Provider Administration Training

Introduction

The aim of the administration training materials is to provide additional support for your administrative teams to ensure they feel confident and prepared in advance of the assessment window.

The training consists of a series of videos supporting you through the administrative requirements associated with moderation.

All key staff **(T-Levels only)** involved in the administration of the moderated assessment must watch/read the mandatory training materials. Once administration training is complete, along with the standardisation activities, you must confirm this by completing the form below no later than **28 February 2026.**

Administration and Standardisation Training Declaration Form**.**

Mandatory training materials

We want you to feel confident and prepared for administering the moderated assessment, so the following video / documents have been developed to help you through the assessment process. We also have a dedicated **Moderation** page on our website containing further information and links to key documents.

How to submit marks for moderation (YouTube – 1 min 52 sec)

This video is designed to help with submitting marks, which neds to be completed before the portal closes at the end of the assessment window, as outlined in the Tutor Guides on the qualification pages or **Key Date Schedule** for T Levels. If a learner did not attend an assessment, submit a DNA mark.

How to view students selected for moderation and upload evidence (YouTube – 2 min 22 sec)

This video is to support centres with uploading the required evidence to the portal for each learner selected for sampling within three working days of the assessment window closing.

Useful tips on uploading evidence and file types (PDF)

This document is available to support centres with file types and naming conventions when uploading learner evidence to the Portal.

How to access assessment materials (PDF Guide)

This guide is created to help with viewing assessment materials on the NCFE website. Assessment materials will be available from the start of the assessment window each session in line with pre-release and release dates in the NCFE Tutor Guides on the qualification pages or **Key Date Schedule** for T Levels.

Learner Guide to Naming Files **(PDF File)**

This guide will help teachers and moderators quickly identify your work. Every file you submit must follow a consistent naming format.

Quality Checking / Permissions

To ensure that moderation can be completed successfully without the requirement of any missing evidence forms, can staff and learners please ensure that any supporting documentation is shared correctly and is accessible to moderators.

Quality Checking – for those qualifications that have supporting documentation to accompany any learner work, can staff and learners please ensure that they have uploaded the correct file type and all requested files to successfully moderate the assessment. For example, Music Technology qualifications may require an audio file **and** a video file to accompany the learner work. Therefore, both must be uploaded.

Additional training materials

Although the following videos / documents are not mandatory they provide helpful information around navigating the NCFE Portal and using the Schedule of Assessment (applicable to T Level Education and Early Years only)

- **Portal User Guide (PDF File)**
- **T Level Portal and Online Assessment User Guide (PDF File)**
- **Add or Update Schedule of Assessment (pg. 67-70)**
- **Remote Moderation Handbook (PDF File)**
- **How to upload learner evidence (Youtube)**