

# ESOL Administration Essentials



# Meet The Customer Excellence Team



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Excellence  
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# Purpose of the session

● Scheduling assessments (where applicable)

● Handling assessment papers

● How to claim and obtain your results

● Locating result reports

● Obtaining learner certificates

# Registrations for ESOL

Guidance on **submitting registrations can be found on our Website Admin Hub**

Also imbedded video resource on MyQuartz:  
**Registering Learners & Selecting Units at Registration on Vimeo**

Or sign up to our previous **starting the year well: prepare for admin excellence** webinar for full registration and learner onboarding guidance

- Gateway Qualifications Entry Level Award In ESOL Skills for Life (Reading) (Entry 1)
- Gateway Qualifications Entry Level Award In ESOL Skills for Life (Reading) (Entry 2)
- Gateway Qualifications Entry Level Award In ESOL Skills for Life (Reading) (Entry 3)
  
- Gateway Qualifications Entry Level Award In ESOL Skills for Life (Speaking and Listening) (Entry 1)
- Gateway Qualifications Entry Level Award In ESOL Skills for Life (Speaking and Listening) (Entry 2)
- Gateway Qualifications Entry Level Award In ESOL Skills for Life (Speaking and Listening) (Entry 3)
  
- Gateway Qualifications Entry Level Award in ESOL Skills for Life (Writing) (Entry 1)
- Gateway Qualifications Entry Level Award in ESOL Skills for Life (Writing) (Entry 2)
- Gateway Qualifications Entry Level Award in ESOL Skills for Life (Writing) (Entry 3)
  
- Gateway Qualifications Level 1 Award in ESOL Skills for Life (Reading)
- Gateway Qualifications Level 1 Award In ESOL Skills for Life (Speaking and Listening)
- Gateway Qualifications Level 1 Award in ESOL Skills for Life (Writing)
  
- Gateway Qualifications Level 2 Award in ESOL Skills for Life (Reading)
- Gateway Qualifications Level 2 Award in ESOL Skills for Life (Speaking and Listening)
- Gateway Qualifications Level 2 Award in ESOL Skills for Life (Writing)

# Handling Assessment Papers

For ESOL Entry 1, Entry 2, Entry 3, Level 1, all levels Speaking & Listening **Only**:

- **Internally assessed**
- These papers are available to self-select in the Cohort Documentation option within each cohort in MyQuartz
- An attendance register is **not mandatory** at these levels, though we encourage internal records

For Level 2 ESOL Reading and Writing:

- **Externally assessed**
- Papers appear in MyQuartz (under Cohort Documentation) from 5 days before the assessment
- An Attendance Register for every sitting held **MUST** be downloaded and completed

# Scheduling Assessments

Level 2 ESOL Reading and Writing



# Downloading Assessment Papers



# Downloading Attendance Register



# How to claim and obtain results

## For ESOL Entry 1, Entry 2, Entry 3, Level 1, and all levels Speaking & Listening Only

- Assessments are internally marked and moderated by the Centre. After this process; If the learners have achieved claims are submitted via MyQuartz
- Claims are then passed to your EQA to request sampling if required and to verify results
- Guidance on claiming results can be found on our Website Admin Hub- [Claiming Results and Obtaining Certificates](#)

## For ESOL Level 2 Reading and Writing

- Assessments are marked by Gateway Qualifications
- Completed assessments and accompanying attendance registers are uploaded via secure link on the same day of the assessment wherever possible
- Upload links are provided by Gateway Qualifications
- Once all required documents are uploaded assessments are marked and results released in 10 working days

# Results Reports

Cohorts starting between: 01/07/2025 and: 03/12/2025

1 of 1

### ESOL L2 Writing Learner Task Results

Centre ID	Centre Name	Cohort ID	Person ID	Forename	Surname	Programme	Task 1 Grade	Task 2 SPAG Score	Task 2 Content Score	Task 2 Cumulative Grade	Task 3 SPAG Score	Task 3 Content Score	Task 3 Cumulative Grade
61139	AAA Test Centre Alpha	1636256	16545097	David	Purple	Gateway Qualifications Level 2 Award in ESOL Skills for Life (Writing)	Pass	4	8	Pass	3		Pass
61139	AAA Test Centre Alpha	1636256	16617119	Hermione	Granger	Gateway Qualifications Level 2 Award in ESOL Skills for Life (Writing)	Fail	4	3	Fail	4		3 Fail

Cohort [1636256]

Back to Cohort

To print this report please use the export facility.

