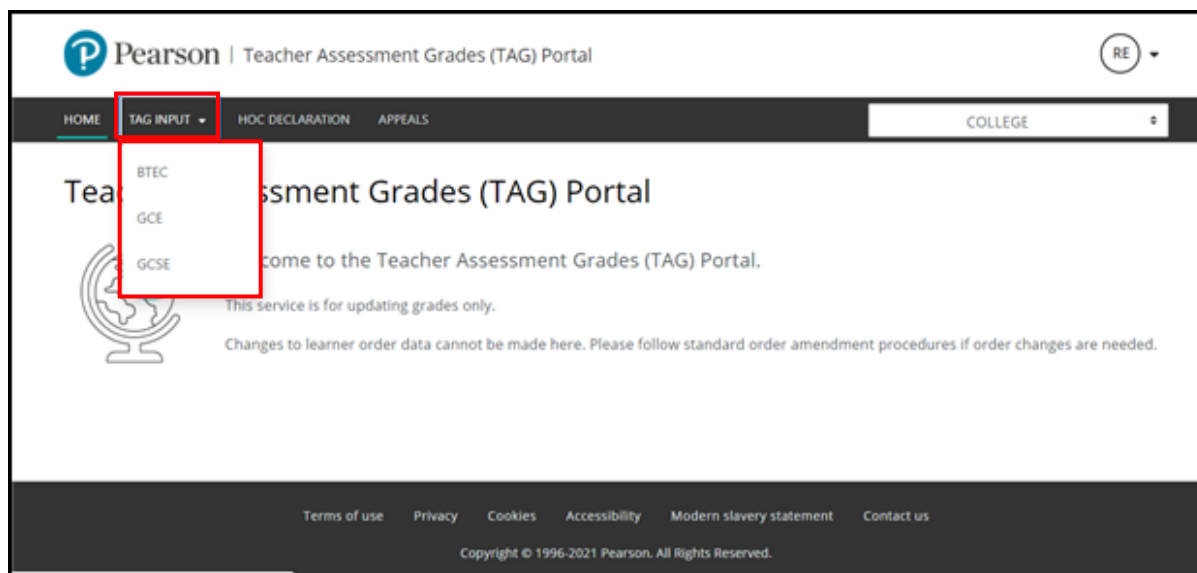

Click on the TAG Portal option and you will be taken to the TAG Portal home screen.

Your centre(s) should appear in the dropdown - if you have multiple sites, please ensure you select the required site from the list.
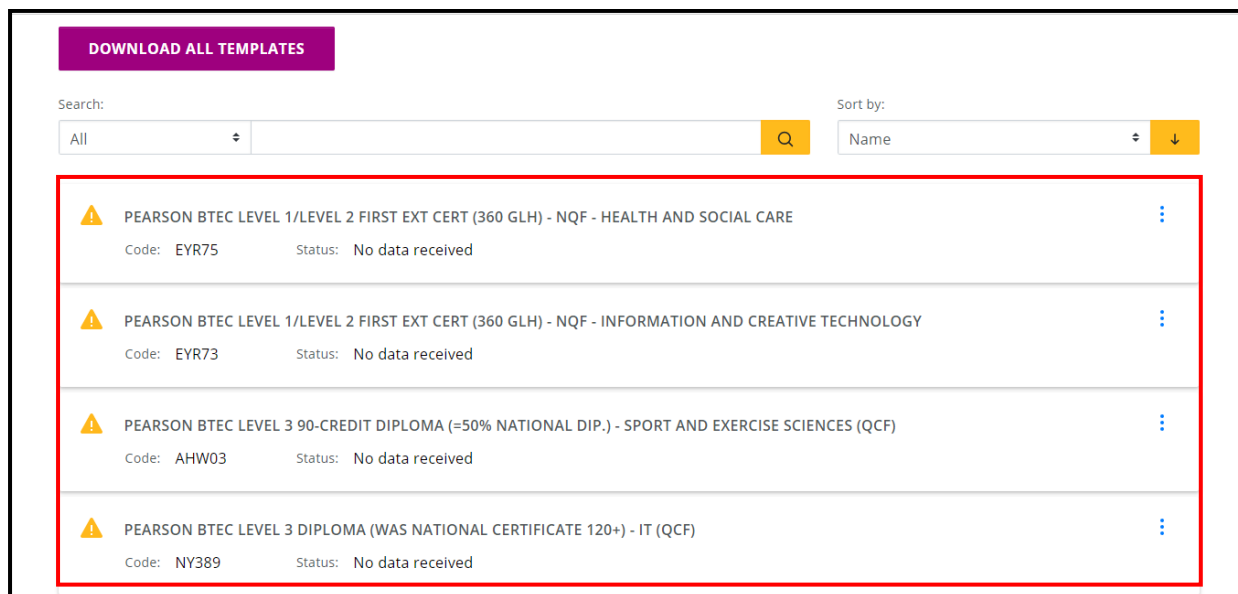
Select the Qualification you wish to submit grades for:

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'.

