

Uploading, Marking and Moderating CO2A5 Non-exam Assessment Evidence

April 2026



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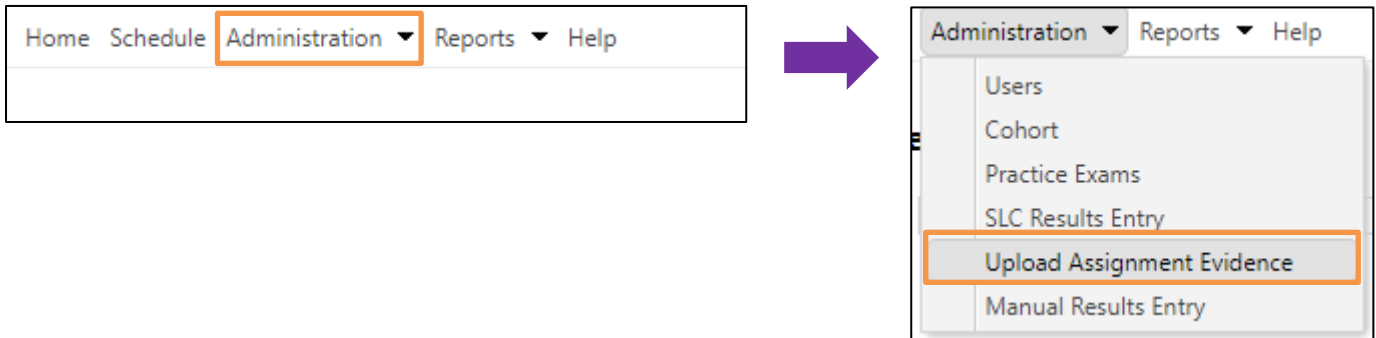
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1. Uploading evidence

Online assessment administration is performed within our Linx2Achieve e-testing system - <http://linx2.vtct.org.uk/>.

1) Once logged in, from the Administration menu, select Upload Assignment Evidence.



2) Select the window that you are uploading evidence for.

Upload Evidence

Window:

3) Select the learner you are uploading for.

Upload Evidence

Window:

Learner:

4) Select the Assignment.

Upload Evidence

Window:

Learner:

Assignment:

5) To upload files you can:

- drag and drop files into the upload area
- click in the upload area to open your local drives

Upload Evidence

Window: CO2A5 - May 2023 ▼
Learner: CO2A5 Test 1 ▼
Assignment: CO2A5.ASS ▼
Due Date: 21/04/2023

☐ By ticking this box I confirm that the learner has completed and signed a Declaration of Authenticity. VTCT requests that this Declaration of Authenticity be kept on file at the centre.

Drop files to upload
(or click)

6) Once a file has been uploaded the “Drop files to upload (or click)” message will disappear, but you can still continue to upload files.

Upload Evidence

Window: CO2A5 - May 2023 ▼
Learner: CO2A5 Test 1 ▼
Assignment: CO2A5.ASS ▼
Due Date: 21/04/2023

☐ By ticking this box I confirm that the learner has completed and signed a Declaration of Authenticity. VTCT requests that this Declaration of Authenticity be kept on file at the centre.

Upload file ✓
1.docx

11 KB

Open file

Remove file

7) Once uploaded you can open or remove a file.

Upload Evidence

Window: CO2A5 - May 2023
Learner: CO2A5 Test 1
Assignment: CO2A5.ASS
Due Date: 21/04/2023

☐ By ticking this box I confirm that the learner has completed and signed a Declaration of Authenticity. VTCT requests that this Declaration of Authenticity be kept on file at the centre.

Upload file 

1.docx

11 KB

8) Once all files have been uploaded for the learner, read the Declaration and select the check box.

