

Portal User's Handbook
www.ncfe.org.uk

The logo for NCFE, consisting of the lowercase letters 'ncfe' in a dark blue, handwritten-style font.

Where Service Matters

Issue 1
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If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

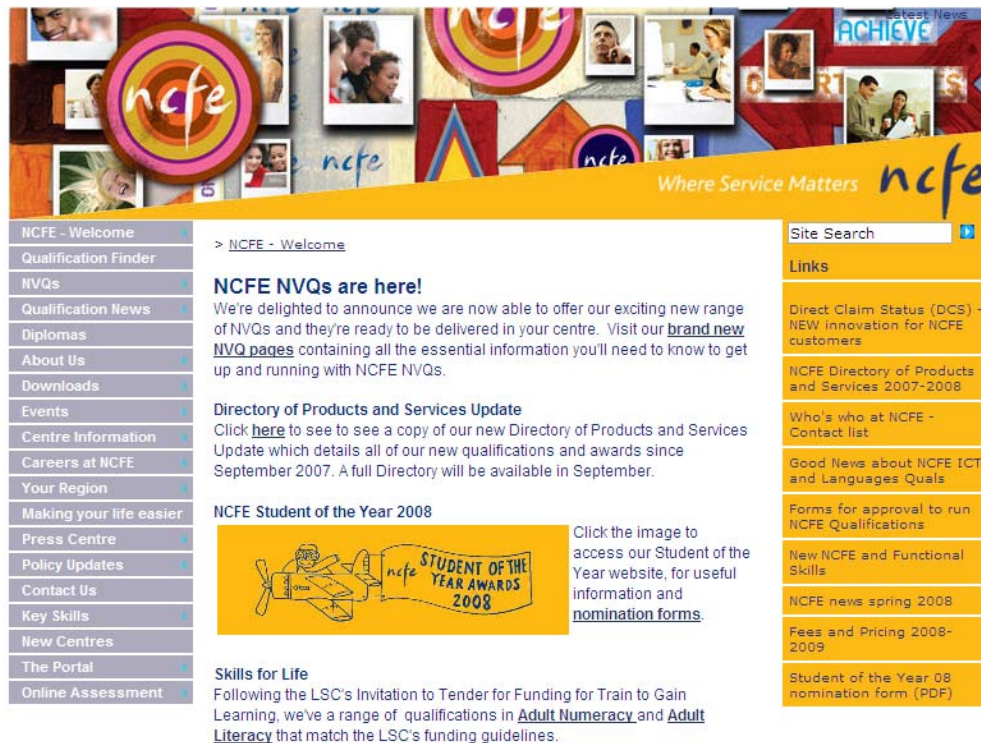
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What is the NCFE Portal?

The NCFE Portal is a secure area of the NCFE website, which allows centres to register candidates, enter candidates for external assessment and view candidate information 24 hours a day. It's designed to make tracking your centre's approvals and candidates' progress more simple.

Finding the Portal



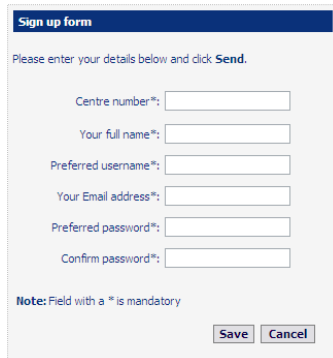
Use your internet browser to go to www.ncfe.org.uk and select **The Portal** from the links on the left of the screen.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Requesting to use the Portal

To request a username and password for the NCFE Portal go to www.ncfe.org.uk and click the Portal link on the home page.

Select **Click here to sign up.**

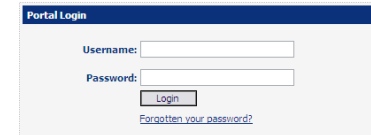


The 'Sign up form' contains the following fields: Centre number*, Your full name*, Preferred username*, Your Email address*, Preferred password*, and Confirm password*. A note at the bottom states: 'Note: Field with a * is mandatory'. There are 'Save' and 'Cancel' buttons at the bottom right.

Enter your centre number, full name, preferred username, email address, preferred password and confirm your password. Then select Save.

NCFE PORTAL

Click [here](#) to sign up



The 'Portal Login' form includes fields for Username and Password, a Login button, and a link for 'Forgotten your password?'.

Note: To make sure that the Portal functions properly, please check that your pop-up blocker is disabled for this website.

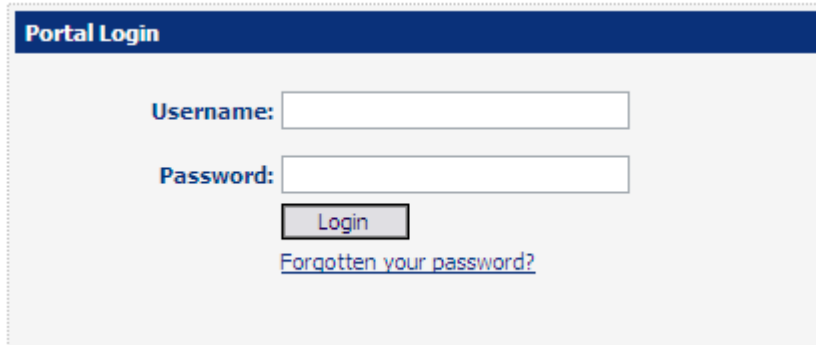
NCFE Citygate St James' Boulevard Newcastle upon Tyne NE1 4JE
© 2008 NCFE Portal
Build: 1.0.9

If your centre already uses the NCFE Portal an email will be sent to the Portal Administrator for your centre who will then set you up as a Portal User. An email with your login details will automatically be sent through to you when the Administrator sets you up.

If you're the first person to request login details at your centre, you'll be set up as the Portal Administrator by your Centre Support Assistant. They'll then send you an email with your login details and you'll be able to log in.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Logging in to the Portal



The screenshot shows a 'Portal Login' form with a dark blue header. Below the header, there are two input fields: 'Username:' and 'Password:'. Below the 'Password:' field is a 'Login' button and a blue link that says 'Forgotten your password?'.

Enter your username and password in the appropriate boxes.

Select **Login** to log in to the Portal.

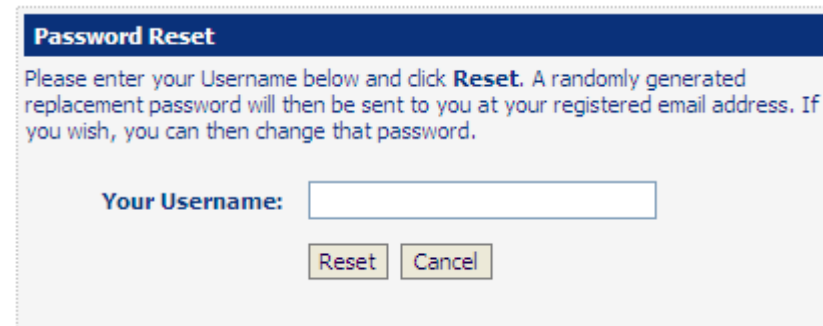
The Portal home page opens when you log in.

Forgotten your Portal password?

If you've forgotten your Portal password you can use the login screen to request it. Select **Forgotten your password?**.

Enter your username in the appropriate box and select **Reset**.

This will send an automatic email to you with a randomly generated password in it. You should change this password using the My Accounts section to make it more memorable.



The screenshot shows a 'Password Reset' form with a dark blue header. Below the header, there is a paragraph of text: 'Please enter your Username below and click **Reset**. A randomly generated replacement password will then be sent to you at your registered email address. If you wish, you can then change that password.' Below this text is a 'Your Username:' label followed by an input field. At the bottom of the form are two buttons: 'Reset' and 'Cancel'.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Logging out of the Portal

To log out of the Portal select **Log out**.

This is in the top right corner of the home screen.



Creating new users

The Portal Administrator is the person who will create new user accounts for your centre. Please refer to the 'Requesting to use the Portal' section for information on how to set up the Portal Administrator.



If you're the Portal Administrator and you'd like to set up a new user, select **Manage Users** from the blue bar on the home page.

The screen will list the current users at your centre.

Select **Create New User**.

Portal Users

Name	Email	Username		
Sophie Clark	sophieclark@ncfe.org.uk	sophiecl	Edit	<input type="button" value="Delete"/>
<input type="button" value="Create New User"/>				

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

User Details:	Permissions:
Name*: <input type="text"/> *	All None
Email*: <input type="text"/> *	<input type="checkbox"/> Registrations : Key In
Username*: <input type="text"/> *	<input type="checkbox"/> Registrations : CSV
Password*: <input type="password"/> *	<input type="checkbox"/> Registrations : Bulk CSV
Confirm Password*: <input type="password"/>	<input type="checkbox"/> Registrations : Block Reg
Note: Field with an * is mandatory	<input type="checkbox"/> Entries
	<input type="checkbox"/> Assessment Results
	<input type="checkbox"/> Proxies
	<input type="checkbox"/> Search
	<input type="checkbox"/> User Administration
	<input type="checkbox"/> Candidate Information Packs
	<input type="checkbox"/> Portfolio Moderation
<input type="button" value="Create"/> <input type="button" value="Cancel"/>	

Select **Create** once you've completed all of the fields; Name, Email, Username, Password, Confirm Password and you've selected the appropriate Permissions.

