

QuartzWeb User Guidance



VERSION : 8

ASCENTIS AWARDING ORGANISATION

www.ascentis.co.uk

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| | |
|--------------------------|---|
| Centre Admin |  |
| Centre Admin (Read Only) |  |
| Tutor |  |
| Tutor (Read Only) |  |
| Verifier |  |

1 INTRODUCTION



1.1 What is QuartzWeb

This guidance document provides instructions on how to use the Ascentis QuartzWeb Portal and relates to the processes involved from initial registration to award and certification.

QuartzWeb provides centres with direct access to the Ascentis database (dependant on role) offering the ability to:

- Upload learner registrations
- View current and previous classes
- View learner history
- Access learning and support materials
- Add and withdraw learners to and from classes
- View key documents for verification visits

To access QuartzWeb, please visit quartzweb.ascentis.co.uk or login at the top of the Ascentis website.



2 REGISTERING LEARNERS USING QUARTZWEB



2.1 Registration Criteria

Centres should register learners using QuartzWeb, the Ascentis learner registration portal. To gain access to QuartzWeb for relevant centre personnel, contact your centre's Super User. If your centre does not have a Super User, please contact Ascentis at QuartzWeb@ascentis.co.uk. Authorisation will be made by Ascentis and a username and password will then be issued.

2.2 Preparing the Registrations File

The Ascentis QuartzWeb Portal is for use by centres that have been recognised by Ascentis to deliver the qualifications. 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 **'Register Learners'** page on QuartzWeb.

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).

2.3 Presenting Learner Information for Upload

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

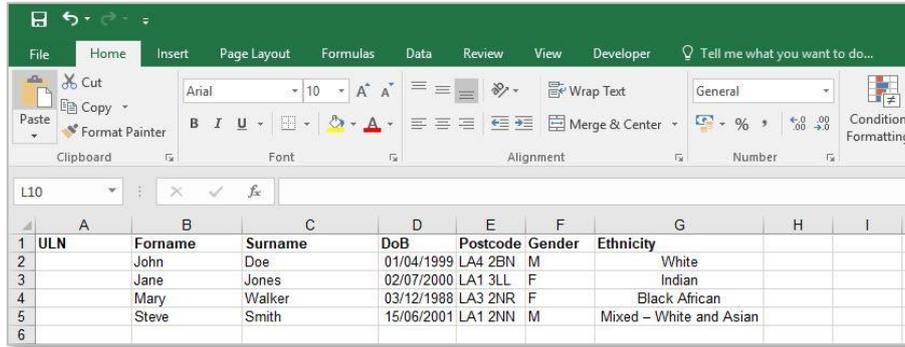
The format of the registration document is made up with a number of mandatory and non-mandatory fields as identified below:

- ULN - Optional
- Forename – Mandatory
- Surname - Mandatory
- DoB – Mandatory
- Postcode - Optional
- Gender – Optional, Dropdown Menu
- Ethnicity – (AHED use only, explicit consent required from learner)

| | A | B | C | D | E | F | G | H | I | J |
|---|-----|----------|---------|-----|----------|--------|-----------|---|---|---|
| 1 | ULN | Forename | Surname | DoB | Postcode | Gender | Ethnicity | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |

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

Please retain this document for future reference.



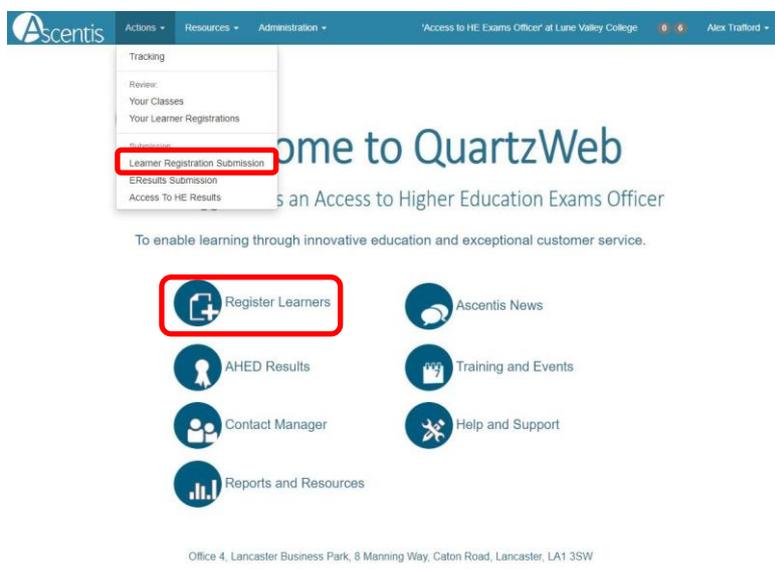
| 1 | ULN | Forename | Surname | DoB | Postcode | Gender | Ethnicity | | | |
|---|-----|----------|---------|------------|----------|--------|-------------------------|--|--|--|
| 2 | | John | Doe | 01/04/1999 | LA4 2BN | M | White | | | |
| 3 | | Jane | Jones | 02/07/2000 | LA1 3LL | F | Indian | | | |
| 4 | | Mary | Walker | 03/12/1988 | LA3 2NR | F | Black African | | | |
| 5 | | Steve | Smith | 15/06/2001 | LA1 2NN | M | Mixed – White and Asian | | | |
| 6 | | | | | | | | | | |

2.4 Registering Learners via QuartzWeb

Log into QuartzWeb and ensure that your role is set to **Centre Administrator**. If this is not the case, use the dropdown button to select the role and click **'Switch'**.



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



2.5 Learner Registrations: Programme and Qualifications

QuartzWeb uses a tiered approach to linking learner registrations to the correct programme and qualification.

The programme / provider course of learning should be selected for all registrations made through QuartzWeb and where applicable the relevant qualification should be selected from the dropdown menu. (shown in diagram below)

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

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 [1479] [View Units](#)

The qualification (if relevant) --None specified-- [View Units](#)

- None specified--
- 126884 - Access to HE Diploma (Practitioner in Substance Misuse) [Level 3]
- 2806 - Access to Higher Education Diploma (Law) [Level 3]
- 2816 - Access to Higher Education Diploma (Science) [Level 3]

[Continue >](#)

If the programme / provider course of learning or qualification you require is not showing, it could be that you do not yet have qualification approval. If this is the case, please contact Ascentis.

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

Learner Registration Submission

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

The qualification (if relevant) 2816 - Access to Higher Education Diploma (Science) [Level 3] [View Units](#)

Class description

Class Start Date

Class End Date

Purchase order number

The site --None-- [Amend Sites](#)

Tutor -- None --

| Title | Forename | Surname | Email | Add Tutor |
|----------------------|----------------------|----------------------|----------------------|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

Second Tutor -- None --

Third Tutor -- None --

Notes on this submission

Learner Registration file to submit text (.csv) or Excel (.xls or .xlsx)

Drop a registration file here... [Select File](#) Or, select a registration file

[Amend](#) [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.

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.

Up to 3 **Tutor** names may be entered, however these fields are not mandatory.

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.

Learner Registration file to submit
text (.csv) or Excel (.xls or .xlsx)

Drop a registration file here...

Select File

Or, select a registration file

Select **Browse** to search for the saved Learner Registration file on your system, or drag-and-drop the file directly into the box and click **Continue**, to process the document or **Continue with Unit Registration** if registering on Single Unit Programmes or selecting Units on Registration.

Learner Registration file to submit
text (.csv) or Excel (.xls or .xlsx)

Drop a registration file here...

