iTEC   VTCT

User guide: Submission of unit graded assessments and synoptic practical assessment TAGs

May 2021

Version 1

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1. Purpose

Centres delivering our Technical Certificates and Technical Level qualifications are required to submit the TAG for the synoptic practical assessment once all of the unit graded practical assessments have been completed.

Centres will submit the grades for the unit graded assessments, and synoptic practical assessment TAG using VTCT's bespoke PTQ TAG grading web form.

Centres will not be able to access the PTQ TAG grading form until the Phase 1 Learner Status data collection is complete for all qualifications where learners are registered.

2. Logging in

1. Using internet browser Google Chrome, go to https://forms.vtct.org.uk/PTQ-TAG/

2. From the login page enter:

> >Your secure Linx2 (usually Exam Officer) username and password
> >VTCT Centre or Site number (for example **577/000** or **577/001**)
> >Then select 'Login'
>
> If you have any trouble logging in please call our Customer Support team on +44 (0) 2380684500.

3. Read the important notification and then select the 'PTQ TAG Grade Submission Form' button – **NB: do not select the 'PTQ TAG Evidence Upload' button unless you have been instructed to do so by VTCT.**

If you do not see the 'PTQ TAG Grade Submission Form' button then it is likely that you have not yet fully submitted the Phase 1 PTQ data collection form; click here for guidance on this process.

IMPORTANT NOTIFICATION.

Only complete the PTQ TAG form if you are authorised to do so on behalf of your centre.

Failure to complete this form with the correct authority may lead to regulatory sanctions being applied to the centre and the learner's certification reverted.

As part of VTCT's external quality assurance activity, you may be asked to submit evidence and IQA records to underpin the TAG judgements.

Centres will submit evidence using the PTQ TAG Evidence Upload page. **Please note: the PTQ TAG Upload Evidence button will only be displayed if you have received a request for evidence.**

Please include all relevant evidence for each qualification in a single ZIP file, as you can only upload one ZIP file per qualification.

> PTQ TAG Forms

> PTQ TAG Evidence Upload

> PTQ TAG Grade Submission Form

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2.1. Generating submission forms

1. After selecting the 'PTQ TAG Grade Submission Form' button your details will be displayed. Within your details you are only able to amend your Position/Job Role and Telephone number. If your name and/or email address is incorrect please contact VTCT before proceeding.

If the Head of Centre's name is different to that of the person completing the TAG form then enter it in the 'Head of Centre' field.

Name	Joe Bloggs
Position/Job Role	Exam Officer
Telephone	02380684500
Email	jbloggs@here.com
Head of Centre *(if different from above)*	

2. From the Site dropdown, select the site for which you want to complete a TAG grade submission form.

Site	Please select a site ⌄
Qualification	*Qualifications will be displayed when a site is selected*

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3. Once the applicable site has been selected, all PTQ qualifications that the site has submitted via the stage 1 PTQ data collection form for, and where at least one learners' TAG status is 'Certificating or 'Non-Certificating', will be displayed.

4. You now need to generate a TAG grade submission form for each qualification. To do this, click on the desired qualification to highlight it and then select the 'Create Form(s)' button.

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5. If you wish, you can generate TAG grade submission forms for all available qualifications in one go. To do this, hold down the CTRL key, select each qualification in turn (whilst continuing to hold down the CTRL key) and then select the 'Continue' button.

2.2. Entering grades and TAGs

1. A TAG grade submission form for each qualification selected will now be displayed under the 'In Progress' tab; click on either the site code or site name to start completing a form (you can only complete one form at a time).

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2. Learners that were submitted with a TAG status of 'TAG' and were in the 'Certificating' or 'Non-Certificating' box via the stage 1 PTQ data collection form will be displayed.

For each learner, enter a grade for each unit. (M) = mandatory (unit); (NT) = No TAG – you will input the grade from the assessments completed; (TA) = TAG

Certificating learners:

Learners that were submitted with a status of 'Certificating' via the stage 1 PTQ data collection form are indicated by a * to the right of their name.