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

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.

Once completed click the 'save' button.

The message below will be displayed, click 'confirm' when you are sure that the grades added are correct.
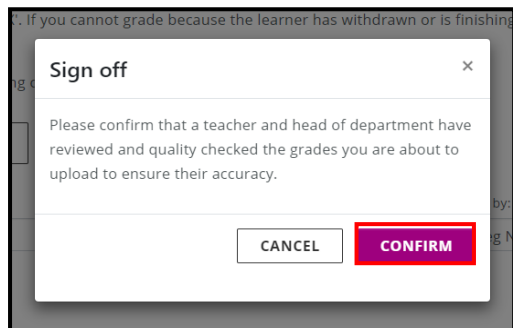
You will be shown a summary status of the information entered. If there are any errors with the submissions, a message will be displayed at the top of the screen. Scroll down and check the error message against each learner.

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 13:06
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 ⇕		🔍

Sort by:

Candidate Number ⇕	↓

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: E ⇕

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'.
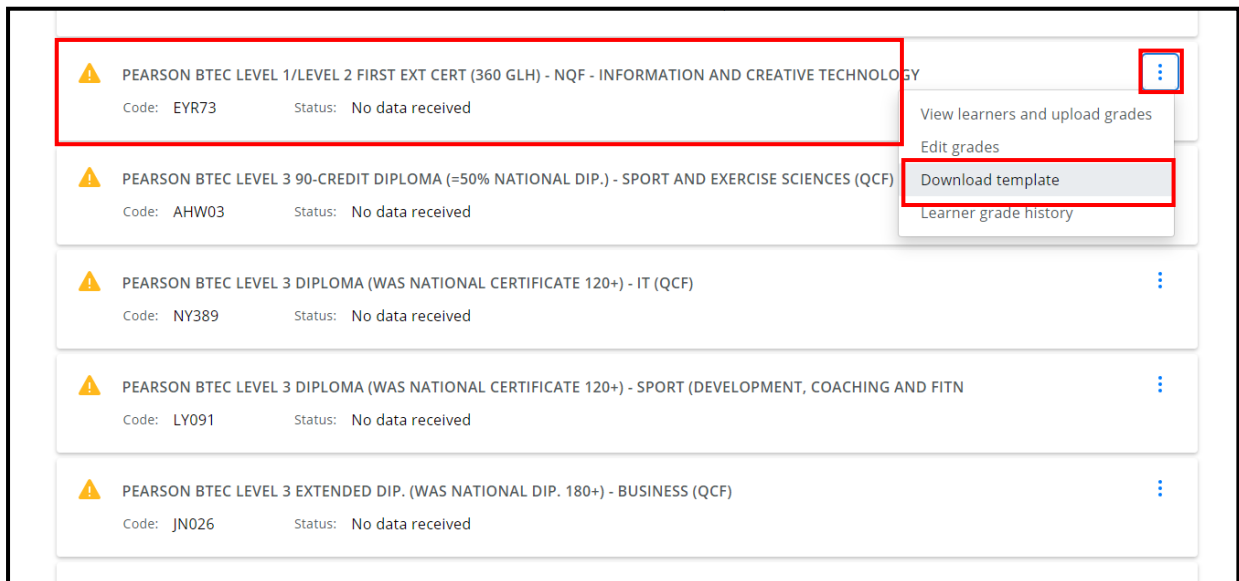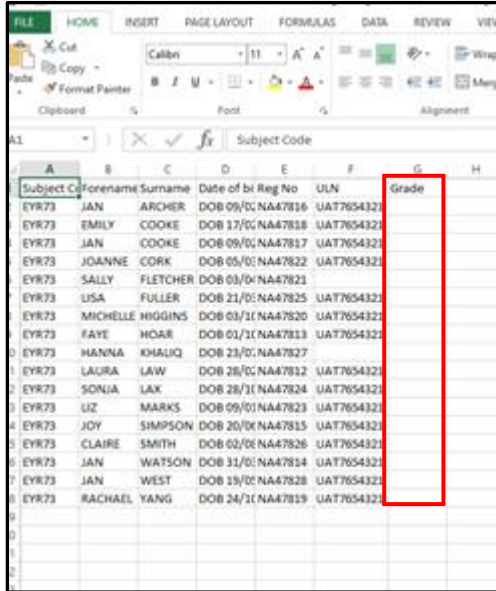

