

Access to HE Diploma

QuartzWeb User Guidance



VERSION 8

ASCENTIS AWARDING ORGANISATION

www.ascentis.co.uk



CONTENTS

Contents	2
1 Introduction	3
2 Registering Learners using QuartzWeb.....	4
2.1 Registration Criteria.....	4
2.2 QuartzWeb User Authorisation	4
2.3 Preparing the Registrations File	4
2.4 Registering Learners via QuartzWeb.....	6
2.5 Learner Registrations: Programme (135365) and Qualifications (Diploma Title).....	7
2.6 File Submission.....	8
2.7 Viewing Classes.....	9
2.8 Navigating the 'Class' screen	10
3 Entering Access to HE Results	11
4 E-Certificates	15
4.1 Accessing E-Certificates.....	15
4.2 Generating E-Certificates for learners	15
4.3 Producing the E-Certificates.....	16
5 Moderation.....	17
6 ROC- Check.....	18
7 Links to Grading Scheme Handbook Sections	19

1 INTRODUCTION

This guidance document relates to the process of tracking and monitoring Access to HE learner achievement from initial registration to award and certification. The guidance also provides instructions on how to use the Ascentis QuartzWeb Portal and should also be used in conjunction with the **Access to HE Diploma Handbook and the Key Dates Document**



Actions ▾

Resources ▾

Administration ▾

'Access to HE Exams Officer' at Lune Valley College

0 9

Ascentis Rvc ▾

Welcome to QuartzWeb

You are logged in as an Access to Higher Education Exams Officer

To enable learning through innovative education and exceptional customer service.



Register Learners



Ascentis News



AHED Results



Training and Events



Contact Manager



Help and Support



Reports and Resources

Ascentis House, Lancaster Business Park, 3 Mannin Way, Lancaster, LA1 3SW

2 REGISTERING LEARNERS USING QUARTZWEB

2.1 Registration Criteria

Learners must be registered with Ascentis within 6 weeks of starting the course or before submitting their application to UCAS, whichever is sooner.

- Registration with Ascentis and completion of the UCAS form will take place almost simultaneously for learners who commence their studies in January and are planning to apply to university in the same year
- Learners who start in January and are completing in June but are not planning to apply to university in the same year can register later
- January start learners who are completing in the following academic year will receive their results in that year.

Learners can register for a maximum of 60 credits; this includes any Recognition of Prior Learning (RPL) or credit transfer. Please contact the [Access Quality Assurance Team](#) for further information and guidance.

- Learners registering on 60 credits must include 15 ungraded credits
- The above are QAA requirements and are non-negotiable
- Registration deadline dates are provided in the Key Dates document
- Guidance on the registration of individual units and changes to learner registrations can be found in the AHED Handbook.

2.2 QuartzWeb User Authorisation

Centres should register learners using QuartzWeb, the Ascentis learner registration portal. To gain access to the portal for the first time, please contact your centre Super User and a username and password will then be issued.

2.3 Preparing the Registrations File

The Ascentis QuartzWeb Portal is for use by centres that have been recognised by Ascentis to deliver the Access to HE Diploma. Learner information should be uploaded to the QuartzWeb Portal by means of either a .csv file or .xls document, the file template is available for download from the QuartzWeb homepage or from the bottom of the '**Learner Registration Submission**' page.

Learner Registrations File Format

[Click Here for a 'Standard Learner Registration' submission form \(as an Excel file\).](#)

[Click Here for instructions on filling in the 'Standard Learner Registration' submission form.](#)

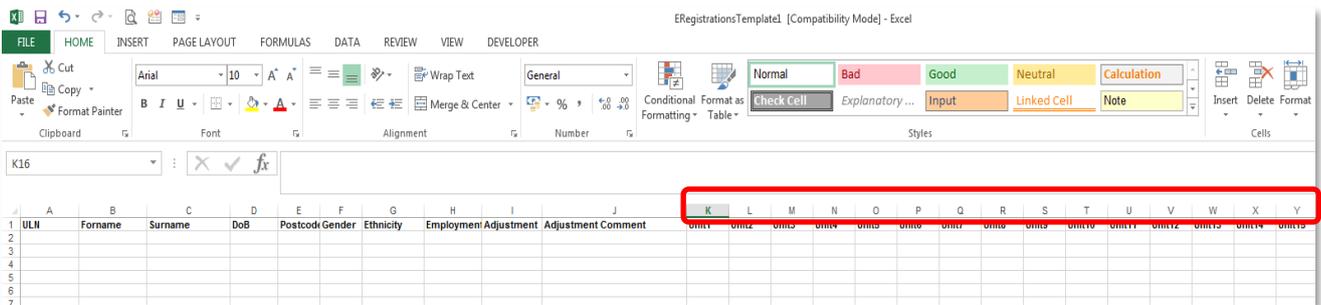
Learner Registration files can be accepted in a variety of formats. [Click Here for full details of the file-formats available and associated coding conventions \(in a Word document\).](#)

Some of the information requested about the learner at the time of registration is used for statistical purposes and is covered by current Data Protection legislation.