Select File

All Files Uploaded. Please select file(s) to upload.

This is a 'preview' of the file you have uploaded. The top (yellow) line displays the column headings **we are expecting** - below that is displayed JUST the first 20 lines of the file.

NB: If the file does not appear to match the yellow column-headings, you can proceed to submit the file but it may be subject to processing delays. Alternatively, edit the file now, BUT DON'T FORGET then to re-drag-and-drop it, or re-select it - and check again the 'yellow' column headings against your file's actual content.

| ULN | Forename | Surname | DoB | Postcode | Gender | Ethnicity | Employment | Adjustment | AdjustmentComment |
|-----|----------|---------|------------|----------|--------|-------------------------|------------|------------|-------------------|
| ULN | Forename | Surname | DoB | Postcode | Gender | Ethnicity | | | |
| | John | Doe | 01/04/1999 | LA4 2BN | M | White | | | |
| | Jane | Jones | 02/07/2000 | LA1 3LL | F | Indian | | | |
| | Mary | Walker | 03/12/1988 | LA3 2NR | F | Black African | | | |
| | Steve | Smith | 15/06/2001 | LA1 2NN | M | Mixed - White and Asian | | | |

< Amend

Continue with Unit Registration > Continue >

Once the Learner Registration file has been selected, a preview will be shown of the data it contains. This preview will show the first 20 rows of data.

2.7 Registering Single Units or Selecting Units on Registration

If registering on Single Unit Programmes then please enter either the Unit ID, Unit Name or RITs code to search for the required unit on the 'Search Prog/Provider Course Units' screen, Select **Add+** to apply the unit to the learner registrations and **Continue** to complete the registration process.

Search Prog/ProviderCourse Units

| | | | |
|--|----------------------|--|----------------------|
| Unit ID | Name | RITS | National Code |
| <input type="text"/> | <input type="text"/> | <input style="border: 2px solid red;" type="text" value="K/617/1337"/> | <input type="text"/> |
| <input style="border: 2px solid red;" type="button" value="Search"/> | | | |

| Unit ID | Unit Name | Level | Credits | RITS | National Code | + Add All |
|---------|----------------------------|-------|---------|------------|---------------|-----------|
| 1383366 | Introducing British Values | E3 | 2 | K/617/1337 | | + Add |

2.8 Viewing Classes

Learners that have been submitted to QuartzWeb will be automatically entered into a class and provided with an ID. Please use this ID when contacting Ascentis with technical or admin queries, the submitted class will be available to view by selecting **'Actions'** and **'Your Classes'** from the top menu bar.

Ascentis

 Actions ▾ Resources ▾ Administration ▾
 'Access to HE Exams Officer' at Lune Valley College
Alex Trafford ▾

Your Classes

This screen allows you to

Find Classes

Class ID

Programme/Provider

Qualification ID

Tutor

Class ID

Programme/Provider

Qualification ID

Qualification Name

Starts in Academic year

Current?

Tracking

Review:

Your Classes

Your Learner Registrations

Submission:

Learner Registration Submission

EResults Submission

Access To HE Results

| 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 Education Diploma | 2886 | Access to Higher Education Diploma (Social Science) | Jack Test | 25/01/2018 | | Lune Campus |
| 1520492 | | 1479 | Access to Higher Education Diploma | 2796 | Access to Higher Education Diploma (Business) | Keeley Steele | 13/09/2017 | | Lune Campus |
| 1520493 | | 1479 | Access to Higher Education Diploma | 2794 | Access to Higher Education Diploma (Allied Health Professions) | Jackie Bates | 25/01/2018 | | Lune Campus |
| 1535080 | | 1479 | Access to Higher Education Diploma | 2803 | Access to Higher Education Diploma (Health and Social Care) | Testino Direct Entry | 15/06/2018 | | HMP |

2.9 Multiple Learner Unit Registration

When a class has been registered on QuartzWeb, units may be added to learners either individually or by using the Multiple Learner Unit Registration area.

To register all learners against a number of units, please ensure that each learner is ticked by clicking 'All' under Learner Registrations on the Class page and select Multiple Learner Unit Registration from the Unit Registrations menu, below the menu bar at the top of the screen, this will display the Learner Unit Registration screen.

The Learner Unit Registration page is displayed as three sections:

- Learner list (current learners registered within the class)
- Learner Unit Registrations (Units, the learners are currently registered on)
- Register Units (Units available on this qualification that may be attached to the learners)

Selecting units at this stage of the registration process will reduce the number of Units visible in the E-Results Submission Form.

The Multiple Learner Unit Registration option is accessed through the Unit Registrations option at the top of the Class screen (below).

The screenshot shows the Ascentis QuartzWeb interface. At the top, there is a navigation bar with 'Ascentis' logo and menu items: 'Actions', 'Resources', 'Administration', and user information: 'Access to HE Exams Officer' at Lune Valley College, Alex Trafford. Below the navigation bar, there are tabs: 'Learner Registrations', 'Unit Registrations', 'Results', and 'Class Documentation'. The 'Unit Registrations' tab is active, and a dropdown menu is open showing 'Class Unit Registration' and 'Multiple Learner Unit Registration' (highlighted with a red box). Below the dropdown, there is a form with fields for 'Provider', 'Programme/Provider Course', 'Qualification', 'Provider Reference', 'Class Start', 'Site', 'Number of Learners', 'Tutor', 'Purchase Order No', 'Class End', and 'Quality Personnel'. Below the form, there is a section for 'Learner Registrations' with a table. The table has columns: 'Actions', 'Learner ID', 'ULN', 'Title', 'Forename', 'Surname', 'Date of Birth', 'Status', 'Metrics', 'Registered On', and 'Registered'. The 'All' button in the 'Actions' column is highlighted with a red box. Below the table, there is a note: '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"/> | 850480 | 13 | — | Shayne | Lynch (more...) | 10/10/1910 | Withdrawn | <input type="checkbox"/> Metrics | Access to Higher Education Diploma (Humanities) | 22/03/2017 |
| Actions | <input type="checkbox"/> | 856288 | 13 | — | Chloe | Nash (more...) | 10/10/1910 | Withdrawn | <input type="checkbox"/> Metrics | Access to Higher Education Diploma (Humanities) | 22/03/2017 |

To select all learners within a class, click 'All' on the table header (highlighted above)

The Learner Unit Registration screen (below) will allow units to be added or removed, depending on the qualification being studied.

[Click here to switch to another role.](#)

Learner Unit Registration

Class [1509530]

[← Back to Class](#)

| | | |
|--|--------------|---|
| | Shayne Lynch | Total: 12 credits. Level 3: 12 credits. |
| | Chloe Nash | Total: 12 credits. Level 3: 12 credits. |
| | Jack Armer | Total: 12 credits. Level 3: 12 credits. |

Learner Unit Registrations

These are the current units registered to this learner or to ALL of these learners (where more than one learner is listed above, then ONLY units in common are listed. icon next to each learner's name to review individual learners' unit registrations).
Add more units as required from the search results below.

| Module Name | Unit ID | Unit Name | Level | Credits | RITS | National Code | |
|---------------------------------|---------|--|-------|---------|------|---------------|--------------------------|
| English Language and Literature | 10277 | Introduction to English Language and Literature: Language Analysis | L3 | 3 | | | ✕ Remove |
| English Language and Literature | 10278 | Planning a Research Project (English Language and Literature) | L3 | 3 | | | ✕ Remove |
| English Language and Literature | 10281 | Academic Skills in English Language and Literature (Examination) | L3 | 6 | | | ✕ Remove |

Register Units

Module:

Unit ID: Unit Name: RITS: National Code:

[Search](#)

| Module Name | Unit ID | Unit Name | Level | Credits | RITS | National Code | |
|-----------------------|---------|-------------------------|-------|---------|------|---------------|--|
| Art, Design and Media | 10166 | Introduction to Drawing | L3 | 3 | | | + Add All + Add |

Learner registration details with credit information sorted by Level.

