Portal
User Guide

February 2026

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The Portal
Introduction

The Portal is a secure website which allows you to:

- register learners

- book learners for paper-based external assessments and controlled assessments

- upload digital evidence for learners

- submit marks for moderation

- view learners' results for external assessments

- submit internal units for graded qualifications

- claim learners' certificates

- view learners' eCertificates

- view and edit learners' details

- view EQA and moderation reports.

Please be aware

If there's 30 minutes or more of inactivity, the Portal will time out and you'll be prompted to log back in.

You can access the Portal via the login area of our website **(www.ncfe.org.uk)** or by using the following link:

https://portal.ncfe.org.uk

How do I get a
Username and Password?

To request a Portal account, go to the 'Login' tab from the top menu bar on our website.

Select **'Portal'** from the list of options available.

Complete the requested fields and click send.

☆

Top Tip

If you're the first person to request login details at your centre, you'll be set up as the Portal Admin user by our Customer Support team. If your centre already uses the Portal, this request will go to your Portal Admin who will be able to create your account.

🔍 🛒 me **Accessibility** 👤 **Log in and Portal**

Apprenticeships   Accreditation Services   International   About NCFE
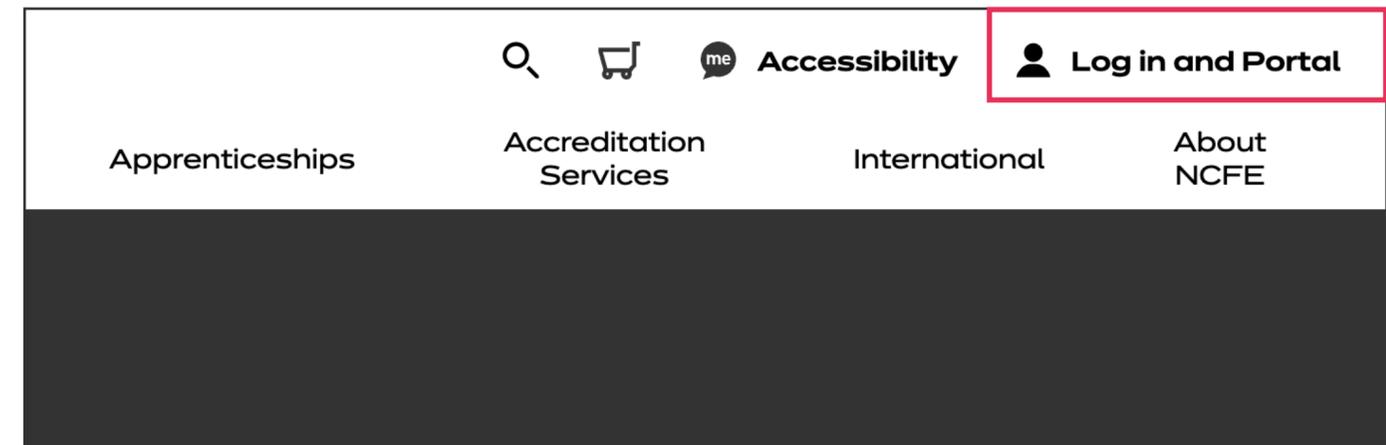
Logging into the NCFE Portal using Multi-Factor Authentication

What you need to know

What is multi-factor authentication?

Multi-factor authentication is a security process that requires users to provide more than one method of verification to gain access to an account or system. It's a crucial step in strengthening online security and protecting against unauthorised access.

Why are we enabling multi-factor authentication in the Portal?

We're committed to ensuring the highest standards of security for our systems. This extra layer of protection will help to safeguard learner data. With multi-factor authentication, the Portal will be better protected against unauthorised access, reducing the risk of security breaches.

Will I need a new account?

No, we'll be migrating your email address to MFA.

Since we already have your email on file, there's no need to set up anything further. When you log in to the Portal, you will need to select " Forgot your password?" and change your password. Login using this new password to verify your identity and access your account. If you experience any issues logging in or need additional help, please contact our Customer Support team via Live Chat or by email at customersupport@ncfe.org.uk

Check out our FAQ page: Multi-factor authentication (MFA) FAQs | NCFE

Existing Portal User

⌂

You will notice a new look to the NCFE Portal, simply click the log in button. You will be taken to the sign in screen where you need to add your email address and password.

Welcome to the NCFE PORTAL

Log in to your Portal

Log In

Please contact customersupport@ncfe.org.uk for assistance.

Recommended settings   Supported browsers   User Guides

When using the Portal we need you to turn off your pop-up blocker and enable both cookies and JavaScript.

NCFE, Q6, Quorum Park, Benton Lane, Newcastle upon Tyne, NE12 8BT
Our Cookie Policy

© 2025 NCFE Portal
www.ncfe.org.uk

Build: 17.8.207.0

NCFE

Sign in

Sign in with your email address

claireapples@aol.com

••••••••••••

Forgot your password?

Sign in

☆

Top Tip
When you reset your password, you'll receive two multi–factor authentication codes — one to complete the password reset and another to log in. The screens look very similar, so don't worry, you're not stuck in a loop.

Existing Portal User

You can now request a verification code, you'll receive this via email. Once this is entered you'll be taken to the Portal home page where you can do everything you normally can on the NCFE Portal.

Cancel

NCFE

User Details

Verification is necessary. Please click Send button.

Email Address

c***********@aol.com

Send verification code

☆

Top Tip
you will have a 120 seconds before the code expires.

Multiple Centre User

⌂

If you have multiple accounts, for more than one NCFE centre, you will now be able to access all centres with a single log in. You will login using your email address, and you can then switch between your centres in the Switch Centre section located in the top right of the page.
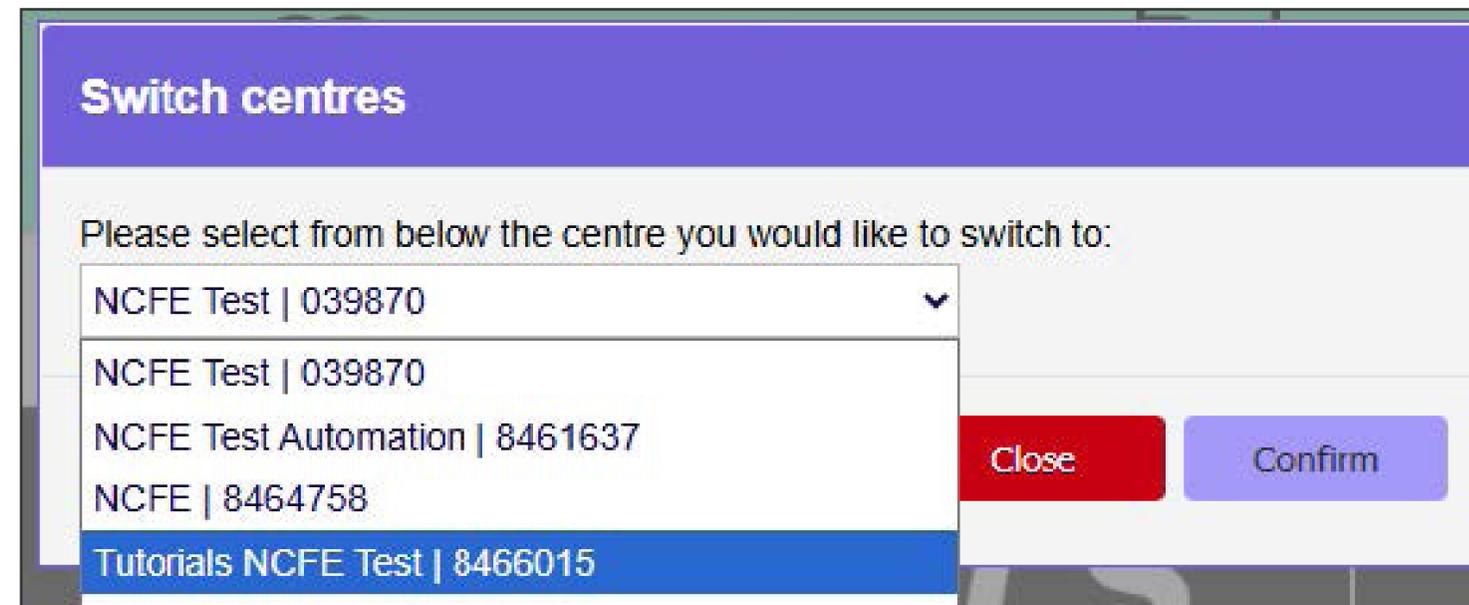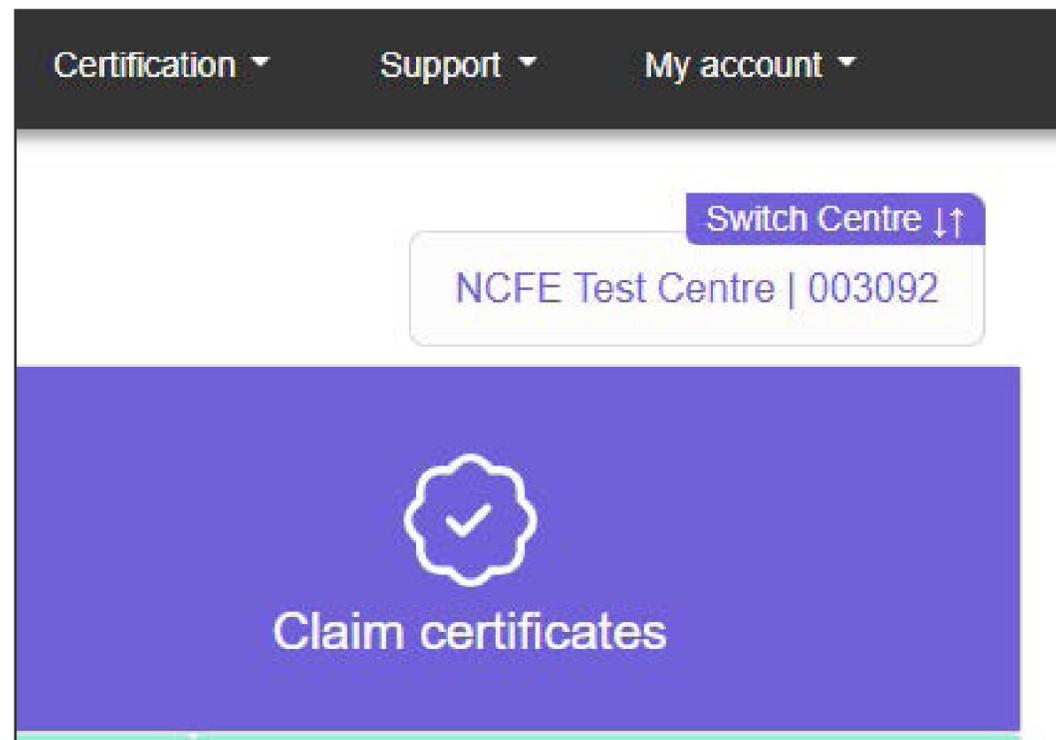
Any centres that you have access to will be available to select from the drop down list, immediately switching your account. Check you are in the correct centre before making any registration or changes.

How do I create a new user?

To set up a new user in the Portal go to the **'My Account'** tab, select **'Manage Users'** and click to **'Create a new user'**.

To create a new user, you'll need the following information:

- full name
- email address
- permissions (you can confirm by selection which permissions each user will have).

Once all the fields have been completed and permissions have been selected, select **'Save'**.

The user will receive 2 emails one which includes your username (this should always be your email address), the second email will contain your password.

You will now be able to log into the NCFE Portal.

☆

Top Tip

You can edit users in this screen by selecting **'Edit'** alongside the appropriate user account. This will allow you to change the full name and permissions of the user. You'll also be able to remove user accounts from the Portal using the **'Delete'** button.

Top Tip

If you want to set your own password, please use the forgotten password option.

Managing users

To create or edit users, navigate to **'My Account'**, then **'Manage Users'**. From here you can change your LRS Administrator or create, edit and delete new users. You can also change user permissions.

Manage your users

You can create new users, edit current users' permissions and delete users.

Please be aware that all passwords must be kept confidential and each Portal user must only use their own login details. If you are the Portal administrator for your centre you must make sure that all of your centre's Portal users are aware of this requirement.

LRS Administrator

Your centre's LRS Administrator is currently **unassigned**. Change LRS Administrator

Users

Create a new user

Name	Username	Email Address		Delete	All | None
Portal User Guide		Portal@useguide.com	Edit	Delete	☐

Edit existing user   X

Full name

Claire Appleby

Email address

claireappleby@ncfe.org.uk

Permissions (All \| None)

- ☑ Search
- ☑ Product Registration
- ☑ Registrations: Tribal/Bulk CSV
- ☑ My Learners
- ☑ Bookings
- ☑ Assessment Results
- ☑ Moderation
- ☑ Submit Unit Grades
- ☑ Claim Certificates
- ☑ Read Only Certification Area
- ☑ eCertificates
- ☑ Users

Cancel   Save

To create a new user, select **'Create a new user'** and enter their name and email address.

Managing users

Decide which permissions the user should have. You can give them the following permissions:

Permission	Purpose
Search	View batches, reports and results
Product Registrations and/or Tribal/Bulk and MIS Registration	Register learners
My Learners	Search and edit batch details such as making transfers and withdrawals Edit any learners' details
Bookings	Make bookings for registered learners on to assessments
Assessment Results	View the results of learners' assessments
Moderation	Submit schedules of assessments and marks
Submit Unit Grades	Submit grades for learners
Claim Certifications	Submit certification claims
Read only Certification Area	View the certification screens
eCertificate	View and download learner certificates
Users	Access the users page which allows them to add and remove permissions, or delete users.

Search Products

Search for products by selecting 'Search' from the Portal menu and clicking the 'Products' tab.

You can view all of the products your centre is approved to deliver by searching **'All Products'**. Alternatively, you can refine your search by selecting a sector from the list available or by entering a specific product code or product name.

Visit Reports

Search for a visit report, by selecting **'Search'**, then **'Visit reports'**.

View all your centre's visit reports by selecting **'All'** in the **'Visit Type'**. Alternatively, you can refine your search by selecting a visit type from the list available or by entering a specific product code, product name, session and/or visit date.

Find your EQA's contact details by clicking on the EQA name, and you can view your Visit Report by selecting the PDF.

| Products | Visit reports | Batches | Learners | Bookings | Results | Bundles |

Select **Visit type** then you can search for visit reports for a session and by entering the product code, product or group name and visit date.

Visit type
EQA

Product code

Product or group name

Session
2023/2024

Visit date

Search   Clear

Visit type	Product code	Product or group name	EQA/Moderator	Visit number	Visit date	Next visit date	Report
EQA	GROUP	Travel and Tourism	👤 Mr Qman Mod1	2	22 Aug 2023		📕
EQA	GROUP	Travel and Tourism	👤 Mr Qman Mod1	1	22 Jun 2023		📕
EQA	GROUP	Arts and Media	👤 Mr Qman Mod1	1	22 Jun 2023		📕
EQA	GROUP	Sport, Exercise and Fitness	👤 Mr Qman Mod1	1	22 Jun 2023		📕
EQA	GROUP	Business, IT and Sales	👤 Mr Qman Mod1	1	22 Jun 2023		📕
EQA	GROUP	Functional Skills	👤 Mr Qman Mod1	1	22 Jun 2023	11 Sep 2023	📕
EQA	GROUP	Health, Childcare and Education	👤 Mr Qman Mod1	1	22 Jun 2023		📕
EQA	GROUP	Customised Qualifications	👤 Mr Qman Mod1	1	15 Jun 2023	02 Aug 2023	📕

Batches

Search for a batch by selecting **'Search'** from the Portal menu and clicking the **'Batches'** tab.

You can search by a specific batch number or product code.

Three icons will appear next to your search results. These icons allow you to book learners for external assessment, show learners on that batch number and view all the associated reports.

