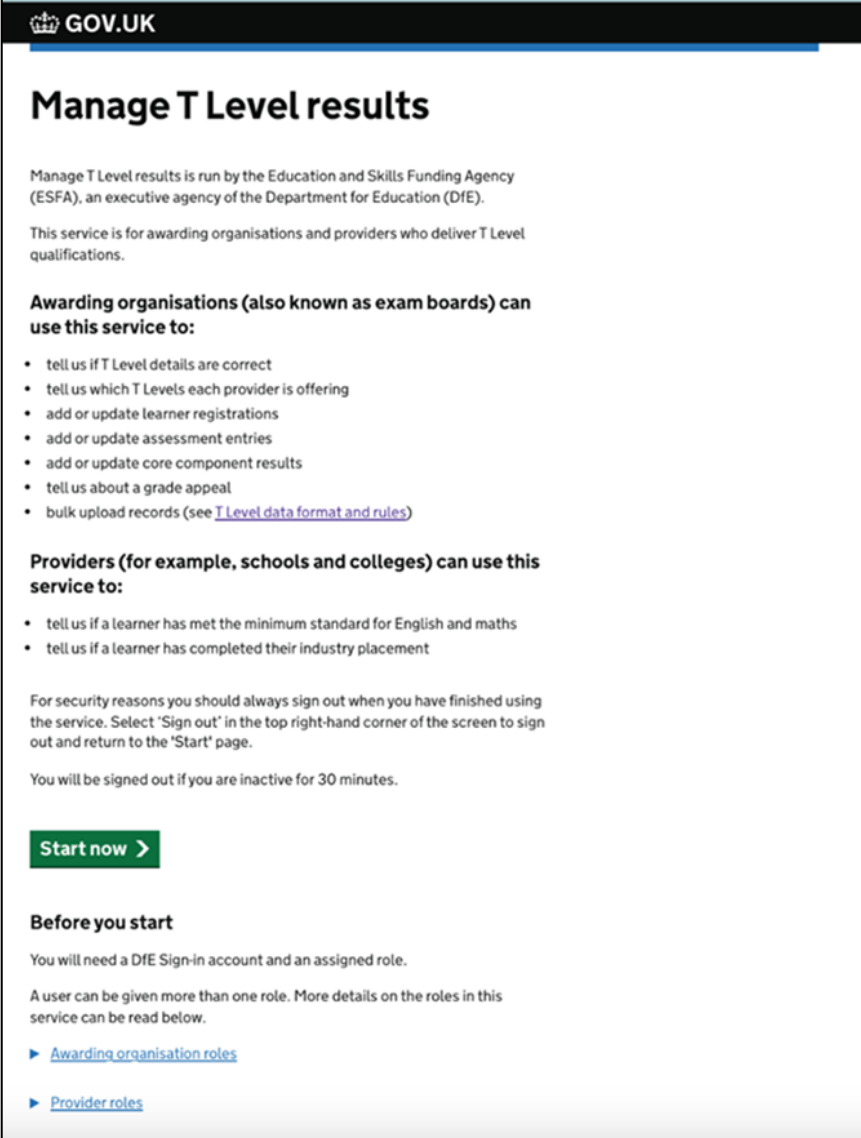# Manage T Level Results

Service update and preparation for T Level Results Day 2024

June 2024

Manage T Level Results service

- The Manage T Level Results service captures and stores component level results data, calculates overall T Level results and issues certificates and statements of achievement (SoAs) to providers

- Both awarding organisations (AO) and providers play a role in T Level results and certification and are therefore required to input data into the service by specific deadlines.

- Service data is shared directly with UCAS to inform learner progression into Higher Education.

- We continue to listen to feedback from users to deliver service enhancements that make the user experience more effective and efficient.

GOV.UK

Manage T Level results

Manage T Level results is run by the Education and Skills Funding Agency (ESFA), an executive agency of the Department for Education (DfE).

This service is for awarding organisations and providers who deliver T Level qualifications.

Awarding organisations (also known as exam boards) can use this service to:

- tell us if T Level details are correct
- tell us which T Levels each provider is offering
- add or update learner registrations
- add or update assessment entries
- add or update core component results
- tell us about a grade appeal
- bulk upload records (see T Level data format and rules)

Providers (for example, schools and colleges) can use this service to:

- tell us if a learner has met the minimum standard for English and maths
- tell us if a learner has completed their industry placement

For security reasons you should always sign out when you have finished using the service. Select 'Sign out' in the top right-hand corner of the screen to sign out and return to the 'Start' page.