The Portal Administrator must select the permissions a user will have access to.

For example, an Exams Officer may have access to everything, but a Tutor may only need access to Search and Candidate Information Packs.

An updated user account list will appear to confirm the new user's account.

You can edit users in this screen by selecting **Edit** next to the appropriate user account.

This will allow you to change the permissions and full name of the user before updating the user account.

You'll also be able to delete users from the Portal using the **Delete** button. This is useful when users at your centre move on, and the account is no longer needed.

Portal Users

Name	Email	
Sarah Watson	sarahwatson@ncfe.org.uk	Edit <input type="button" value="Delete"/>
<input type="button" value="Create New User"/>		

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Managing your user account

You can change your password from the one you were originally allocated, or update your account regularly for your security.

My Account

Using the Portal home page select **My Account**.

Current password*:

Username*:

Email*:

New password:

Confirm new password:

Note: Field with an * is mandatory

Type your current password into the first box, and your new password into the 2 boxes further down the page. You can also update your username and email address if they change.

Select **Save** to save your changes.

Your details will be confirmed as changed, the form will reset and you'll receive a confirmation email with your new details.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Setting up your Learner Registration Service (LRS) Administrator

You'll need to set up your LRS Administrator to manage your candidate ULNs and to correct errors identified by Managing Information Across Partners (MIAP).

The Primary Portal User for each centre should nominate one of your users as the LRS Administrator. This person will have full access to the LRS screen and will be able to correct errors in your candidate data identified by MIAP.

Other Portal users will be able to use the LRS screen to add ULN numbers for candidates, this is only mandatory for candidates taking Diploma and Functional Skills qualifications.

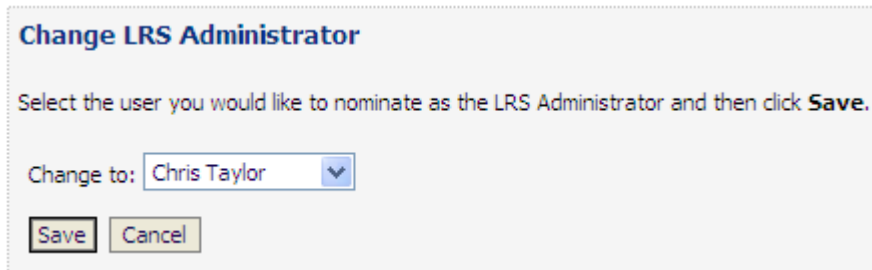
Manage Users To select one of your users as the LRS Administrator select **Manage Users** from the blue bar on the home page.

LRS Administrator

Your centre's LRS Administrator is currently **not set**.

Click [here](#) to select another user.

You'll see a message in the middle of the screen. Select the link to take you to a screen where you can select a user to be your LRS Administrator.



Change LRS Administrator

Select the user you would like to nominate as the LRS Administrator and then click **Save**.

Change to: Chris Taylor

Save Cancel

The drop down list will show anyone who is set up as a Portal user. Select the user you want and select **Save**

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Register candidates for an Award/Qualification

There are a few ways to register your candidates and the first step is to identify how you'd like to do it.

You can access the 5 options through the main screen by selecting an option on the home page or via the **Registration** link.

- **Register candidates for a programme**

- [Key in candidates names](#)
- [Upload candidates using CSV file](#)
- [Upload candidates using bulk CSV file](#)
- [Retrieve bulk CSV files](#)
- [Block registration](#)

Key in candidates

To type in your candidates' information select **Key in candidate names** then select **Next**.

Key In Candidate Registration

What would you like to do?

- Create a new batch
- Add candidates to an existing batch

Select **Create a new batch** then select next to move on.

Alternatively, select **Add candidate(s) to an existing batch**, select the academic year from the drop down box, then select the appropriate batch number from the drop down box.

Then select **Next**.

Select the correct address from the drop down box.

If the contact for this batch of candidates is different to the information that is automatically filled in, you can change the contact details by over-typing the details then select **Next**.

Key In Candidate Registration: Step 1/4

Centre Information

Select the address you want to use:

(Main Address) St James' Boulevard

NEWCASTLE UPON TYNE
Tyne and Wear
NE1 4JE
United Kingdom

Contact Details:

Contact*: Sophie Clark

Tel STD/No*: 0191 2398028

Fax STD/No:

Note: Field with an * is mandatory

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Key In Candidate Registration: Step 2/4

Select Programme

If you'd like to create a new batch you can select the programme by either searching for it by programme code or by selecting the programme in the list below.

Show: Approved Clear Search

Search by: Code Search

[Download in CSV format](#)

Sector Expand All >> **Approved Programmes**

- All Programmes
- NQF
- National Award
- National Partnership Award
- Ⓜ Health, public services and care
- Ⓜ Science and mathematics
- Ⓜ Agriculture, horticulture and animal care
- Ⓜ Engineering and manufacturing technologies
- Ⓜ Construction, planning and the built environment
- Ⓜ Information and communication technology
- Ⓜ Retail and commercial enterprise
- Ⓜ Leisure, travel and tourism
- Ⓜ Arts, media and publishing
- Ⓜ History, philosophy and theology
- Ⓜ Social sciences
- Ⓜ Languages, literature and culture
- Ⓜ Education and training

Code	Title	Status	Type	Level	Details
Select N14	NCFE INITIAL TRAINING FOR CLASSROOM ASSISTANTS (STAGE 1)	Live	National Award	Level 1	
Select 500/3384/0	LEVEL 2 CERTIFICATE IN FIRE RISK ASSESSMENT	Live	NQF	Level 2	
Select C16	RESEARCHING LOCAL HISTORY	Live	Customised	Level 3	
Select 100/1325/8	ENTRY LEVEL CERTIFICATE IN ADULT LITERACY (INCLUDING SPOKEN COMMUNICATION)	Live	NQF	Entry Level	
Select 100/1188/2	NCFE LEVEL 1 CERTIFICATE IN EMPLOYMENT SKILLS	Live	NQF	Level 1	
Select 100/4425/5	LEVEL 2 CERTIFICATE IN EQUALITY AND DIVERSITY	Live	NQF	Level 2	
Select IIQ7	COMPETENCE TRAINING FOR SLINGING AND LIFTING OPERATIONS	Live	IIQ	Level 2	
Select NP12	NCFE LEVEL 3 CERTIFICATE IN UNDERSTANDING PALLIATIVE CARE	Live	National Partnership Award	Level 3	
Select 100/2135/8	LEVEL 1 CERTIFICATE IN ADULT NUMERACY	Live	NQF	Level 1	
Select 100/2444/X	NCFE LEVEL 2 CERTIFICATE IN COUNSELLING SKILLS	Live	NQF	Level 2	

Select the qualification/award you'd like to register your candidates on by selecting **approved** (shows the qualifications/awards your centre's approved for) or **all** (shows all NCFE's qualifications/awards) from the drop down box. Then select to search on the programme name or code from the drop down box, type in the name or code and click **Search**.

Alternatively you can search for the qualification/award using the sector information to the left of the screen.

Once you've found the correct qualification/award, click **Select** then **Next**.

If you have a specific reference that you need to attach to this batch, you can add it in the first field.

The email address will already be completed according to the user account accessing the Portal.

Select the academic year that you'd like the candidates registered to.

Add a purchase order number if you need it to be recorded on an invoice.

Then select **Next**.

Key In Candidate Registration: Step 3/4

Batch Information

- Your reference number:
- Your email address*:
- Select appropriate academic year: 2007/2008 ▼
- Purchase Order Number:

Note: Field with an * is mandatory

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Key In Candidate Registration: Step 4/4

Enter candidate names

No.	Forename	Middle names	Surname	Centre Candidate Ref.	Unique Learner No.	DOB (dd/mm/yyyy)	Ethnicity	Gender
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Type your candidates' details into the fields. The following fields are mandatory:

- ◆ forename
- ◆ surname
- ◆ date of birth
- ◆ ethnicity
- ◆ gender

The Centre Candidate Reference can be used if you've assigned a specific reference for your candidates. You can leave the field blank if you don't have one.

The Unique Learner Number (ULN) is something that the candidate will have, or your centre has requested. If you don't have a ULN for your candidates then this field can be left blank.

Then select **Next**.

This screen will allow you to confirm your candidates' details.

Select **Finish** if you're happy with the candidates' details.

Select **Cancel** if the registration is not as you'd like it to be.

Key In Candidate Registration

Verification

Please check the details below and edit if you need to. Once you're happy they're correct please press the **Finish** button below.