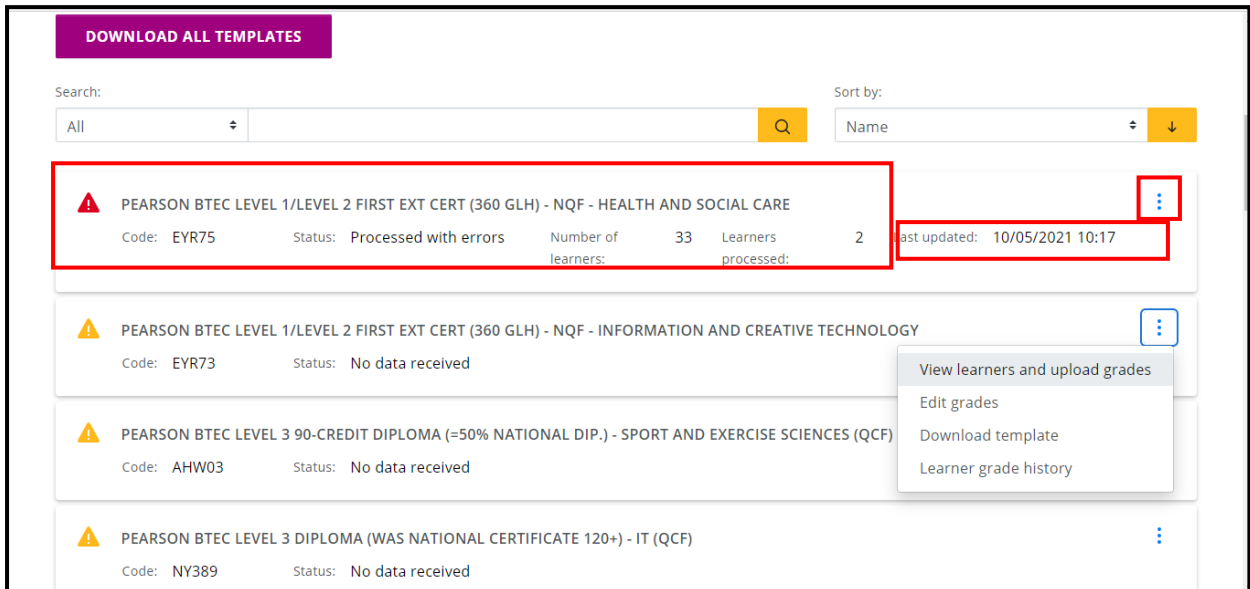The template(s) will be in your 'download' folder of your device (or in your specified download folder/location).
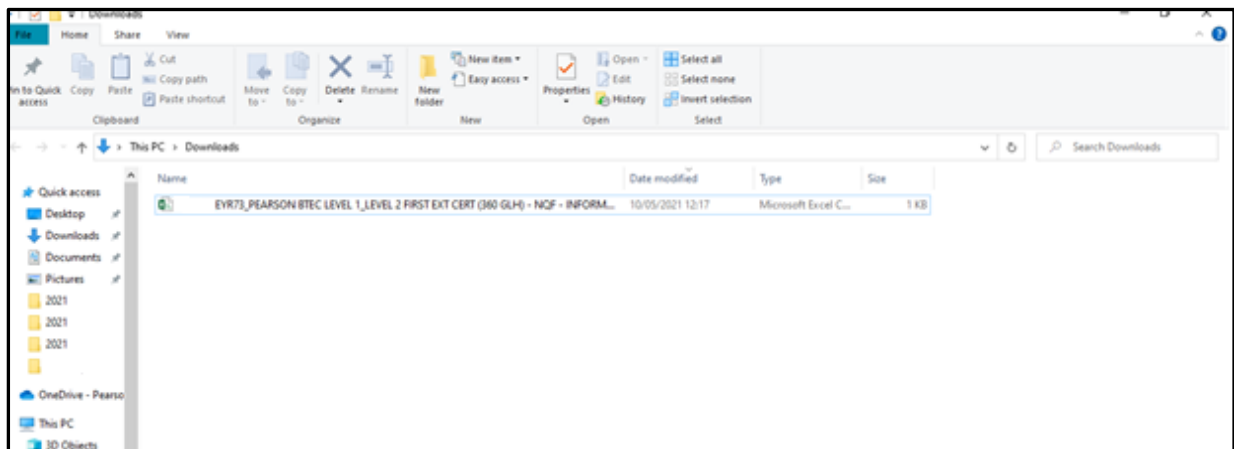
Open the file, resize the columns so you can see all columns clearly, add your grades into the correct column and save the file.

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.

