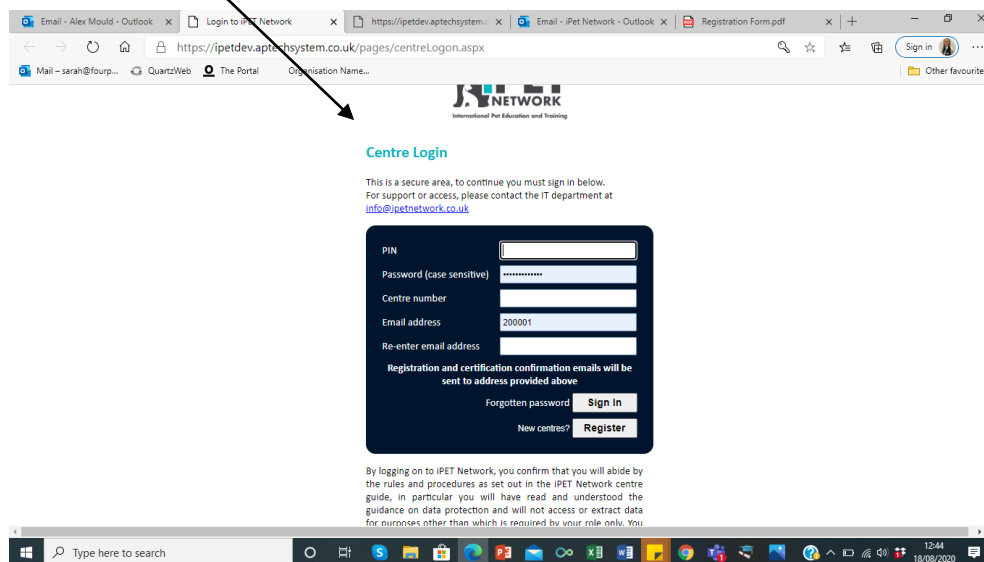


ASL Web Portal – Booking an Assessment

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 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.



The screenshot shows a web browser window with the URL <https://ipetdev.aptechsystem.co.uk/pages/centrelogon.aspx>. The page title is "Centre Login". Below the title, there is a message: "This is a secure area, to continue you must sign in below. For support or access, please contact the IT department at info@ipetnetwork.co.uk".

The login form contains the following fields and buttons:

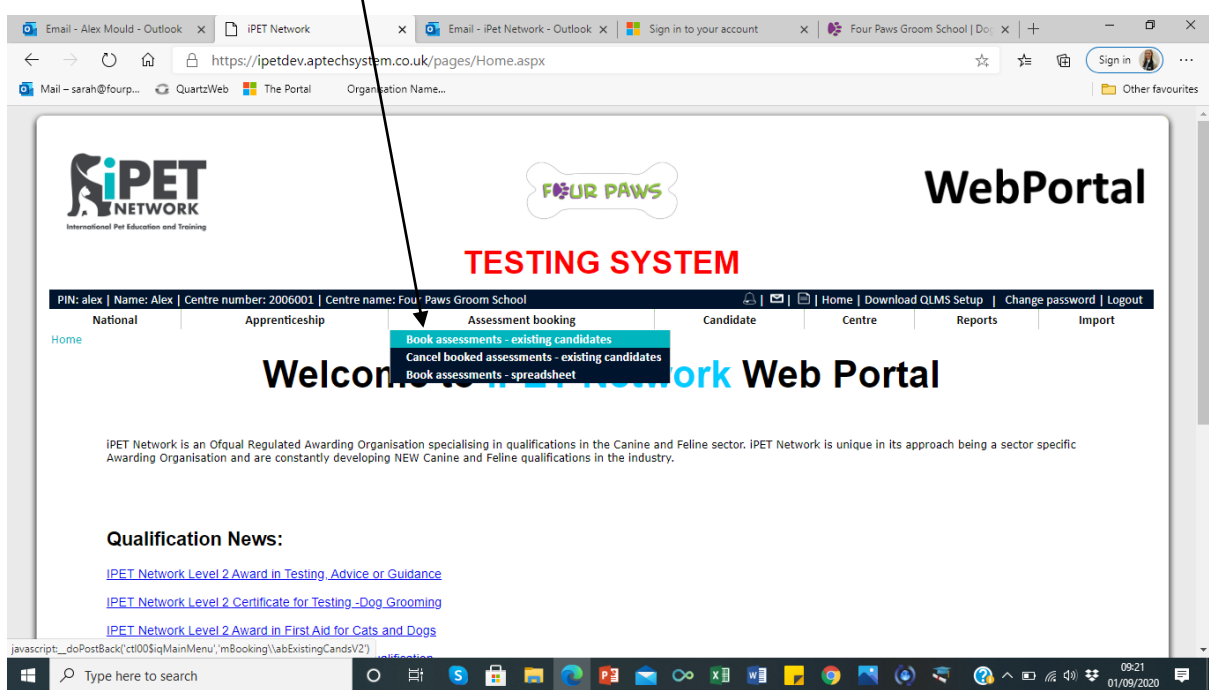
- PIN:
- Password (case sensitive):
- Centre number:
- Email address:
- Re-enter email address:
- Buttons: "Forgotten password" (with a link), "Sign In", and "Register".

