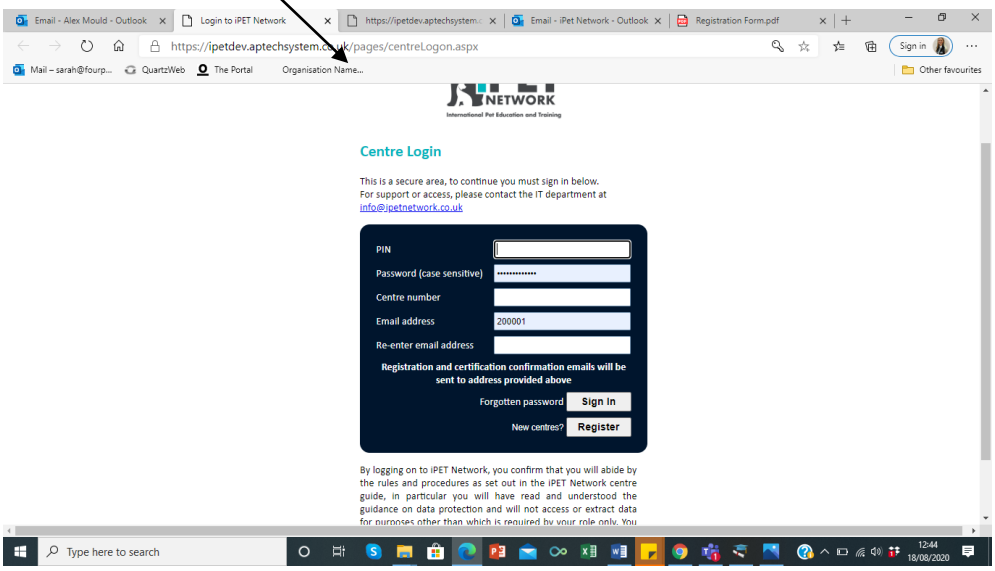
ASL Web Portal – Uploading Assessment Results

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

Step 1

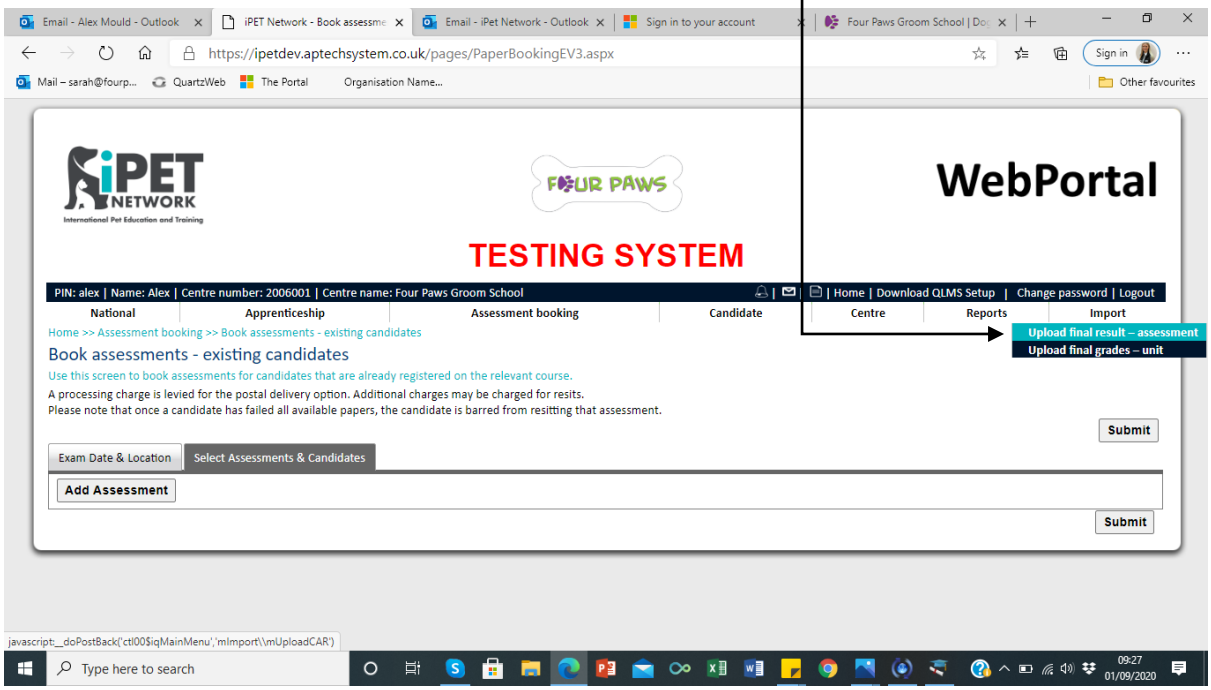
Using https://ipetwp.aptechsystem.co.uk/pages/centrelogon.aspx link, input your unique login details (provided by iPET Network) to access the Web Portal. Please note you will need you your 'centre number' which is detailed on your approval certificate. You will be asked to change your password on the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