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

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

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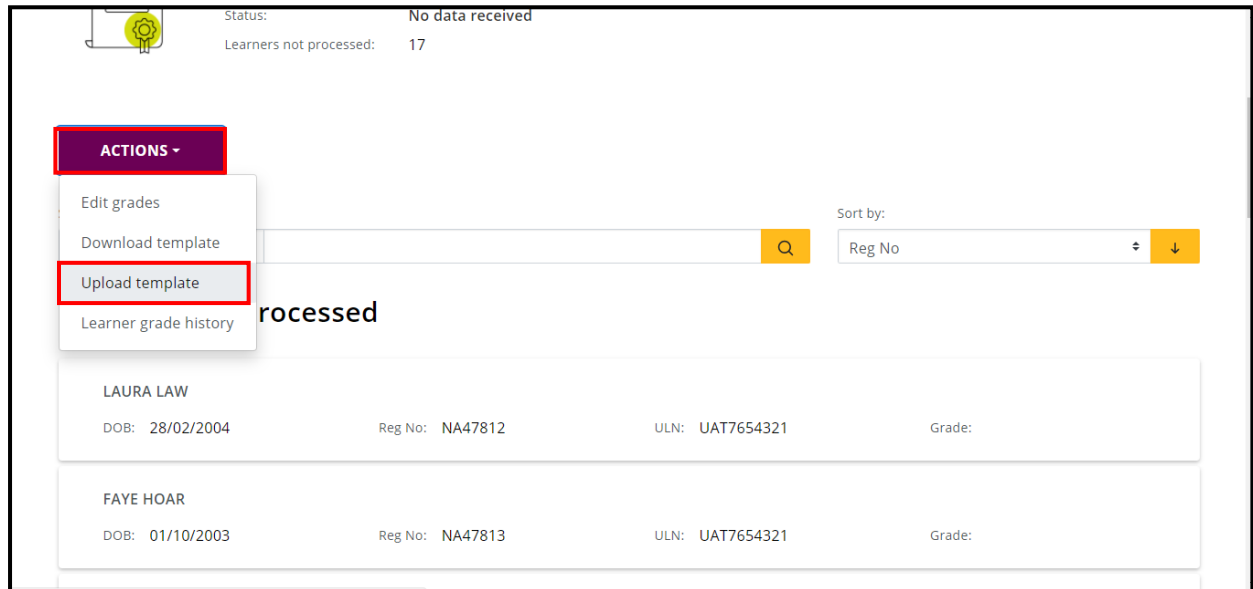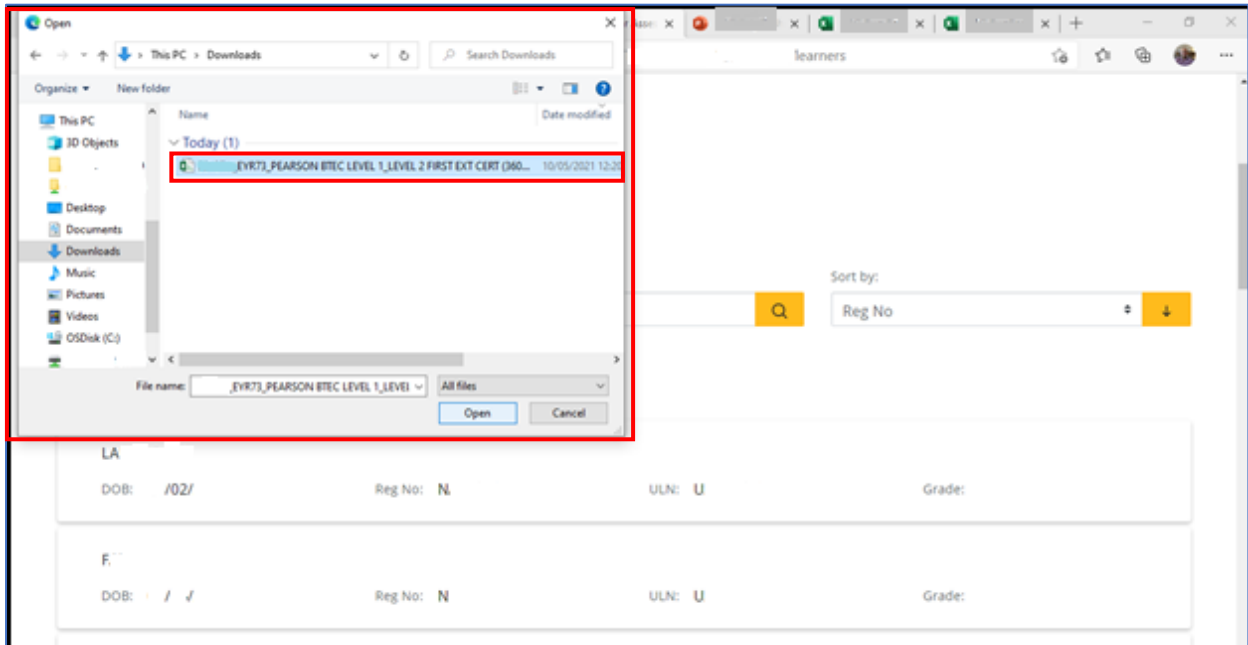