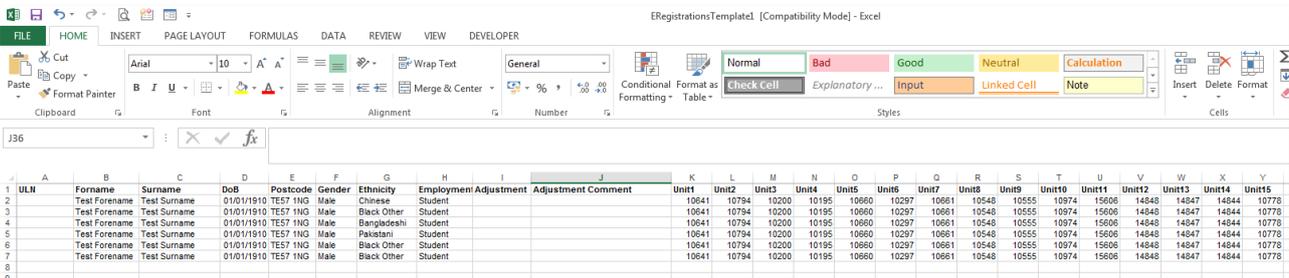
The format of the registration document contains a number of mandatory and non-mandatory fields as identified below, for example:

- ULN - Optional
- Forename – Mandatory
- Surname - Mandatory
- DoB – Mandatory
- Postcode - Optional
- Gender – Optional, Dropdown Menu
- Ethnicity – Optional, Dropdown Menu
- Employment – Optional, Dropdown Menu
- Adjustment – Optional, Dropdown Menu
- Adjustment Comment – Only used in partnership with adjustment field
- Units 1 – 20 – To be populated with Unit ID (found on unit list documentation or Subject Specifications)

Please ensure that when entering units into the template that column headers are inserted (shown below) before fields are populated.



Once the document is complete and populated with both learner and unit information, this should be saved locally on your computer before being uploaded to the QuartzWeb Portal for registration.

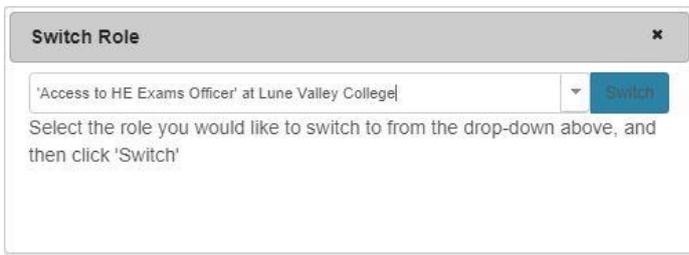


2.4 Registering Learners via QuartzWeb

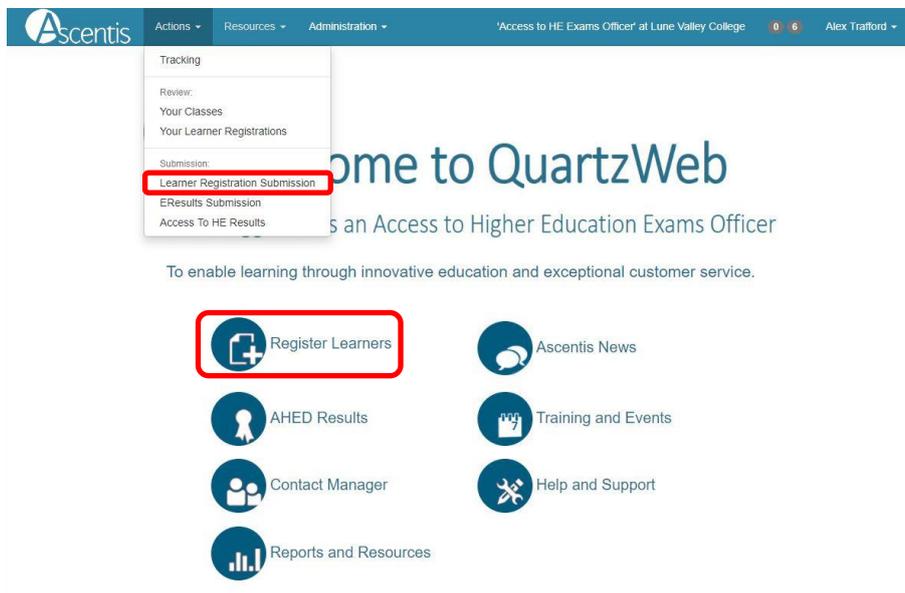
Log into QuartzWeb and ensure that your role is set to **Access to HE Exams Officer**. If this is not the case, click the role at the top of the screen and use the dropdown button to select the role and click **'Switch'**.