## Candidate Statement of Results - SUMMARY



Report on: Cohort start date Date between: 01/08/2025 and: 03/12/2025 Programme(s): Gateway Qualifications Entry Level Organisation(s): AAA Test Centre Alpha

1 of 1

### Learner achievements on general provisions on cohorts starting between 01-Aug-2025 and 03-Dec-2025

Cohort Id	Centre Name	Programme Name	Forename	Surname	Centre Learner ID	Quartz Id	ULN	DOB	Qualificat
1611446	AAA Test Centre Alpha	Gateway Qualifications Entry Level Award In ESOL Skills for Life (Speaking and Listening) (Entry 1)	Brook	Beckham		16540185		29/01/1998	{Gateway Award In and Lister
1611446	AAA Test Centre Alpha	Gateway Qualifications Entry Level Award In ESOL Skills for Life (Speaking and Listening) (Entry 1)	Lisa	Brown		16540187		05/08/1989	{Gateway Award In and Lister
1611446	AAA Test Centre Alpha	Gateway Qualifications Entry	Wyn	Byles		16540186		06/06/1966	{Gateway Qualifications Entry Level

<b>Cohort ID</b>	1636256	<b>Date of Assessment</b>	03/12/2025 13:05
<b>Course Title</b>	Gateway Qualifications Level 2 Award in ESOL Skills for Life (Writing)		

Candidate Name	Date of Birth	Provider Learner Ref	Overall Pass / Fail
Henry Fonda	17/04/1917		Pass
Hermione Granger	01/02/1999		Fail
Eleanor Parker	09/04/1917		Fail
David Purple	01/08/2005		Pass

# Obtaining Certificates



# Useful Links

## [Assessment Scheduling and Processes](#)

## [ESOL Frequently Asked Questions](#)

- Answers to the most common questions we are asked about our ESOL qualifications

## [Centre Handbook](#)

- The Internal & External Assessment Practice section includes information on Assessment Marking, Assessment Practice, External Assessment & Internal Assessment

## [Qualification-Specification-ESOL-Skills-for-Life-E1-L2.pdf](#)

## [ESOL Webinars](#)

- Informative onboarding webinars and standardisation webinar for approved Centres

## Assessment Scheduling and Processes

Below you will find a selection of resources to support you with the administration of EDSQ, DFSQ, ESOL, and our online multiple-choice qualifications.

Essential Digital Skills Qualifications (EDSQ) and Digital Functional Skills Qualifications (DFSQ) +

ESOL -

- [ESOL Sample Assessments](#)
- [Preparing for an ESOL assessment \(for ESOL E1, E2, E3, L1, and L2 Speaking & Listening Only\)](#)
- [Schedule an assessment \(for Level 2 ESOL Reading and Writing\)](#)
- [Printing an attendance register](#)
- [Saving a sound file](#)
- [Accessing External Assessment Papers](#)
- [ESOL statement of results report](#)
- [Download a Level 2 ESOL Reading and Writing results report](#)
- [Cancelling and rebooking ESOL assessments](#)

# Standardisation Webinar

(For approved Centres)



Date: 15th December 2025  
Time: 12:00pm - 2:30pm

**Quality Assurance Standardisation & Best Practice Event: ESOL Speaking and Listening (Entry Level)**



This session is exclusively for recognised Centres. If you would like to attend, please email [quality@gatewayqualifications.org.uk](mailto:quality@gatewayqualifications.org.uk)



Date: 17th December 2025  
Time: 12:00pm - 2:30pm

**Quality Assurance Standardisation & Best Practice Event: ESOL Speaking and Listening (Level 1 and 2)**



This session is exclusively for recognised Centres. If you would like to attend, please email [quality@gatewayqualifications.org.uk](mailto:quality@gatewayqualifications.org.uk)

Questions?

