

Portal User Guide

February 2024

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The Portal - Introduction

The Portal is a secure website which allows you to:

- register your learners
- book learners for paper based external assessment and controlled assessment
- Upload digital evidence for learners
- view learner results for external assessment
- submit marks for moderation
- submit internal units for graded qualifications
- claim learner certificates
- view learners eCertificates
- view learner details using the search area and edit learner details.

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

The Portal can be found at the following address <https://portal.ncfe.org.uk> .

The link can also be found under the login area of our website (www.ncfe.org.uk).

How do I get a Username and Password?

To request a Portal account:

- Go to the '**Log in**' tab from top menu bar on our NCFE (www.ncfe.org.uk)
- Select '**Portal**' from the list of options available
- Click '**Register here**' from the Portal log in page
- Complete the requested fields and click send.

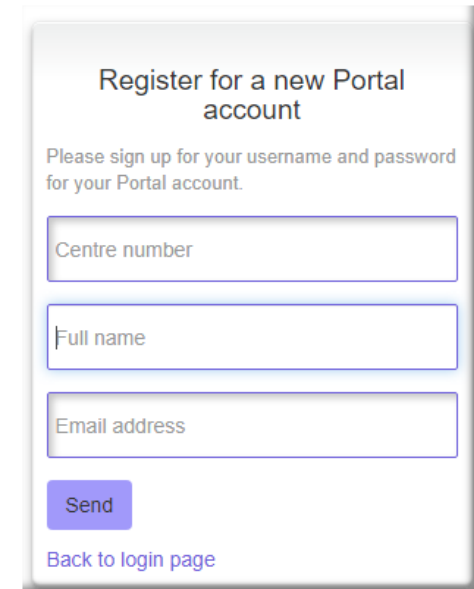
If you're the first person to request login details at your centre, you'll be set up as the Portal Admin user by our Customer Support team.

If your centre already uses the Portal, this request will go to your Portal Admin who will be able to create your account.

Once you have requested a Portal account and your account has been created, you will receive an email containing a reset password link.

- Access the link in the email and enter your username. Click '**Send**' to trigger another email including a verification code.
- Activate your account using the verification code provided and create a password. Click '**OK**'
- You will see a message confirming your account is now active. Click '**Finish**' to complete the process.

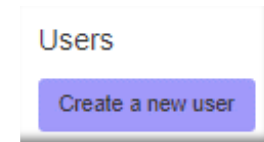
If you have forgotten your username and/or password, please follow the links on the Portal login screen to reset your log in credentials.

A screenshot of a web form titled "Register for a new Portal account". Below the title is a sub-header "Please sign up for your username and password for your Portal account." The form contains three input fields: "Centre number", "Full name", and "Email address". Below these fields is a blue "Send" button. At the bottom of the form is a link that says "Back to login page".

How do I Create a New User?

The Portal Admin User within a centre is the person responsible for creating new user accounts and assigning the appropriate permissions.

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 will need the following information:

- Full name
- Email address
- Username – Please use the user's 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 an email to the registered address with a link to follow. This link will activate the new account with the new username.

Once activated, another email will be received asking the user to change their password.

You can edit users in this screen by selecting '**Edit**' alongside the appropriate user account. This will allow you to change the full name, email address and permissions of the user.

You will also be able to remove user accounts from the Portal using the '**Delete**' button. It is the Portal Admin User's responsibility to make sure your users are accurate and kept up to date.

Search

Products

You can 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.

Portal search

Products

Visit reports

Batches

Learners

Bookings

Results

Bundles

You can search for products by entering either the product code or title. The list will show all the products your centre's approved for, unless you select **All** from the **Show** filter.

Sector

All products

Product code

Product name


QA group







Show

Approved

Search

Clear

 Download in CSV format

Product code	Product title	QA group	EQA	DCS	DCS lapse date	Display on website
 500/5959/2/ART	NCFE Level 1 Award in Creative Craft Using Art and Design	Arts and Media	 Qman Mod1	None		<input type="checkbox"/>
 500/7906/2	NCFE Level 2 Award for Developing Effective Thinking Skills	Preparation for Life and Work	 Qman Mod1	None		<input type="checkbox"/>
 500/8053/2	NCFE Level 1 Certificate in Interactive Media	Arts and Media	 Qman Mod1	Did Not Meet DCS		<input checked="" type="checkbox"/>

Visit Reports

You can search for a Visit Report, by selecting '**Search**', then '**Visit Reports**'.

You can 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.

You can find your EQA 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

You can 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

You can 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 then 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

601/3998/5

Search

Clear

 Download in CSV format

Name	ULN	Learner number	Batch	Centre learner number	DOB	Product code	Session	Learner status	Overall grade
CE16234 XJERRY XABBOTT		104770714	805395802	Fish	19/02/1981	601/3998/5	2018/2019	Withdrawn	

Bookings

You can 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 then 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.

Clicking on the icons to the right of each row 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)

You can 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.

If you click on the returned results for each learner, it will confirm which qualifications they are registered against as part of the bundle batch.

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	Product code	Product name	Learner number	Forename	Surname	DOB (DD/MM/YYYY)	
<input type="text" value="100005279"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
						<div>Search</div>	<div>Clear</div>

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	

Page size:

10

Registrations

Registration-what you need to know!

There are currently three main methods of registering learners:

- **Key In:** allows you to manually enter learners' details on to a batch.
- **Upload via CSV file:** allows you to upload your learners using a CSV file.
- **Tribal/Bulk CSV:** allows you to create multiple lists of learners for different qualifications/batches to upload in one CSV file. (Note: This cannot be used for products which require an assessment booking on registration)

Please ensure your centre has the required approval prior to registration. Approval can be gained via www.ncfe.org.uk

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.

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

Please Note: The Portal will always default and register your learners on the current session which runs from 01 August to 31 July each calendar year.

Withdrawal of lapsed learner registrations

We will actively withdraw learners once their lapsed date has past which is normally 36 months (this may vary depending on the qualification). If a learner is withdrawn and you want them to continue, you can un-withdraw the learner in the 'My Learners' area. This will be extended for 6 months.

Useful Registration fields

- **Ethnicity** - should be provided for each learner registered. If this is not known or has not been provided, please select 'Not Provided' from this list of available options. Where an ethnicity is not selected during the registration process 'Not Provided' will be selected by default.
- **Centre Learner Ref** can be used if you've assigned a unique reference number to identify your learners by within your centre. Alternatively, you can leave this field blank if you don't have one.

New Registration fields

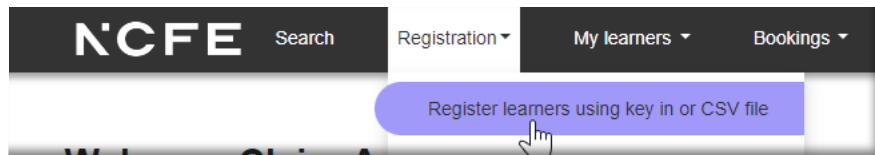
- **Postcode** – Please add the learners post code
- **Term Time Checks Learner Start Date & Planned end date** – Please add at the point of registration. This is now a mandatory field for regulated products.
- **Learners who are studying internationally**
You can now tell NCFE if your learners are studying 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).

Register 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**'.



To register a learner, first select the product and session (if available) you'd like to register your learner on. You can choose to add learners to an existing batch. You are now ready to key in your learner 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	Fem				01/09/2023	01/07/2023	United Kingdom	<div>Add</div>

Upload learners by CSV

Choose file




No file chosen

Upload

Add Learner

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

Add your learners

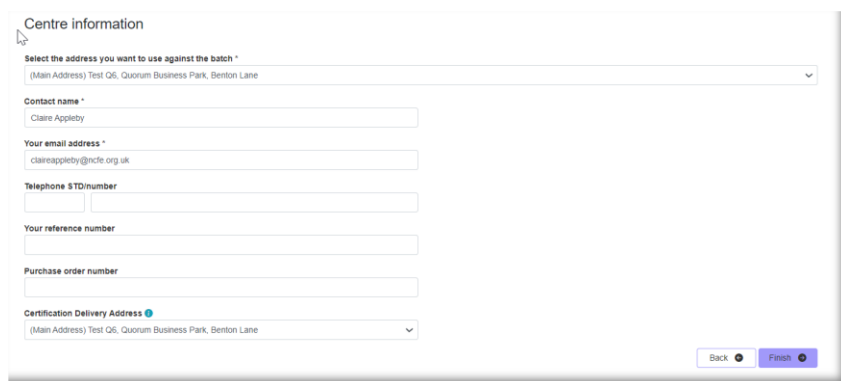
Forename*	Middle names	Surname*	DOB* (dd/mm/yyyy)	Ethnicity	Gender*	Centre learner reference	Unique learner number	Postcode	Learner Start Date *	Planned End Date *	Country*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="United Kingdom"/>	<input type="button" value="Add"/>
TESTING		EXAMPLE	01/02/1985	English/Welsh/Scottish/Nor...	Female				01/09/2023	01/07/2023	 GB	 

Upload learners by CSV

No file chosen

The address drop down will show all addresses for your centre that we have on our system. 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.

You can now select next and confirm your centre information.