100/2076/7, NCFE LEVEL 2 CERTIFICATE IN SAFER MOVING AND HANDLING (INCLUDING PEOPLE)

for NCFE Test Centre (001234)

Name	DoB	Ethnicity	Gender
Sophie Clark	12/12/1976	Asian/Asian British Bangladeshi	F

Please note:
Once you've pressed the **Finish** button, these candidates will be registered and you'll be invoiced for registration fee.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Select **Previous** if you need to change anything about the registration details.

Your candidates are now registered and the batch number attached to those candidates will show on the screen. At this point you'll be able to print off any reports that you need, register more candidates and enter your candidates for an external assessment if you need to.

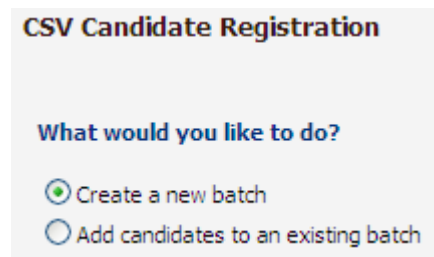
To enter your candidates for an external assessment, select **Entries** and refer to the **Enter candidates for external assessment** section for detailed instructions on how to enter candidates for their external assessment.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Upload candidates using CSV

You can upload candidates from a file on your computer, provided they're in CSV format. Refer to the **Creating CSV files** section for detailed instructions on how to create a CSV file.

To register your candidates using a CSV file, select **Upload candidates using CSV** from the home page or via the Registration link, then select **Next**.



Select whether you'd like to register your candidates to a new batch or add them to an existing batch.

Select **Create a new batch** then select next to move on.

Alternatively, select **Add candidate(s) to an existing batch**, select the academic year from the drop down box, then select the appropriate batch number from the drop down box.

Then select **Next**.

Select the correct address from the drop down box.

If the contact for this batch of candidates is different to the information that is automatically filled in, you can change the contact details by over-typing the details then select **Next**.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Key In Candidate Registration: Step 2/4

Select Programme

If you'd like to create a new batch you can select the programme by either searching for it by programme code or by selecting the programme in the list below.

Show: [Clear Search](#)

Search by:

[Download in CSV format](#)

Sector [Expand All >>](#) **Approved Programmes**

- All Programmes
- NQF
- National Award
- National Partnership Award
- Health, public services and care
- Science and mathematics
- Agriculture, horticulture and animal care
- Engineering and manufacturing technologies
- Construction, planning and the built environment
- Information and communication technology
- Retail and commercial enterprise
- Leisure, travel and tourism
- Arts, media and publishing
- History, philosophy and theology
- Social sciences
- Languages, literature and culture
- Education and training

Code	Title	Status	Type	Level	Details
Select N14	NCFE INITIAL TRAINING FOR CLASSROOM ASSISTANTS (STAGE 1)	Live	National Award	Level 1	
Select 500/3384/0	LEVEL 2 CERTIFICATE IN FIRE RISK ASSESSMENT	Live	NQF	Level 2	
Select C16	RESEARCHING LOCAL HISTORY	Live	Customised	Level 3	
Select 100/1325/8	ENTRY LEVEL CERTIFICATE IN ADULT LITERACY (INCLUDING SPOKEN COMMUNICATION)	Live	NQF	Entry Level	
Select 100/1188/2	NCFE LEVEL 1 CERTIFICATE IN EMPLOYMENT SKILLS	Live	NQF	Level 1	
Select 100/4425/5	LEVEL 2 CERTIFICATE IN EQUALITY AND DIVERSITY	Live	NQF	Level 2	
Select IIQ7	COMPETENCE TRAINING FOR SLINGING AND LIFTING OPERATIONS	Live	IIQ	Level 2	
Select NP12	NCFE LEVEL 3 CERTIFICATE IN UNDERSTANDING PALLIATIVE CARE	Live	National Partnership Award	Level 3	
Select 100/2135/8	LEVEL 1 CERTIFICATE IN ADULT NUMERACY	Live	NQF	Level 1	
Select 100/2444/X	NCFE LEVEL 2 CERTIFICATE IN COUNSELLING SKILLS	Live	NQF	Level 2	

Select the qualification/award you'd like to register your candidates on by selecting **approved** (shows the awards/qualifications your centre's approved for) or **all** (shows all NCFE's awards/qualifications) from the drop down box. Then select to search on the programme name or code from the drop down box, type in the name or code and click **Search**.

Alternatively you can search for the qualification/award using the sector information to the left of the screen.

Once you've found the correct qualification/award, click **Select** then **Next**.

If you have a specific reference that you need to attach to this batch, you can add it in the first field.

The email address will already be completed according to the user account accessing the Portal.

Select the academic year that you'd like the candidates registered to.

Add a purchase order number if you need it to be recorded on an invoice.

Then select **Next**.

CSV Candidate Registration: Step 3/5

Batch Information

- Your reference number:
- Your email address:
- Select appropriate academic year:
- Purchase order number:

Note: Field with an * is mandatory

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

CSV Candidate Registration: Step 4/5

Upload CSV file

If you haven't already downloaded the CSV tool, and you'd like to, please click [here](#) to do so.

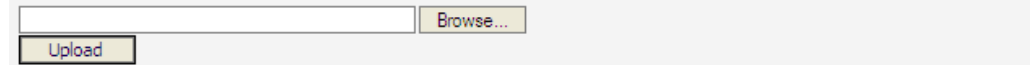
Before you retrieve your CSV file, please make sure that the file is in text format and follows the sequence below:

Forename, Middle names, Surname, DOB (ddmmyy), Ethnicity, Gender (M or F), Centre Candidate ID, ULN

eg: ANN, N, Other, 201176, 23, F, AO1234, 9876543210

The centre candidate ID must be unique to the candidate.

To upload your candidate details, please press the browse button, select the CSV file you want and then press the Upload button.



You'll now need to locate the CSV file that you've saved onto your PC.

Select **Browse**, locate your file then select **Upload** when the field is populated.

If you're happy with the data fields select **Next**.

If you need to make changes to the data you can change the data in the fields then select **Next**.

If the data is totally incorrect you can select **Previous** to upload another file.

Or tick **delete** to remove individual candidates.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Verify uploaded candidate details

Please check that your candidates' details below are correct before you continue to the next step.

No.	Forename	Middle names	Surname	Centre Candidate Ref.	Unique Learner No.	DOB (dd/mm/yyyy)	Ethnicity	Gender	Delete
1.	SUZZI		WONG	G000012549	1236975682	03/10/1987	Chinese	Female	<input type="checkbox"/>
2.	MEGGAN		MACREADY	G000012550	8123697556	15/08/1976	White British	Female	<input type="checkbox"/>
3.	PAUL	LEWIS	PHILLIPS	G000012551	8123697552	25/01/1988	White British	Male	<input type="checkbox"/>
4.	PAULA		TISMORE	G000012552	1236075685	14/06/1977	Any other ethnic group	Female	<input type="checkbox"/>
5.	PETER		PIPER	G000012553	1236975688	16/05/1990	White British	Male	<input type="checkbox"/>

CSV Candidate Registration

Verification

Please check the details below and edit if you need to. Once you're happy they're correct please press the **Finish** button below.

100/2076/7, NCFE LEVEL 2 CERTIFICATE IN SAFER MOVING AND HANDLING (INCLUDING PEOPLE)

for **NCFE Test Centre (001234)**

Name	DoB	Ethnicity	Gender
Billy CSV	18/07/1965	Declined to say	F
Linda CSV	11/11/1965	Any other White background	F
Joanna CSV	21/03/1965	White British	M

Please note:

Once you've pressed the **Finish** button, these candidates will be registered and you'll be invoiced for registration fee.

You'll then be able to confirm the candidate details before finally registering your candidates.

If you're happy with the information select **Finish**.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Your candidates are now registered and the batch number attached to those candidates will show on the screen. At this point you'll be able to print off any reports that you need, register more candidates and enter your candidates for an external assessment if you need to.

To enter your candidates for an external assessment, select **Entries** and refer to the **Enter candidates for external assessment** section for detailed instructions on how to enter candidates for their external assessment.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Upload candidates using Tribal/bulk CSV

The Tribal/bulk CSV method of registration allows multiple qualifications with multiple candidates to be uploaded in one file. This is extremely useful if you have large numbers of candidates with NCFE.

Refer to the **Creating bulk CSV files** section for detailed instructions on how to create a bulk CSV file.

To register your candidates using a bulk CSV file, select **Upload candidates using bulk CSV** from the home page or via the Registrations link, then select **Next**.

Bulk CSV Candidate Registration: Step 1/4

Upload and Register Batches

To upload your candidate details, please press the browse button, select the CSV file you want and the press the Upload button.

Select Bulk CSV file:

You'll now need to locate the CSV file that you've saved onto your PC.

Select **Browse** and locate your file then select **Upload** when the field is populated.

