Portal User Guide

May 2025

Contents

The Portal - introduction

The Portal is a secure website which allows you to:

- register learners
- book learners for paper based external assessments 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 and edit leaners 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.

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

How do I get a username and password?

To request a Portal account:

- go to the '**Log in**' tab from top menu bar on our NCFE ([www.ncfe.org.uk)](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.

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**'.
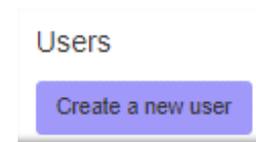
To create a new user, you will need the following information:
- Full name
- Email address
- Username – Please use the user's email address
- Permissions – you can confirm by selection which permissions each user will have.

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	Product code	Product name	QA group	Show
All products				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		☐
📄 👥	500/7906/2	NCFE Level 2 Award for Developing Effective Thinking Skills	Preparation for Life and Work	👤 Qman Mod1	None		☐
📄 👥	500/8053/2	NCFE Level 1 Certificate in Interactive Media	Arts and Media	👤 Qman Mod1	Did Not Meet DCS		☑

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	Product code	Product or group name	Session	Visit date
EQA			2023/2024	

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]

X 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 | | Search | Clear |

📊 Download in CSV format

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

1 learner found

Page size: 100 ⌄

Bookings

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.

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.

Late registration fees

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

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

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

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

Registration data and what we need to know

|	
Forename *	Please add the Learners' legal forename
Middle name	Please add a learners' middle name, this will be printed on the learners certificate if included
Surname *	Please add the learners' legal surname
DOB *	Please add the learners' Date of Birth (DOB)
Ethnicity	Information can be found https://www.ethnicity-facts-figures.service.gov.uk/style-guide/ethnic-groups
Gender *	Please add the learners' gender
Centre Learner reference	Please add any reference you wish to use for your learner
ULN *	The unique learner number (ULN) is a unique 10-digit number. Most learners aged 14+ have one and it's designed to work with the PLR as proof of your learning and achievements. This is Mandatory for NCFE T Levels.
Postcode	Please add the learners' postcode
Learner Start Date*	The date on which learning for the qualification began (accurate to within a week)
Planned End Date*	The date on which learning for the qualification is planned to end
Country*	The country within which the learning is delivered from (further detail below)
Paper Modifications	For more information please see https://www.ncfe.org.uk/qualifications/centre-assessment-support/special-considerations/
Access Arrangements	For more information please see https://www.ncfe.org.uk/media/hlbbiiwb/access-arrangements-reasonable-adjustments-policy.pdf

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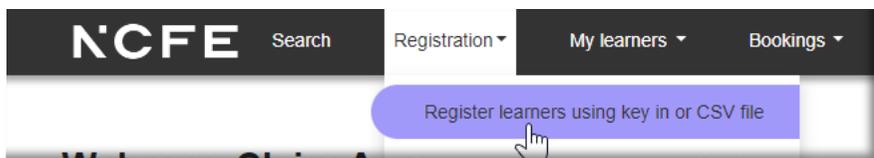
To register a learner, first select the product and session (if available) you'd like to register your learner on. You can choose to add learners to an existing batch. You are now ready to key in your learner data.

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.


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.

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

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.
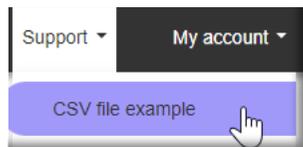
Using the CSV Tool

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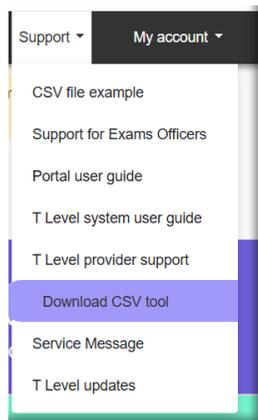
You will then be presented with a Microsoft Excel Security Notice, and you must select the option to '**Enable Macros**' to continue.

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.

Key In Data

Tools

- Date Picker
- Check Data
- Clear Colours
- Auto Save
- Manual Save
- Exit

Tabs: Ethnicity Codes | Paper Modifications | Access Arrangements | Delivery Model | Country 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

Colour code - error descriptions

[Red] Mandatory field. Please enter missing information.

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

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

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

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

[Orange] 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.

[Teal] 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

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

[Cyan] Planned End Date must not be more than 6 months ago

Some further information

The mandatory fields are forename, surname, date of birth start date, end date, gender and country. Learner Start Date and Planned End Date are also mandatory for regulated qualifications.

