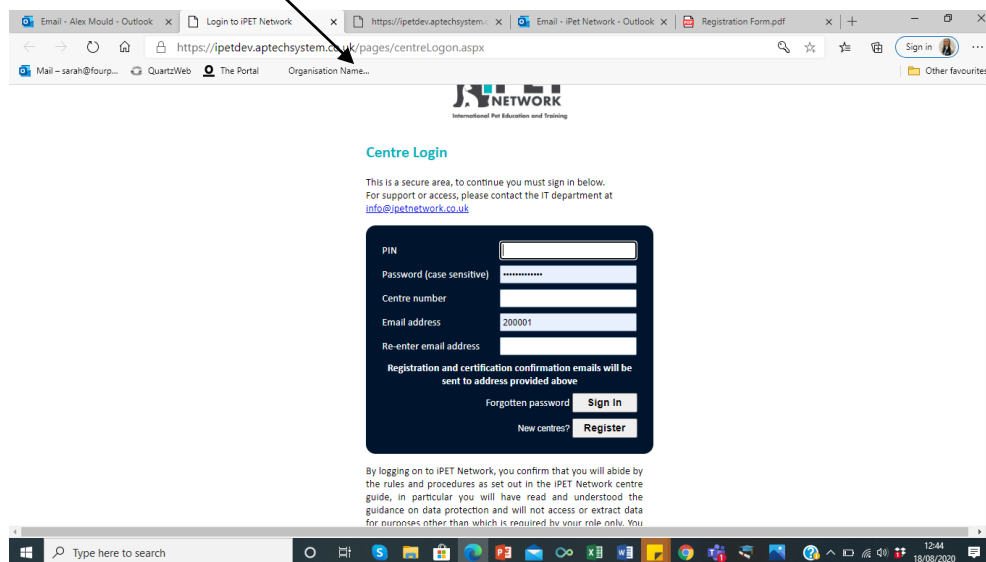


ASL Web Portal – Uploading Assessment Results

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/centrelogin.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/centrelogin.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".

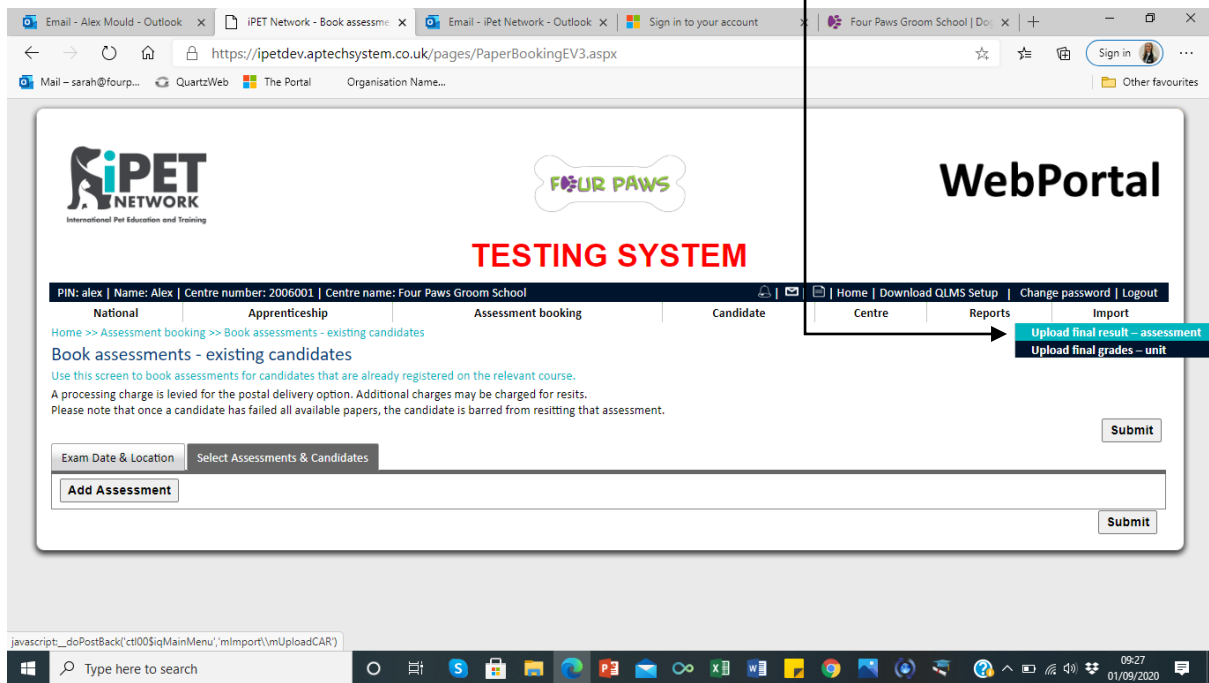
The login form contains the following fields and buttons:

