

**T Level Portal and
Online Assessment
User Guide**

September 2024

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The Portal - Introduction

The Portal is a secure website which allows you to:

- register and book your learners for core components
- book occupational specialism components
- Add and update a schedule of assessment
- Submit marks
- view learner results
- view learner details using the search area and edit learner details including cancellations.

Please be aware that if there's 30 minutes or more of inactivity, then the Portal will time out and you'll be prompted to log back in.

The Portal can be found at the following address <https://portal.ncfe.org.uk>.

The link can also be found under the login area of our website (www.ncfe.org.uk).

This guide details all the stages you need to follow for the following T Level¹ Technical Qualifications:

- T Level Technical Qualification in Education and Early Years (Level 3) (delivered by NCFE)
- T Level Technical Qualification in Digital Business Services (Level 3) (delivered by NCFE)
- T Level Technical Qualification in Digital Support Services (Level 3) (delivered by NCFE)
- T Level Technical Qualification in Health (Level 3) (delivered by NCFE)
- T Level Technical Qualification in Healthcare Science (Level 3) (delivered by NCFE)
- T Level Technical Qualification in Science (Level 3) (delivered by NCFE)

¹T Level is a registered trademark of the Institute of Apprenticeships and Technical Education.

The T Level Technical Qualification is a qualification approved and managed by the Institute for Apprenticeships and Technical Education.

[How do I get a Username and Password?](#)

To request a Portal account:

- Go to the '**Log in**' tab from top menu bar on our NCFE website (www.ncfe.org.uk).
- Select '**Portal**' from the list of options available.
- Click '**Register here**' from the Portal log in page.
- Complete the requested fields and click send.

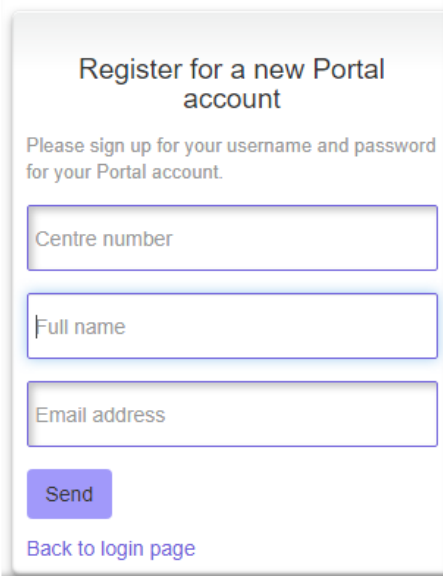
If you are the first person to request login details at your centre, you'll be set up as the Portal Admin user by our NCFE Customer Support team.

Otherwise, your request will be sent to the Portal Admin user at your centre, who will be responsible for creating your account and assigning you the appropriate permissions.

Once you have requested a Portal account and your account has been created, you will receive an email containing a reset password link.

- Access the link in the email and enter your username. Click '**Send**' to trigger another email including a verification code.
- Activate your account using the verification code provided and create a password. Click '**OK**'.
- You'll see a message confirming your account is now active. Click '**Finish**' to complete the process.

If you've forgotten your username and/or password, please follow the links on the Portal login screen to reset your log in credentials.



The screenshot shows a registration form titled "Register for a new Portal account". Below the title is the instruction: "Please sign up for your username and password for your Portal account." The form contains three input fields: "Centre number", "Full name", and "Email address". Below these fields is a blue "Send" button and a blue link labeled "Back to login page".

How do I Create a New User?

The Portal Admin user within a centre is the person responsible for creating new user accounts and assigning the appropriate permissions.

To set up a new user in the Portal go to the '**My Account**' tab, select '**Manage Users**' and click to '**Create a new user**'.

To create a new user, you will need the following information:

- Full name
- Email address
- Username – Please use the user's email address
- Permissions – you can confirm by selection which permissions each user will have.

Once all the fields have been completed and permissions have been selected, select '**Save**'.

The user will receive an email to the registered address with a link to follow. This link will activate the new account with the new username.

Once activated, another email will be received asking the user to change their password.

You can edit users in this screen by selecting '**Edit**' alongside the appropriate user account. This will allow you to change the full name, email address and permissions of the user.

You'll also be able to remove user accounts from the Portal using the '**Delete**' button. It is the Portal Admin user's responsibility to make sure your users are accurate and kept up to date.

Search

Products

You can search for products by selecting '**Search**' from the Portal menu and clicking the '**Products**' tab.

You can view all the products your centre is approved to deliver by searching '**All Products**'. Alternatively, you can refine your search by selecting a sector from the list available or by entering a specific product code or product name.

Portal search

Products Visit reports Batches Learners Bookings Results Bundles

You can search for products by entering either the product code or title. The list will show all the products your centre's approved for, unless you select **All** from the **Show** filter.

Sector: All products Product code: 603/5829/4 Product name: QA group: Show: Approved

Search Clear

Download in CSV format

Product code	Product title	QA group	Moderator	DCS	DCS lapse date	Display on website
603/5829/4	T Level Technical Qualification in Education and Early Years (Level 3) (delivered by NCFE)		Qman Mod1 Qman Mod1	Not Eligible for DCS		<input checked="" type="checkbox"/>

1 product found Page size: 10

This screen shows important information about your QA Group, EQA, DCS status and DCS lapse date (where applicable). You can also view your EQA/Moderator contact details.

If a product is ticked in the '**Display on website**' column, this means your centre details will show on the website as a centre who is approved to deliver this product. This enables learners to see where they can study a qualification. If you would not like your centre details to show on the website, you can untick this.

Visit Reports

You can search for a visit report by selecting '**Search**' from the Portal menu and clicking the '**Visit Reports**' tab.


You can view all your centre's visit reports by selecting '**All**' in the '**Visit Type**'. Alternatively, you can refine your search by selecting a visit type from the list available or by entering a specific product code, product name, session and/or visit date.

Products Visit reports Batches Learners Bookings Results Bundles

Select **Visit type** then you can search for visit reports for a session and by entering the product code, product or group name and visit date.

Visit type: Moderation
Product code:
Product or group name:
Session: 2022/2023
Visit date:

Search Clear

Visit type	Product code	Product or group name	EQA	Visit number	Visit date	Next visit date	Report
Moderation	603/7066/X	T Level Technical Qualification in Health (Level 3) (delivered by NCFE)	Mr Qman Mod1	1	16 Jan 2023		

This screen will provide the details of any planned visits within the '**Next Visit Date**' column. You can also view and access copies of completed visit reports as a pdf document by clicking the report icon in the '**Report**' column.

Batches

You can search for a batch by selecting '**Search**' from the Portal menu and clicking the '**Batches**' tab.

You can search by a specific batch number or product code.


Three icons will appear next to your search results. These icons allow you to book learners for external assessment, show learners on that batch number and view all the associated reports.


Portal search

- Products
- Visit reports
- Batches**
- Learners
- Bookings
- Results
- Bundles


You can search for batches by entering either a specific batch number or product code. Once you've found the right batch you can view learner details, book learners for assessment or print reports relating to the batch by clicking on the icons on the left.

Batch number **Product code**

 Download in CSV format

Batch	Product code	Product title	Session	Batch status	Registration date
 805801165	603/6989/9	T Level Technical Qualification in Science (Level 3) (delivered by NCFE)	2023/2024	Registered	11/10/2023

1 batch found

Page size: 

Learners

You can search for your learners by selecting **'Search'** from the Portal menu and clicking the **'Learners'** tab.

You can search for learners by product code, centre learner number, ULN, learner number, forename and/or surname. You can then order your search results by selecting the column headers.


You can also export the search results to a CSV file by using the **'Download in CSV format'** option.

Portal search

Products Visit reports Batches **Learners** Bookings Results Bundles


You can search for learners by entering either the product code, centre learner no, ULN, forename or surname.

Product code Centre learner number ULN Learner number Forename Surname

 Download in CSV format

Name	ULN	Learner number	Batch	Centre learner number	DOB	Product code	Session	Learner status	Overall grade
TEST 1	1234567899	106934868	805772755		12/11/1975	603/5829/4	2022/2023	Registered	

1 learner found

Page size: 

Bookings

You can search for your assessment bookings by selecting **'Search'** from the Portal menu and clicking the **'Bookings'** tab.

You can search for assessment bookings by batch number or Product Code. You can then order your search results by selecting the column headers.

You can also export the search results to a CSV file by using the **'Download in CSV format'** option.

The screenshot shows a web interface for searching assessment bookings. At the top, there are navigation tabs: Products, Visit Reports, Batches, Learners, Bookings (selected), Results, and Bundles. Below the tabs, a message states: "You can search for learner bookings by entering a batch number or product code." There are two input fields: "Batch number" containing "805627183" and "Product code" which is empty. To the right of these fields are "Search" and "Clear" buttons. Below the search fields is a link: "Download in CSV format".

Batch	Product Code	Session	Assessment Code	Assessment Name	Booking Date / Assessment Window
805627183	603/6989/9	2021/2022	000225	Core ESP (MET)	25/04/2022
805627183	603/6989/9	2021/2022	000222	Core 1A (Online)	20/06/2022 09:00
805627183	603/6989/9	2021/2022	000224	Core 1B (Online)	24/06/2022 09:00
805627183	603/6989/9	2021/2022	000265	Occupational Specialism A2 (MET)	17/03/2023
805627183	603/6989/9	2021/2022	000266	Occupational Specialism A3 (MET)	17/03/2023
805627183	603/6989/9	2021/2022	000264	Occupational Specialism A1 (MET)	17/03/2023

6 bookings found Page size: 100 ▼

Registrations

Background

There are currently two different ways* you can register your learners onto a T Level qualification:

- 1) **Upload via CSV file** - this option allows you to upload your learners using a CSV file (**RECOMMENDED**)
- 2) **Key in** - this option allows you to manually enter learners' details on to a batch

*Although we also offer Tribal/Bulk CSV upload, this method is not currently available when registering onto a T Level.

When registering your learners onto a T Level qualification you will be required to confirm which Core assessment series the learners will be booked for.

For the Core written exams (Paper A and Paper B) you will be required to confirm whether the learners will be completing the assessments online or in paper-based form. For the Core Employer-set Project (ESP) you will be required to confirm which project brief the learners will complete.

To complete a learner registration on a T Level qualification you must also provide a valid Unique Learner Number (ULN).

Please note: When registering your learners, you can only select one mode (online or paper-based) and one ESP brief per batch. Therefore, if you have some learners who prefer to complete assessments online, and some who prefer paper-based, then you will need to make separate registrations for each and chose the appropriate assessment series from the available list.

You also have the option to book learners onto their chosen Occupational Specialism assessment series if known at the point of registration. However, this can be done at a later date if this is unconfirmed by the learner at the point of registration.

Useful Registration fields

- **Ethnicity** - should be provided for each learner registered. If this is not known or has not been provided, please select 'Not Provided' from this list of available options. Where an ethnicity is not selected during the registration process 'Not Provided' will be selected by default.
- **Centre Learner Ref** can be used if you've assigned a unique reference number to identify your learners by within your centre. Alternatively, you can leave this field blank if you don't have one.

New Registration fields

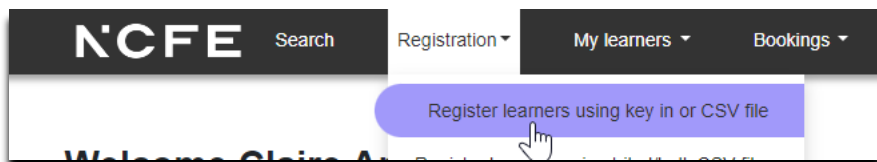
- **Postcode** – Please add the learners post code
- **Term Time Checks, Learner Start Date & Planned end date** – Please add at the point of registration. This is now a mandatory field for regulated products.

Withdrawal of lapsed learner registrations

- We will actively withdraw learners once their lapsed date has past which is 48 months for T levels.

[Register Learners Using Key In or CSV file](#)

To register learners using either the 'Key in' or 'upload a CSV file' method, select '**Registrations**' from the Portal menu and click '**Register learners using Key in or CSV file**'.



To register learners for a T Level qualification you can search for the product using the product code or product name. You can also tick the box to '**Add to existing batch**', if you would like to add your learners to an existing batch. A batch number is a reference number we assign to a group of registered learners.

Search

Available sessions

Add to existing batch

Please Note: The Portal will always default and register your learners on the current session which runs from 01 August to 31 July each calendar year.

To register a learner, first select the product and session (if available) you'd like to register your learner on. Once you have selected your T Level qualification, you must then select which Core assessment series you wish to book the learner on (including their preferred mode of assessment and chosen ESP brief).

Register your learners

To register your learners, please select your product or batch in the search box below:

Search	<input type="text" value="603/5829/4 - T Level Technical Qualification in Education and Early Years (Level 3) (delivered by NCFE)"/>
Available sessions	<input type="text" value="2023/2024"/>
Add to existing batch	<input type="checkbox"/>
Core Assessment Series	<input type="text" value="Please select..."/>
Occ Spec Assessment Series (optional)	<input type="checkbox"/>

Please tick to make Occupational Specialism bookings if known at the point of registration.

Note: When booking learners onto an Occupational Specialism assessment series, please ensure you select the correct specialism and series (the series in which the learner(s) will complete the Occupational Specialism assessments, usually the second year of delivery).

When registering your learners for this T Level qualification you must select which Core Assessment Series you would like to book your learners onto from the list of options available.

When booking your learners for their first Core Assessment Series you must indicate the:

- chosen assessment series - e.g. Summer or Autumn
- chosen mode of assessment (for Core Papers A & B only) - e.g. Online or Paper Based
- chosen specialism (for Core Employer-set Project only) - e.g. Assisting Teaching or Early Year's Educator.

Although you are not required to book your learners onto their chosen Occupational Specialism at the point of registration, we do actively encourage you to do so if this has already been agreed with your learner(s). You can make Occupational Specialism bookings by ticking the box and selecting the Assessment Series you would like to book your learners onto from the list of options available.

Please be aware that should you need to make any changes to these bookings after registration, you can manage learner bookings (including transfers and cancellations) via the 'Bookings' screen.

If the Occupational Specialism is known at the time of registration, you can make bookings onto an Occupational Specialism series by ticking the '**Occ Spec Assessment Series**' box. You will then be provided with a list of all available assessment series for the different specialisms available for your chosen T Level qualification.

You can add your learner information by either keying in this data or uploading a CSV file.

Forename*	Middle names	Surname*	DOB*	Ethnicity	Gender*	Centre learner reference	Unique learner number*	Postcode	Learner Start Date*	Planned End Date*	Country*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="United Kingdom"/>	<input type="button" value="Add"/>

Upload learners by CSV

No file chosen

Enter your learner's details into the fields and click the add button. All mandatory fields are marked with an asterisk (*).

Another row of blank fields will now appear to complete for any additional learners you wish to register. If you enter learner details without selecting add, their details won't be saved when you complete the registration process.