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 'AH'. The Country codes that can be used are:

Austria - AT
Bahrain – BH
Belgium - BE
Brunei – BN
Bulgaria - BG
China – CN
Commonwealth of Dominica – DM
Croatia – HR
Czech Republic – CZ
Denmark - DK
Egypt – EG
Estonia – EE
Finland – FI
Germany – DE
Greece – GR
Hungary - HU
France – FR
India – IN
Ireland – IE
Italy – IT
Latvia – LV

Lithuania – LT
Luxembourg - LU
Macao – MO
Malta – MT
Myanmar – MM
Netherlands – NL
Oman – OM
Poland - PL
Portugal – PT
Qatar – QA
Republic of Cyprus – CY
Romania - RO
Saudi Arabia – SA
Slovakia – SK
Slovenia - SI
Spain – ES
Sweden – SE
Switzerland – CH
U.A.E. – AE
U.S.A. – US
Ukraine - UA

United Kingdom – GB   Other – 99
Vietnam – VN

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**'.
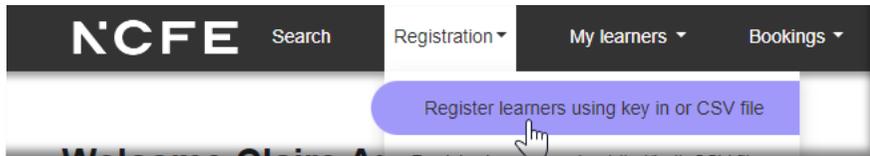
Selecting '**Choose File**' located in the bottom left of the screen opens file explorer and allows you to select the previously saved CSV file with your learner's information in. Select your file, then click '**Upload**' and when you are happy with the entered data, click '**Next**'.

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.

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.
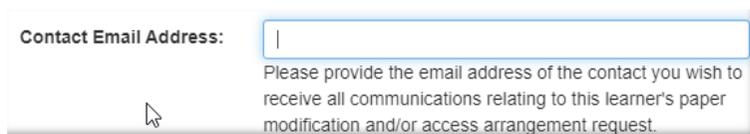
Contact Email Address: |

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.

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.

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**'.
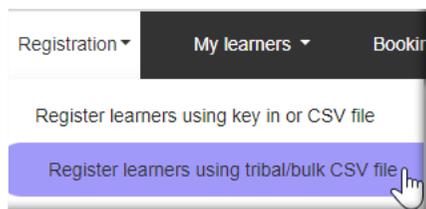
Then select '**Next**'.

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

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**'.

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
INSPECTOR		SLATER_21	Learner ref1		02/07/1981	Pakistani ⌄	Male ⌄	NE12 4QA	31/12/2023	31/12/2025	Myanmar ⌄	☐
INSPECTOR		SLATER_22	Learner ref2		03/07/1981	Bangladeshi ⌄	Male ⌄	NE12 4QA	01/01/2024	01/01/2026	Netherlands ⌄	☐
INSPECTOR		SLATER_23	Learner ref3		04/07/1981	Chinese ⌄	Male ⌄	NE12 4QA	02/01/2024	02/01/2026	Oman ⌄	☐
INSPECTOR		SLATER_24	Learner ref4		05/07/1981	Not provided ⌄	Female ⌄	NE12 4QA	03/01/2024	03/01/2026	Portugal ⌄	☐

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**'.

Batch information

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

Note: Field with an * is mandatory

<div align="right">

[Previous] [Next] [Cancel]

</div>

The next screen allows you to confirm your learners' details before completing the registrations of your learners. If you need to make any further amendments, select '**Previous**'.

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

for **NCFE Test Centre (003092)**

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

Please note:

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

Previous   Finish   Cancel

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

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

Tribal Contact Information

Gaby Walshaw Product Manager Vocational Learning and Engage Tribal St. Marys Court, 55 St. Marys Road Sheffield S2 4AN **Teams:** gabriella.walshaw@tribalgroup.com **Email:** gabi.walshaw@tribalgroup.com	**Kevin Atkins** ebs Statutory Product Owner Tribal St Mary's Court 55 St Mary's Road Sheffield S2 4AN **Teams:** kevin.atkins@tribalgroup.com **Email:** kevin.atkins@tribalgroup.com

My Learners

Manage Learners

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

You can search for your learners, before being able to cancel, withdraw and un-withdraw, transfer and top up/down learner's registrations. **You can now also update any planned end date for your 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.
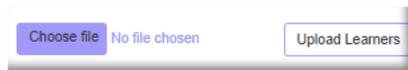
Choose file No file chosen   Upload Learners

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

NEW VTQ Learners

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

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

My learners

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

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

Show only valid VTQ learners

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

You can now 'opt out' any Level 3 learners who **do not** require their results to be released by Thursday 14 August 2025. This is NOT available for our T Level or V Cert qualifications.