Upload Evidence

Window: CO2A5 - May 2023
Learner: CO2A5 Test 1
Assignment: CO2A5.ASS
Due Date: 21/04/2023

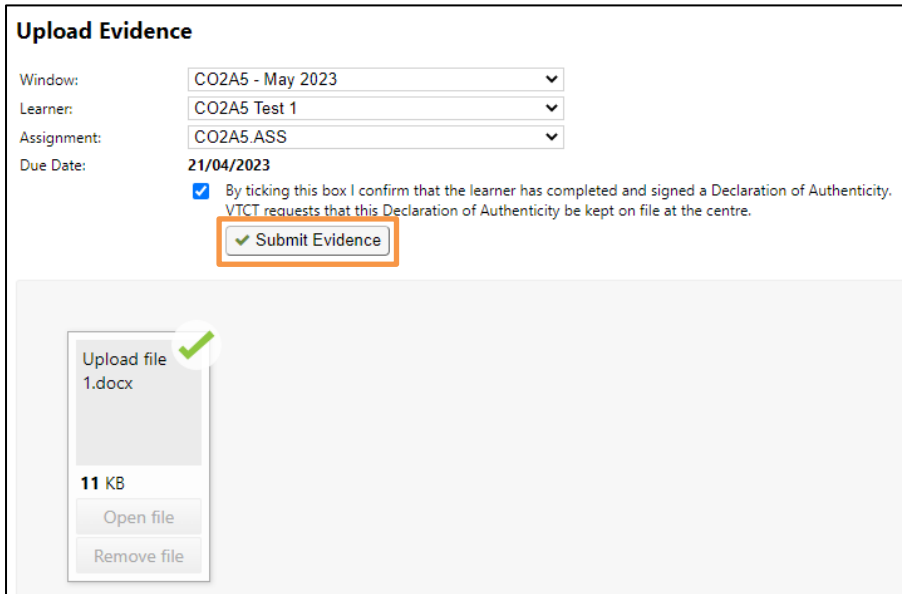
☐ By ticking this box I confirm that the learner has completed and signed a Declaration of Authenticity. VTCT requests that this Declaration of Authenticity be kept on file at the centre.

Upload file 

1.docx

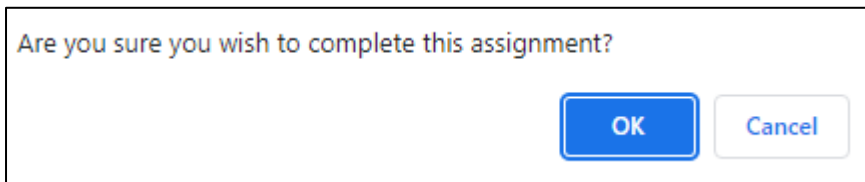
11 KB

9) After checking the Declaration check box select the Submit Evidence button.



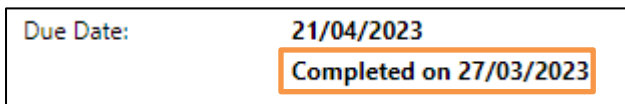
10) Select the appropriate action.

Learners will not be available to mark/moderate until their evidence has been submitted.



11) A 'Completed on' date stamp is now displayed.

Once complete, further files can be uploaded for a learner however, this is not advised once marking/moderating has begun.



12) Repeat these steps to upload evidence for any other learners.

1.1. Marking evidence

Online assessment administration is performed within our Linx2Achieve e-testing system - <http://linx2.vtct.org.uk/>.

1) Once logged in the Marker selects the Marking Manager option.

Home Administration **Marking Manager** Mark Assessments Help

2) Learners that have had evidence uploaded and submitted will be listed in Marking Manager. There will be one entry per learner.

If a learner is not listed then it is likely that no evidence has been uploaded and/or submitted for them. Refer to the uploading evidence section of this guide for guidance on uploading evidence.

Select the learners you want to assign down the left hand side of the screen.

Columns ▾ Export to Excel Refresh Assign Submit									
☐				Start Date ▾	Window	Assigned	Assessment	Learner	
					All ▾				
☐				28/03/2023	CO2A5 - May 2023		CO2A5.ASS - May 2023	[GuideTest2] Guide Test2	
☐				28/03/2023	CO2A5 - May 2023		CO2A5.ASS - May 2023	[GuideTest1] Guide Test1	

3) Once the learners have been selected, click on 'Assign'.