The batches show below the upload field, and give a brief outline of the qualification details you're going to register your candidates on.

To move on, select the batch you'd like to register by clicking **Select** and then **Next**.

Bulk CSV Candidate Registration: Step 2/4

Upload and Register Batches

To upload your candidate details, please press the browse button, select the CSV file you want and the press the Upload button.

Select Bulk CSV file:

Uploaded Batches:

	Programme Code	Centre ref	Date Uploaded	Uploaded By	Delete
Select	100/2444/X	Sophie 1	21/11/2008	Sophie Clark	<input type="checkbox"/>
Select	100/0799/4	Sophie 2	21/11/2008	Sophie Clark	<input type="checkbox"/>
Select	100/0804/4	Sophie 3	21/11/2008	Sophie Clark	<input type="checkbox"/>
Select	100/2135/8	Sophie 4	21/11/2008	Sophie Clark	<input type="checkbox"/>
Select	100/1188/2	Sophie 5	21/11/2008	Sophie Clark	<input type="checkbox"/>
Select	100/4425/5	Sophie 6	21/11/2008	Sophie Clark	<input type="checkbox"/>

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Bulk CSV Candidate Registration: Step 2/3

Batch Information

Programme code: 100/2076/7
 Programme title: NCFE LEVEL 2 CERTIFICATE IN SAFER MOVING AND HANDLING (INCLUDING PEOPLE)

Reference:

P.O. No:

Session:

Email*:

Contact:

Address:

Tel STD/No*:

Fax STD/No:

Note: Field with an * is mandatory

You can now edit the contact details for this batch and allocate an address to it by selecting from the drop down box.

The academic year (session) should be selected from the drop down box.

You can enter a purchase order number if you need it to appear on the invoice for this batch.

Select **Next** once you're happy with the information.

Verify your candidates' details are correct by selecting **Next**.

Any errors will show as a coloured box and a description of the error can be found on the screen.

Changes can be made directly to the cells before selecting **Next**.

There are errors in this data indicated by the coloured boxes. Please amend and press Next. If you need any help, please contact your Centre Support Assistant.

- Data is missing or in the wrong format
- Your current submission contains duplicate candidates
- This candidate has already been submitted on this batch
- This candidate has already been submitted on this programme

No.	Forename	Middle names	Surname	Centre Candidate Ref.	Unique Learner No.	DOB (dd/mm/yyyy)	Ethnicity	Gender	Delete
1.	<input type="text" value="Kirstie"/>	<input type="text"/>	<input type="text" value="Oliver"/>	<input type="text" value="678901"/>	<input type="text" value="6789012345"/>	<input style="background-color: red; color: white;" type="text" value="80878"/>	<input type="text" value="Declined to say"/>	<input type="text" value="Female"/>	<input type="checkbox"/>
2.	<input type="text" value="Dan"/>	<input type="text"/>	<input type="text" value="Davies"/>	<input type="text" value="345678"/>	<input type="text" value="3456789012"/>	<input type="text" value="13/10/1956"/>	<input type="text" value="Declined to say"/>	<input type="text" value="Male"/>	<input type="checkbox"/>
3.	<input type="text" value="Katherine"/>	<input type="text"/>	<input type="text" value="Tunney"/>	<input type="text" value="567890"/>	<input type="text"/>	<input type="text" value="12/03/1967"/>	<input type="text" value="Declined to say"/>	<input type="text" value="Female"/>	<input type="checkbox"/>

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Bulk CSV Candidate Registration

Verification

Please check the details below and edit if you need to. Once you're happy they're correct please press the **Finish** button below.

100/2076/7, NCFE LEVEL 2 CERTIFICATE IN SAFER MOVING AND HANDLING (INCLUDING PEOPLE)

for **NCFE Test Centre (001234)**

Name	DoB	Ethnicity	Gender
Sophie Davies	14/04/1956	Declined to say	F
Dan Oliver	14/04/1976	Declined to say	M
Kirstie Clark	14/04/1989	Declined to say	F

Please note:
Once you've pressed the **Finish** button, these candidates will be registered and you'll be invoiced for registration fee.

This screen allows you to confirm your candidates' details before finally registering your candidates.

If you're happy with the information select **Finish**.

Your candidates are now registered and the batch number attached to those candidates will show on the screen.

At this point you'll be able to print off any reports attached to the batch and enter your candidates for an external assessment if you need to.

Candidate registration complete!

Thank you, we've received your candidate registrations! Submission status: **Registered**

Your candidates are registered on batch number: **804772187**

Please download the paperwork below and pass the invoice to your Finance team for payment.

If you've submitted candidates for an Investing in Quality programme, we'll issue the certificates once we've received the Certificate Claim Form signed by the Internal Verifier.

Here are some reports which you can download:

- [Invoice INV00000570](#)
- [Invoice Summary](#)
- [Candidate Status Report](#)
- [Certificate Claim Form](#)

[Register more candidates](#)

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

To enter your candidates for an external assessment, select **Entries** and refer to the **Enter candidates for external assessment** section for detailed instructions on how to enter candidates for their external assessment.

If you have more than one batch that you've submitted using the bulk CSV method, at this point you'll be able to select **Submit more candidates** to take you back to the start of the process and register the remaining candidates from the bulk CSV file, or select **Retrieve bulk CSV files** from the **Registration** menu.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

NCFE and Tribal Group plc

NCFE and Tribal have linked the NCFE Portal and Tribal's Management Information System, ebs™, to reduce the duplication of work normally needed when registering candidates.

The first phase of the link described in the following pages show the simple steps involved in linking data exported from Tribal's Management Information System, ebs™ to the Portal. They also show how to download base data which is specially formatted to be imported directly into Tribal's Management Information System, ebs™.

Who is Tribal Group plc?

Tribal is part of Tribal Group plc (www.tribalgroup.co.uk) and has been involved in the UK FE sector for almost 25 years building up a considerable understanding of the changing needs of the sector. They have close involvement with LSC developments and a growing presence in the Adult Education sector.

Tribal Group is one of the UK's largest quoted providers of software and services to the UK learning and skills sector.

ebs™ Management Information System

There are currently more than 140 institutions using the ebs™ system.

Tribal advertise their Management Information System, ebs™ as a fully modularised system, which will suit the varied needs of colleges of all sizes, offering a number of unique benefits in each module but with particular strengths in timetables, registers and examinations.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Tribal Contact Details

Visit the Tribal website at www.tribalgroup.co.uk

For more information on the ebs™ examinations module please contact:

Shaun Newman
Senior Business Consultant
Tribal
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S2 4AN

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Email: shaun.newman@tribalgroup.co.uk
Mobile: 07836 739327
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Fax: 0114 281 6021

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Mobile: 07786 277567
Tel: 0114 281 6020
Fax: 0114 281 6021

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Tribal candidate uploads

You can upload candidates to the Portal from a CSV file created by Tribal's Management Information System, ebs™.

To upload your Tribal CSV file follow the instructions in the section named **Upload candidates using bulk CSV**.

Tribal qualification/award (base) data

You can download NCFE qualification/award data for use with ebs™.

From the Portal home page, select **Tribal Downloads**, and then select the option that you'd like to download information for. Once you've selected the option, you'll be asked to select the qualification you'd like the information for.

A link will be presented and you'll be given the option to open or save the file. Select save and save it to an appropriate drive on your PC. Once the download has completed you will be asked to close the dialogue box.

Please contact Tribal for help and guidance when importing the scheme and link base data into ebs™.

Tribal candidate registration (base) data

You can download candidate registration data for use within ebs™.

From the Portal home page, select **Tribal Downloads**, and then select the option that you'd like to download information for.

New registrations are registrations that have not been downloaded before.

A link will be presented and you'll be given the option to open or save the file. Select save and save it to an appropriate drive on your PC. Once the download has completed you will be asked to close the dialogue box.

Please contact Tribal for help and guidance when importing candidate registration data into ebs™.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Creating CSV files

A CSV file is a file containing data in the comma separated values format. These can be created from most MIS systems including Microsoft Access and Excel based applications using an export tool. CSV files can also be created in text editing applications such as Microsoft Word or Notepad.

