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VTQ Bulletin

Technical & T Levels

Accessing the Moderation Portal



Accessing the Moderation Portal for Summer 2024

Dear Centre,

Now we are within the summer assessment period for T Level and Technical Qualifications, we would like to ensure you are able to access the Moderation Portal.

The Moderation Portal is used for the submission of marks, grades, and evidence for Technical Qualifications and moderated Occupational Specialisms within our T Level Technical Qualifications.

Access the Moderation Portal

We've identified you as the primary account holder for the Moderation Portal at your centre. To get started, simply log in using your centre number (as your username) and your password via the link below:

[Moderation Portal](#)



If you've forgotten your password, don't worry, just use the link provided on the login screen to prompt a password reset.

Helpful Reminders

- All additional user accounts for staff within your centre have remained unchanged which means you do not need to create additional staff accounts if they have been provided with access in previous years. However, please anticipate that your teams may need support to update their passwords as these may have been forgotten since the last use of the Moderation Portal.
- We kindly ask all primary users to check the accounts listed under their centre and remove access to users who no longer require this. This is essential to ensure you prevent unauthorised access to learner evidence. It is the responsibility of each centre to ensure only authorised users accounts remain active.
- For easy access, you can also find the link on our website under the Moderation Portal drop down menu of the Resource Hub page for [Technical](#) and [T Level](#) Qualifications.

Important information regarding T Level video files (Onsite Construction only)

If your centre delivers 8711 T Level Technical Qualifications (Onsite Construction), please take note of the specific requirements for video evidence pertaining to the Occupational Specialisms listed below:

- 8711-305 T Level Bricklaying Occupational Specialism
- 8711-306 T Level Carpentry and Joinery Occupational Specialism
- 8711-307 T Level Painting and Decorating Occupational Specialism
- 8711-308 T Level Plastering Occupational Specialism

Prior to uploading video files to the Moderation Portal, it is essential to compress larger files to reduce their size. Whilst high-definition quality isn't necessary, videos need to be of reasonable quality and without pixelation. It is recommended that lower resolution formats for videos are used when recording to achieve this.

Please ensure learners and curriculum teams monitor the sizes of the recording files being produced. Video files for these Occupational Specialisms must be **no more than 2.5Gb in size**. A recording which is less than 150MB can be uploaded to the Moderation Portal using the standard upload function, and any recording which is more than 150MB must be uploaded using the large file upload function which is available for files of up to 2.5GB in size.

The time it takes to upload files will depend on your system and internet speed. Larger files will take considerably longer to upload, especially on slower connections.

For detailed guidance on the Occupational Specialism assessment process and file requirements, please refer to the OS assessment guidance which is available on the T Levels Resource Hub:

[OS assessment guidance](#)



User guidance, supporting videos and FAQs

Feel free to download our user guide for centres from the link provided:

[Moderation Portal user guide](#)



There are also some short and informative videos linked to both our [Technicals Resource Hub](#) and [T Levels Resource Hub](#) to support you with accessing the Portal, account management and inputting marks and uploading evidence. You will also find a list of FAQs regarding the administration of the Moderation Portal within the Resource Hubs.

Contact us

We appreciate you taking the time to pay attention to these important details. Should you have any questions or queries please contact us on the details below:

Quality Team

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