



Before 23rd June 2023

This list of actions should be completed before the 23rd June 2023.

- check you have access to the Manage T Level results service
- enter final year learners' industry placement results into the Manage T Level results service
- enter final year learners' maths and English level 2 attainment information on the Manage T Level results service, if a qualification has not been recognised by the individualised learner record (ILR)
- plan to check the accuracy of final year learner records on the Manage T Level results service before 31 July 2023 to ensure that:
 - the industry placement result has been correctly entered into the service and any special considerations added
 - maths and English attainment information is accurate and up-to-date

Before the end of the summer term

This list of actions should be completed before the end of the summer term, if possible, and no later than 31 July 2023. This is to ensure that teaching staff are still available in case you have any questions about how T Levels are structured and graded.

As the T Level exams officer, you need to:

- ensure a resource and action plan is in place for results day, for example, who will be available from teaching staff to support learners and who will be able to use the Manage T Levels results service if you are unavailable
- review how overall T Level grades are worked out
- familiarise yourself with the data you should expect to receive from awarding organisations for the technical qualification components (core and occupational specialisms)
- check whether you can download the sample results file and whether this can be integrated into your management information system, if required consider a plan for how:
 - the T Level results file data will be shared with learners (for example, as paper results slips or electronically)
 - technical qualification component results slips provided by awarding organisations will be shared with learners (for example, as paper results slips or electronically)
 - to issue results to learners who are not able to come in to collect their results on results day
 - to explain to learners what they should expect on results day and how their grades are calculated
 - to support learners who haven't passed their T level, for example with pursuing post-results services with awarding
 - organisations and support with applying for university clearing
- confirm the students registered in 2021 (final year learners) expecting overall T Level results and occupational specialism results by checking learner records within the Manage T Level results service
- confirm the students registered in 2021 (final year learners) expecting new core retake results from the awarding organisation
- confirm the students registered in 2022, who entered for the core component in summer 2023, expecting technical qualification core results information from the awarding organisation