My learners

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

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

🔵 Show only valid VTQ learners

> Learner has been updated successfully.

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

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.

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.

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

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

Cancel learners	Withdraw learners	Transfer learners	Top up learners	Unwithdraw learners

To un-withdraw learners, 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

	Batch	Forename	Surname	DOB	NCFE Learner Number	Centre Learner Number	ULN	Product Code	Product Name	Current Learner Status	Registration Date	Edit
	805627188	Forename	Surname		Learner No.		ULN	Product code				Search
☐	805627188	PORTAL	GUIDE	27/12/1977	106018281			603/0634/8	NCFE Level 2 Certificate in the Principles of Warehousing and Storage	Withdrawn	21 Sep 2021	✏ Edit
☐	805627188	PORTAL	GUIDE2	27/12/1977	106018282			603/0634/8	NCFE Level 2 Certificate in the Principles of Warehousing and Storage	Registered	21 Sep 2021	✏ Edit
☑	805627188	PORTAL	GUIDE3	27/12/1977	106018283			603/0634/8	NCFE Level 2 Certificate in the Principles of Warehousing and Storage	Cancelled	21 Sep 2021	✏ 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, select a Batch from the drop down if transferring to an existing batch or enter relevant note into the Centre Batch Reference. 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	
Centre Batch Reference	
Purchase Order Number	

Back   Top 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.

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.

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

First	< Previous	1 ⌄	Next >	Last

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

[Make bookings] [View bookings]

Booking details

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

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

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

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

[Add additional contact]

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

[First] [< Previous] [1 ⌄] [Next >] [Last]

Select assessment series

Choose assessment series ⌄

[< Back] [Book entries] [Cancel]

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		☐ 603/5054/4 Level 2 English - Reading ☑ 603/5054/4 Level 2 English - Writing	English ▾

First	< Previous	1 ▾	Next >	Last

Enter assessment details

603/5054/4 Level 2 English - Writing

Assessment window

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

Select delivery address

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

Select assessment location (if different to delivery address)

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

☑ Same as delivery address

Select assessment date and time

[   ] 🔲

< Back	Book entries	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.

We only require a minimum of 6 working days' notice for paper based Functional Skills assessments.
***The fast track fee does not apply to Functional Skills assessments as the minimum requirement is for 6 working days.*

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.

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 Assessment**' option.

You can search for your learners to view existing bookings using batch, forename, surname, DOB, NCFE learner number, ULN, 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 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**'.

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

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

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

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

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

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

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

Level 1/2 TA Business and Enterprise - EA
Show Details

Level 1/2 TA Business and Enterprise - NEA
Show Details

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

| Transfer Booking | Cancel booking | ⓘ

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

AGAHSC

Assessment window

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

Delivery address

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

Assessment location

dffsdfd

Reports

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

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.

Assessment details

TAAD

Assessment window

07 March 2022 - 9.00am - TAAD ⌄

Delivery address

⌄

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:

Late Fee Warning ✕

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

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

Ok
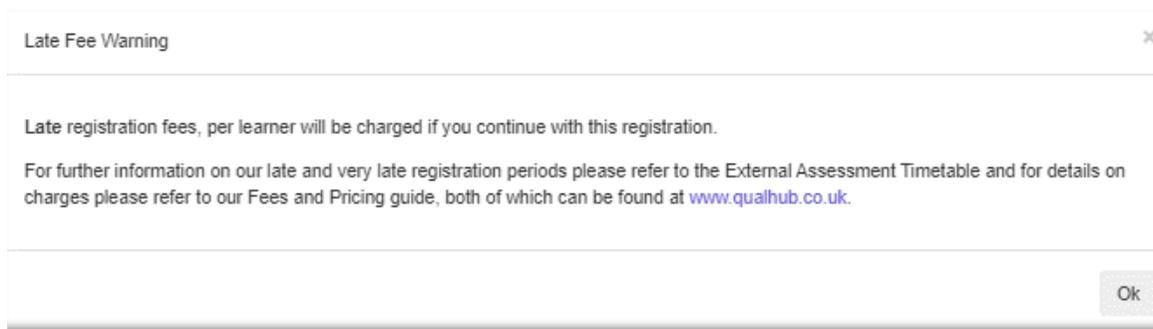
Booking Learners for Controlled Assessment