Portal search

| Products | Visit reports | Batches | Learners | Bookings | Results | Bundles |

You can search for batches by entering either a specific batch number or product code. Once you've found the right batch you can view learner details, book learners for assessment or print reports relating to the batch by clicking on the icons on the left.

Batch number
805656737

Product code

Search   Clear

🗎 Download in CSV format

	Batch	Product code	Product title	Session	Batch status	Registration date
⊞ 👥 📊	805656737	500/8454/9	NCFE Level 1 Award in Graphic Design	2021/2022	Registered	06/12/2021

1 batch found

Page size: 10 ▾

Learners

Search for your learners by selecting **'Search'** from the Portal menu and clicking the **'Learners'** tab.

You can search for learners by product code, centre learner number, ULN, learner number, forename and/or surname.

You can order your search results by selecting the column headers.

You can also export the search results to a CSV file by using the **'Download in CSV format'** option.

Portal search

| Products | Visit reports | Batches | Learners | Bookings | Results | Bundles |

You can search for learners by entering either the product code, centre learner no, ULN, forename or surname.

Product code | **Centre learner number** | **ULN** | **Learner number** | **Forename** | **Surname**

[Search] [Clear]

📊 Download in CSV format

Name	ULN	Learner number	Batch	Centre learner number	DOB	Product code	Session	Learner status	Overall grade
TEST TEST	107124711	805815435			01/01/2002	610/2808/3	2023/2024	Registered	

1 learner found

Page size: 100

Bookings

Search for your assessment bookings by selecting **'Search'** from the Portal menu and clicking the **'Bookings'** tab.

You can search for assessment bookings by batch number, Product Code or ULN. You can order your search results by selecting the column headers.

You can also export the search results to a CSV file by using the **'Download in CSV format'** option. Click the icons to the right of each row to show the entry learner list and the reports for the batch respectively.

Portal search

| Products | Visit reports | Batches | Learners | Bookings | Results | Bundles |

You can search for learner bookings by entering a batch number, product code or ULN.

Batch number

Product code

ULN
1234567899

Search   Clear

🗎 Download in CSV format

	Batch	Product code	Session	Assessment code	Assessment name	Booking date / Assessment window	ULN
👥 📊	805791266	603/6989/9	2023/2024	000224	Core 1B (Online)	20/06/2025 09:00	1234567899
👥 📊	805791257	603/7066/X	2023/2024	000219	Core 1B (Online)	19/06/2025 13:00	1234567899

Bundles (including apprenticeship registration)

Search for your apprenticeship registrations by selecting **'Search'** then **'Bundles'**.

You can search by bundle batch number, product code, product name, learner number, forename, surname and/or date of birth.

Click on the returned results for each learner to view which qualifications they're registered on.

Portal search

| Products | Visit reports | Batches | Learners | Bookings | Results | Bundles |

You can search for learners on an apprenticeship by using the search fields below. You can click on a learner to see more information.

Batch number `100005279`
Product code
Product name
Learner number
Forename
Surname
DOB (DD/MM/YYYY)

Search   Clear

Batch number	Product code	Product name	Name	DOB	ULN
100005279	APP9362	Early Years Educator Apprenticeship Standard Bundle – Mandatory Qualifications & Functional Skills	TEST APP	02/02/1992	
100005279	APP9362	Early Years Educator Apprenticeship Standard Bundle – Mandatory Qualifications & Functional Skills	TEST NAME	01/01/1991	

Registrations
What you need to know

There are three ways you can register learners:

- **Key in:** manually enter learners' details.

- **Upload via CSV file:** upload your learners' details using a CSV file.

- **Tribal/bulk CSV:** create multiple lists of learners for different qualifications/batches to upload in one CSV file. This can't be used for products which require an assessment booking on registration.

You can search for a product by entering the product name, product code, apprenticeship name, apprenticeship code, batch number and apprenticeship batch numbers.

Please ensure your centre has the required approval prior to registration. You can apply for approval through our **website**.

!

Definitions

- A **product** is a regulated or unregulated qualification, apprenticeship or bundle.

- A **batch number** is a reference number we assign to a group of learners that have been registered.

Late Registration Fees

From 1 August 2024, we introduced a late registration fee for all of our qualifications (with the exception of V Certs and Functional Skills), to ensure we're able to support learners at every stage of their journey and ensure we have the appropriate resources in place to support you during busy assessment periods.

This fee will be applied where a learner is registered more than 90 days after their start date, and applies to any new learner registrations with a learner start date of 1 August 2024 onwards. For example, if you register a learner on 1 December 2024, but their start date was 1 August 2024, the late registration fee would apply as they've been registered with us more than 90 days after the learner started on the qualification.

Please note that for T Level qualifications, late and very late registration fees were already in place and are calculated differently.

If you deliver a bundle that includes Functional Skills, late registration fees will be calculated based on the other products in the bundle (excluding Functional Skills) at the discounted rate.

Registration data
and what we need to know

Field	Details
Forename *	Add the learner's legal forename
Middle name	Add a learner's middle name (this will be printed on the learner's certificate if included)
Surname *	Add the learner's legal surname
DOB *	Add the learner's date of birth
Ethnicity	**See** more information on gov.uk
Gender *	Add the learner's gender
Centre learner reference	Add any reference you wish to use for your learner
ULN *	The unique learner number (ULN) is a unique 10-digit number. Most learners aged 14+ have one and it's designed to work with the personal learner record (PLR)as proof of learning and achievements. This is mandatory for T Level qualifications.
Postcode	Add the learner's postcode
Learner start date *	Add the date on which learning for the qualification began (accurate to within a week)
Planned end date *	Add the date on which learning for the qualification is planned to end
Country *	Add the country within which the learning is delivered from. If your learner is studying outside of the UK, please choose the appropriate country of study. If your learner's country of study is not showing, you can email **international@ncfe.org.uk** to get this added.
Paper modifications	See more information on our special considerations webpage.
Access arrangements	See more information **within** our Reasonable Adjustments policy.

Learners who are studying internationally

You can now tell NCFE if your learners are studying outside of the UK. The Portal will default to the UK as the country of study, but there are other countries to choose from. If your learner's country of study is not showing, you can email **international@ncfe.org.uk** to get your country added.

Please note: The maximum number of learners that should be entered onto a batch is **2000**. If a learner is cancelled, or withdrawn from a batch, this will still count towards the 2000 limit.

The fields which are marked with an asterisk (*****) are mandatory fields that must be completed. All other fields are optional, however, we strongly advise to register learners with a verified Unique Learner Number (ULN) so achievement can be uploaded to the Personal Learner Record (PLR).

Registering learners using 'key in' method

To register learners using the 'key in' method, select **'Registrations'** from the Portal menu and click **'Register learners using key in or CSV file'**.
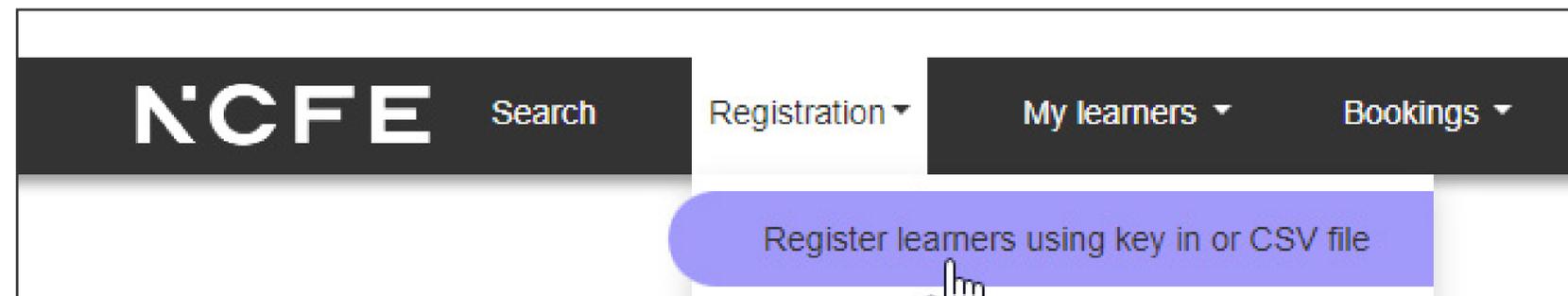
Register learners
using the key in method

To register your learners, select the product and session (if available) that you'd like to register your learners on. You can choose to add learners to an existing batch. You're now ready to key in your learners' data.

Register your learners

To register your learners, please select your product or batch in the search box below:

Search	603/5052/0 - NCFE Entry Level 3 Functional Skills Qualification in English
Available sessions	2023/2024
Add to existing batch	

Add your learners

Forename*	Middle names	Surname*	DOB* (dd/mm/yyyy)	Ethnicity	Gender*	Centre learner reference	Unique learner number	Postcode	Learner Start Date *	Planned End Date *	Country*	
Testing		Example	01/02/1985	Englis	Fema				01/09/2023	01/07/2023	United Kingdom	Add

Add Learner

Upload learners by CSV

Choose file   No file chosen   Upload

Register learners
using the key in method

Type your learners' details into the fields and click the **'add'** button. Another row of blank fields show for you to complete for any additional learners. If you enter your learners' details without selecting add, their details will not be saved when you complete the process.

The address drop down will show all addresses for your centre that we have on our system. Select the address where your learners are based. You can also change the address of where you would like your learners' certificates sending to.

Register learners
using the key in method

Centre information

Select the address you want to use against the batch *

(Main Address) Test Q6, Quorum Business Park, Benton Lane

Contact name *

Claire Appleby

Your email address *

claireappleby@ncfe.org.uk

Telephone STD/number

Your reference number

Purchase order number

Certification Delivery Address ℹ️

(Main Address) Test Q6, Quorum Business Park, Benton Lane

Back ◀   Finish ▶

Learner registration complete

Thank you, we've received your learner registrations your status is: **Registered**

Your learners are registered on batch number: **805792204**

Please download the paperwork you need, these can be accessed when ever you need them via the search screens.

Invoices will be sent to your Finance team for payment.

- Order ORD001740561
- Statement Of Results FS
- Order Summary
- Certificate Claim Form FS
- Learner Status Report FS English Entry Level

💬 Leave your feedback here

Select next and confirm your centre information.

Click finish and your registration will be complete – **please make a note of your batch number.**

Using the CSV tool

The CSV tool is available to help you create your CSV file. It will also help you make sure all the learner details are in the correct format before you import the file. To use the CSV tool, go to the **'Support'** section and then **'Download CSV tool'**.

Support ▾   My account ▾

CSV file example

Support for Exams Officers

Portal user guide

T Level system user guide

T Level provider support

Download CSV tool

Service Message

T Level updates
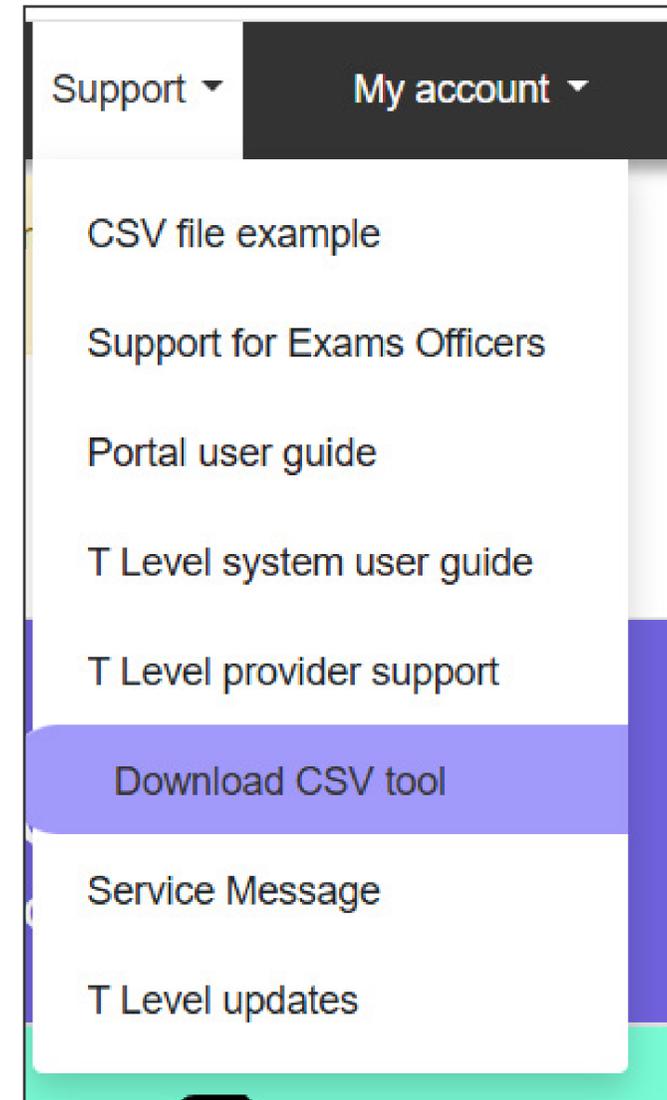
Using the CSV tool

You'll see a Microsoft Excel Security Notice, and you must select the option to **'Enable macros'** to continue.

A Microsoft Excel sheet will open. Select **'Add-ins'** from the menu options across the top of the sheet. This will open the CSV tool.

From the dropdown, select the relevant field. The tool will open, and you'll see the header rows.

Complete the fields and when you're finished, select the tool again.
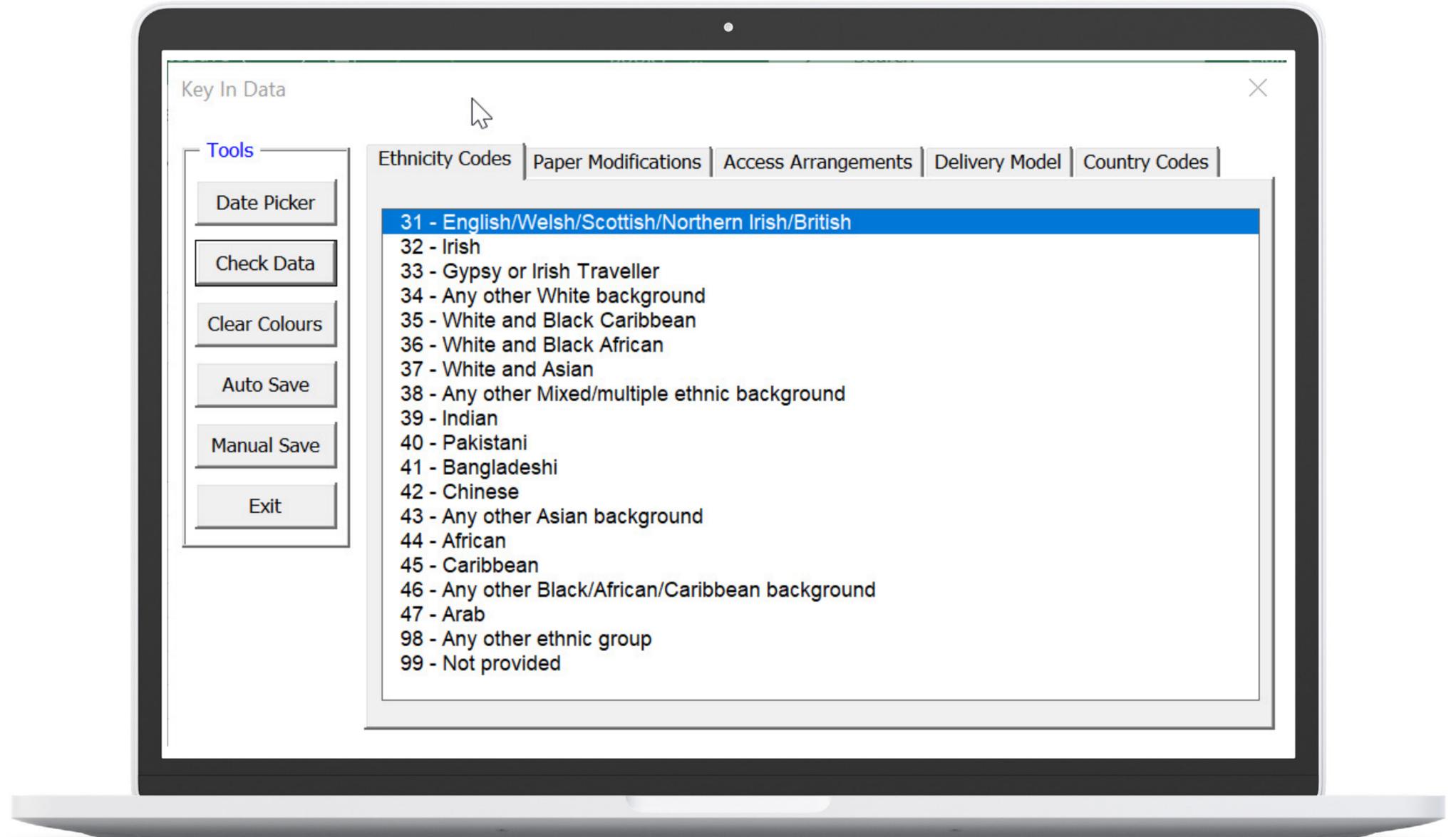
Using the **CSV tool**

Select **'Check data'** and this will show you if your file is ready to import. Any fields that haven't been input correctly will be coloured (see graphic) to indicate where amends to data are required. Once you've made the required amendments, your file will be ready to upload.