Below the form, there is a disclaimer: "Registration and certification confirmation emails will be sent to address provided above".

At the bottom of the page, there is a legal notice: "By logging on to iPET Network, you confirm that you will abide by the rules and procedures as set out in the iPET Network centre guide, in particular you will have read and understood the guidance on data protection and will not access or extract data for purposes other than which is required by your role only. You".

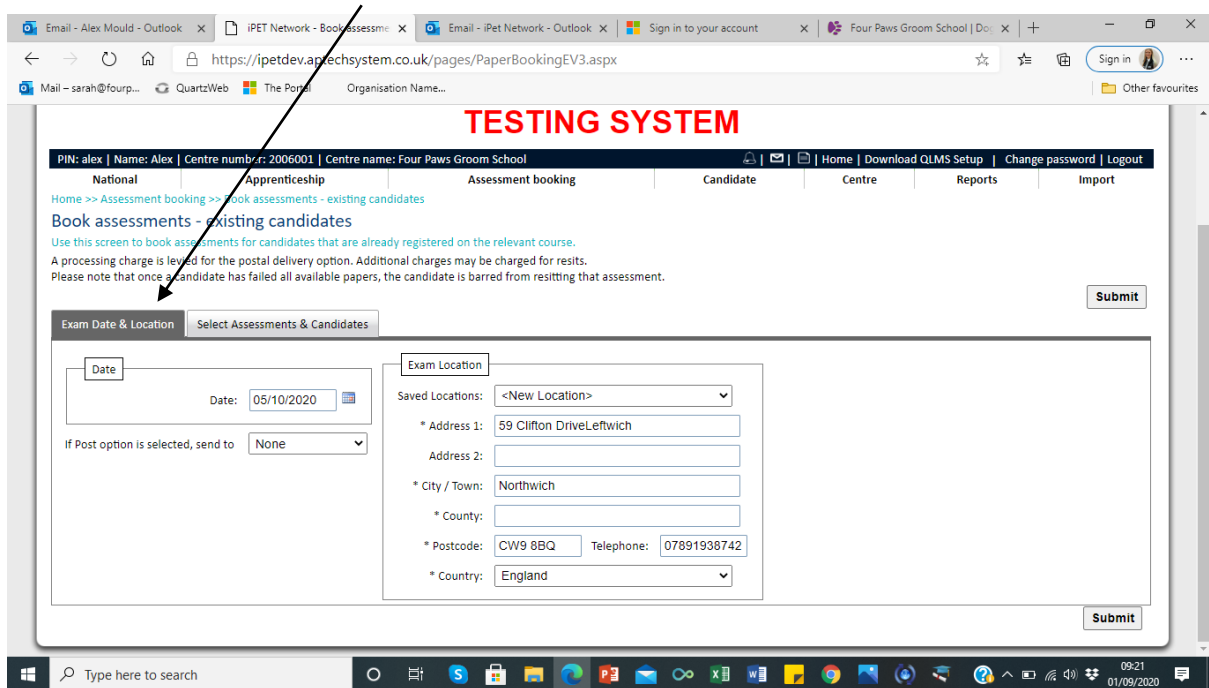
Step 2

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