For some products, you 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.
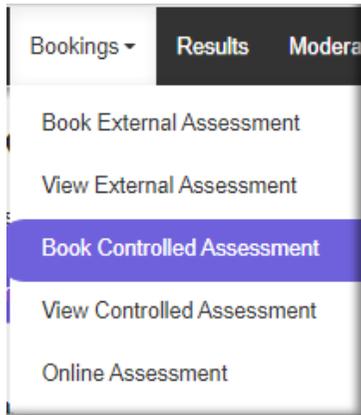
You will then need to find your learners, you can do this by searching on Batch Number, Forename, Surname, Date of birth, Product Code or Product Name. If there are no assessment available for the batch number, product code or name searched, no results will be returned. Please refer to our published timetables for the release of assessment materials.

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

After searching for your learner(s) you can 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**'.

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

Back   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
						Mighty Mags ⌄

Back   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.
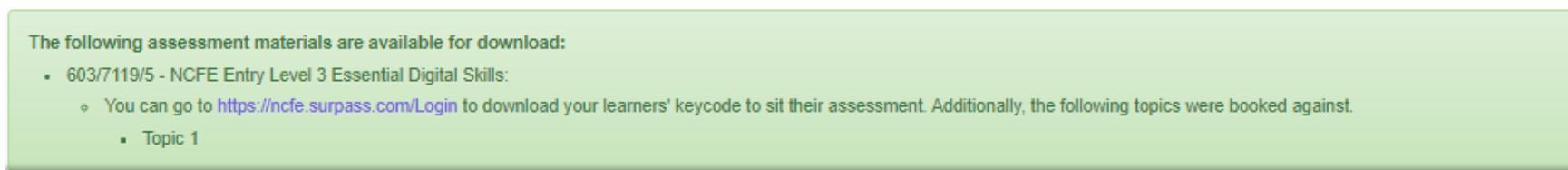
The following assessment materials are available for download:

- 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.

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

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

	Assessments (external and moderation)	Controlled assessments								

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

First	< Previous	1 ⌄	Next >	Last

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

[Return to book controlled assessments] [Cancel controlled assessments]

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

< Back   Confirm

Download Assessment Materials

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

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

View assessment bookings (external and moderation)

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

| Assessments (external and moderation) | Controlled assessments |

Batch	Forename	Surname	DOB	NCFE learner number	ULN	Product code	Product name	Session
☑ 805812586	Forename	Surname	dd/mm/yyyy 🗓	Learner No.	ULN	Product code	Product name		Search
☑ 805812586	Test	1	09/10/2001	107117185		603/7005/1	NCFE Level 1/2 Technical Award in Interactive Media	2023/2024
☑ 805812586	Test	2	08/07/2001	107117186		603/7005/1	NCFE Level 1/2 Technical Award in Interactive Media	2023/2024

| 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.

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

NCFE Level 1/2 Technical Award in Interactive Media - Level 1/2 Technical Award in Interactive Media - Summer 2024 - Paper Based

< Back

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

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

Level 1/2 TA Food and Cookery - EA

Show Details

Level 1/2 TA Food and Cookery - NEA

Assessment window
TAFC - Summer 2025

Delivery address

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

Assessment location
Test Q6, Quorum Business Park, Benton Lane

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

Hide Details

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

Transfer Booking   Cancel booking

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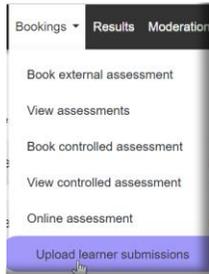
You can find your learners by searching on batch, forename, surname, date of birth, NCFE learner number, ULN, product code, assessment window or assessment name.

