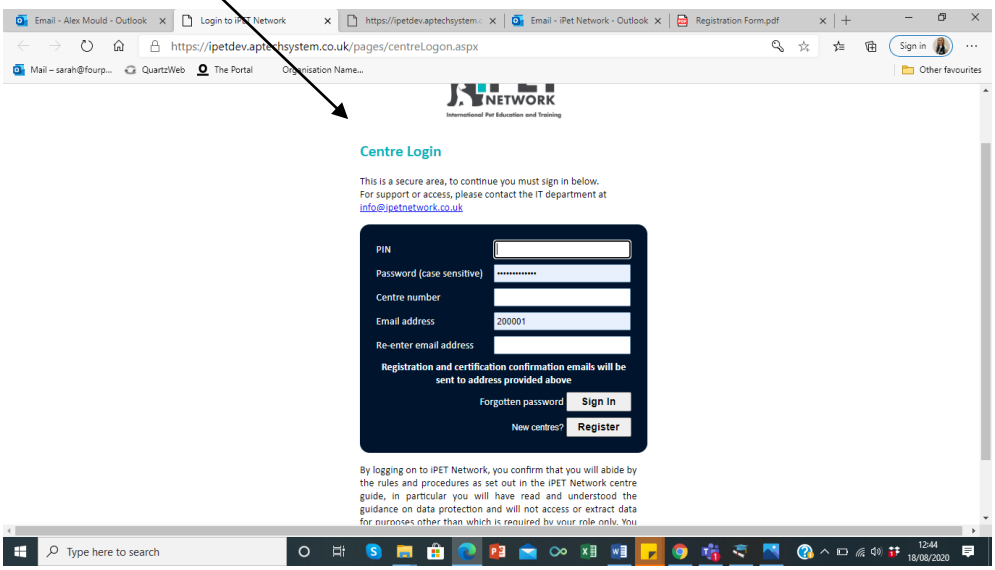
ASL Web Portal – Booking an Assessment

Please follow the instructions and the screen grabs below to book an assessment for your students.