Units currently registered against learners

Units within the Programme of study that may be attached to learners.

3 ENTERING LEARNER RESULTS



In order to enter learner e-results through QuartzWeb, select **'Actions'** and **'Your Classes'** from the main menu bar and click on the relevant class ID from the list provided at the bottom of the page. Alternatively, click the **'Submit Results'** button on the homepage.

Tip: At this point please ensure that all learners are listed and that any learners that require withdrawing are marked accordingly.

| Actions | All | Learner ID | ULN | Title | Forename | Surname | Date of Birth | Status | Metrics | Registered On | Registered |
|-----------|--------------------------|-----------------------|-----|-------|----------|-----------------|---------------|-----------|----------------------------------|---|------------|
| Actions ▾ | <input type="checkbox"/> | 850480 3 | | — | Shayne | Lynch (more...) | 10/10/1910 | Withdrawn | <input type="checkbox"/> Metrics | Access to Higher Education Diploma (Humanities) | 22/03/2017 |

Click **'Results'** and Select **'EResults Submission Forms'** from the options (shown below).

The screenshot shows the Ascentis system interface. At the top, there is a navigation bar with 'Ascentis' logo and menu items: 'Actions', 'Resources', and 'Administration'. The user is logged in as 'Alex Trafford'. Below the navigation bar, there are tabs for 'Learner Registrations', 'Unit Registrations', 'Results', and 'Class Documentation'. The 'Results' tab is selected, and a dropdown menu is open, showing options: 'Direct Entry Results By Unit', 'Direct Entry Results By Learner', 'EResults Submission Forms' (highlighted with a red box), and 'Assessment Scheduling'. Below the dropdown, there is a form for class [1509530] with fields for Provider, Programme/Provider Course, Qualification, Provider Reference, Class Start, Site, Number of Learners, and Tutor. The 'EResults Submission Forms' option is highlighted with a red box.

Click to select the Matrix Submission Form and click **'Generate Marksheet'** to continue.

The screenshot shows the 'EResults Submission Form' page for class [1509530]. At the top, there is a navigation bar with 'Ascentis' logo and menu items: 'Actions', 'Resources', and 'Administration'. The user is logged in as 'Alex Trafford'. Below the navigation bar, there is a 'Back to Class' button. The main content area is titled 'EResults Submission Form' and 'For class [1509530]'. There are two sections: 'Standard Marksheet' and 'PPL Marksheet'. In the 'Standard Marksheet' section, there are three radio button options: 'Matrix Submission Form' (selected and highlighted with a red box), 'Unit/Mark Submission Form', and 'APL Submission Form'. In the 'PPL Marksheet' section, there is one radio button option: 'PPL Submission Form'. At the bottom, there is a 'Generate Marksheet' button highlighted with a red box.

Once the mark sheet has been generated, an Excel file will be produced, please save this to your local network.

In the row against the learner please supply the marks (beneath the unit assessment titles) however if an incorrect mark is entered, an error message will appear to highlight this.

Continue the above step for each learner listed within the spreadsheet.

Please note: Once the marks have been entered for the learners, please save the document, ensuring that the file name is not changed.

| Results Sheet | | | | |
|--|---|------------|-----|--|
| File Ref: | 5777191 | | | |
| Class: | [1508256] Perception Test | | | |
| Provider: | [1236] Lune Valley College | | | |
| Programme: | [1281] Internet Safety | | | |
| Qualification: | [2530] Ascentis Level 1 Award in Internet Safety For IT | | | |
| Learners: | 7 | | | |
| Start Date: | 15/03/2017 | | | |
| End Date: | | | | |
| Moderation Date Please enter a moderation date in the format DD/MM/YYYY | | | | |
| Quartz ID | Learner | Learner ID | ULN | |
| 856289 | Armer, Jack (10/10/1910) | | | |
| 856290 | Bartkow, Agnes (10/10/1910) | | | |
| 856292 | Bates, Lisa (10/10/1910) | | | |
| 856293 | Bell, Nicole (10/10/1910) | | | |
| 541233 | Clover, Marie (10/10/1910) | | | |
| 577047 | Garth, Susanne (10/10/1910) | | | |
| 856288 | Nash, Chloe (10/10/1910) | | | |

Once the document has been completed, within QuartzWeb select the E-Results link from the main menu bar and using the 'Browse...' button navigate to the saved Excel document and select **Submit**.

Please ensure that all results are uploaded through QuartzWeb prior to the EQA visit.

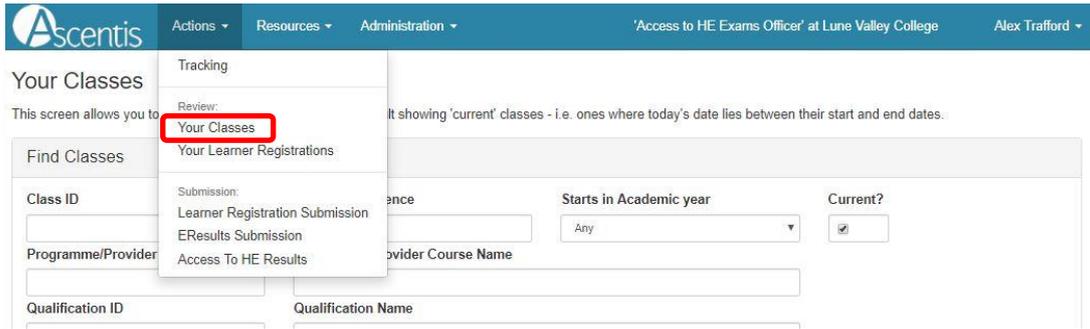
4 DIRECT ENTRY RESULTS BY UNIT



4.1 Submitting Direct Entry grades

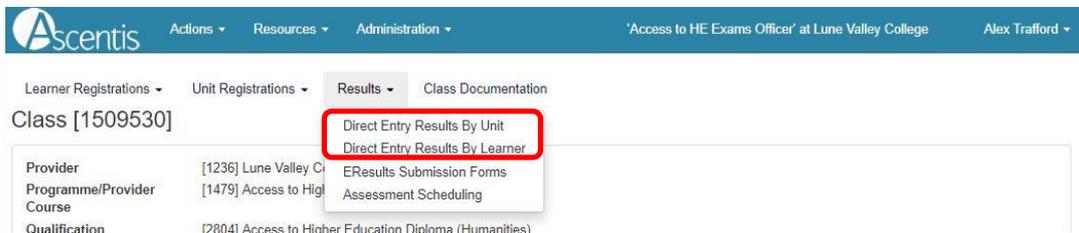
The Direct Entry Results by Unit is an optional feature that will allow results to be entered directly into QuartzWeb and stored in the 'Basket' rather than completing and submitting the manual mark sheet.

To access Direct Entry of Results by Unit, please select '**Actions**' and '**Your Classes**' from main menu bar in QuartzWeb.