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

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

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

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
805886897	Forename	Surname	dd/mm/yyyy	Learner No.	ULN	Product code	Assessment window	Assessment name	Search

▲ 805886897 NCFE CACHE Technical Level 3 Extended Diploma in Health and Social Care - HSED2 - 07 May – 26 May 2026 - HSED2   View IR Files   Submit for Marking   🕓 07 May 2026

Currently showing : [All Learners (1)]

| | 805886897 | TEST | USER_001 | 11/11/2000 | 107746303 | | 601/8435/8 | 07 May – 26 May 2026 - HSED2 | ⚠ ✏ 🔼 Upload |

First   < Previous   1 ▾   Next >   Last   Your search returned 1 booking(s). Displaying page 1 of 1
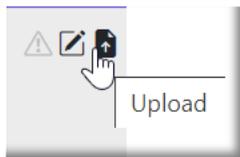
To upload evidence, select the upload icon from the right-hand side of the screen. You can then upload your files.
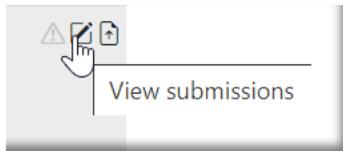
You can also view submissions and delete any which are no longer need.
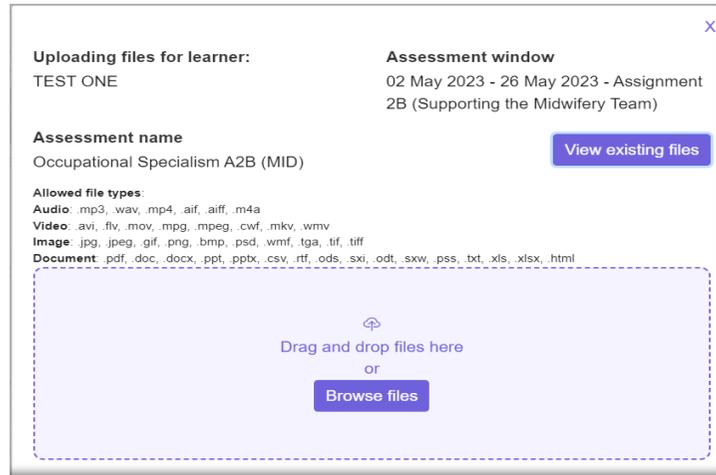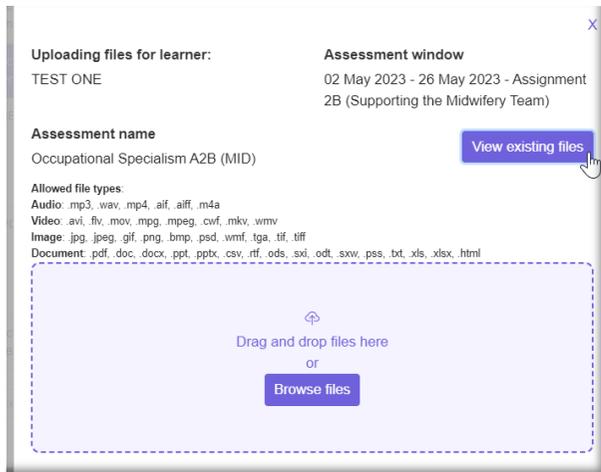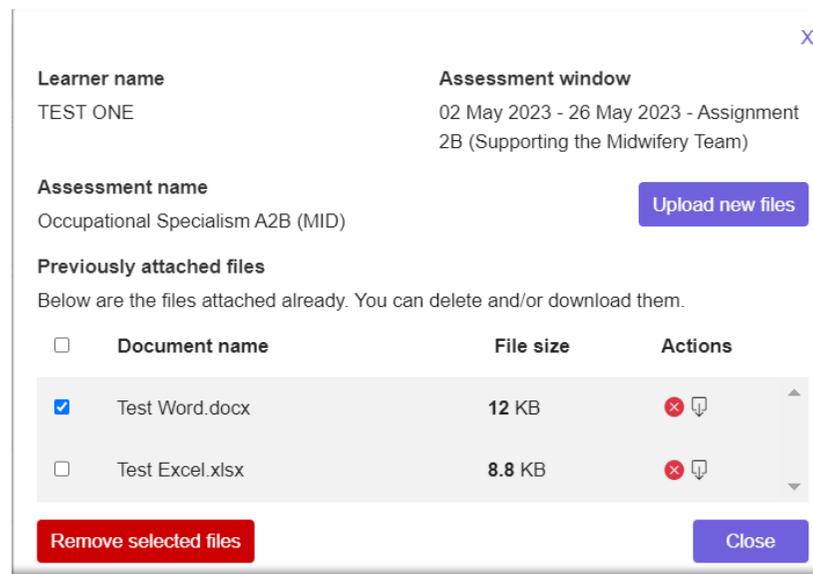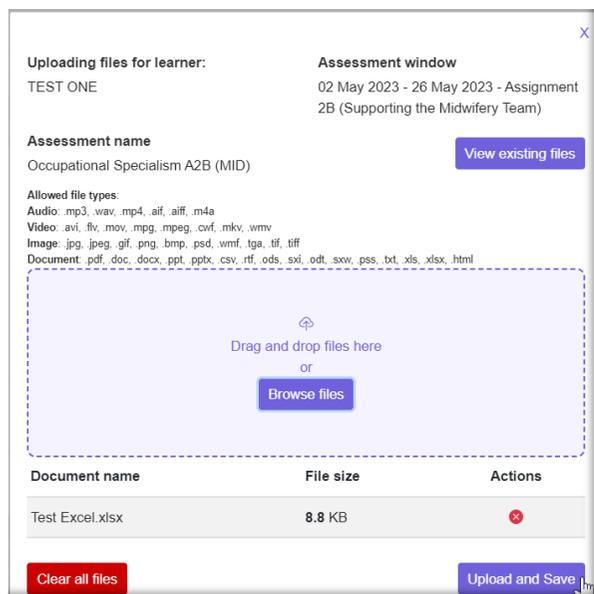
As above you can see the learner and assessment information to ensure you are uploading work against the correct learner. You can upload up to fifteen files at a time with an individual file size limit of 2GB; however, the larger the file the longer it will take to upload.