The '**Ethnicity**' field should be provided for each learner registered. If this is not known or has not been provided, please select 'Not Provided' from this list of available options. Where an ethnicity is not selected during the registration process 'Not Provided' will be selected by default.

The '**Centre Learner Ref**' can be used if you've assigned a unique reference number to identify your learners by within centre. Alternatively, you can leave this field blank if you don't have one.

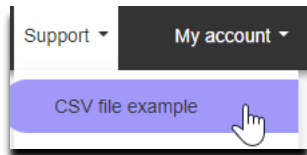
You can now also add '**Postcode**', '**Learner Start Date**' and '**Planned End Date**' other than post code these are mandatory.

The '**International**' field will automatically show as United Kingdom.

Please Note: The maximum number of learners that should be entered onto a batch is **2000**. If a learner is cancelled, or withdrawn from a batch, this will still count towards the 2000 limit.

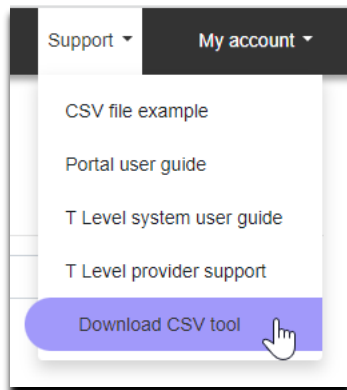
Registering Learners Using CSV File Method

You can find the CSV template under the 'support' area on the Portal. You can leave the header row in the document when you import the CSV file.



Using the CSV Tool

The CSV tool is available to help you create your CSV file. It will also help you make sure all the learner details are in the correct format before you import the file. To use the CSV tool, go to the **Support** section and then **Download CSV tool**.



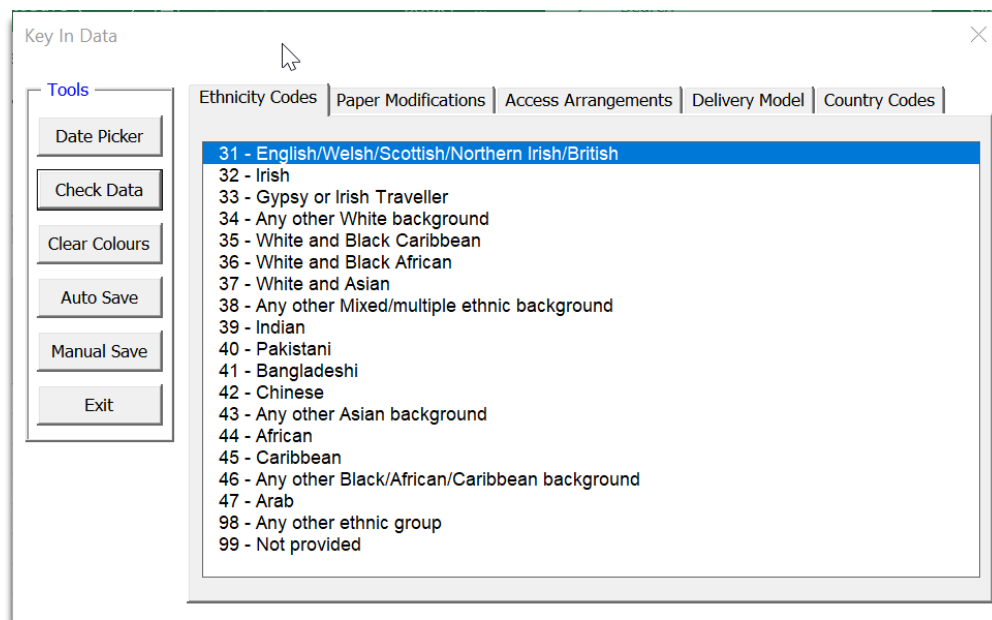
You will then be presented with a Microsoft Excel Security Notice, and you must select the option to '**Enable Macros**' to continue.

A Microsoft Excel sheet will then open. Select '**Add-ins**' from the menu options across the top of the sheet. This










will open the NCFE CSV Tool. From the dropdown select the relevant field. The tool will then open, and the header rows will now show.

Complete the fields and when you're finished, select the tool again.

Select '**Check Data**' and this will show you if your file is ready to import. Any fields that haven't been input correctly will be coloured (see below) to indicate where amends to data are required. Once you have made the required amendments your file will be ready to upload.



Colour code - error descriptions ×

-  Mandatory field. Please enter missing information.
-  Cell format must be DDMMYY or DD/MM/YYYY only. Example D.O.B. should look like: 120867 or 12/08/1967
-  Ethnicity must be a number represented as a number. Please use numbers 31 through 47 or 98-99 only.
-  Gender must be abbreviated: M = Male, F = Female, U = Prefer not to say, N = Unknown.
-  The Unique Learner Number (ULN) must be a 10 digit number only with no punctuation.
-  The Access Arrangements and Paper Modifications with subtypes should be from the list, The Contact Email Address is required for Paper Modifications and Access Arrangements.
-  All Apprenticeship dates, Learner Email Address and Delivery Model from the list are required for Apprenticeships.
Note: App Start Date < App End Date < EPA Start Date
-  Postcode (if included) must be a valid UK format. Examples NE5 7QR or NE65 0XX or S55NL or NE679WS
-  Planned End Date must not be more than 6 months ago

Some further information

The mandatory fields are forename, surname, date of birth and gender. Learner Start Date and Planned End Date are also mandatory for regulated qualifications.

The file must be saved as a **`.csv`** file.

When adding learner's **'Ethnicity'** to a CSV file these should be entered using the following codes:

- 31** - English / Welsh / Scottish / Northern Irish / British
- 32** - Irish
- 33** - Gypsy or Irish Traveller
- 34** - Any other White background
- 35** - White and Black Caribbean
- 36** - White and Black African
- 37** - White and Asian
- 38** - Any other mixed / multiple ethnic background
- 39** - Indian
- 40** - Pakistani
- 41** - Bangladeshi
- 42** - Chinese
- 43** - Any other Asian background
- 44** - African
- 45** - Caribbean
- 46** - Any other Black / African / Caribbean background
- 47** - Arab
- 98** - Any other ethnic group
- 99** - Not provided

When adding a learner's '**Gender**' to a CSV file these should be confirmed using the following abbreviations:

- **M** – Male
- **F** – Female
- **U** – Prefer not to say

Paper Modifications (where required) should be added within columns '**J**' to '**O**'. When adding enlarged, coloured and braille paper modifications you must also provide the specific size, shade and grade respectively, in the adjacent column to the paper modification.

Access Arrangements (where required) should be added within columns '**P**' to '**X**'.

Paper Modifications and Access Arrangements

You can add any Paper Modifications and Access Arrangements your learners may require at the point of registration. Once you've added the learner's details two icons will appear to the right of their record as shown below:

Select this  icon to '**Add and amend learner details**' which includes declaring Paper Modification and Access Arrangements.

To add a Paper Modification for a learner, select the appropriate option(s) from the list of available options, including the specific details of any enlarged, coloured or braille papers as required.

Paper Modifications:

- Enlarged Paper
- Coloured Paper
- Non-interactive (PDF) question paper
- Braille Paper and Tactile Diagrams
- Modified Language Paper

Coloured Paper Modifications:

To add Access Arrangements for a learner, select the appropriate option(s) from the list available.

Access Arrangements:

- Extra Time: up to 25%
- Extra Time: up to 50%
- Extra Time: over 50%
- Reader
- Computer Reader
- Scribe
- Speech Recognition Technology
- Practical Assistant
- Language Modifier

Contact Email Address:

Please provide the email address of the contact you wish to receive all communications relating to this learner's paper modification and/or access arrangement request.

When declaring Paper Modifications and/or Access Arrangements for a learner, the user is required to provide an email address for the contact they want to receive all communications relating to the request. This is so we can complete ad-hoc sampling inspections of supporting evidence of need and so that we can keep you updated with regards to the processing and dispatch of any modified papers.

Please Note: Any Access Arrangements or Paper Modification requests declared at the point of registration will be recorded against your learner. This enables us to send you modified papers for any upcoming paper-based assessments without you needing to notify us each time an external assessment booking is made. It also means that any Access Arrangements and Paper Modifications will appear on your external assessment paperwork for paper-based assessments.

Once you have entered your learners details, Proceed to 'Register Learners Using Key In or CSV file' and either manually via the key in method or via the upload CSV file, you must click '**Next**' to proceed.

You'll then see the below '**Centre Information**' screen. You must add the address where the assessment(s) will take place in the '**Assessment Location**' field (this is a free text box). If this is the same as the delivery address you can click to confirm, to avoid having to re-enter the address.

The '**Contact name**' and '**Email address**' fields will auto populate according to your Portal login details. You can also input your own reference number or purchase order information in the available fields (if required).

Centre information

Select the address you want to use against the batch *

(Main Address) Test Q6, Quorum Business Park, Benton Lane

Contact name *

TQ User Guidej

Your email address *

customersupport@ncfe.org.uk

Telephone STD/Number

Fax STD/Number

Your reference number

Purchase order number

Back Finish

Once all details are completed on this screen, click '**Finish**' to complete the registration.

Upon completing the registration process, you will see a confirmation message as shown below. This confirmation message will display the batch number the learners have been registered to. The batch number is unique to this group of learners and can be used in other areas of the Portal when searching for learners, booking external assessments, and viewing results.

This page will also display any paperwork associated with this batch of learners including:

- External Assessment Confirmation Reports
- External Assessment Invigilators Register (paper-based assessments only)
- Order and Order Summary reports

You may wish to print or download copies of these for your records. Alternatively, you can access them at a later date using the '**Search**' tab.

Learner registration complete

Thank you, we've received your learner registrations your status is: **Registered**

Your learners are registered on batch number: **805674792**

Please download the paperwork you need, these can be accessed when ever you need them via the search screens.

Invoices will be sent to your Finance team for payment.

If you need to notify us of any new or update us on any existing Access Arrangements / Paper Modifications for your learners, you can do this via the ['Manage Learners'](#) section within the 'My Learners' screen. These records must be kept up to date at all times and accurately reflect the needs of your learners, wherever applicable.

- [Order ORD001520066](#)
- [Order Summary](#)
- [Learner Status - Unit Progress](#)
- [Learner Status Report \(Graded\)](#)
- [External Assessment Booking Confirmation Report TQ - Core ESP \(AT\)](#)
- [External Assessment Invigilators Register TQ - Core ESP \(AT\)](#)
- [External Assessment Invigilators Register TQ - Core 1B \(Paper Based\)](#)
- [External Assessment Booking Confirmation Report TQ - Core 1B \(Paper Based\)](#)
- [External Assessment Booking Confirmation Report TQ - Core 1A \(Paper Based\)](#)
- [External Assessment Invigilators Register TQ - Core 1A \(Paper Based\)](#)

Q&A and Livechat

My Learners

Manage Learners

You can manage your learner registrations by selecting **'My Learners'** from the Portal menu and clicking the **'Manage Learners'** option.

This screen allows you to search for your learners, before being able to edit their details or cancel a learner's registration.

Please Note: The option to withdraw and transfer learner registrations to a different product is disabled on this screen for T Level qualifications. Please follow the cancellation process.

My learners

You can use the active fields to search for your learners. Once you have found your data set you can click on the column headers to order the information the way you'd prefer, or select the VTQ slider and click search to search for learners on these qualifications.

You'll be able to edit learner details here as well as completing cancellations, transfers, top ups and withdrawing your learners. Information on Fees and Pricing can be found on the website.

Show only valid VTQ learners

<input type="checkbox"/> Batch	Forename	Surname	DOB	NCFE learner number	Centre learner number	ULN	Product code	Product name	Current learner status	Planned end date	Registration date	Edit
<input type="checkbox"/> 805737748	Forename	Surname	dd/mm/yyyy	Learner No.		ULN	Product code		Learner Status			Search
<input type="checkbox"/> 805737748	XOBRIEN	XO'BRIEN	26/11/1991	106721211		1234567899	603/5829/4	T Level Technical Qualification in Education and Early Years (Level 3) (delivered by NCFE)	Registered		16/11/2022	Edit

First < Previous 1 Next > Last

Your search returned 1 learner(s). Displaying page 1 of 1

Cancel learners Withdraw learners Transfer learners Top up learners Unwithdraw learners

Choose file No file chosen Upload Learners Download Learners

Our live chat servi...

Withdrawn Learners

You can withdraw a learner registration by selecting 'My Learners' from the Portal menu and clicking the 'Manage Learners' option.

After searching for the learner(s) you wish to cancel, tick the box to the left of the learner(s) name and click the button to 'withdraw learners'.

Once a learner registration is withdrawn, this can be unwithdrawn if necessary.

Show only valid VTQ learners

One learner has been withdrawn successfully

<input checked="" type="checkbox"/> Batch	Forename	Surname	DOB	NCFE learner number	Centre learner number	ULN	Product code	Product name	Current learner status	Planned end date	Registration date	Edit
<input type="text" value="Batch"/>	<input type="text" value="DSDS"/>	<input type="text" value="DSAD"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="Learner No."/>	<input type="text"/>	<input type="text" value="ULN"/>	<input type="text" value="Product code"/>	<input type="text"/>	<input type="text" value="Learner Status"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>
<input checked="" type="checkbox"/> 805820088	DSDSA	DSAD	09/10/2001	107156191		8916375249	603/5829/4	T Level Technical Qualification in Education and Early Years (Level 3) (delivered by NCFE)	Withdrawn	10/10/2024	28/08/2024	<input type="button" value="Edit"/>

First < Previous 1 Next > Last

Your search returned 1 learner(s). Displaying page 1 of 1

Cancel learners Withdraw learners Transfer learners **Top up learners** Unwithdraw learners

Choose file No file chosen Upload Learners Download Learners

Cancel Learners

You can cancel a learner registration by selecting '**My Learners**' from the Portal menu and clicking the '**Manage Learners**' option.

After searching for the learner(s) you wish to cancel, tick the box to the left of the learner(s) name and click the button to '**Cancel learners**'.

Once a learner registration is cancelled, this action cannot be undone. The learner registration fee for a T Level qualification will be refunded in full if the cancellation is processed between 01 September and 31 January each calendar year. Any registrations cancelled outside of this period will not be refunded.

Show only valid VTQ learners

One learner has been cancelled successfully

<input checked="" type="checkbox"/> Batch	Forename	Surname	DOB	NCFE learner number	Centre learner number	ULN	Product code	Product name	Current learner status	Planned end date	Registration date	Edit
<input type="text" value="Batch"/>	<input type="text" value="DSDS"/>	<input type="text" value="DSAD"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="Learner No."/>	<input type="text"/>	<input type="text" value="ULN"/>	<input type="text" value="Product code"/>	<input type="text"/>	<input type="text" value="Learner Status"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>
<input checked="" type="checkbox"/> 805820088	DSDSA	DSAD	09/10/2001	107156191		8916375249	603/5829/4	T Level Technical Qualification in Education and Early Years (Level 3) (delivered by NCFE)	Cancelled	10/10/2024	28/08/2024	<input type="button" value="Edit"/>

Your search returned 1 learner(s). Displaying page 1 of 1

No file chosen

Edit Learners

You can edit learner registrations by selecting **'My Learners'** from the Portal menu and clicking the **'Manage Learners'** option.