Click here to switch to another role.

A dialog box titled "Switch Role" with a close button (x) in the top right corner. It contains a dropdown menu with the text "'Access to HE Exams Officer' at Lune Valley College" and a blue "Switch" button to its right. Below the dropdown, there is instructional text: "Select the role you would like to switch to from the drop-down above, and then click 'Switch'".

Select **'Actions'** and **'Learner Registration Submission'** from the menu list at the top of the screen or click the **'Register Learners'** button on the homepage.



2.5 Learner Registrations: Programme (135365) and Qualifications (Diploma Title)

QuartzWeb uses a tiered approach to linking learner registrations to the correct programme, diploma title and associated units (as detailed in the Rules of Combination document). At programme level, the **Access to HE Diploma code is 135365**.

Access to Higher Education Diploma [135365] must be selected at the *programme/provider course of learning level for all registrations* (see image below). **The Qualification** level (see image below) should be selected for learners that are registered to a full 60 credit diploma.

Learner Registration Submission

Please note that you are about to submit a file of registrations for which a new class will be created. If you wish to add further registrations to a current class then please use the options on the specific class review page. Click here for a list of your classes

The programme/provider course of learning: Access to Higher Education Diploma [135365] View Units

The qualification (if relevant): --None specified-- View Units

- None specified--
- 127472 - Access to Higher Education (Media Make-up and Hair Design) [Level 3]
- 127148 - Access to Higher Education Diploma (Africana Studies) [Level 3]
- 127149 - Access to Higher Education Diploma (Allied Health Professions) [Level 3]

continue >

If the programme (135365) or qualification (Diploma Title) you require is not showing, it could be that you do not yet have qualification (Diploma Title) approval. If this is the case, please contact the [Access Quality Assurance Team](#).

Once the chosen Qualification has been selected, click **'Continue'** to proceed with registration.

Learner Registration Submission

The programme/provider course of learning: Access to Higher Education Diploma [1479] View Units

The qualification (if relevant): 2806 - Access to Higher Education Diploma (Law) [Level 3] View Units

Class description: [Text Field]

Class Start Date: [Text Field]

Class End Date: [Text Field]

Purchase order number: [Text Field]

The site: --None-- Amend Sites

Tutor: -- None --

Title	Forename	Surname	Email	Add Tutor
[Text Field]				

Second Tutor: -- None --

Third Tutor: -- None --

Notes on this submission: [Text Field]

Learner Registration file to submit text (.csv) or Excel (.xls or .xlsx): Drop a registration file here... Select File Or, select a registration file

Continue with Unit Registration > Continue >

Tip: Please note that whilst the **Class description** is not a mandatory field, its completion will aid identification of classes at a later date.

The **Class Start date** is mandatory and relevant to the date that learners started the course, the **Class end date** is relevant to the date that teaching on the course has finished. **Please note: The Start date must not be before 1st August in the current academic year and the End date must not be after 31st July in the year of completion.**

The **Purchase Order number** is the reference number provided by your finance team which is included on the invoice. This is a mandatory field and will cause an error with the registration process if not completed.

The **Site** field may be relevant to the Centres where courses are delivered over different sites, there is an option to add or amend sites at this point.



Please note: up to 3 Tutors may be added at this stage, this will allow Tutors to access classes once registration has taken place.

Caution: The **Notes on this submission field** is not mandatory, **Data entered into this field will cause the file submission to become delayed as the notes are submitted to Ascentis staff, and it is advised that this field should be blank unless there is a particular aspect that requires highlighting with Ascentis.**



2.6 File Submission

The final section of the registrations process is to submit the registrations file that was created as a .csv or .xls document.



Select **Browse** to search for the saved file on your system, highlight and **click open** to select the document, or simply drag-and-drop the document into the box.

If unit IDs have been completed on the registrations form, please select **Continue >** to process the document, alternatively, if unit IDs have not been included in the registration document, select 'Continue with Unit Registration' to select units.

Once the document is successfully submitted, an automated email will be sent to the Access to HE Exams Officer from QuartzWeb to confirm Class ID and descriptions.