Colour code - error descriptions ✕

Mandatory field. Please enter missing information.

Cell format must be DDMMYY or DD/MM/YYYY only. Example D.O.B. should look like: 120867 or 12/08/1967

Ethinicity must be a number represented as a number. Please use numbers 31 through 47 or 98-99 only.

Gender must be abbreviated: M = Male,   F = Female, U = Prefer not to say,   N = Unknown.

The Unique Learner Number (ULN) must be a 10 digit number only with no punctuation.

The Access Arrangements and Paper Modifications with subtypes should be from the list, The Contact Email Address is required for Paper Modifications and Access Arrangements.

All Apprenticeship dates, Learner Email Address and Delivery Model from the list are required for Apprenticeships.
Note: App Start Date < App End Date < EPA Start Date

Postcode (if included) must be a valid UK format. Examples NE5 7QR or NE65 0XX or S55NL or NE679WS

Planned End Date must not be more than 6 months ago

Some **further information**

The mandatory fields are forename, surname, date of birth, start date, end date, gender, and country. Learner start date and planned end date are also mandatory for regulated qualifications. Please also note that the file must be saved as a **'.csv'** file. When adding a learner's **'Ethnicity'** to a CSV file, these should be entered using the following codes:

31	English / Welsh / Scottish / Northern Irish / British	**40**	Pakistani
32	Irish	**41**	Bangladeshi
33	Gypsy or Irish Traveller	**42**	Chinese
34	Any other White background	**43**	Any other Asian background
35	White and Black Caribbean	**44**	African
36	White and Black African	**45**	Caribbean
37	White and Asian	**46**	Any other Black / African / Caribbean background
38	Any other mixed / multiple ethnic background	**47**	Arab
39	Indian	**98**	Any other ethnic group
		99	Not provided

Some **further information**

When adding a learner's **'Gender'** to a CSV file, these should be confirmed using the following abbreviations:

M – Male

F – Female

U – Prefer not to say

Paper modifications (where required) should be added within columns **'J'** to **'O'**. When adding enlarged, coloured, and braille paper modifications you must also provide the specific size, shade and grade respectively, in the adjacent column to the paper modification.

Access arrangements (where required) should be added within columns **'P'** to **'X'**.

J	K	L	M	N	O	P	Q
Paper Modification 1	PM 1 Sub	Paper Modification 2	PM 2 Sub	Paper Modification 3	PM 3 Sub	AA 1	AA 2
Enlarged Paper	A4 18pt bold					Reader	Scribe

Some **further information**

The country where your learners are studying can be added in column **'AI'**. The country codes that can be used are:

Austria	AT	**Hungary**	HU	**Qatar**	QA
Bahrain	BH	**France**	FR	**Republic of Cyprus**	CY
Belgium	BE	**India**	IN	**Romania**	RO
Brunei	BN	**Ireland**	IE	**Saudi Arabia**	SA
Bulgaria	BG	**Italy**	IT	**Slovakia**	SK
China	CN	**Latvia**	LV	**Slovenia**	SI
Commonwealth of Dominica	DM	**Lithuania**	LT	**Spain**	ES
Croatia	HR	**Luxembourg**	LU	**Sweden**	SE
Czech Republic	CZ	**Macao**	MO	**Switzerland**	CH
Denmark	DK	**Malta**	MT	**U.A.E.**	AE
Egypt	EG	**Myanmar**	MM	**U.S.A.**	US
Estonia	EE	**Netherlands**	NL	**Ukraine**	UA
Finland	FI	**Oman**	OM	**United Kingdom**	GB
Germany	DE	**Poland**	PL	**Vietnam**	VN
Greece	GR	**Portugal**	PT	**Other**	99

Registering learners using the CSV file method

You can find the CSV template under the 'Support' area on the Portal. You can leave the header row in the document when you import the CSV file.

To register learners using the CSV method, select **'Registrations'** from the Portal menu and click **'Register learners using key in or CSV file'**.
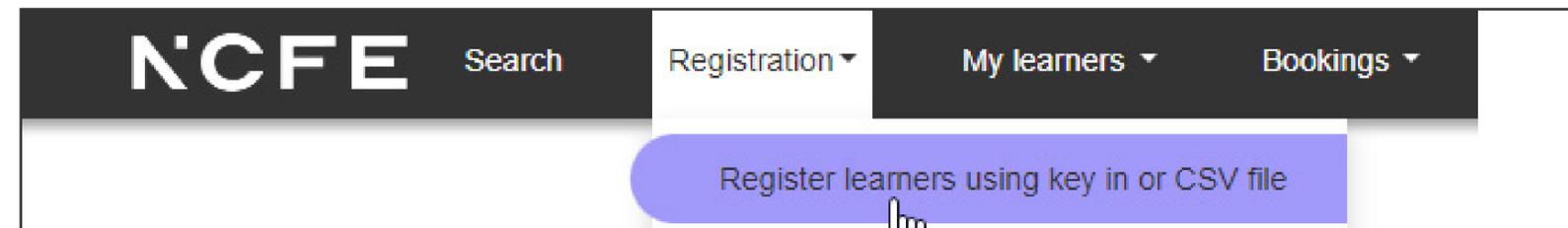
Registering learners using the CSV method

Selecting **'Choose file'** located in the bottom left of the screen opens File Explorer and allows you to select the previously saved CSV file with your learner's information in. Select your file, then click **'Upload'** and when you're happy with the entered data, click **'Next'**. You'll then see a **'Centre information'** screen. The address drop-down will show all the addresses we have on our system for your centre. Select the address where the learners are based. You can also change the address of where you would like your learner's certificates sending to.

Register your learners

To register your learners, please select your product or batch in the search box below:

Search	603/5052/0 - NCFE Entry Level 3 Functional Skills Qualification in English
Available sessions	2023/2024
Add to existing batch	☐

Add your learners

Forename*	Middle names	Surname*	DOB* (ddmmyyyy)	Ethnicity	Gender*	Centre learner reference	Unique learner number	Postcode	Learner Start Date*	Planned End Date*	Country*	
				- ▾	- ▾						United Kingdom ▾	Add
TESTER		LEARNER	10/10/1980	Not provided	Female	123		NE3 1RF	01/11/2023	01/11/2024	🇬🇧 GB	✏️ 🗑️
TEST		CANDIDATE	11/10/1990	Not provided	Male	456		NE3 1RF	02/11/2023	02/11/2024	🇬🇧 GB	✏️ 🗑️
TESTING		STUDENT	12/10/1000	Not provided	Female	789		NE3 1RF	03/11/2023	03/11/2024	🇬🇧 GB	✏️ 🗑️

Upload learners by CSV

Choose file | No file chosen | Upload

Next ➜

Registering learners using the CSV method

Centre information

Select the address you want to use against the batch *

(Main Address) Test Q6, Quorum Business Park, Benton Lane ▼

Contact name *

Claire Appleby

Your email address *

claireappleby@ncfe.org.uk

Telephone STD/number

Your reference number

Purchase order number

Certification Delivery Address ℹ️

(Main Address) Test Q6, Quorum Business Park, Benton Lane ▼

Back ◉   Finish ◉

Learner registration complete

Thank you, we've received your learner registrations your status is: **Registered**

Your learners are registered on batch number: **805792204**

Please download the paperwork you need, these can be accessed when ever you need them via the search screens.

Invoices will be sent to your Finance team for payment.

- Order ORD001740561
- Statement Of Results FS
- Order Summary
- Certificate Claim Form FS
- Learner Status Report FS English Entry Level

💬 Leave your feedback here

You can now click finish and your registration will be complete – **please make a note of your batch number.**

Adding access arrangements and paper modifications at registration

You can add any access arrangements and paper modifications your learners may require at the point of registration. Once you've added the learner's details, two icons will appear to the right of their record as shown below.

Select this icon 🖊 to **'Add and amend learner details'**, which includes declaring access arrangements or paper modification requirements.

To add a paper modification for a learner, select the appropriate option(s) from the list of available options, including the specific details of any enlarged, coloured, or braille papers as required.

To add access arrangements for a learner, select the appropriate option(s) from the list available.

Paper Modifications:
- ☐ Enlarged Paper
- ☐ Coloured Paper
- ☐ Non-interactive (PDF) question paper
- ☐ Braille Paper and Tactile Diagrams
- ☐ Modified Language Paper

[Deselect All Paper Modifications]

Access Arrangements:
- ☐ Extra Time: up to 25%
- ☐ Extra Time: up to 50%
- ☐ Extra Time: over 50%
- ☐ Reader
- ☐ Computer Reader
- ☐ Scribe
- ☐ Speech Recognition Technology
- ☐ Practical Assistant
- ☐ Language Modifier

[Deselect All Access Arrangements]

Adding access arrangements and paper modifications at registration

When declaring access arrangements and/or paper modifications for a learner, the user is required to provide an email address for the contact they want to receive all communications relating to the request. This is so that we can complete ad-hoc sampling inspections of supporting evidence and keep you updated with the processing and dispatch of any modified papers, where required.

Contact Email Address:

Please provide the email address of the contact you wish to receive all communications relating to this learner's paper modification and/or access arrangement request.

Please note: Any access arrangements or paper modification requests declared at the point of registration will be recorded against your learner. This enables us to send you modified papers for any upcoming paper-based assessments without you needing to notify us each time an external assessment booking is made. It also means that any access arrangements and paper modifications will appear on your external assessment paperwork for paper-based assessments.

For more information, please visit: **https://www.ncfe.org.uk/qualifications/centre-assessment-support/access-arrangements-reasonable-adjustments-paper-modifications/**

Registering learners for V Certs

When you register learners for a V Cert qualification, you'll be required to select the correct **'Assessment window'** and **'Mode of assessment'** your learners will be sitting.

Once these have been selected, you can follow the key in or CSV upload process as above.

Registering learners on an apprenticeship

To register learners on an apprenticeship, search for the apprenticeship by title or enter the batch number that you'd like to add learners to.

Once these have been selected, you can follow the key in or CSV upload process as to the right.

Registering learners on an apprenticeship

Apprenticeship registration complete!

Thank you, your learners have been registered. Your batch number is: 100005278.

Please download the paperwork and order confirmation below. An invoice will be sent to your Finance team for payment.

- Order ORD001740566

See below for registration details of each component on your chosen apprenticeship.

NCFE CACHE Level 3 Diploma for the Early Years Workforce (Early Years Educator)
Status: Registered
Batch Number: 805792209

- Learner Status Report
- Certificate Claim Form QCF Credit Tx

NCFE CACHE Level 3 Award in Paediatric First Aid
Status: Registered
Batch Number: 805792210

- Learner Status Report

NCFE Level 2 Functional Skills Qualification in English
Status: Registered
Batch Number: 805792211

Book External Assessment ➔

Submit PM/AA ➔

- Learner Status Report FS English
- Certificate Claim Form FS

Registering learners on an apprenticeship

To register learners on an apprenticeship, search for the apprenticeship by title or enter the batch number that you'd like to add learners to. Once these have been selected, you can follow the key in or CSV upload process as above.

Registering learners
using a tribal/bulk CSV file

A bulk CSV file allows you to register learners on multiple qualifications from a single CSV file. Once these have been selected, you can follow the key in or CSV upload process as above. You can register as many batches on as many products as you like using a bulk CSV file. Continue to insert new header rows for each batch of learners you want to create. Save the file as a .csv file and upload the information.

Please note that bulk CSV registration currently does not allow for registration for T Level products or booking on registration. Please follow the process for key in or CSV (non-bulk) registration.

The header row to the batch must be set out using the following format:

- Record type (NCFE1), centre number*, centre reference, blank field, product code*, blank field, blank field.

The learner information rows must be set out using the following format:

- Record type (NCFE2), first name*, middle name, surname*, date of birth*, centre learner reference, ethnicity code (see page 21), gender*, unique learner number (ULN), postcode, learner start date*, planned end date*, and country of study (see page 22).

* Please be aware that these are mandatory fields.

Registering learners
using a tribal/bulk CSV file

To register your learners using a bulk CSV file, please follow these instructions:

Select **'Registration'**, then **'Register learners using tribal/bulk CSV file'**. Now select **'Next'**.

Next, select **'Browse'**, locate your file, then select **'Upload'** when the field is populated. Your files will show as below:

Upload and register batches

To upload your learner details, please click on Choose file, select the required CSV file saved on your PC and then click upload.

The maximum number of learners you can upload in one CSV file is 250. If you've more learners than this, then please split them into multiple files.

If you want to delete any batches, please tick the box next to the batches you'd like to delete and then click the **Delete** link at the top of the final column.

Select Tribal/bulk CSV file:

| Choose file | No file chosen |

| Upload |

Uploaded batches:

	Product code	Centre reference	Date uploaded	Uploaded by	Delete
Select	F/618/1551/UNITCACHE		27/09/2023	Claire Appleby	☐
Select	CQ11788		27/09/2023	Claire Appleby	☐

Previous | Next | Cancel

Registering learners
using a tribal/bulk CSV file

⌂

A line will be produced for each group of learners on your bulk CSV file. If the line is greyed out, this indicates an error on the product code that was entered. You'll need to review the submission for this product and resubmit. If you make an upload by mistake, you can delete this by ticking the right-hand side box and selecting the delete button.

Now, select the first batch you'd like to register by clicking **'Select'** and then click **'Next'**. If required, add a purchase order number on the registration order. Select the product and session (if available). The **'Contact'** and **'Email'** fields will auto populate according to your Portal login details. Once you have checked that all of the information is accurate, click **'Next'**.

Batch information

Product code:	601/1086/7
Product name:	NCFE Level 1 Award in Exploring Occupational Studies for the Workplace
Reference:	
Purchase order number:	
Session:	2024/2025 ⌄
Email*:	russellhunt@ncfe.org.uk
Contact:	Russell Hunt
Address:	(Main Address) Test Q6, Quorum Business Park, Benton Lane ⌄
Tel STD/no:	
Fax STD/no:	

Note: Field with an * is mandatory

Previous   Next   Cancel

Registering learners using a tribal/bulk CSV file

The next screen allows you to confirm your learners' details before completing the registrations of your learners.

If you need to make any further amendments, select **'Previous'**.