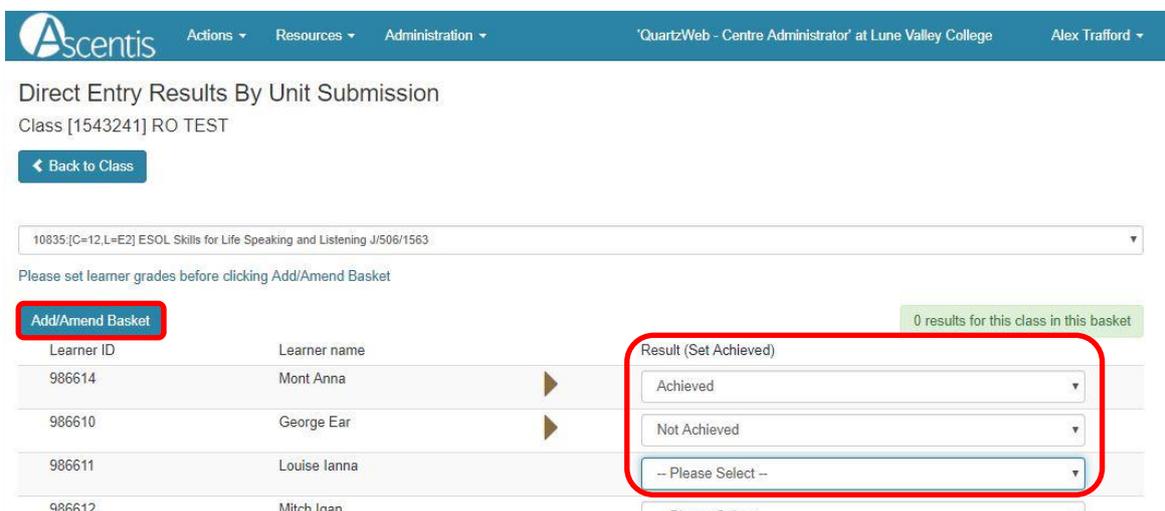


Then select the relevant class from the list provided and click the Class ID to display the learner registrations.

To continue, select '**Results**' and '**Direct Entry Results by Unit**' or '**Direct Entry Results by Learner**' from the class menu.



From the Direct Entry Results by Unit Submission page, select the required Unit from the dropdown provided, the list of learners will appear below.



To enter individual grades for each learner, use the dropdown menu provided under **'Grades'** or click **'(Set Achieved)'** from the column header to set all learners as **'Achieved'**.

When all grades have been entered for the unit, click **'Add/Amend Basket'** to store the grades, ready for submission. When grades have been submitted to the basket, a basket icon  will appear and the number of results will be displayed as a number at the top right hand side of the page.



For grades that require a numerical value entered instead of an 'Achieved' option, the number may be entered directly into the Mark column.

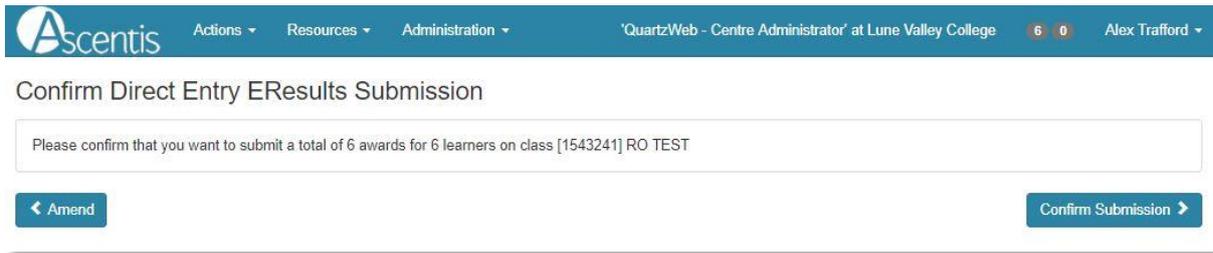
Additional units may be selected from the dropdown menu to continue adding grades to the class or select **'Back to Class'** to return to the previous page.

Once all grades have been entered as Direct Entry of Results by Unit, navigate to the basket by clicking on the number at the top right hand side of the screen. This will display all results awaiting submission. The dropdown menu will allow for selection by class or the option to submit all results in the basket.

| Learner ID | Learner | Unit ID | Unit | Level | RITS | National Code | Class | Result | Option |
|------------|---------------|---------|---|-------|------------|---------------|-------------------|--------------|--------------|
| 986614 | Anna, Mont | 10835 | ESOL Skills for Life Speaking and Listening | E2 | J/506/1563 | | [1543241] RO TEST | Achieved | Amend Remove |
| 986610 | Ear, George | 10835 | ESOL Skills for Life Speaking and Listening | E2 | J/506/1563 | | [1543241] RO TEST | Not Achieved | Amend Remove |
| 986611 | Janna, Louise | 10835 | ESOL Skills for Life Speaking and Listening | E2 | J/506/1563 | | [1543241] RO TEST | Achieved | Amend Remove |
| 986612 | Igan, Mitch | 10835 | ESOL Skills for Life Speaking and Listening | E2 | J/506/1563 | | [1543241] RO TEST | Achieved | Amend Remove |
| 986613 | Land, Mary | 10835 | ESOL Skills for Life Speaking and Listening | E2 | J/506/1563 | | [1543241] RO TEST | Achieved | Amend Remove |
| 986609 | Wear, Della | 10835 | ESOL Skills for Life Speaking and Listening | E2 | J/506/1563 | | [1543241] RO TEST | Achieved | Amend Remove |

At this point the option of amending learner grades or removing the grades from the basket is made available. To submit the grades to Ascentis, please select **'Submit'**.

A confirmation page will appear displaying grade submission information and the option to make amendments if necessary, to continue with grade submission, please select **'Confirm Submission'**.

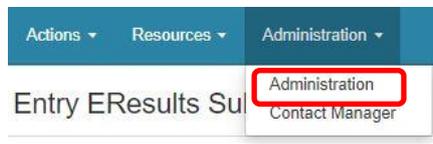


An automatic email will be generated at this stage notifying the EQA that grades have been entered and that grades are awaiting processing.

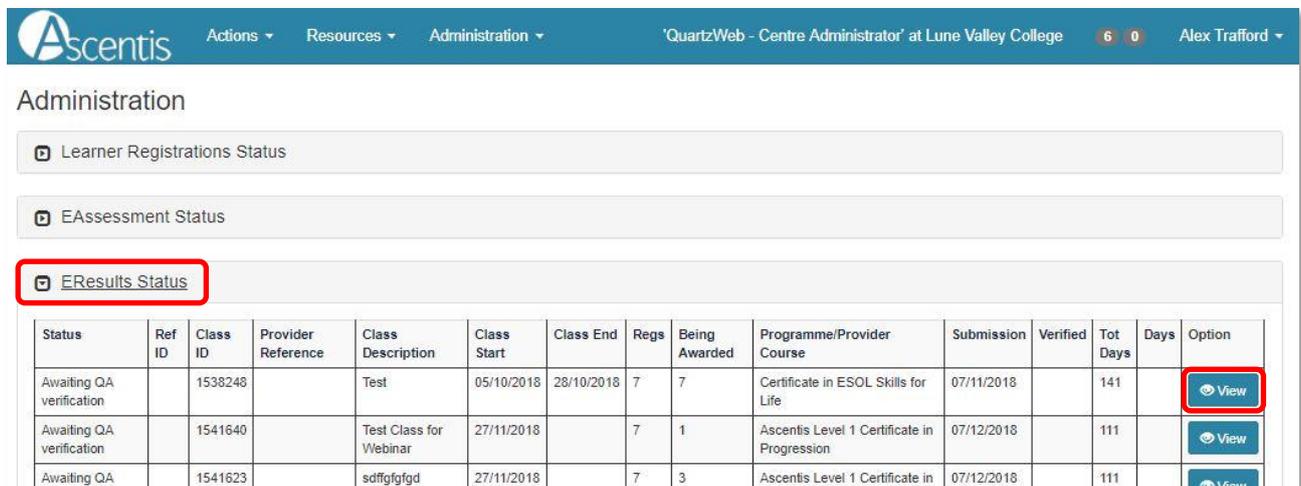
Results/assessments for all units for a particular learner's registration can be set on from a single page. The page accommodates all types of units (i.e. graded only, marked, grade-from-mark etc.)