- PIN:
- Password (case sensitive):
- Centre number:
- Email address:
- Re-enter email address:
- Buttons: "Forgotten password" (link), "Sign In", "New centres?" (link), "Register"

Below the form, there is a disclaimer: "Registration and certification confirmation emails will be sent to address provided above". At the bottom, there is a small text block: "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 it is required by your role only. You".

Step 2

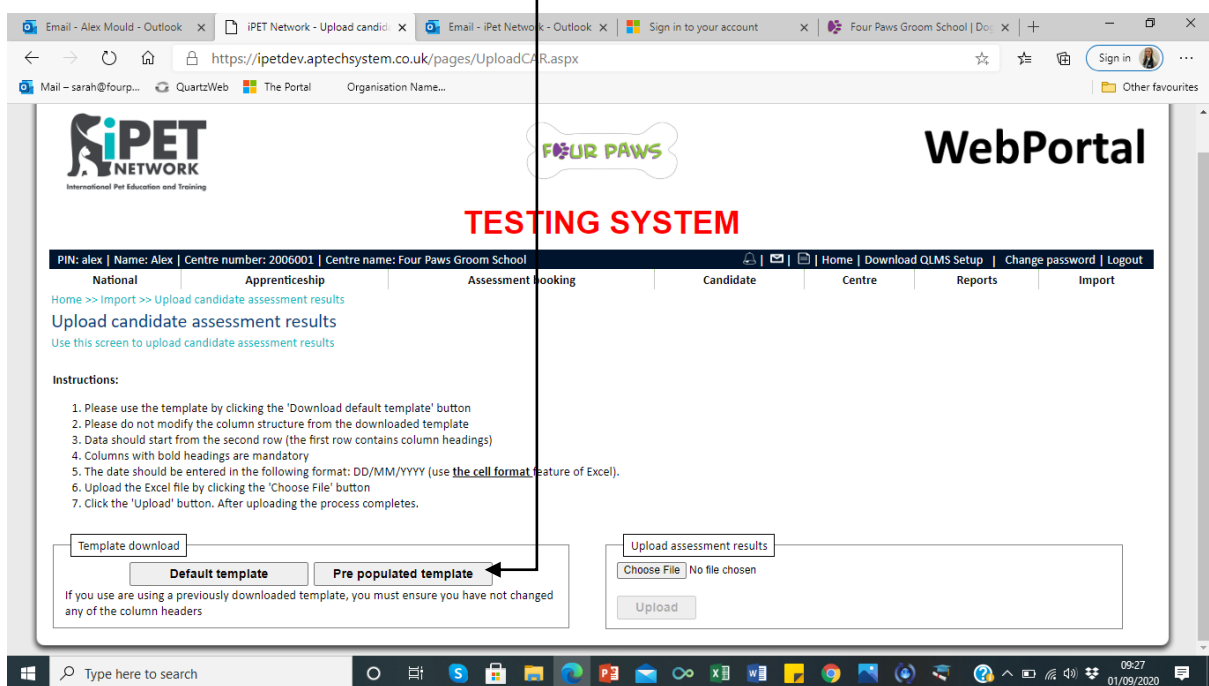
Click on 'Import' > 'Upload final result – assessment'.



The screenshot shows the iPET Network WebPortal interface. At the top, there are logos for iPET NETWORK and FOUR PAWS. Below the logos, the text 'TESTING SYSTEM' is displayed in red. A navigation menu is visible, with 'Import' highlighted in blue. A sub-menu is open under 'Import', showing 'Upload final result – assessment' and 'Upload final grades – unit'. The 'Upload final result – assessment' option is highlighted in blue. The main content area shows 'Book assessments - existing candidates' with a 'Submit' button.