The screenshot shows a web form titled "Centre information". It contains several input fields and dropdown menus. The first dropdown menu is labeled "Select the address you want to use against the batch *" and shows the selected address: "(Main Address) Test Q6, Quorum Business Park, Benton Lane". Below this are fields for "Contact name *" (filled with "Claire Appleby"), "Your email address *" (filled with "claireappleby@ncfe.org.uk"), "Telephone STD number", "Your reference number", and "Purchase order number". At the bottom, there is another dropdown menu labeled "Certification Delivery Address" with a blue information icon, showing the same address as the first dropdown. At the bottom right of the form are two buttons: "Back" and "Finish".

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

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.

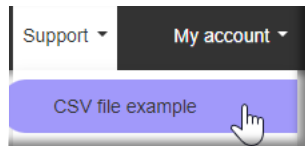
Invoices will be sent to your Finance team for payment.

- [Order ORD001740561](#)
- [Statement Of Results FS](#)
- [Order Summary](#)
- [Certificate Claim Form FS](#)
- [Learner Status Report FS English Entry Level](#)

 [Leave your feedback here](#)

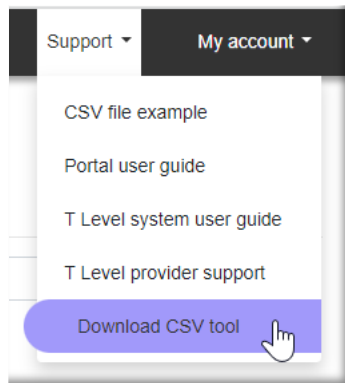
Registering Learners Using CSV File Method

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.



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**.

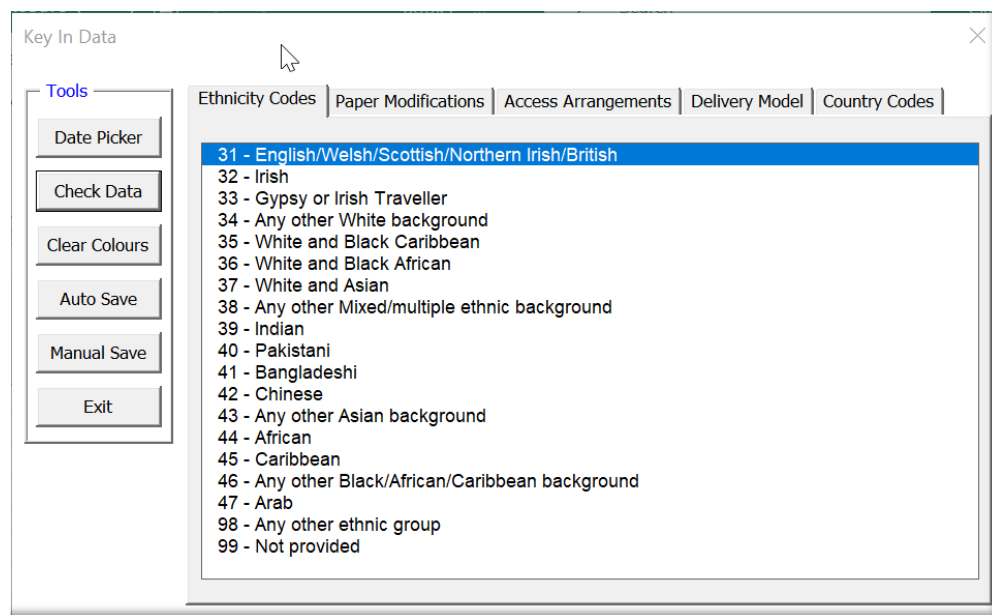


You will then be presented with a Microsoft Excel Security Notice, and you must select the option to '**Enable Macros**' to continue.

A Microsoft Excel sheet will then open. Select '**Add-ins**' from the menu options across the top of the sheet. This will open the NCFE CSV Tool. From the dropdown select the relevant field. The tool will then open, and the header rows will now show.










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

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 below) to indicate where amends to data are required. Once you have 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
	Ethnicity 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 and gender. Learner Start Date and Planned End Date are also mandatory for regulated qualifications.

The file must be saved as a **`.csv`** file.

When adding learner's **`Ethnicity`** to a CSV file these should be entered using the following codes:

31 - English / Welsh / Scottish / Northern Irish / British
32 - Irish
33 - Gypsy or Irish Traveller
34 - Any other White background
35 - White and Black Caribbean
36 - White and Black African
37 - White and Asian
38 - Any other mixed / multiple ethnic background
39 - Indian

40 - Pakistani
41 - Bangladeshi
42 - Chinese
43 - Any other Asian background
44 - African
45 - Caribbean
46 - Any other Black / African / Caribbean background
47 - Arab
98 - Any other ethnic group
99 - Not provided

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

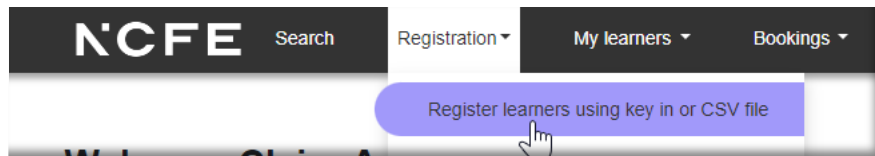
The Country where your learners are studying can be added in column '**AG**'. The Country codes that can be used are:

Bahrain – BG
 Brunei – BN
 China – CN
 Commonwealth of Dominica – DM
 Egypt – EG
 France – FR
 India – IN
 Ireland – IE
 Macau – MO
 Malta – MT
 Myanmar – MM
 Netherlands – NL

Oman – OM
 Portugal – PT
 Qatar – QA
 Saudi Arabia – SA
 Sweden – SE
 Switzerland – CH
 U.A.E. – AE
 U.S.A. – US
 United Kingdom – GB
 Vietnam – VN
 Other – 99

Register Learners Using CSV Method

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



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 are happy with the entered data, click '**Next**'.

Register your learners




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

Search

Available sessions

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*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="United Kingdom"/>	<input type="button" value="Add"/>
TESTER		LEARNER	10/10/1990	Not provided	Female	123		NE3 1RF	01/11/2023	01/11/2024	 GB	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
TEST		CANDIDATE	11/10/1990	Not provided	Male	456		NE3 1RF	02/11/2023	02/11/2024	 GB	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
TESTING		STUDENT	12/10/1990	Not provided	Female	789		NE3 1RF	03/11/2023	03/11/2024	 GB	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Upload learners by CSV

No file chosen

You'll then see the below '**Centre Information**' screen.

The address drop down will show all addresses for your centre that we have on our system. 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.

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 ⓘ

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

Back ↶

Finish ↷

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

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](#)

💬 Leave your feedback here

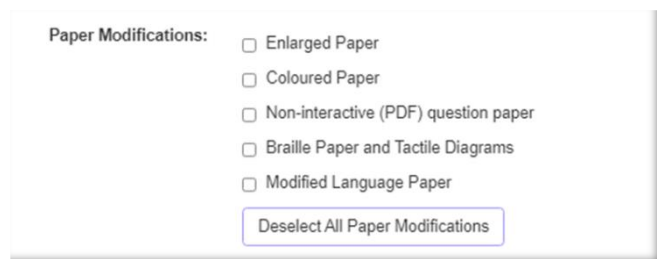
Adding Access Arrangements and Paper Modifications at Registration

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.

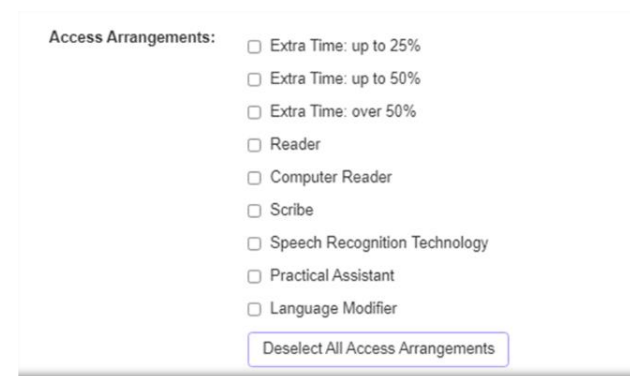
To add Access Arrangements for a learner, select the appropriate option(s) from the list available.



Paper Modifications:

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

[Deselect All Paper Modifications](#)



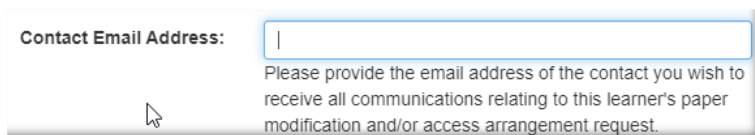
Access Arrangements:

- ☐ 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](#)

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 we can

complete ad-hoc sampling inspections of supporting evidence of need and so that we can keep you updated with regards to the processing and dispatch of any modified papers.



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 will 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/CSV upload process as above.

Register your learners

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

Search

603/7011/7 - NCFE Level 1/2 Technical Award in Graphic Design

Available sessions

2023/2024

Add to existing batch

☐

Assessment Window










Level 1/2 Technical Award in Graphic Design - Summer 2024 - Paper Based

Add your learners

Please select...

Level 1/2 Technical Award in Graphic Design - Summer 2024 - Online

Level 1/2 Technical Award in Graphic Design - Summer 2024 - Paper Based

Forename*	Middle names	Surname*	DOB* (dd/mm/yyyy)	Ethnicity	Gender*	Centre learner reference	Unique learner number	Postcode	Learner Start Date *	Planned End Date *	Country*	
				-	-						United Kingdom	Add
TESTER		LEARNER	10/10/1990	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	12/10/1990	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 on an Apprenticeship

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

Once these have been selected, you can follow the Key In/CSV upload process as above.

