



How to create schedules and input TAGs in Linx2Achieve

May 2021

Version 1



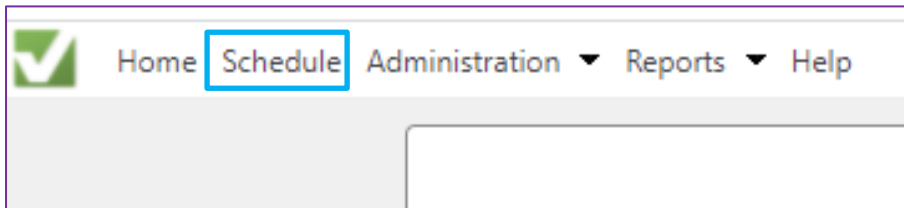
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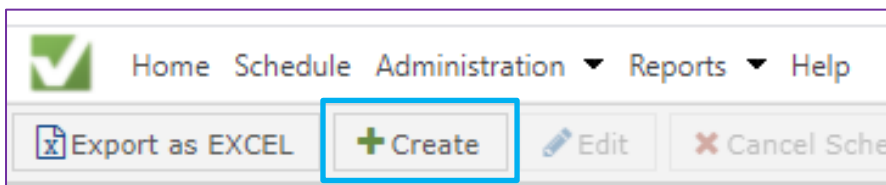
1. Creating a schedule for external exam units

Go to the [Linx2Achieve e-testing system](#) and login.

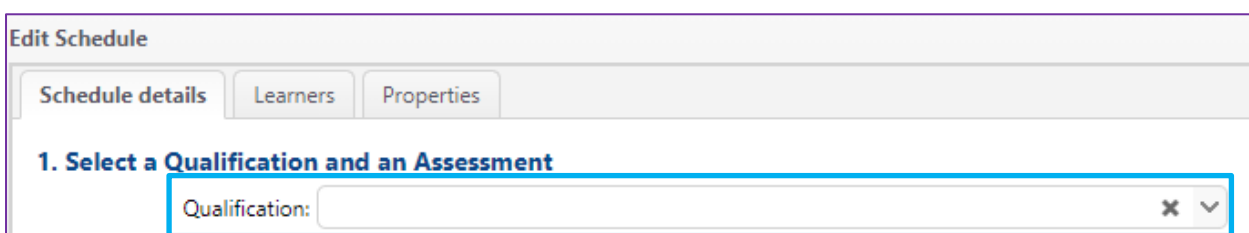
1) Select the Schedule menu option.



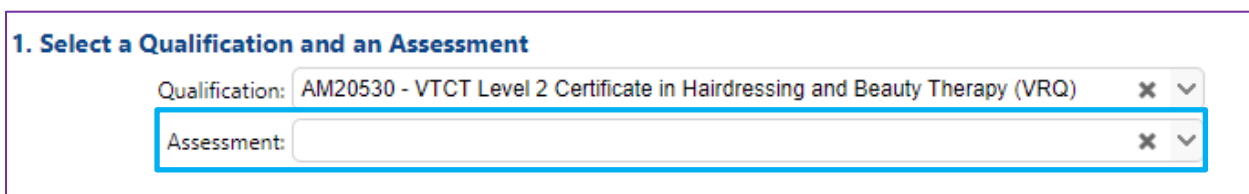
2) Select Create Schedule.



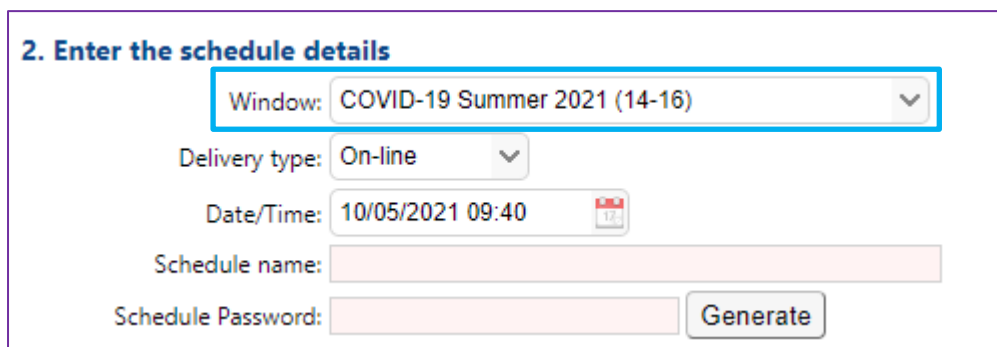
3) Select the qualification.