2.7 Viewing Classes

On receipt of the confirmation email, the submitted class will be available to view by selecting **'Actions'** and **'Your Classes'** on the top menu bar.

A search function will then be displayed along with a list of classes. To select and view a class, click on the ID, alternatively use the search parameters to find a class.

The screenshot shows the Ascentis 'Your Classes' page. The 'Your Classes' menu item is highlighted in a red box. Below it is a search form with fields for Class ID, Programme/Provider, Qualification ID, and Qualification Name. A table of classes is shown below the search form, with the first row (Class ID 1509530) highlighted in a red box.

Class ID	Provider Reference	Programme/Provider Course ID	Programme/Provider Course Name	Qualification ID	Qualification Name	Class Description	Class Start Date	Class End Date	Class Site Name
1509530		1479	Access to Higher Education Diploma	2804	Access to Higher Education Diploma (Humanities)	#Blank#	22/03/2017		Beach Campus
1514613		1479	Access to Higher Education Diploma	2796	Access to Higher Education Diploma (Business)	TEST AHED for TEST VERIFICATION	01/09/2017		Beach Campus
1520039		1479	Access to Higher Education Diploma	126888	Access to HE Diploma (Journalism and Media)	DANS CLASS	01/09/2017		Beach Campus
1520486		1479	Access to Higher	2886	Access to Higher Education Diploma (Social	Jack Test	25/01/2018		Lune

Tip: If an expected class is not visible, remove the tick from **'Current?'** and click **'Search'**, by default the 'Your Classes' screen opens displaying classes where today's date lies between the start and end dates.

By clicking the required **'Class ID'** the class will open for both reporting and modification purposes.

The menu bar at the top of the class screen provides a number of reporting elements.

The screenshot shows the Ascentis class details page for Class [1509530]. The page shows a menu bar with options like Learner Registrations, Unit Registrations, Results, and Class Documentation. Below the menu bar, the class details are displayed in a table format.

Provider	[1236] Lune Valley College		
Programme/Provider Course	[1479] Access to Higher Education Diploma		
Qualification	[2804] Access to Higher Education Diploma (Humanities)		
Provider Reference		Purchase Order No	
Class Start	22/03/2017	Class End	
Site	Beach Campus		
Number of Learners	10		
Tutor		Quality Personnel	None

2.8 Navigating the 'Class' screen

The Class screen displays the cohort of learners associated to a single class. From this screen it is possible to withdraw learners, view learner history and add/remove units on an individual learner.

Learner Registrations

Click on the surname to review the learner's history for your currently selected organisation

Actions	All	Learner ID	ULN	Title	Forename	Surname	Date of Birth	Status	Metrics	Registered On	Registered
Actions		850480			Shayne	Lynch (more...)	10/10/1910	Withdrawn	Metrics	Access to Higher Education Diploma (Humanities)	22/03/2017
Actions		856288			Chloe	Nash (more...)	10/10/1910	Withdrawn	Metrics	Access to Higher Education Diploma (Humanities)	22/03/2017
Actions					Armer	Armer (more...)	10/10/1910	Withdrawn	Metrics	Access to Higher Education Diploma (Humanities)	22/03/2017
					Barkow	Barkow (more...)	10/10/1910	Not Specified	Metrics	Access to Higher Education Diploma (Humanities)	22/03/2017

- Upload photo (or evidence)
- Register units against this learner
- Enter results/claims/assessments
- Withdraw
- Check registered qualification

To withdraw a learner from a qualification, please select '**Withdraw**' from the 'Actions' button on the left hand side of the learner name, a confirmation message will show to confirm this option and the status will change to read '**Withdrawn**'.

To view an individual learner's history, please select the '**(more...)**' link, displayed after the Surname.

The Learner History page will only display achievements gained at your organisation, learner achievements gained at other organisations or with other awarding bodies will not be displayed.

The '**Class**' screen provides information relating to Rules of Combination (RoC) against units for individual learners, the icons displayed under '**Registered On**' will provide a status description when the cursor is positioned over it.

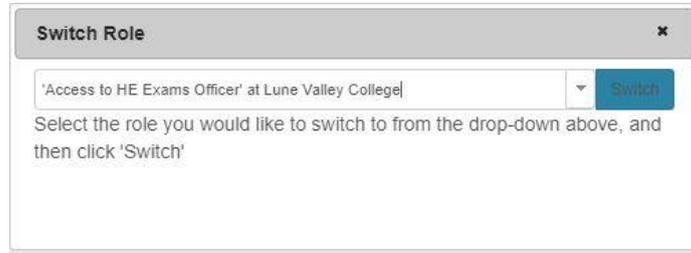
Icons shown within 'Registered On' column	Example text
Access to Higher Education Diploma (Engineering Science)	Learner HAS sufficient units registered and if achieved will meet the Rules of Combination for this Qualification.
Access to Higher Education Diploma (Law)	Learner DOES NOT have sufficient units registered and awarded to meet the Rules of Combination for this qualification.
Access to Higher Education Diploma (Law)	MORE CREDITS REGISTERED THAN REQUIRED FOR THE QUALIFICATION – Required: 60, Registered: 63

Where a warning icon / text is displayed against a learner, an error message will be displayed at the top of the screen, indicating that corrective measures must take place before the class can be processed further.