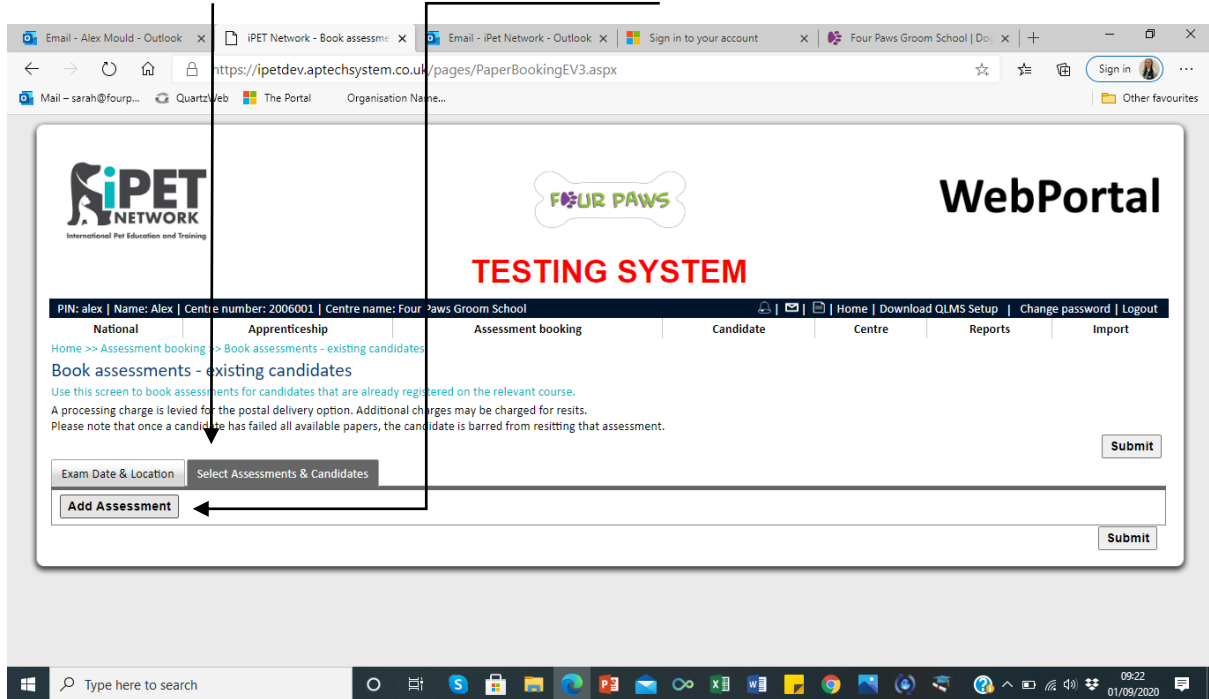
Step 3

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



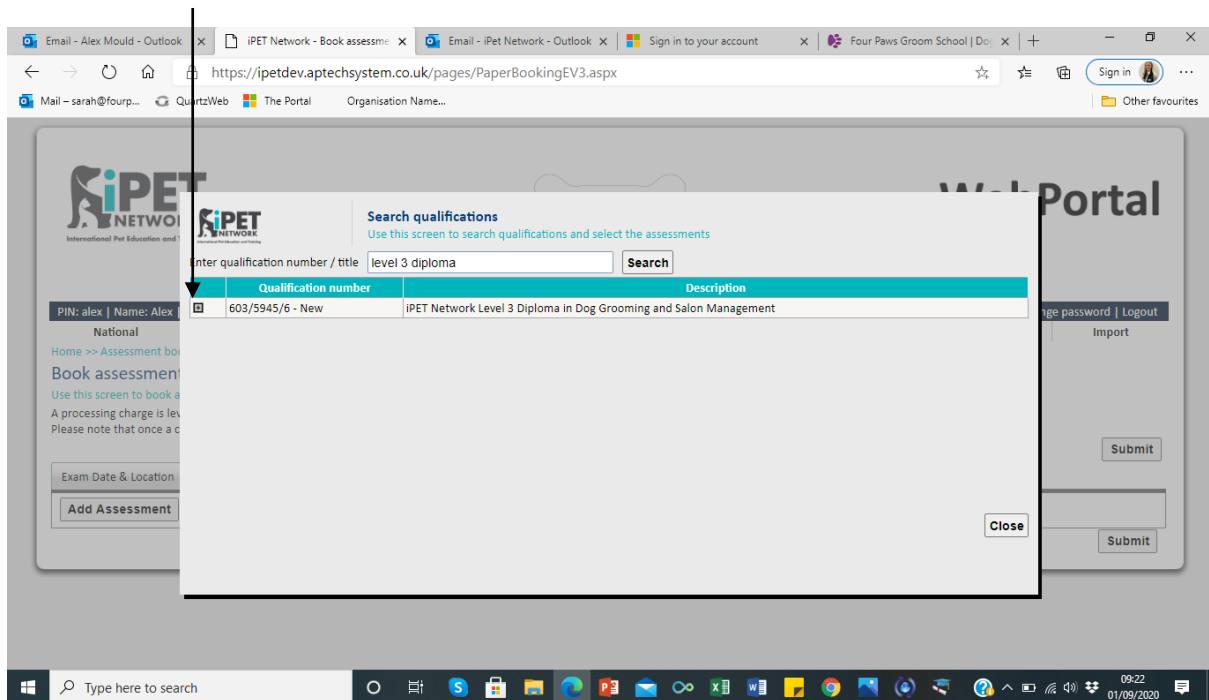
Step 4

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



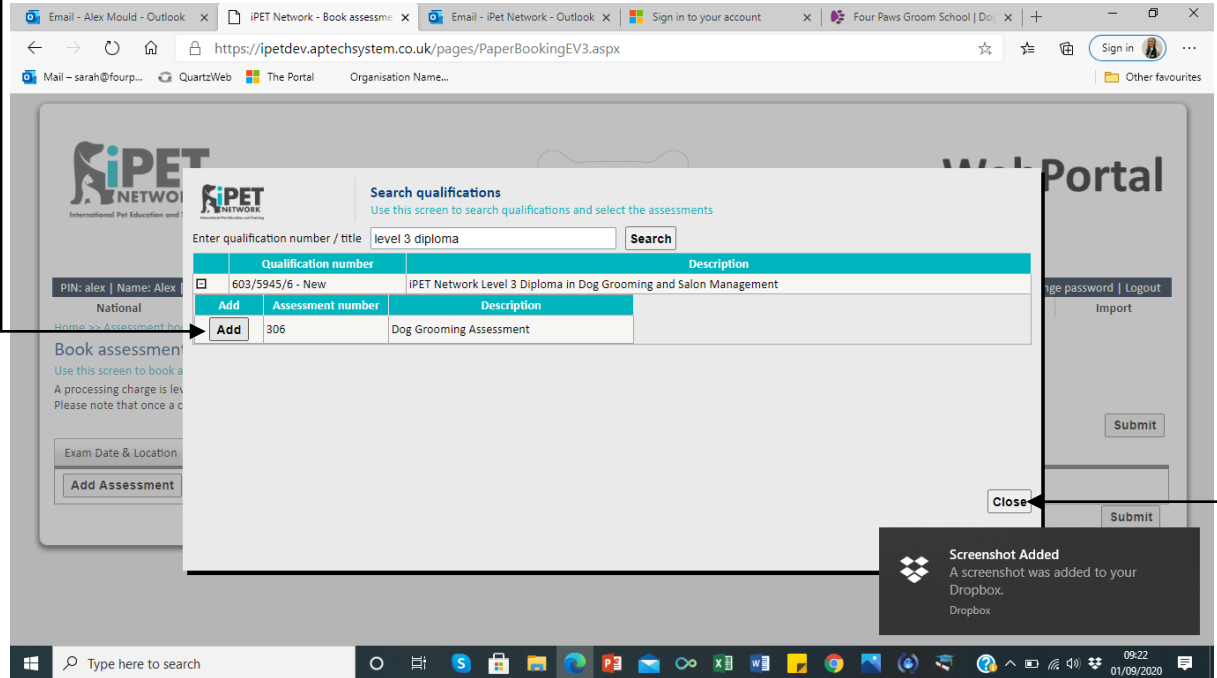
Step 5

Click on the small + button.