Register your learners

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

Search

APP9362 - Early Years Educator Apprenticeship Standard Bundle – Mandatory Qualifications & Functional Skills










Available sessions

Not Applicable

Add to existing batch

☐

Add your learners

Forename*	Middle names	Surname*	DOB* <small>(dd/mm/yyyy)</small>	Ethnicity	Gender*	Centre learner reference	Unique learner number	Postcode	Learner Start Date *	Planned End Date *	Country*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TESTER		LEARNER	10/10/1990	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	12/10/1990	Not provided	Female	789		NE3 1RF	03/11/2023	03/11/2024	 GB	 

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](#)

Register Learners Using a Tribal/Bulk CSV File

A Bulk CSV file allows you to register learners on multiple qualifications from a single CSV file.

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 – Only Record Type (NCFE1), Centre Number and Product Code are mandatory.

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

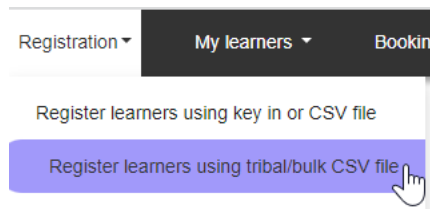
Record type (NCFE2), first name, middle name, surname, date of birth, centre learner ref, ethnicity code (see page 21), gender, unique learner number (ULN), Postcode, Learner Start Date, Planned End Date and Country of study (see page 22).

Only Record Type (NCFE2), Forename, Surname, Date of Birth, Gender, Learner Start Date (Regulated only) and Planned End Date (Regulated only) are mandatory fields;

- 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.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	NCFE1	3092			CQ11788										
2	NCFE2	Test		Learner	20071981	Learner ref1	99	M	1473956829	ENG	NE12 8BT	31/12/2023	31/12/2025	BH	
3	NCFE2	Testing		Candidate	10780	Learner ref2	99	M	1475238699	ENG	NE12 8BT	01/01/2024	01/01/2026	BN	
4	NCFE2	Tester		Student	130791	Learner ref3	99	M	1475296389	ENG	NE12 8BT	02/01/2024	02/01/2026	CN	
5	NCFE1	3092			F/618/1551/UNITCACHE										
6	NCFE2	Test		Learner	2071981	Learner ref1	99	M	1473956829	ENG	NE12 8BT	31/12/2023	31/12/2025	MM	
7	NCFE2	Testing		Candidate	2071981	Learner ref2	99	M	1475238699	ENG	NE12 8BT	01/01/2024	01/01/2026	NL	
8	NCFE2	Tester		Student	2071981	Learner ref3	99	M	1475296389	ENG	NE12 8BT	02/01/2024	02/01/2026	OM	
9															

To register your learners using a bulk CSV file, select '**Registration**', then '**Register learners using Tribal/Bulk CSV file**'.



Then select '**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	<input type="checkbox"/>
Select	CQ11788		27/09/2023	Claire Appleby	<input type="checkbox"/>

Previous

Next

Cancel

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, then that line can be deleted by ticking the right box and selecting the delete button.

Select the first batch you'd like to register by clicking '**Select**' and then click '**Next**'.

Trial/bulk CSV learner registration: step 2/3

Verify learner details

Please check that your learners' details below are correct before you continue to the next step.

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

Forename	Middle names	Surname	Centre learner reference	Unique learner number	DOB (DD/MM/YYYY)	Ethnicity	Gender	Postcode	Learner Start Date (DD/MM/YYYY)	Planned end-date (DD/MM/YYYY)	Country	Delete
Test		Learner	Learner ref1	1473956829	02/07/1981	Not provided	Male	NE12 8BT	31/12/2023	31/12/2025	Myanmar	<input type="checkbox"/>
Testing		Candidate	Learner ref2	1475238699	02/07/1981	Not provided	Male	NE12 8BT	01/01/2024	01/01/2026	Netherlands	<input type="checkbox"/>
Tester		Student	Learner ref3	1475296389	02/07/1981	Not provided	Male	NE12 8BT	02/01/2024	02/01/2026	Oman	<input type="checkbox"/>

Previous

Next

Cancel

Add a Purchase order number if you need it 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 to '**Next**'.

Tribal/bulk CSV learner registration: step 3/3

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.

Batch information

Product code:	F/618/1551/UNITCACHE		
Product name:	Physical Development and Physical Activity		
Reference:	<input type="text"/>		
Purchase order number:	<input type="text"/>		
Session:	2023/2024 ▼		
Email*:	claireappleby@ncfe.org.uk		
Contact:	Claire Appleby		
Address:	(Main Address) Test Q6, Quorum Business Park, Benton Lane ▼		
Tel STD/no:	<input type="text"/>	<input type="text"/>	
Fax STD/no:	<input type="text"/>	<input type="text"/>	

Note: Field with an * is mandatory

Previous	Next	Cancel
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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**'.

Tribal/bulk CSV learner registration




Verification

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.

Please check the details below and edit if you need to. Once you're happy they're correct please press the **Finish** button below.

F/618/1551/UNITCACHE, Physical Development and Physical Activity

for NCFE Test Centre (003092)

Name	ULN	DOB	Ethnicity	Gender	Postcode	Learner Start Date	Planned end-date	Country
Test Learner	1473956829	02/07/1981	Not provided	M	NE12 8BT	31/12/2023	31/12/2025	 MM
Testing Candidate	1475238699	02/07/1981	Not provided	M	NE12 8BT	01/01/2024	01/01/2026	 NL
Tester Student	1475296389	02/07/1981	Not provided	M	NE12 8BT	02/01/2024	02/01/2026	 OM

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

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

The confirmation page will show you the batch number the learners have been registered on to. 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 at a later date.

Learner registration complete!

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

Your learners are registered on batch number: **805767528**

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.

Here are some reports which you can download:

[Order ORD001689870](#)

[Certificate Claim Form QCF Credit Tx](#)
[Order Summary](#)
[Learner Status Report](#)

NCFE and Tribal Group plc

NCFE and Tribal have linked the Portal and Tribal's Management Information System, ebs™ to reduce the duplication of work normally needed when registering learners.

The first phase of the link described in the following pages show the simple steps involved in linking data exported from Tribal's Management Information System, ebs™ to the Portal. They also show how to download base data which is specially formatted to be imported directly into Tribal's Management Information System, ebs™.

Who are Tribal Group plc?

Tribal is part of Tribal Group plc www.tribalgroup.com and has been involved in the UK FE sector for almost 25 years building up a considerable understanding of the changing needs of the sector. They have close involvement with LSC developments and a growing presence in the Adult Education sector.

Tribal Group is one of the UK's largest quoted providers of software and services to the UK learning and skills sector.

ebs™ Management Information System

There are currently more than 140 institutions using the ebs™ system.

Tribal advertise their Management Information System, ebs™ as a fully modularised system, which will suit the varied needs of colleges of all sizes, offering a number of unique benefits in each module but with particular strengths in timetables, registers and examinations.

Tribal Contact Information

<p>Gaby Walshaw Product Manager Management Systems & Solutions Tribal</p> <p>Tribal Citylab 4-6 Dalton Square Lancaster LA1 1PP</p> <p>T +44 (0)1524 384085 M +44 (0)7775 550336</p> <p>gaby.walshaw@tribalgroup.com www.tribalgroup.com</p>	<p>Kevin Atkins UK Core Product Owner</p> <p>Tribal St Mary's Court 55 St Mary's Road Sheffield S2 4AN</p> <p>T +44 (0) 844 8115070 M +44 (0) 778 6661043 F +44 (0) 14 2816021</p> <p>kevin.atkins@tribalgroup.com www.tribalgroup.com</p>
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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 date for your learners.**

My learners

Welcome to the My learners screen, 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.

<input type="checkbox"/> Batch	Forename	Surname	DOB	NCFE learner number	Centre learner number	ULN	Product code	Product name	Current learner status	Planned end date	Registration date	Edit
<input type="checkbox"/> 805752002	Forename	Surname		Learner No.		ULN	Product code		Learner Statu			Search
<input type="checkbox"/> 805752002	TESTER	EXAMPLE	01/01/1980	106811144			603/0196/X	NCFE CACHE Level 3 Certificate in Understanding the Principles of Dementia Care	Registered	01/09/2023	09 May 2023	Edit
<input type="checkbox"/> 805752002	TEST	USER	01/01/1970	106811143			603/0196/X	NCFE CACHE Level 3 Certificate in Understanding the Principles of Dementia Care	Registered	01/08/2023	09 May 2023	Edit

First< Previous1Next >Last

Your search returned 2 learner(s). Displaying page 1 of 1

Cancel learnersWithdraw learnersTransfer learnersTop up learnersUnwithdraw learners

Choose fileNo file chosenUpload LearnersDownload Learners

Click '**Download Learners**' to save your file. Here you can add or update any planned end dates.

	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

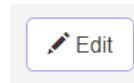
Upload Learners

Refresh your data and your new dates will be updated. You can also amend the date at a learner level in this screen.

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 button to '**Edit**' to amend learner details.