You should see a bar at the top of the screen this will display 'upload in progress'. To confirm it has uploaded you will then see this message 'The template has been uploaded and will be processed shortly'.
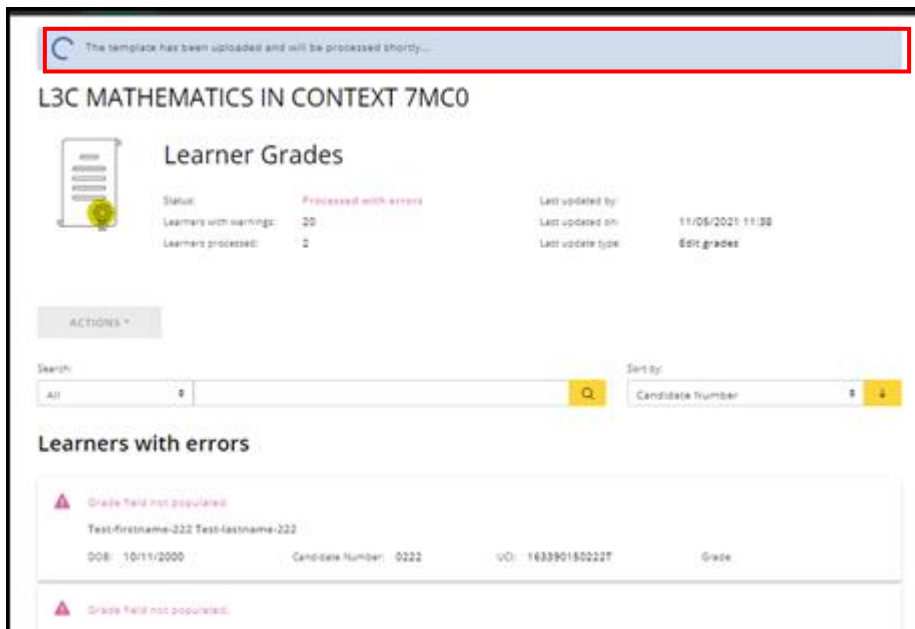
Once the data has been processed you may see different sections as you scroll down, showing errors, grades not processed and finally the grades that have been processed. You will need to review any grades not processed and any errors.

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])

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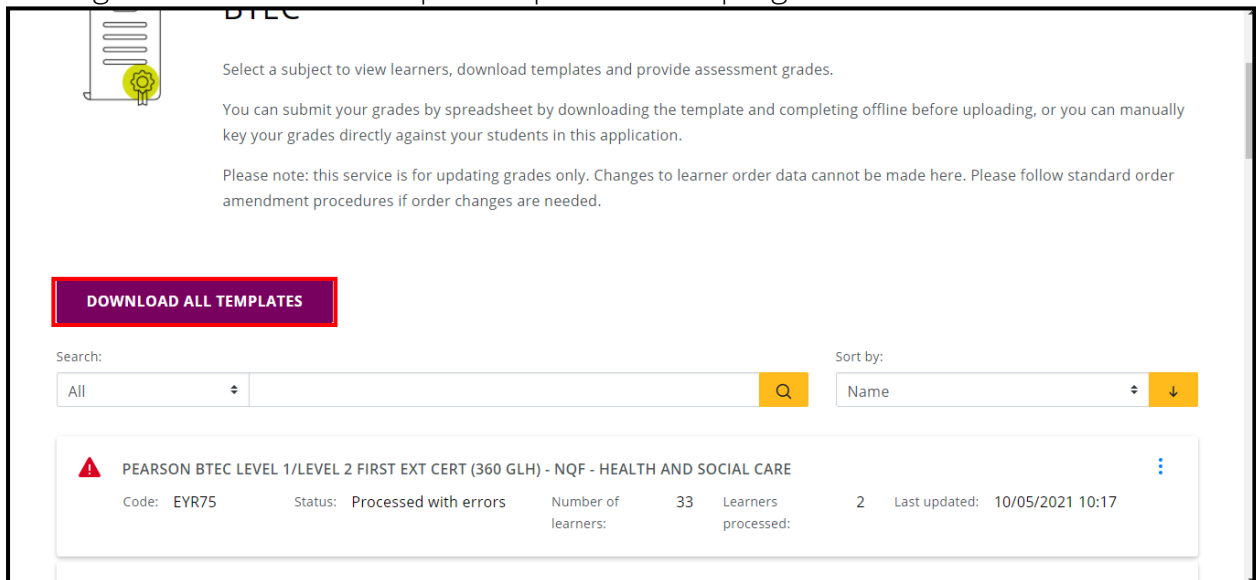
These will be automatically downloaded as a .zip folder into your designated download folder.