.



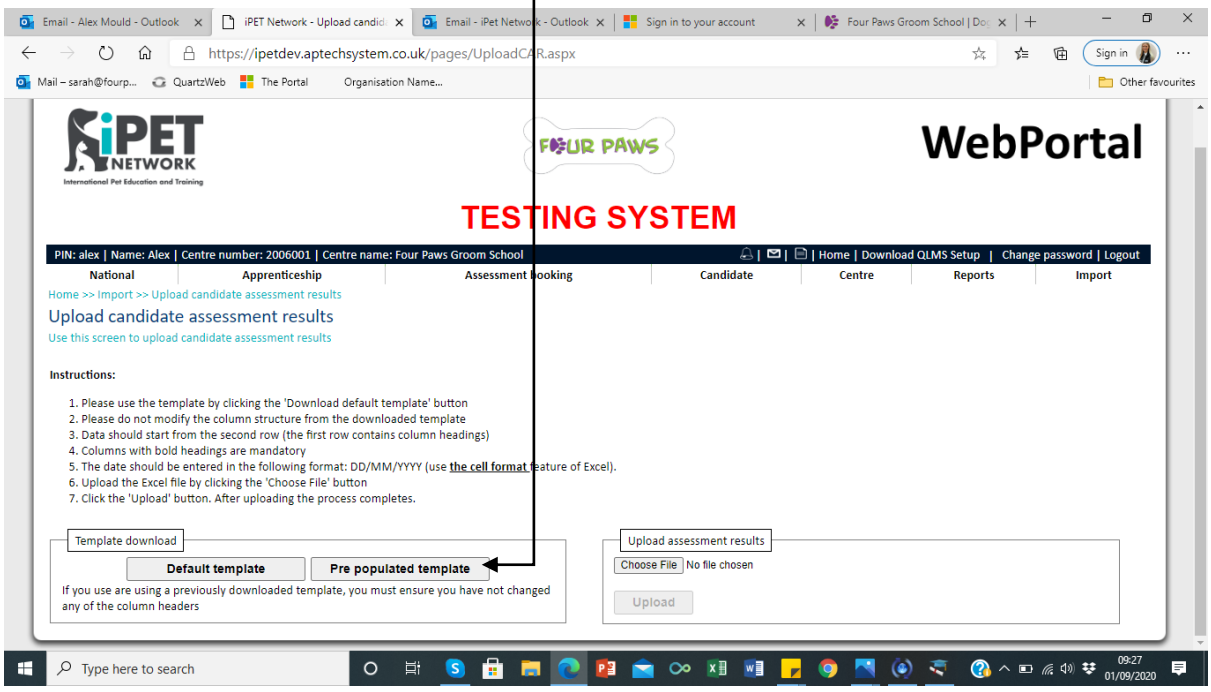
Step 2

Click on **'Import' > 'Upload final result – assessment'**.