Edit learner [X]

Forename: Middle names: Surname:

Gender: DOB (dd/mm/yyyy): Centre learner number: Postcode:

Learner Start Date (dd/mm/yyyy): Planned End Date (dd/mm/yyyy):

Certificate language: Exam paper language:

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

Paper Modifications:

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

Coloured paper modifications:

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.

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

You can also add, edit or remove Access Arrangements and Paper Modifications for a learner.

You can also amend a learner name for 90 days after the certification date. We will reissue the certificate in the new name, and you will automatically be charged the current, replacement certificate fee per learner. You will need to provide a reason for the name change when requesting a replacement certificate.

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, select your learner(s) and click the '**Withdraw learners**' button.

<input type="checkbox"/> Batch	Forename	Surname	DOB	Learner Number	Learner Number	ULN	Product Code	Product Name	Learner Status	Registration Date	Edit
<input type="text" value="805627188"/>	<input type="text" value="Forename"/>	<input type="text" value="Surname"/>	<input type="text"/>	<input type="text" value="Learner No."/>	<input type="text"/>	<input type="text" value="ULN"/>	<input type="text" value="Product code"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>
<input type="checkbox"/> 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	<input type="button" value="Edit"/>
<input checked="" type="checkbox"/> 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	<input type="button" value="Edit"/>
<input type="checkbox"/> 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	<input type="button" value="Edit"/>

Your search returned 3 learner(s). Displaying page 1 of 1

To un-withdraw learners, select your learner(s) and click the '**Un-withdraw learners**' button.

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 button to '**Cancel learners**'.

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 5 working days of the initial registration date. Please refer to the Fees and Pricing Guide for further information.

One learner has been cancelled successfully

- 805627188
 - Here is your credit note [CRD000061793](#)
 - Here is your order information [ORD001436405](#)

<input type="checkbox"/> Batch	Forename	Surname	DOB	NCFE Learner Number	Centre Learner Number	ULN	Product Code	Product Name	Current Learner Status	Registration Date	Edit
<input type="text" value="805627188"/>	<input type="text" value="Forename"/>	<input type="text" value="Surname"/>	<input type="text"/>	<input type="text" value="Learner No."/>	<input type="text"/>	<input type="text" value="ULN"/>	<input type="text" value="Product code"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>
<input type="checkbox"/> 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	<input type="button" value="Edit"/>
<input type="checkbox"/> 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	<input type="button" value="Edit"/>
<input checked="" type="checkbox"/> 805627188	PORTAL	GUIDE3	27/12/1977	106018283			603/0634/8	NCFE Level 2 Certificate in the Principles of Warehousing and Storage	Cancelled	21 Sep 2021	<input type="button" value="Edit"/>

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 visit. Please refer to the Fees and Pricing Guide for further information.

You will need to provide the product code, and batch number (if transferring 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.

Transfer your learners

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

Product

600/0030/2 - NCFE Functional Skills Qualification in Information and Communication Technology (ICT) at Level 1

Batch

Purchase Order Number

Back

Transfer

If you are **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**

Top up/down Learners

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 button to '**Top up learners**'.

The learner's registration fee will be credited, and you will be charged the new registration fee. The highest fee will always apply. Please refer to the Fees and Pricing Guide for further information.

You will need to provide the product code, batch number (if transferring to an existing batch). You can also add a Purchase Order Number.

You will only be able to top up, or down, if the learner has an internal or external result, otherwise follow the transfer instructions. You will only be able to top up/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		▼
Purchase Order Number		

BackTop up

Manage 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 LRS admin user at your centre can access the Learner Records Service (LRS) screen to update a learner's ULN.

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

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

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

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

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 input 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

The following error codes will show how your NCFE registration differs from what LRS have 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 that 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
<input checked="" type="checkbox"/> 805792757	<input type="text" value="Forename"/>	<input type="text" value="Surname"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Product code"/>	<input type="text" value="Product name"/>	<input type="text"/>
<input checked="" type="checkbox"/> 805792757	TEST	4	14/11/1994	107047775	603/7011/7	NCFE Level 1/2 Technical Award in Graphic Design	2023/2024

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

Make bookings

View bookings

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 '**Make bookings**' and you will 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
<input type="checkbox"/> Batch	test	learner			603/5054/4	Product name	
<input type="checkbox"/> 805791748	TEST BUNDLES	LEARNER	01/01/2000	107044067	603/5054/4	NCFE Level 2 Functional Skills Qualification in English	2023/2024
<input checked="" type="checkbox"/> 805792211	TESTER	LEARNER	10/10/1990	107045524	603/5054/4	NCFE Level 2 Functional Skills Qualification in English	2023/2024

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Your search returned 2 learners. Displaying page 1 of 1

You've selected 1 learner

Make bookings

View bookings

Booking details

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

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
805792211	TESTER	LEARNER	107045524		<input type="checkbox"/> 603/5054/4 Level 2 English - Reading <input type="checkbox"/> 603/5054/4 Level 2 English - Writing	English ▾

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Book entries

Cancel

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

First, select the assessments you would like to make a booking for. If you have selected both assessments, you will see two tabs appear under the '**Enter assessment details**' heading.

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		<input type="checkbox"/> 603/5054/4 Level 2 English - Reading <input checked="" type="checkbox"/> 603/5054/4 Level 2 English - Writing	English ▼

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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



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[Cancel](#)

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.

Please Note: we require a minimum of 10 working days' notice for paper-based assessment bookings.

Please Note: 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.

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

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	
805823004		TESTER	LEARNER	107304329		English	Russell Hunt	
							Centre contact email	
							russellhunt@ncfe.org.uk	

[Edit entries](#)[Book entries](#)

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 that 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.

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.

NCFE CACHE Level 3 Diploma in Childcare and Education (Early Years Educator) - EYE/EA1 - 20 January 2023 - EYE/EA 1

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, Pending Result or Result Issued.

NCFE CACHE Level 3 Diploma in Childcare and Education (Early Years Educator) - EYE/EA1 - 20 January 2023 - EYE/EA 1

Product code	Product name	Centre contact	Centre contact email
601/4000/8	NCFE CACHE Level 3 Diploma in Childcare and Education (Early Years Educator)	Glyn Walker	glynwalker@ncfe.org.uk

<input checked="" type="checkbox"/>	Batch	Forename	Surname	NCFE learner number	ULN	Exam paper language	Booking status
<input checked="" type="checkbox"/>	805718771	LEARNER	SUBMISSIONS	106560178		English	Active
<input checked="" type="checkbox"/>	805718771	LEARNER	SUBMITTED	106560179		English	Active

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Assessment details

EYE/EA1

Assessment window

20 January 2023 - EYE/EA 1

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 will also be able to download this from here.

Assessment details

EYE/EA1

Assessment window

20 January 2023 - EYE/EA 1

Reports

- [Order Summary](#)
- [External Assessment Bookings Confirmation Report Assessment Window - EYE/EA1](#)
- [External Assessment Submission List - EYE/EA1](#)

Assessment Materials

- [Assessment Material 2.xlsx](#)
- [Assessment Material 1.pdf](#)

You can change the delivery address for your assessment papers by using the drop down 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.



The screenshot shows a web interface titled "Assessment details". It features a tab labeled "TAAD". Below the tab, there are two dropdown menus. The first is labeled "Assessment window" and shows the selected option "07 March 2022 - 9.00am - TAAD". The second is labeled "Delivery address" and shows a partially visible address "1, ...".

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). To do so, with your booking visible scroll to the bottom of the page and click the corresponding buttons and follow the on-screen prompts.

Transfer Booking

Cancel booking

Late/Very Late Bookings

For some qualifications we will 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.

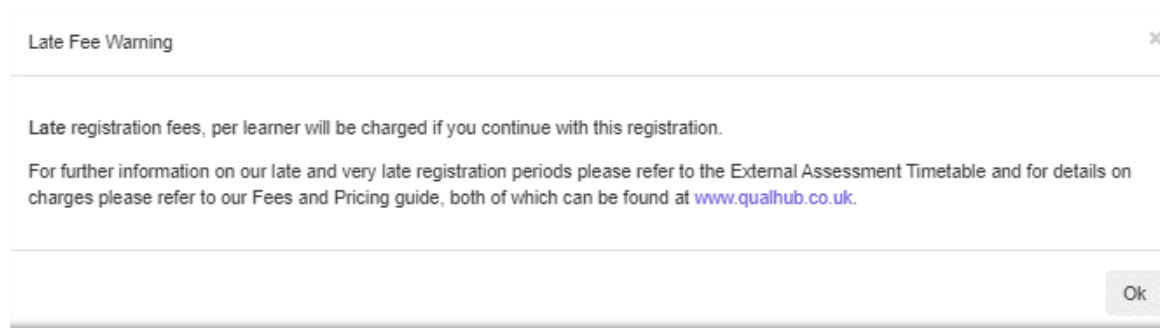
During the late booking period you can book as many learners as required (within 5 working days of bookings cut-off date having passed).

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

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

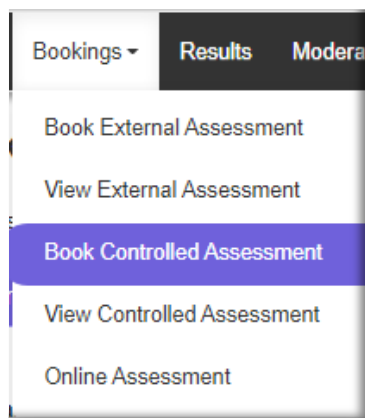
Please refer to our fees and pricing guide on our website for details on our late and very late booking fees.