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

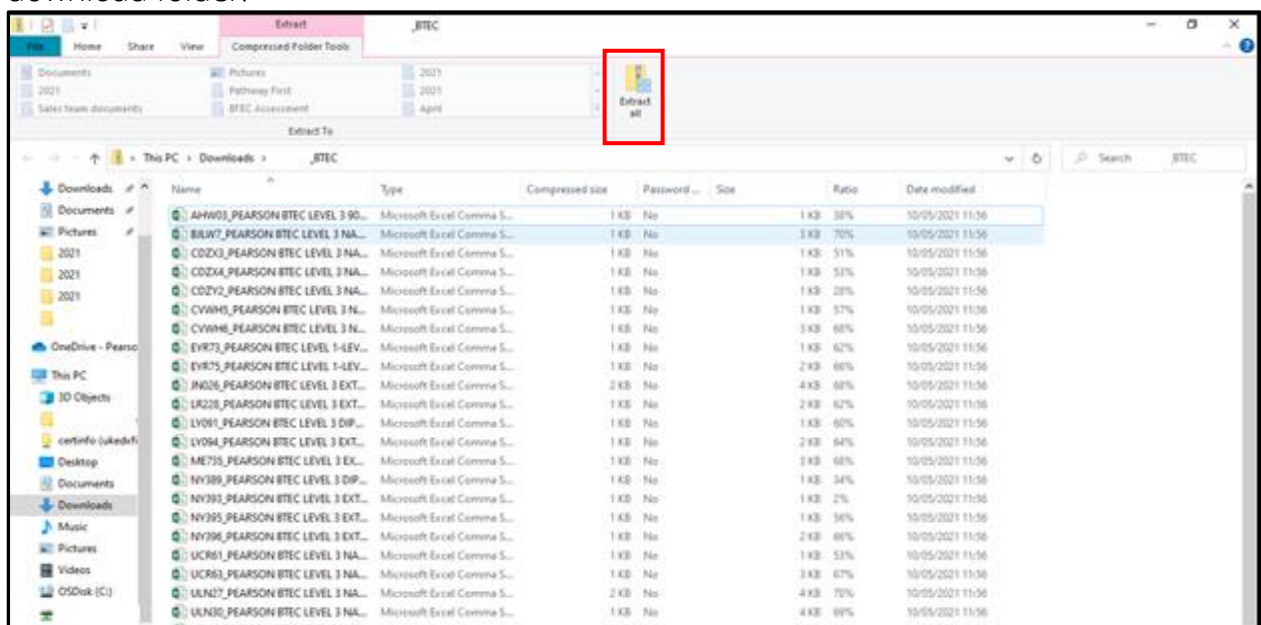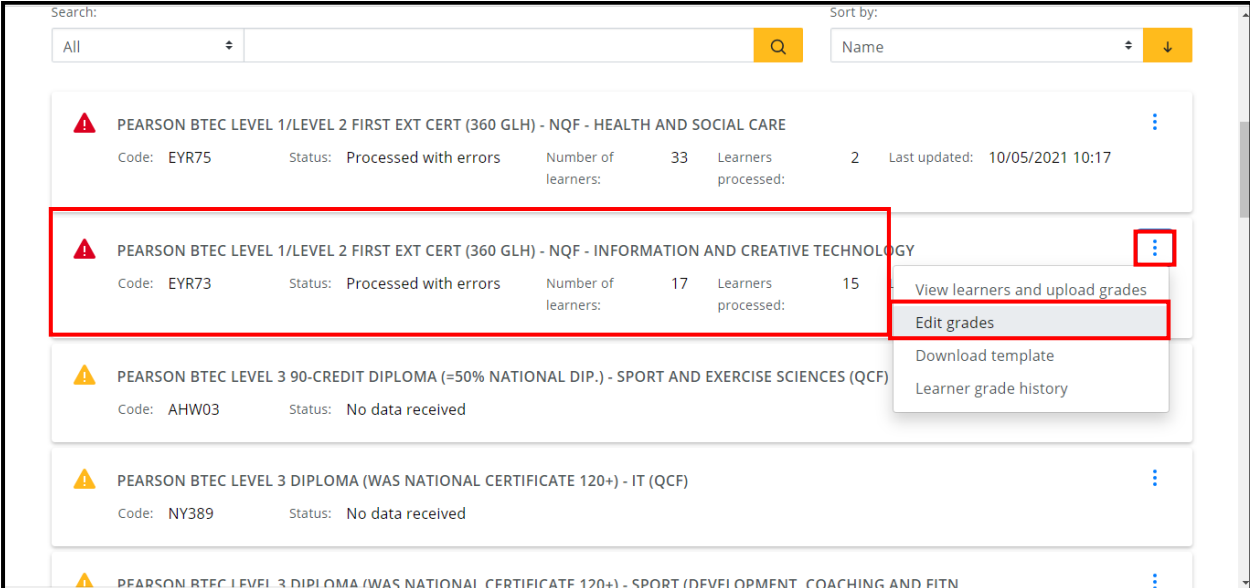Work through each spreadsheet as per steps above, and then upload them one by one against the