After searching for the learner(s) you wish to edit, tick the box to the left of the learner(s) name and click the button to **'Edit'** to amend learner details.

Within this screen you can edit forename, middle names, surname, gender, date of birth and centre learner number. You can also add, edit or remove Access Arrangements and Paper Modifications for a learner.

The screenshot shows a web form titled "Edit learner" with a close button (X) in the top right corner. The form is organized into several sections:

- Personal Details:** Forename (text input: "DSD"), Middle names (text input: "2323"), Surname (text input: "32323").
- Gender:** A dropdown menu currently set to "Unknown".
- DOB:** A date input field showing "22/11/1999" with a calendar icon.
- Centre learner number:** A text input field containing "323233".
- Postcode:** An empty text input field.
- Learner Start Date:** A date input field showing "22/11/2023" with a calendar icon.
- Planned End Date:** A date input field showing "22/11/2024" with a calendar icon.
- Country:** A dropdown menu set to "United Kingdom".
- Certificate language:** A dropdown menu set to "-".
- Exam paper language:** A dropdown menu set to "-".

Below these fields are two sections of checkboxes:

- Access Arrangements:** Includes checkboxes for "Extra Time: up to 25%", "Extra Time: up to 50%", "Extra Time: over 50%", "Reader", "Computer Reader", "Scribe", "Speech Recognition Technology", "Practical Assistant", and "Language Modifier". A "Deselect All Access Arrangements" button is located below these options.
- Paper Modifications:** Includes checkboxes for "Enlarged Paper", "Coloured Paper", "Non-interactive (PDF) question paper", "Braille Paper and Tactile Diagrams", and "Modified Language Paper". A "Deselect All Paper Modifications" button is located below these options.

At the bottom of the form are two buttons: "Save Changes" and "Cancel Changes".

Manage ULNs

You can manage your learner ULNs by selecting 'My Learners' from the Portal menu and clicking the 'Manage ULN' option.

You can search for your learners on this screen using product code, batch number, forename, surname and/or date range.

Please Note: Only the Portal LRS admin user at your centre can access the Learner Records Service (LRS) screen to update a learner's ULN.

Learner Records Service (LRS)

You can update your learners with a Unique Learner Number (ULN) here, please do this as soon as possible.

Here's an explanation of why the following colours may appear:

- ULN format is incorrect
- Record has not been saved
- Record has been saved

Product Code: Batch No: Forename: Surname: Date range: to

<<First <Prev 1 Next> Last>> Page size: 100

Save All	Cancel A	Forename	Surname	ULN	Product	Session	Batch No.	Gender	DOB
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	TQ	Portal User1	<input type="text"/>	603/6989/9	2021/2022	805626137	Male	06/05/1987

You can amend a learner's ULN by overwriting the existing ULN before clicking to 'Save' on each row individually or by selecting 'Save All'. If you try and save a ULN in an incorrect format (i.e. less than 10 digits or starting with a 0) the ULN field will turn red.

Save All	Cancel A	Forename	Surname	ULN	Product	Session	Batch No.	Gender	DOB
Save	Cancel	TEST	LEARNER ONE	8787	601/4000/8	2018/2019	805346262	Male	10/10/1990
Save	Cancel	TEST	LEARNER ONE		501/2324/5	2018/2019	805346260	Male	10/10/1990
Save	Cancel	TEST	LEARNER THREE		501/1660/5	2018/2019	805346258	Male	10/10/1990

When a ULN is entered in the correct format, the row will turn green when saved. We will then send the updated ULN to LRS to be verified.

Save All	Cancel A	Forename	Surname	ULN	Product	Session	Batch No.	Gender	DOB
Saved		TEST	LEARNER ONE	1234567899	601/4000/8	2018/2019	805346262	Male	10/10/1990
Save	Cancel	TEST	LEARNER ONE		501/2324/5	2018/2019	805346260	Male	10/10/1990
Save	Cancel	TEST	LEARNER THREE		501/1660/5	2018/2019	805346258	Male	10/10/1990

Please remember to check if you have any invalid ULNs so these can be corrected at the earliest opportunity.

Bookings

Booking Your Learners for External Assessments

You can create new learner bookings by selecting '**Bookings**' from the Portal menu and clicking the '**Book External Assessment**' option.

You can search for your learners to create new bookings using batch, forename, surname, product code, DOB, NCFE learner number and product name. Only learners that are registered on a product with external assessment components will be displayed.

From this screen you can book learners for an Occupational Specialism assessment series post-registration or book any learner resits for the Core and Occupational Specialism assessments.

External assessment bookings

You can search, create and view bookings for external assessments.
Information on fees and pricing can be found on our website.

Assessments (external and moderation)Controlled assessments

Batch	Forename	Surname	DOB	NCFE learner number	Product code	Product name	Session
<input type="checkbox"/> 805624309	<input type="text" value="Forename"/>	<input type="text" value="Surname"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Product code"/>	<input type="text" value="Product name"/>	<input type="text"/>
<input type="checkbox"/> 805624309	ADAM	TEST	10/10/1990	106020824	603/5829/4	T Level Technical Qualification in Education and Early Years (Level 3) (delivered by NCFE)	2021/2022

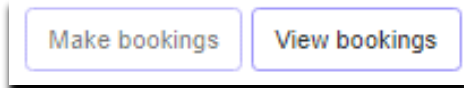
First< Previous1 ▾Next >Last

Your search returned 1 learner. Displaying page 1 of 1

Make bookingsView bookings

After searching for your learner(s) you can then click to select the learners you wish to create new or view existing bookings for. When searching for a batch of learners, you have the option to select all learners on the page, or all on the batch.

Once you've selected your learners, you will have the option to '**Make bookings**' or '**View bookings**'.



To make a booking after selecting your learners, click '**Make bookings**' and you will see the '**Booking details**' screen.

Booking details

You have selected to book the following assessment(s). Please enter the assessment details below.

New booking: T Level Technical Qualification in Science (Level 3) (delivered by NCFE)

Product code	Product name	Centre contact
603/6989/9	T Level Technical Qualification in Science (Level 3) (delivered by NCFE)	

Batch	Forename	Surname	NCFE Learner Number	ULN	Exam paper language
805627206	TQ	PORTAL GUIDE	106018309	1234567899	English <input type="button" value="v"/>

Select assessment series

Science: Occupational Specialism Summer 2023 Series - Laboratory Science

Enter assessment details

When making a Core or Occupational Specialism assessment booking, you must select the chosen assessment series from the list of options available. Several different options will appear covering the various series, modes and specialism options that are available.

Select assessment series

Science: Occupational Specialism Summer 2023 Series - Laboratory Science

Choose assessment series

- Science: Core Summer 2022 Series - Food Science (Paper Based)
- Science: Core Summer 2022 Series - Food Science (Online)
- Science: Core Summer 2022 Series - Laboratory Science (Paper Based)
- Science: Core Summer 2022 Series - Laboratory Science (Online)
- Science: Core Summer 2022 Series - Metrology Science (Paper Based)
- Science: Core Summer 2022 Series - Metrology Science (Online)
- Science: Core Autumn 2022 Series - Food Science (Paper Based)
- Science: Core Autumn 2022 Series - Food Science (Online)
- Science: Core Autumn 2022 Series - Laboratory Science (Paper Based)
- Science: Core Autumn 2022 Series - Laboratory Science (Online)
- Science: Core Autumn 2022 Series - Metrology Science (Paper Based)
- Science: Core Autumn 2022 Series - Metrology Science (Online)
- Science: Occupational Specialism Summer 2023 Series - Food Science
- Science: Occupational Specialism Summer 2023 Series - Laboratory Science**
- Science: Occupational Specialism Summer 2023 Series - Metrology Science
- Science: Core Summer 2023 Series - Food Science (Paper Based)
- Science: Core Summer 2023 Series - Food Science (Online)
- Science: Core Summer 2023 Series - Laboratory Science (Paper Based)
- Science: Core Summer 2023 Series - Laboratory Science (Online)

When booking for paper-based assessments, you will be required to confirm the delivery address, where you would like the assessment paper(s) delivering to. You will also need to complete the assessment location details. This is a free text field, but you can also select it to be the same as the delivery address if appropriate.

Select assessment series

Science: Occupational Specialism Summer 2023 Series - Laboratory Science

Enter assessment details

Occupational Specialism A1 (LAB) **Occupational Specialism A2 (LAB)** Occupational Specialism A3 (LAB)

Select assessment window

31 March 2023 - 19 May 2023 - Assignment 1 (Laboratory Science)

Select delivery address

(Main Address) Test Q6, Quorum Business Park, Benton Lane, NEWCASTLE UPON TYNE, Tyne and Wear, NE12 8BT

Select assessment location (if different to delivery address)

Test Q6, Quorum Business Park, Benton Lane, NEWCASTLE UPON TYNE, Tyne and Wear, NE12 8BT

Same as delivery address

Purchase order number

Enter purchase order number

After clicking to '**Book entries**' you will see the '**Confirm entry details**' screen appear. If you need to change anything, you can click to '**Edit entries**' and you will return to the previous '**Bookings details**' screen. Otherwise, once all learner details are correct click '**Book entries**' to complete the booking.

Confirm entry details

You are about to book the following assessments. Please check the assessment details before confirming.

Assessments information:

Product Code	Product Name	Assessment Component	Assessment Window	Location	Delivery Address
603/6989/9	T Level Technical Qualification in Science (Level 3) (delivered by NCFE)	Occupational Specialism A1 (LAB)	31 March 2023 - 19 May 2023 - Assignment 1 (Laboratory Science)	Test Q6, Quorum Business Park, Benton Lane, NEWCASTLE UPON TYNE, Tyne and Wear, NE12 8BT	Test Q6, Quorum Business Park, Benton Lane, NEWCASTLE UPON TYNE, Tyne and Wear, NE12 8BT

Purchase Order Number:

Batch	Forename	Surname	NCFE Learner Number	ULN	Exam paper language
805627204	TQ	USER-GUIDE	106018307	1234567899	English

Upon completing the booking, you will see a confirmation message as shown below. All assessment paperwork such as the Booking Confirmation Report and Invigilator Registers (paper-based assessments only) will be available from this screen.

Entries for Assessment Complete

Thank you, your learner(s) have been entered for the assessment.

Please note: where the booking relates to a cancelled assessment in the 2020/21 session, and made on a representative Summer 2021 awarding window, no papers will be dispatched, and no assessment paperwork is required

External assessment papers will be dispatched at least **3 working days** before the assessment date/start of assessment window.

Please download the report(s) below including your order confirmation. An invoice will be sent to your Finance team for payment (if applicable).

- **805627204**
 - [Order Summary](#)
 - Occupational Specialism A1 (LAB)**
 - [External Assessment Booking Confirmation Report TQ - Occupational Specialism A1 \(LAB\)](#)
 - [External Assessment Invigilators Register TQ - Occupational Specialism A1 \(LAB\)](#)
 - Occupational Specialism A2 (LAB)**
 - [External Assessment Booking Confirmation Report TQ - Occupational Specialism A2 \(LAB\)](#)
 - Occupational Specialism A3 (LAB)**
 - [External Assessment Booking Confirmation Report TQ - Occupational Specialism A3 \(LAB\)](#)
 - [External Assessment Invigilators Register TQ - Occupational Specialism A3 \(LAB\)](#)

If you need to notify us of any new or update us on any existing **Access Arrangements / Reasonable Adjustments** for your learners, you can do this via the 'Manage Learners' section within the 'My Learners' screen. These records must be kept up to date at all times and accurately reflect the needs of your learners, wherever applicable.

[Leave your feedback here](#)

[Enter more learners](#)

View Existing Bookings

You can view existing learner bookings by selecting '**Bookings**' from the Portal menu and clicking the '**View Assessment**' option.

You can search for your learners to view existing bookings using batch, forename, surname, product code and product name. Only learners that are registered on a product with external assessment components will be displayed.

After searching for your learner(s) you can then click to select the learners you wish to create new or view existing bookings for. When searching for a batch of learners, you have the option to select all learners on the page, or all on the batch.

Once you've selected your learners, you will have the option to '**View bookings**'.

View assessment bookings (external and moderation)

On this screen you can search for your bookings made for external assessments.

Assessments (external and moderation) Controlled assessments

Batch	Forename	Surname	DOB	NCFE learner number	ULN	Product code	Product name	Session	
<input type="checkbox"/>	805624309	Forename	Surname	DOB	Learner No.	ULN	Product code	Product name	<input type="button" value="Search"/>
<input type="checkbox"/>	805624309	ADAM	TEST	10/10/1990	106020824	1234567899	603/5829/4	T Level Technical Qualification in Education and Early Years (Level 3) (delivered by NCFE)	2021/2022

First < Previous 1 Next > Last

Your search returned 1 learner. Displaying page 1 of 1

To view existing bookings after selecting your learners, click '**View bookings**' and you will see the '**View existing bookings**' screen. The assessment series that your learner(s) is booked on will be displayed. Click the assessment series you wish to view the booking information for to display on screen.

This screen displays information relating to the booking including the current '**Booking status**', e.g. Active, Cancelled, Transferred, Pending Result or Result Issued.

To see more details on an individual assessment within the series, click the assessment and more information appears. You can also access and download copies of the assessment paperwork such as the Booking Confirmation Reports and Invigilator Register (paper-based assessments only).

T Level Technical Qualification in Science (Level 3) (delivered by NCFE) - Science: Occupational Specialism Summer 2023 Series - Laboratory Science

Product code	Product name	Centre contact
603/6989/9	T Level Technical Qualification in Science (Level 3) (delivered by NCFE)	Ryan Turner ryanturner@ncfe.org.uk

Batch	Forename	Surname	NCFE Learner Number	ULN	Exam paper language	Booking status
805627204	TQ	USER-GUIDE	106018307	1234567899	English	Active

First < Previous 1 Next > Last

Science: Occupational Specialism Summer 2023 Series - Laboratory Science

Occupational Specialism A1 (LAB)
[Show Details](#)

Occupational Specialism A2 (LAB)
[Show Details](#)

Occupational Specialism A3 (LAB)
[Show Details](#)

Reports

- [Order Summary](#)
- [External Assessment Booking Confirmation Report TQ - Occupational Specialism A1 \(LAB\)](#)
- [External Assessment Invigilators Register TQ - Occupational Specialism A1 \(LAB\)](#)
- [External Assessment Booking Confirmation Report TQ - Occupational Specialism A2 \(LAB\)](#)
- [External Assessment Booking Confirmation Report TQ - Occupational Specialism A3 \(LAB\)](#)
- [External Assessment Invigilators Register TQ - Occupational Specialism A3 \(LAB\)](#)

[Transfer Booking](#) [Cancel booking](#)

Download Assessment Materials

Assessment materials will be made available within the Portal either in line with the published dates within the Key Date Schedule (T Levels) or as detailed in the Qualification Specific instructions for Delivery (QSID) and NEA regulations for V Certs and CACHE qualifications.