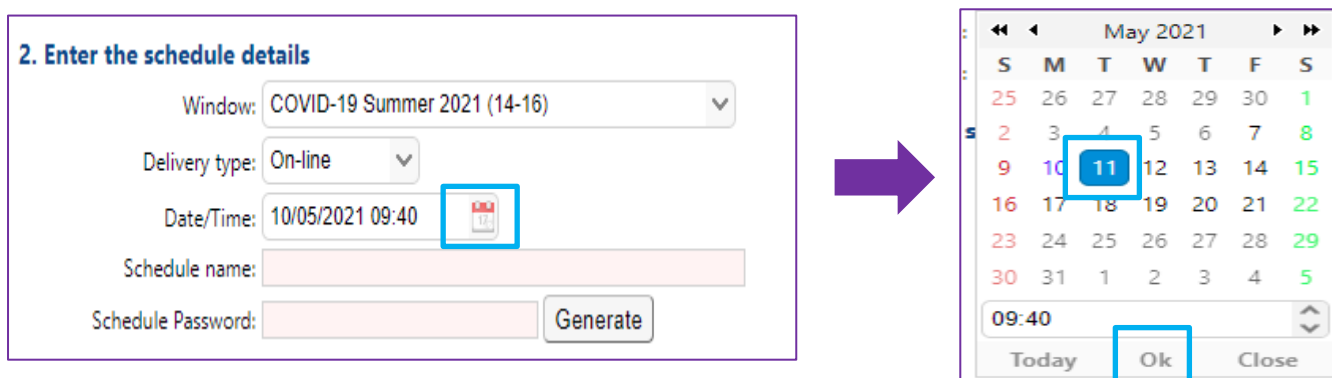
4) Select the Assessment.



5) Select the Window 'COVID-19 Summer 2021'.



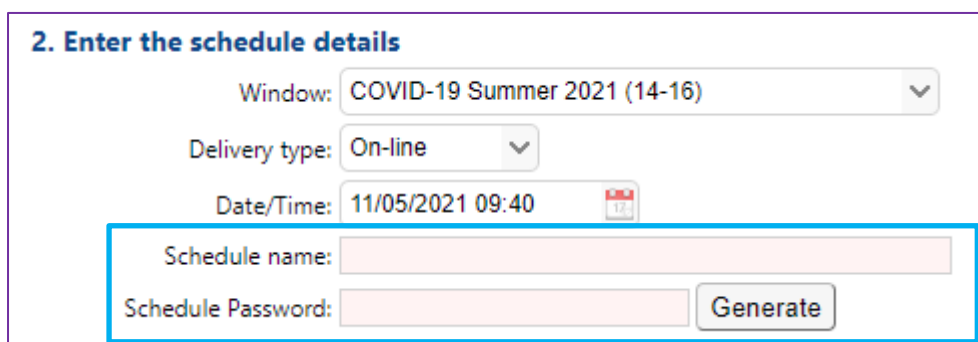
6) In the date selector, select the next day; for example if today is the 10/05/2021 then select the 11/05/2021.



7) Enter a schedule a name and password.

You may enter any name you wish; the name is for reference purposes and will help you to navigate the TAG entry screen so it is recommended that you enter something unique for this unit and cohort of learners.

You will need to enter a password or use the Generate button but this password will not be used for any purpose.





8) Select Click here to pick the learners

3. Add learners to this schedule

[Click here to pick the learners](#) [Click here to add a cohort](#)

9) You will be presented with a list of learners. **Please be aware that all of your registered learners, for the unit selected, will be available, including any learners who you identified as *Withdrawn* on the PTQ learner profile form. You do not need to schedule *Withdrawn* learners.**

To locate learner you can:

- Type a learner VTCT registration number in the VTCT ID search box and hit enter (recommended)
- Arrange the learners in alphabetical order by clicking on the Last/First Name headers
- Type in a Last or First name in the Last or First name search boxes and hit enter
- Scroll through the page numbers

Pick Learners

<input type="checkbox"/>	Last Name	First Name	Learner ID	Extra Time
<input type="checkbox"/>	Test1	Test1	Test1	40
<input type="checkbox"/>	Test2	Test2	Test2	0
<input type="checkbox"/>	Test3	Test3	Test3	0

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10) Once located, to select a learner click on the check box to the left of their last name.