correct programme. Once all grades have been successfully entered you will see a tick ✓ by learner names and in the programme screen a tick next to each completed set.
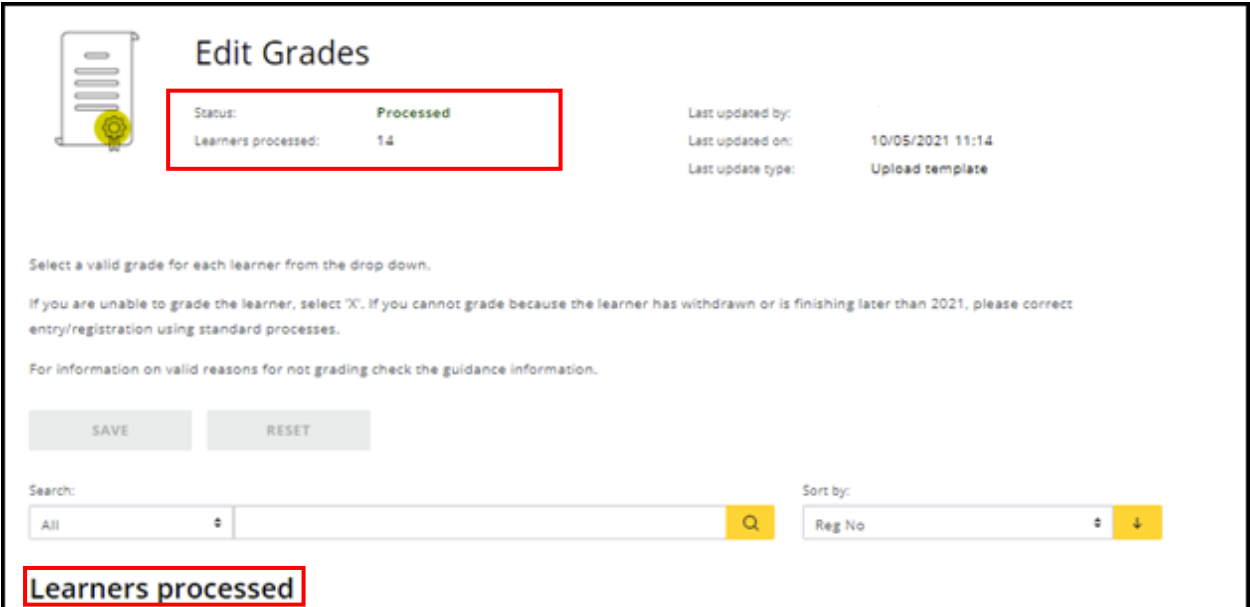
Amending grades