Columns ▾ Export to Excel Refresh Assign Submit									
☒				Start Date ▾	Window	Assigned	Assessment	Learner	
					All ▾				
☒				28/03/2023	CO2A5 - May 2023		CO2A5.ASS - May 2023	[GuideTest2] Guide Test2	
☒				28/03/2023	CO2A5 - May 2023		CO2A5.ASS - May 2023	[GuideTest1] Guide Test1	

4) Now you need to assign the learners to the appropriate Marker.

Select the appropriate Marker from the 'Assign to' drop-down list, and then select the learner(s) down the left-hand side that you want to assign that Marker to.

Assign Tasks				
Team	College Markers		Assign to	✓ Assign
☐	ID	Exam	Learner	Marker
☐	388490	CO2A5.ASS - May 2023	Guide Test1	
☐	388490	CO2A5.ASS - May 2023	Guide Test2	

5) After selecting the appropriate Marker/learners, click on 'Assign'.

Assign Tasks				
Team	College Markers		Assign to	✓ Assign
☒	ID	Exam	Learner	Marker
☒	388490	CO2A5.ASS - May 2023	Guide Test1	
☒	388490	CO2A5.ASS - May 2023	Guide Test2	

6) The learners are now assigned to the Marker.

Click on 'Save Assignments'.

Assign Tasks				
Team	College Markers		Assign to	✓ Assign
☐	ID	Exam	Learner	Marker
☐	388490	CO2A5.ASS - May 2023	Guide Test1	Mod Test
☐	388490	CO2A5.ASS - May 2023	Guide Test2	Mod Test

Select 'Mark Assessments' (or the appropriate Marker will need to login and select 'Mark Assessments').

8) The assessment, assessment objectives and the learners will be listed.

Assessment / Task

CO2A5.ASS - May 2023

Student

Marks

[GuideTest1] Guide Test1

[GuideTest2] Guide Test2

Assessment:
Previous
Next

Question:
Previous
Next

Assessment Objectives	Explanation of Marks Awarded	Mark
A01 -		
A02 -		
A03 -		
A04 -		
A05 -		
Total Mark		

9) Select a learner by clicking on them; for the selected learner you can view uploaded evidence.

Assessment / Task CO2A5.ASS - May 2023

Assessment: [Previous](#) [Next](#) Question: [Previous](#) [Next](#)

Assessment Objectives	Explanation of Marks Awarded	Mark
A01 -		
A02 -		
A03 -		
A04 -		
A05 -		
Total Mark		

Student: [GuideTest1] Guide Test1 [GuideTest2] Guide Test2

Marks

Final justification

☐ Marking completed

Evidence

File	Type
CO2A5 upload 1	Word

10) For each criteria select the Mark via the dropdown.

Assessment Objectives	Explanation of Marks Awarded	Mark
A01 -		
A02 -		
A03 -		
A04 -		

11) After selecting the Marks, enter your explanation for the marks awarded, enter your Final justification comments and then select 'Marking completed'. The [qualification specification](#), 7.4 on page 26, provides further guidance.

Assessment Objectives	Explanation of Marks Awarded	Mark
A01 -		4 ▼
A02 -		6 ▼
A03 -		3 ▼
A04 -		7 ▼
		6 ▼
A05 -		5 ▼
Total Mark		31

Final justification

☐ Marking completed

12) The learner's marking is now complete; the traffic light for the learner will now turn green.

Student	Marks
[GuideTest1] Guide Test1	31 / 57

13) If applicable select the next learner and repeat the marking process.

14) Once all learners have been marked you can assign them to the Moderator.

Return to Marking Manager.

Home Administration **Marking Manager** Mark Assessments Help

15) Within Marking Manager you will see learners that have been marked, and learners that are yet to be marked/assigned.