When creating a CSV file for a single batch of registrations, the information must be set out using the following format:

3	PAUL	LEWIS	PHILLIPS	25/01/1988	23	M	G000012551	8123697552
4	PAULA		TISMORE	14/06/1977	98	F	G000012552	1236075685
5	PETER		PIPER	16/05/1990	23	M	G000012553	1236975688
6	MICHAEL	MARK	KEYLER	04/04/1988	23	M	G000012554	4588794630

Forename, middle name, surname, date of birth, ethnic code (as outlined by LSC), gender, centre candidate number, unique learner number (ULN)

The mandatory fields are:

- ◆ Forename
- ◆ Surname
- ◆ Date of birth
- ◆ Ethnicity code
- ◆ Gender

The fields that are optional can be left blank in an excel .csv file. If you're using a notepad file then the format would be:

Forename,,surname,date of birth,ethnic code,gender,,

As long as all of the candidates are going to be registered on the same programme, you can input as many candidates as you need using this file. Save the file as a **.csv** file and upload the information according to the **CSV upload of candidate data** section.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Creating a CSV file using the CSV Tool

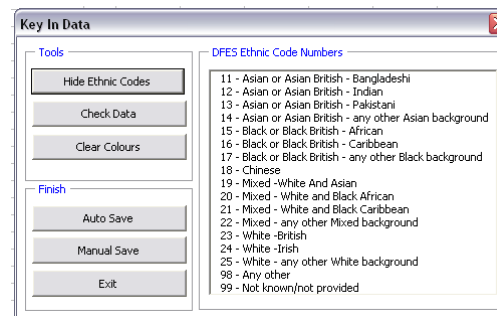
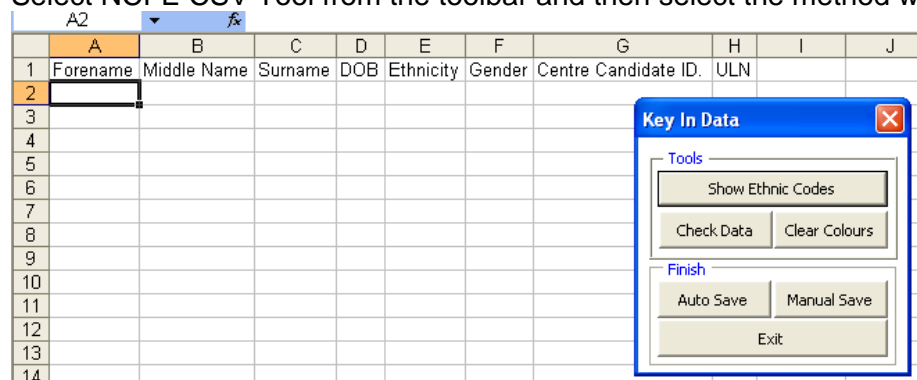
The CSV tool is useful when you need to create a CSV file and don't know where to start. The tool can be downloaded from the **Home** page or **Registration** page of the Portal, and there are a few options available to you.

Key in Method

If you'd like to key in your candidate details to an Excel spreadsheet then this is a useful option.

To download the tool you should click the link and select **Save**. Save the CSV tool to your PC in a memorable place so you can use it again and again. You may see a message to tell you that the download is complete, select **Close**. To use the tool, go to the place that you saved the tool and double click the icon, then select enable macros. An excel spreadsheet will open and **NCFE CSV Tool** will appear in the toolbar at the top of the screen.

Select NCFE CSV Tool from the toolbar and then select the method with which you'd like to import your candidates.



Once you've selected 'Key in Method' the excel spreadsheet will populate the first row with a header row. You can now start to add your candidate details in the same columns as the header row. The Key In Data menu is there to help you arrange your data in the correct way.

If you're unsure of the LSC ethnic codes then select the 'Show Ethnic Codes' button on the CSV tool. The tool will expand to show the codes and you'll be able to populate the column in the correct format.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

The Middle Name, Centre Candidate ID and ULN field are optional so they can be left blank if you're unsure of those.

Use the Check Data function to make sure you've got the data in the correct format and columns. If there are any errors the cell will change colour. When you change the data you can select 'Clear Colours' and then 'Check Data' again.

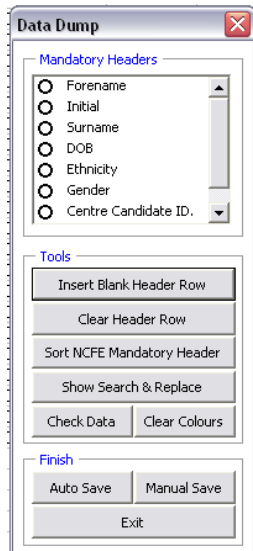
Once all the data is recorded you can save the spreadsheet using the 'Auto Save' or 'Manual Save' buttons. This file can then be uploaded to the NCFE Portal using the **Upload candidates using CSV** section of this handbook.

Data dump method

If you have your candidate information already stored in an Excel file, but it needs to be formatted correctly then this method is really useful.

To download the tool you should click the link and select **Save**. Save the CSV tool to your PC in a memorable place so you can use it again and again. You may see a message to tell you that the download is complete, select **Close**. To use the tool, go to the place that you saved the tool and double click the icon, then select enable macros. An excel spreadsheet will open and **NCFE CSV Tool** will appear in the toolbar at the top of the screen.

Copy your data into the open Excel spreadsheet and select NCFE CSV Tool from the toolbar, then select the method with which you'd like to import your candidates.



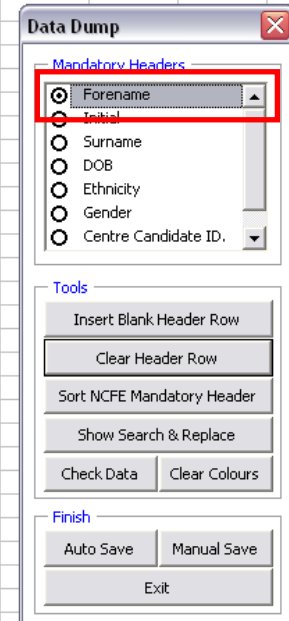
Once you've selected 'Data Dump Method' the Data Dump menu will appear.

You'll need to assign header values to the columns you have in your file, so any header rows that you currently have need to be cleared. If there is no header row you'll need to insert a blank header row using the tool.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Because the data that is in your excel file may be arranged in a way that is not accepted by the NCFE Portal, you must assign header titles to the columns you have and sort them.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Forename												
2	G000012549	Suzzi	Wong	03.10.1987	Chinese	Female	NCFE	Cohrt12347	Main Campus	01.10.2008	1236975682			
3	G000012550	Meggan	Macready	15.08.1976	White	Female	NCFE	Cohrt12347	Main Campus	01.10.2008	8123697556			
4	G000012551	Paul	Phillips	25.01.1988	White	Male	NCFE	Cohrt12347	Main Campus	01.10.2008	8123697552			
5	G000012552	Paula	Tismore	14.06.1977	Other	Female	NCFE	Cohrt12347	Main Campus	01.10.2008	1236075685			
6	G000012553	Peter	Piper	16.05.1990	White	Male	NCFE	Cohrt12347	Main Campus	01.10.2008	1236975688			
7	G000012554	Michael Mark	Keyler	04.04.1988	White	Male	NCFE	Cohrt12347	Main Campus	01.10.2008	4588794630			
8	G000012555	Emma	Croyton	11.04.1969	Other	Female	NCFE	Cohrt12347	Main Campus	01.10.2008	4588794627			
9	G000012556	Edward	Depp	31.11.1990	White	Male	NCFE	Cohrt12347	Main Campus	01.10.2008	4588794626			
10	G000012557	Katie	Joans	05.05.1990	Declined to say	Female	NCFE	Cohrt12347	Main Campus	01.10.2008	4588794622			
11	G000012558	Sophie	Simpson	12.08.1990	White	Female	NCFE	Cohrt12347	Main Campus	01.10.2008	4588794623			
12	G000012559	Louise	Payne	05.05.1978	White	Female	NCFE	Cohrt12358	Satellite	01.10.2008	1236975683			
13	G000012560	Dave	Smith	19.09.1988	Other	Male	NCFE	Cohrt12358	Satellite	01.10.2008	4588794629			
14	G000012561	Andrew Lakeston	Palmer	28.02.1990	White	Male	NCFE	Cohrt12358	Satellite	01.10.2008	123697569			
15	G000012562	Pamela	Smith	07.07.1988	White	Female	NCFE	Cohrt12358	Satellite	01.10.2008	4588794625			
16	G000012563	Jack	Daniels	09.03.1989	Declined to say	Male	NCFE	Cohrt12371	Main Campus	01.10.2008	4588794621			
17	G000012564	David	Samuels	17.05.1988	Declined to say	Male	NCFE	Cohrt12371	Main Campus	01.10.2008	8123697553			
18	G000012565	Dan	Kettle	22.12.1988	White	Male	NCFE	Cohrt12371	Main Campus	01.10.2008	4588794620			
19	G000012566	Sandra	Morgan	01.10.1989	White	Female	NCFE	Cohrt12371	Main Campus	01.10.2008	8123697554			
20	G000012567	Chin	Heath	02.11.1974	Chinese	Male	NCFE	Cohrt12371	Main Campus	01.10.2008	1236975687			
21	G000012568	Mark	McManus	12.08.1967	Other	Male	NCFE	Cohrt12371	Main Campus	01.10.2008	4588794624			
22	G000012569	John	Cooper	05.06.1989	White	Male	NCFE	Cohrt12371	Main Campus	01.10.2008	8123697551			
23	G000012570	Hussan	Abdul	28.02.1991	Indian	Male	NCFE	Cohrt12366	Satellite	01.10.2008	1236975686			
24	G000012571	David	James	01.01.1987	White	Male	NCFE	Cohrt12367	Satellite	01.10.2008	1236975684			
25	G000012572	Nathan	Brookes	29.01.1989	White	Male	NCFE	Cohrt12355	Satellite	01.10.2008	8123697555			
26	G000012573	James Paul	Dean	11.06.1979	Black caribbean	Male	NCFE	Cohrt12356	Main Campus	01.10.2008	1236975690			
27	G000012574	Libby	Daniels	11.02.1988	White	Female	NCFE	Cohrt12356	Main Campus	01.10.2008	1236975680			
28	G000012575	Samantha Janice	Carter	15.05.1979	White	Female	NCFE	Cohrt12356	Main Campus	01.10.2008	1236975681			
29	G000012576	Michelle	Twain	17.04.1989	White	Female	NCFE	Cohrt12356	Main Campus	01.10.2008	588794628			



Select a blank cell in the header and select the mandatory header that relates to that cell.