To download assessment materials go to the bookings menu and select View assessments, you can search for your learners by using batch, forename, surname, product code and product name. Then click **'view bookings'**.

The screenshot shows a web interface for viewing assessments. At the top, there are two tabs: 'Assessments (external and moderation)' (active) and 'Controlled assessments'. Below the tabs is a table with columns: Batch, Forename, Surname, DOB, NCFE learner number, Product code, Product name, and Session. There are search filters for each column: 'Deselect all', '805726262', 'Forename', 'Surname', 'DOB', 'NCFE learner number', 'Product code', 'Product name', and a 'Search' button. Two rows are displayed, both with a checked checkbox in the first column. The first row has values: 805726262, TEST, ONE, 01/01/1975, 106617023, 603/7066/X, T Level Technical Qualification in Health (Level 3) (delivered by NCFE), 2022/2023. The second row has values: 805726262, TESTER, TWO, 01/01/1970, 106617024, 603/7066/X, T Level Technical Qualification in Health (Level 3) (delivered by NCFE), 2022/2023. At the bottom left, there are navigation buttons: 'First', '< Previous', '1', 'Next >', and 'Last'. At the bottom right, there is a status message: 'Your search returned 2 learners. Displaying page 1 of 1. You've selected 2 learners.' and two buttons: 'Return to book external assessments' and 'View bookings' (with a mouse cursor pointing to it).

	Batch	Forename	Surname	DOB	NCFE learner number	Product code	Product name	Session
<input type="checkbox"/>	805726262	Forename	Surname			Product code	Product name	
<input checked="" type="checkbox"/>	805726262	TEST	ONE	01/01/1975	106617023	603/7066/X	T Level Technical Qualification in Health (Level 3) (delivered by NCFE)	2022/2023
<input checked="" type="checkbox"/>	805726262	TESTER	TWO	01/01/1970	106617024	603/7066/X	T Level Technical Qualification in Health (Level 3) (delivered by NCFE)	2022/2023

You will then be able to select the booking you want to download assessment materials for.

View existing bookings

You can see which learners have been booked for an external assessment below. If you need any help, please contact Customer Support.

T Level Technical Qualification in Health (Level 3) (delivered by NCFE) - Health: Core Summer 2023 Series - Dental Nursing (Online)

[T Level Technical Qualification in Health \(Level 3\) \(delivered by NCFE\) - Health: Occupational Specialism Summer 2023 Series - Supporting Healthcare \(Supporting the Midwifery Team\)](#)



Open the assessment you want to download materials for and **'click on the relevant links'**, these will be downloaded to your computer.

Occupational Specialism A2B (MID)

Assessment window

02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)

Delivery address

(Main Address) Test Q6, Quorum Business Park, Benton Lane, NEWCASTLE UPON TYNE, Tyne and Wear, NE12 8BT

Assessment location

Test Q6, Quorum Business Park, Benton Lane, NEWCASTLE UPON TYNE, Tyne and Wear, NE12 8BT

Assessment Materials

- [TEST.docx](#)
- [Test Excel.xlsx](#)
- [Test Word.docx](#)
- [Test PDF.pdf](#)
- [Testing Zip for TQ Upload.zip](#)


[Hide Details](#)

You will need to confirm you are authorised to access these materials by ticking the declaration.

Assessment Materials Declaration

I confirm that I understand I'm accessing live assessment materials, and that I'm a designated person, authorised by the Head of Centre to access these assessment materials.

I confirm that they will only be stored and shared in accordance with NCFE's Regulations for the Conduct of External Assessment.

 *NCFE take no responsibility for printing errors, and the subsequent impact this may have on learner achievement. Therefore, if printing please ensure appropriate checks are carried out, as no Special Consideration can be applied in such circumstances.*

[Return](#)

The pre-release and/or electronic assessment materials will no longer be accessible after the assessment window has closed, or the assessment date has passed.

Where centre staff are unable to access the Bookings section of the Portal, we would recommend contacting the centre's Portal Administrator in the first instance.

Digital Learner Evidence

External Assessment

To support centres with the submission of electronic evidence, all electronic evidence can now be uploaded via the Portal. The upload functionality will be available for two working days after the date of assessment/submission date.

Acceptable formats for digital evidence can be found in appendix 1 of the Qualification Specific Instructions for Delivery (QSID). Please be reminded that the maximum file sizes accepted by the NCFE portal is 2GB, where possible please try to keep file sizes below 1GB to reduce the time spent uploading evidence. To assist centres in recording video evidence in the best format and resolution for uploading we have produced a handy guide situated [here](#).

Centres are still required to return all external assessment paperwork including the Invigilators Register (IR) and other associated documentation to NCFE in line with the Regulations for the Conduct of External Assessment. It is the Centre's responsibility to ensure all that files produced by learners in response to the external assessment paper are uploaded for all learners and all files can be opened, are not corrupted, or password protected in any way.

Centres must ensure that a copy of all learner evidence is also stored securely, in line with the Regulations for the Conduct of External Assessment, at the Centre in case NCFE identifies any issues and evidence needs to be provided securely again. If your centre has physical copies of evidence submitted electronically this must be stored securely for 6 months and then destroyed. The physical evidence must only be accessed if requested by NCFE. For qualifications listed in Appendix 3 (List of NCFE Qualifications Requiring Electronic Learner Submission) we will no longer accept paper versions of the learner evidence and all evidence must be submitted digitally.

Moderation

To support centres with the submission of electronic evidence, all electronic evidence can now be uploaded via the Portal.

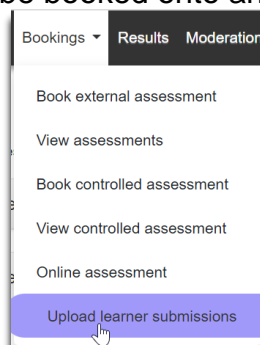
It is the Centre's responsibility to ensure **all** evidence required for learners selected for sampling is uploaded and all files can be opened, are not corrupted, or password protected in any way.

Centres must ensure that a copy of all learner evidence is also stored securely, in line with internal policies and procedures, at the Centre in case NCFE identifies any issues and evidence needs to be provided securely again. If your centre has physical copies of evidence submitted electronically this must be stored securely for 6 months and then destroyed. The physical evidence must only be accessed if requested by NCFE.

Learner evidence upload checklists will be available within assessment packs detailing exactly what evidence is required by NCFE. We highly recommend you use these when uploading learner evidence.

Submitting Digital Learner Evidence

To upload learner submissions for both types of evidence, select **'Upload learner submissions'** from the **'Bookings'** menu. Your learners must be booked onto an assessment in order to use this functionality.



You can find your learners by searching on batch, forename, surname, date of birth, NCFE learner number, ULN, product code, assessment window or assessment name.

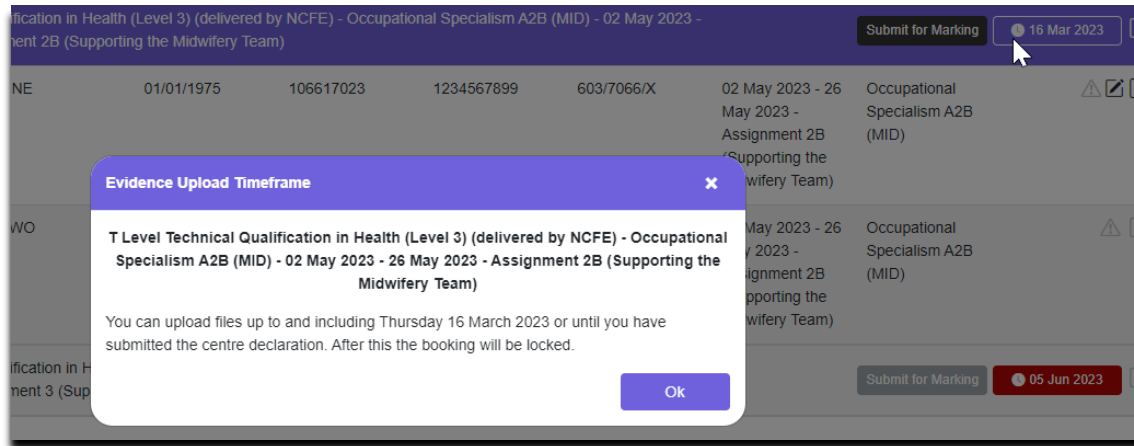
Upload learner submissions

You'll be able to upload supporting documents for learners in this area.

Please note for external assessments you must upload the Invigilator Register (IR) before you can submit any learner submissions.

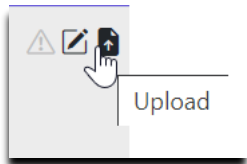
Batch	Forename	Surname	DOB	NCFE learner number	ULN	Product code	Assessment window	Assessment name	Options
805726262	<input type="text" value="Forename"/>	<input type="text" value="Surname"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="Learner No."/>	<input type="text" value="ULN"/>	<input type="text" value="Product code"/>	<input type="text" value="Assessment window"/>	<input type="text" value="Assessment name"/>	<input type="button" value="Search"/>
▼ 805726262	T Level Technical Qualification in Health (Level 3) (delivered by NCFE) - Occupational Specialism A2 (Core) - 17 April 2023 - 28 April 2023 - Assignment 2A (Supporting Healthcare - Core)						<input type="button" value="Submit for Marking"/>	<input type="button" value="10 Mar 2023"/>	<input type="checkbox"/>
▼ 805726262	T Level Technical Qualification in Health (Level 3) (delivered by NCFE) - Occupational Specialism A1 (MID) - 20 March 2023 - 31 March 2023 - Assignment 1 (Supporting the Midwifery Team)						<input type="button" value="Submit for Marking"/>	<input type="button" value="20 Mar 2023"/>	<input type="checkbox"/>
▼ 805726262	T Level Technical Qualification in Health (Level 3) (delivered by NCFE) - Occupational Specialism A2B (MID) - 02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)						<input type="button" value="Submit for Marking"/>	<input type="button" value="16 Mar 2023"/>	<input type="checkbox"/>

By clicking the date, you will be able to see how much time you have remaining to upload your learner evidence.

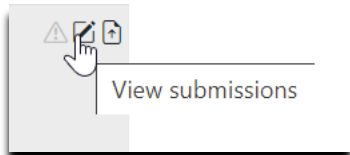


You can then select the assessment and expand the list of learner's, you will then be able to submit evidence for these learners.

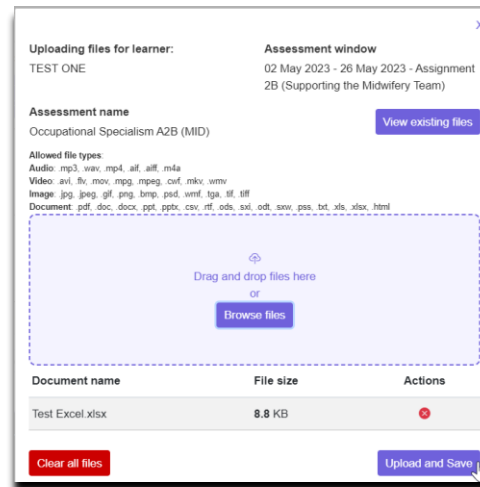
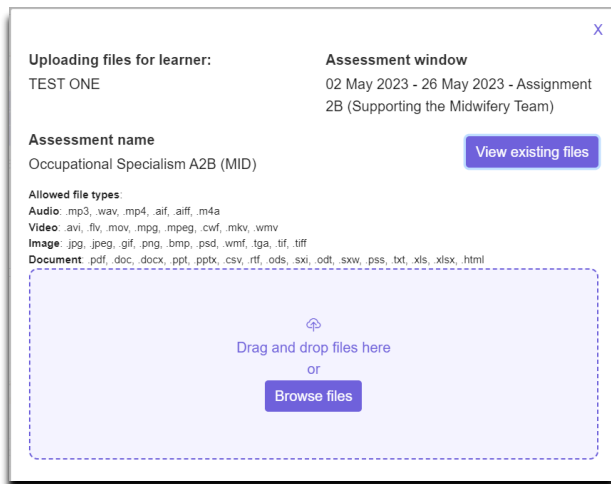
805726262 T Level Technical Qualification in Health (Level 3) (delivered by NCFE) - Occupational Specialism A2B (MID) - 02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)									
805726262	TEST	ONE	01/01/1975	106617023	1234567899	603/7066/X	02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)	Occupational Specialism A2B (MID)	⚠️ 📄 📁
805726262	TESTER	TWO	01/01/1970	106617024	1234567899	603/7066/X	02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)	Occupational Specialism A2B (MID)	⚠️ 📄 📁

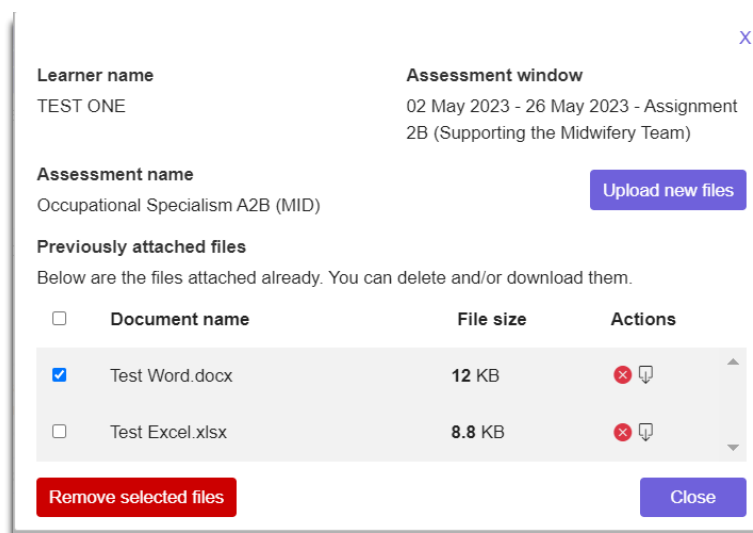
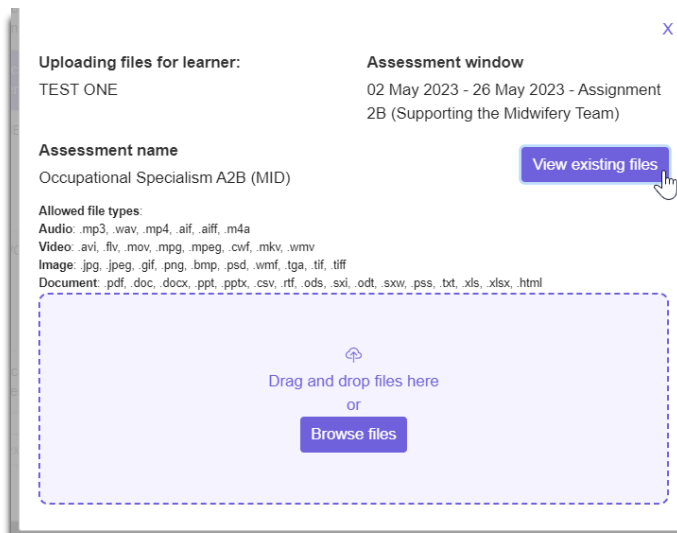


To upload evidence, select the upload icon from the right-hand side of the screen. You can then upload your files. You can also view existing files and delete any which are no longer needed.