 01206 911 211

 @GatewayQuals

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# Business Development



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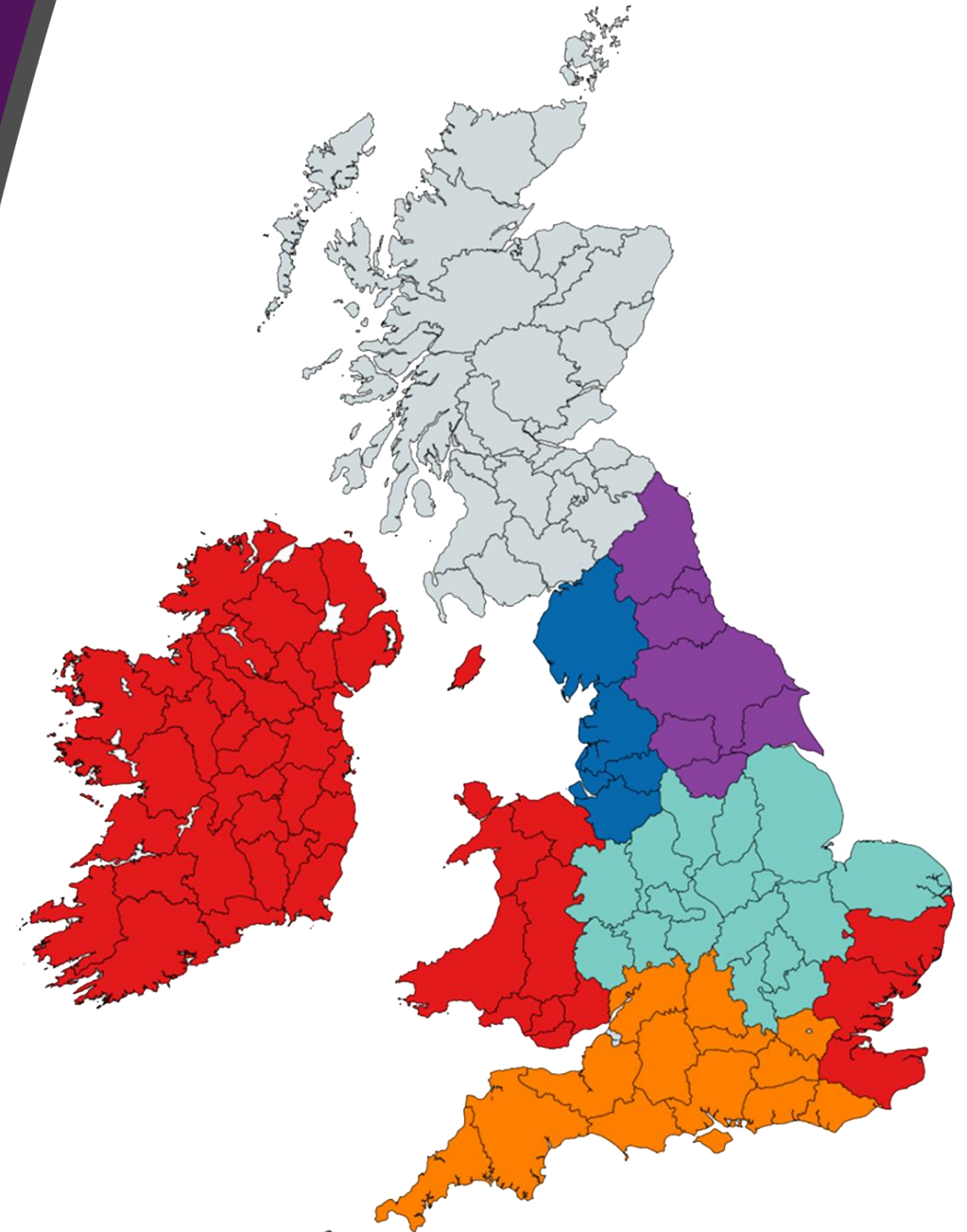
Scan the QR code to connect on LinkedIn



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# Contact information

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<https://www.gatewayqualifications.org.uk/>

## Customer Excellence Team



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LEARNER OF THE YEAR  
**FAB 2024 AWARDS**  
AWARD WINNER



QUALIFICATION OF THE YEAR  
**FAB 2024 AWARDS**  
AWARD WINNER