Continue to do that until all of the mandatory headers are assigned.

If any of the headers don't have a corresponding column, then select a blank column.

For this example spreadsheet, the header row will look like this:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Centre Candidate ID.	Forename	Surname	DOB	Ethnicity	Gender					ULN	Initial
2	G000012549	Suzzi	Wong	03.10.1987	Chinese	Female	NCFE	Cohrt12347	Main Campus	01.10.2008	1236975682	
3	G000012550	Meggan	Macready	15.08.1976	White	Female	NCFE	Cohrt12347	Main Campus	01.10.2008	8123697556	
4	G000012551	Paul	Phillips	25.01.1988	White	Male	NCFE	Cohrt12347	Main Campus	01.10.2008	8123697552	
5	G000012552	Paula	Tismore	14.06.1977	Other	Female	NCFE	Cohrt12347	Main Campus	01.10.2008	1236075685	

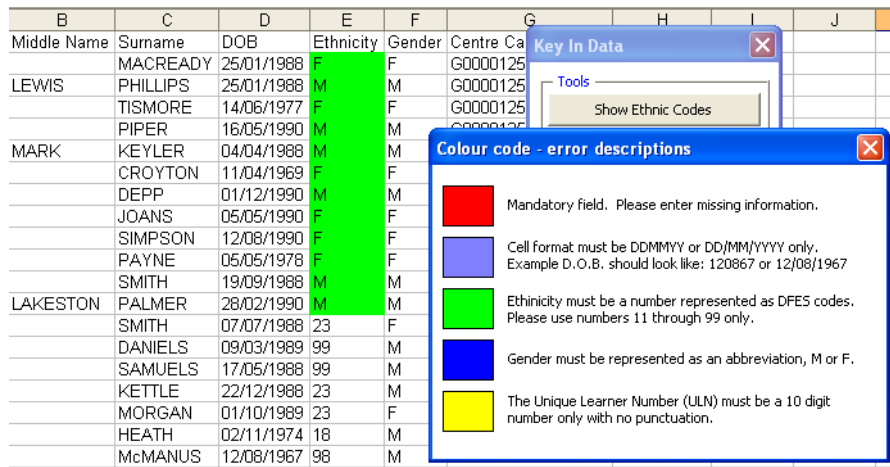
If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Once the mandatory headers are assigned, the rest of the columns can be removed. Select 'Sort NCFE Mandatory Header'. The example spreadsheet now looks like this:

	A	B	C	D	E	F	G	H	I
1	SUZZI		WONG	03/10/1987	18	F	G000012549	1236975682	
2	MEGGAN		MACREADY	15/08/1976	23	F	G000012550	8123697556	
3	PAUL	LEWIS	PHILLIPS	25/01/1988	23	M	G000012551	8123697552	
4	PAULA		TISMORE	14/06/1977	98	F	G000012552	1236075685	
5	PETER		PIPER	16/05/1990	23	M	G000012553	1236975688	
6	MICHAEL	MARK	KEYLER	04/04/1988	23	M	G000012554	4588794630	
7	EMMA		CROYTON	11/04/1969	98	F	G000012555	4588794627	

At this point if there are any errors with the data which would mean that the file won't be imported to the NCFE Portal, these would be highlighted. The incorrect data is highlighted red and a request for you to change the data is displayed.

The data can be changed by typing over the information in the cell. However, if the data that needs to be changed is the ethnicity or gender columns, the tool can be used to update it easily.

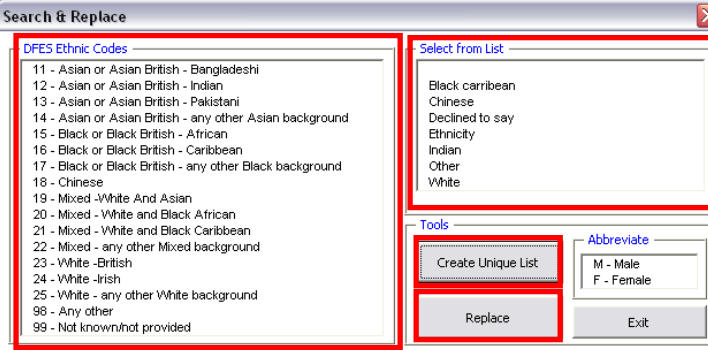


B	C	D	E	F	G	H	I	J
Middle Name	Surname	DOB	Ethnicity	Gender	Centre Ca			
	MACREADY	25/01/1988	F	F	G0000125			
LEWIS	PHILLIPS	25/01/1988	M	M	G0000125			
	TISMORE	14/06/1977	F	F	G0000125			
	PIPER	16/05/1990	M	M	G0000125			
MARK	KEYLER	04/04/1988	M	M				
	CROYTON	11/04/1969	F	F				
	DEPP	01/12/1990	M	M				
	JOANS	05/05/1990	F	F				
	SIMPSON	12/08/1990	F	F				
	PAYNE	05/05/1978	F	F				
	SMITH	19/09/1988	M	M				
LAKESTON	PALMER	28/02/1990	M	M				
	SMITH	07/07/1988	23	F				
	DANIELS	09/03/1989	99	M				
	SAMUELS	17/05/1988	99	M				
	KETTLE	22/12/1988	23	M				
	MORGAN	01/10/1989	23	F				
	HEATH	02/11/1974	18	M				
	McMANUS	12/08/1967	98	M				

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Highlight the ethnicity column with errors in it and select 'Show Search and Replace'. The tool will expand to show the ethnicity codes, and you'll be able to create a unique list from your highlighted column. This list will include the data you've entered into the column.

	A	B	C	D	E	F	G	H
1	Forename	Initial	Surname	DOB	Ethnicity	Gender	Centre Candidate ID.	ULN
2	Suzzi		Wong	03.10.1987	Chinese	Female	G000012549	1236975682
3	Meggan		Macready	15.08.1976	White	Female	G000012550	8123697556
4	Paul		Phillips	25.01.1988	White	Male	G000012551	8123697552
5	Paula		Tismore	14.06.1977	Other	Female	G000012552	1236075685
6	Peter		Piper	16.05.1990	White	Male	G000012553	1236975688
7	Michael Mark		Keyler	04.04.1988	White	Male	G000012554	4588794630
8	Emma		Croyton	11.04.1969	Other	Female	G000012555	4588794627
9	Edward		Depp	31.11.1990	White	Male	G000012556	4588794626



1. Select an item from your unique list
2. Select the equivalent value from the LSC ethnicity codes
3. Select replace

The column in your excel spreadsheet will update with the correct information, and you can then continue to update the remaining items in the list.

The same process can then be followed for the gender column.

Highlight the gender column with errors in it and select 'Show Search and Replace'. The tool will expand to show the ethnicity codes, and you'll be able to create a unique list from your highlighted column. This list will include the data you've entered into the column.

28	Samantha Janice		Carter	15.05.1979	White	Female	G000012575	1236975681
29	Michelle		Twain	17.04.1989	White	Female	G000012576	588794628

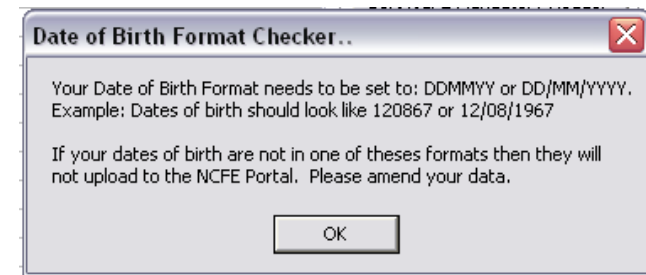
1. Select an item from your unique list
2. Select the equivalent value from the LSC ethnicity codes
3. Select replace

The column in your excel spreadsheet will update with the correct information, and you can then continue to update the remaining items in the list.

Once all the corrections have been made, select Exit to return to the main menu.

To make sure the rest of the data is in the correct format select 'Check Data'. The Date of Birth has to be formatted in a specific way and so often this is an area that will cause an error when checking the data. A message will appear to let you know the date of birth format is incorrect.