You will be signed out if you are inactive for 30 minutes.

Start now >

Before you start

You will need a DfE Sign-in account and an assigned role.

A user can be given more than one role. More details on the roles in this service can be read below.

▶ Awarding organisation roles

▶ Provider roles

Summary of AO / Provider actions within the service

Awarding organisations	Provider
• Review, change and confirm T Levels offered • Manage providers and select the T Levels they can offer • Register, edit and withdraw learners • Submit core and specialism assessment entries • Submit core and specialism component results • Provide notification of reviews, appeals and grade changes • Submit updated grades following reviews, appeals and grade changes	• Add and edit learner industry placement statuses, including details of any special considerations (through either manual entry or bulk upload facility) • Confirm where L2 English/Maths data is inaccurate or incomplete [1] • Providers are responsible for notifying AOs where a learner withdraws from their T Level though you are able to alert us to pending withdrawals on the service. • Confirmation of postal address for dispatch of certificates and statements of achievement • Request replacement certificates and Statements of Achievements • Download results for learners in final year of their T Level [1] Most English/Maths data will be extracted from the Learning Records Service (LRS)

Accessing the service

1. Ensure you have a DfE Sign in account
2. Add your organisation to your account
3. Add the T Level Results and Certification service to your account

• Note: Your organisation has approvers who can assist you with steps 2 and 3. It will be clear who your organisation's approver (super user) is when trying to complete step 2 – in case you require further support.

• Guidance available at T level Support for Schools and Colleges (TLSSC) on the How to Access the Manage T Level Results service page

•If you're stuck, drop us an email: TLevel.RESULTSANDCERTIFICATION@education.gov.uk

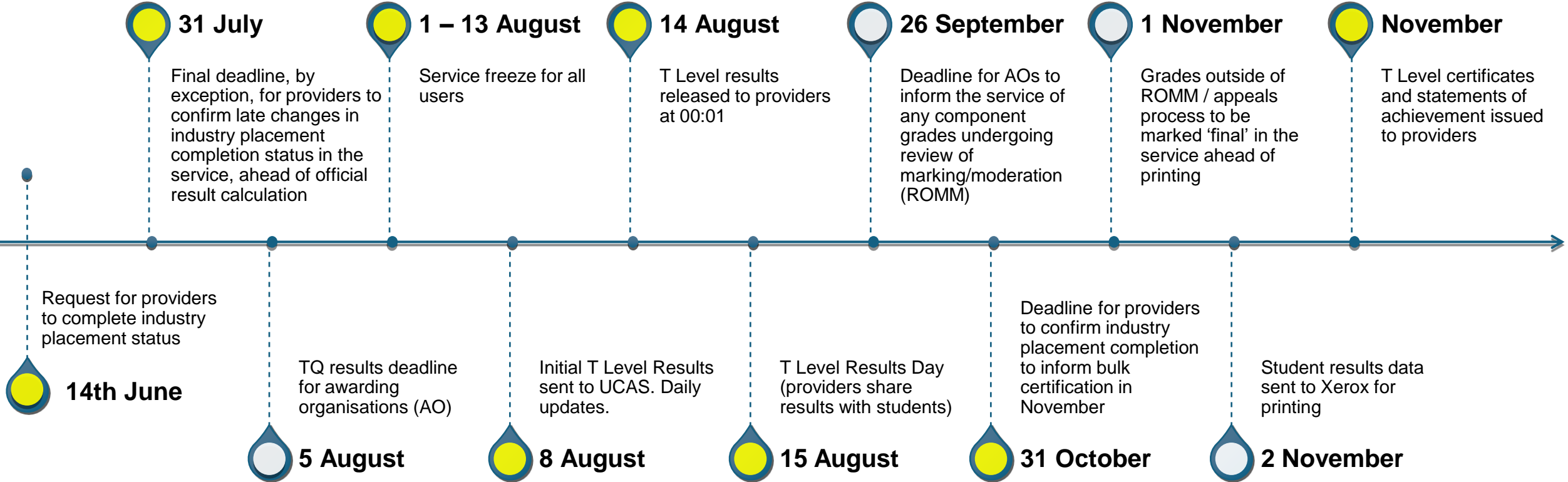|	Service	Description
		create and monitor the progress of ... achievements of pupils and access pupil premium information.
○	**Get Information About Schools**	Access information on establishments, local authorities, trusts, federations and governors, and update your organisation's details.
○	**Online Collections Service - including Risk Protection Arrangements**	Opt-in to the risk protection arrangements for schools, academies, and local authorities.
○	**School Experience**	The digital service to help schools offer in-school and virtual school experiences, and for interested candidates to apply.
○	**School to School**	Share pupil records and related information securely between schools and local authorities.
●	**T Level Results and Certification**	Access students' results and certifications for T Level courses.
○	**T Levels - Connect with Employers**	T Levels Provider Support.
○	**Teacher Services - Appropriate Body**	See teacher records, register early career teachers for induction, and provide updates on induction for local authorities and relevant schools.
○	**Teacher Services - Employer Access - Agent**	See teacher records, carry out teacher status checks, and see those no longer allowed to teach for teacher supply agencies, local authorities, and training providers.
○	**Teaching Vacancies**	Teaching Vacancies is a free, national search and job-listing service from the Department for Education.