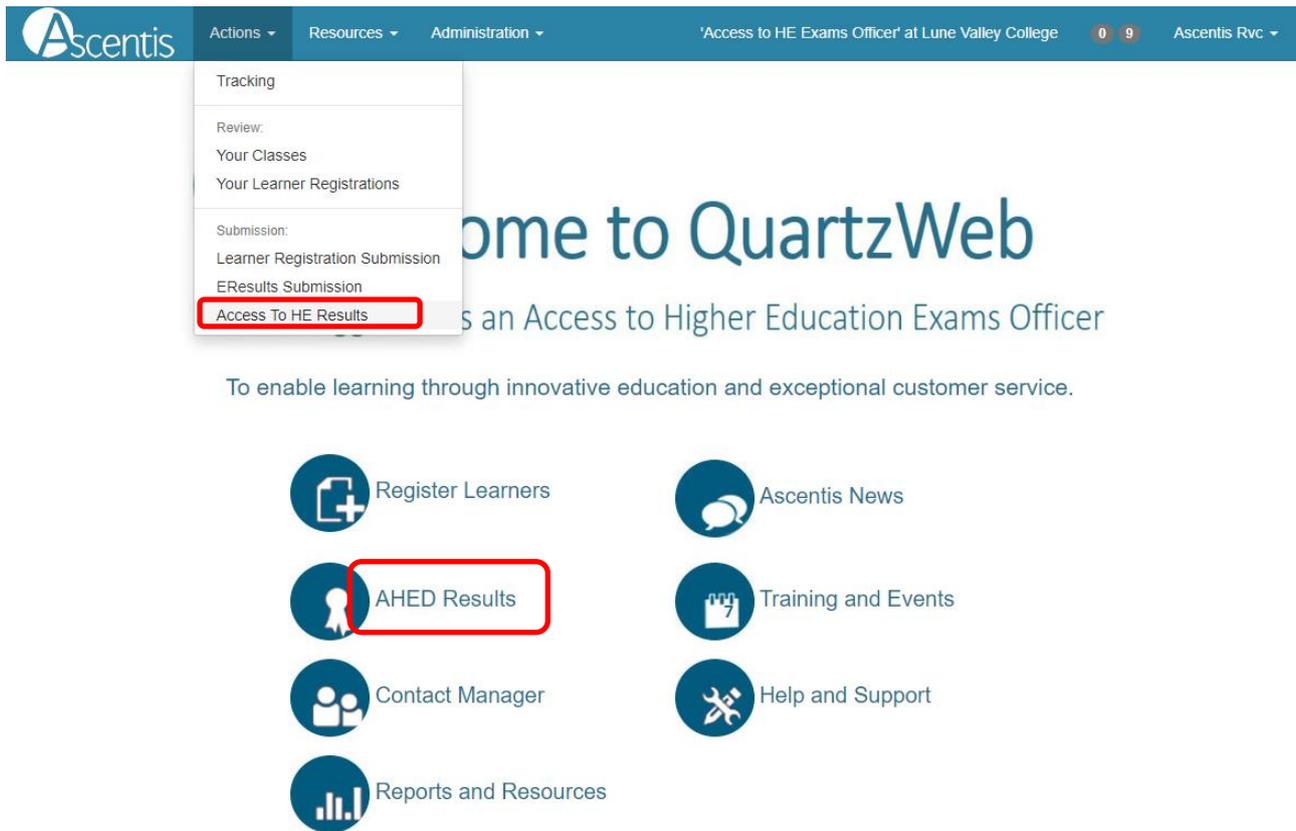
This class is missing learner unit registrations which must be assigned before it can be processed further

3 ENTERING ACCESS TO HE RESULTS

In order to enter learner results in QuartzWeb, please ensure that your role is set to Access to HE Exams Officer. If this is not the case, use the dropdown button to select the role and click **'Switch'**