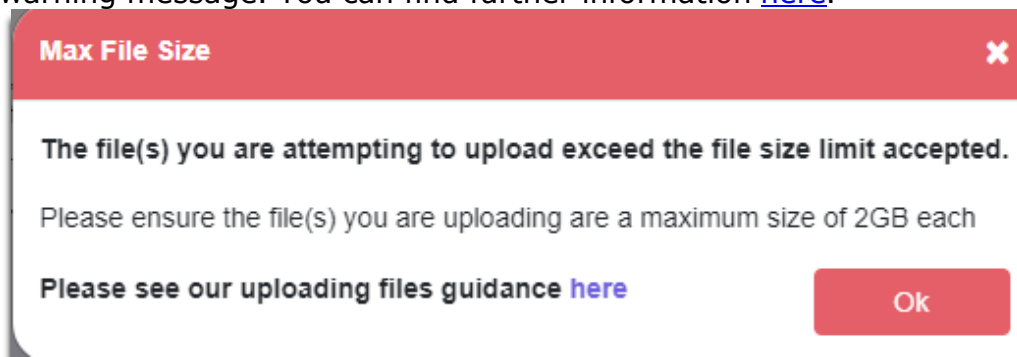
You can also view submissions and delete any which are no longer needed.



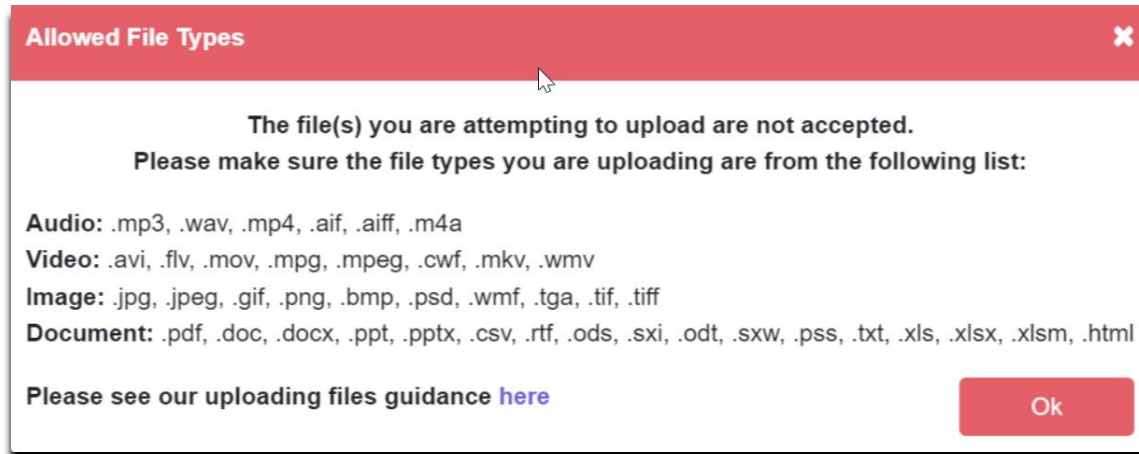


As above you can see the learner and assessment information to ensure you are uploading work against the correct learner. You can upload up to fifteen files at a time with an individual file size limit of 2GB; however, the larger the file the longer it will take to upload.

We suggest that where possible files are no bigger than 1GB. If you try to upload a file larger than 2GB you will receive a warning message. You can find further information [here](#).



If you try to upload a file type that we don't accept you will get the following message



Once You have selected the files that you wish to upload and hit the upload and save button you will see a progress bar next to the files, firstly highlighting the percentage of the document uploaded and then it will show as completed when the file has been fully uploaded.

Uploading files for learner: TEST ONE

Assessment window
04 November - 22 November 2024 - Core ESP (Early Years Educator)

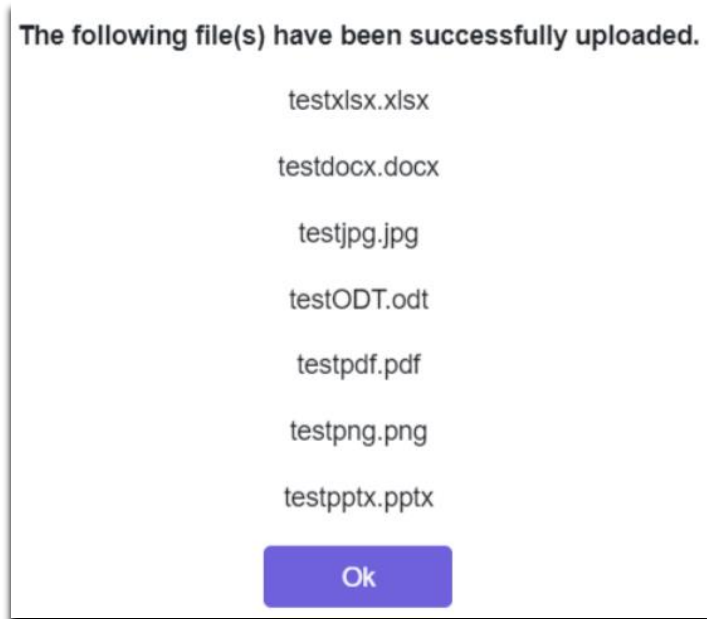
Assessment name
Core ESP (EYE) View existing files

Allowed file types:
Audio: .mp3, .wav, .mp4, .aif, .aiff, .m4a
Video: .avi, .flv, .mov, .mpg, .mpeg, .cwf, .mkv, .wmv
Image: .jpg, .jpeg, .gif, .png, .bmp, .psd, .wmf, .tga, .tif, .tiff
Document: .pdf, .doc, .docx, .ppt, .pptx, .csv, .rtf, .ods, .sxi, .odt, .sxw, .pss, .txt, .xls, .xlsx, .xslm, .html

Document name	File size	Progress
testxlsx.xlsx	8.6 KB	uploaded
testdocx.docx	11.8 KB	100%
testjpg.jpg	6.4 KB	100%
testODT.odt	4.4 KB	100%
testpdf.pdf	25 KB	100%
testpng.png	2.5 KB	100%
testpptx.pptx	32.9 KB	0%

Clear all files Cancel

Once the files have all finished uploading you will see the following confirmation pop up message on screen.



If any of the files fail to upload, they will show as an error in the progress bar.

Uploading files for learner:
TEST ONE

Assessment window
04 November - 22 November 2024 - Core
ESP (Early Years Educator)

Assessment name
Core ESP (EYE) [View existing files](#)

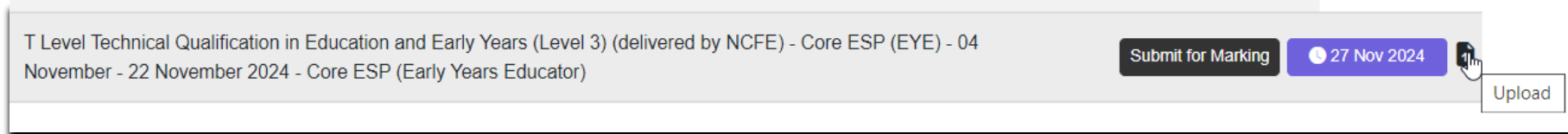
Allowed file types:
Audio: .mp3, .wav, .mp4, .aif, .aiff, .m4a
Video: .avi, .flv, .mov, .mpg, .mpeg, .cwf, .mkv, .wmv
Image: .jpg, .jpeg, .gif, .png, .bmp, .psd, .wmf, .tga, .tif, .tiff
Document: .pdf, .doc, .docx, .ppt, .pptx, .csv, .rtf, .ods, .sxi, .odt, .sxc, .pss, .txt, .xls, .xlsx, .xslm, .html

Document name	File size	Progress
1GB.doc	0.9 GB	<div style="width: 10px; height: 10px; background-color: #ccc; border: 1px solid #ccc; display: inline-block; text-align: center; vertical-align: middle;">error</div>

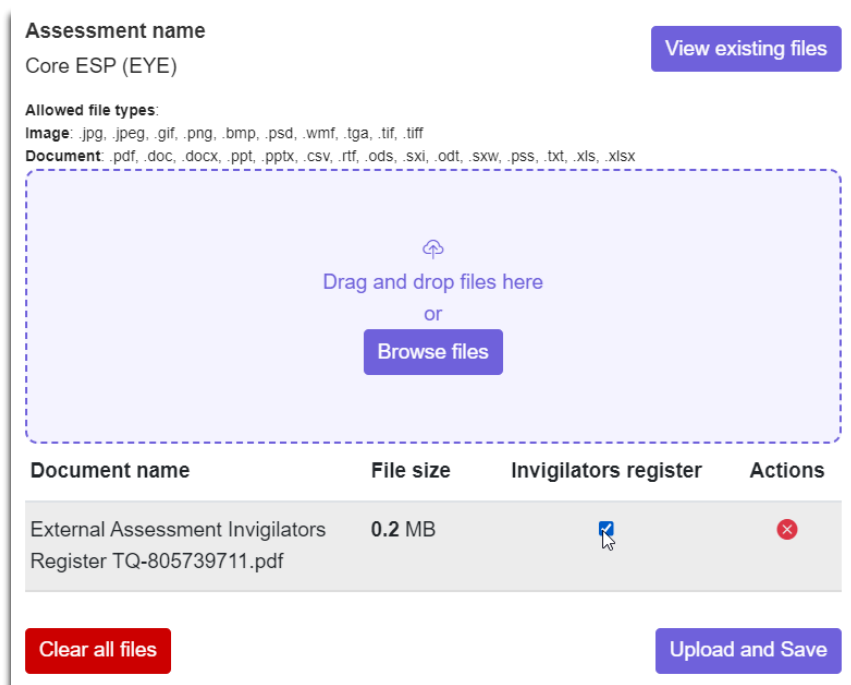
[Clear all files](#) [Close](#)

The reason for the error could be down to a poor internet connection so we would always advise centres to make multiple attempts to upload a file before contacting our Customer Service Team to tell us about a failed import.

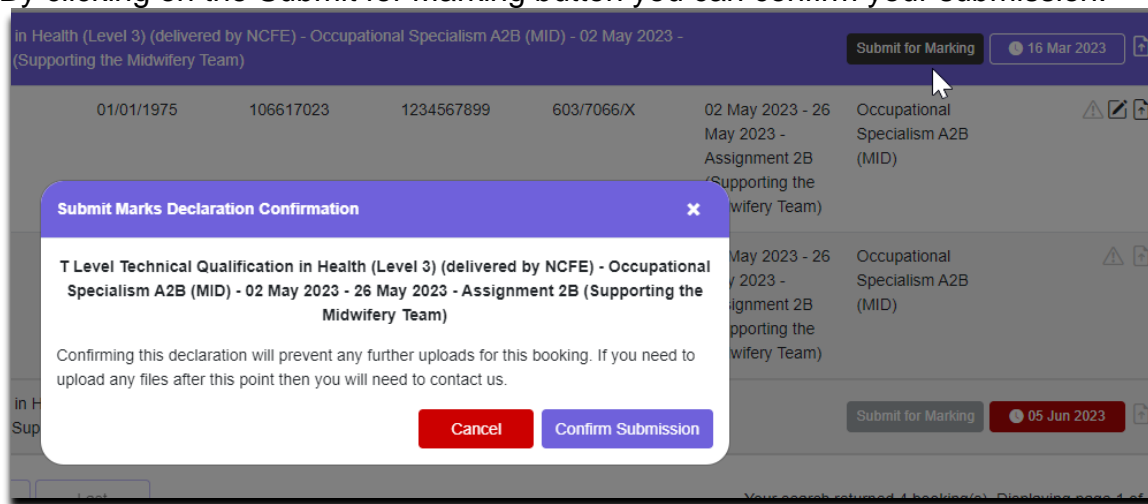
Before confirming your submission, you will also need to upload the invigilators register for the batch, to upload the invigilators register, click on the upload button on the far right of the batch information on the upload learner submission screen.



Then either select the invigilators register through the browse file option or drag and drop it. Once the invigilators register appears as a file to upload, tick the box stating that it is the IR and then hit the upload and save button.



By clicking on the Submit for Marking button you can confirm your submission.



Late/Very Late Bookings

You can make assessment bookings after the advertised bookings cut-off date for your chosen assessment series has passed. Bookings made after the bookings cut-off date has passed, but before the assessment series begins are known as late and very late bookings.

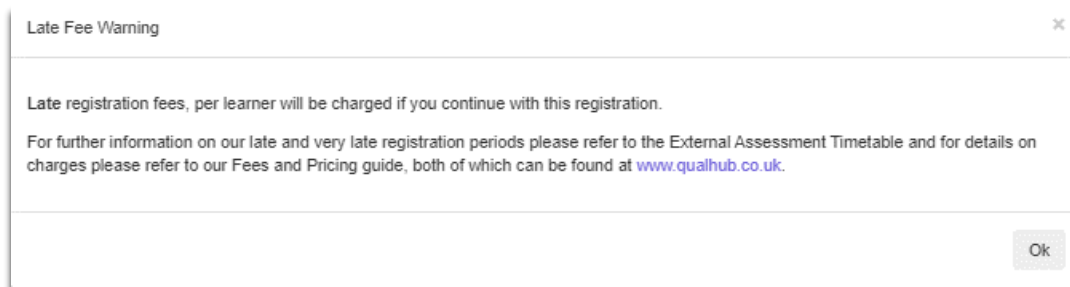
During the late booking period you can book as many learners as required (within 5 working days of bookings cut-off date having passed).

We will also accept up to a maximum of 50 learner bookings during our very late bookings period (within 6-10 working days of the bookings cut-off date having passed).

Once 10 working days or more have passed since the bookings cut-off date, we're unable to accept any further bookings to the chosen assessment/assessment series.

Please refer to our fees and pricing guide on our website for details on our late and very late booking fees.

To process a late or very late booking, follow the normal bookings process. When you select an assessment/assessment series which is within the 10 working days bookings cut-off period, the following message will be displayed:



If you click to '**Proceed with this window**', you can complete your late/very late booking and the appropriate fees will be charged to your account.

cancelling a Booking

You can cancel learner bookings by selecting '**Bookings**' from the Portal menu and clicking the '**Book External Assessment**' option.

You can search for the learner bookings you wish to cancel using batch, forename, surname, product code and product name. Only learners that are registered on a product with external assessment components will be displayed.

