

Update: 21 April 2021

Dear Colleagues,

We hope that you and members of your centre community have had a restful and enjoyable Easter holiday.

Teacher Assessed Grades (TAG)

In our last communication sent on 31 March 2021, we provided further details to support the TAG process. We released a series of mini assessments to support with evidence gathering for several of our qualifications. Further details of the process and how to locate documents via your MyLIBF account can be found [here](#).

Additional information

In addition to the guidance we felt it important to share a few key points that we hope will support your work in this process:

TAGs / evidence gathering

- The mini assessments have been provided to support the process of awarding TAGs. Although these are not compulsory, wherever possible, we would strongly encourage the use of these to support your work in awarding a TAG. Students will be able to access the online mini assessments via their MyLIBF account from Monday 26 April 2021.
- As requested by centres we have also added additional online versions of existing specimen papers for both CeFS and DipFS that will be available from Friday 23 April 2021. Specimen papers A and B will be available for all units.
- Centres will need to ensure that they use evidence from all qualification content across as broad a range as possible. This will include information from all units, although it may be that due to loss of learning, not all topics have been covered. Teachers need to have sufficient evidence to justify their holistic judgement and TAG.
- When TAGs are inputted, during the TAG window, centres will be asked to provide a qualification level grade only. They will not be required to rank or input UMS / RAW scores. Students who are on courses that require a UMS for the second year of study (e.g. CeFS, AiFE, LiFE Award) will be awarded a mid-grade boundary UMS as per guidance from JCQ.

Exam administration / TAG input

- Please check that all registrations are correct for students at your centre prior to the opening of the TAG input window. All students who are expecting to receive a grade for this summer must be registered, if not already done so, by **14 May 2021** to allow for processing to take place.

- Any students that you are intending to withdraw from qualifications should also be withdrawn by **14 May 2021**. To withdraw a student from a qualification, please send the student LIBF number, and the qualification that they need to be withdrawn from to, fcexams@libf.ac.uk
- There are no summer exams this academic year. On demand tests (LiFE / AiFE / CeFE units 1 and 2 / CeFCCD) remain available for centres to use where considered safe and in line with public health requirements. Centres who cannot complete on demand tests in these qualifications will be able to submit TAGs.
- The window for TAG entry is Wednesday 26 May 2021 – Friday 18 June 2021. We would actively encourage centres to input TAGs during the early part of the window so to avoid any possible unforeseen issues that may arise during the process. This will also ensure that we can provide the necessary support should this be needed to help centres with the process. **We cannot guarantee results for students if TAGs are submitted after the 18 June deadline.**
- Following the closing of the TAG window there is a very tight deadline for requesting evidence, reviewing and reporting results to Ofqual / DfE. Please ensure that you have evidence available for submitting should this be requested.

We will continue to communicate details each week until further notice.

Thank you for your continued support and the work that you and your centre are doing to support your learners during these continued challenging times.

Catherine Winter,

**Managing Director
Financial Capability & Community Outreach**