

### **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 <u>https://ipetwp.aptechsystem.co.uk/pages/centrelogon.aspx</u> 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.

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	Centre Login					
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	For support or access, please contact the IT department at					
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	Registration and certification confirmation emails will be					
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	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					
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### Step 2

Click on 'Import' > 'Upload final result – assessment'. -🔯 Email - Alex Mould - Outlook 🗙 🗋 iPET Network - Book assessme 🗴 🔯 Email - iPet Network - Outlook 🗴 📑 Sign in to your account 🛛 🚱 Four Paws Groom School | Dog 🗙 🛛 🕂 ð ×  $\leftarrow$   $\rightarrow$   $\circlearrowright$   $\pitchfork$  https://ipetdev.aptechsystem.co.uk/pages/PaperBookingEV3.aspx ☆ ☆ 🖆 🕅 Sign in 🦓 … 💁 Mail – sarah@fourp... 😳 QuartzWeb 🚦 The Portal Organisation Name... 🛅 Other favourites **WebPortal** FOUR PAWS **TESTING SYSTEM** PIN: alex | Name: Alex | Centre number: 2006001 | Centre name: Four Paws Groom School 🛆 | 🖾 | 🖹 | Home | Download QLMS Setup | Change password | Logout Assessment booking Candidate National Apprenticeship Centre Reports Import Assessment booking >> Bo ng candidates Book assessments - existing candidates didates that are already registered on the relevant course A processing charge is levied for the postal delivery option. A processing 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 Submit \_doPostBack('ctl00\$iqMainMenu','mImport\\mUploadCAR') 🗢 🖬 🖬 Ŧ PB 0 Ę

## Step 3

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<ol> <li>Upload the Excel file I</li> <li>Click the 'Upload' but</li> </ol>			Uploa	d assessment results			
6. Upload the Excel file I 7. Click the 'Upload' but Template download	ault template Pre populate	d template	Choose	File No file chosen			

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## 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.

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# Step 5

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



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### 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 <u>info@ipetnetwork.co.uk</u>.