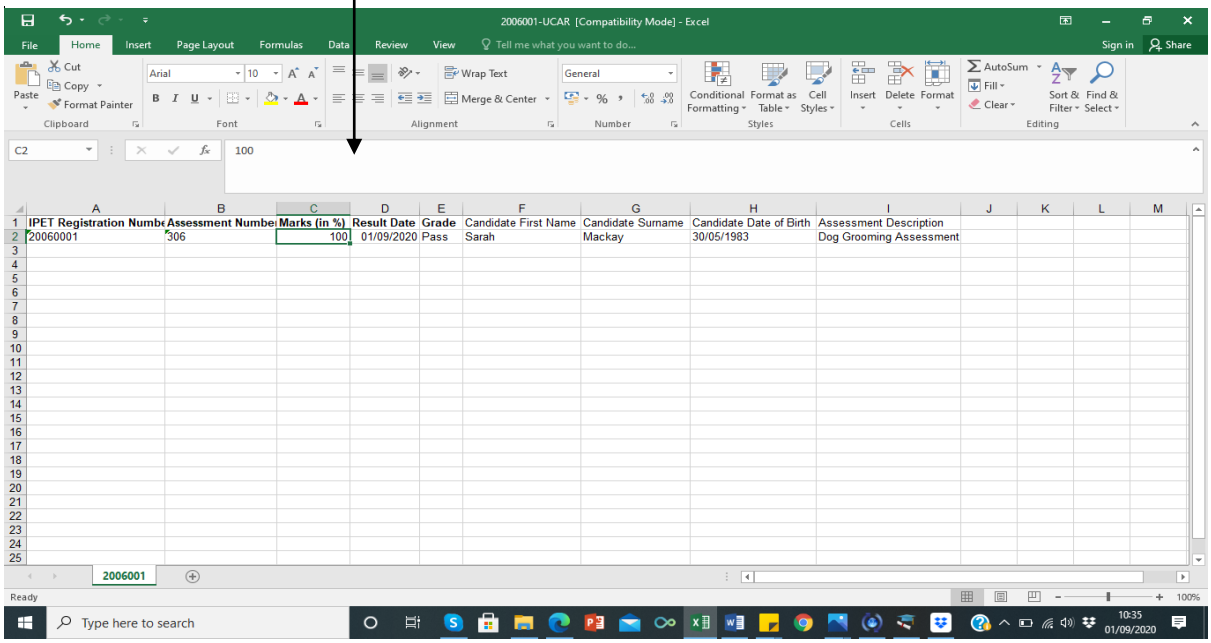
Step 3

Select **'Pre populated template'**



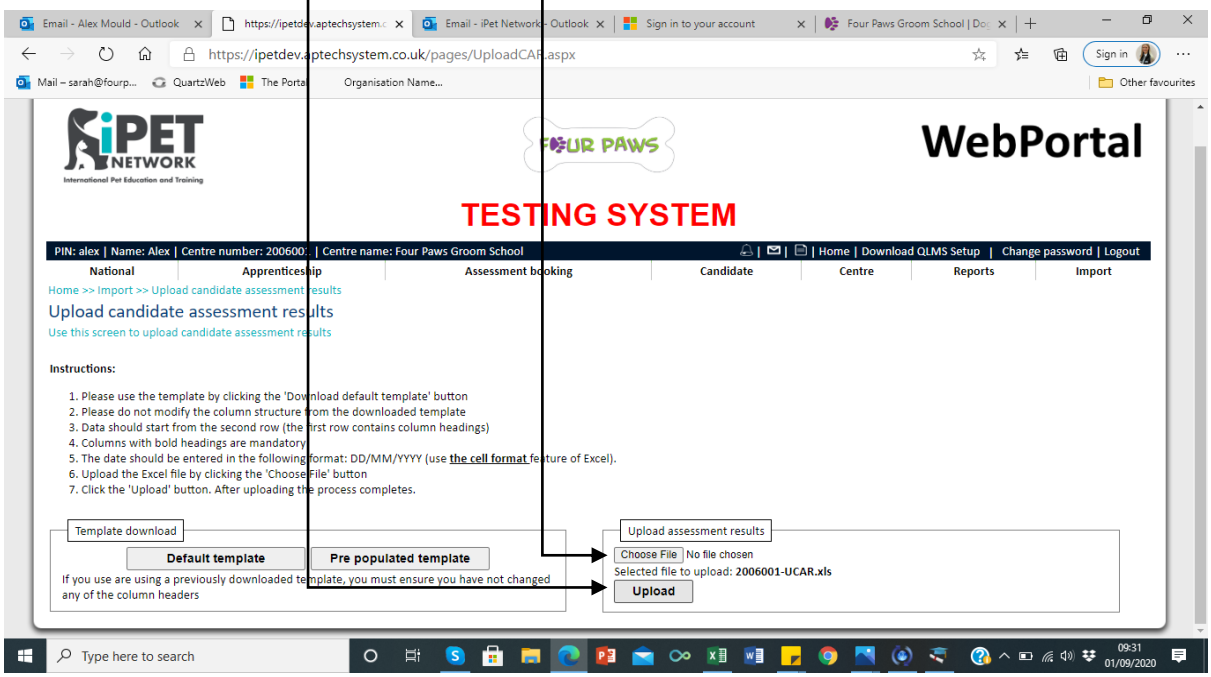
Step 4

An Excel Spreadsheet will load with any candidates that you have previously booked an assessment for, complete all fields as detailed below (All will be pre populated apart from **Marks (in %)** this will be 100% and **Grade** will be Pass or Fail). Once this spreadsheet is complete, save it to your computer.