To process a late or very late booking, 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:



Booking Learners for Controlled Assessment

For some products, you will 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 will 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.

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 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.

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**'.

Level 1/2 Technical Awards – Synoptic Assessment

The Assessment Topic Selection screen will appear after selecting '**Book Controlled Assessment**' allowing for you to confirm details and the learners selected are correct.

For Technical Awards you may only book your learners onto the Controlled Assessment once.

Assessments are only available for Technical Awards, during certain windows, therefore the Assessment Topic will automatically during the available period.

Assessment Topic Selection

Welcome to the Assessment Topic Selection screen. 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.

Expected Completion Year Summer 2022

Batch	Full Name	DOB	NCFE Learner Number	Product Code	Product Name	Session
805627957	PORTAL GUIDE	06/06/1995	106037596	603/2963/4	NCFE Level 1/2 Technical Award in Engineering	2021/2022 L12 TA Engineering Synoptic Project 20-21 Final V2
805627957	PORTAL GUIDE2	07/07/1996	106037597	603/2963/4	NCFE Level 1/2 Technical Award in Engineering	2021/2022 L12 TA Engineering Synoptic Project 20-21 Final V2

Back Confirmation

Choose the Expected Completion Year and select Confirmation to progress to the next screen.

Please read the declaration and click the '**Confirm**' tick box and a green box will appear with the assessment materials associated with your booking.

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

The following assessment materials are available for download:

- 603/2963/4 - NCFE Level 1/2 Technical Award in Engineering:
 - [L12 TA Engineering Synoptic Project 20-21 Final V2](#)

Assessments are only available for Technical Awards, during certain windows. If you book a learner onto a Controlled Assessment outside of a window, you will see this message:

Controlled Assessment Bookings

You can search, create and view bookings for controlled assessments.

External Assessments

Controlled Assessments

There are no available assessments to be booked at this time. Please check published times for release of assessment materials.

Batch	Forename	Surname	DOB	NCFE Learner Number	Product Code	Product Name	Session
<input type="text" value="Batch"/>	<input type="text" value="Forename"/>	<input type="text" value="Surname"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="603/2963/4"/>	<input type="text" value="Product name"/>	<input type="text"/>

Please refer to the External Assessment Timetable on our website for more information.

Please Note: For Technical Awards, you may only book your learners onto the Controlled Assessment once.

Functional Skills Qualifications

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.

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.

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
805593239	CE16234 XRIO XADAMS	28/12/1990	105872769	603/5056/8	NCFE Entry Level 2 Functional Skills Qualification in English	2020/2021
						Reading - AP25 - Wildlife Care

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Confirmation

All available topics will be available to select from the drop down. Select the relevant one and you'll then be able to confirm your Controlled Assessment booking. If you are 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'. The following screen will appear, read the declaration to ensure you agree with the statement and if you are 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 will already have access to the assessment material.

Your assessment materials will be available for download here

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](#)

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.

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

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Confirmation

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.

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

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

Controlled Assessment Bookings

You can search, create and view bookings for controlled assessments.

External Assessments **Controlled Assessments**

There are no available assessments to be booked at this time. Please check published times for release of assessment materials.

Please refer to the Delivery guidance document on the related Qual 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

Welcome to the View Controlled assessment screen. On this screen you can search for your bookings made for Controlled assessments.

External Assessments

Controlled Assessments

	Batch	Forename	Surname	DOB	NCFE Learner Number	Product Code	Product Name	Unit Name	Topic	Declaration Date	Session	
	<div>Select all</div>	<div>805627957</div>	<div>Forename</div>	<div>Surname</div>	<div></div>	<div></div>	<div>Product co</div>	<div>Product name</div>	<div>Unit r</div>	<div>Declaration</div>	<div></div>	<div>Search</div>
<input type="checkbox"/>	805627957	PORTAL	GUIDE	06/06/1995	106037596	603/2963/4	NCFE Level 1/2 Technical Award in Engineering		L12 TA Engineering Synoptic Project 20-21 Final V2	23/09/2021 10:59	2021/2022	<div>Assessment Material</div> <div>View Bookings Report</div>

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 selectable.

View Controlled Assessment Bookings

Welcome to the View Controlled assessment screen. On this screen you can search for your bookings made for Controlled assessments.

[External Assessments](#) [Controlled Assessments](#)

	Batch	Forename	Surname	DOB	NCFE Learner Number	Product Code	Product Name	Unit Name	Topic	Declaration Date	Session	
Select all	805627957	<input type="text" value="Forename"/>	<input type="text" value="Surname"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Product code"/>	<input type="text" value="Product name"/>	<input type="text" value="Unit name"/>	<input type="text"/>	<input type="text" value="Declaration"/>	<input type="text"/>	Search
<input type="checkbox"/>	805627957	PORTAL	GUIDE	06/06/1995	106037596	603/2963/4	NCFE Level 1/2 Technical Award in Engineering	L12 TA Engineering Synoptic Project 20-21 Final V2		23/09/2021 10:59	2021/2022	Assessment Material View Bookings Report
<input checked="" type="checkbox"/>	805627957	PORTAL	GUIDE2	07/07/1996	106037597	603/2963/4	NCFE Level 1/2 Technical Award in Engineering	L12 TA Engineering Synoptic Project 20-21 Final V2		23/09/2021 10:59	2021/2022	Assessment Material View Bookings Report

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Your search returned 2 bookings. 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 to '**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.

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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, product code and product name. Then click '**view bookings**'.

Assessments (external and moderation)

Controlled assessments

	Batch	Forename	Surname	DOB	NCFE learner number	Product code	Product name	Session	
<div>Deselect all</div>	<div>805726262</div>	<div>Forename</div>	<div>Surname</div>			<div>Product code</div>	<div>Product name</div>		<div>Search</div>
<input checked="" type="checkbox"/>	805726262	TEST	ONE	01/01/1975	106617023	603/7066/X	T Level Technical Qualification in Health (Level 3) (delivered by NCFE)	2022/2023	
<input checked="" type="checkbox"/>	805726262	TESTER	TWO	01/01/1970	106617024	603/7066/X	T Level Technical Qualification in Health (Level 3) (delivered by NCFE)	2022/2023	

First

< Previous

1

Next >

Last

Your search returned 2 learners. Displaying page 1 of 1

You've selected 2 learners

Return to book external assessments

View bookings

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

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.

T Level Technical Qualification in Health (Level 3) (delivered by NCFE) - Health: Core Summer 2023 Series - Dental Nursing (Online)

[T Level Technical Qualification in Health \(Level 3\) \(delivered by NCFE\) - Health: Occupational Specialism Summer 2023 Series - Supporting Healthcare \(Supporting the Midwifery Team\)](#)

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

Occupational Specialism A2B (MID)

Assessment window

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

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, NEWCASTLE UPON TYNE, Tyne and Wear, NE12 8BT

Assessment Materials

- [TEST.docx](#)
- [Test Excel.xlsx](#)
- [Test Word.docx](#)
- [Test PDF.pdf](#)
- [Testing Zip for TQ Upload.zip](#)

[Hide Details](#)

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

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

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 would recommend contacting the centre's Portal Administrator in the first instance.

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 date.

Acceptable formats for digital evidence can be found in appendix 1 of the Qualification Specific Instructions for Delivery (QSID). Please be reminded that the maximum files size accepted by the NCFE Portal is 2GB, where possible please try to keep files 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 situated [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 for all learners 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 the Regulations for the Conduct of External Assessment, at the Centre in 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.

Moderation

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

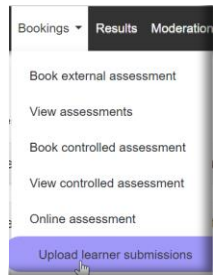
It is the centre's responsibility to ensure **all** evidence required for learners selected for sampling is uploaded and all files can be opened, are not corrupted, or password protected in any way.

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 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 you use these when uploading learner evidence.

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 in order to use this functionality.



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

Upload learner submissions

You'll be able to upload supporting documents for learners in this area.

Please note for external assessments you must upload the Invigilator Register (IR) before you can submit any learner submissions.

Batch	Forename	Surname	DOB	NCFE learner number	ULN	Product code	Assessment window	Assessment name	Options
805726262	Forename	Surname	dd/mm/yyyy	Learner No.	ULN	Product code	Assessment window	Assessment name	Search
▼ 805726262	T Level Technical Qualification in Health (Level 3) (delivered by NCFE) - Occupational Specialism A2 (Core) - 17 April 2023 - 28 April 2023 - Assignment 2A (Supporting Healthcare - Core)						Submit for Marking	10 Mar 2023	🔗
▼ 805726262	T Level Technical Qualification in Health (Level 3) (delivered by NCFE) - Occupational Specialism A1 (MID) - 20 March 2023 - 31 March 2023 - Assignment 1 (Supporting the Midwifery Team)						Submit for Marking	20 Mar 2023	🔗
▼ 805726262	T Level Technical Qualification in Health (Level 3) (delivered by NCFE) - Occupational Specialism A2B (MID) - 02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)						Submit for Marking	16 Mar 2023	🔗

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

Occupational Specialism A2B (MID) - 02 May 2023 - Assignment 2B (Supporting the Midwifery Team)

Submit for Marking 16 Mar 2023

NE	01/01/1975	106617023	1234567899	603/7066/X	02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)	Occupational Specialism A2B (MID)	
WO					02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)	Occupational Specialism A2B (MID)	

Evidence Upload Timeframe

T Level Technical Qualification in Health (Level 3) (delivered by NCFE) - Occupational Specialism A2B (MID) - 02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)

You can upload files up to and including Thursday 16 March 2023 or until you have submitted the centre declaration. After this the booking will be locked.