Step 3

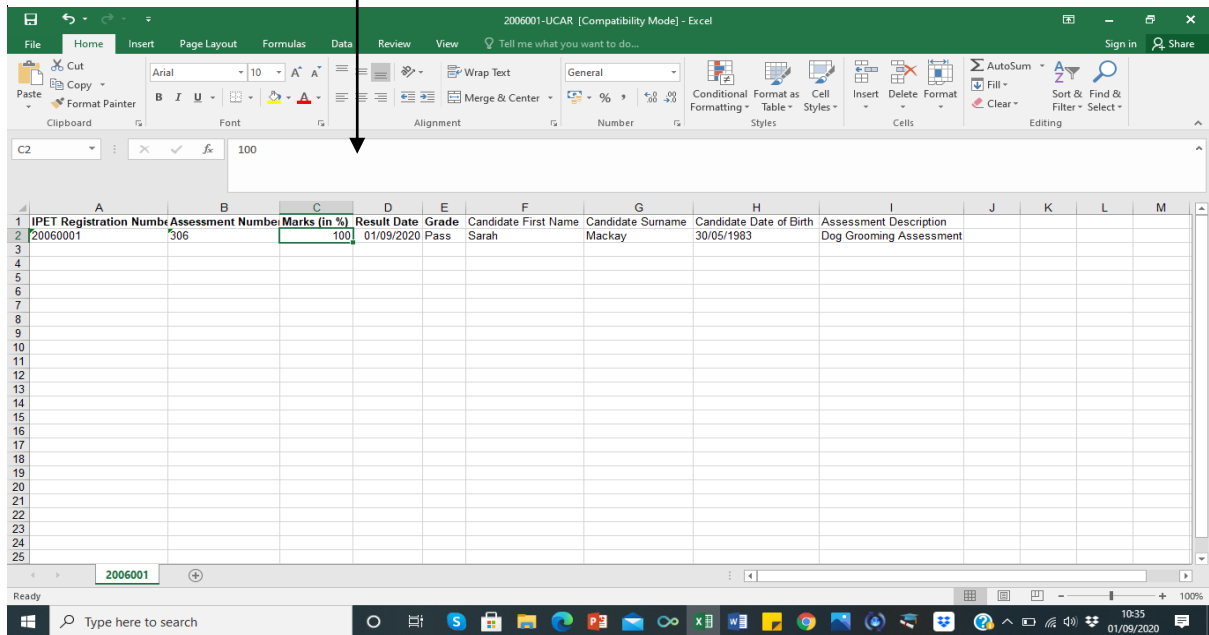
Select 'Pre populated template'.



The screenshot shows the iPET Network WebPortal interface. At the top, there are logos for iPET NETWORK and FOUR PAWS. Below the logos, the text 'TESTING SYSTEM' is displayed in red. A navigation menu is visible, with 'Import' highlighted in blue. A sub-menu is open under 'Import', showing 'Upload candidate assessment results' and 'Upload final result – assessment'. The 'Upload candidate assessment results' option is highlighted in blue. The main content area shows 'Upload candidate assessment results' with instructions and a 'Pre populated template' button highlighted in blue. The 'Pre populated template' button is highlighted in blue.