601/1086/7, NCFE Level 1 Award in Exploring Occupational Studies for the Workplace

for **NCFE Test Centre (003092)**

Name	ULN	DOB	Ethnicity	Gender	Postcode	Learner Start Date	Planned End Date	Country
INSPECTOR SLATER_21		02/07/1981	Pakistani	M	NE12 4QA	31/12/2023	31/12/2025	MM
INSPECTOR SLATER_22		03/07/1981	Bangladeshi	M	NE12 4QA	01/01/2024	01/01/2026	NL
INSPECTOR SLATER_23		04/07/1981	Chinese	M	NE12 4QA	02/01/2024	02/01/2026	OM
INSPECTOR SLATER_24		05/07/1981	Not provided	F	NE12 4QA	03/01/2024	03/01/2026	PT
INSPECTOR SLATER_25		06/07/1981	Any other Asian background	F	NE12 4QA	04/01/2024	04/01/2026	QA
INSPECTOR SLATER_26		07/07/1981	African	F	NE12 4QA	05/01/2024	05/01/2026	SA
INSPECTOR SLATER_27		08/07/1981	Caribbean	F	NE12 4QA	06/01/2024	06/01/2026	SE
INSPECTOR SLATER_28		09/07/1981	Any other Black/African/Caribbean background	F	NE12 4QA	07/01/2024	07/01/2026	CH
INSPECTOR SLATER_29		10/07/1981	Arab	M	NE12 4QA	08/01/2024	08/01/2026	AE
INSPECTOR SLATER_30		11/07/1981	Any other ethnic group	M	NE12 4QA	09/01/2024	09/01/2026	US

Please note:

Once you've pressed the **Finish** button, these learners will be registered and you'll be able to download your order confirmation for the registration fee.

Previous   Finish   Cancel

Registering learners
using a tribal/bulk CSV file

Select **'Finish'** once you've checked all the information entered is accurate.

The confirmation page will show you the batch number that the learners have been registered on.. The batch number is unique to this group of learners and can be used when entering learners for external assessments, viewing results, submitting graded internal units and claiming certificates.

This page will also display any paperwork associated with this batch of learners. You can print or download these for your records, or you can access them by using the **'Search'** function later.

Learner registration complete

Thank you, we've received your learner registrations your status is: **Registered**

Your learners are registered on batch number: **805792208**

Please download the paperwork you need, these can be accessed when ever you need them via the search screens.

Invoices will be sent to your Finance team for payment.

- Order ORD001740565
- Statement Of Results FS
- Order Summary
- Certificate Claim Form FS
- Learner Status Report FS English Entry Level

NCFE and Tribal Group PLC

⌂

Please find further information on the **www.tribalgroup.com website**.

Tribal Contact Information:

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Product Manager Vocational Learning and Engage

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55 St. Marys Road,
Sheffield,
S2 4AN

Teams: gabriella.walshaw@tribalgroup.com
Email: gabi.walshaw@tribalgroup.com

Kevin Atkins
ebs™ Statutory Product Owner

Tribal,
St. Marys Court,
55 St. Marys Road,
Sheffield,
S2 4AN

Teams: kevin.atkins@tribalgroup.com
Email: kevin.atkins@tribalgroup.com

My Learners
Manage Learners

You can manage your learner registrations by selecting **'My learners'** from the Portal menu and clicking the **'Manage learners'** option.

You can search for your learners, before being able to cancel, withdraw and un-withdraw, transfer and top up/down learner's registrations.

You can now also update any planned end dates for your learners.

My learners

You can use the active fields to search for your learners. Once you have found your data set you can click on the column headers to order the information the way you'd prefer, or select the VTQ slider and click search to search for learners on these qualifications.

You'll be able to edit learner details here as well as completing cancellations, transfers, top ups and withdrawing your learners. Information on Fees and Pricing can be found on the website.

Show only valid VTQ learners

	Batch	Forename	Surname	DOB	NCFE learner number	Centre learner number	ULN	Product code	Product name	Current learner status	Planned end date	Registration date	Edit
☐	805792530	Forename	Surname	dd/mm/yyyy	Learner No.		ULN	Product code		Learner Status			Search
☐	805792530	TEST	1	01/01/1991	107046960			601/4761/1/FTV	NCFE Level 2 Certificate in Creative Media (Film and TV)	Registered	21/01/2026	26/10/2023	✎ Edit
☐	805792530	TES	10	10/01/2000	107046969			601/4761/1/FTV	NCFE Level 2 Certificate in Creative Media (Film and TV)	Registered	02/01/2026	26/10/2023	✎ Edit
☐	805792530	TEST	11	11/11/2000	107046970			601/4761/1/FTV	NCFE Level 2 Certificate in	Withdrawn	14/01/2026	26/10/2023	✎ Edit

My Learners
Download Learners

Click **'Download learners'** to save your file.

Here you can add or update any planned end dates for your learners.

	A	B	C	D	E	F	G	H	I	
1	Batch number	Learner number	ULN	Forename	Surname	DOB	Product code	Learner status	Planned end-date	
2	805752002	106811144		TESTER	EXAMPLE	01/01/1980	603/0196/X	Registered	01/09/2023	
3	805752002	106811143		TEST	USER	01/01/1970	603/0196/X	Registered	01/08/2023	
4										

You can now choose your file and upload learners.

[Choose file] No file chosen   [Upload Learners]

Refresh your data and your new dates will be updated.

You can also amend the date at a learner level in this screen.

VTQ Learners

You can manage your learners who are in scope of term time checks by searching in the My Learners screen. If you wanted to see all VTQ learners select 'Current Learner Status' as Registered and using the 'Show only valid VTQ learners' toggle.

You can then update any planned end dates or withdraw your learners.

My learners

You can use the active fields to search for your learners. Once you have found your data set you can click on the column headers to order the information the way you'd prefer, or select the VTQ slider and click search to search for learners on these qualifications.

You'll be able to edit learner details here as well as completing cancellations, transfers, top ups and withdrawing your learners.
Information on Fees and Pricing can be found on the website.

Show only valid VTQ learners

Batch	Forename	Surname	DOB	NCFE learner number	Centre learner number	ULN	Product code	Product name	Current learner status	Planned end date	Registration date from - to	Opt out	Edit
Batch	Forename	Surname	dd/mm/yyyy	107757073	Center lea	ULN	Product code	Product name	Learner Status		dd/mm/yyyy		Search
											dd/mm/yyyy		
805889522	SIMPLE VTQ 4	LEARNER	15/12/2000	107757073			601/2652/8	NCFE Level 3 Diploma in Skills for Business: Sales and Marketing	Registered	15/12/2026	18/02/2025	☐	✏ Edit

My Learners
VTQ Learners

You can now 'opt out' any Level 3 learners who **do not** require their results to be released by the Thursday of Level 3 result week each year. **This is not available for our T Level or V Cert qualifications.**

My Learners
Edit Learners

You can edit a learner registration by selecting **'My learners'** from the Portal menu and clicking the **'Manage learners'** option.

After searching for the learner(s) you wish to edit, tick the box to the left of the learner(s) name and click the 'Edit' button to amend their details.

My Learners
Edit Learners

In this screen, you can amend a learner's forename, middle name(s), surname, gender, date of birth, centre learner number, postcode, learner start date and planned end date.

We'll reissue the certificate in the new name, and you'll automatically be charged the current replacement certificate fee per learner. You must provide a reason for the name change when requesting a replacement certificate.

☆

Top Tip

You can add, edit or remove access arrangements and paper modifications for a learner.

You can also amend a learner's name for 90 days after the certification date.

My Learners
Withdraw Learners

You can withdraw a learner registration by selecting **'My learners'** from the Portal menu and clicking the **'Manage learners'** option.

To withdraw learners, tick the box to the left of your learner(s) name and click the **'Withdraw learners'** button at the bottom of the screen.

☐ Batch	Forename	Surname	DOB	Learner Number	Learner Number	ULN	Product Code	Product Name	Learner Status	Registration Date	Edit
805627188	Forename	Surname		Learner No.		ULN	Product code				Search
☐ 805627188	PORTAL	GUIDE	27/12/1977	106018281			603/0634/8	NCFE Level 2 Certificate in the Principles of Warehousing and Storage	Withdrawn	21 Sep 2021	✏ Edit
☑ 805627188	PORTAL	GUIDE2	27/12/1977	106018282			603/0634/8	NCFE Level 2 Certificate in the Principles of Warehousing and Storage	Registered	21 Sep 2021	✏ Edit
☐ 805627188	PORTAL	GUIDE3	27/12/1977	106018283			603/0634/8	NCFE Level 2 Certificate in the Principles of Warehousing and Storage	Registered	21 Sep 2021	✏ Edit

| First | < Previous | 1 ⌄ | Next > | Last | Your search returned 3 learner(s). Displaying page 1 of 1 |

| Cancel learners | Withdraw learners | Transfer learners | Top up learners | Unwithdraw learners |

To un-withdraw learners, tick the box to the left of your learner(s) name and click the **'Un-withdraw learners'** button at the bottom of the screen.

My Learners
Cancel Learners

You can cancel a learner registration by selecting **'My learners'** from the Portal menu and clicking the **'Manage learners'** option.

After searching for the learner(s) you wish to cancel, tick the box to the left of the learner(s) name and click the **'Cancel learners'** button at the bottom of the screen.

Please note: once a learner's registration has been cancelled, this can't be changed. The learner's registration fee will be credited, if the cancellation is done within five working days of the initial registration date. Please refer to the Fees and Pricing Guide, which can be found on our website, for further information on this.

My Learners
Transfer Learners

You can transfer a learner registration by selecting **'My learners'** from the Portal menu and clicking the **'Manage learners'** option.

After searching for the learner(s) you wish to transfer, tick the box to the left of the learner(s) name and click the button to **'Transfer learners'**.

The learner's registration fee will be credited, provided this learner hasn't been sampled as part of an External Quality Assurance (EQA) visit. Please refer to the Fees and Pricing Guide, which can be found on our website, for further information on this.

You'll need to provide the product code and batch number (if transferring the learner(s) to an existing batch). You can also add a Purchase Order Number.

Reports for the original and new batch will be available to print or download.

My Learners
Transfer Learners

If you're **transferring to a qualification that has an assessment window, you can now select this as part of the transfer.**

Transfer your learners

To transfer your learners, please choose your product and batch below.

Warnings
- The product you're transferring to normally creates bookings on registration, you will need to create entries for the transferred learners

Product	603/7003/8 - NCFE Level 1/2 Technical Award in Creative Design and Production
Batch	
Purchase Order Number	
Assessment Window	Level 1/2 Technical Award in Creative Design and Production - Summer 2024 - Online ⌄
Select delivery address..	Test Q6, Quorum Business Park, Benton Lane, NEWCASTLE UPON TYNE, Tyne and Wear, NE12 8BT ⌄
Select assessment location (if different to delivery address)	Search by previous locations...

☑ Same as delivery address

Back   Transfer

Learner transfer complete

Thank you, please see registration details for the learners you've transferred. Your status is: **Registered**

Your learners are registered on batch number: **805792226**

My Learners
Top learners up or down

You can top up learners by selecting **'My learners'** from the Portal menu and clicking the 'Manage learners' option.

After searching for the learner(s) you wish to top up, tick the box to the left of the learner(s) name and click the **'Top up learners'** button.

The learner's registration fee will be credited, and you'll be charged the new registration fee. The highest fee will always apply. Please refer to the Fees and Pricing Guide, which can be found on our website, for further information on this.

My Learners
Top learners up or down

You'll need to provide the product code, select a batch from the drop down if transferring the learner(s) to an existing batch or enter relevant note into the Centre Batch Reference. You can also add a Purchase Order Number.

You'll only be able to top up, or down, if the learner has an internal or external result, otherwise follow the transfer instructions. You'll only be able to top up or down to a product that is part of the same nested suite.

Reports for the original and new batch will be available to print or download.

Top up your learners

To top up your learners, please choose your product and batch below.

Product	601/3999/7 - NCFE CACHE Level 3 Certificate in Childcare and Education ⌄
Batch	⌄
Centre Batch Reference	|
Purchase Order Number	

Back   Top up

My Learners
Manage Unique Learner Numbers (ULNs)

You can manage your learner ULNs by selecting **'My learners'** from the Portal menu and clicking the **'Manage ULN'** option.

You can search for your learners on this screen using product code, batch number, forename, surname and/or date range.

Please note: Only the Portal Learner Records Service (LRS) admin user at your centre can access the LRS screen to update a learner's ULN.

My Learners Manage Unique Learner Numbers (ULNs)

⌂

Learner Records Service (LRS)

You can update your learners with a Unique Learner Number (ULN) here, please do this as soon as possible.

Here's an explanation of why the following colours may appear:

⊘ ULN format is incorrect	⚠ Record has not been saved	ⓘ Record has been saved

Product Code: [_____] Batch No: [_____] Forename: [_____] Surname: [_____] Date range: [_____] to [_____]

[Search] [Clear]

▣ Download in CSV format

[<<First] [<Prev] [1 ▾] [Next>] [Last>>]   Page size: [100 ▾]

Save All	Cancel A	Forename	Surname	ULN	Product	Session	Batch No.	Gender	DOB
Save	Cancel	TEST	LEARNER ONE	[____]	601/4000/8	2018/2019	805346262	Male	10/10/1990

☆ **Top Tip**

You can add a learner's ULN by typing into the empty box and then either select **'Save'** on each line individually or **'Save All'** at the top of the column.

You can also amend a learner's ULN by overwriting the existing ULN then either select **'Save'** on each line individually or **'Save All'** at the top of the column.

My Learners Manage Unique Learner Numbers (ULNs)

If you try and save a ULN in an incorrect format (less than 10 digits or starting with a 0), the ULN field will turn **red.**

Save All	Cancel A		Forename	Surname	ULN	Product	Session	Batch No.	Gender	DOB
Save		Cancel	TEST	LEARNER ONE	8787	601/4000/8	2018/2019	805346262	Male	10/10/1990
Save		Cancel	TEST	LEARNER ONE		501/2324/5	2018/2019	805346260	Male	10/10/1990
Save		Cancel	TEST	LEARNER THREE		501/1660/5	2018/2019	805346258	Male	10/10/1990

When a ULN is entered in the correct format, the row will turn **green** when saved.
We will then send the ULN to LRS to be validated.

Save All	Cancel A		Forename	Surname	ULN	Product	Session	Batch No.	Gender	DOB
Saved			TEST	LEARNER ONE	1234567899	601/4000/8	2018/2019	805346262	Male	10/10/1990
Save		Cancel	TEST	LEARNER ONE		501/2324/5	2018/2019	805346260	Male	10/10/1990
Save		Cancel	TEST	LEARNER THREE		501/1660/5	2018/2019	805346258	Male	10/10/1990

My Learners Manage Unique Learner Numbers (ULNs)

The following error codes show how your NCFE registration differs from what LRS have saved for your learner:

Flag	Condition
VRF001	The supplied "Given Name" does not match the "Given Name" held by LRS.
VRF002	The supplied "Given Name" does not match the "Family Name" held by LRS.
VRF003	The supplied "Given Name" does not match the "Previous Family Name" held by LRS.
VRF004	The supplied "Family Name" does not match the "Given Name" held by LRS.
VRF005	The supplied "Family Name" does not match the "Family Name" held by LRS.
VRF006	The supplied "Family Name" does not match the "Previous Family Name" held by LRS.
VRF007	The supplied "Date of Birth" does not match the "Date of Birth" held by LRS.
VRF008	The supplied "Gender" does not match the "Gender" held by LRS.

Bookings

Book learners for paper-based external assessments

You can create new learner bookings by selecting **'Bookings'** from the Portal menu and clicking the **'Book external assessment'** option.

You can search for your learners to create new bookings using batch, forename, surname, product code and product name. Only learners who are registered on a product with external assessment components will be displayed.

External assessment bookings

You can search, create and view bookings for external assessments. Information on fees and pricing can be found on our website.

| Assessments (external and moderation) | Controlled assessments |

	Batch	Forename	Surname	DOB	NCFE learner number	Product code	Product name	Session	
☐	805799998	test	test	dd/mm/yyyy		Product code	Product name		Search
☐	805799998	TEST	TEST	10/10/1990	107079137	603/7003/8	NCFE Level 1/2 Technical Award in Creative Design and Production	2023/2024	

| First | < Previous | 1 ⌄ | Next > | Last |

Your search returned 1 learner. Displaying page 1 of 1

Make bookings   View bookings

Book learners for paper-based external assessments

After searching for your learner(s) you can then select the learners you wish to create new or view existing bookings for. When searching for a batch of learners, you have the option to select all learners on the page, or all on the batch.