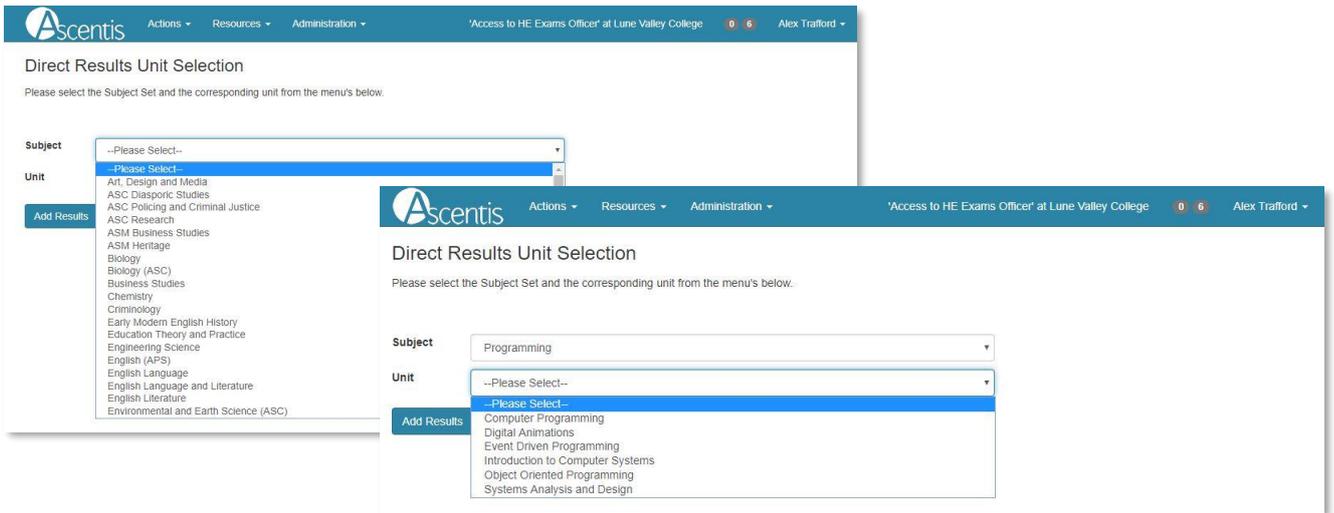


To enter learner results, select **Actions > Access to HE Results** from the main menu bar or the **AHED Results button** on your homepage



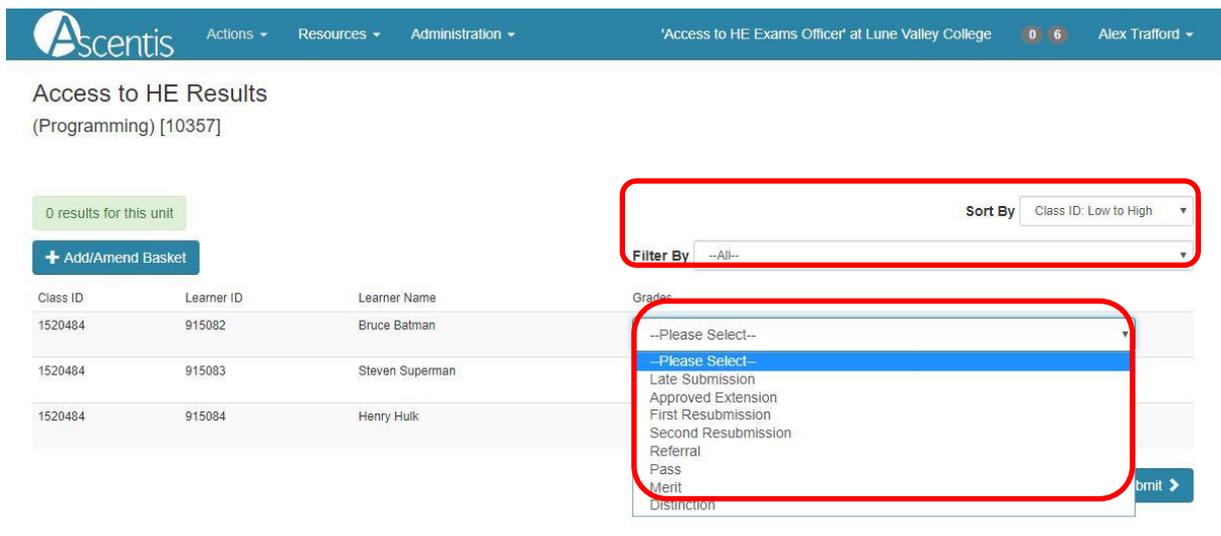
Ascentis House, Lancaster Business Park, 3 Mannin Way, Lancaster, LA1 3SW

From the **'Direct Results Unit Selection'** page, the **subject** and **unit** should be selected from the dropdown menu below.