1254210 - Keith Scott*	
UCO34M (M) (NT)	Linked to: BT2D1.EX1
UBT193M (M) (NT)	No Grade ▼ ☐
UBT194M (M) (NT)	No Grade ▼ ☐
UBT195M (M) (NT)	No Grade ▼ ☐
UBT196M (M) (NT)	No Grade ▼ ☐
UBT197M (M) (NT)	No Grade ▼ ☐
UBT198M (M) (NT)	No Grade ▼ ☐
UBT199M (M) (NT)	No Grade ▼ ☐
UBT200M (M) (NT)	No Grade ▼ ☐
UBT201M (M) (NT)	No Grade ▼ ☐
UBT202M (M) (NT)	Linked to: BT2D1.EX2
BT2D1.EX1 (M) (TA)	Pass
BT2D1.EX2 (M) (TA)	Merit
BT2D1.SYN (M) (TA)	No Grade ▼ ☐

Some unit grades are linked to other units and therefore do not require a grade to be entered.

For units where a grade is required, select the grade from the 'No Grade' dropdown.

Providing the learner has a banked grade from a previous assessment series or a TAG grade has been submitted*, the grade for external exam units will be pre-populated.

If 'No Grade' appears then this likely means a TAG grade has **not been** submitted. Guidance on completing this process can be found here.

*TAG grades will appear within the TAG grade submission form one hour after they have been submitted via Linx2Achieve.

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Non-certifying learners:

Learners that were submitted with a status of 'Non-certifying' via the stage 1 PTQ data collection form **do not** have a * to the right of their name.

1252099 - Natasha Romanov		
UCO34M (M) (NT)	Linked to: BT2D1.EX1	
UBT193M (M) (NT)	No Grade ▾	☐
UBT194M (M) (NT)	No Grade ▾	☐
UBT195M (M) (NT)	No Grade ▾	☐
UBT196M (M) (NT)	No Grade ▾	☐
UBT197M (M) (NT)	No Grade ▾	☐
UBT198M (M) (NT)	No Grade ▾	☐
UBT199M (M) (NT)	No Grade ▾	☐
UBT200M (M) (NT)	No Grade ▾	☐
UBT201M (M) (NT)	No Grade ▾	☐
UBT202M (M) (NT)	Linked to: BT2D1.EX2	
BT2D1.EX1 (M) (TA)	Pass	
BT2D1.EX2 (M) (TA)	Merit	
BT2D1.SYN (M) (TA)	No Grade ▾	☐

Some unit grades are linked to other units and therefore do not require a grade to be entered.

For units where a grade is required, select the grade from the 'No Grade' dropdown; for non-certifying learners the grade can be 'No Grade'.

If the learner has a banked grade from a previous assessment series or a TAG grade has been submitted*****, the grade for external exam units will be pre-populated.

If 'No Grade' appears and the learner is receiving a TAG, then this likely means a TAG grade has **not been** submitted. Guidance on completing this process can be found here.

*TAG grades will appear within the TAG grade submission form one hour after they have been submitted via Linx2Achieve.

3. To help you to perform additional checks, after entering each grade the unit line will change colour depending on which grade has been entered.

The image below displays each grade and its associated colour.

UBT193M (M) (NT)	Distinction ▾	☐
UBT194M (M) (NT)	Merit ▾	☐
UBT195M (M) (NT)	Pass ▾	☐
UBT196M (M) (NT)	Fail ▾	☐
UBT197M (M) (NT)	No Grade ▾	☐

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4. If you prefer, you can change the view and group learners by unit. To change the view select the 'Group By Unit' button.