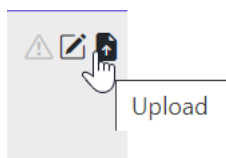
Ok

Occupational Specialism A2B (MID) - 02 May 2023 - Assignment 2B (Supporting the Midwifery Team)

Submit for Marking 05 Jun 2023

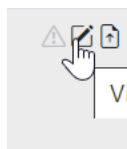
You can then select the assessment and expand the list of learners, you will then be able to submit evidence for these learners.

<div> <div>▲ 805726262</div> <div>T Level Technical Qualification in Health (Level 3) (delivered by NCFE) - Occupational Specialism A2B (MID) - 02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)</div> <div>Submit for Marking 16 Mar 2023</div> </div>								
805726262	TEST	ONE	01/01/1975	106617023	1234567899	603/7066/X	02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)	Occupational Specialism A2B (MID)
805726262	TESTER	TWO	01/01/1970	106617024	1234567899	603/7066/X	02 May 2023 - 26 May 2023 - Assignment 2B (Supporting the Midwifery Team)	Occupational Specialism A2B (MID)



Upload

To upload evidence, select the upload icon from the right-hand side of the screen. You can then upload your files.



View submissions

You can also view submissions and delete any which are no longer need.

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, btx, 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, btx, 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, cvf, mkv, wmv

Image: jpg, jpeg, gif, png, bmp, psd, wmf, tga, tif, tiff

Document: pdf, doc, docx, ppt, pptx, csv, rtf, ods, sxi, odt, sxd, 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.

<input type="checkbox"/>	Document name	File size	Actions
<input checked="" type="checkbox"/>	Test Word.docx	12 KB	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Test Excel.xlsx	8.8 KB	<input type="checkbox"/> <input type="checkbox"/>

Remove selected files

Close

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

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

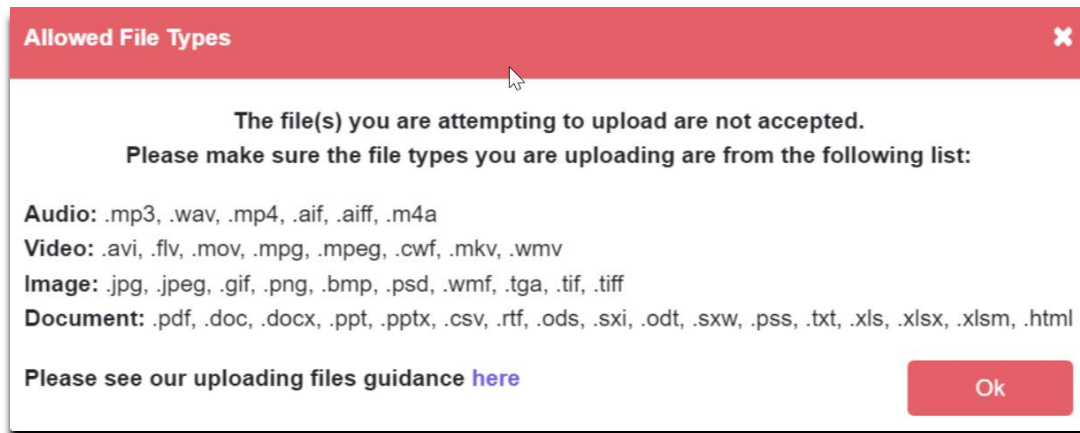
The file(s) you are attempting to upload exceed the file size limit accepted.

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.



Once You have selected the files that you wish to upload and hit the upload and save button you will see a progress bar next to the files, firstly highlighting the percentage of the document uploaded and then it will show as completed when the file has been fully uploaded.

X

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

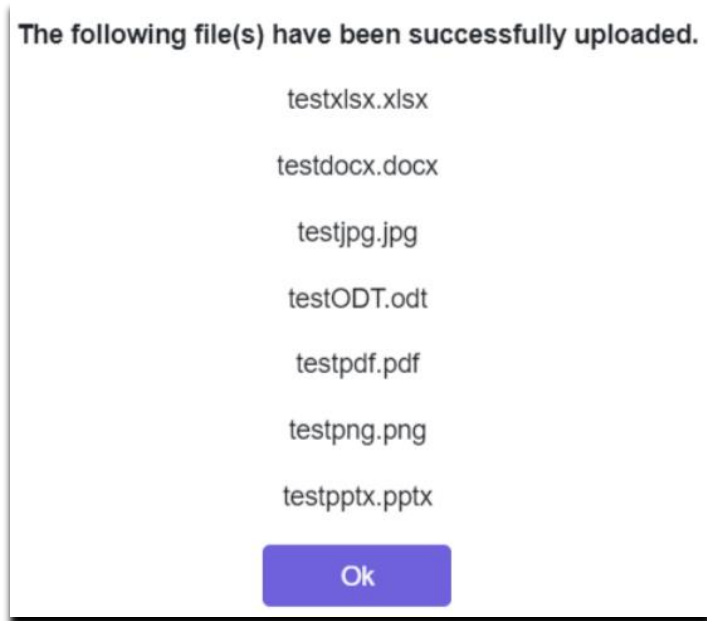
Allowed file types:
Audio: .mp3, .wav, .mp4, .aif, .aiff, .m4a
Video: .avi, .flv, .mov, .mpg, .mpeg, .cwf, .mkv, .wmv
Image: .jpg, .jpeg, .gif, .png, .bmp, .psd, .wmf, .tga, .tif, .tiff
Document: .pdf, .doc, .docx, .ppt, .pptx, .csv, .rtf, .ods, .sxi, .odt, .sxw, .pss, .txt, .xls, .xlsx, .xslm, .html

Document name	File size	Progress
testxlsx.xlsx	8.6 KB	uploaded
testdocx.docx	11.8 KB	100%
testjpg.jpg	6.4 KB	100%
testODT.odt	4.4 KB	100%
testpdf.pdf	25 KB	100%
testpng.png	2.5 KB	100%
testpptx.pptx	32.9 KB	0%

Clear all files

Cancel

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



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

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	<div>error</div>

Clear all files

Close

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

Before confirming your submission, you will also need to upload the invigilators register for the batch, to upload the invigilators register, click on the upload button on the far right of the batch information on the upload learner submission screen.

T Level Technical Qualification in Education and Early Years (Level 3) (delivered by NCFE) - Core ESP (EYE) - 04
November - 22 November 2024 - Core ESP (Early Years Educator)

Submit for Marking
27 Nov 2024

Upload

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


Assessment name
Core ESP (EYE)

View existing files

Allowed file types:

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



Drag and drop files here

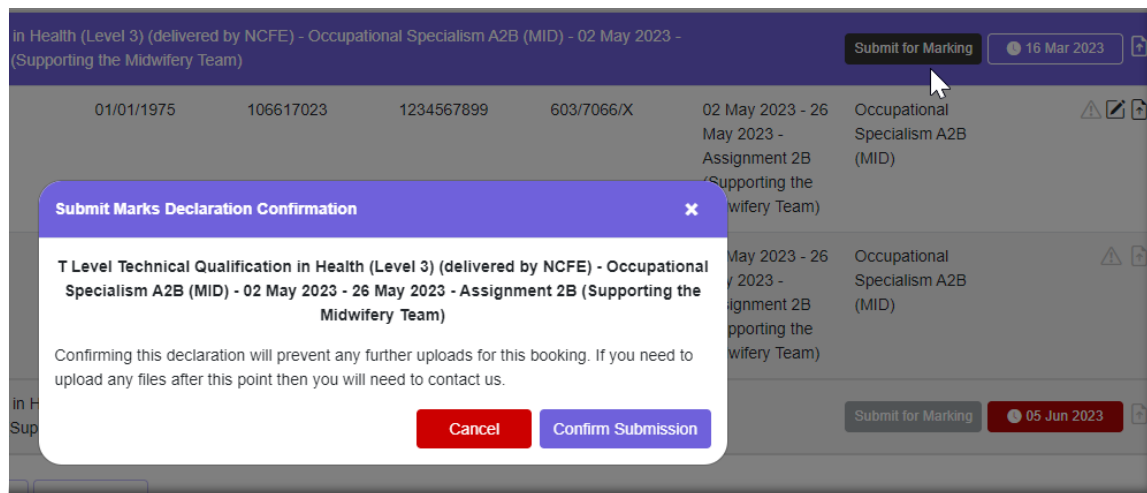
or

Browse files

Document name	File size	Invigilators register	Actions
External Assessment Invigilators Register TQ-805739711.pdf	0.2 MB	<input checked="" type="checkbox"/>	

Clear all files
Upload and Save

By then clicking on the Submit for Marking button you can confirm your submission.



Results

Viewing Results

You can view your learner results by selecting '**Results**' from the Portal menu. You can refine your search by entering a specific batch number, product code, forename, surname, date of birth and/or NCFE learner number.