☐					Start Date ▾	Window	Assigned		No. of Qs	Left to Mark	Mark/Grade
						All ▾					
☐					28/03/2023	CO2A5 - May 2023	28/03/2023		13	0	31 / 57
☐					28/03/2023	CO2A5 - May 2023	28/03/2023		13	0	31 / 57

16) Down the left-hand side of the screen, tick the learners that you want to assign to the Moderator.

☐					Start Date ▾	Window	Assigned		No. of Qs	Left to Mark	Mark/Grade
						All ▾					
☐					28/03/2023	CO2A5 - May 2023	28/03/2023		13	0	31 / 57
☐					28/03/2023	CO2A5 - May 2023	28/03/2023		13	0	31 / 57

17) Once the learners have been selected click on 'Assign'.

Columns Export to Excel Refresh Assign Submit											
					Start Date	Window	Assigned		No. of Qs	Left to Mark	Mark/Grade
						All					
>						28/03/2023	CO2A5 - May 2023	28/03/2023	13	0	31 / 57
>						28/03/2023	CO2A5 - May 2023	28/03/2023	13	0	31 / 57

18) Now you need to assign the learners to the appropriate Moderator.

Select the Moderator from the 'Assign to' drop-down list and then select the learner(s) you want to assign that Moderator to.

Assign Tasks				
Team	College Markers ▾	Assign to	Jon ▾	Assign
☐	ID	Exam ▾	Learner ▾	Marker ▾
☐	388490	CO2A5.ASS - May 2023	Guide Test1	Mod Teat
☐	388490	CO2A5.ASS - May 2023	Guide Test2	Mod Teat

19) Then click on 'Assign'.

Assign Tasks				
Team	College Markers ▾	Assign to	Jon	Assign
☒	ID	Exam ▾	Learner ▾	Marker ▾
☒	388490	CO2A5.ASS - May 2023	Guide Test1	Mod Teat
☒	388490	CO2A5.ASS - May 2023	Guide Test2	Mod Teat

20) The learners are now assigned to the Moderator.

Select 'Save Assignments'.

Assign Tasks

Team: College Markers Assign to: Jon

☐	ID	Exam	Learner	Marker
☐	388490	CO2A5.ASS - May 2023	Guide Test1	Jon
☐	388490	CO2A5.ASS - May 2023	Guide Test2	Jon

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[Home](#) [Administration](#) [Marking Manager](#) **[Mark Assessments](#)** [Help](#)

Assessment / Task
CO2A5.ASS - May 2023

Student

Marks

[GuideTest1] Guide Test1 31 / 57

[GuideTest2] Guide Test2 31 / 57

Assessment: Previous Next

Question: Previous Next

Assessment Objectives	Explanation of Marks Awarded	Mark
A01 -		4
A02 -		6
A03 -		3
A04 -		7
		6
A05 -		5
Total Mark		31

Final justification
marks agreed.

☐ Marking completed

Evidence

File	Type
CO2A5_upload_1	Word

Assessment / Task
CO2A5.ASS - May 2023

Student	Marks
[GuideTest1] Guide Test1	31 / 57
[GuideTest2] Guide Test2	31 / 57

Assessment:
Previous
Next
Question:
Previous
Next

Assessment Objectives	Explanation of Marks Awarded	Mark
A01 -		4
A02 -		6
A03 -		3
A04 -		7
		6
A05 -		5
Total Mark		31

Final justification

marks agreed.

☐ Marking completed

Evidence

File	Type
CO2A5 upload 1	Word

4a) Moderator disagrees with Marker: **Change in mark**

If for example the Marker has selected 4 for AO1 but the Moderator disagrees with this and that it should be 5, the Moderator needs to select 5 for AO1 via the Mark dropdown.

The Moderator may also update the Explanation of marks awarded.

Assessment Objectives	Explanation of Marks Awarded	Mark
AO1 -		4 ▼
AO2 -		0 1 2 3 4 5 6
AO3 -		

4b) Moderator agrees with the Marker: **No action**

5) Whether marks have been amended or agreed, the Moderator must enter a Final justification comment* and then select Marking completed.