Demonstration

Provider next steps

- **ASAP:** Confirm / set up correct DfE Sign-In access (as per guidance in this slide deck)

- **ASAP:** Provide details of withdrawn learners to relevant AOs

- **By 14th June:** Input industry placement completion data for all 2022 cohort learners

- **No later than 31st July:** Where there has been a late change in IP status, confirm the correct status within the service

- **By October 2024 (or prior to requesting SoAs for withdrawn students):** Confirm postal address for document dispatch

Summer 2024: Manage T Level Results service – key dates schedule

14th June — Request for providers to complete industry placement status

31 July — Final deadline, by exception, for providers to confirm late changes in industry placement completion status in the service, ahead of official result calculation

5 August — TQ results deadline for awarding organisations (AO)

1 – 13 August — Service freeze for all users

8 August — Initial T Level Results sent to UCAS. Daily updates.

14 August — T Level results released to providers at 00:01

15 August — T Level Results Day (providers share results with students)

26 September — Deadline for AOs to inform the service of any component grades undergoing review of marking/moderation (ROMM)

31 October — Deadline for providers to confirm industry placement completion to inform bulk certification in November

1 November — Grades outside of ROMM / appeals process to be marked 'final' in the service ahead of printing

2 November — Student results data sent to Xerox for printing

November — T Level certificates and statements of achievement issued to providers

Further support and guidance

View guidance on the T Level Support for Schools and Colleges website:
[Assessments and Results](#)

[T Level Results day 2024 timeline](#)

Drop in sessions - Dial into one of our upcoming support sessions:

- Wednesday 12th June 2024, 4 - 4:30pm - [Click here to join the meeting](#)

- Wednesday 19th June 2024, 4 - 4:30pm - [Click here to join the meeting](#)

- Thursday 27th June 2024,   4 - 4:30pm - [Click here to join the meeting](#)

Need further support? Email the team

tlevel.resultsandcertification@education.gov.uk

Q&A

Theme	Question	Response	Links
Deadlines	If we say no, they are still working towards completion. Do we then have to go back to the website on July 31st and update it, saying they have completed? Because it is highly unlikely any of our learners will complete by June 14th.	We ask that every 2022 learner's record in the service before the 14th June. If their IP completion changes before the 31st July, you will need to revisit the learners record and update accordingly to ensure a complete result. However, if there is a clear agreed plan for completion no later than 31st July, you are able to provide advance notification by selecting 'Yes, completed, or will complete by 31st July' to avoid the need for multiple data returns.	[Assessments and results – T Levels support for schools and colleges](#)
	I manage the Industry Placement side of things so will input those. Did I understand correctly that the initial deadline is 14th June for inputting? Then a final end point of 31st July.		
	For students who have completed their IP, can we upload that now, or do we have to wait until June?	You can upload your IP completion information for 2022 learners now, and before 14th June.	
Withdrawn learners	If we already told AOs about our withdrawals, do we still need to update statuses to pending withdrawal, or would the learners records be updated automatically?	Where possible and after you have informed the Awarding Organisation, please mark the learner as pending withdrawal in the Manage T Level Results service. This will ensure our records are up to date and we will not have to contact you to address the gaps in learner data after the 14th June if the Awarding Organisation is yet to formally withdraw the learner in the service	[About the Manage T Level Results service](#)