To cancel an existing booking after selecting your learners, click '**View bookings**' and you will see the '**View existing bookings**' screen. The assessment series that your learner(s) is booked on will be displayed. Click the assessment series booking you wish to cancel.

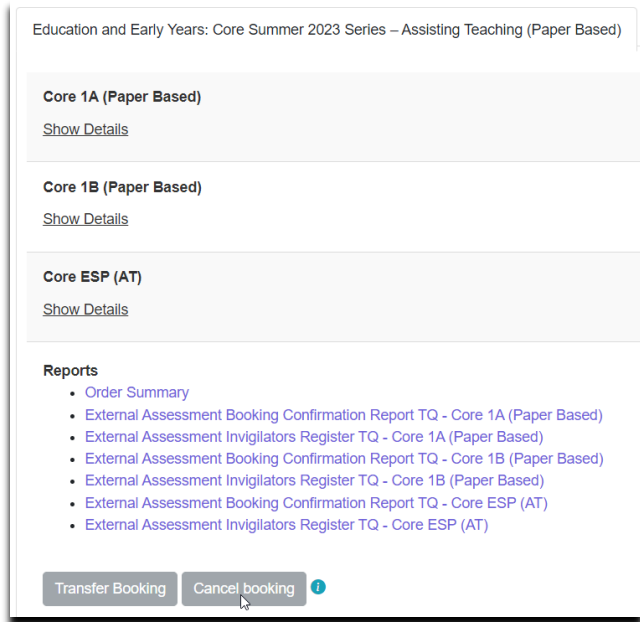
View existing bookings

You can see which learners have been booked for an external assessment below. If you need any help, please contact Customer Support.

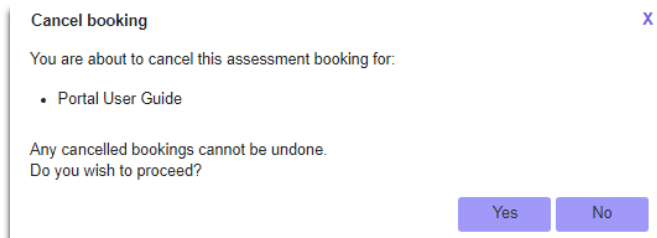
T Level Technical Qualification in Education and Early Years (Level 3) (delivered by NCFE) - Education and Early Years: Core Summer 2023 Series – Assisting Teaching (Paper Based)

Bookings are cancelled at the 'Assessment Series' level. For example, when cancelling a learner's Core assessment series booking, they will be cancelled for each of the Core assessments that make up that series; Core Papers A & B and Core Employer-set Project.

To cancel an existing booking click the '**Cancel booking**' as shown below:



A warning message will appear confirming that the action cannot be undone and asking if you wish to proceed. Click 'Yes' to proceed with cancelling the booking or '**No**' to return to the '**View existing bookings**' screen.



Please Note: After cancelling a learner booking it will still be displayed on the '**View existing bookings**' screen, however the status of the booking will show as '**Cancelled**'.

Transferring a Booking

You can transfer learner bookings by selecting '**Bookings**' from the Portal menu and clicking the '**Book External Assessment**' option.

You can search for the learner bookings you wish to transfer using batch, forename, surname, product code and product name. Only learners that are registered on a product with external assessment components will be displayed.

To transfer an existing booking after selecting your learners, click '**View bookings**' and you will see the '**View existing bookings**' screen. The assessment series that your learner(s) is booked on will be displayed. Click the assessment series booking you wish to transfer.

View existing bookings

You can see which learners have been booked for an external assessment below. If you need any help, please contact Customer Support.

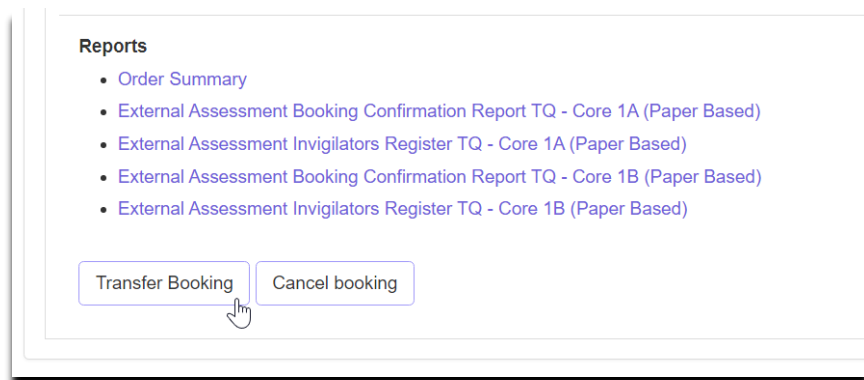
T Level Technical Qualification in Education and Early Years (Level 3) (delivered by NCFE) - Education and Early Years: Core Summer 2024 Series - Early Years Educator (Paper Based)

T Level Technical Qualification in Education and Early Years (Level 3) (delivered by NCFE) - Education and Early Years: Occupational Specialism Summer 2024 Series - Early Years Educator

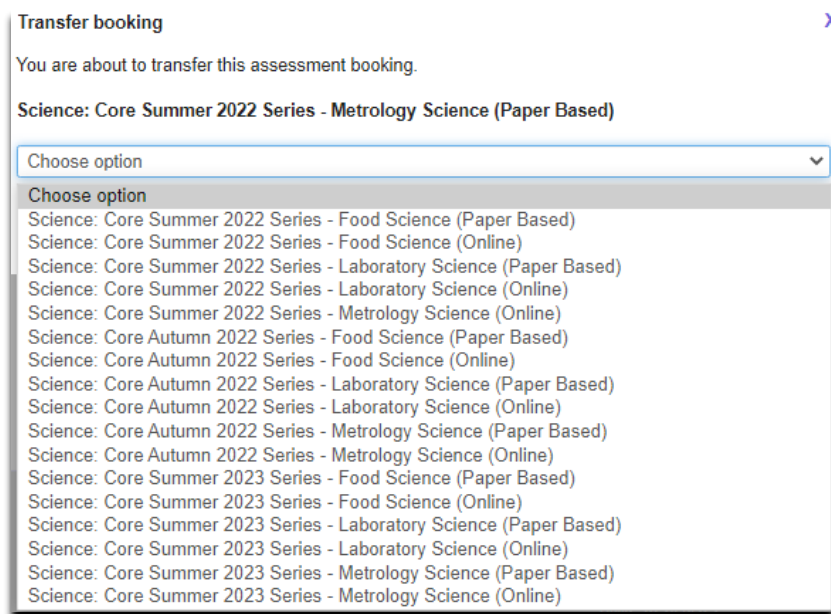
You may wish to transfer a learner's booking for a number of reasons including a change of series, a change of specialism or a change of assessment mode.

Bookings are transferred at the 'Assessment Series' level and can only be transferred to an Assessment Series of the same type e.g. from one Core Assessment Series to a different Core Assessment Series or from one Occupational Specialism Assessment Series to a different Occupational Specialism Assessment Series.

To transfer an existing booking click the '**Transfer booking**' as shown below:



You will then be required to select which alternative Assessment Series you would like to transfer the learner(s) to. You will be presented with all available options appropriate to the existing booking as shown below. Click to select the one you wish to transfer your learner(s) to.



Once you have clicked to proceed, you will be asked to confirm the delivery address (for paper-based bookings only) and assessment location before you complete the transfer. You will need to do this for each assessment component.

Click '**Confirm**' to proceed with transferring the learner bookings or '**Cancel**' to return to the '**View existing bookings**' screen.

Core ESP (LAB)

Select delivery address

(Main Address) Test Q6, Quorum Business Park, Benton Lane, NEWCASTLE UPON TYNE, Tyne & ⌵

Select assessment location (if different to delivery address)

Search by previous locations...

Same as delivery address

Edit Access Arrangements and Paper Modifications

You can view, add and amend learner Access Arrangements and Paper Modifications by selecting '**My Learners**' from the Portal menu and clicking the '**Manage Learners**' option.

After searching for the learner(s) you wish to view, add or amend Access Arrangements or Paper Modifications for, tick the box to the left of the learner(s) name and click the button to '**Edit**' to amend learner details.

The screenshot shows a web form titled "Edit learner" with a close button (X) in the top right corner. The form is organized into several sections:

- Personal Details:** Three text input fields for "Forename" (containing "PINK"), "Middle names", and "Surname" (containing "APPLE").
- Demographics:** A "Gender" dropdown menu (set to "Female"), a "DOB (dd/mm/yyyy)" text field (containing "01/01/1960"), a "Centre learner number" text field, and a "Postcode" text field.
- Language Settings:** A "Certificate language" dropdown menu (set to "-") and an "Exam paper language" dropdown menu (set to "English").
- Access Arrangements:** A list of checkboxes including "Extra Time: up to 25%", "Extra Time: up to 50%", "Extra Time: over 50%", "Reader", "Computer Reader", "Scribe", "Speech Recognition Technology", "Practical Assistant", and "Language Modifier". A "Deselect All Access Arrangements" button is located below this list.
- Paper Modifications:** A list of checkboxes including "Enlarged Paper", "Coloured Paper", "Non-interactive (PDF) question paper", "Braille Paper and Tactile Diagrams", and "Modified Language Paper". A "Deselect All Paper Modifications" button is located below this list.
- Actions:** "Save Changes" and "Cancel Changes" buttons at the bottom left.

Within this screen you can view, add or amend Access Arrangements and Paper Modifications for an individual learner. If an Access Arrangement or Paper Modification was added at the point of registration, this will be pre-

selected in this screen.

To add or amend Access Arrangements or Paper Modifications, select the appropriate options from the available list and then click to '**Save Changes**'. To select multiple options, mark the tick box beside each option that applies to your learner before clicking to save.

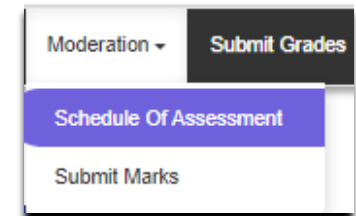
You can remove all currently selected Access Arrangements or Paper Modifications using the '**Deselect All Access Arrangements**' or '**Deselect All Paper Modifications**' buttons (where required).

Moderation

Schedule of Assessment

You can add and update your schedule of assessment for a learner by selecting '**Moderation**' from the Portal menu and clicking the '**Schedule of Assessment**' option.

Please Note: A Schedule of Assessment is only required for learners registered for the T Level Technical Qualification in Education and Early Years (Level 3) (delivered by NCFE), who are booked for the Early Years Educator and Assisting Teaching occupational specialisms. This is so that your Moderator knows when you are planning to assess your learners and so that the Moderator can plan their moderation visits and choose an appropriate sample.



You can search for the learner(s) you want to add or update a Schedule of Assessment for by entering a specific batch number, forename, surname or ULN.

After searching for the learner(s) you wish to add or amend the Schedule of Assessment for tick the box to the left of the learner(s) name and click the appropriate buttons either '**Add Schedule of Assessment**' or '**Update Schedule of Assessment**'.

Batch Number	Forename	Surname	DOB	Industry Placement	OS	ULN	Assessment Series	
<input type="checkbox"/>	<input type="text" value="805726229"/>	<input type="text" value="Forename"/>	<input type="text" value="Surname"/>			<input type="text" value="ULN"/>	<input type="text" value="All"/>	<input type="button" value="Search"/>
<input type="checkbox"/>	805726229	PINK	01/01/1960		Assisting Teaching	1234567899	Summer 2023	
<input type="checkbox"/>	805726229	RED	01/01/1970		Assisting Teaching	1234567899	Summer 2023	
<input type="checkbox"/>	805726229	GREEN	01/01/1965		Assisting Teaching	1234567899	Summer 2023	

First < Previous 1 ▾ Next > Last

Your search returned 3 learner(s). Displaying page 1 of 1

You will then be required to provide information relating to the learner's industry placement, including the name, address, and post code. You are also required to provide a '**Rank Order**' for each learner to ensure your Moderator can select an appropriate range of learners for their sample.

Add Schedule Of Assessment

You have selected to add the following learner(s) schedule of assessment. Please enter the schedule of assessment details below.

PINK APPLE DOB: 01/01/1960 ULN: 1234567899 OS: Assisting Teaching

Industry Placement Address

Placement Name *
Industry Placement name must be a minimum of 2 characters.

Address *

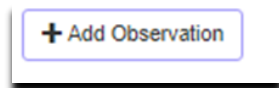
City or Town *

Postcode *

Learner's Ranking

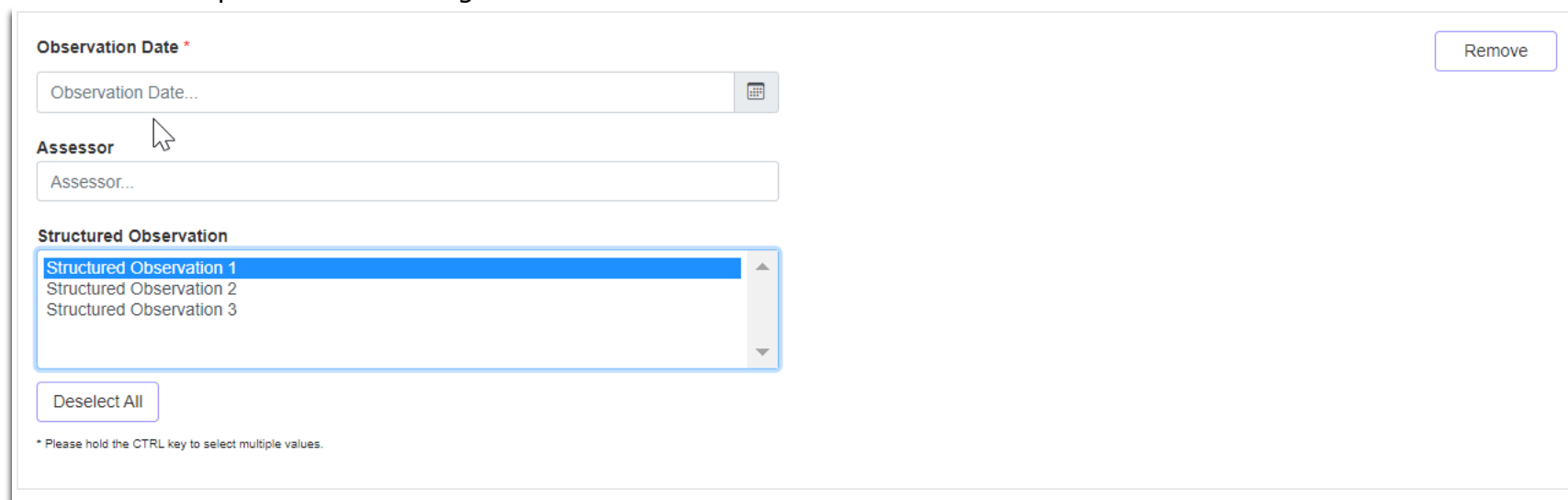
Rank Order

You can then select the button to '**Add Observation**' to add the details of what you will be assessing your learner on and when.