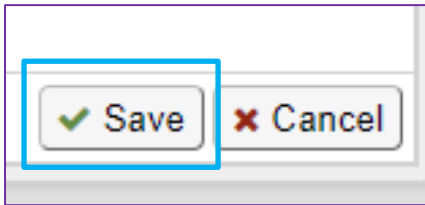
Pick Learners

<input type="checkbox"/>	Last Name	First Name	Learner ID	Extra Time
<input checked="" type="checkbox"/>	Test1	Test1	Test1	40
<input type="checkbox"/>	Test2	Test2	Test2	0
<input type="checkbox"/>	Test3	Test3	Test3	0

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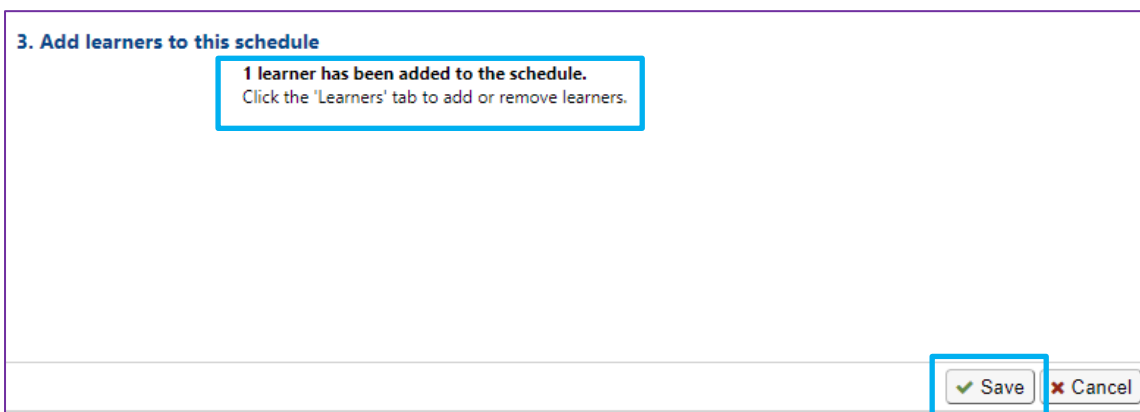
Repeat steps 9 and 10 to select more learners. If you are unable to locate a learner please call +44 (0) 2380 684500.

11) Once all learners have been selected click on Save.

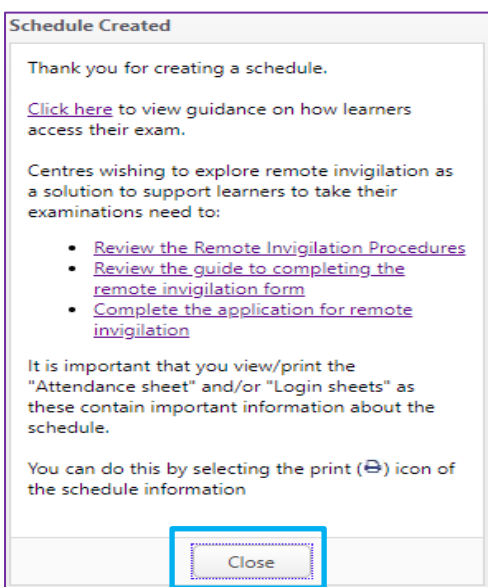


12) The number of learners selected will be displayed.

Select Save.

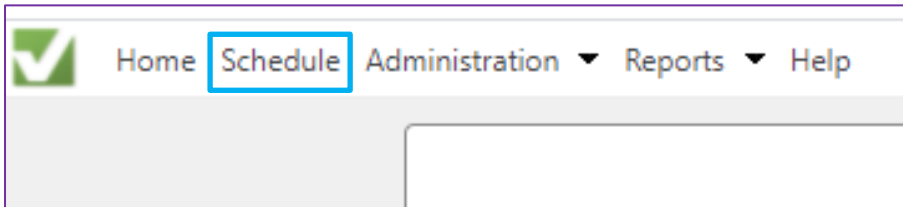


13) Select Close.