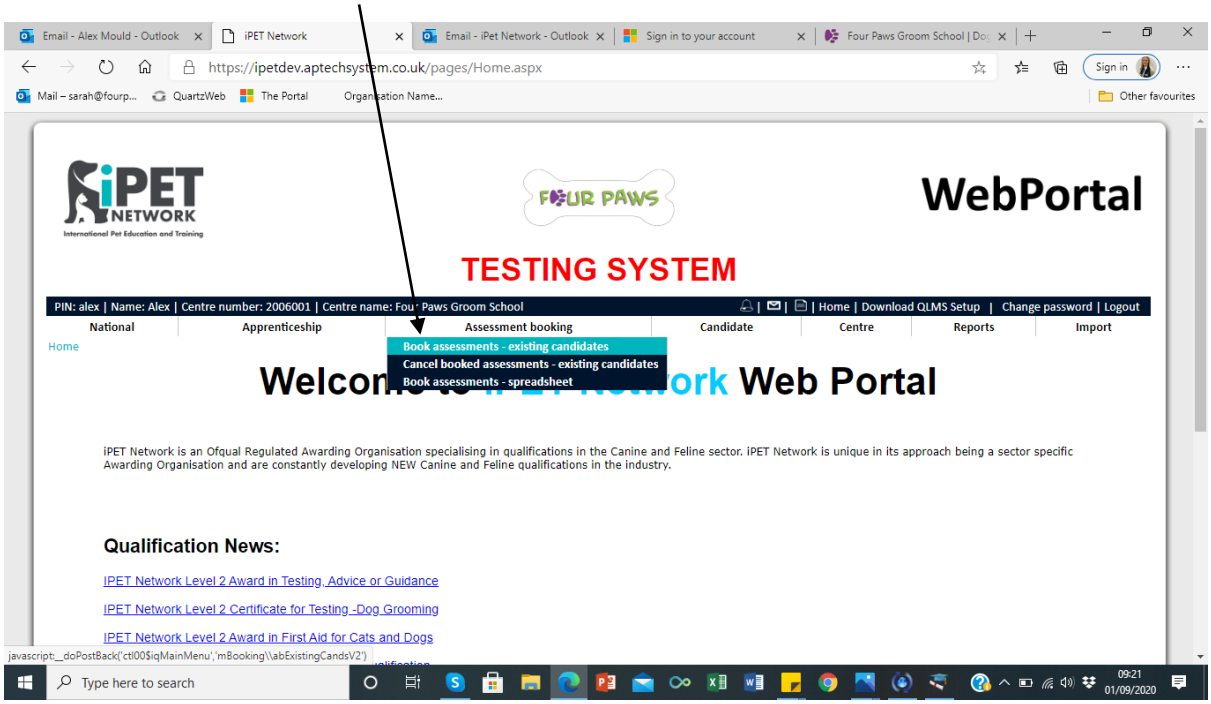
Step 1

Using https://ipetwp.aptechsystem.co.uk/pages/centrelogon.aspx link, input your unique login details (provided by iPET Network) to access the Web Portal. Please note you will need you your 'centre number' which is detailed on your approval certificate. You will be asked to change your password on the first time logging in and then asked to log in again with your new password.



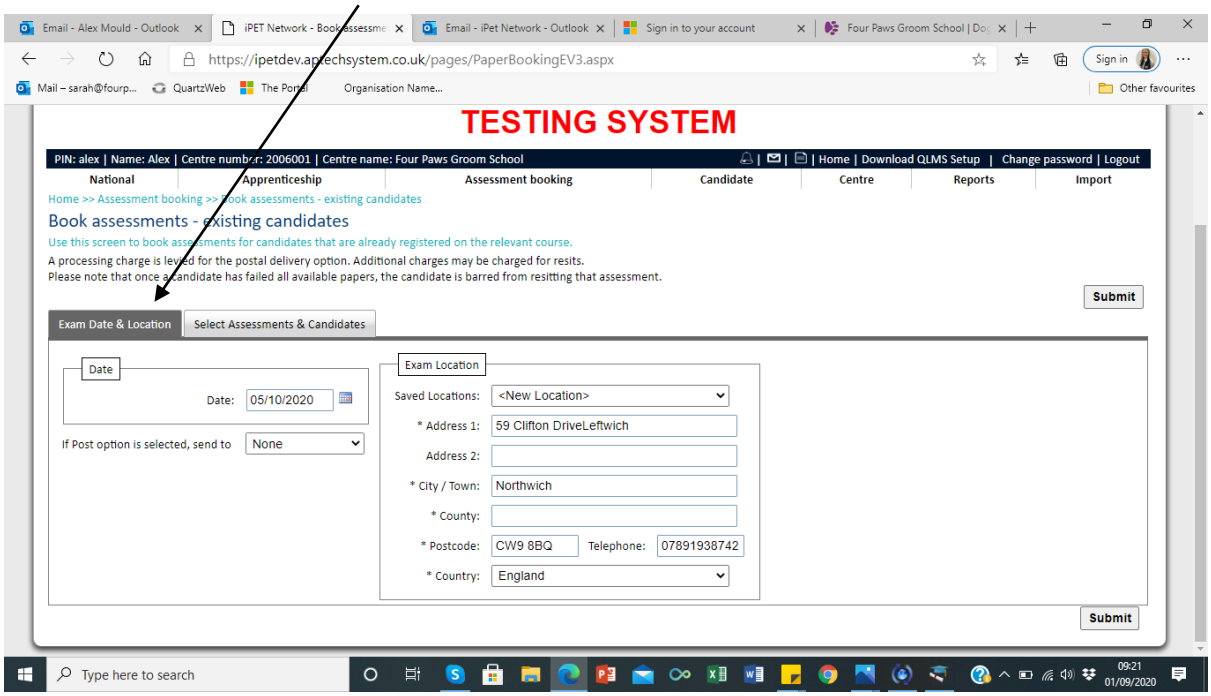
Step 2

Click on '**Assessment booking' > 'Book assessments – existing candidates'**.