Within this screen you must confirm the date and time of the planned observation in the '**Observation Date**' field. You will be unable to save and submit a schedule of assessment without including this information.

You should also provide the assessor's name in the '**Assessor**' field and the Criteria to be covered and/or Structured Observations being assessed on the date and time provided. This can be entered at a later point if this information is not confirmed at the point of submitting a schedule of assessment.



The screenshot shows a web form for adding an observation record. It contains the following elements:

- Observation Date ***: A text input field with a calendar icon on the right. A "Remove" button is located to the right of this field.
- Assessor**: A text input field with a mouse cursor hovering over it.
- Structured Observation**: A list box containing three items: "Structured Observation 1", "Structured Observation 2", and "Structured Observation 3". The first item is selected and highlighted in blue.
- Deselect All**: A button located below the list box.
- * Please hold the CTRL key to select multiple values.

You can add additional observation records for the learner(s) by selecting the '**Add Observation**' button.

If you are entering an EYE Part 1 observation into the schedule of assessment, you should use only the 'Criteria to be covered' box, holding the 'ctrl' button to select multiple criteria. Please ensure all criteria you plan to observe during the EYE Part 1 observation is selected. You do not need to select anything from the Structured Observations options for EYE Part 1.

If you are entering an EYE Part 2 or AT observation into the schedule of assessment, you should use only the 'Structured Observation' box, holding the 'ctrl' button to select multiple SOs if they are taking place on the same day. You do not need to select any criteria in the criteria box for Structured Observations in Part 2.

You can also add further observations by clicking the 'add observation' button again if needed and entering the details for the next observation.

To submit the Schedule of Assessment you must tick to confirm the declaration, confirming you have read and agree to the requirements.

Once you are happy all details provided are correct you can submit the Schedule of Assessment by clicking the **'Confirm'** button.

Submit Marks

You can add marks for your chosen T Level qualification by selecting **'Moderation'** from the Portal menu and clicking the **'Submit Marks'** option.

You can search for the learners you want to submit marks for using batch, forename, surname, date of birth, ULN, assessment series and/or Component. Only learners that are registered on a T Level qualification, with an active booking against an Occupational Specialism assessment series will be displayed.

Submit Marks

Search for your learners by batch number, forename, surname, DOB, ULN and/or component to add/edit marks for each learner.

Batch	Forename	Surname	DOB	ULN	Product Code	Component	Assessment Series	
<input type="text" value="805798541"/>	<input type="text" value="Forename"/>	<input type="text" value="Surname"/>	<input type="text" value="Date of birth"/>	<input type="text" value="ULN"/>	<input type="text" value="Product Code"/>	<input type="text" value="Component name"/>	<input type="text" value="All"/>	<input type="button" value="Search"/>
<input type="checkbox"/>	805798541	TEST	NAME	01/01/1991	3642971589	603/7066/X	Supporting the Midwifery Team	Summer 2024 <input type="button" value="Add/Edit Marks"/>
<input type="checkbox"/>	805798541	TEST	ULN	02/02/1992	3642975819	603/7066/X	Supporting the Midwifery Team	Summer 2024 <input type="button" value="Add/Edit Marks"/>

First < Previous 1 Next > Last

Your search returned 2 learner(s). Displaying page 1 of 1

When you have found the learner, you want to submit marks for, click the **'Add/Edit Marks'** option. This will load a pop-up box for you to enter the marks.

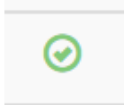
The **X** symbol will be displayed against any learner which does not have a complete set of marks saved.

You are required to enter a numeric mark for each assignment listed. Only marks within the accepted range for each assignment will be saved. You must check the marks entered for accuracy before ticking to confirming the declaration. Then click the **'Save'** option to save the marks you've entered.

Note: For TQ Education and Early Years, occupational specialism - Early Years Educator, there is an

additional Competency Assessment for which you are required to confirm whether the learner has ‘Achieved’ or ‘Not Yet Achieved’.

Once all marks, for all assignments (and grade for the Early Years Educator occupational specialism) are saved, a tick icon will be displayed against the learner, to confirm you’ve entered all marks for the learner.



Should you need to edit any learner marks you’ve previously saved, you can do so up until the final submission date as documented in the Key Dates Schedule on our website. Once the final submission date has passed this screen will be locked and no further changes can be made. In exceptional circumstances, NCFE may be able to re-activate this screen. An investigation will follow to identify why the error occurred.

Learner Marks

Learner: PORTAL GUIDE2

Early Years Educator
Assignment 2 Part 1: Competency Assessment

Did PORTAL GUIDE2 achieve competency assessment?

Achieved Not yet achieved

Early Years Educator
Assignment 2 Part 2: Structured Observations

S.O 1:
36 of 36

S.O 2:
24 of 24

S.O 3:
42 of 42

Total Marks
102 of 102

Declaration

Please check the marks entered are accurate. This screen will be locked at the end of the assessment window, once locked no further amendments can be made to this learner's marks.

By ticking this declaration, I am confirming that the marks entered are accurate and ready to be taken forward for moderation.

Results

Viewing Results




You can view your learner results by selecting '**Results**' from the Portal menu.

You can view all your learner results by selecting the '**Download learner results**' option. Alternatively, you can refine your search by entering a specific batch number, product code, forename, surname, date of birth and/or NCFE learner number.

Batch number	Product code	Forename	Surname	DOB (DD/MM/YYYY)	ULN	NCFE learner number
<input type="text" value="805790948"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>						<input type="button" value="Clear"/>

Batch	Product code	Product name	Forename	Surname	DOB	ULN	NCFE learner number	
805790948	603/5829/4	T Level Technical Qualification in Education and Early Years (Level 3) (delivered by NCFE)	TEST	LEARNER	01/01/1991	1427639859	107039117	<input type="button" value="v"/>
805790948	603/5829/4	T Level Technical Qualification in Education and Early Years (Level 3) (delivered by NCFE)	TEST	STUDENT	09/12/1991	1427683599	107039118	<input type="button" value="v"/>

You can then access learner results slips and other batch related reports by clicking anywhere on the row of data or clicking the drop-down arrow at the far right of the row.

Batch	Product code	Product name	Forename	Surname	DOB	ULN	NCFE learner number
805790948	603/5829/4	T Level Technical Qualification in Education and Early Years (Level 3) (delivered by NCFE)	TEST	LEARNER	01/01/1991	1427639859	107039117
Assessment series		Component	Result		Batch Reports		
Summer 2023		Core	Download result slip		Choose report... 		
		Occupational Specialism	Download result slip		Choose report... 		
805790948	603/5829/4	T Level Technical Qualification in Education and Early Years (Level 3) (delivered by NCFE)	TEST	STUDENT	Choose report... TQ OS - Results Confirmation Report TQ OS Student Results Slip For Batch		
805790948	603/5829/4	T Level Technical Qualification in Education and Early Years (Level 3) (delivered by NCFE)	LEARNER	TEST	Assisting Teaching Final Moderation Report 		

You can click the 'Download Result Slip' for your chosen learner. You'll be able to see clearly which is the Core or Occupational Specialism.

If you want to select other reports like all result slips for a batch or the **final moderation report**, you can now do this by using the batch reports dropdown.

Please note: Results are only available in the Portal on or after the advertised results release date for any given assessment.

Please refer to the Key Dates Schedule on our website for more information on assessment and results release dates.

Viewing Item level data

You can also view **T level item level data** in the results area. Just select the paper you need it for and download the data.

T Level Item Level Data

The below report can be used to access a breakdown of marks per task or question within a paper completed by your students. This can be accessed free of charge, and could be considered as an alternative to submitting an Access to Scripts request in some instances. To access, simply select the assessment and paper required.

Digital Business Services Autumn 2023 - Core 1B (Paper Based) P002243 ▼ [Download Item Level Data](#)

Certification

You don't need to claim your learner's certificate with NCFE. Certificates will be issued by the Department for Education (DfE) upon your learner completing the qualification, providing they meet the minimum required standard.

Please visit the Department for Education website for more information on learner achievement and certification for T Level qualifications.

Online Assessment - Introduction

The online administration site for NCFE Online Assessment, where you can invigilate and administer learner assessments is called Surpass.

The secure software that learners use to take assessments is called SecureClient. SecureClient should already be installed on the devices you're using to run the assessments.

If any you require any assistance, please contact NCFE Customer Support team using the details at the bottom of this page.

You should be set up on Surpass by a member of your centre who is the designated Administrator for the system. Once they've done this you can either log in to Surpass from the top of the NCFE website homepage under the '**Log in**' section or save the direct link to Surpass: <https://ncfe.surpass.com/>.

We recommend you use Chrome or Firefox as the web browser – Edge is not guaranteed to work in full with the software.

To log in, you will need your username which you'll have received through a notification email from noreply@surpass.com. You will also need to set a password up. If you need to reset your password for any reason, you can do this from the log in screen under the '**Can't access your account**' option.

If you've not received any of the above emails or details, it's likely that your Administrator hasn't set you up yet, therefore you'll need to contact them to do this.



Surpass[®]
The Assessment Platform

User Name:

Password:

Login

[Can't access your account?](#)

Home Screen

Once logged into Surpass you will see the home screen where NCFE will post information and updates about the system and online assessments. This is also where the learner software (SecureClient) is installed from; please see our Surpass Customer Manual – Installation for further guidance.

You will have a menu bar at the top of this home screen (dark grey). Depending on what role you have been set up with you will see several options on this bar.

The screenshot shows the Surpass Home Screen. At the top is a dark grey navigation bar with 'Surpass' logo, 'Home', 'Test Administration', and a user profile 'Rhunt'. Below the navigation bar is a blue banner with 'Welcome to Surpass!' and the tagline 'The market leading solution for creating and delivering summative onscreen assessments.' The main content area features two news items: 'Use of External Aids (AI, Grammar, Spelling) during online assessments - 24 November 2023' and 'New papers into the assessment bank - Key Dates - November 2023'. The second news item includes a table with assessment dates and result dates. At the bottom, there is a 'Deliver Test' button, a 'Help' button, and a 'Surpass Learning' button. The footer contains language options and version information.

Qualification	Delivery Mode	Assessment sat date (to and from)	Result Date
FS Maths & English	On screen and RI	20/05/2024 – 27/06/2024	04/07/2024
Digital FS	On screen and RI	01/11/2023 – 12/12/2023	19/12/2023
Digital FS	On screen and RI	13/12/2023 – 19/01/2024	26/01/2024

Home: You can return to the home screen at any time by clicking on the home button.

Test Administration: You can view your test schedule.

Set up: You can view learners and users in your centre.

Test Administration Screen - Schedule

This screen is only applicable to non-T Level assessments. All T Level assessments must be booked and viewed through the NCFE Portal (see Bookings section).

If you need to check any details of a T Level online assessment, please view this through the NCFE Portal or contact NCFE Customer Support.

Test Administration Screen – Invigilate

The Invigilation screen of Surpass allows you to access learner's keycodes, both onscreen and on printouts. It also allows you to monitor and control the progress of learners' assessments in real time.

T Level assessments will appear in the Invigilation screen 5 days (120 hours) before the scheduled date of the assessment

On the invigilation screen, the purpose of some headings are as follows:

- **Test Name** – refers to which paper the learner has been booked on
- **Duration** – the length of the actual assessment (if extra time has been added for the learner this will show here)
- **Start Date** – the first date the assessment can be sat on
- **End Date** – the last date the assessment can be sat on
- **Start time** – the earliest time the assessment can be started
- **End time** – the latest time the assessment can be started


Please Note: T Level online assessments should begin at the published start time, as documented in the Key Dates Schedule. However, as detailed in our Regulations for the Conduct of External Assessments, centres are permitted to begin assessments, 30 minutes prior to, or later than, the published start time of the assessment. For assessment variation requests beyond this 30 minute, please complete and submit an assessment variation request form, available on our website.

To allow time for any technical issues we have extended the start and end time on the Surpass system, but you must adhere to the advertised/agreed start time. The assessment will auto-void once the end time has passed. If you are unable to log into the assessment, please contact Customer Support immediately.

Keycodes and Reports

You'll be able to access your learners' unique keycodes from the 'Invigilate' screen. Each line on the screen relates to an individual learner's assessment.

You can provide a learner with their keycode directly from the screen or print an invigilation pack, which includes a keycode slip which can be issued to the learner.

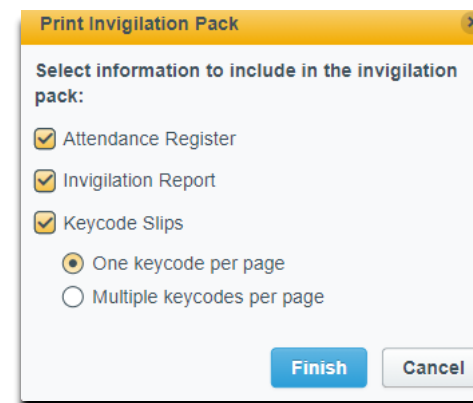
Surpass 											
Home Tasks Item Authoring Test Creation Test Administration Reporting Setup											
Schedule Invigilate Mark Paper Mark Moderate Results Re-mark Audit Candidate Review											
<input type="button" value="Reset Filters"/> <input type="checkbox"/> Downloaded to SecureClient											
<input type="checkbox"/>	State	PIN	Test Name	Keycode	Centre Name	Subject	Start Date	End Date	Start Time	End Time	
		<input type="text" value="Q"/>		<input type="text" value="Q"/>	<input type="text" value="Q ncf"/>		<input type="text" value="Q 06/12/2023"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>
<input type="checkbox"/>	✓		TQ Science Core Paper A	9RRHQ69	NCFE Test Centre	T Level Technical Qualificatio...	06/12/2023	12/12/2023	00:00:00	23:59:00	
<input type="checkbox"/>	✓		TQ Education and Early Years Cor...	FDLLGD69	NCFE Test Centre	T Level Technical Qualificatio...	06/12/2023	12/12/2023	00:00:00	23:59:00	
<input type="checkbox"/>	✓		TQ Education and Early Years Cor...	BYL4VJ69	NCFE Test Centre	T Level Technical Qualificatio...	06/12/2023	12/12/2023	00:00:00	23:59:00	
<input type="checkbox"/>	✓		TQ Healthcare Science Core Paper B	7Y7W9869	NCFE Test Centre	T Level Technical Qualificatio...	06/12/2023	12/12/2023	00:00:00	23:59:00	
<input type="checkbox"/>	✓		TQ Healthcare Science Core Paper B	8W36VR69	NCFE Test Centre	T Level Technical Qualificatio...	06/12/2023	12/12/2023	00:00:00	23:59:00	

You can print off an invigilation pack by clicking the '**Print Invigilation Pack**' button on the selected learner assessment. To print multiple learner invigilation packs at the same time you can press Ctrl on your keyboard and highlight the required learner assessments.

You'll be given the option of choosing to print an '**Attendance Register**', an '**Invigilation Report**' and the '**Keycode Slips**'.