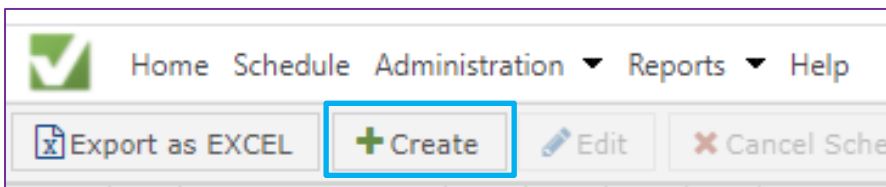


1.1. Creating a schedule for internal assignment units (AM20530 Tech Award only)

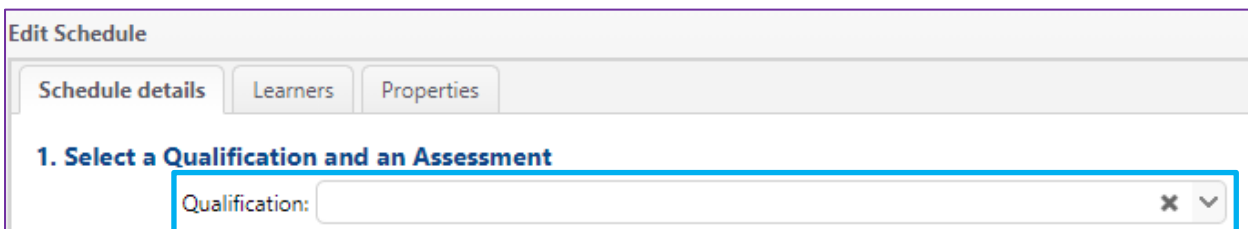
1) Select the Schedule menu option.



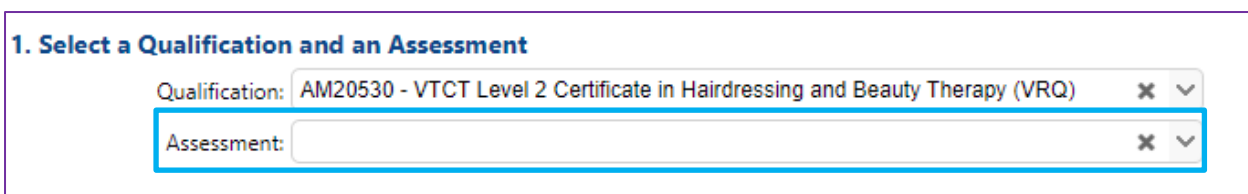
2) Select Create Schedule.



3) Select the qualification.



4) Select the Assessment.





5) Select the Window 'COVID-19 Summer 2021'.

2. Enter the schedule details

Window: COVID-19 Summer 2021 (14-16)

Date/Time: 21/05/2021 23:59

Schedule name:

6) Enter a schedule name.

You may enter any name you wish; the name is for reference purposes and will help you to navigate the TAG entry screen so it is recommended that you enter something unique for this unit and cohort of learners.

2. Enter the schedule details

Window: COVID-19 Summer 2021 (14-16)

Date/Time: 21/05/2021 23:59

Schedule name:

7) Select Click here to pick the learners

3. Add learners to this schedule



8) You will be presented with a list of learners. Please be aware that all of your registered learners, for the unit selected, will be available, including any learners who you identified as *Withdrawn* on the PTQ learner profile form. You do not need to schedule *Withdrawn* learners.

To locate learner you can:

- Type a learner VTCT registration number in the VTCT ID search box and hit enter (recommended)
- Arrange the learners in alphabetical order by clicking on the Last/First Name headers
- Type in a Last or First name in the Last or First name search boxes and hit enter
- Scroll through the page numbers

Pick Learners ✕

<input type="checkbox"/>	Last Name	First Name	Learner ID	Extra Time
<input type="checkbox"/>				
<input type="checkbox"/>	Test1	Test1	Test1	40
<input type="checkbox"/>	Test2	Test2	Test2	0
<input type="checkbox"/>	Test3	Test3	Test3	0

View 1 - 3 of 3

9) Once located, to select a learner click on the check box to the left of their last name.

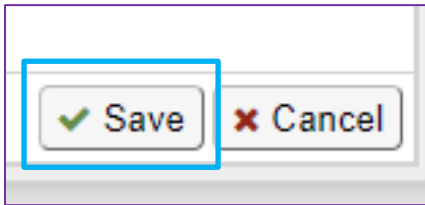
Pick Learners ✕

<input type="checkbox"/>	Last Name	First Name	Learner ID	Extra Time
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	Test1	Test1	Test1	40
<input type="checkbox"/>	Test2	Test2	Test2	0
<input type="checkbox"/>	Test3	Test3	Test3	0