You can view all learner results by selecting the '**Download learner results**' option.

Batch number	Product code	Forename	Surname	DOB (DD/MM/YYYY)	ULN	NCFE learner number
805733186						
						<div>Search</div> <div>Clear</div>

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)	CE16234 XPETE	XBANKS	22/02/1981		106683921
805733186	601/4000/8	NCFE CACHE Level 3 Diploma in Childcare and Education (Early Years Educator)	CE16234 XMARIUS	XBLACKBURN	24/08/1981		106683924
805733186	601/4000/8	NCFE CACHE Level 3 Diploma in Childcare and Education (Early Years Educator)	CE16234 XMARIUSZ	XGRIFFIN	25/11/1980		106683920
805733186	601/4000/8	NCFE CACHE Level 3 Diploma in Childcare and Education (Early Years Educator)	CE16234 XCLAYTON	XHIGGINS	18/10/1981		106683919
805733186	601/4000/8	NCFE CACHE Level 3 Diploma in Childcare and Education (Early Years Educator)	CE16234 XDARYL	XHOUGHTON	13/03/1981		106683922

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.

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/EA1		B	No reports available	Choose report...
805733186	601/4000/8	NCFE CACHE Level 3 Diploma in Childcare and Education (Early Years Educator)	SAMPLE	CANDID			Choose report...
805733186	601/4000/8	NCFE CACHE Level 3 Diploma in Childcare and Education (Early Years Educator)	EXAMPLE	LEARNE			Choose report...

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

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.

Functional Skills

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.

Batch number

805788489

Product code

Forename

Surname

DOB
(DD/MM/YYYY)

ULN

NCFE learner number

Search

Clear

Batch	Product code	Product name	Forename	Surname	DOB	ULN	NCFE learner number
805788489	603/5054/4	NCFE Level 2 Functional Skills Qualification in English	SAMPLE	LEARNER	01/01/1991		107024231
Product Name		Assessment window/date		Result/Mark	Learner Reports	Reports	
603/5054/4 Level 2 English - Writing		Level 2 Functional Skills in English - Writing - 1st May to 5th November 2023 (A6)		Pass	No reports available	FS Paper Based Su	
603/5054/4 Level 2 English - Reading		Level 2 Functional Skills in English - Reading - 1st May to 5th November 2023 (A6)		Pass	No reports available	Choose report... Statement Of Results FS External Assessment Learner Results Slip Multiple Assessment FS Paper Based Subject Content Statement Report External Assessment Results Confirmation Report Multiple Assessment Order Summary	
805788489	603/5054/4	NCFE Level 2 Functional Skills Qualification in English	SAMPLE	STUDENT	01/01/1991		

2 learners found

Page size: 100

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.

Viewing Essential Digital Skills Qualifications Results

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

- Pass – Learner has passed the qualification and certificate has been issued
- Fail – 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

5

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
805783573	603/7119/5	NCFE Entry Level 3 Essential Digital Skills	TESTER	CANDIDATE	08/01/1987	2276699069	107000380

Moderation

Submitting Marks for V Certs

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

You can search for your learners to submit marks using batch, forename, surname and ULN. Click to select the learners that you would like to submit grades for then once all learners needed are selected click next.

Select your learner and click '**Add/Edit 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	ULN	Component	Assessment Series
<input type="text" value="805715077"/>	<input type="text" value="Forename"/>	<input type="text" value="Surname"/>	<input type="text" value="Date of birth"/>	<input type="text" value="ULN"/>	<input type="text" value="Component name"/>	<div>All</div> <div>Search</div>
<div>⊗</div>	805715077	TEST	LEARNER	01/01/1991	Non-Exam Assessment Graphic Design	<div>Add/Edit Marks</div>
<div>⊗</div>	805715077	LEARNER	TESTER	01/01/1991	Non-Exam Assessment Graphic Design	<div>Add/Edit Marks</div>

You can then add or edit learner marks and hit save.

Learner Marks

Learner: TEST LEARNER Assessor name:

NCFE Level 1/2 Technical Award in Graphic Design

T1: of

T2: of

T3: of

T4: of

T5: of

T6: of

T7: of

Total Marks: of

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.

Grading

Submitting Unit Grades

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

You can search for your learners to submit unit grades using batch, forename, surname, centre learner reference or NCFE learner number. Click to select the learners that you would like to submit grades for then once all learners needed are selected click next.

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 for each learner. If you have DCS or following a EQA review (these will now be in a banked state), you can submit a second attempt grade (final grade) to the portal. This grade will then be stored until your EQA reviews this submission.

Your EQA will contact you if an additional review is required, prior to the updated grades being banked.

Please check the information you're about to submit is correct now, as once the grades are submitted, you're unable to make any further amends to this submission.

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

Select the learners that you would like to submit grades for and select '**Next**'. When you select a unit, you get the option to select 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.

Please Note: grades saved but not yet submitted will not be counted until they are submitted.

When you have finished selecting grades, tick the declaration and complete the full name of your Internal Quality Assurer (IQA) before selecting '**Submit**'.

Submit unit grades

Previous Save Submit

Unit	Learner	DOB	B	P	M	D	NYA
T/507/2655 Customer Service in Travel and...	PORTAL GUIDIE2	01/02/2000	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
A/507/2656 The UK Travel and Tourism Indu...	PORTAL GUIDE	01/01/2000	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
F/507/2657 Travel and Tourism Destination...	PORTAL GUIDE3	03/03/2000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
J/507/2658 Promotion in Travel and Touris...							

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 GUIDIE2	01 Feb 2000	Pass
PORTAL GUIDE	01 Jan 2000	Merit
PORTAL GUIDE3	03 Mar 2000	Merit

[Leave your feedback here](#)

Confirmation of successful unit grade submission will show, please save or print a copy of this screen for your record

Submitting Unit Grades via a CSV file

You can now submit unit grades through a CSV file, select the learners you'd like to submit unit grades for as normal

Batch number
805673581

First Name

Surname

Centre Learner Ref

Learner Number

Clear

Search

<input checked="" type="checkbox"/>	Code	Name	Version	First Name	Surname	D.O.B	Batch	ULN
<input checked="" type="checkbox"/>	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	
<input checked="" type="checkbox"/>	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	

Choose File

No file chosen

Upload submit unit grades

Download submit unit grades

Next

Once selected, select 'Download Submit unit grades', you'll get a blank 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												
5												

In the CSV file add the grade for each unit.

	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													
5													
6													
7													

Please check the grading model for each qualification, it could be one of the following, but this is not an exhaustive list.

- 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.

If you do not wish to enter a grade for a particular unit just leave it blank.

Please ensure that you check the grade entered corresponds to the correct learner.

Once completed, save the file and return to the portal, selecting the file with the 'Choose File' and 'Upload submit unit grades' buttons which will enable the grades to be processed.

On screen will show the unit grades entered, please double check that all entered grades are correct before confirming with the tick box declaration and complete the full name of your Internal Quality Assurer (IQA) before selecting 'Submit'.

Certification

Make 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, you can also select the '**Claim my certificates**' option from the Portal homepage.

You will be taken to the Results search page. 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. You can search on one or more of these options.

Learner search

[Click the Advanced button for more search options.](#)

Batch	<input type="text"/>	Learner Forename	<input type="text"/>
Product Code	<input type="text"/>	Learner Surname	<input type="text"/>
Product Name	<input type="text"/>	Learner Date of Birth	<input type="text" value="dd"/> <input type="text" value="mm"/> <input type="text" value="yyyy"/>

Centre Learner Number	<input type="text"/>	Centre Reference Number	<input type="text"/>
NCFE Learner Number	<input type="text"/>	Learner Status	<input type="text" value="v"/>
Unique Learner Number (ULN)	<input type="text"/>	Session	<input type="text" value="v"/>

Your search results will show as below, select the learners that you would 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 805627198, Product Code 603/3293/1.

<input type="checkbox"/>	Batch	ULN	Session	Name ▲	DOB	Product Code	Product Name	Current Status	Certificate Date	ACE Report
<input type="checkbox"/>	805627198		2021/2022	PORTAL GUIDE	01/12/2000	603/3293/1	NCFE CACHE Level 2 Technical Award ...	Registered		

Claiming Certificates for Non-Graded Products

Your selected learners will show as below, each one will have a new claim status depending on any previous certification history. You will 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 the same units.

Select Learners

☒ Select all learners

Selected: 1

Select	New Claim Status	Name	ULN	Current Learner Status
<input checked="" type="checkbox"/>	<input type="text"/>	PORTAL GUIDE		Registered

Mark Units

When you have selected your learner(s), go to '**Mark units**'.

All units for this product will show and you will need to mark the units that you would like to claim. You can do this by clicking in the select box, clicking on the row or in the results column.

Where applicable, you can also add achieved units as being Credit Transfer, Equivalence or Exemption by selecting the relevant type of achievement.

When you have completed all the 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; please remember to always come back 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							
<input type="checkbox"/>	Yes	A	<input type="checkbox"/>	K/601/2530	Explore Principles of Healthy Eating	Level 2	5
<input type="checkbox"/>	Yes	CT	<input type="checkbox"/>	J/601/2535	Consider Nutritional Needs of a Variety of Individuals	Level 2	4
<input type="checkbox"/>	Yes	Eq	<input type="checkbox"/>	M/601/2545	Use Food and Nutrition Information to Plan a Healthy Diet	Level 2	3
<div><div>Achieved</div><div>Clear</div><div>Save Units</div><div>Cancel</div><div>Credit Transfer</div><div>Equivalence</div><div>Exemption</div></div>							

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 that 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.