Please note: the subject must be selected before the units are chosen.

To add a result, select the corresponding grade from the dropdown menu attached to each learner. (As shown in the diagram below)



Columns may be sorted alphabetically or numerically by using the '**Sort By**' function and individual classes may be selected by using the '**Filter By**' function.

Please note: results for ‘Ungraded’ units should be recorded as **Achieved or Not Achieved**. The options for **Graded units** are **Pass, Merit or Distinction**. Grade boxes may be left blank in the absence of a grading judgement.

Please **DO NOT** select:

- Late Submission
- Approved Extension
- First Resubmission
- Second Resubmission
- Third Resubmission
- Referral

Once the results have been selected, you have the option of either ‘**+Add/Amend Basket**’ or ‘**Submit**’. Selecting ‘**+Add/Amend Basket**’ will store the information within QuartzWeb to allow for changes to be made at a later date.

The green box above the ‘**+Add/Amend Basket**’ button will display the number of grades currently stored for the selected unit.

Ascentis Actions Resources Administration 'Access to HE Exams Officer' at Lune Valley College 0 6 Alex Trafford

Access to HE Results
(Programming) [10357]

0 results for this unit

+ Add/Amend Basket

Sort By Class ID: Low to High

Filter By --All--

Class ID	Learner ID	Learner Name	Grades
1520484	915082	Bruce Batman	Merit
1520484	915083	Steven Superman	Distinction
1520484	915084	Henry Hulk	Merit

Submit

The ‘**Submit**’ button will lock results for verification. **Once results have been submitted, they cannot be amended without approval from Ascentis.**

Once the results have been submitted, an automatic e-mail will be sent to the Access to HE Exams Officer stating that the results are now awaiting moderation.

The next screen will provide an un-editable overview of the **provisional** learner results.

Please note: While QuartzWeb will automatically select a sample, for externally moderated units your Subject Moderator will identify the sample of work they would like to see. The QuartzWeb sample should be disregarded.

An e-mail will be sent to the subject moderator to notify them that provisional results have been submitted. However, it is the responsibility of the centre coordinator/tutor to liaise with the Subject Moderator to arrange moderation of learner work.

When submitting results for units NOT subject to external moderation, please forward the accompanying Internal Moderation Report to AHED@Ascentis.co.uk so results can be processed. In such cases, the sample generated by QuartzWeb can be disregarded. When submitting results that ARE subject to external moderation, please follow the instructions overleaf.

When submitting results for units, please upload the accompanying Internal Moderation Report to the Internal Moderation Report folder on the [AHED Provider Documentation](#) SharePoint site. Reports for units not subject to external moderation will be reviewed prior to the results being processed.

4 E-CERTIFICATES

4.1 Accessing E-Certificates

Once your results have been submitted to Ascentis, verified and processed, the option to generate E-Certificates will be available for use.

To access the E-Certificates feature on QuartzWeb, navigate to the class screen by selecting 'Actions' and 'Your Classes' from the main menu bar. The 'eCertificates' option will be available below the class details section.

Learner Registrations ▾ Results ▾ Class Documentation

Class [1591076] Test

Provider	[1236] Lune Valley College	Purchase Order No	TEST
Programme/Provider Course	[135365] Access to Higher Education Diploma	Class End	31/07/2022
Qualification	[127158] Access to Higher Education Diploma (Health and Social Care)		
Provider Reference		Minimum Age	17
Class Start	01/01/2022	Quality Personnel	Access to HE Tutor: Development Team [ID:568802] QuartzWeb - Tutor: Development Team [ID:568802]
Site	BayView Campus (BayView Campus)		
Number of Learners	1		
Tutor	Team, Development		

eCertificates

Programme Run Administration Events

Enter Single Learner Registration

Learner Registrations

4.2 Generating E-Certificates for learners

Before the E-Certification process can take place, Learners must be selected by ticking individual learners within the class or by clicking 'All' in the learner table header

eCertificates

Programme Run Administration Events

Enter Single Learner Registration

Learner Registrations

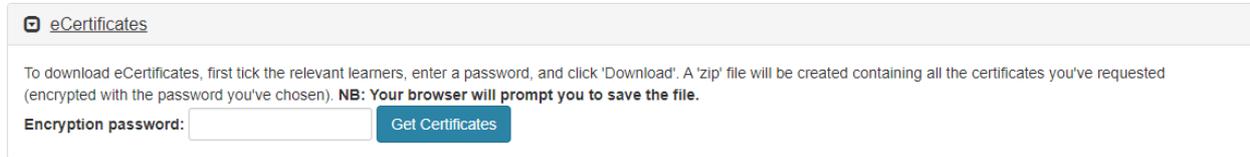
Click on the surname to review the learner's history for your currently se

Actions	All	Learner ID	ULN	Title	Forename	Surname
Actions ▾	<input checked="" type="checkbox"/>	1246834 15		—	Tester	Test (more...)