View 1 - 3 of 3

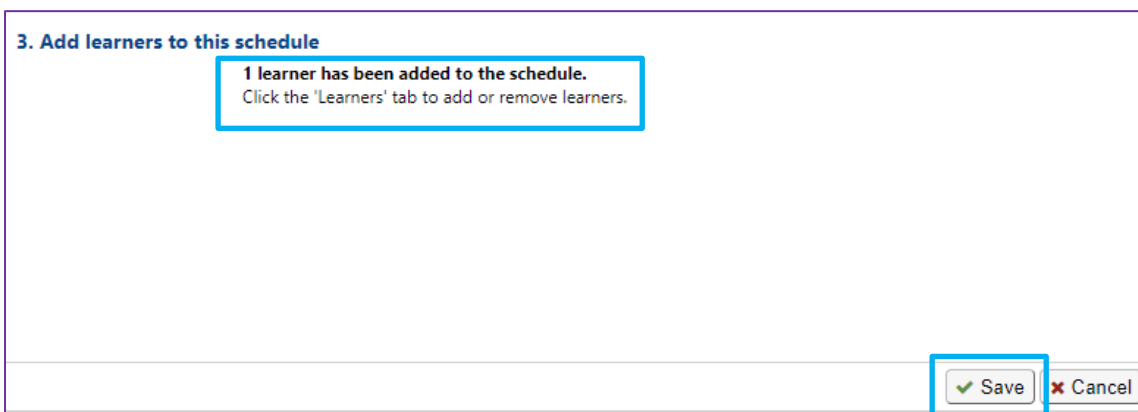
Repeat steps 8 and 9 to select more learners. If you are unable to locate a learner please call +44 (0) 2380 684500.

10) Once all learners have been selected click on Save.

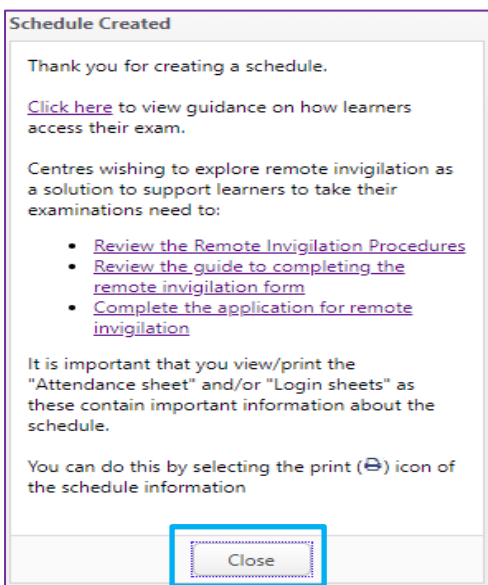


11) The number of learners selected will be displayed.

Select Save.



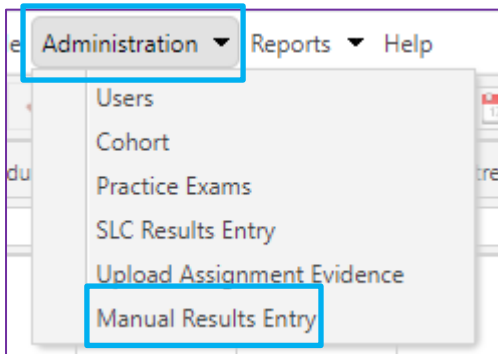
12) Select Close.



2. Entering TAGs

Once you have created the relevant schedules you can enter the TAG grade for each learner.

1) From the Administration menu option, select 'Manual Results Entry'



2) All learners that have been scheduled will be displayed, for all units.

You can filter the learners displayed by clicking on the column headers to re-order the column data or use the search boxes, for example typing in the name of a schedule in to the 'Schedule' box and hitting enter will display the learners on that schedule.

Be aware that learners may be displayed across multiple pages.

Assessment	Schedule	Start Date	Due Date	Centre Code	Centre	Site Code	Site	Learner Code	First Name	Last Name	Result
UV21578 - Understanding the hair and beauty sector (COVID-19 Summer 2021)	Test TAG schedule	11/05/2021	11/05/2021	577/000	VTCT	577/001test	VTCT video test centre	Test1	Test1	Test1	
UV21578 - Understanding the hair and beauty sector (COVID-19 Summer 2021)	Test TAG schedule	11/05/2021	11/05/2021	577/000	VTCT	577/001test	VTCT video test centre	Test2	Test2	Test2	
UV21578 - Understanding the hair and beauty sector (COVID-19 Summer 2021)	Test TAG schedule	11/05/2021	11/05/2021	577/000	VTCT	577/001test	VTCT video test centre	Test3	Test3	Test3	

3) To enter a TAG grade, select the tick icon to the left of the applicable learner’s data line.