Group By Unit
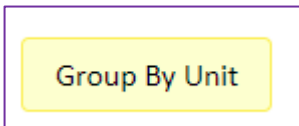
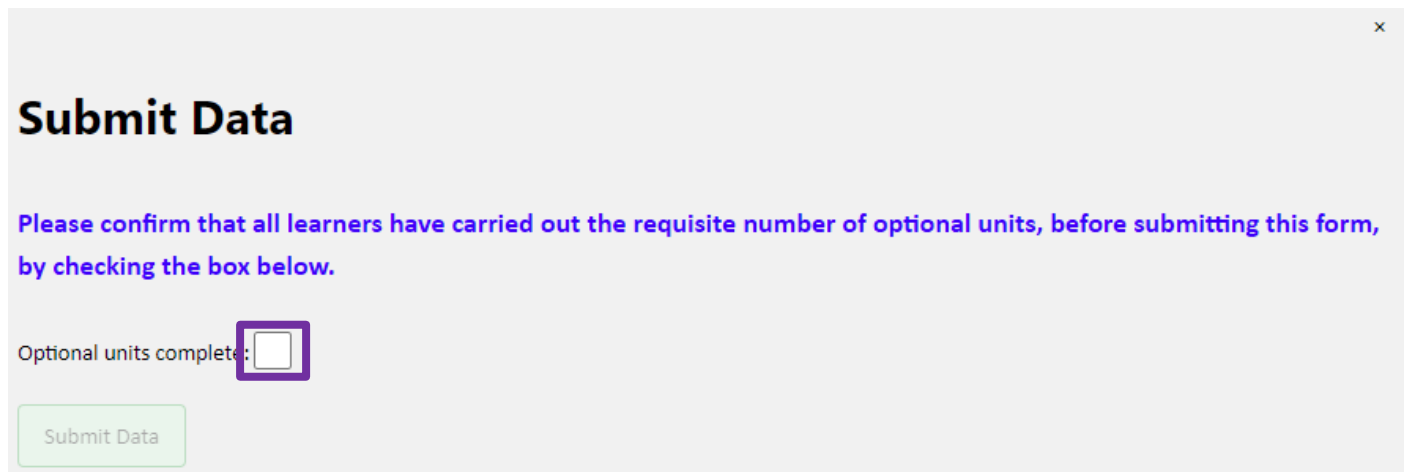The view will change as follows; the same rules for entering grades in the learner view apply (step 2, pages 8/9).

UCO34M - Mandatory - No TAG	
Bruce Banner	Linked to: BT2D1.EX1
Carole Danvers	Linked to: BT2D1.EX1
Keith Scott	Linked to: BT2D1.EX1
Natasha Romanov	Linked to: BT2D1.EX1
Tony Stark	Linked to: BT2D1.EX1

UBT193M - Mandatory - No TAG		
Bruce Banner*	Distinction ▾	☐
Carole Danvers*	Merit ▾	☐
Keith Scott*	No Grade ▾	☐
Natasha Romanov*	Distinction ▾	☐
Tony Stark*	Fail ▾	☐

UBT197M - Mandatory - No TAG		
Bruce Banner*	Pass ▾	☐
Carole Danvers*	Merit ▾	☐
Keith Scott*	No Grade ▾	☐
Natasha Romanov*	Pass ▾	☐
Tony Stark*	Pass ▾	☐

UBT198M - Mandatory - No TAG		
Bruce Banner*	Pass ▾	☐
Carole Danvers*	Distinction ▾	☐
Keith Scott*	No Grade ▾	☐
Natasha Romanov*	Pass ▾	☐
Tony Stark*	Pass ▾	☐

5. Once all grades have been entered for each learner and unit, select 'Submit Form'.
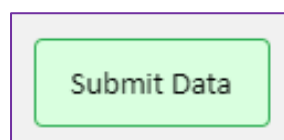
Click here for instructions on use   Group By Learner   Submit Form

Center Name	VTCT	VTCT/ITEC Center Number	0577/000		
Site Name	VTCT Training Academy	VTCT/ITEC Site Number	0577/001		
Name	Jon	Telephone	0777777777	Email	me@here.com