4.3 Producing the E-Certificates

Once the learners have been selected, click the 'eCertificates' button to show the encryption pane and enter a password to be used for the file.

Please note: you may use any password for the encryption, this will be used to access the file once downloaded.



The screenshot shows a web interface titled "eCertificates". Below the title, there is a paragraph of instructions: "To download eCertificates, first tick the relevant learners, enter a password, and click 'Download'. A 'zip' file will be created containing all the certificates you've requested (encrypted with the password you've chosen). **NB: Your browser will prompt you to save the file.**" Below this text, there is a label "Encryption password:" followed by a text input field and a blue button labeled "Get Certificates".

Once the password has been entered, click 'Get Certificates' this will download a file containing the certificates in PDF format.

The PDF certificates will have a QR code embedded in the bottom right hand corner of the document, this can be scanned on most mobile phones to authenticate the certificate.

5 MODERATION

Subject Moderators will review the sample provisionally generated by QuartzWeb and will contact the centre (tutor or coordinator) to confirm the final sample request. This may differ from the initial selection based on a range of contextual factors:

- Borderline decisions – centres should include any borderline decisions in addition to the sample
- How recently the programme was validated, i.e. a new programme/module delivered for the first time may be subjected to a greater level of moderation to ensure the accuracy and validity of assessment decisions
- Experience of the member of staff delivering the unit, i.e. staff member is new to Access or new to the unit in question
- Historic feedback from learners in relation to previous satisfaction of assessment, feedback, teaching and learning
- Multiple tutors delivering the same unit – centres should notify subject moderators so that the sample can be amended in QuartzWeb

Once the learner work has been externally moderated and the grades have been confirmed, the Subject Moderator will send the completed sampling report to Ascentis and the grades will be published.

The Subject Moderator sampling report will be uploaded to QuartzWeb and available to view within 10 working days.

6 ROC- CHECK

Wherever a registration is in the context of a specific qualification, QuartzWeb users will be able to run the full ROC checking function to confirm that a combination of awarded units and registered units will be sufficient for a learner/candidate to achieve that qualification.

Learner Registrations ▾ Results ▾ Class Documentation

Class [1591076] Test

Provider	[1236] Lune Valley College		
Programme/Provider Course	[135365] Access to Higher Education Diploma		
Qualification	[127158] Access to Higher Education Diploma (Health and Social Care)		
Provider Reference		Purchase Order No	TEST
Class Start	01/01/2022	Class End	31/07/2022
Site	BayView Campus (BayView Campus)		
Number of Learners	1	Minimum Age	17
Tutor	Team, Development	Quality Personnel	Access to HE Tutor: Development Team [ID:568802] QuartzWeb - Tutor: Development Team [ID:568802]

📄 eCertificates

📄 Programme Run Administration Events

➤ Enter Single Learner Registration

Learner Registrations

Click on the surname to review the learner's history for your currently selected organisation

Actions	All	Learner ID	ULN	Title	Forename	Surname	Date of Birth	Status	Metrics	Registered On	Registered
Actions ▾	<input type="checkbox"/>	1246834 15		—	Tester	Test (more...)	01/01/2001	Registered	📄 Metrics	✅ Access to Higher Education Diploma (Health and Social Care)	11/08/2022

📷 Upload photo (or evidence)

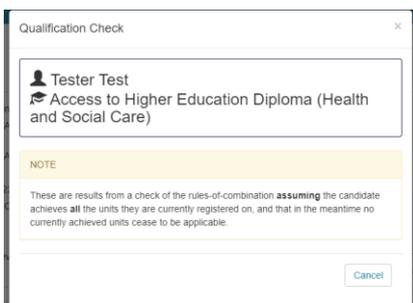
🔍 Check registered qualification

The check is always against both achieved and registered units. 'Registered' units means any units explicitly registered against the relevant learner or units registered against the class/batch/cohort.

The operation will only be available when either:

1. The registration has a specific qualification against it
2. The class/batch/cohort has a specific qualification against it

The RoC-Check option appears (when available) on the 'Actions' menu, which is present against each learner registration



7 LINKS TO GRADING SCHEME HANDBOOK SECTIONS

[Section A Introduction and Summary](#)

[Section B The Grade Descriptors](#)

[Section C Using the Grade Descriptors in Assessment](#)

[Section D Moderation and Standardisation](#)

[Section E Student Results and Awards Boards](#)

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