- **Attendance Register:** this is an optional report to confirm the learner attended.
- **Invigilation Report:** this is an optional report for your internal invigilation records. This doesn't need to be returned to NCFE.
- **Keycode Slips:** these are the individual slips to give to learners with their keycodes which they'll need to log in to their assessment. You can select either one or multiple keycodes per page.








Once the options you need have been selected, click '**Finish**' and the relevant files will open in a printable screen.



Monitoring Assessments

The Invigilation screen allows you to monitor the progress of your learners' assessments in real time for any assessments that are being run with a live internet connection. The screen will show when assessments have been downloaded for remote assessment and can be used to track answers being uploaded following those assessments being completed.

Each assessment will be in one of the following states;

Icon	State
	The assessment is ready to start and the learner can log in using their Keycode
 In Progress	The assessment is in progress now, an additional icon will show if the internet connection has been lost whilst the assessment was in progress
	The assessment window has closed and the system is expecting learners results to be uploaded
 Finished	The assessment is finished and the learner results have been received
	The assessment has been voided and is not available to log in to, the learner can be rescheduled to a new assessment
	The assessment has been downloaded
 Paused	The assessment has been paused

External Aids

Particularly concerning spelling, punctuation and grammar (for example, dictionary, spelling and grammar checking software, or other cloud-based or Artificial Intelligence tools) is not permitted in any external online assessments. This is in line with JCQ Suspected Malpractice Policies and Procedures.

For learners sitting online assessments, it is the responsibility of the centre to ensure that all external aids (unless by prior approval as a reasonable adjustment requirement) are disabled prior to the assessment taking place, and that your invigilators are aware to look out for these tools being used. If you are not able to remove external aids on computers which are to be used for an online assessment, you must notify NCFE immediately by email at customersupport@ncfe.org.uk.

Modifying Assessments

If a learner requires additional time as part of a Reasonable Adjustment, it must be done in the Invigilate screen. When an assessment is in the **'ready state'**, the **'Modify Duration'** button becomes available.

This must be done before the assessment is started.

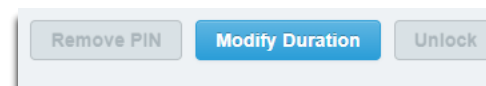
Once selected you'll be given the **'Edit Candidate Exam Duration'** box.

The **'Duration'** box will show the number of minutes that the test is currently booked for, which will be the standard number of minutes. Add into this the additional number of minutes that the learner requires (so it will show the total minutes overall). In brackets to the right of this box, it will show you how much you have increased the duration by, as a percentage.

This duration must be increased in line with the NCFE Access Arrangements and Reasonable Adjustments policy and Guidance for Applying Access Arrangements and Reasonable Adjustments.

You will then need to add in the reason for adding the additional time, using the drop-down box.

Click **'OK'** and the additional time will show in the **'Duration'** column on the Invigilation Screen.



Candidate Exam Details	
Candidate:	TEST 100
Candidate ref.:	IFATE105867051
Standard Duration:	60 mins
Pre-registered Additional Time:	None
Break Time:	No breaks set

Exam Duration Adjustments	
Duration:	60 (0.00% extra)
Reason for Additional Time:	Extra time only - hearing impairment

OK Cancel

Pausing Assessments

If something happens during an assessment, such as a fire drill, and you wish to pause the assessment you can do this with the '**Pause**' button. This will stop the timer and the learner will see a message on-screen to tell them the assessment has been paused.

You would then restart the assessment using the '**Resume**' button. This must be completed in line with the NCFE Regulations for the Conduct of External Assessment.

Please Note: Pausing assessments can only be done on assessments being sat online, not ones that have been downloaded.

Test Administration Screen – Results

This screen is only applicable to non-T Level assessments. Please see the Surpass Customer manual – Administration for information about this screen for other assessments.

If you have a query on results for a T Level online assessment, please view this through the NCFE Portal or contact NCFE Customer Support.

Starting Assessments

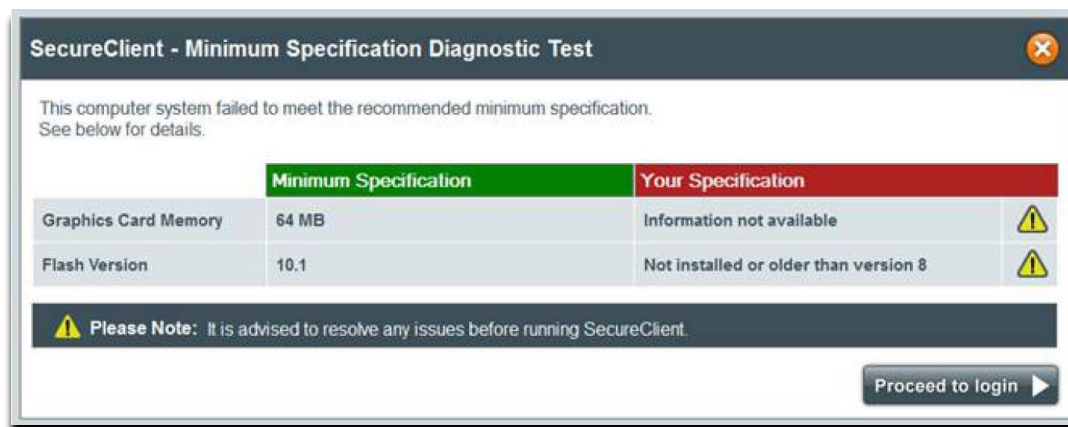
To start SecureClient click on the NCFE Online Assessment shortcut icon on the desktop. This needs to be installed on each computer that an assessment is being taken on. You must ensure the Technical Requirements have been checked and a practice assessment has been taken to test the system.

Each time you launch SecureClient it will automatically check that it's the most up to date version and will download and update itself if needed; this will usually take a few seconds but may take a little longer if it has not been launched for some time.

SecureClient will then perform a diagnostic check, to compare the specification of the computer to the specification required for



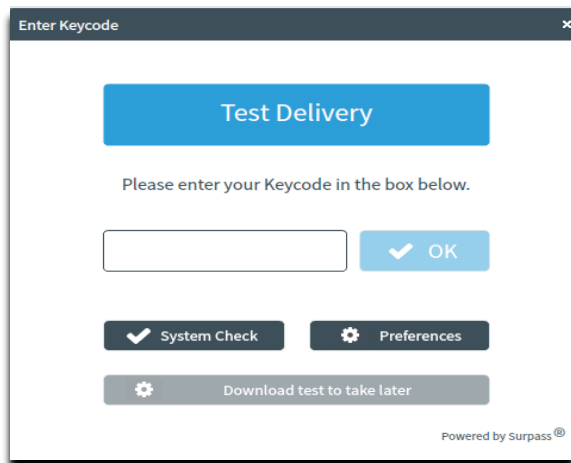
the software to run correctly. If it discovers anything that doesn't meet the requirements you will see this message.



It's advised that any issues highlighted are resolved before trying to run assessments to avoid any impact on the learner experience. If you choose to proceed without taking any action you can click '**Proceed to login**'.

Assessments sat through SecureClient will record the specifications of the computer used to sit the assessment, to assist in any diagnostics that are required in the event of there being technical problems.

Once the diagnostic check is complete, you'll see the log in screen:



The '**System Check**' button allows you to run another check on the specification of the device again, if needed.

The '**Preferences**' button allows you to change the colours that the assessment will display in, which may be useful for learners with visual impairments or reading difficulties. This can also be changed during the assessment.

To log in to an assessment, the learner will need to enter their unique learner keycode for that assessment.

Select '**OK**' and they'll see a confirmation screen to confirm their personal details. Once confirmed the system will begin the learner's assessment.

The first page of the assessment will always be an information screen and includes a tutorial that the learner can view to learn how to navigate the assessment.

The timer for the assessment will start as soon as the learner selects '**Start Test**' from the information screen. Please note any additional time given will be added to the timer countdown once the learner begins the assessment.

Online practice assessments are available to familiarise learners with the software and options available to them.

The use of external aids, particularly concerning spelling, punctuation and grammar (for example, dictionary, spelling and grammar checking software, or other cloud-based or Artificial Intelligence tools) is not permitted in any external online assessments. This is in line with [JCQ Suspected Malpractice Policies and Procedures](#).

For learners sitting online assessments, it is the responsibility of the centre to ensure that all external aids (unless by prior approval as a reasonable adjustment requirement) are disabled prior to the assessment taking place, and that your invigilators are aware to look out for these tools being used. If you are not able to remove external aids on computers which are to be used for an online assessment, you must notify NCFE immediately by email at customersupport@ncfe.org.uk

Remote Assessments

Downloading Assessments for Remote Assessment

If you want to download an assessment so you can run this without an internet connection, this is done through SecureClient.

The SecureClient software will need to be installed on the device which will be used for the assessment (see the Surpass Customer manual – Installation for further information).

To download an individual assessment please enter the learner keycode and then select '**Download test to take later**'. This will download the assessment to the device.

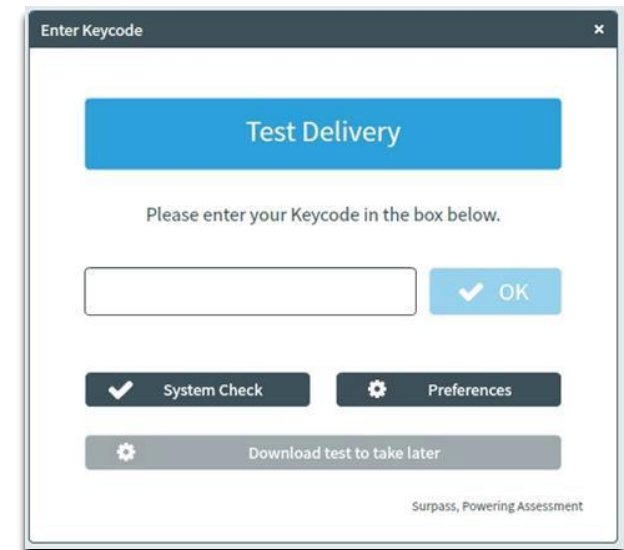
Then when you're ready for the learner to sit the assessment, they can be without internet connection and launch SecureClient in the normal way. When they enter the keycode the assessment will load as normal, as it is stored on the device. The assessment can then be taken offline.

Uploading Assessments

If a learner's assessment has been downloaded and sat offline, or if the internet connection dropped during an online assessment and was not restored before the assessment was completed, the learner's assessment will need to be uploaded.

In these cases, the Invigilation screen will either show '**User disconnected – in progress**' or '**Awaiting Upload**'.

To upload the assessment, you will need to either just connect to the internet or open the SecureClient software on the device the assessment was sat on. This will take anywhere between a few seconds and a few minutes depending on the number of



assessments to upload and the speed of your internet connection. Close the SecureClient software.

You can check the assessment on the Surpass Invigilate screen; if the results have been uploaded, you'll see a green tick to show it's finished.

Assessments must be uploaded immediately following the learner's assessment. If your assessments do not upload, please contact NCFE Customer Support immediately.

If your assessment does not upload, please contact NCFE Customer Support immediately.

[Loss of Internet Connection During Assessments](#)

SecureClient has a function which means that if a device crashes while learners are sitting an assessment, they can log back in and continue from where they left off. Also, if there's an interruption to your internet connection during an assessment the learner will be able to continue as if nothing had happened. As long as the internet connection is restored before the end of the assessment, the assessment will be uploaded automatically to NCFE as normal.

If the internet connection is still offline when the learner completes their assessment, the assessment won't have been uploaded to the Surpass system. The assessment will be stored on the device used to sit the assessment, as it would in the above step when an assessment is downloaded to sit offline.

As above, open the SecureClient software on the device the assessment was sat on, let it load, then close the software.

Troubleshooting

Problem	Cause	Solution
Exam has frozen	Internet may have dropped causing assessment to freeze	Restart the device and re-log in to the assessment. If the assessment is online move to another device.
Invalid Keycode	The keycode may have been inputted incorrectly. Caused by SecureClient running offline and the test not downloading. This can be due to a variety of reasons, but the most common cause is due to the internet access being blocked by a proxy server or firewall.	Check the keycode from the invigilation screen. Check the internet strength Check proxy and firewall settings
Error '827' is shown when validating the test keycode.	SecureClient running offline and the test not downloading. This can be due to a variety of reasons, but the most common cause is due to the internet access being blocked by a proxy server or firewall.	Resolved by entering proxy details in the proxy form or the proxy.xml file or by allowing access to the central server URLs through the proxy.
SecureClient has updates that are invalid	Caused by insufficient permissions on the SecureClient folder or because a lower-level user account is being used. Caused by a proxy server blocking access to an update's URL.	Resolved by granting read/write permissions on the SecureClient folder or by logging in with a user with higher permissions.
SecureClient failed to load (no error message)	Caused by standards and format settings being non-UK. Specifically the character used to mark a decimal place is a comma (,) rather than full stop (.)	Resolved by changing the Standards and Formats settings to United Kingdom

<p>The assessment is 'awaiting upload'.</p>	<p>The assessment has been taken offline and has not been re-uploaded.</p>	<p>Check there is an internet connection available and relaunch the SecureClient on the computer used by the learner. You can check this in the invigilate screen, the assessment should show a green tick.</p>
<p>Tests appear as 'In progress/User disconnected' in the Invigilation screen, although the tests have been completed.</p>	<p>Caused by a lost or slow internet connection when the exam was submitted by the learner.</p>	<p>Check there is an internet connection available and relaunch SecureClient on the computer used by the learner. The result should then be uploaded.</p>

Document information

'T-LEVELS' is a registered trademark of the Department for Education.

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Useful Links

Below are useful links to instructional videos.

How to View T Level Core Results

<https://www.youtube.com/watch?v=VLwIEQcRPqU>

Change History Record

This section summarises the changes to this document since the last version.

Version	Description of change	Approval	Date of Issue
V1.1	Additional content added for Moderation: Schedule of Assessment are within the Portal.	Product Owner	September 2021
V1.2	Updated guide with new NCFE branding	Product Owner	October 2021
V1.3	Updated to include content within Moderation section regarding Submitting Marks	Product Owner	January 2022
V1.4	Updated content within Online Assessment: Home screen section	Product Owner	March 2022
V1.5	Updated content within Surpass section	Product Owner	April 2022
V1.6	Review and additional results information	Product Owner	August 2022
V1.7	Submit marks section updated	Product Owner	January 2023
V1.8	Download Assessment Materials and Upload Learner Evidence and minor amends	IT Business Partnership Manager	March 2023
V1.9	Content link page updates	IT Business Partnership Manager	April 2023
V2.0	General updates	UAT Coordinator	July 2023
V2.1	Updates to results screen	IT Business Partnership Manager	Aug 2023
V2.2	Updates to Registration and uploads	Business Partner	Oct 2023
V2.8	Updated Early Years Educator Occupational Specialism system	IT Business Partnership	August 2024

V2.9	Updated images for My learners to show DOB date picker and new edit on my learners	PMO Business Partner	September 2024
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