

Top tips on certification ahead of results this year



1

Remember to update learners' names

Ensure all learner names are correct and make any name amendments required before submitting your certification claims.

2

Check the new status column on the portal before you make a claim

When you make a claim, the portal will update the learner status to either 'full' or 'partial' based on the units you've previously banked or marked. The new status column will tell you the calculated status based on your new marks.

3

Top up your learners if required

If your learners are on qualifications which are part of a nested suite, you can top up learners through the portal. Make sure you have achievements on the original batch before you top up to the new qualification.

4

Don't forget to claim your certificates

You can do this any time – don't wait! For graded qualifications, you can claim these once you've submitted and banked, either via Direct Claim Status (DCS) or EQA sign off, and you've received your external assessment results. For non-graded qualifications, claim your certificates when you are ready so these can be sent to your EQA if needed. Your learner certificates will then be printed and dispatched.

5

View an individual eCertificate or request multiples if you need to

eCertificates will be available straight away if you have DCS or as soon as your EQA accepts your claim.

6

Select the correct delivery address

We don't want your certificates to go to the wrong place, so remember to select the correct address for them to be dispatched to in order to ensure there is no delay in you receiving them.

7

Withdraw any learners who are no longer likely to complete

Before you claim for certificates, withdraw any learners who are no longer going to complete the qualification so that your records are accurate.

8

Remember that NCFE doesn't issue T Level certificates

The ESFA is responsible for issuing certificates to students who achieve a T Level. More information can be found [here](#).