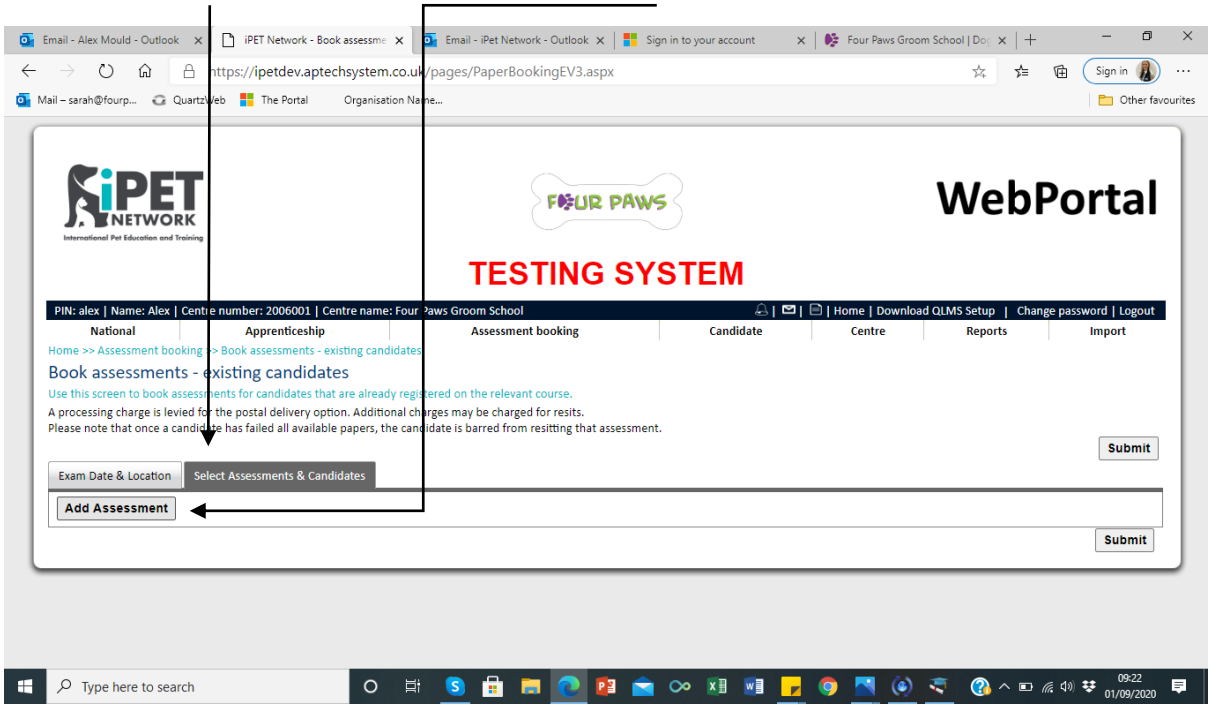
Step 3

Complete all the fields under '**Exam Date & Location'**.



