

Top 10 tips and reminders for **Teacher Assessed Grade (TAG)** submission



Ensure your TAG strategy form has been submitted

Please ensure you have submitted your TAG strategy document before submitting any teacher assessed grades. Your EQA will reject your submission if the strategy hasn't been submitted and approved. All TAG strategy documents should have been submitted by 7 May.



Use our historic data report to support evidence gathering for TAGs

To support with evidence gathering for TAGs, you can now access 3 years' worth of qualification data by using the historic data report - this can be found in the results screen on the portal (see page 43 of the TAG portal user guide). It's particularly useful for graded qualifications and external assessments.



External assessment TAGs will need a booking first

To submit a TAG for any external assessment, you firstly need a booking for your learner on the relevant assessment. This can be done in the bookings screen before you submit a TAG. (It's faster and easier to book your learners first and then submit a TAG, as otherwise, you'll be redirected back out of the claim screen to make a booking).



Graded internal units will be held until your EQA review

Once you have submitted your graded internal units, these will be held until the EQA review takes place. Please ensure you have your EQA review booked in as quickly as possible.



All external components will default to a TAG

You don't have to tick a TAG box when claiming a TAG for an external component. The system will automatically default to a TAG, and tick the box for you!



Graded external components and UMS – our system updates every 15 minutes

When you're submitting graded external components, our system will update every 15 minutes, meaning you may need to wait a short while before returning to view the overall achievement for your learner or claim a certificate.



Don't forget to claim your certificates – you can do this at any time

You can do this any time – don't wait! Once you have submitted all units / components (either as standard or a TAG), you must then claim your certificates. It is at this point you can view whether your learner has achieved a full or partial certificate. If this is not correct, please go back and submit the appropriate units / components.



Download your claim reports

Once you've made your claim for a batch of learners, don't forget to download your claim confirmation report to show what you've done. If you forget, you can go back and view this report at any time – you just need the batch number.



Remember your B1 TAG results will remain pending

When you claim your certificates for a qualification that is in Category B1 and you have submitted a TAG for, your certification claim will show as pending until the results and certificates have been released in results week (August 2021).



Where do we send your certificates? Ensure we have the right address!

Don't forget to select the correct delivery address for your certificates. We'd hate for them to be delivered to the wrong address!