You can also make bookings for learners that are on different batches, providing they are registered on the same product and session.

To make a booking after selecting your learners, click the **'Make bookings'** button and you'll see the **'Booking details'** screen.

External assessment bookings

You can search, create and view bookings for external assessments.
Information on fees and pricing can be found on our website.

| Assessments (external and moderation) | Controlled assessments |

Batch	Forename	Surname	DOB	NCFE learner number	Product code	Product name	Session
☐ Batch	test	learner			603/5054/4	Product name		Search
☐ 805791748	TEST BUNDLES	LEARNER	01/01/2000	107044067	603/5054/4	NCFE Level 2 Functional Skills Qualification in English	2023/2024
☑ 805792211	TESTER	LEARNER	10/10/1990	107045524	603/5054/4	NCFE Level 2 Functional Skills Qualification in English	2023/2024

| First | < Previous | 1 ▾ | Next > | Last |

Your search returned 2 learners. Displaying page 1 of 1
You've selected 1 learner

| Make bookings | View bookings |

Book learners for paper-based external assessments

Booking details

You have selected to book the following assessment(s). Please enter the assessment details below.

Currently showing | ☑ Active ☑ Transferred ☑ Cancelled ☑ Pending Result ☑ Result Issued

New booking: NCFE Level 1/2 Technical Award in Graphic Design

Product code	Product name			Centre contact	Centre contact email
603/7011/7	NCFE Level 1/2 Technical Award in Graphic Design			Russell Hunt	russellhunt@ncfe.org.uk

Add additional contact

Batch	Forename	Surname	NCFE learner number	ULN	Exam paper language
805792757	TEST	4	107047775	1234567899	English ⌄

First	< Previous	1 ⌄	Next >	Last

Select assessment series

Choose assessment series ⌄

< Back   Book entries   Cancel

Book learners for paper-based external assessments

For Functional Skills English, you can book learners for the reading and writing assessment components at the same time.

First, select the assessments you'd like to make a booking for. If you've selected both assessments, you'll see two tabs appear under the **'Enter assessment details'** heading (in the screenshot, there's only one tab as one assessment has been selected).

New booking: NCFE Level 2 Functional Skills Qualification in English

Product code	Product name		Centre contact	Centre contact email
603/5054/4	NCFE Level 2 Functional Skills Qualification in English		Russell Hunt	russellhunt@ncfe.org.uk

Add additional contact

Batch	Forename	Surname	NCFE learner number	ULN	Assessments	Exam paper language
805822992	TESTER	LEARNER	107304247		☐ 603/5054/4 Level 2 English - Reading ☑ 603/5054/4 Level 2 English - Writing	English

First   < Previous   1 ▾   Next >   Last

Enter assessment details

603/5054/4 Level 2 English - Writing

Assessment window

Level 2 Functional Skills in Mathematics - 8th Jan to 18th Feb 2024 (A7)

Select delivery address

(Main Address) Test Q6, Quorum Business Park, Benton Lane, NEWCASTLE UPON TYNE, Tyne and Wear, NE12 8BT

Select assessment location (if different to delivery address)

Test Q6, Quorum Business Park, Benton Lane, NEWCASTLE UPON TYNE, Tyne and Wear, NE12 8BT

☑ Same as delivery address

Select assessment date and time

⚠ **Please note**

- We require a minimum of 10* working days' notice for paper-based

- it is possible to book with less than 10 working days' notice, but this will incur a fast-track fee**. It is not possible to book a paper-based assessment on the Portal within 6 working days of the assessment date.

We only require a minimum of 6 working days' notice for paper-based Functional Skills assessments.

***The fast track fee does not apply to Functional Skills assessments as the minimum requirement is for 6 working days.*

Book learners for paper-based external assessments

You must complete both tabs with the delivery address, the assessment location and the date and time that you would like the assessment to take place.

You will need to type in the assessment location, if different to the delivery address. Once you have typed in the assessment location, the system will remember it, so you won't need to type it in again the next time you make a booking.

Select **'Book entries'** when you've checked all information is accurate and are ready to proceed.

Book learners for paper-based external assessments

After clicking **'Book entries'** you will see the **'Confirm entry details'** screen appear. If you need to change anything, you can click **'Edit entries'** and you will return to the previous **'Bookings details'** screen.

Otherwise, once all learner details are correct click **'Book entries'** to complete the booking.

Confirm entry details

You are about to book the following assessments. Please check the assessment details before confirming.

Assessments information:

Product code	Product name	Assessment Component	Assessment window
603/5355/7	NCFE CACHE Level 3 Extended Diploma in Health and Social Care (Adults) (Northern Ireland)	HCSNI/EDEA Theme 1	02 February 2024 - HSCNI EDEA Theme 1

Batch	Forename	Surname	NCFE learner number	ULN	Exam paper language	Centre contact	Centre contact email
						Russell Hunt	russellhunt@ncfe.org.uk
805823004	TESTER	LEARNER	107304329		English		

Edit entries   Book entries

Book learners for paper-based external assessments

Upon completing the booking, you will see a confirmation message as shown below. All assessment paperwork such as the Booking Confirmation Report and Invigilator Registers (paper-based assessments only) will be available from this screen.

Entries for Assessment Complete

Thank you, your learner(s) have been entered for the assessment.

Please note: where the booking relates to a cancelled assessment in the 2020/21 session, and made on a representative Summer 2021 awarding window, no papers will be dispatched, and no assessment paperwork is required

External assessment papers will be dispatched at least **3 working days** before the assessment date/start of assessment window.

Please download the report(s) below including your order confirmation. An invoice will be sent to your Finance team for payment (if applicable).

- 805627194
  Order Summary
  603/5054/4 Level 2 English - Reading
  - External Assessment Bookings Confirmation Report Multiple Assessment - 603/5054/4 Level 2 English - Reading
  - Invigilators Register of Learners (FS Reform) - 603/5054/4 Level 2 English - Reading

If you need to request a reasonable adjustment for any of the learners you have booked for an assessment, please use the form available on the NCFE website here.

Leave your feedback here   Enter more learners

View existing bookings for paper-based external assessments

You can view existing learner bookings by selecting **'Bookings'** from the Portal menu and clicking the **'View External Assessment'** option.

You can search for your learners to view existing bookings using batch, forename, surname, product code and product name.

Only learners who are registered on a product with external assessment components will be displayed.

After searching for your learner(s) you can then click to select the learners you wish to create new or view existing bookings for. When searching for a batch of learners, you have the option to select all learners on the page, or all on the batch.

View existing bookings for paper-based external assessments

Once you've selected your learners, you will have the option to **'View bookings'**.

View existing bookings

You can see which learners have been booked for an external assessment below. If you need any help, please contact Customer Support.

Currently showing | ☐ Active ☐ Transferred ☐ Cancelled ☑ Pending result ☑ Result issued

> NCFE CACHE Level 3 Applied General Award in Health and Social Care - AGAHSC - 08 March 2024 - AGAHSC 9:00am - 10:45am

Select the assessment you would like to view, and the booking information will be displayed.

This screen displays information relating to the booking including the current **'Booking status'**, e.g. Active, Cancelled, Transferred, Result Issued or Pending Result. Pending Result will only appear when the cut-off date for the assessment window has elapsed.

NCFE Level 1/2 Technical Award in Business and Enterprise - Level 1/2 Technical Award in Business and Enterprise - Summer 2024 - Paper Based

Product code	Product name		Centre contact	Centre contact email
603/7004/X	NCFE Level 1/2 Technical Award in Business and Enterprise		Paul Winn	paulwinn@ncfe.org.uk

Batch	Forename	Surname	NCFE learner number	ULN	Exam paper language	Booking status
805843904	TEST	1	107420180		English	Pending result

First	< Previous	1 ∨	Next >	Last

Level 1/2 Technical Award in Business and Enterprise - Summer 2024 - Paper Based

Level 1/2 TA Business and Enterprise - EA

Show Details

Level 1/2 TA Business and Enterprise - NEA

Show Details

Reports
- Order Summary
- External Assessment Bookings Confirmation Report - Level 1/2 TA Business and Enterprise - EA
- Invigilators Register of Learners (VCert FD) - Level 1/2 TA Business and Enterprise - EA
- External Assessment Bookings Confirmation Report - Level 1/2 TA Business and Enterprise - NEA

Transfer Booking   Cancel booking ⓘ

View existing bookings for paper-based external assessments

You can also access and download copies of the assessment paperwork such as the Booking Confirmation Reports and Invigilator Register (paper-based assessments only).

If pre-release assessment material is available, you'll also be able to download this from here.

Assessment details

AGAHSC

Assessment window

08 March 2024 - AGAHSC 9:00am - 10:45am

Delivery address

(Main Address) Test Q6, Quorum Business Park, Benton Lane, NEWCASTLE UPON TYNE, Tyne and Wear, NE12 8BT

Assessment location

dffsdfd

Reports

- Order Summary
- External Assessment Bookings Confirmation Report Assessment Window - AGAHSC
- Invigilators Register of Learners (CACHE) - AGAHSC

View existing bookings for paper-based external assessments

You can change the delivery address for your assessment papers by using the drop down shown below. You can do this up to the cut-off date for the assessment window. Only addresses that are registered with NCFE will show. If you need further addresses to be added to your account, please contact the Customer Support team. You may only change the delivery address for products with assessment windows.

On this screen you can also transfer your assessment window booking to another assessment window for the qualification as well as if needed cancel the assessment (note that cancelling the assessment does not cancel the learner's registration).

Assessment details

TAAD

Assessment window

07 March 2022 - 9.00am - TAAD

Delivery address

Transfer Booking   Cancel booking

Late/very late bookings

For some qualifications, we'll accept assessment bookings after the advertised bookings cut-off date for your chosen assessment window has passed. Bookings made after the bookings cut-off date has passed, but before the assessment begins, are known as late/very late bookings.

During the late booking period, you can book as many learners as required (within 5 working days of the booking's cut-off date having passed).

We'll also accept up to a maximum of 50 learner bookings during our very late bookings period (within 6-10 working days of the booking's cut-off date having passed).

Once 10 working days or more have passed since the booking's cut-off date, we're unable to accept any further bookings to the chosen assessment/assessment window.

Please refer to our fees and pricing guide on our **website** for details on our late and very late booking fees.

Late/very late bookings

To process a late or very late booking, please follow the normal bookings process.

When you select an assessment/assessment window which is within the 10 working days bookings cut-off period, the following message will be displayed.

Late Fee Warning ✕

Late registration fees, per learner will be charged if you continue with this registration.

For further information on our late and very late registration periods please refer to the External Assessment Timetable and for details on charges please refer to our Fees and Pricing guide, both of which can be found at www.qualhub.co.uk.

Ok

Booking learners for controlled assessment

⌂

For some products, you'll need to book your learners for a Controlled Assessment. To book your learners onto a Controlled Assessment, select **'Book Controlled Assessment'** from the bookings dropdown.

You'll then need to find your learners. You can do this by searching on batch number, forename, surname, date of birth, product code or product name. If there are no assessments available for the batch number, product code or name searched, no results will be returned. Please refer to our published timetables for the release of assessment materials.

Select the learners that you wish to book onto a Controlled Assessment. The Book Controlled Assessment button will now be available for selection.

After searching for your learner(s), you can click to select the learners you wish to create new or view existing bookings for. When searching for a batch of learners, you have the option to select all learners on the page, or all on the batch.

You can also make bookings for learners that are on different batches, providing they are registered on the same product and session.

To make a booking after selecting your learners, click **'Book Controlled Assessments'**.

Bookings ▾   Results   Moderat

Book External Assessment

View External Assessment

Book Controlled Assessment

View Controlled Assessment

Online Assessment

Booking learners for Functional skills qualifications

⌂

You'll need to find your learners. You can do this by searching on batch number, forename, surname, date of birth, product code or product name.

Select the learners that you wish to book onto a Controlled Assessment. The **'Book controlled assessment'** button will now be available for selection. Upon selection, you'll be taken to the **'Assessment topic selection'** screen.

All available topics will be available to select from the dropdown. Select the relevant one and you'll then be able to confirm your Controlled Assessment booking. If you're booking for a pre-approved contextualised paper, select the contextualised topic option. Please note, English components for Reading may also appear as 'R' and Writing components may sometimes appear as 'W'.

Booking learners for Functional skills qualifications

The following screen will appear, read the declaration to ensure you agree with the statement and if you're happy to proceed, click the **'Confirm'** tick box and the green box will appear with your assessment materials.

Confirm controlled assessment declaration

Thanks for your booking.

In line with the regulations for the conduct of this assessment, you are required to complete the following actions:

- for Functional Skills - complete the mandatory Assessment Tracking Document
- for Technical Awards - refer to the published timescales on our website to know when your Controlled Assessment needs to be submitted and complete the Learner Log for each learner
- refer to published timescales on the relevant qualification page to know when your Controlled Assessment needs to be completed

The above documents can be found on the relevant qualification page here: https://www.qualhub.co.uk/. **Please ensure you're using the most recent version from our website.**

Declaration:

As the designated person, I declare I have learners ready to complete the Controlled Assessment and will adhere to the relevant regulations around Controlled Assessments.
Upon submission of this declaration, a notification will be sent to your External Quality Assurer for the purposes of quality assurance and/or monitoring.

☐ Confirm

Your assessment materials will be available for download here. If you are using a pre-approved contextualised paper, you'll already have access to the assessment material.

The following assessment materials are available for download:

- 603/5054/4 - NCFE Level 2 Functional Skills Qualification in English:
    - L2 SLC Activity 11 - Food and Nutrition

Booking learners
for Essential Digital Skills Qualifications (EDSQ)

You will need to find your learners. You can do this by searching on batch number, forename, surname, date of birth, product code or product name.

The Assessment topic selection screen will appear after selecting **'Book controlled assessment'** allowing you to confirm that the learners selected are correct.

For EDSQ, the assessment topic will be randomly selected from the available assessments and cannot be changed.

Booking learners for Essential Digital Skills Qualifications (EDSQ)

Select the **'Confirmation'** button and the **'Confirm Controlled Assessment Declaration'** screen will appear.

Please read the declaration and click the **'Confirm'** tick box and a green box will appear with the assessment materials associated with your booking. Your assessment materials will be available for download here.

Assessment topic selection

On this screen you should set a topic for the all selected learners
and set expected completion year for learners that are registered for Synoptic Programmes.

An assessment topic will be automatically selected for learners on the Essential Digital Skills Qualifications. Please make a record of the topics allocated to each learner or save a screenshot of this page. This is important to ensure assessment preparation is carried out accurately for each learner.

Batch	Full name	DOB	NCFE learner number	Product code	Product name	Session
805792710	LEARNER3 [AUTOMATION] CNJXLRTBAU	19/11/1998	107047681	603/7118/3	NCFE Level 1 Essential Digital Skills	2023/2024
						Mighty Mags ⌄

Back   Confirmation

The following assessment materials are available for download:

- 603/7119/5 - NCFE Entry Level 3 Essential Digital Skills:
  - You can go to https://ncfe.surpass.com/Login to download your learners' keycode to sit their assessment. Additionally, the following topics were booked against.
    - Topic 1

Booking learners for Essential Digital Skills Qualifications (EDSQ)

If you try to book a learner onto a controlled assessment past any published cut off dates, you'll see the following message.

Please refer to the Delivery guidance document on the related qualification page for published cut off dates.

Viewing booked learners for controlled assessment

To view which learners have been booked onto a Controlled Assessment, select **'View Controlled Assessment'** from the **'Bookings'** menu.

You will then need to find your learners. You can do this by searching on batch, forename, surname, date of birth, product code or product name.

All learners that have been booked onto a Controlled Assessment will show on this page.

If the Controlled Assessment window is open for a Technical Qualification, then the assessment material will be available next to the learner's details.

This page also gives the option to download the Bookings Report, by selecting **'View Bookings Report'** which gives the summary for all learners on the batch booked onto the controlled assessment.