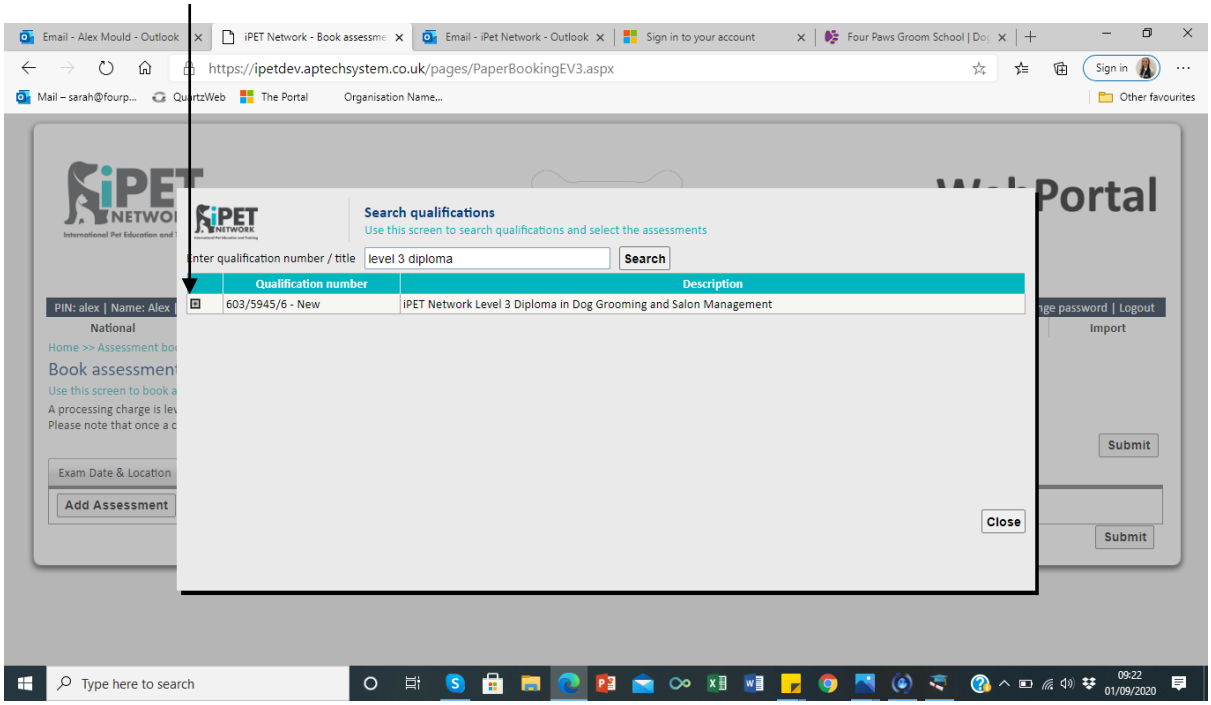
Step 4

Click on '**Select Assessments & Candidates'** and click on '**Add Assessment'**.



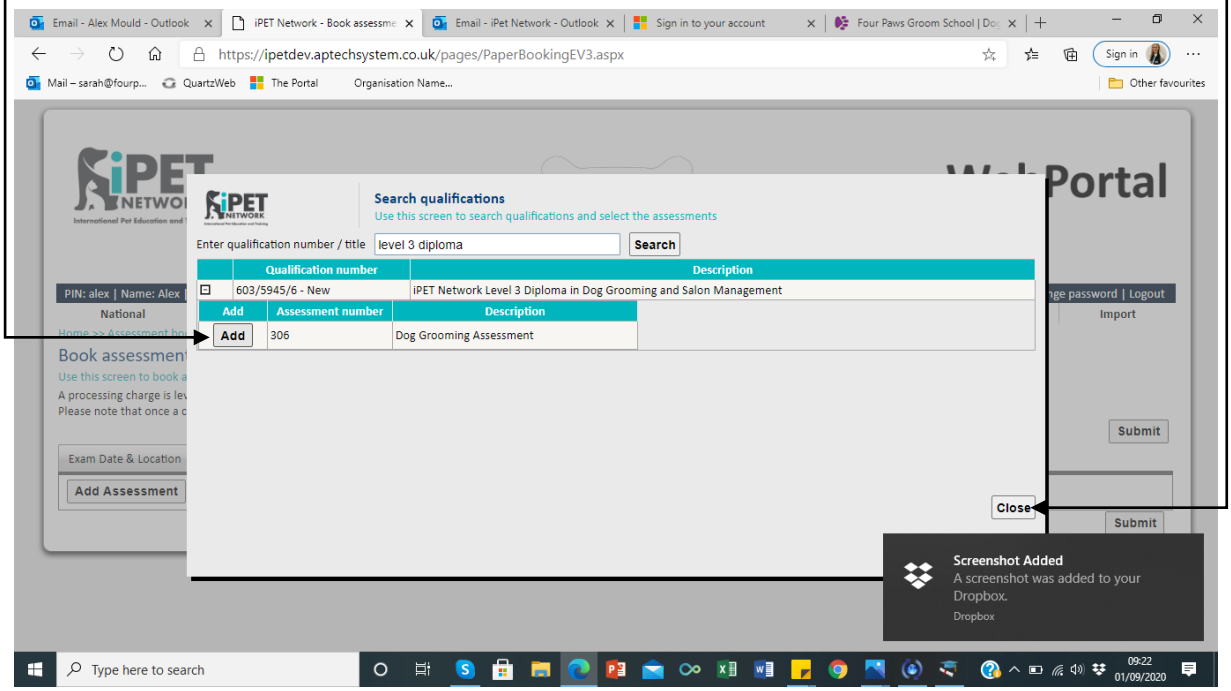
Step 5

Click on the small **+** button.