The date of birth can be overtyped to display the correct format.



If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Use the Check Data function to make sure you've got the data in the correct format and columns. If there are any errors the cell will change colour. When you change the data you can select 'Clear Colours' and then 'Check Data' again.

Once all the data is recorded you can save the spreadsheet using the 'Auto Save' or 'Manual Save' buttons. This file can then be uploaded to the NCFE Portal using the **Upload candidates using CSV** section of this handbook.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Creating a bulk CSV file

A bulk CSV file allows you to register candidates on multiple qualifications from a single CSV file.

When creating a bulk CSV file, the **header row** to the batch must be set out using the following format:

Record type (NCFE1), centre number, centre reference, blank field, product code, blank field, blank field

The **candidate information rows** must be set out using the following format:

Record type (NCFE2), first name, middle name, surname, date of birth, centre candidate number, ethnic code (as outlined by LSC), gender, unique learner number (ULN).

	A	B	C	D	E	F	G	H
1	NCFE1	003276	test1		100/2444/X			
2	NCFE2	Daniel	M	Clark	28031979	123456	23	F
3	NCFE2	Joanna		Davies	1051984	234567	98	M
4	NCFE2	Kirstie		Fairless	23041985	345678	23	F
5	NCFE2	Sophie		Oliver	17031982	456789	98	F
6	NCFE1	003276	test2		100/2240/5			
7	NCFE2	Daniel	M	Clark	28031979	123456	23	F
8	NCFE2	Joanna		Davies	1051984	234567	98	M
9	NCFE2	Kirstie		Fairless	23041985	345678	23	F
10	NCFE2	Sophie		Oliver	17031982	456789	98	F
11								
12								

The header row fields are mandatory for all batches. The mandatory fields for the candidate information rows are:

- ◆ NCFE2
- ◆ Forename
- ◆ Surname
- ◆ Date of birth
- ◆ Ethnicity code
- ◆ Gender

You can register as many batches as you like on as many qualifications/awards as you like using a bulk CSV file. Save the file as a **.csv** file and upload the information according to the **Upload candidates using bulk CSV** section.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

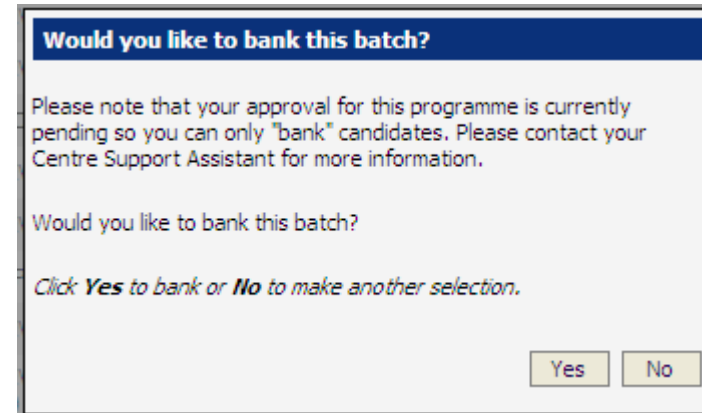
Centre not approved

If you select a qualification that your centre isn't approved to run when registering candidates, you'll see this message.

You can choose to change your qualification option by selecting **No**.

If you choose to save the batch as banked, you'll be able to continue with your registration as usual, but the candidates will not be fully registered at the end of the process. You'll receive a batch number, but their status will remain as **Banked**. To complete the registration you'll need to send a completed approval form, which you can find at www.ncfe.org.uk, to your Centre Support Assistant.

Once we've confirmed your approval, you'll be able to access the paperwork and invoices associated with the registration.



If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Block registration

With our block registration facility you can set up an assessment without knowing the names of the candidates in advance. This is particularly useful for courses which have a low number of guided learning hours, for “roll on-roll off” short courses or for courses which are delivered before candidates are registered.

You simply decide which date you want to run the assessment and how many candidates will be involved and we’ll send you the correct number of assessment papers along with a blank Invigilator’s Register of Additional Candidates for you to record the candidates’ names.

Once the assessment is complete and the candidate answer sheets have been returned and marked, we’ll register and invoice for the candidates who attended at the same time as we issue the results.

From the home page select **Block Registration** or use the **Registration** link.

- **Register Candidates for an award/qualification**
 - [Key in candidates names](#)
 - [Upload candidates using CSV file](#)
 - [Upload candidates using bulk CSV file](#)
 - [Retrieve bulk CSV files](#)
 - [Block Registration](#)

Block Registration Details

Programme*:

Centre Reference:

Purchase Order Number:

Number of Candidates*:

Assessment Date*: 29/01/2009 Time*:

Site*:

Contact*: Sophie Clark

Your email*: sophiedark@ncfe.org.uk

Tel STD/No*:

Fax STD/No*:

Delivery Address*: (Main Address) Ryehill Campus, Scotswood Road
Scotswood Road
Newcastle upon Tyne
Tyne And Wear
NE4 7SA

Note: Field with an * is mandatory

Select the **Qualification** that you’d like to block register your candidates onto. Block registration qualifications will show in the drop down menu.

Enter your **Centre Reference** (optional). This can be anything that will help you to keep track of your candidates and shouldn’t be confused with your centre number.

Enter a **Purchase Order** number (optional) if you want it to appear on your invoice.

Enter the **Number of Candidates** you want to block register (between 1 and 500).

Select the **Assessment Date**.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Select the **Time** of assessment using the 24 hour clock.

Enter the **Site** where the assessment is taking place.

The contact details will be automatically completed, but you can change them by over-typing the details. Select the **Delivery Address** for the assessment papers, then select **Next**.

Confirm Registration Details

Please confirm the following details and when you are happy that they are correct please press the **Finish** button.

Programme: 100/2076/7, NCFE LEVEL 2 CERTIFICATE IN SAFER MOVING AND HANDLING (INCLUDING PEOPLE)
Assessment: 100/2076/7/ MCQ
Centre Reference:
P.O #:
Number of Candidates: 10
Assessment Date: 11/02/2009 at 12:00
Site: NCFE
Contact: Sophie Clark
Telephone: 0191 - 2398028
Fax: -
Email: sophiedark@ncfe.org.uk
Delivery Address: NEWCASTLE UPON TYNE
 Tyne and Wear
 NE1 4JE
 United Kingdom

Select **Previous** if you need to go back and change some details before submitting the block registration.

Select **Cancel** if you'd like to cancel the block registration.

Confirm the details on the screen and select **Finish** if you're happy to continue with the registration.

This screen will confirm the batch number for the block registration, allow you to print the screen for your records and gives you the option to **Submit more Block Registrations**.

Registration Complete!

Please find below confirmation of the candidate numbers. You will be invoiced on receipt of completed answer sheets.

[Print](#)

Batch Number: 804772736
Programme: 100/2076/7, NCFE LEVEL 2 CERTIFICATE IN SAFER MOVING AND HANDLING (INCLUDING PEOPLE)
Assessment: 100/2076/7/ MCQ
Centre Reference:
P.O #:
Number of Candidates: 10
Assessment Date: 11/02/2009 at 12:00
Site: NCFE
Contact: Sophie Clark
Telephone: 0191 - 2398028
Fax: -
Email: sophiedark@ncfe.org.uk
Delivery Address: NEWCASTLE UPON TYNE
 Tyne and Wear
 NE1 4JE
 United Kingdom

[Submit more Block Registrations](#)

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Enter candidates for external assessment

- **Enter candidates for assessment**
 - [Enter candidates for external assessment](#)
 - [Show previous entries](#)
 - [Enter candidates for portfolio moderation](#)
 - [Enter candidates for proxies](#)

Select **Enter candidates for external assessment** from the home page or via the **Entries** link, then **Next**.

Enter the batch number or programme code of the candidates you'd like to enter for the external assessment and select **Search**.


The results will allow you to **select** the batch that you'd like to enter before selecting **Next**.

Candidate Entry: Step 1/4





Select Batch

You can enter candidates for external assessment by either searching for the batches by batch number or programme code or by selecting the batch from the list below. If you need any help, please contact your Centre Support Assistant.

Batch Number: Programme code:

 [Download in CSV format](#)

<<First <Previous 1 Last>> Page Size: 10

	Batch Number	Programme Code	Programme Title	Session	Status	Registration Date	External Moderator/Verifier
Select 	804772018	100/2076/7	NCFE LEVEL 2 CERTIFICATE IN SAFER MOVING AND HANDLING (INCLUDING PEOPLE)	2007/2008	Registered	17/11/2008	Dave Hudsoath
Select 	804772023	100/2076/7	NCFE LEVEL 2 CERTIFICATE IN SAFER MOVING AND HANDLING (INCLUDING PEOPLE)	2008/2009	Registered	17/11/2008	
Select 	804772058	100/2444/X	NCFE LEVEL 2 CERTIFICATE IN COUNSELLING SKILLS	2007/2008	Registered	18/11/2008	
Select 	804772059	100/2076/7	NCFE LEVEL 2 CERTIFICATE IN SAFER MOVING AND HANDLING (INCLUDING PEOPLE)	2008/2009	Registered	18/11/2008	

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.