View controlled assessment bookings

On this screen you can search for your bookings made for controlled assessments.

| Assessments (external and moderation) | Controlled assessments |

Batch	Forename	Surname	DOB	NCFE learner number	Product code	Product name	Unit name	Topic	Declaration date	Session	
805758490	Forename	Surname	dd/mm/yyyy		Product code	Product name	Unit name		Declaration date		Search
☐ 805758490	TEST	TEST_02	01/01/2000	106845563	603/5053/2	NCFE Entry Level 2 Functional Skills Qualification in Mathematics		Maths - AP27 - Football	19/06/2024 17:26	2022/2023	Assessment material
											View bookings report

Cancelling booked learners for controlled assessment

You can cancel any learners who have been booked onto a Controlled Assessment. To do this, follow the steps on viewing a Controlled Assessment, and select the learner(s) you would like to cancel. Once learners have been selected, the cancel **'Controlled Assessments'** button will be available.

View controlled assessment bookings

On this screen you can search for your bookings made for controlled assessments.

| | Assessments (external and moderation) | Controlled assessments |

Batch	Forename	Surname	DOB	NCFE learner number	Product code	Product name	Unit name	Topic	Declaration date	Session	
☑ 805758490	Forename	TEST_02	dd/mm/yyyy		Product code	Product name	Unit name		Declaration date		Search
☑ 805758490	TEST	TEST_02	01/01/2000	106845563	603/5053/2	NCFE Entry Level 2 Functional Skills Qualification in Mathematics		Maths - AP27 - Football	19/06/2024 17:26	2022/2023	Assessment material / View bookings report

| First | < Previous | 1 ∨ | Next > | Last |

Your search returned 1 booking. Displaying page 1 of 1
You've selected 1 booking

Return to book controlled assessments | Cancel controlled assessments

Select **'Cancel Controlled Assessment'** and you will be taken to the **'Cancel Controlled Assessment Booking'** screen. You will be required to provide a reason for the cancellation, and click **'Confirm'**, to cancel the controlled assessment booking.

Cancel Controlled Assessment Booking

Please note that the cancellation can only be actioned prior to the start date of the assessment.

Declaration:

I hereby confirm I wish to notify NCFE that I have learner(s) booked for Controlled Assessment that I wish to cancel. By completing this declaration, this will trigger a notification to NCFE for the purposes of external quality assurance and/or monitoring.

Please tick this box if you wish to declare that the learner has not seen or sat the assessment. This will allow the assessment to be available for booking in the future.

☑ Learner has not seen or sat the assessment

Cancellation reason

Centre staff unavailable ∨

Controlled assessment bookings have been cancelled.

< Back | Confirm

Download Assessment Materials

Assessment materials will be made available within the Portal either in line with the published dates within the Key Date Schedule (T Levels) or as detailed in the Qualification Specific Instructions for Delivery (QSID) and NEA regulations for V Certs and CACHE qualifications.

To download assessment materials, go to the bookings menu and select View assessments, you can search for your learners by using batch, forename, surname, DOB, NCFE Learner number, ULN, product code and product name. Then click **'View bookings'**.

You will then be able to select the booking you want to download assessment materials for.

Download Assessment Materials

Open the assessment you want to download materials for and click on the relevant links. These will be downloaded to your computer.

Level 1/2 Technical Award in Food and Cookery - Summer 2025 - Paper Based

Level 1/2 TA Food and Cookery - EA

Show Details

Level 1/2 TA Food and Cookery - NEA

Assessment window
TAFC - Summer 2025

Delivery address
(Main Address) Test Q6, Quorum Business Park, Benton Lane, NEWCASTLE UPON TYNE, Tyne and Wear, NE12 8BT

Assessment location
Test Q6, Quorum Business Park, Benton Lane

Assessment Materials
- Provider Standardisation Training Pack NEA-FC.zip
- L1_2 TA NEA FC Summer 2025.zip

Hide Details

Reports
- Order Summary
- External Assessment Bookings Confirmation Report - Level 1/2 TA Food and Cookery - EA
- Invigilators Register of Learners (VCert FD) - Level 1/2 TA Food and Cookery - EA
- External Assessment Bookings Confirmation Report - Level 1/2 TA Food and Cookery - NEA

Transfer Booking   Cancel booking

Download Assessment Materials

You will need to confirm you are authorised to access these materials by ticking the declaration.

The pre-release and/or electronic assessment materials will no longer be accessible after the assessment window has closed, or the assessment date has passed.

Where centre staff are unable to access the bookings section of the Portal, we recommend contacting the centre's Portal Administrator in the first instance.

Assessment Materials Declaration

I confirm that I understand I'm accessing live assessment materials, and that I'm a designated person, authorised by the Head of Centre to access these assessment materials.

I confirm that they will only be stored and shared in accordance with NCFE's Regulations for the Conduct of External Assessment.

NCFE take no responsibility for printing errors, and the subsequent impact this may have on learner achievement. Therefore, if printing please ensure appropriate checks are carried out, as no Special Consideration can be applied in such circumstances.

Return

Digital learner evidence
External assessment

To support centres with the submission of electronic evidence, all electronic evidence can now be uploaded via the Portal. The upload functionality will be available for 3 working days after the date of assessment/submission.

Acceptable formats for digital evidence can be found in appendix 1 of the Qualification Specific Instructions for Delivery (QSID). The maximum file size accepted by the NCFE Portal is 2GB. Where possible, please keep file sizes below 1GB to reduce time spent uploading evidence. To assist centres in recording video evidence in the best format and resolution for uploading, we have produced a handy guide **here**.

Centres are still required to return all external assessment paperwork, including the Invigilators Register (IR) and other associated documentation, to NCFE in line with the Regulations for the Conduct of External Assessment. It is the Centre's responsibility to ensure that all files produced by learners in response to the external assessment paper are uploaded and all files can be opened, are not corrupted, or password protected in any way.

Digital learner evidence
External assessment

Centres must ensure that a copy of all learner evidence is also stored securely, in line with the Regulations for the Conduct of External Assessment, at the Centre in the case NCFE identifies any issues and evidence needs to be provided securely again. If your centre has physical copies of evidence submitted electronically this must be stored securely for 6 months and then destroyed.

The physical evidence must only be accessed if requested by NCFE. For qualifications listed in Appendix 3 (List of NCFE Qualifications Requiring Electronic Learner Submission) we will no longer accept paper versions of the learner evidence and all evidence must be submitted digitally.

Submitting digital learner evidence

To upload learner submissions for both types of evidence, select **'Upload learner submissions'** from the **'Bookings'** menu. Your learners must be booked onto an assessment to use this functionality.
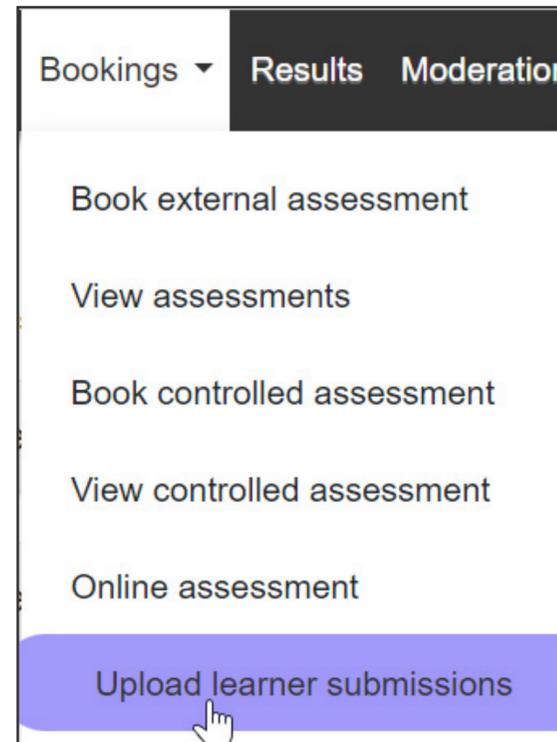
Submitting digital learner evidence

⌂

You can find your learners by searching batch, forename, surname, date of birth, NCFE learner number, ULN, product code, assessment window or assessment name.

By clicking the date, you will see how much time you have remaining to upload your learner evidence.

Submitting digital learner evidence

You can then select the assessment and expand the list of learners. You will then be able to submit evidence for these learners.

To upload evidence, select the upload icon from the right-hand side of the screen. You can then upload your files.
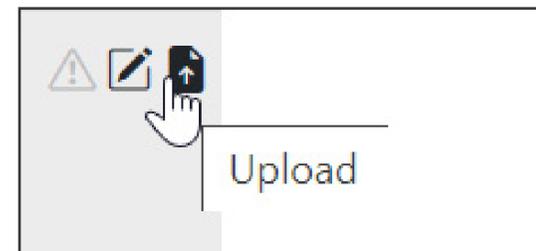
You can also view submissions and delete any which are no longer needed.
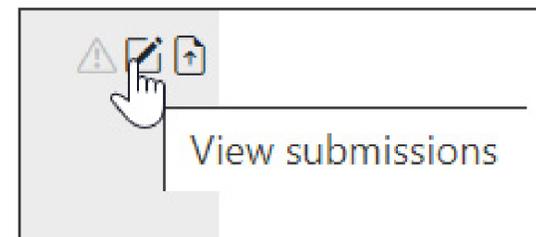
Submitting digital learner evidence

Uploading files for learner:
TEST ONE

Assessment window
02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)

Assessment name
Occupational Specialism A2B (MID)

View existing files

Allowed file types:
Audio: .mp3, .wav, .mp4, .aif, .aiff, .m4a
Video: .avi, .flv, .mov, .mpg, .mpeg, .cwf, .mkv, .wmv
Image: .jpg, .jpeg, .gif, .png, .bmp, .psd, .wmf, .tga, .tif, .tiff
Document: .pdf, .doc, .docx, .ppt, .pptx, .csv, .rtf, .ods, .sxi, .odt, .sxw, .pss, .txt, .xls, .xlsx, .html

Drag and drop files here
or
Browse files

Uploading files for learner:
TEST ONE

Assessment window
02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)

Assessment name
Occupational Specialism A2B (MID)

View existing files

Allowed file types:
Audio: .mp3, .wav, .mp4, .aif, .aiff, .m4a
Video: .avi, .flv, .mov, .mpg, .mpeg, .cwf, .mkv, .wmv
Image: .jpg, .jpeg, .gif, .png, .bmp, .psd, .wmf, .tga, .tif, .tiff
Document: .pdf, .doc, .docx, .ppt, .pptx, .csv, .rtf, .ods, .sxi, .odt, .sxw, .pss, .txt, .xls, .xlsx, .html

Drag and drop files here
or
Browse files

Document name	File size	Actions
Test Excel.xlsx	8.8 KB	✖

Clear all files   Upload and Save

Learner name
TEST ONE

Assessment window
02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)

Assessment name
Occupational Specialism A2B (MID)

Upload new files

Previously attached files
Below are the files attached already. You can delete and/or download them.

☐	Document name	File size	Actions
☑	Test Word.docx	12 KB	✖ ⬇
☐	Test Excel.xlsx	8.8 KB	✖ ⬇

Remove selected files   Close

As above, you can see the learner and assessment information to ensure you're uploading work against the correct learner. You can upload up to 15 files at a time with an individual file size limit of 2GB. However, larger files will take longer to upload.

Submitting digital learner evidence

We suggest that, where possible, files are no bigger than 1GB. If you try to upload a file larger than 2GB you will receive an error message. You can find further information **here**.

Max File Size ✖

The file(s) you are attempting to upload exceed the file size limit accepted.

Please ensure the file(s) you are uploading are a maximum size of 2GB each

Please see our uploading files guidance here

Ok
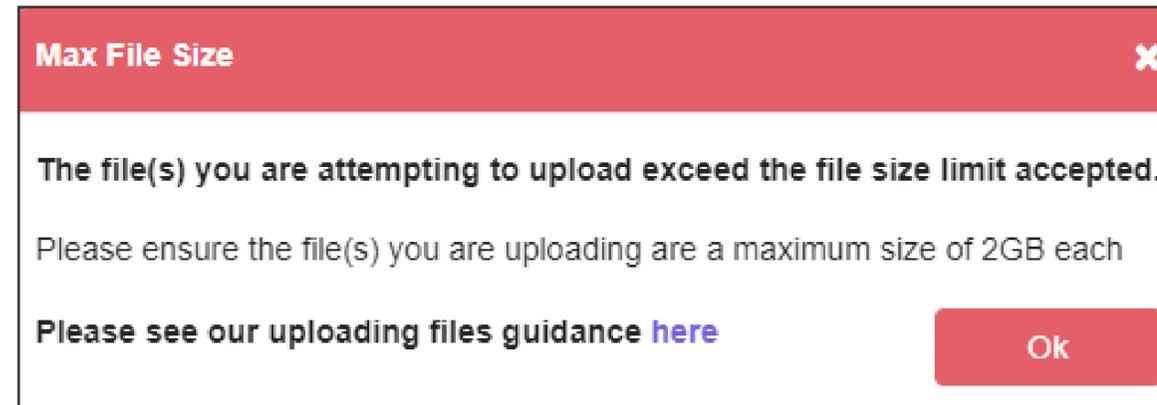
If you try to upload a file type we don't accept, you will get the following message.

Allowed File Types ✖

The file(s) you are attempting to upload are not accepted.
Please make sure the file types you are uploading are from the following list:

Audio: .mp3, .wav, .mp4, .aif, .aiff, .m4a
Video: .avi, .flv, .mov, .mpg, .mpeg, .cwf, .mkv, .wmv
Image: .jpg, .jpeg, .gif, .png, .bmp, .psd, .wmf, .tga, .tif, .tiff
Document: .pdf, .doc, .docx, .ppt, .pptx, .csv, .rtf, .ods, .sxi, .odt, .sxw, .pss, .txt, .xls, .xlsx, .xlsm, .html