4.2 Viewing and printing submitted grades

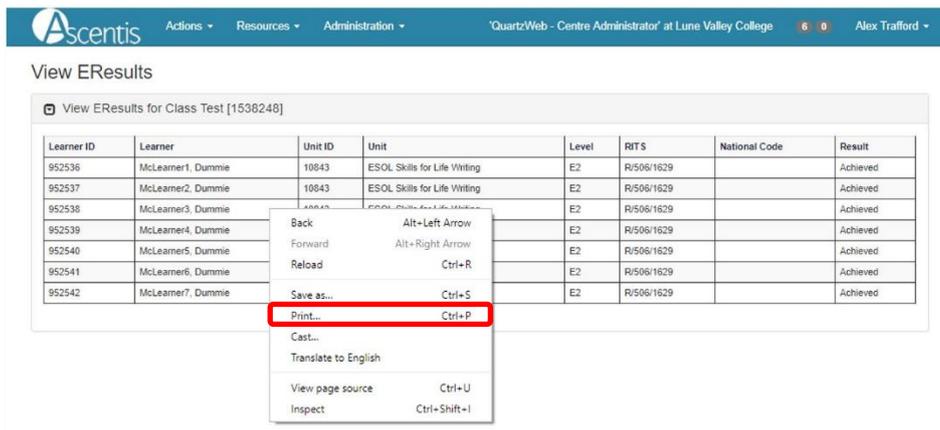
To view grades that have been submitted for verification, select **'Administration'** from the main menu bar.



From the Administration page, select **'EResults Status'** to view a list of classes that have results attached via the Direct Entry Results function.



Selecting the **'View'** button will provide a detailed list of results for learners within the selected class.



To print the results information, right click within the report and select print, your local printer settings will appear automatically.

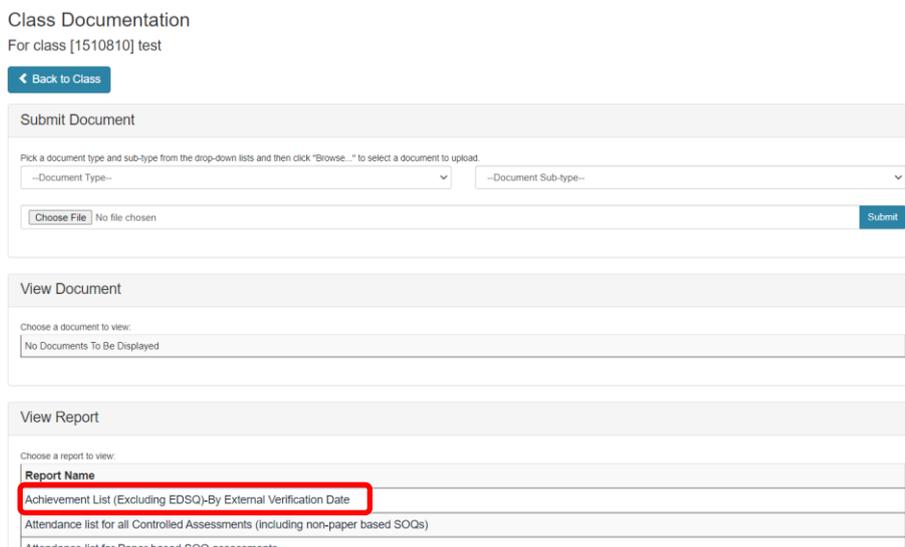
4.3 Viewing Learner Results

To find learner results on QuartzWeb, you need to download an Achievement List for the class in question.

Log in to QuartzWeb, and make sure your role is set to 'QuartzWeb - Centre Administrator' at the top. Click Actions > Your Classes

Select the relevant class from the list (you can use the search boxes to narrow them down if needed).

From within the class, click Class Documentation at the top, and choose ' Achievement List (Excluding EDSQ)-By External Verification Date '



That report will list all learner results for a given date (The date can be changed at the top).

5 ROCC- CHECK



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

The screenshot shows the Ascentis QuartzWeb interface for a Centre Administrator at Lune Valley College. The page displays details for Class [1510702], including provider information, programme details, and learner registrations. A table lists learner registrations with columns for Actions, All, Learner ID, ULN, Title, Forename, Surname, Date of Birth, Status, Metrics, Registered On, and Registered. The 'Check registered qualification' option in the Actions menu for the first learner is highlighted with a red box.

| Actions | All | Learner ID | ULN | Title | Forename | Surname | Date of Birth | Status | Metrics | Registered On | Registered |
|--|--------------------------|------------|-----|-------|-----------|----------------------|---------------|---------------|----------------------------------|--|------------|
| Actions | <input type="checkbox"/> | 862733 | | | Waylon | Smithers (more...) | 10/10/1910 | Not Specified | <input type="checkbox"/> Metrics | Ascentis Level 2 Award in Healthy Living | 03/05/2017 |
| <input type="checkbox"/> Upload photo (or evidence) | | | | | Martin | Prince (more...) | 10/10/1910 | Not Specified | <input type="checkbox"/> Metrics | Ascentis Level 2 Award in Healthy Living | 03/05/2017 |
| <input type="checkbox"/> Register units against this learner | | | | | Moe | Syzlak (more...) | 10/10/1910 | Not Specified | <input type="checkbox"/> Metrics | Ascentis Level 2 Award in Healthy Living | 03/05/2017 |
| <input type="checkbox"/> Enter results/claims/assessments | | | | | Miljhouse | Van Houten (more...) | 10/10/1910 | Not Specified | <input type="checkbox"/> Metrics | Ascentis Level 2 Award in Healthy Living | 03/05/2017 |
| <input type="checkbox"/> Withdraw | | | | | Bart | Simpson (more...) | 10/10/1910 | Not Specified | <input type="checkbox"/> Metrics | Ascentis Level 2 Award in Healthy Living | 03/05/2017 |
| <input checked="" type="checkbox"/> Check registered qualification | | | | | Bart | Simpson (more...) | 10/10/1910 | Not Specified | <input type="checkbox"/> Metrics | Ascentis Level 2 Award in Healthy Living | 03/05/2017 |
| Actions | <input type="checkbox"/> | 862738 | | | Ned | Flanders (more...) | 10/10/1910 | | <input type="checkbox"/> Metrics | Ascentis Level 2 Award in Healthy Living | 03/05/2017 |
| Actions | <input type="checkbox"/> | 862730 | | | Damey | Gumble (more...) | 10/10/1910 | Not Specified | <input type="checkbox"/> Metrics | Ascentis Level 2 Award in Healthy Living | 03/05/2017 |

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 screenshot shows a 'Qualification Check' dialog box for Waylon Smithers, who is registered for the Ascentis Level 2 Award in Healthy Living. The dialog box contains the following information:

- Waylon Smithers**
- Ascentis Level 2 Award in Healthy Living**
- [group] Quartz Entry Level / Optional Units: OK
- [group] Quartz Entry Level / Optional Units: OK
- [group] Quartz Entry Level: OK
- NOTE**
- These are results from a check of the rules-of-combination **assuming** the candidate achieves **all** the units they are currently registered on, and that in the meantime no currently achieved units cease to be applicable.
- Cancel

The background shows a 'Learner Registrations' table with columns for Actions, All, Learner ID, and ULN. Below the dialog box, there is a 'Class Unit Registrations' section with a form for 'Enter Single Learner Registration'.