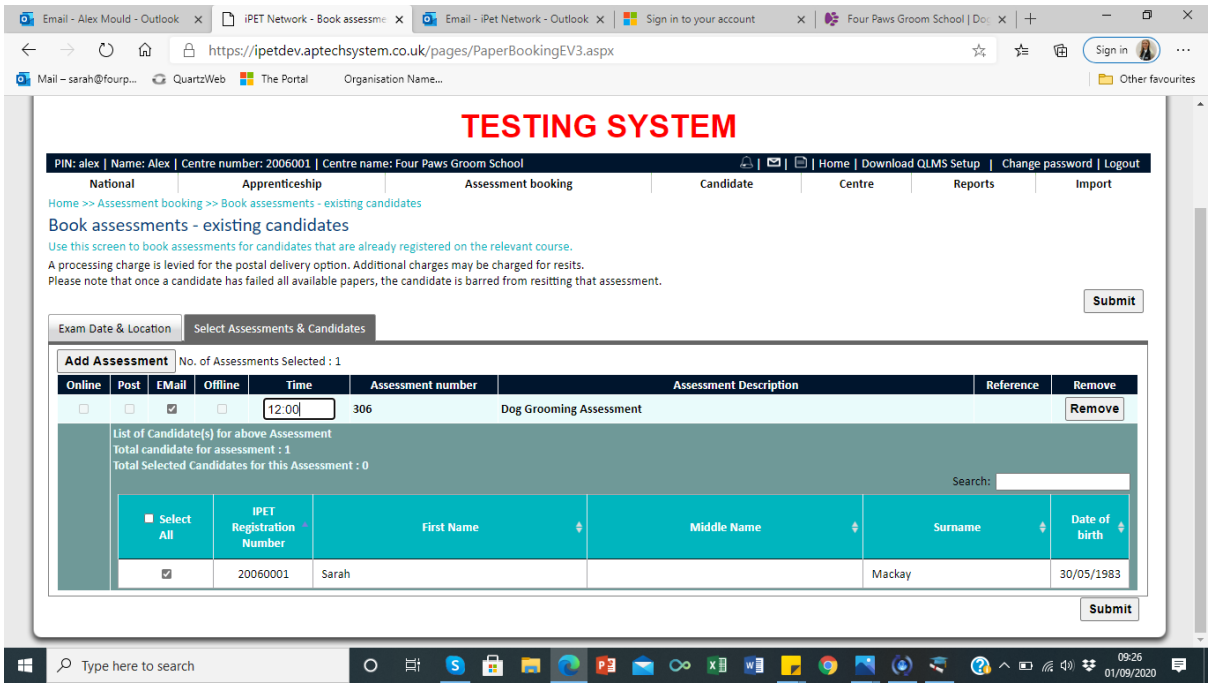
Step 6

Click '**Add**' > '**Close**' You may see more than one assessment can be added depending on the qualification, if the qualification requires more than assessment these can be booked all at once or individually. Please note that assessments must be booked within 5 days prior to the assessment.