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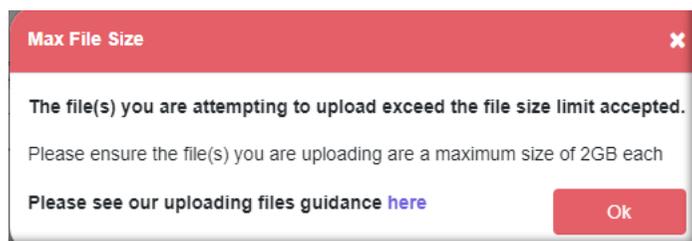
If you try to upload a file type we don't accept you will get the following message.

Allowed File Types ✕

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

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

Please see our uploading files guidance here

Ok

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.

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

The following file(s) have been successfully uploaded.

testxlsx.xlsx

testdocx.docx

testjpg.jpg

testODT.odt

testpdf.pdf

testpng.png

testpptx.pptx

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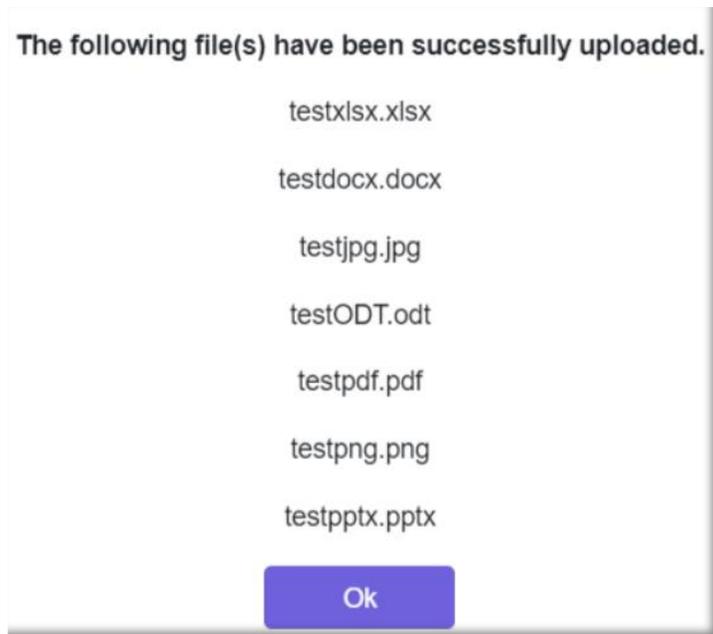
If any of the files fail to upload, they will show as an error in the progress bar.

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	error

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 View IR Files the button on the right of the batch on the upload learner submission screen.

Batch	Forename	Surname	DOB	NCFE learner number	ULN	Product code	Assessment window	Assessment name	Options
805886897	Forename	Surname	dd/mm/yyyy	Learner No.	ULN	Product code	Assessment window	Assessment name	Search
▼ 805886897	NCFE CACHE Technical Level 3 Extended Diploma in Health and Social Care - HSED2 - 07 May – 26 May 2026 - HSED2						Upload IR Files Submit for Marking 🕐 07 May 2026		
							Upload/View IR Files		

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 click the Submit IR Files.