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

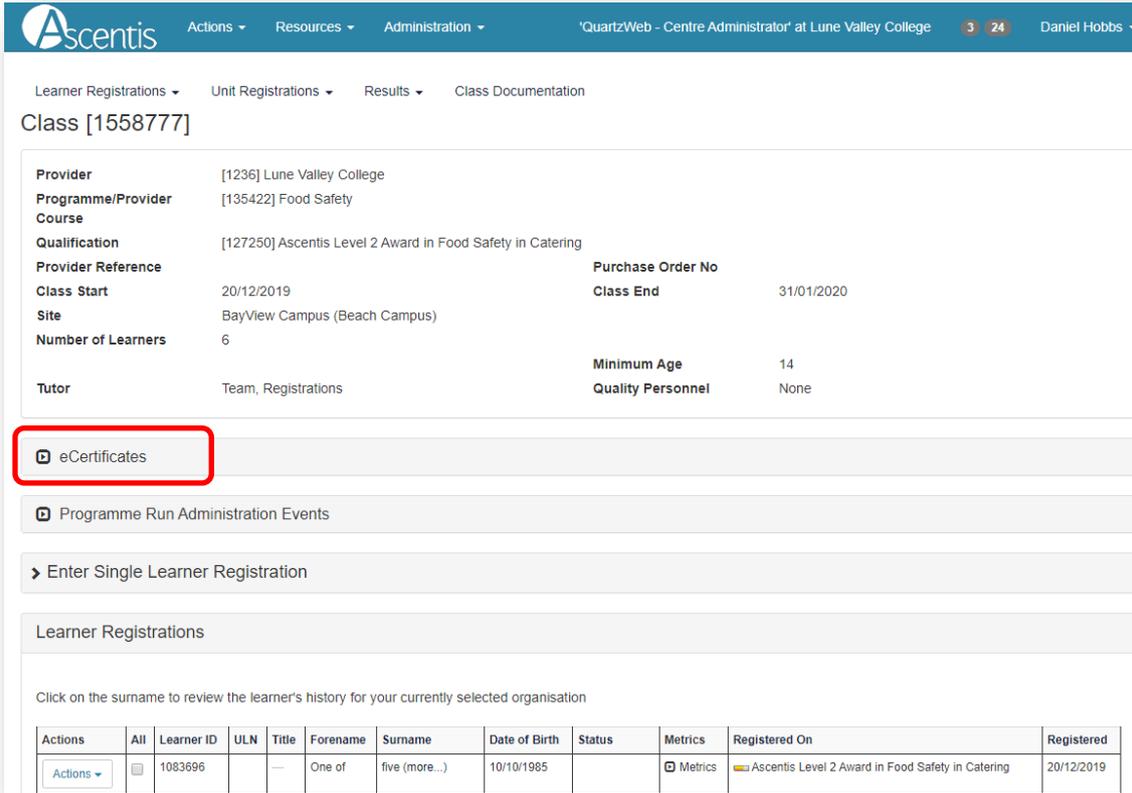
The ROCC-Check option appears (when available) on the 'Actions' menu, which is present against each learner registration.

6 E-CERTIFICATES

6.1 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.

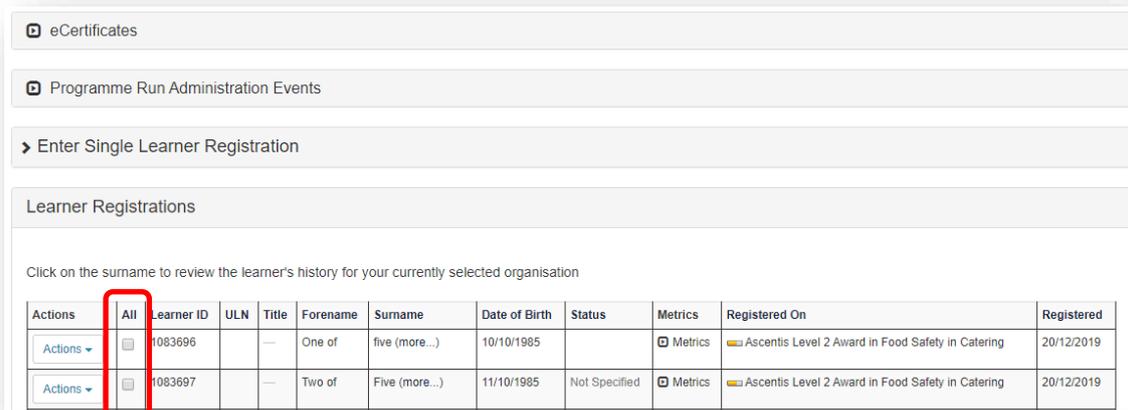


The screenshot shows the Ascentis QuartzWeb interface for a class. The top navigation bar includes 'Ascentis', 'Actions', 'Resources', 'Administration', and the user's name 'Daniel Hobbs'. Below the navigation bar, there are tabs for 'Learner Registrations', 'Unit Registrations', 'Results', and 'Class Documentation'. The main content area is titled 'Class [1558777]' and displays class details such as Provider, Programme/Provider Course, Qualification, Provider Reference, Class Start, Site, Number of Learners, Tutor, Purchase Order No, Class End, Minimum Age, and Quality Personnel. A red box highlights the 'eCertificates' option in the left-hand menu. Below this, there are sections for 'Programme Run Administration Events', 'Enter Single Learner Registration', and 'Learner Registrations'. The 'Learner Registrations' section includes a table with columns for Actions, All, Learner ID, ULN, Title, Forename, Surname, Date of Birth, Status, Metrics, Registered On, and Registered.

| Actions | All | Learner ID | ULN | Title | Forename | Surname | Date of Birth | Status | Metrics | Registered On | Registered |
|---------|--------------------------|------------|-----|-------|----------|----------------|---------------|--------|----------------------------------|---|------------|
| Actions | <input type="checkbox"/> | 1083696 | | — | One of | five (more...) | 10/10/1985 | | <input type="checkbox"/> Metrics | Ascentis Level 2 Award in Food Safety in Catering | 20/12/2019 |

6.2 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.



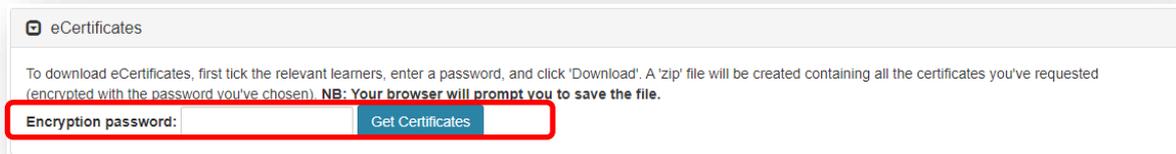
The screenshot shows the 'Learner Registrations' section of the Ascentis QuartzWeb interface. The 'All' option in the table header is highlighted with a red box. The table below shows two learner records with their respective details.

| Actions | All | Learner ID | ULN | Title | Forename | Surname | Date of Birth | Status | Metrics | Registered On | Registered |
|---------|--------------------------|------------|-----|-------|----------|----------------|---------------|---------------|----------------------------------|---|------------|
| Actions | <input type="checkbox"/> | 1083696 | | — | One of | five (more...) | 10/10/1985 | | <input type="checkbox"/> Metrics | Ascentis Level 2 Award in Food Safety in Catering | 20/12/2019 |
| Actions | <input type="checkbox"/> | 1083697 | | — | Two of | Five (more...) | 11/10/1985 | Not Specified | <input type="checkbox"/> Metrics | Ascentis Level 2 Award in Food Safety in Catering | 20/12/2019 |

6.2 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: any password may be used for the encryption, this will be used to access the file once downloaded.