*If the Marker entered Final justification comments then the Moderator will be able view them. The Moderator should add their Final justification comments in addition to any comments made by the Marker.

The Final justification comments displayed on the screen shot below are for illustration purposes only.

Final justification

☒ Marks agreed.

Comments made by Marker.

☐

Moderator enters their comments.

☐ Marking completed

6) The Moderator marks are now displayed along with the Marker's marks for the specific learner. The green traffic light is further confirmation that moderation is complete.

Student		Marks
[GuideTest1] Guide Test1		31 / 57, 31 / 57

7) Select another learner if applicable and repeat the moderating process.

[GuideTest1] Guide Test1		31 / 57, 31 / 57
[GuideTest2] Guide Test2		31 / 57

1.1.1.1. Submission

Once the marking and moderation process is complete for each learner, each learner entry must be submitted to VTCT Skills. The marker or moderator can complete the submission.

Online assessment administration is performed within our Linx2Achieve e-testing system - <http://linx2.vtct.org.uk/>.

- 1) Once logged in, select Marking Manager.

Home Administration **Marking Manager** Mark Assessments Help

- 2) Within Marking Manager you will see learners that have been marked and moderated, and potentially learners that are yet to be marked and moderated.

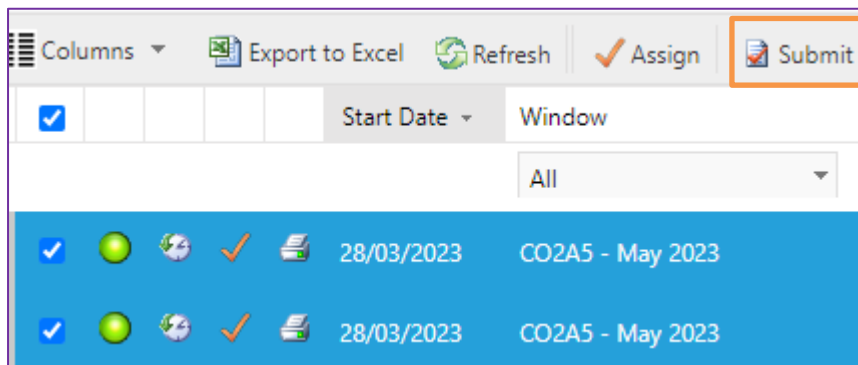
Learners that have been marked and moderated can be identified by two sets of marks, for example: for the first learner within the Mark/Grade column below, 46 / 57 is displayed twice. You can also view a learners' marking history by hovering over the clock icon.

				30/03/2023	CO2A5 - May 2023	30/03/2023	13	0	46 / 57, 46 / 57
				30/03/2023	CO2A5 - May 2023	30/03/2023	13	0	30 / 57, 30 / 57

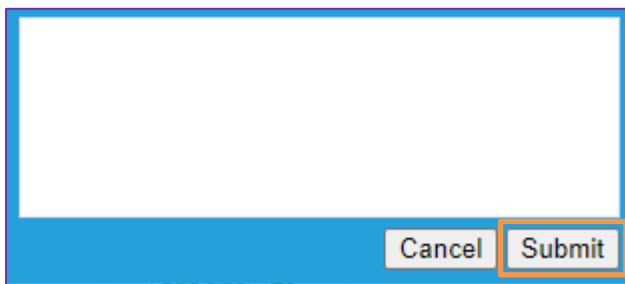
- 3) Down the left-hand side of the Marking Manager screen, tick the learner(s) that you want to submit to VTCT Skills. Be aware that there may be multiple pages of learners (if so page numbers are located at the bottom of the screen)

☐					28/03/2023	CO2A5 - May 2023
☐					28/03/2023	CO2A5 - May 2023

4) Now select the Submit button.



5) Select Submit again.



6) Once submitted the learner(s) will be removed from the Marking Manager screen.

2. Help and support

- E: customersupport@vtctskills.org.uk
- T: +44 (0) 2380 684500
 - Mon-Thurs: 08:45 – 17:00
 - Friday: 08:45 – 16:30