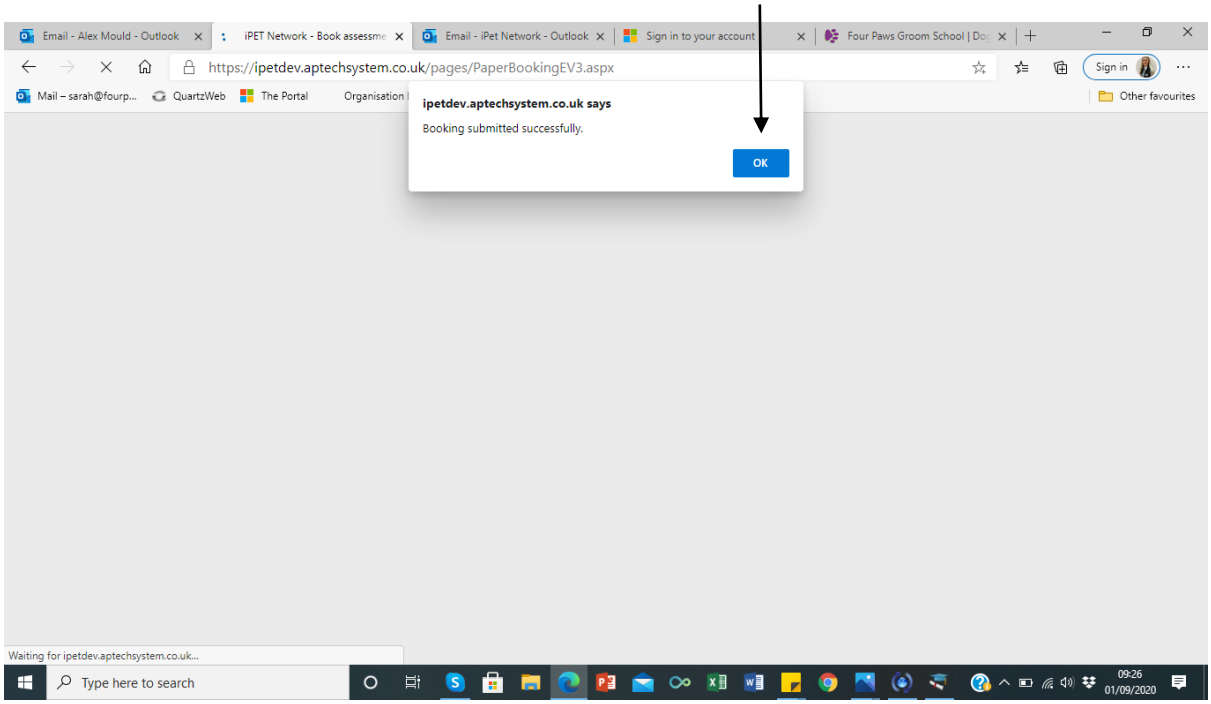
Step 7

Your list of registered Candidates will appear, click on the candidates that you are booking the assessments for. Then tick '**Email**', enter an estimated time and click '**Submit**'.


TESTING SYSTEM
PIN: alex | Name: Alex | Centre number: 2006001 | Centre name: Four Paws Groom School
Home | Download QLMS Setup | Change password | Logout
National
Apprenticeship
Assessment booking
Candidate
Centre
Reports
Import
Home >> Assessment booking >> Book assessments - existing candidates
Book assessments - existing candidates
Use this screen to book assessments for candidates that are already registered on the relevant course.
A processing charge is levied for the postal delivery option. Additional charges may be charged for resits.
Please note that once a candidate has failed all available papers, the candidate is barred from resitting that assessment.
Submit
Exam Date & Location
Select Assessments & Candidates
Add Assessment
No. of Assessments Selected : 1
Online
Post
EMail
Offline
Time
Assessment number
Assessment Description
Reference
Remove
12:00
306
Dog Grooming Assessment
Remove
List of Candidate(s) for above Assessment
Total candidate for assessment : 1
Total Selected Candidates for this Assessment : 0
Search:
Select All
IPET Registration Number
First Name
Middle Name
Surname
Date of birth
20060001
Sarah
Mackay
30/05/1983
Submit
Type here to search
09:26
01/09/2020

Step 8

If you have completed all the fields correctly you will receive a message as shown below, click '**OK**'.



Congratulations you have now booked an assessment! 😊 (Please note you will have to do this booking for each assessment that is required for the qualification e.g. for the Level 3 Diploma in Dog Grooming and Salon Management you will need to do this booking 3 times.)

Once the assessment is complete you will need to upload the results, please see additional training guides for this process.

*Please note some of these fields may change slightly on the live system, if you require any further clarification or assistance on booking assessment with iPET Network please email info@ipetnetwork.co.uk.