The screenshot shows a dialog box titled 'eCertificates'. It contains the following text: '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 is a form with a label 'Encryption password:' followed by a text input field and a blue button labeled 'Get Certificates'. A red rectangle highlights the input field and the button.

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.

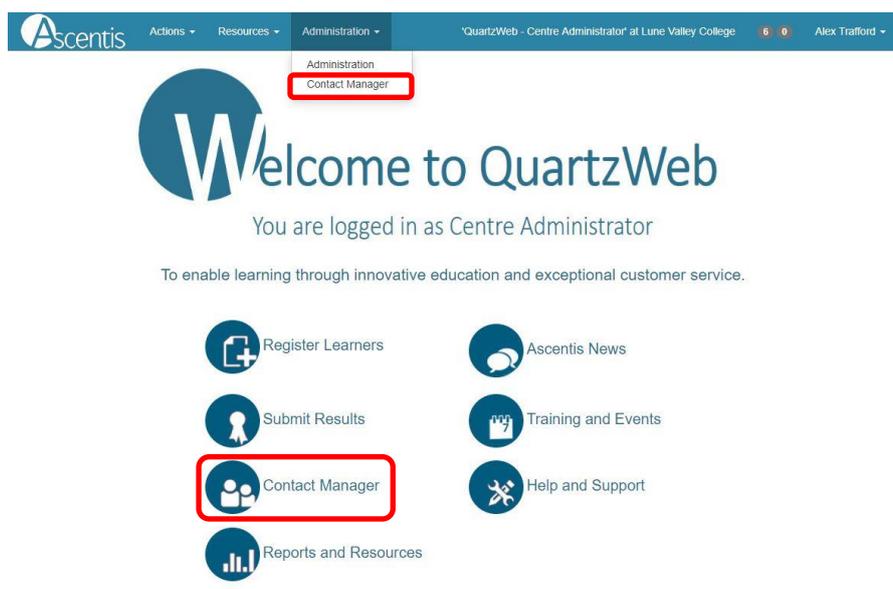
7 CONTACT MANAGER



7.1 Introduction to Contact Manager

The Contact Manager provides Super Users with the capability to manage, view and modify internal users, roles and sites at the centre.

This option is available to all Super Users, by selecting 'Contact Manager' from the Administration Menu in QuartzWeb. Alternatively, click the 'Contact Manager' button on the homepage.



The Contact Manager screen is set out as an alphabetical list of current users within the centre, each local user is displayed with their email, telephone, site and role.

Only **'valid'** contacts are displayed, if a contact has been ended, then a valid to date will appear in the right hand column for a period of 24 hours before being removed from the list, this allows the opportunity to renew the contact in the case of incorrect data entry.

Where a contacts role gives access to QuartzWeb a **'Globe'** icon will be displayed against the role. (🌐)

Displayed against each contact is an 'Actions' menu: this provides access to options to close the contact (and re-open if used in error), modify the contact and add another role to the contact

7.2 Add a New Contact

To add a new contact to QuartzWeb, select **'+Add New Contact'** at the top of the list and complete the contacts details.

GDPR
The centre Super User is responsible for maintaining up to date contact information for their centre. Please regularly review and update any contact information in order to ensure your data is kept as accurate as possible.

- * Click '+Add New Contact' to add a new contact.
- To modify an existing contact, use an option from the contact's corresponding 'Actions' menu.
- * Use 'Close/end this contact/Contacts role' to indicate that a contact has either left your organisation or no longer holds the role. (the row will go grey indicating that the role will no longer be valid after today)
- * Use 'Re-Open this contact' to reverse the 'Close' option in the case that the option was used in error.
- * Use 'Modify this Contact' to change details of a contact role. Please note: that changes to a Forename or Surname must be limited (unless the option to force a significant change is ticked) and the email cannot be changed to an email address that is already in use by a different user.
- * Use 'Add a new role to this contact' to add a new role (and site) to an existing contact.

please note: Minor adjustments can be made to staff names but if a staff member leaves they will need to be deleted and new a staff profile added.

+Add New Contact

| | ID | Foreame | Surname | Role | Job Title | Site | DDI Number | email | Until |
|---------|--------|---------|---------|--------------------------------|-------------|-------------|------------|-------|-------|
| Actions | 546150 | Aaron | Catt | Access to HE Exams Officer 🌐 | MIS Manager | Lune Campus | | | |
| Actions | 546150 | Aaron | Catt | Access to HE Tutor 🌐 | | Lune Campus | | | |
| Actions | 546150 | Aaron | Catt | Centre Administrator (Exams) 🌐 | | Lune Campus | | | |
| Actions | 546150 | Aaron | Catt | Internal Verifier 🌐 | | Lune Campus | | | |

Tip: If a new user will require access to QuartzWeb, please ensure the users email is entered and correct as this will be used to receive login credentials.

Add a New Contact screen:

Modify a Contact

Forename: Martin Surname: Jones Telephone: DDI telephone number

Significant change of name
Tick to allow a significant change to an existing contact's name (e.g. because of marriage or deed-poll).
For new contacts (i.e. new people) please use the 'Add New Contact' option.

Job title: Job title

Email: jonesm@lunevalley.ac.uk

Role: QuartzWeb - Centre Administrator Site: Lune Campus

Modify Cancel

When the new contact has successfully added a new record, confirmation will appear after 5 seconds in the form of a green banner.



7.3 Modify a Contact

The modify contact screen (available through the **'Actions'** button) allows the Super User to make minor changes to the contacts name, email and site.

If significant name changes are required (e.g. due to marriage or deed-poll) the Super User must tick the **'Significant change of Name'** box.

A screenshot of the "Modify a Contact" form. The form has a title bar with a close button (x). It contains several input fields: "Forename" (containing "Martin"), "Surname" (containing "Jones"), "Telephone" (containing "DDI telephone number"), "Job title" (containing "Job title"), "Email" (containing "jonesm@lunevalley.ac.uk"), "Role" (containing "QuartzWeb - Centre Administrator"), and "Site" (a dropdown menu with "Lune Campus" selected). There is a checkbox labeled "Significant change of name" which is checked and highlighted with a red box. Below this checkbox is a small red text note: "Tick to allow a significant change to an existing contact's name (e.g. because of marriage or deed-poll). For new contacts (i.e. new people) please use the 'Add New Contact' option." At the bottom right of the form are "Modify" and "Cancel" buttons.

When the contact has successfully modified, confirmation will appear after 5 seconds in the form of a green banner.



7.4 Remove a contact

To remove a contact through Contact Manager, click the **'Actions'** button next to the contact and select either **'Close this role for this contact'** or **'Close ALL ROLES for this contact'** in the event of multiple roles being present for a contact.

A screenshot of a confirmation dialog box with a dark blue header. The text inside the dialog box asks: "Are you sure you want to mark this contact as no longer working at your organisation (in this role)?" Below the text are two buttons: "Confirm" and "Cancel".