Q&A

Theme	Question	Response	Links
Maths and English	If learner has overseas or equivalent L2 Maths/Eng qualification, is it still okay to update it on the service and how can we prove the result if it isnt on the LRS?	We take maths and English information from the LRS service regularly. If your learner has missing information, you can mark it as achieved in the learners record. If the information provided by LRS is incorrect, you will need to let us know. Where learners are expecting GCSE results in August, you can confirm completion through the service after that date. English and maths attainment does not form part of the calculation of overall T Level results but does appear on certificates which will be issued at the start of November	Email the Manage T Level Results service team
	What do we do if students are still awaiting GCSE grades?		
	Won't the system pull M&E results through automatically from the LRS? or do we still have to state 'Yes' to the learner achieving M&E @ L2		
	If they have sat a GCSE and are waiting for the results - what do you add?		
Grades	How are grades calculated?	How grades are calculated by T Level is detailed on the T Level support for schools and colleges website	How grades are calculated – T Levels support for schools and colleges

Q&A

Theme	Question	Response	Links
Manage T Level Results service	Is this just for year 2 placement or do we need to confirm year 1 please This is our 1st year running T level. do we still need to add the learners on to this portal? or can we wait till next year for the planned end date?	We need an update for every learner no later than the 14th June of their second year of study. If their IP completion changes before the 31st July, you will need to revisit the learners record and update accordingly. It is not necessary to update for Year 1 learners, though in the event that they have completed their placement, you are able to report through the service at any time.	Assessments and results – T Levels support for schools and colleges
	Did you say that "Yes, completed" will say "Yes, completed or will complete by 31st July"?	Yes the service will provide you with 4 options to complete before the 14th June. 1. Yes, completed, or will be completed by 31 July. 2. Yes, completed with special consideration. 3. No, they are still working towards completion of their industry placement. 4. No, they will not complete their placement	
	If there is a systems freeze on 31st July, when does it re-open again for learners who may complete their placement by Sept/ Oct for example?	The service freeze will lift after results day on 15th August. The full service timeline is available on the T Level support for schools and colleges website in the exams officers guidance	
	Do you have an example of what the result slip might look like by any chance?	We will notify users of the results slip once the functionality is available and post an example in the exams officers guidance on the T Levels support for schools and colleges website. However, it will not include details of UCAS points.	How T Levels work with UCAS points
	We have a student that will not complete placement until early October. How will this affect certification? Or the result in August	You need to mark the learner as 'No, they are still working towards completion of their industry placement' in the service before the 14th June. This learner will then receive a Partial Achievement result on August results day. If the industry placement is subsequently completed and updated in the service, the overall grade will be recalculated. Certificates or Statements of Achievement will be issued to all Year 2 learners in November, so we ask that any changes are input to the service no later than the end of October where this applies.	About the Manage T Level Results service

Q&A

Theme	Question	Response	Links
Industry Placements	What if a student hasn't met learning goals? I think that is a valid question. There are goals set for each placement, what happens if these aren't achieved.	Our guidance clearly outlines that to complete an industry placement, a student must have completed a minimum of 315 hours, worked directly for an external employer, and demonstrated sufficient progress towards their learning goals based on the expected progress indicators at Annex F.	
	Do we need to save evidence for special considerations?	We only collect a declaration for each learner in the service, you do not need to upload any supporting evidence. You will need to retain any evidence for your own audit purposes.	
	If a student doesn't achieve full placement hours due to bereavement, or extenuating circumstances, will they still achieve the full qualification, if I record it as a special consideration?	Guidance on how providers can apply special considerations is in the Industry Placement delivery guidance on page 47. If a learner is reported as completing their IP with special considerations, they will still achieve the full qualification, subject to passing their core and occupational specialism	Industry Placements delivery guidance
	You mentioned that students have up to 4 years to complete IP? , how does this relate to the fact they have up to 2 years to re sit the Core or OS? or is the 4 years, including the 2 hours of study?	All T Level components will be valid for 2 years after the completion of the students' T Level programme. This is to support students who either need to complete or retake a component of their T Level.

This means that for students that have been unable to complete their industry placement within the 2-year T Level programme, providers have the discretion to allow them an additional 2 years to complete their industry placement, either alongside other T Level components or on its own.

This includes for reasons where students have not been able to complete their placement due to exceptional and adverse circumstances beyond their control, such as prolonged sickness, as well as for behavioural issues. | |
| | What if a student has had 2 placements | We require one declaration of completion of a full industry placement (regardless of it was with two employers) in the Manage T Level Results service. | |