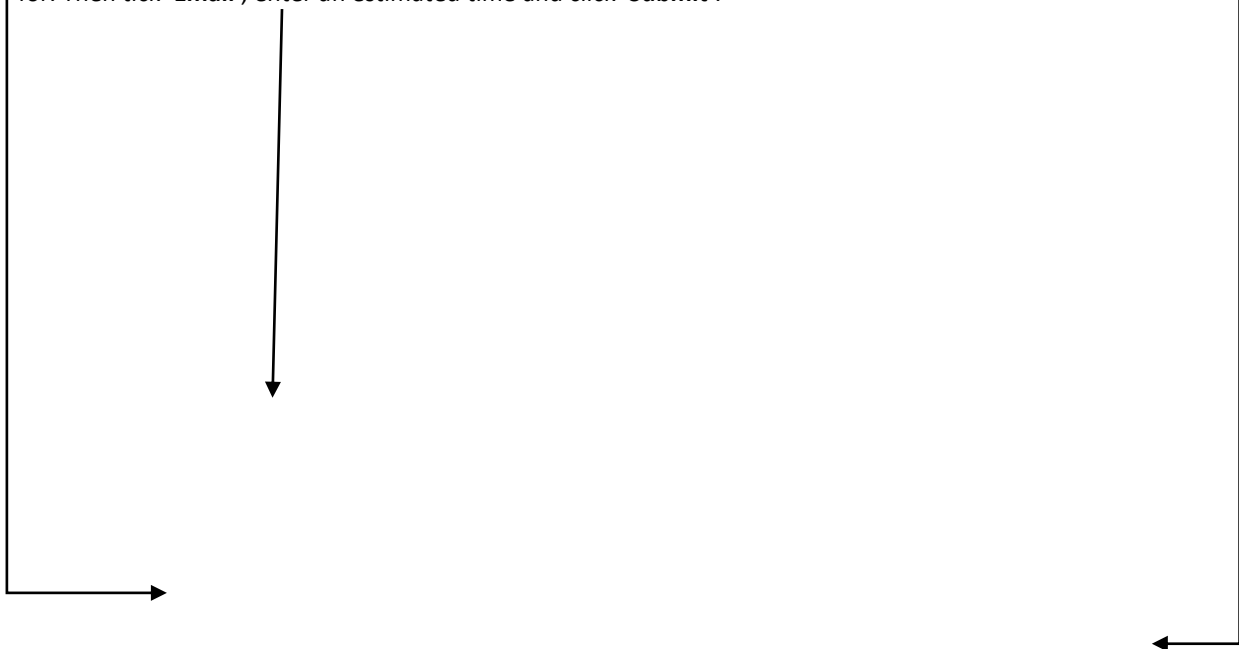
Step 6

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.

Exam Date & Location | Select Assessments & Candidates

Add Assessment No. of Assessments Selected : 1

Online	Post	E-Mail	Offline	Time	Assessment number	Assessment Description	Reference	Remove
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12:00	306	Dog Grooming Assessment		<input type="button" value="Remove"/>

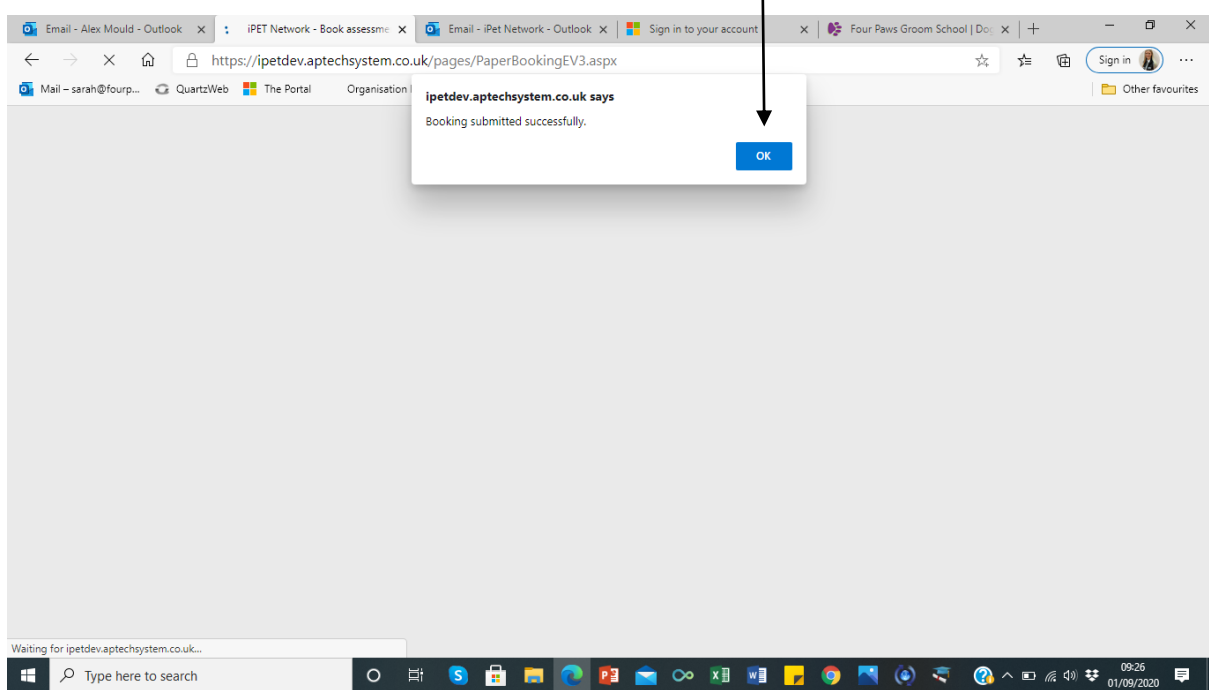
List of Candidate(s) for above Assessment
Total candidate for assessment : 1
Total Selected Candidates for this Assessment : 0

Search:

Select All	IPET Registration Number	First Name	Middle Name	Surname	Date of birth
<input checked="" type="checkbox"/>	20060001	Sarah		Mackay	30/05/1983

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.