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6. After selecting 'Submit Form' you will be presented with the following declaration which you are required to complete.
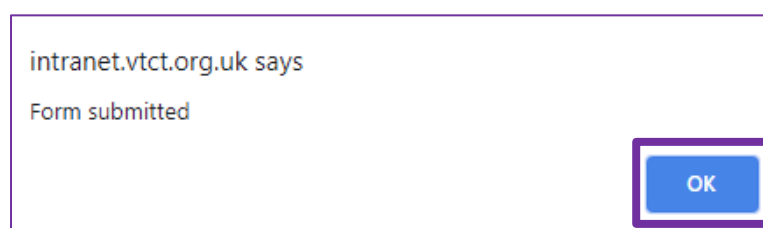

Once you have checked the box to confirm that all learners have carried out the requisite number of optional units, the 'Submit Data' button will become available; you will need to select this button to continue:

Please note: once you have submitted the form, you will not be able to amend the details. If you need to amend a submitted form you will need to contact VTCT for further support: ptqtags@vtct.org.uk

7. You will now receive the following message; click 'OK'.

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8. You will remain on the page where you entered the grades and there will now be a submitted date stamp. Each learner will now be read only; you can now close the internet tab.

9. Go back to the original screen where you generated the TAG form and refresh the page (CTRL+F5).

The form you submitted will now have moved from the In progress to the Submitted tab.

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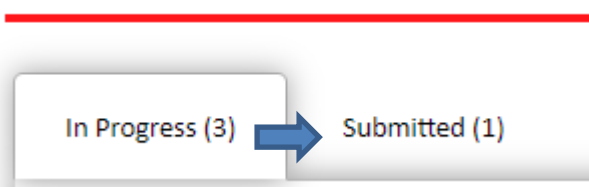
10. To view the form select the Submitted tab.
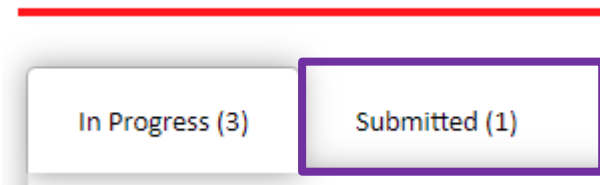
11. To view the form (read only), click on either the site code or site name.

Repeat the above steps as necessary to complete the TAG grade submission form for all applicable sites and PTQ qualifications.

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3. Multiple users / missing qualifications

If upon selecting a site you notice that a qualification is missing, it may be that that another user at your centre has/is completing a TAG form for that qualification. In progress/Submitted forms by other users will be displayed.
In the below example Pat Bloggs is logged in to the TAG form. Pat can see that Joe Bloggs has In progress/Submitted forms, and which site/qualifications the forms are for.

Site	0577/003 - an approved VTCT centre	Name	Pat Bloggs
Qualification	No qualifications returned. Either there are no active learners at this site, or all qualifications have been entered.	Position/Job Role	Exam Officer 2
		Telephone	02380684500
		Email	pbloggs@here.com
		Head of Centre (if different from above)	

Continue

In Progress (4)   Submitted (1)

VTCT/ITEC number	Site Name	Qualification Code	Name	Position/Job Role
0577/003	an approved VTCT centre	BT2D1	Joe Bloggs	Exam Officer
0577/003	an approved VTCT centre	BT2D2	Joe Bloggs	Exam Officer
0577/003	an approved VTCT centre	BT2D4	Joe Bloggs	Exam Officer
0577/003	an approved VTCT centre	BT2D5	Joe Bloggs	Exam Officer

4. Help and Support

- +44 (0) 2380684500
    - Mon-Thurs: 08:45-17:00
    - Friday: 08:45-16:30
- To request an amendment to a submitted form: ptqtags@vtct.org.uk

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Document amendment history page

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V0.2	Customer Support Manager	19/05/2021	Second draft for review	Customer Support Manager
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Document Review

Role	Review Status
Head of Assessment	Reviewed
Head of ICT	Reviewed

Document Owner

Document Owner	Document shared with
Customer Support Manager	Head of Assessment

Document Sign-off

Role	Sign-off Date
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