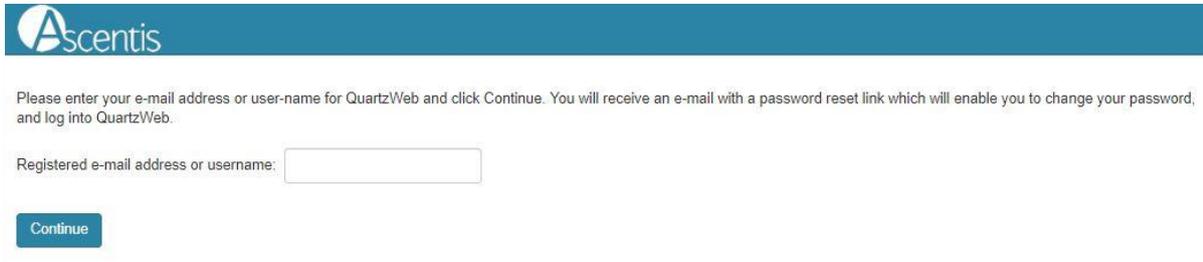
Select **'Confirm'** to close the contact. The row will display in grey for a period of 12 hours, after which the contact will be removed from the Contact Manager screen.

If a contact has been accidentally removed, then select **'Re-open this role for this contact'** from the **'Actions'** button.

7.5 New User QuartzWeb Login

Once a contact has been registered in Contact Manager, they will be required to select **'Forgotten your password'** on the QuartzWeb login screen.

The **'Request Password Reset'** screen will appear and request the users email address, a temporary password will be sent to the email address supplied.



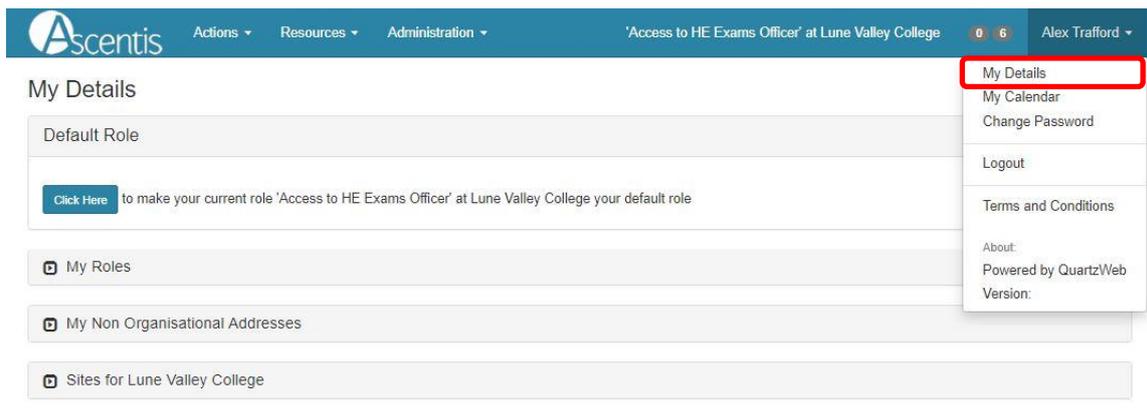
8 MANAGE ACCOUNT AND CENTRE DETAILS



8.1 Account administration

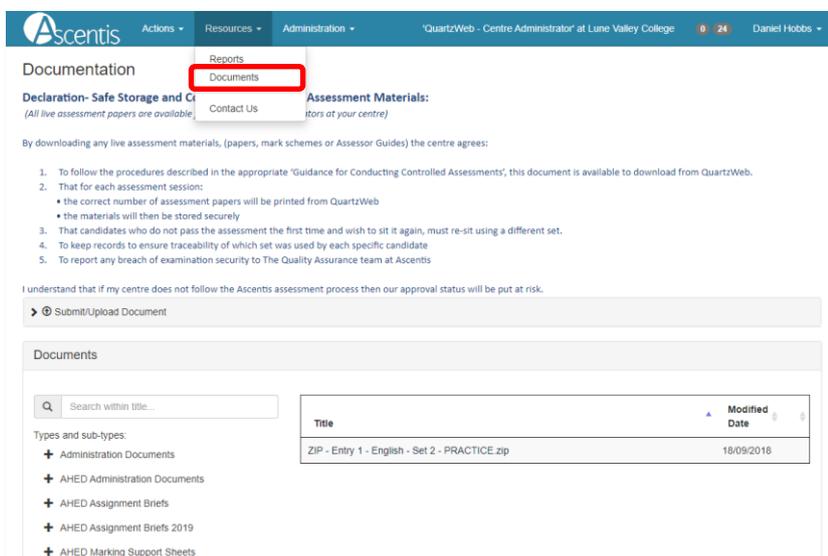
Clicking the dropdown menu next to your name at the right hand side of the screen will provide a breakdown of user information and provide the option to change your password.

- **My Roles** will provide a list of roles that the user has for a centre or number of centres
- **My Non Organisational Addresses** will list any additional contact information supplied to Ascentis
- **Sites** will provide a list of sites that are available at the selected centre
- The opportunity to create **a default role**



8.2 Documents and Exam Papers

QuartzWeb provides the ability to both upload and download documentation relevant to individual users or centres.



The documentation screen can be found under the Resources tab, Resources > Documents on the main menu.

To upload a document (usually Moderation or EV reports) select the correct type and sub type from the dropdown menus and select '**Choose file**' to locate the file on your local network or drag and drop your file directly into the box. Once the file has been located and selected, click **submit**.

The document download section of QuartzWeb is situated towards the bottom of the page. When a search is performed the results will automatically update to display all relevant documents. Documents can also be viewed by type and sub-type by selecting the relevant option to the left of the document list.

Exams papers (if available to your role) are held securely within the Documents Download area of QuartzWeb and are accessible by selecting the relevant document type, these are set out as e.g. English Live Papers or Mathematics Live Papers.

Tip: Live papers are available to download as full set .Zip files .

Please note: Only users with an Examinations enabled role will be granted access to the Live papers, to request access please contact your centre Superuser.

8.3 Filtering document lists in QuartzWeb

Documents lists in QuartzWeb can be found using either:

1. Live search feature, if you know the name of the document you are searching for
2. By using the + icon to filter through the document sub types

Q Search within title...

Types and sub-types:

- + Administration Documents
- + AHED Administration Documents
- + AHED Assignment Briefs
- + AHED Assignment Briefs 2019
- + AHED Marking Support Sheets
- + AHED Model 1 Specifications
- + AHED Model 2 Specifications
- + AHED Online Resources
- + AHED Sampling Reports
- + AHED Specifications 2019
- + Centre approvals - general
- + Centre Training
- + Construction and Maintenance Documents
- + Custom Bulk Upload File
- + Education and Training Literacy & Numeracy
- + English Skills Live Papers
- English Skills Practice Papers
 - English Skills Entry 1 Practice
 - English Skills Entry 3 Practice
 - English Skills Level 2 Practice
 - Not Set
- + EQA Reports To View 2018-2019

| Title | Modified Date |
|--|---------------|
| ZIP - Entry 1 - English - Set 2 - PRACTICE zip | 18/09/2018 |

9 SUPPORTING DOCUMENTATION

QuartzWeb AHED Guidance 2018
 QuartzWeb User Request Form 2018
 Standard Learner Registration Form 2018

Supporting Documentation may be requested by Emailing Ascentis at

quartzweb@ascentis.co.uk



ASCENTIS AWARDING ORGANISATION

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