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.

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.

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.

You will then see this screen. Click the 'Actions' button then select 'download template'.
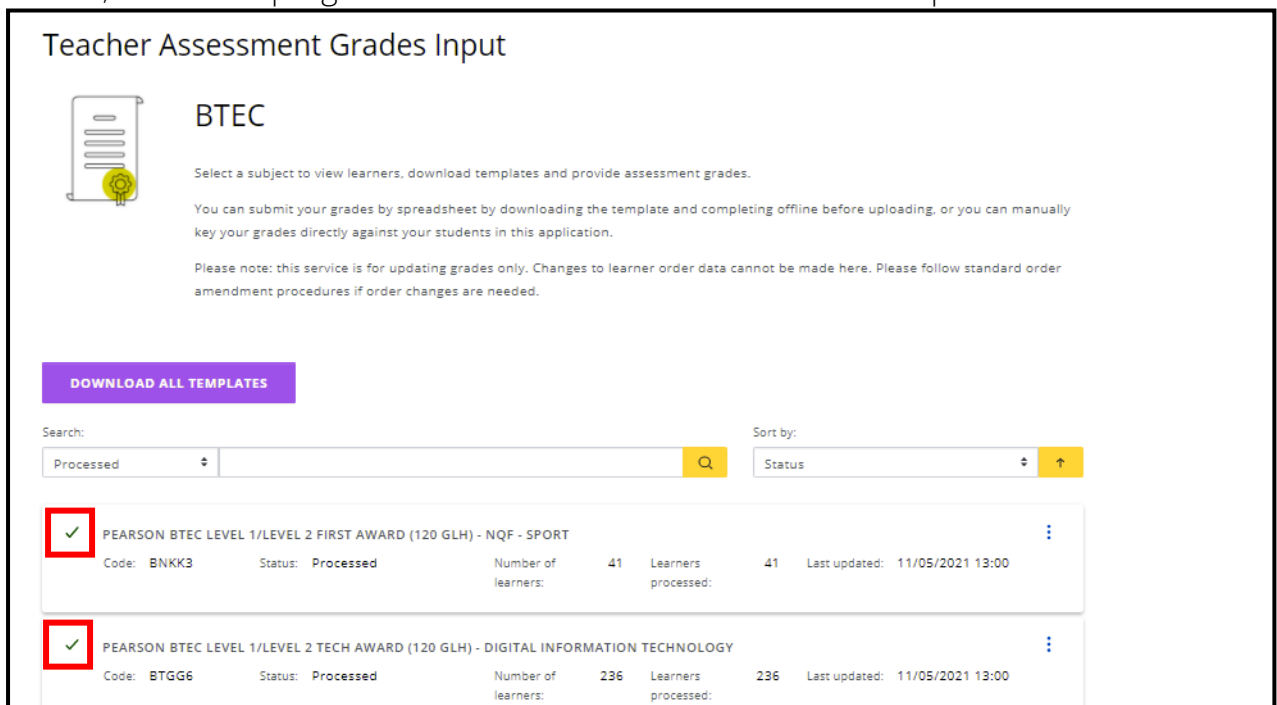
Re-upload your corrected spreadsheet by clicking 'Actions' and 'Upload template' as before.

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.

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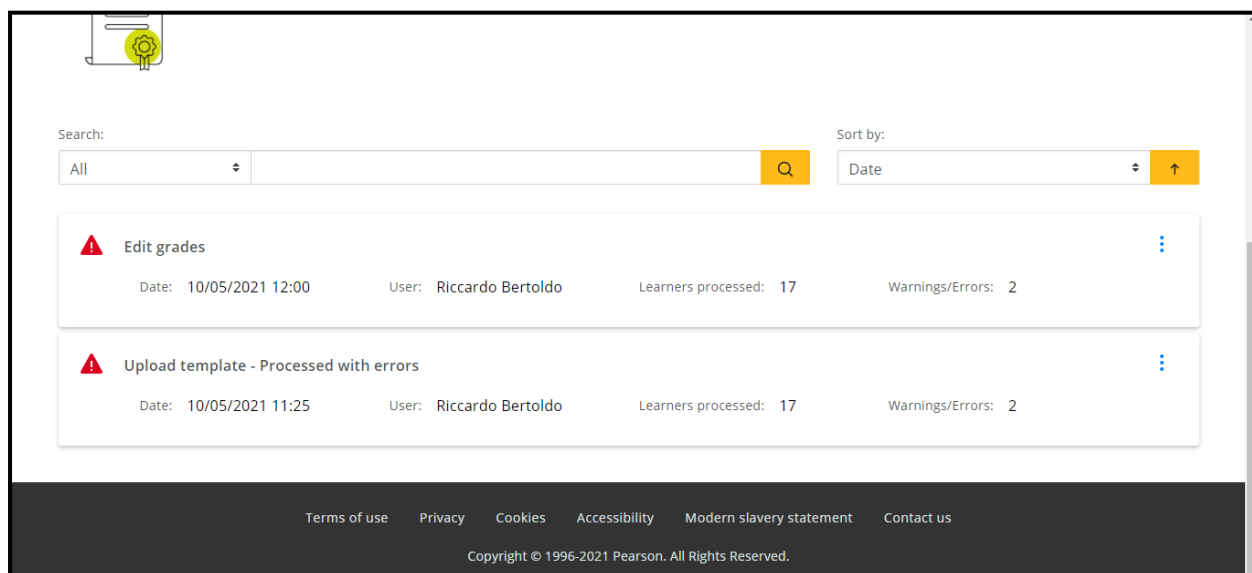
Once data has been entered this screen will show you the status and username for each upload by programme. On the programme screen, select the programme, click on the 3 dots and select learner grade history.

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

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.**

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?

   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.

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.