Please see our uploading files guidance here

Ok
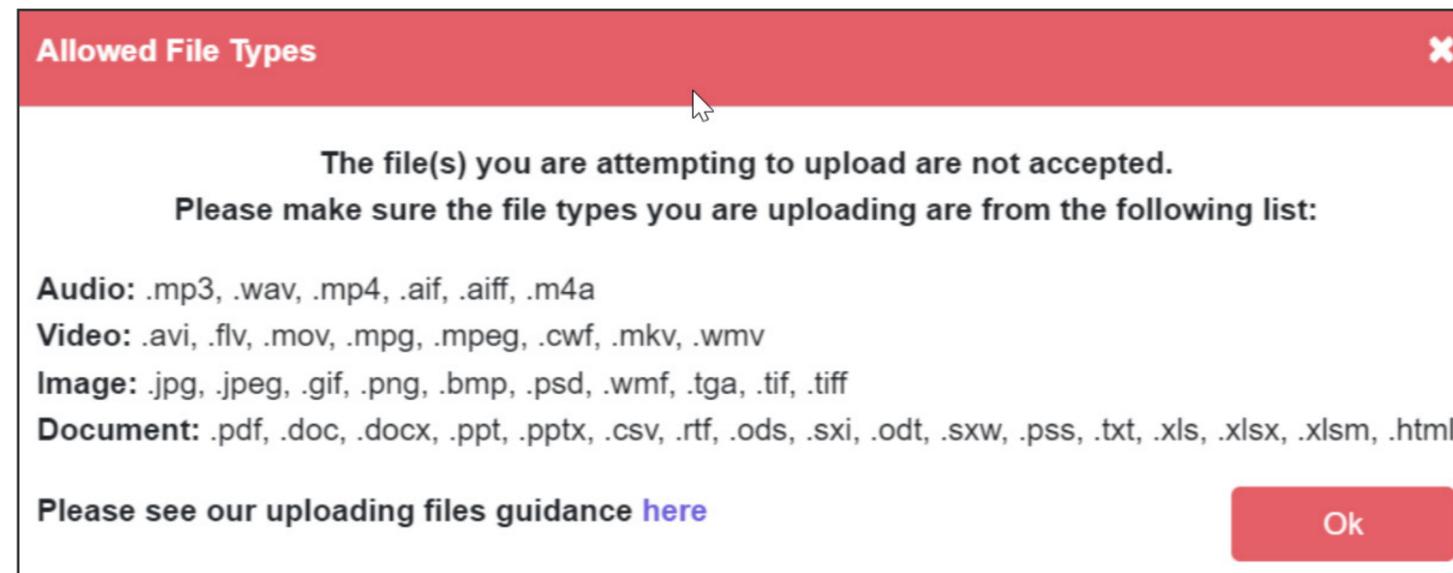
Submitting digital learner evidence

Once you have selected the files to upload and pressed the upload and save button, you will see a progress bar next to the files highlighting the percentage of the document uploaded. It will show as completed when the file has been fully uploaded.
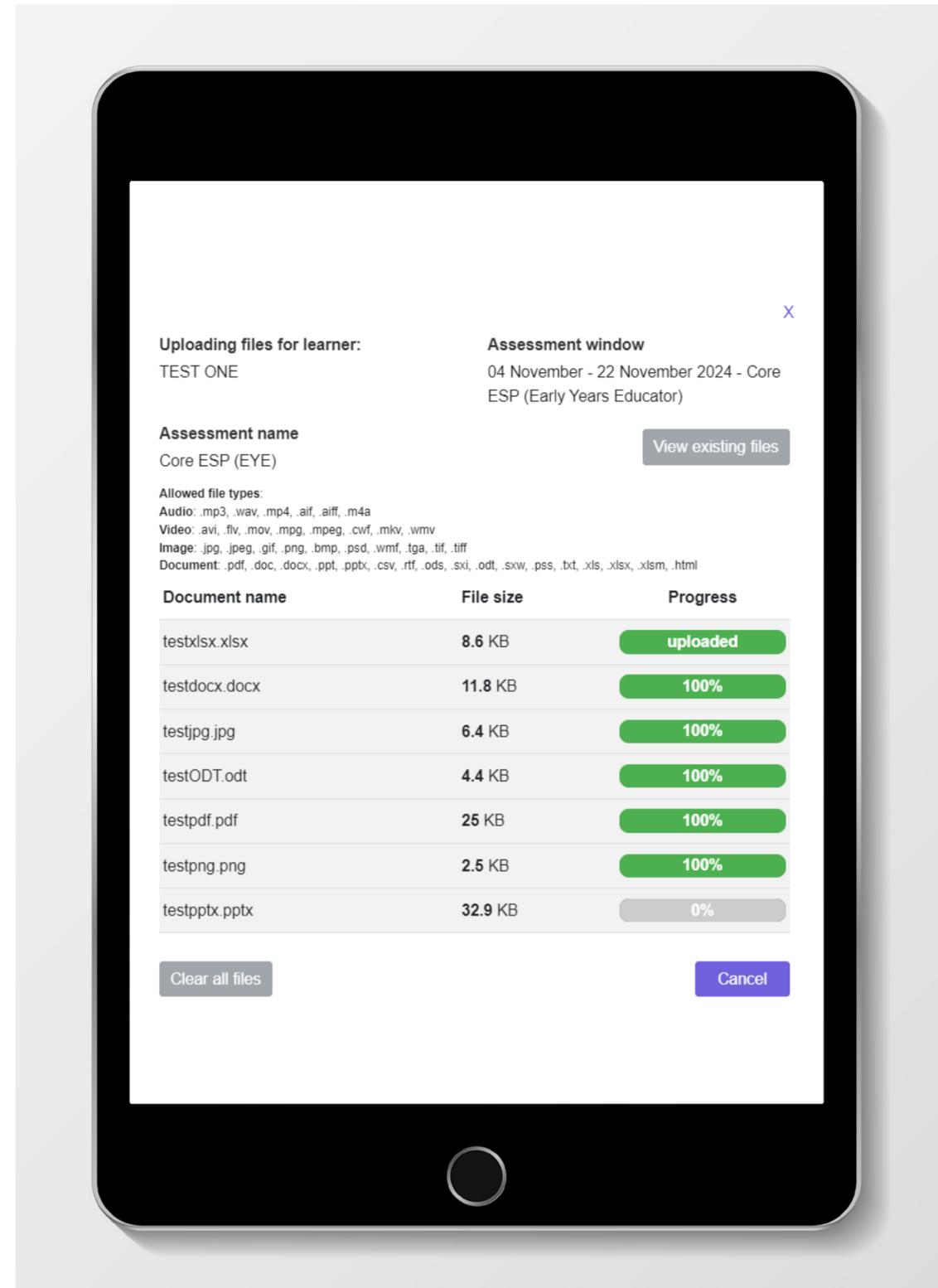
Submitting digital learner evidence

Once the files have all finished uploading, you will see the following confirmation pop-up message on the screen.

Submitting digital learner evidence

If any of the files fail to upload, they will show as an error in the progress bar.

The reason for the error could be down to a poor internet connection, so we would always advise centres make multiple attempts to upload a file before contacting our Customer Service Team to tell us about a failed import.

Uploading files for learner:
TEST ONE

Assessment window
04 November - 22 November 2024 - Core ESP (Early Years Educator)

Assessment name
Core ESP (EYE)

View existing files

Allowed file types:
Audio: .mp3, .wav, .mp4, .aif, .aiff, .m4a
Video: .avi, .flv, .mov, .mpg, .mpeg, .cwf, .mkv, .wmv
Image: .jpg, .jpeg, .gif, .png, .bmp, .psd, .wmf, .tga, .tif, .tiff
Document: .pdf, .doc, .docx, .ppt, .pptx, .csv, .rtf, .ods, .sxi, .odt, .sxw, .pss, .txt, .xls, .xlsx, .xlsm, .html

Document name	File size	Progress
1GB.doc	**0.9** GB	error

Clear all files

Close

Submitting digital learner evidence

Before confirming your submission, you will also need to upload the invigilators register for the batch. To upload the invigilators register, click on **View IR Files**, the button on the right of the batch on the upload learner submission screen.

Submitting digital learner evidence

Then either select the invigilator's register through the browse file option or drag and drop it. Once the invigilator's register appears as a file to upload, tick the box stating that it is the IR and then press the upload and save button.

By clicking on the **'Submit for Marking'** button, you can confirm your submission.

Moderation

To support centres with the submission of electronic evidence, all electronic evidence can now be uploaded via the Portal.

It is the centre's responsibility to ensure **all** evidence required for learners selected for sampling is uploaded and all files can be opened, are not corrupted, or password protected in any way.

Centres must ensure that a copy of all learner evidence is also stored securely, in line with internal policies and procedures, at the centre in the case NCFE identifies any issues and evidence needs to be provided securely again. If your centre has physical copies of evidence submitted electronically, this must be stored securely for 6 months and then destroyed. The physical evidence must only be accessed if requested by NCFE.

Learner evidence upload checklists will be available within assessment packs detailing exactly what evidence is required by NCFE. We highly recommend using these when uploading learner evidence.

Moderation
Moderation: Submitting marks

You can submit unit marks by selecting **'Moderation'** and then **'Submit marks'** from the Portal menu.
To search for a learner, you can use their batch number, forename, surname or ULN.

Submit Marks

Search for your learners by batch number, forename, surname, DOB, ULN and/or component to add/edit marks for each learner.

	Batch	Forename	Surname	DOB	NCFE learner number	ULN	Product Code	Component	Assessment Series	
	805799842	Forename	Surname	dd/mm/yyyy	Learner No.	ULN	Product Code	Component name	All	Search
⊗	805799842	TESTERS	LEARNER-SURNAME-01	01/01/2000	107078599	5893617249	603/5829/4	Early Years Educator	Summer 2024	Add/Edit Marks
⊗	805799842	TESTERS	LEARNER-SURNAME-02	02/01/2000	107078600	5893674129	603/5829/4	Early Years Educator	Summer 2024	Add/Edit Marks

Moderation

Moderation: Submitting marks

You can then enter their marks by selecting **'Add/edit marks'**, before clicking **'Save'**.

If learners have attempted the NEA, producing some evidence but have achieved no awardable marks, the mark should be entered as **"0"**. If they have not attempted the task, this should be marked as **"DNA"**.

If all tasks for the NEA have not been attempted, all tasks should be entered as "DNA" giving an overall mark of DNA for the whole assessment.

Once all marks have been entered for the learner a declaration will appear. You must review and confirm the disclaimer by ticking the box. Choose "**Save**" to submit the marks.

Learner Marks

Learner: TEST LEARNER   Assessor name: Test Another

NCFE Level 1/2 Technical Award in Graphic Design

T1:
2 of 12

T2:
8 of 28

T3:
7 of 12

T4:
6 of 12

T5:
12 of 32

T6:
10 of 12

T7:
6 of 12

Total Marks:
51 of 120

Declaration

☑ Please check the marks entered are accurate. This screen will be locked at the end of the assessment window, once locked no further amendments can be made to this learner's marks.

By ticking this declaration, I am confirming that the marks entered are accurate and ready to be taken forward for moderation.

Cancel   Save

Top Tip

If any learners are missing marks sampling plans will not generate.

No learner marks should remain as the default option of **"N/A"**.

View sampling plan list

If you have multiple batches on the same assessment, learners may be selected for moderation from different batches.

Check each batch to see the number of learners selected for the **Sampling Plan List**.
The number of learners selected will be shown in the brackets.

View sampling plan list

Top Tip

If you have multiple batches on the same assessment, learners may be selected for moderation from different batches.
Check each batch to see the number of learners selected for the **Sampling Plan List**.

The number of learners selected will be shown in the brackets.

View sampling plan list

Once the assessment window closes, the sampling plan for students selected for remote moderation will be displayed in the Portal the following day.

To view your sampling plan, go to **'Bookings'** under **'Upload learner submissions'** and search for your learners.

Results Viewing results

You can view your learners' results by selecting **'Results'** from the Portal menu.

To refine your search, enter a specific batch number, product code, forename, surname, date of birth and/or NCFE learner number. You can then view all of these learners' results by selecting the **'Download learner results'** option.

To access learner results slips and other batch-related reports, click anywhere on the row of data or on the drop-down arrow at the far right of the row.

You can now access all result reports including Learner Results Slips under the reports dropdown.

Item level data

The below report can be used to access a breakdown of your students' marks per task or question within an external assessment paper in our T Level or Level 1/2 Technical Award suites. This can be accessed free of charge, and could be considered as an alternative to submitting an Access to Scripts request in some instances. To access, simply select the assessment and paper required.

| Choose paper... ⌄ | Download item level data |

You can search for results by using the search fields below.

Batch number	Product code	Forename	Surname	DOB (DD/MM/YYYY)	ULN	NCFE learner number
805733186				dd/mm/yyyy		

Search   Clear

Batch	Product code	Product name	Forename	Surname	DOB	ULN	NCFE learner number
805733186	601/4000/8	NCFE CACHE Level 3 Diploma in Childcare and Education (Early Years Educator)	SAMPLE	CANDIDATE	22/02/1981		106683921 ⌄

Batch	Product code	Product name	Forename	Surname	DOB	ULN	NCFE learner number
805733186	601/4000/8	NCFE CACHE Level 3 Diploma in Childcare and Education (Early Years Educator)	EXAMPLE	CANDIDATE	21/11/1981		106683924 ⌃

Product Name		Assessment window/date	Result/Mark	Learner Reports	Reports
EYE/EA1		20 January 2023 - EYE/EA 1	B	No reports available ⌄	Choose report... ⌄

Choose report...
Order Summary
External Assessment Learner Results Slip Assessment Window
External Assessment Grade Summary By Window And Batch
External Assessment Results Confirmation Report Assessment Window

| 805733186 | 601/4000/8 | NCFE CACHE Level 3 Diploma in Childcare and Education (Early Years Educator) | SAMPLE | CANDID | | | ⌄ |
| 805733186 | 601/4000/8 | NCFE CACHE Level 3 Diploma in Childcare and Education (Early Years Educator) | EXAMPLE | LEARNE | | | ⌄ |

Results
Viewing results

> **⚠ Please note**
>
> - For qualifications with fixed assessment dates/windows, results are only available in the Portal on or after the advertised results release date for the assessment.
>
> - Please refer to the External Assessment Timetable on our website for more information on assessment and results release dates.

Level 1/2 Technical Award (V Cert) results

You can then access learner results slips and other batch related reports by clicking anywhere on the row of data or clicking the drop–down arrow at the far right of the row.

You can also access Item Level Data (ILD) by selecting the paper at the top of the screen.

Functional Skills
Results

You can then access learner results slips and other batch related reports by clicking anywhere on the row of data or clicking the drop-down arrow at the far right of the row.

For Subject Content Statement reports, the report is mapped to the Functional Skills subject content statements, the report will support the delivery of targeted content for any re-sit requirements, as well as enabling you to target areas for development as your learner's progress from Level 1 to 2.

Results Viewing Essential Digital Skills Qualifications results

For Essential Digital Skills Qualifications, the results can display as the following:

- **Pass:** The learner has passed the qualification, and a certificate has been issued.

- **Fail:** The learner has failed the assessment and will need to re-sit.

- **Pending awarding:** Results are embargoed as the assessment has not gone through the awarding process.

- **Pending EQA:** Results have been submitted and are pending an EQA review for sign off.

Batch number	Product code	Forename	Surname	DOB (DD/MM/YYYY)	ULN	NCFE learner number
805783573						

Search   Clear

Batch	Product code	Product name	Forename	Surname	DOB	ULN	NCFE learner number
805783573	603/7119/5	NCFE Entry Level 3 Essential Digital Skills	SAMPLE	CANDIDATE	30/04/1985	4500559468	107000383 ^

Product Name	Result			Completed Date
603/7119/5 - NCFE Entry Level 3 Essential Digital Skills	Pass			28 Jul 2023

Batch	Product code	Product name	Forename	Surname	DOB	ULN	NCFE learner number
805783573	603/7119/5	NCFE Entry Level 3 Essential Digital Skills	TESTER	CANDIDATE	08/01/1987	2276699069	107000380 ∨

Results Post Results

You can now submit requests for post results services on the Portal.

Once you have selected results from the home page select the post results button in the top right corner.

Now you should be able to see the post results services page where you can make your request.

Results Post Results

Now you can search for the relevant learner using the batch number.

If you search for a batch of students where the results have not yet been released, you will see an error message advising to check your submission details and try again.

Results Post Results

Once you have your batch available you can select the assessment you wish to submit a post results request for where the result has been released.

After selecting the assessment type, you will see a list of students who have received a result. Select the request type, you will see the subtypes that are available, applicable to this qualification and assessment

Results Post Results

After selecting the assessment type, you will see a list of students who have received a result. Select the request type, you will see the subtypes that are available, applicable to this qualification and assessment.

Portal search

| Products | Visit reports | Batches | Learners | Bookings | Results | Bundles |

Results search

Post-Results

You can search for results by using the search fields below.
A batch number must be searched, before the other fields are enabled.

Please note timescales and fees apply for post results services which you can find at www.ncfe.org.uk

| 805887020 🔍 | 603/5058/1 Level 1 English - Reading | Select a Request Type | Select a Sub Type | Submit Review |

Select a Request Type
Enquiries about results
Functional skills feedback

Batch	Learner name		Status
805887020	SAMPLE CANDIDATE	11/07/1990	
805887020	SAMPLE LEARNER	11/07/1990	
805887020	SAMPLE STUDENT	11/07/1990	

3 learners found

Page

💬 We're online

When selecting Enquiries about results the sub type drop down will be available. Select the one you require.

Results Post Results

You can now select the entire batch by selecting the tick box next to "Batch" or specific learners by selecting the tick box next to the batch number or clicking on each learner. The selected learner will be highlighted.

Once you have selected all students click "Submit Review" to continue with your request.

Results Post Results

You will then see a declaration message pop up advising of key information and asking for confirmation before submission. You will also see the option to cancel and make changes. If you agree with the declaration and have selected all required learners, you can click confirm submission.