Manual Results Entry												
Assessment	Schedule	Start Date	Due Date	Centre Code	Centre	Site Code	Site	Learner Code	First Name	Last Name	Result	
UV21578 - Understanding the hair and beauty sector (COVID-19 Summer 2021)	Test TAG schedule	11/05/2021	11/05/2021	577/000	VTCT	577/001test	VTCT video test centre	Test1	Test1	Test1		<input type="checkbox"/>
UV21578 - Understanding the hair and beauty sector (COVID-19 Summer 2021)	Test TAG schedule	11/05/2021	11/05/2021	577/000	VTCT	577/001test	VTCT video test centre	Test2	Test2	Test2		<input checked="" type="checkbox"/>
UV21578 - Understanding the hair and beauty sector (COVID-19 Summer 2021)	Test TAG schedule	11/05/2021	11/05/2021	577/000	VTCT	577/001test	VTCT video test centre	Test3	Test3	Test3		<input checked="" type="checkbox"/>

4) The full details of the TAG grade entry screen may take a few moments to load.

Set Manual Results Entry

Task:

Schedule:

Learner:

Mark:

Grade:

Grade:

Ranking:

Withdrawal Reason:

Audit Trail:

➔

Set Manual Results Entry

Task: **UV21578 - Understanding the hair and beauty sector (COVID-19 Summer 2021)**

Schedule: **Test TAG schedule**

Learner: **Test1 Test1**

Grade:

Ranking:

Audit Trail:



5) From the Grade dropdown, select the TAG grade.

Set Manual Results Entry

Task: UV21578 - Understanding the hair and beauty sector (COVID-19 Summer 2021)

Schedule: Test TAG schedule

Learner: Test1 Test1

Grade:

Ranking:

Audit Trail:

Please ignore the Ranking field. You are not required to submit a ranking for learners.

Set Manual Results Entry

Task: UV21578 - Understanding the hair and beauty sector (COVID-19 Summer 2021)

Schedule: Test TAG schedule

Learner: Test1 Test1

Grade:

Ranking:

Audit Trail:

6) After selecting the correct grade, select Save.

Set Manual Results Entry

Task: UV21578 - Understanding the hair and beauty sector (COVID-19 Summer 2021)

Schedule: Test TAG schedule

Learner: Test1 Test1

Grade:

Ranking:

Audit Trail:



7) The learner’s grade has now been entered.

Assessment	Schedule	Start Date	Due Date	Centre Code	Centre	Site Code	Site	Learner Code	First Name	Last Name	Result	Rank	Pending
UV21578 - Understanding the hair and beauty sector (COVID-19 Summer 2021)	Test TAG schedule	11/05/2021	11/05/2021	577/000	VTCT	577/001test	VTCT video test centre	Test1	Test1	Test1	Pass		<input checked="" type="checkbox"/>
UV21578 - Understanding the hair and beauty sector (COVID-19 Summer 2021)	Test TAG schedule	11/05/2021	11/05/2021	577/000	VTCT	577/001test	VTCT video test centre	Test2	Test2	Test2			
UV21578 - Understanding the hair and beauty sector (COVID-19 Summer 2021)	Test TAG schedule	11/05/2021	11/05/2021	577/000	VTCT	577/001test	VTCT video test centre	Test3	Test3	Test3			

Repeat steps 3-7 to enter the grade for all scheduled learners.

8) If you need to amend the grade entered for a learner after saving, you will need to email exams@vtct.org.uk with the following details:

- Your centre name and number
- The learner and unit details
- The grade previously entered and which grade the entry is to be amended to

Help and support:

E: customersupport@vtct.org.uk / T: +44 (0) 2380 684500



Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
0.1	Customer Support Manager	10/05/2021	New document for review	Customer Support Manager
0.2	Customer Support Manager	11/05/2021	Title amended; point 5, page 13 updated (ranking)	Customer Support Manager
1	Customer Support Manager	11/05/2021	Document published	Customer Support Manager

Document Review

Role	Review Status
Head of Assessment	Reviewed

Document Owner

Document Owner	Document shared with
Customer Support Manager	Head of Assessment

Document Sign-off

Role	Sign-off Date
Customer Support Manager	11/05/2021