You must confirm the address that you would like the certificates delivering to, complete the Internal Quality Assurer (IQA) name in full, tick the declaration box and submit. If you would like a Purchase Order Number to show on any certification orders, you can complete this here.

Click '**Submit**' when you've checked all information is accurate and you are ready to proceed.

Search Results

Product Name:

NCFE CACHE Level 2 Award in Nutrition and Health

Product Code:

501/0038/5

DCS:

No





Session:

2021/2022

Select Learners

☐ Select all learners

Selected: 2

Select	New Claim Status	Name	ULN	Current Learner Status	
<input type="checkbox"/>	Full	PORTAL GUIDE		Registered	 
<input checked="" type="checkbox"/>	Partial	PORTAL GUIDE 2		Registered	 

Mark Units

Choose Address and Internal Quality Assurer (IQA)

Select your delivery address:

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

Internal Quality Assurer (IQA) name in full:

Purchase Order Number:

I declare that the Internal Quality Assurer (IQA) has confirmed that the learners' claims listed above are correct: ☐

Submit



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.

Review your claim

[< Return to claim](#)

Product Name: NCFE CACHE Level 2 Award in Nutrition and Health
Product Code: 501/0038/5
DCS: No
Session: 2021/2022

The learners below will be included on your claim:

	Batch	ULN	Name	DOB	New Claim Status	Learner Units
1	805627199		PORTAL GUIDE	21/09/2000	Full	
2	805627199		PORTAL GUIDE 2	01/01/2000	Partial	

[Claim Certificates](#)

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


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 learner status report \(Excel\)](#)
- [Download learner status report \(PDF\)](#)

[Leave your feedback here](#)

[Make another claim](#) 

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.

[< Search Results](#)

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

Select Learners

☐ Select all learners Selected: 0

Select	New Claim Status	Name	Grade	
<input type="checkbox"/>	Full	PORTAL GUIDE	A*	 
<input type="checkbox"/>	Partial	PORTAL GUIDE2		 

View units

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						
<input type="checkbox"/>	Yes	A*	<input type="checkbox"/>	F/506/5384	Child Development from Conception to Seven Years	Level 3
<input type="checkbox"/>	Yes	A*	<input type="checkbox"/>	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:



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.

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

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


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 

Claiming Certificates for V Cert Products

Your selected learners will show as below. Your learners will be displayed with a '**New Claim Status**'. 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. If you select a learner, you can see the grades for each unit that has been banked. If you don't wish to claim for a learner at this time, you can remove them from the claim by selecting the remove learner from claim icon.

Select Learners

New Claim Status	Name	Grade	
Full	PORTAL GUIDE	Distinction*	 
Partial	PORTAL GUIDE2		 

Mandatory	Grade	Unit Code	Unit Name
Yes	Distinction	T/507/2655	Customer Service in Travel and Tourism
Yes	Distinction	A/507/2656	The UK Travel and Tourism Industry
No	Distinction	F/507/2657	Travel and Tourism Destinations
No	Distinction	J/507/2658	Promotion in Travel and Tourism
No	Distinction	L/507/2659	UK Purpose Built Visitor Attractions
No	Distinction	F/507/2660	Understanding Package Holidays
No	Distinction	J/507/2661	Travel Agency Operations
No	Distinction	L/507/2662	Hospitality in Travel and Tourism
No	Distinction	R/507/2663	Organising an Event
No	Distinction	F/507/2674	Introduction to Guided Tours
			Impact of Travel and Tourism

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



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.

Review your claim

< Return to claim

Product Name: NCFE Level 2 Extended Certificate in Travel and Tourism
Product Code: 601/6267/3
DCS: No
Session: 2021/2022

The learners below will be included on your claim:

Batch	ULN	Name	DOB	New Claim Status	Learner Units
1	805627202	PORTAL GUIDE	01/01/2000	Full	
2	805627202	PORTAL GUIDE2	02/02/2000	Partial	

Claim Certificates

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

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). Certificates will then be sent to print, and your eCertificates will be available to view.

Once your claim has been signed off, certificates will be printed and despatched the next working day.

Certification claims received before 5pm will be printed and despatched the following day. Timescales for centres outside of the UK will vary.

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.

Here you can 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 downloading it from the '**Download**' column in the search results.

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	
<input type="text" value="805627202"/>	<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="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 learner's certificates by selecting '**Certification**' from the Portal menu and clicking the '**eCertificates**' option. To do this, you will need the eCertificates permission to be active on your portal user account.

Here you can search using batch number, learner forename, learner surname, NCFE learner number or product code.

On completion of your search, you can view your learner's eCertificate, by selecting '**View Certificate**' in the far-right column.

The eCertificate will be available to view as a PDF.

eCertificates

	Batch	Forename	Surname	DOB	NCFE Learner Number	Product Code	Product Name	Learner Status	Award Date	
	<input type="text" value="805657218"/>	<input type="text" value="Forename"/>	<input type="text" value="Surname"/>	<input type="text"/>	<input type="text" value="NCFE Learner Number"/>	<input type="text" value="Product Code"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>
<input checked="" type="checkbox"/>	805657218	MRH	A10	31 Mar 1971	106240343	603/5036/2	NCFE LEVEL 3 CERTIFICATE IN POLICING	Full	22 Dec 2021	<input type="button" value="View Certificate"/>

Your search returned 6 certificates. Displaying page 1 of 1
You've selected 6 certificates

Your reference

You can also 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 to which will help

identify this request once processed

Select ▼ 805627944 Fo

Select all certificates on a page

Select all certificates

Once you have selected your learners, select the '**Request Multiple eCertificates**' option.

eCertificates

	Batch	Forename	Surname	DOB	NCFE Learner Number	Product Code	Product Name	Learner Status	Award Date	
Select ▼	805657218	Forename	Surname		NCFE Learne	Product Code				Search
<input checked="" type="checkbox"/>	805657218	MRH	A10	31 Mar 1971	106240343	603/5036/2	NCFE LEVEL 3 CERTIFICATE IN POLICING	Full	22 Dec 2021	View Certificate

First < Previous 1 Next > Last

Your search returned 6 certificates. Displaying page 1 of 1
You've selected 6 certificates

Your reference: Portal User Guide Request Multiple eCertificates

You will receive an email when the multiple 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 requests will be there.

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

Certification Downloads

Download your requested Certificates here. Downloads only stay active for 4 hours after the point of request

Requested date and time	Username	Download
23 Sep 2021 15:14	ryant	Pending

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	<input type="checkbox"/>

Create new user

Full name

Email address

Username

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
- ☐ MIS Registration

[Cancel](#) [Save](#)

To create a new user, select the 'Create a new user'.

You can then enter the name and email address, please use your email address as the username.

You can give them the following permissions:

- Search – access to the search screen which allows a user to view batches, reports and results.
- Product Registrations and/or Tribal/Bulk & MIS Registration – Allow a user to register learners onto the portal via the Key-in, Bulk CSV.
- My Learners – Allow a user to search and edit a batch's details such as transfers, withdrawals as well as editing any learner details.
- Bookings – Allow a user to make a booking for a registered learner onto an assessment.
- Assessment Results – Allow a user to view the results of a learner's assessment
- Moderation – Allow a user to submit a schedule of assessment and marks
- Submit Unit Grades – allow a user to submit grades for learners
- Claim Certifications – allow a user to submit a claim for a certification
- Read only Certification Area- allow a user to view the Certification screens for information
- eCertificate – Allow a user to view and download learner certificates
- Users – Allow a user to access the Users page which allows them to add and remove permissions, or delete users.

Once you have decided which permissions are to be given and details are correct, select 'Save'.

Document information

All the material in this publication is copyright© NCFE 2021.

Owner: IT Business Owner

Change History Record

This section summarises the changes to this document since the last version.

Version	Description of change	Approval	Date of Issue
V1.0.0	Updated guide with new NCFE branding	Product Owner	October 2021
V.1.1.0	Updated Controlled Assessment section	Product Owner	October 2021
V.1.2.0	Updated Saved units in Certification	Product Owner	October 2021
V.1.3.0	Updated Booking information, Submit grading and Search	Product Owner	November 2021
V. 1.3.5	Updated Functional skills text	Product Owner	November 2021
V. 1.4	Updated Registrations, bookings and eCertification sections	Product Owner	January 2022
V. 1.5	Updated information on controlled assessments and registrations	Product Owner	January 2022
V. 1.6	Updated information on registration and results	Product Owner	March 2022
V. 1.65	Updated information on submission of grades	Product Owner	March 2022
V1.7	Updated information on submission of grades via CSV and User Permissions added	Product Owner	April 2022
V1.8	Updated Controlled assessment and DCS information text	Product Owner	May 2022
V1.9	Full review	IT Business	April 2023

		Partnership Manager	
V2.0	Updated information on registrations	IT Business Partnership Manager	July 2023
V2.1	Results screen update	IT Business Partnership Manager	August 2023
V2.2	Learner Start Date and Transfer to Qualification with Assessment Window	IT Business Partnership Manager	September 2023
V2.3	Added new error messages for upload learner evidence and submitting marks for V Certs	IT Business Partnership Manager	October 2023