Uploading Invigilator Register (IR) files for Booking: 805886897 ✕

Assessment name   **Assessment window**
HSED2   07 May – 26 May 2026 - HSED2

You must ONLY upload your Invigilator Register here
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, .pps, .txt, .xls, .xlsx

⬆
Drag and drop files here
or
Browse files

| Document name	File size	Actions
image.png	0.15 MB	❌

☑ I acknowledge that the following file(s) I have uploaded is the Invigilator Register

Cancel   **Submit IR Files**

By then clicking on the Submit for Marking button you can confirm your submission.
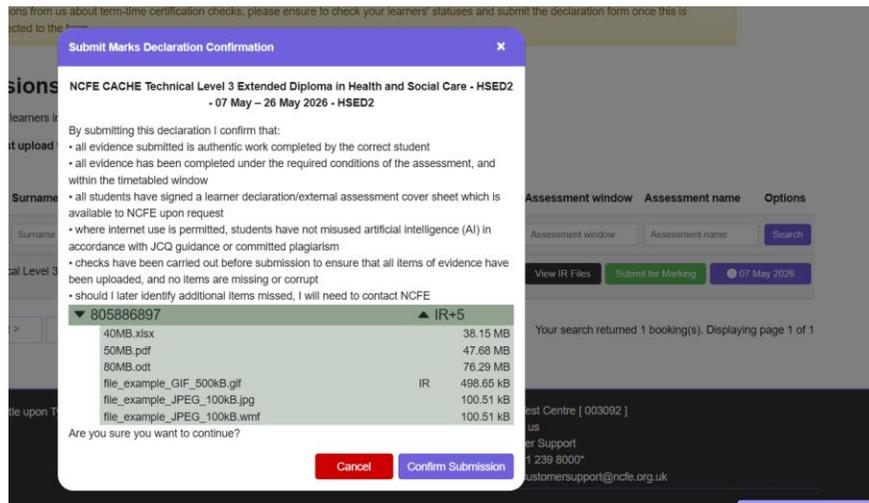
View Sample Plan List

Once the Assessment Window closes the sampling plan for students selected for remote moderation will be displayed in the Portal the following day. To view your sampling plan, go to '**Bookings**' under '**Upload learner submissions'** searching for your learners:

Batch	Forename	Surname	DOB	NCFE learner number	ULN	Product code	Assessment window	Assessment name	Options
805762007	Test	Test	dd/mm/yyyy	Learner No.	ULN	Product code	Summer 2024	Assessment name	Search

▲ 805762007 NCFE Level 1/2 Technical Award in Business and Enterprise - Level 1/2 TA Business and Enterprise - NEA - TABE - Summer 2024 | Submit for Marking
🕐 03 May 2024 ⬆

Currently showing : | All Learners (5) ▼ |

All Learners (5)
Sampling Plan List (0)

		T.E.S.T	01/01/1980	106865756		603/7004/X	TABE - Summer 2024	Level 1/2 TA Business and Enterprise - NEA	⚠ ⬆
	805762007	TEST	TEST	01/01/1980	106865752		603/7004/X	TABE - Summer 2024	Level 1/2 TA Business and Enterprise - NEA	⚠ ⬆
	805762007	TESTER	TESTER	01/01/1980	106865754		603/7004/X	TABE - Summer 2024	Level 1/2 TA Business and Enterprise - NEA	⚠ ⬆
	805762007	TESTING	TESTING	01/01/1980	106865755		603/7004/X	TABE - Summer	Level 1/2 TA Business and	⚠ ⬆

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.

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

You can 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.

Level 1/2 Technical Award (V Cert) results

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

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

Functional Skills

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

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

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

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 ∨ |

New Post Results

You can now submit requests for post results services on the Portal.
Once you have selected results from the home page select the post results button in the top right corner

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

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

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

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

Portal search

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

Results search

Post-Results

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

A batch number must be searched, before the other fields are enabled.

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

| 805887020 🔍 | Select Assessment... ▾ | Select a Request Type ▾ | Select a Sub Type ▾ | Submit Review |

Select Assessment...
603/5058/1 Level 1 English – Reading
603/5058/1 Level 1 English – Writing

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

3 learners found

Page

💬 We're online

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

Portal search

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

Results search

Post-Results

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

A batch number must be searched, before the other fields are enabled.

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

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

Select a Request Type
Enquiries about results
Functional skills feedback

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

3 learners found

Page 💬 We're online ●
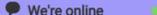
When selecting Enquiries about results the sub type drop down will be available. Select the one you require.