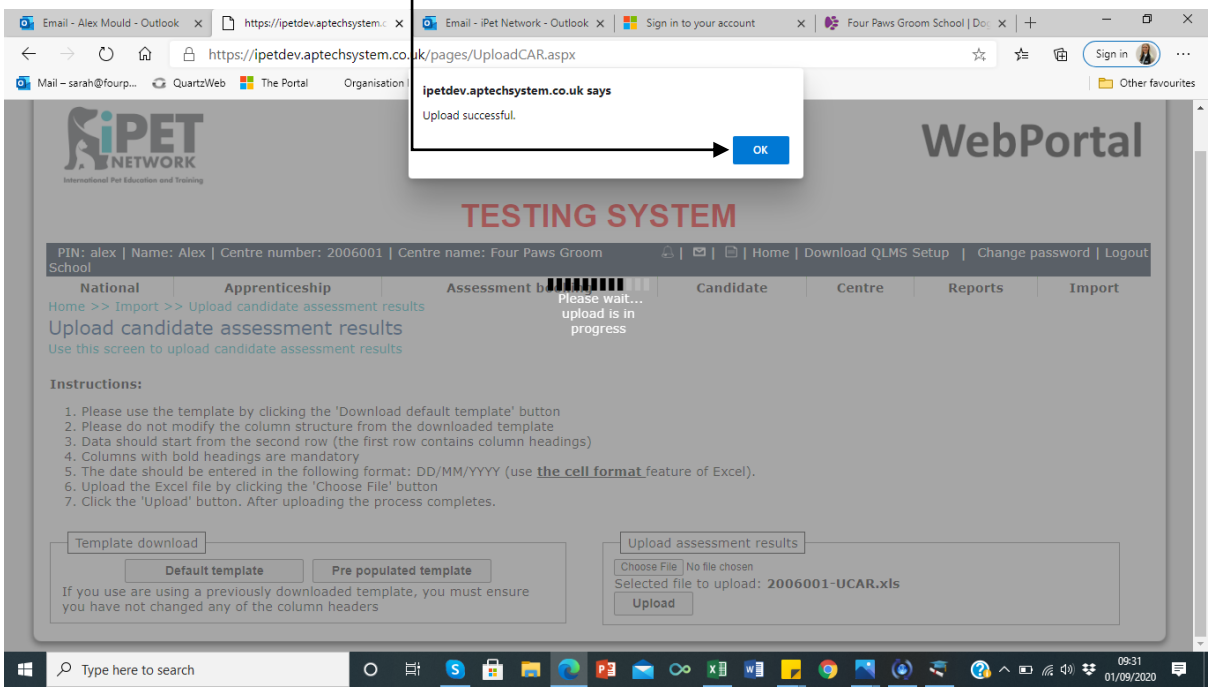
Step 5

Return back to the WebPortal and click '**Choose File**' > select the Excel spreadsheet that you have just updated and the click '**Upload**'.



Step 6

If the Excel spreadsheet is completed correctly a message will appear to confirm your upload was successful > click **'OK'.**



Congratulations you have now uploaded the Candidates assessment result. ☺

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