

Submitting Teacher Assessed Grades (TAGs) and making certificate claims - a step by step guide

Non-graded qualifications



- Step 1** Ensure you submit your centre's **TAG strategy form** before you submit any TAGs.
- Additional guidance on how to complete can be **found here**.
- Step 2** Submit your TAGs in the 'make a claim' screen and save these.
- Step 3** You can now see if your learner should have a full or partial claim. If this is correct please submit your claim. If this is incorrect, please check you have submitted the correct internal units.
- Step 4** On submission, this claim will go to the External Quality Assurer (EQA) for sign off.
- Step 5** If your centre's TAG strategy form has not been received, your claim will be rejected.
- Step 6** If your claim is rejected, you will need to submit your TAGs again in the 'make a claim' screen once your TAG strategy has been approved.

Graded qualifications



- Step 1** Ensure you submit your centre's **TAG strategy form** before you submit any TAGs.
- Additional guidance on how to complete can be **found here**.
- Step 2** Submit your TAGs for graded internal units and external components.
- Step 3** On submission, these internal units will go to your External Quality Assurer (EQA) for sign off.
- Step 4** External components will be automatically banked and where applicable, UMS calculations applied.
- Step 5** If your centre's TAG strategy form has not been received, your internal unit claim will be rejected.
- Step 6** If your claim is rejected, you will need to submit your TAGs for internal units again in the 'make a claim' screen once your TAG strategy has been approved.
- Step 7** Once all internal units and external components have been signed off, you can go to the 'claim' screen, view the aggregated grades of your learners, and submit your claim.

Functional Skills - all qualifications



- Step 1** Complete the **Functional Skills TAG eligibility application process**, ensuring all other options have been considered.
- Step 2** Ensure you submit your centre's **TAG strategy form** – additional guidance can be **found here**.
- Step 3** Submit your TAGs in the 'make a claim' screen.
- Step 4** On submission, this claim will go to the External Quality Assurer (EQA) for sign off.
- Step 5** If your centre's TAG strategy form or FSQ TAG application form has not been received, your claim will be rejected.
- Step 6** If your claim is rejected, you will need to submit your TAGs again in the 'make a claim' screen once your FSQ TAG application has been approved.

B1 Qualifications (non-TAG) - results and certificates issued on a rolling basis until August.

B1 Qualifications (TAG) – results and certificates issued on results release days, if TAGs submitted by 18 June.

B2 Qualifications - certificates will be issued once signed off by the EQA.