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

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

Portal search

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

Results search

Post-Results

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

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

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

☐ Batch	Learner name	DOB	Status
☑ 805887020	SAMPLE CANDIDATE	11/07/1990	⊘ Selected for review
☐ 805887020	SAMPLE LEARNER	11/07/1990	
☐ 805887020	SAMPLE STUDENT	11/07/1990	

3 learners found

Page size: 10

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

Declaration   X

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

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

Cancel and make changes	Confirm submission

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

Portal search

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

Results search

Post-Results

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

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

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

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

☐ Batch	Learner name	DOB	Status
805887020	SAMPLE CANDIDATE	11/07/1990	🕐 Request In Progress
☐ **805887020**	SAMPLE LEARNER	11/07/1990	
☐ **805887020**	SAMPLE STUDENT	11/07/1990	

3 learners found

Page

✉ Our live chat servi... ●

Moderation

Submitting Marks for V Certs

You can submit unit marks 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 marks for then once all learners needed are selected click next.

Select your learner and click '**Add/Edit Marks'**

Submit Marks

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

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

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

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.

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

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	First Name	Surname	Centre Learner Ref	Learner Number
805673581				

Clear Search

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

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**'.

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

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'

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		Learner Forename	
Product Code		Learner Surname	
Product Name		Learner Date of Birth	dd / mm / yyyy
Centre Learner Number		Centre Reference Number	
NCFE Learner Number		Learner Status	
Unique Learner Number (ULN)		Session	

Basic   Clear

Search

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

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.

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		
☐	Yes	A	☐	K/601/2530	Explore Principles of Healthy Eating	Level 2	5
☐	Yes	CT	☐	J/601/2535	Consider Nutritional Needs of a Variety of Individuals	Level 2	4
☐	Yes	Eq	☐	M/601/2545	Use Food and Nutrition Information to Plan a Healthy Diet	Level 2	3

[Achieved] [Clear]   [Save Units] [Cancel]

[Credit Transfer] [Equivalence] [Exemption]

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.

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

Search Results

Select Learners

☐ Select all learners

Selected:

Select	New Claim Status	Name	ULN	Current Learner Status		
☐	Full	PORTAL GUIDE		Registered	✎	🗑
☑	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.

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

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

☐ Select all units   Selected: 0

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

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

Choose Address

Select the address you want to use:

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

Purchase Order Number:

[   ]

Claim

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

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

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.

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 after 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.

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.

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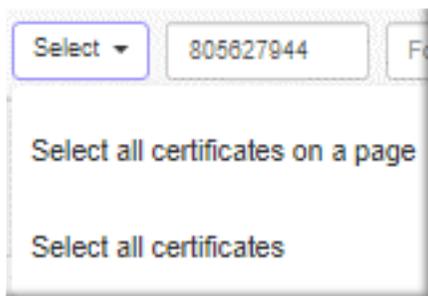
Once you have selected your learners, select the '**Request Multiple eCertificates**' option.

 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.

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	☐

Create new user   X

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'.

Useful Links

Below are useful links to instructional videos.

How to: Upload learner evidence.
https://www.youtube.com/watch?v=ybSyWzQXrJM
https://www.youtube.com/watch?v=dRUNR3SiFQg

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	Product Owner	January 2022

	registrations		
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 Partnership Manager	April 2023
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
V 2.9	Updated new screen shot to test student. Updated Late registration information and added new process. Updated screen shot for edit learners. Updated Results screen shot.	PMO Business Partner	July 2024

V 3.0	Updated CSV Bulk upload, updated Controlled assessment booking.	PMO Business Partnership	August 2024
V 3.1	Updated Submit unit grades images. Updated Edit learner image. Update learner submission image.	PMO Business Partnership	September 2024
V 3.2	Updated Booking, View Assessment information. Updated screen shots.	PMO Business Partnership	September 2024
V 3.3	Updated Download Assessment Materials information to show all relevant search options. Updated all new screen shots.	PMO Business Partnership	October 2024
V 3.4	Updated CSV uploads images and information	PMO Business Partner	October 2024
V 3.5	Created New Post Results section. Created new VTQ section.	PMO Business Partner	February 2025
V 3.6	Updated Post Results screenshots and Sampling plan	PMO Business Partner	March 2025
V 3.7	Updated Learner Evidence	PMO Business Partner	April 2025