Declaration   X

Before submission, learner's consent must be obtained by the centre. Centres are required to review the current post-results information available on the NCFE website and understand that NCFE will store and process the provided information electronically, potentially using it for any purpose related to this query. Learners must also be made aware that their results may either remain the same, increase, or decrease*.

*Please note that learner marks cannot decrease following a review of moderation; they can only remain the same or increase.

Cancel and make changes   Confirm submission

You will receive a confirmation message that your submission has been received. The post results team will contact you with further information relating to your request.

Thank you for your submission. The post results team will contact you with further details regarding your request within 24 hours.

| 805887020 | 603/5058/1 Level 1 English - Reading | Enquiries about results | Clerical check | Submit Review |

Grading
Submitting unit grades

You can submit unit grades by selecting **'Grading'** and then **'Submit unit grades'** from the Portal menu.

To submit unit grades, first search for your learners using their batch number, forename, surname, centre learner reference, or NCFE learner number. Select the learners that you'd like to submit grades for, before clicking **'Next'**.

	Code	Name	Version	First Name	Surname	D.O.B	Batch	ULN
☑	603/5937/7	NCFE CACHE Level 2 Certificate in Working with Children in Early Years and Primary Settings	2021/2022	TEST	ANOTHER	01/01/1975	805673581	
☑	603/5937/7	NCFE CACHE Level 2 Certificate in Working with Children in Early Years and Primary Settings	2021/2022	ANOTHER	TEST	01/01/1980	805673581	

Batch number: 805673581
First Name:
Surname:
Centre Learner Ref:
Learner Number:

Clear | Search

Choose File | No file chosen | Upload submit unit grades | Download submit unit grades | Next

> ⚠ **Please note**
>
> You must ensure that the information you're about to submit is correct at this stage, as once grades have been submitted, you'll be unable to make any further amends to this submission.
> Grades saved but not yet submitted will not be counted until they are submitted.

Grading
Submitting unit grades

When selecting a unit, you'll have the option to enter a grade for each learner. If you wish to come back at a later time and pick up where you left off, please hit the **'Save'** button.

Final unit grades should only be submitted once the work has been assessed and a sample has been internally quality assured. Once this has been done, please submit the grades fvor each learner – these will now be in a banked state. This grade will be stored until your EQA reviews this submission (unless you hold DCS).

Once you've finished selecting learners' unit grades, please tick the declaration and complete the full name of your Internal Quality Assurer (IQA) before selecting **'Submit'**.

Following this, confirmation of successful unit grade submission will show – please save or print a copy of this screen for your records.

Submit unit grades

To add a unit to a pre-selected learner, select the unit first. You can complete as many units as is necessary. You can then save, or submit the unit grade.

Unit
1 Y/506/7500 Understanding the Creative Media Industry
2 D/506/7479 Plan and Produce Work to a Design Brief
3 K/506/7422 Broadcast Journalism
4 M/506/7423 Directing for Film and Television
5 A/506/7425 Editing for Film and Television
6 F/506/7426 Factual Programme Production
7 L/506/7428 Internet Broadcasting

Learner	DOB	Banked	Pass	Merit	Distinction	Not yet achieved	Credit transfer	
ⓘ Test 1	01/01/1991	P	○	○	⦿	○	☐	❌

I declare that the Internal Quality Assurer (IQA) has confirmed that the learners' grades submitted above are correct: ☐ Internal Quality Assurer (IQA): [Full name]

PREVIOUS   SAVE   SUBMIT

Submission successful

Your submission has been successful. Since your centre has Direct Claim Status, all the results have been banked automatically.

Once your grades have been banked please claim your certificates in the certification tab.

Please see a summary of the learners and unit grades that have been submitted. Please print a copy of this screen for your records.

Product: 601/6267/3 - NCFE Level 2 Extended Certificate in Travel and Tourism

Learner	D.O.B	Grade
F/507/2657 - Travel and Tourism Destinations		
PORTAL GUDIE2	01 Feb 2000	Pass
PORTAL GUIDE	01 Jan 2000	Merit
PORTAL GUIDE3	03 Mar 2000	Merit

Leave your feedback here

Grading Submitting unit grades via a CSV file

You can now submit unit grades through a CSV file.

First, select all learners that you'll be submitting unit grades for.

Once selected, click **'Download submit unit grades'** and a blank CSV file should open.

Grading Submitting unit grades via a CSV file

You do not need to always download the CSV file, if you do not ensure that the file is in the below format and is saved as a 'CSV (comma delimited) file'

	A	B	C	D	E	F	G	H	I	J	K	L
1	LearnerNumber	Forename	Surname	DOB	J/615/7560	M/618/1545	L/615/7558	J/615/7557	J/618/1549	F/618/1551	BatchNumber	ProductNumber
2	106325734	TEST	ANOTHER	01/01/1975							805673581	603/5937/7
3	106325733	ANOTHER	TEST	01/01/1980							805673581	603/5937/7
4												

In the CSV file, enter the grade for each unit in each column accordingly. Please check the grading model for each qualification. This may include, but is not limited to:

- Pass, Merit, Distinction
- A*, A, B, C, D, E and U
- Level 1 Pass, Level 1 Merit, Level 1 Distinction, Level 2 Pass, Level 2 Merit, Level 2 Distinction.

Please ensure that you check the grade entered corresponds to the correct learner. If you do not wish to enter a grade for a particular unit just leave it blank.

	A	B	C	D	E	F	G	H	I	J	K	L
1	LearnerNumber	Forename	Surname	DOB	J/615/7560	M/618/1545	L/615/7558	J/615/7557	J/618/1549	F/618/1551	BatchNumber	ProductNumber
2	106325734	TEST	ANOTHER	01/01/1975	Pass	Merit	Distinction	Pass	Merit	Distinction	805673581	603/5937/7
3	106325733	ANOTHER	TEST	01/01/1980	Pass	Merit	Distinction	Pass	Merit	Distinction	805673581	603/5937/7
4												

Grading
Submitting unit grades via a CSV file

Once completed, save the file and return to the Portal. Upload the file using the **'Choose file'** and **'Upload submit unit grades'** buttons. This will then enable the grades to be processed.

The screen will show the unit grades entered from the CSV file upload. Please ensure that all entered grades are correct before confirming with the tick box declaration and entering the full name of your Internal Quality Assurer (IQA), before selecting **'Submit'**.

Certification
Making a claim

You can make a certificate claim for your learners by selecting **'Certification'** from the Portal menu and clicking the **'Make a claim'** option. Alternatively, select the **'Claim my certificates'** option from the Portal homepage.

You'll be taken to the results search page – from here, you can search for your learners by batch number, product code, product name, forename, surname, or date of birth. If you require further options, select **'Advanced'**, and options to search on centre learner number, NCFE learner number, ULN, centre reference number, learner status, and session will become available.

Learner search

Click the Advanced button for more search options.

Batch	[ ]	Learner Forename	[ ]
Product Code	[ ]	Learner Surname	[ ]
Product Name	[ ]	Learner Date of Birth	dd / mm / yyyy

Centre Learner Number	[ ]	Centre Reference Number	[ ]
NCFE Learner Number	[ ]	Learner Status	[▾]
Unique Learner Number (ULN)	[ ]	Session	[▾]

[Basic] [Clear]

[Search]

Certification
Making a claim

From your list of search results, select all of the learners you'd like to claim certificates for and click **'Submit'**. Please be aware that you can only claim for one product at a time. You can also view the ACE report from this page once your learners have been certificated – this is acceptable evidence for your apprenticeship claims.

| < Refine search | | Search criteria used: Batch 805802663. | | | | | | | |

☐	Batch	ULN	Session	Name ▲	DOB	Product code	Product name	Current status	Certificate date
☐	805802663	4086539445	2023/2024	PORTAL-01 TC1	01/01/2000	601/6673/3	NCFE Level 2 Certificate in Digital...	Registered	

Certification Claiming certificates for non-graded products

When claiming certificates for non-graded products, your selected learners will have a new claim status depending on any previous certification history. You'll need to select which learners you would like to mark the units for. You can select more than one learner at a time, but only if you are claiming for the same units.

Select Learners

☑ Select all learners

Selected: **1**

Select	New Claim Status	Name	ULN	Current Learner Status	
☑		PORTAL GUIDE		Registered	✏

Mark Units

Certification Claiming certificates for non-graded products

When you have selected your learner(s), go to **'Mark units'**. All units for this product will show and you'll need to mark the units that you'd like to claim certificates for. You can do this by clicking in the select box, on the row, or in the results column. Where applicable, you can also add achieved units as 'credit transfer', 'equivalence' or 'exemption' by selecting the relevant type of achievement.

When you've completed all units for your learner(s), select **'Save units'** and you will be taken back to the **'Claim learner certificates'** screen.

Units will be saved even if you don't make your claim at this point; however, please ensure that you return and make your claim so these can be sent to your EQA if needed and your certificate can be despatched.

Mark learner units

All learners selected will have the chosen units added to their record, if you do not wish to update some of the learners please return to claim learner certificates screen and remove the learners.

Please be aware that some units may have already been marked and claimed in our database; these units won't be affected.

Back

For information on how to achieve this qualification please refer to the qualification specification on the website.

☐ Select all units   Selected: 0

Select	Mandatory	Results	TAG	Unit Code	Unit Name	Unit Level	Credit Value
					Group 1		
☐	Yes	A	☐	K/601/2530	Explore Principles of Healthy Eating	Level 2	5
☐	Yes	CT	☐	J/601/2535	Consider Nutritional Needs of a Variety of Individuals	Level 2	4
☐	Yes	Eq	☐	M/601/2545	Use Food and Nutrition Information to Plan a Healthy Diet	Level 2	3

Achieved   Clear   Save Units   Cancel

Credit Transfer   Equivalence   Exemption

Certification Claiming certificates for non-graded products

The **'New claim status'** field will now be populated for each learner you have claimed. The system will calculate this for you. If you have selected any learners who are not ready for certification yet, they can be deleted from the claim by selecting the **'Remove learner from claim'** icon. You can also amend the learner's name here.

At this stage, you must confirm the certificates' delivery address, enter the Internal Quality Assurer's (IQA) full name full, and tick the declaration box. If you'd like a purchase order number to show on any certification orders, you should complete this here.

When you've ensured that all information is accurate and are ready to proceed, click the **'Submit'** button.

Certification Claiming certificates for non-graded products

Please note that you can review your claim before it is finalised. It's worth checking that you've claimed all the units the learner has achieved and that the expected status is showing correctly. You can view the claimed units by selecting **'Learner units'**. If you need to make any amendments, select **'Return to claim'** before proceeding. Otherwise, select **'Claim certificates'** to submit your claim.

Upon claiming your certificates, you'll see a confirmation message and can download reports which detail your claim.

Review your claim

< Return to claim

Product Name:	NCFE CACHE Level 3 Award in Childcare and Education	
Product Code:	601/3998/5	
DCS:	No	
Session:	2021/2022	

The learners below will be included on your claim:

Batch	ULN	Name	DOB	New Claim Status	Learner Units
1	805627201	PORTAL GUIDE	01/01/2000	Full	📄
2	805627201	PORTAL GUIDE2	02/02/2000	Partial	📄

Claim Certificates

Certification Claiming certificates for graded products

Your selected learners will show as below, each one will have a new claim status depending on any previous certification history. This is automatically calculated and will show as **'Full'** or **'Partial'** depending on which units have had grades banked for them. The grade is the overall grade if the learner has achieved enough units for a full certificate.

Certification Claiming certificates for graded products

You can view which units a learner has had banked, by selecting the learner and clicking on **'View units'**.

For information on how to achieve this qualification please refer to the qualification specification on the website.

☐ Select all units   Selected: 0

Select	Mandatory	Results	TAG	Unit Code	Unit Name	Unit Level
					Group 1	
☐	Yes	A*	☐	F/506/5384	Child Development from Conception to Seven Years	Level 3
☐	Yes	A*	☐	J/506/5385	Children's Health and Well-Being	Level 3

You must confirm the address that you would like the certificates sending to and then select **'Claim'**. If you would like a Purchase Order Number to show on any certification orders, you can complete this here.

Choose Address

Select the address you want to use:

(Main Address) Test Q6, Quorum Business Park, Benton Lane, NEWCASTLE UPON TYNE, Tyne and Wear, NE12 8BT ▼

Purchase Order Number:

[   ]

[Claim]

Certification Claiming certificates for graded products

⌂

You can review your claim before it is finalised. It is worth checking that you have claimed all the units the learner has achieved, and the expected status is showing correctly. You can view the claimed units by selecting learner units. If you need to make any amendments, select **'Return to claim'** before proceeding. Otherwise select **'Claim certificates'** to submit your claim.

Upon claiming certificates, the below confirmation message will be displayed. This will include claim reports detailing what has been claimed.

Review your claim

< Return to claim			Product Name:	NCFE CACHE Level 3 Award in Childcare and Education
			Product Code:	601/3998/5
			DCS:	No
			Session:	2021/2022

The learners below will be included on your claim:

	Batch	ULN	Name	DOB	New Claim Status	Learner Units
1	805627201		PORTAL GUIDE	01/01/2000	Full	📄
2	805627201		PORTAL GUIDE2	02/02/2000	Partial	📄

Claim Certificates

Thank you for your claim

You've now submitted your learner statuses, we will issue learner certificates based on this information.

You can download your claim report if needed.

- Download claim report (Excel)
- Download claim report (PDF)
- Download candidate status report (Excel)
- Download candidate status report (PDF)

Leave your feedback here

Make another claim ➤

Certification general information

You can only claim certificates for up to 100 learners, from a single batch at any one time.

If you have Direct Claims Status (DCS) your claim will be sent straight to be printed, and your certificates will be issued. Your eCertificates will be available to view immediately.

If your centre does not have DCS for the product you are claiming for, you can still claim certificates using online certification. Your claim will be sent to your External Quality Assurer (EQA) who'll be able to 'sign off' the claim following an EQA review (if required). Once your claim has been signed off, certificates will be printed and despatched the next working day, and eCertificates will be available to view.

Certification claims received after 5pm will be printed and despatched the following day.

Timescales for centres outside of the UK will vary.

Certification Viewing previous claims for certificates

You can view your certificate claim history by selecting **'Certification'** from the Portal menu and clicking the **'Previous claims'** option.

Search for previous claims using batch number, session, product code, learner forename and/or learner surname.

After searching and locating your previous claims, you can access the claim report by clicking the file in the **'Download'** column.

Search Claims

You can search for your previous claims by entering one or more of the criteria below:

Batch	Session	Product Code	Learner Forename	Learner Surname	
805627202	⌄				Search

Your search returned **1** result(s).

Session	Product Code	Product Name	Date claim submitted	Date claim confirmed	Download
2021/2022	601/6267/3	NCFE Level 2 Extended Certificate in Travel and Tourism	21 Sep 2021	21 Sep 2021	🖹

eCertificates

⌂

You can view and download electronic versions of your learners' certificates by selecting **'Certification'** from the Portal menu and clicking the **'eCertificates'** option. To do this, you'll need the eCertificates permission to be active on your Portal user account.

Search using batch number, learner forename, learner surname, NCFE learner number or product code.

View your learner's eCertificate by selecting **'View certificate'** in the far-right column.
The eCertificate will be available to view as a PDF.

Top Tip

You can download multiple eCertificates at once. To do this, select the learners you require, or you can **'Select all certificates on the page'** (the amount shown here will depend on how your permissions are set up), or if the amount of learners searched on results is more than one page, you can **'Select all certificates'**.

You can also enter a reference which will help identify this request once processed. Once you have selected your learners, select the **'Request multiple eCertificates'** option. You'll receive an email when the eCertificates are available. Go to **'Download eCertificates'** from the 'Certification' Portal menu.

While the request is being processed it will display as **'Pending'**, however once completed, select **'Download certificates'** and your request will be there.

Please note: eCertificates are only available for 4 hours after you have made the request.

eCertificates