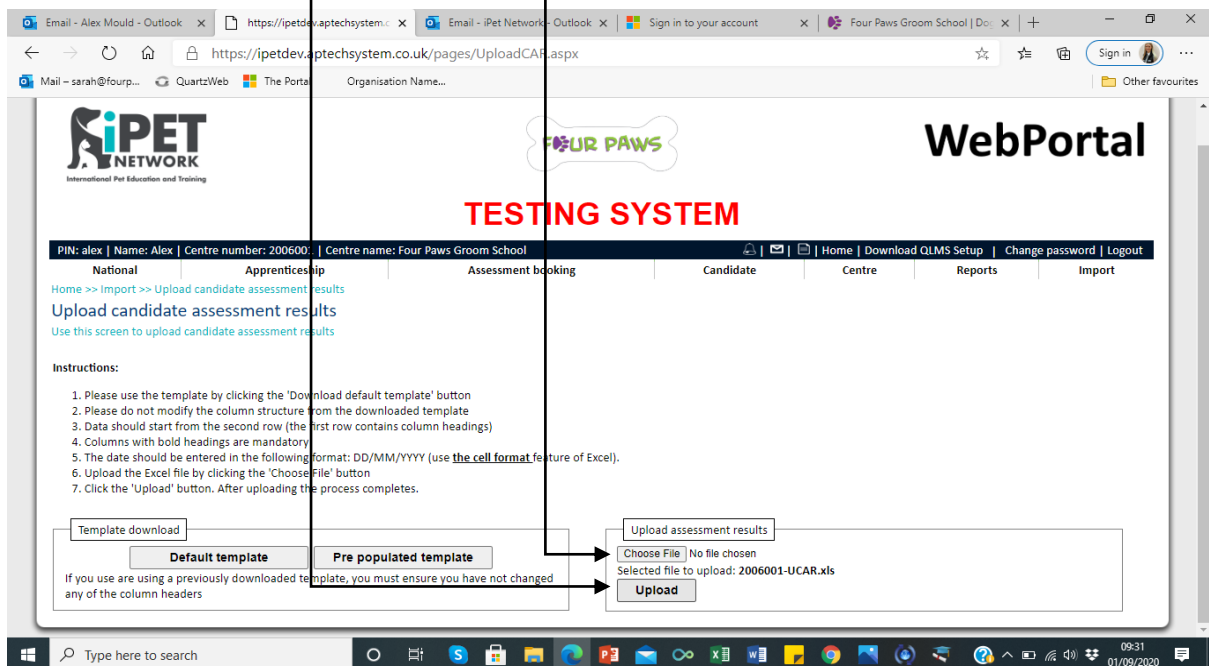
Step 4

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.



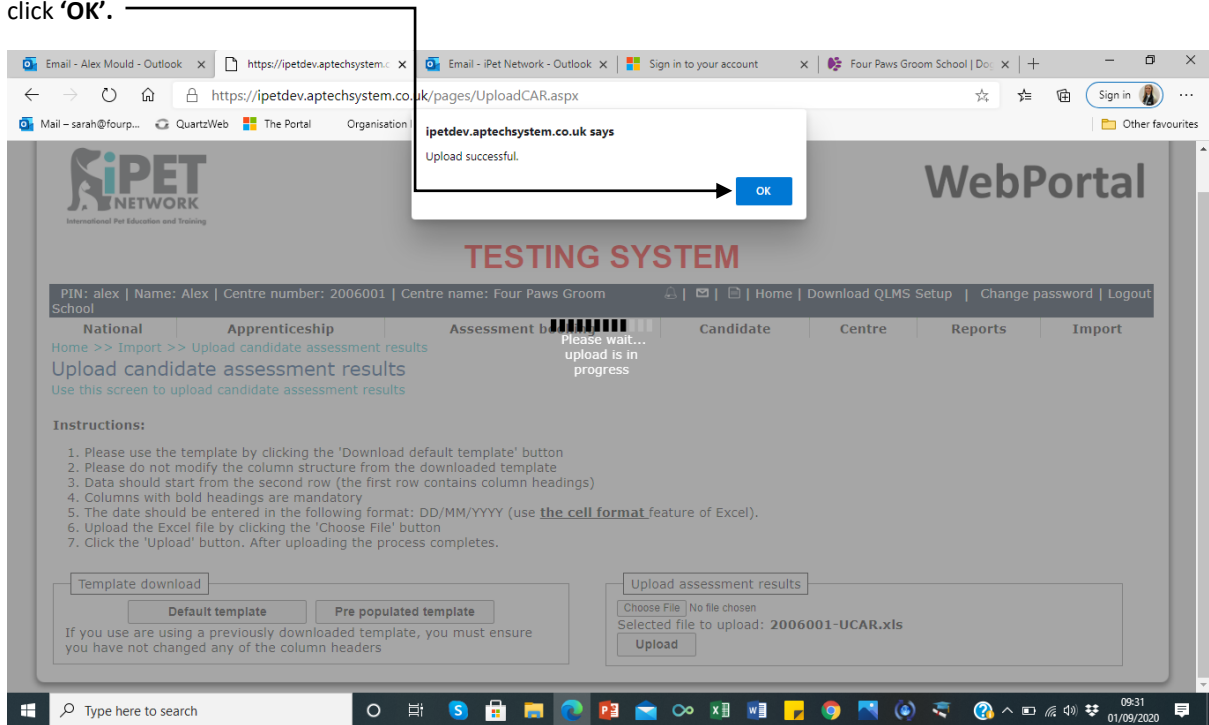
Step 5

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.