Candidate Entry: Step 2/4

Entry details

Programme code: 100/2444/X
 Title: NCPE LEVEL 2 CERTIFICATE IN COUNSELLING SKILLS
 Session: 2007/2008

Assessment name: 100/2444/X/SAQ
 Type: Short Answer Questions (SAQ)

Site*:

Entry Date/Time*: 

Note: Field with an * is mandatory

Enter the **site** of the assessment, the **date** of the assessment and the **time** of assessment using the 24 hour clock.

Then select **Next**.

Select the candidates you'd like to enter by clicking in the tick box under '**Request Assessment**'.

Then select **Next**.

Candidate Entry: Step 3/4

Select Candidates

Request Assessment	Status	Candidate name	Candidate number
<input type="checkbox"/>	Registered	SOPHIE KEYIN	50808877

What do the coloured boxes mean?

- Candidate is exempt from this assessment.
- Candidate has already been entered for this assessment.
- Candidate has achieved this assessment.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCPE on 0191 239 8000.

Candidate Entry: Step 4/4

Verification

Please check the details below and edit if you need to by pressing the **Previous** button. Once you're happy they're correct please press the **Finish** button.

Name	DoB	Ethnicity	Gender
Sophie Keyin	12/12/1975	Asian/Asian British Bangladeshi	F

This screen will allow you to confirm the entry before selecting **Finish**.

This screen confirms the entry you've just made, as well as allowing you to print off any paperwork you need.

This screen will also allow you to go on and enter more candidates for the external assessment by selecting **Enter more candidates**.

Entries for Assessment Complete!

Thank you, your candidate(s) have been entered for the assessment.

The external assessment papers will be despatched to the Exams Officer 7 working days before the assessment date. Please download the report(s) below and pass the invoice to your Finance team for payment.

Here are some report(s) which you can download:

- [Invoice](#)
- [Entries Confirmation Report](#)
- [Resit Summary Report](#)

[Enter more candidates](#)

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Portfolio moderation entries (Key Skills only)

To enter your candidates for portfolio moderation, select **Enter candidates for portfolio moderation** from the home page or via the **Entries** link, then select **Next**.

Portfolio Moderation Entry

How would you like to choose the candidates?

Select candidates from a specific batch

Search for candidates by name

Select whether you'd like to Select candidates from a specific batch or Search for candidates by name, then select **Next**.

Select the programme that you'd like to enter portfolio moderations for, then select **Next**.

Depending on whether you chose to Select candidate from a specific batch or Search for candidates by name determines the page you'll see next. If you chose Select candidate from a specific batch, then you'll see a list of batches that you have registered to the programme you selected, and you can make your choice from there. If you chose to Search for candidates by name, you'll be able to enter some names as search criteria to make the entries you need.

Portfolio Moderation Entry: Step 1/3

Programme Selection

Please select a programme from the list below:

Show: [Clear Search](#)

Search by:

[Download in CSV format](#)

Sector [Expand All >>](#) **Approved Programmes**

Code	Title	Status	Type	Level	Details
Select 500/3384/0	LEVEL 2 CERTIFICATE IN FIRE RISK ASSESSMENT	Live	NQF	Level 2	
Select 100/2135/8	LEVEL 1 CERTIFICATE IN ADULT NUMERACY	Live	NQF	Level 1	
Select 100/0804/4	NCFE LEVEL 3 KEY SKILLS COMMUNICATION	Live	NQF	Level 3	
Select 100/0799/4	NCFE LEVEL 2 KEY SKILLS IN APPLICATION OF NUMBER	Live	NQF	Level 2	
Select 100/2076/7	NCFE LEVEL 2 CERTIFICATE IN SAFER MOVING AND HANDLING (INCLUDING PEOPLE)	Live	NQF	Level 2	

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Portfolio Moderation Entry: Step 3/3

Select Candidates

Please select the candidate(s) you'd like to enter for portfolio moderation by ticking the box next to the candidate(s). If you need any help, please contact your Centre Support Assistant.

<input type="checkbox"/>	Name	Candidate No.	Status
<input type="checkbox"/>	RICHARD LEE CARR	50123780	Unit Summary
<input type="checkbox"/>	PAUL THOMAS DIX	50096826	Unit Summary
<input type="checkbox"/>	ROBERT PAUL KEHOE	50078754	Unit Summary
<input type="checkbox"/>	LIAM MARRON	50096723	Unit Summary
<input type="checkbox"/>	MATTHEW LESLIE McBRYDE	50123790	Unit Summary
<input type="checkbox"/>	PAUL DAVID MURRAY	50096724	Unit Summary
<input type="checkbox"/>	CHRIS PAUL RICHARDSON	50091347	Unit Summary
<input type="checkbox"/>	PETER HOWSTAN SCOTT	50078745	Unit Summary
<input type="checkbox"/>	LIAM RICHARD WATSON	50096828	Unit Summary

What do the coloured boxes mean?

- Candidate has a full certificate and cannot be entered
- Candidate is already entered on today's date

Either way, you'll be presented with a tick box next to your candidates. Select the candidates you wish to enter for portfolio moderation, before selecting **Next** then **Finish**.

At this point you'll need to print the screen for your records and select **Finish**. You'll then see a confirmation screen where you can **Enter more candidates** for portfolio moderation.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Proxy entries (Key Skills only)

To enter your candidates for proxies, select **Enter candidates for proxies** from the home page or via the **Entries** link, then select **Next**.

Proxy Entries

How would you like to select your candidates?

Select candidates from a specific batch

Search for candidates by name

Select whether you'd like to Select candidates from a specific batch or Search for candidates by name, then select **Next**.

Select the programme that you'd like to enter proxies for, then select **Next**.

Depending on whether you chose to Select candidate from a specific batch or Search for candidates by name determines the page you'll see next. If you chose Select candidate from a specific batch, then you'll see a list of batches that you have registered to the programme you selected, and you can make your choice from there. If you chose to Search for candidates by name, you'll be able to enter some names as search criteria to make the entries you need.

Proxy Entries: Step 1/3

Programme Selection

Please select a programme from the list below:

Show: [Clear Search](#)

Search by:

[Download in CSV format](#)

Sector [Expand All >>](#) **Approved Programmes**

- [All Programmes](#)
- [NQF](#)
- [National Award](#)
- [National Partnership Award](#)
- ▣ [Health, public services and care](#)
- ▣ [Science and mathematics](#)
- ▣ [Agriculture, horticulture and animal care](#)
- ▣ [Engineering and manufacturing technologies](#)
- ▣ [Construction, planning and the built environment](#)
- ▣ [Information and communication technology](#)

	Code	Title	Status	Type	Level	Details
Select	500/3384/0	LEVEL 2 CERTIFICATE IN FIRE RISK ASSESSMENT	Live	NQF	Level 2	
Select	100/2135/8	LEVEL 1 CERTIFICATE IN ADULT NUMERACY	Live	NQF	Level 1	
Select	100/0804/4	NCFE LEVEL 3 KEY SKILLS COMMUNICATION	Live	NQF	Level 3	
Select	100/0799/4	NCFE LEVEL 2 KEY SKILLS IN APPLICATION OF NUMBER	Live	NQF	Level 2	
Select	100/2076/7	NCFE LEVEL 2 CERTIFICATE IN SAFER MOVING AND HANDLING (INCLUDING PEOPLE)	Live	NQF	Level 2	

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Proxy Entries: Step 3/3

Candidate search

Search for your candidate using forename or surname and select them before proceeding:

[Download in CSV format](#)

Name	Batch No.	Candidate No.	DOB	Programme Code	Programme Name	Registration Status	Full	Portfolio	Test
Dan Oliver	804772740	50811121	12/12/1976	100/0799/4	NCFE LEVEL 2 KEY SKILLS IN APPLICATION OF NUMBER	Registered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 100/0799/4/MCQ
Sophie Clark	804772740	50811119	12/12/1975	100/0799/4	NCFE LEVEL 2 KEY SKILLS IN APPLICATION OF NUMBER	Registered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 100/0799/4/MCQ
Kirstie Davies	804772740	50811120	12/12/1975	100/0799/4	NCFE LEVEL 2 KEY SKILLS IN APPLICATION OF NUMBER	Registered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 100/0799/4/MCQ

Either way, you'll be presented with a selection of tick boxes next to your candidates. Tick the appropriate box to show whether the proxy exempts them from the full qualification or just the portfolio or test element, then select **Next**.

At this point you'll need to print the screen for your records and select **Finish**. You'll then see a confirmation screen where you can **Enter more candidates** for proxies.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Searching the Portal for information

There are a number of searches to help you find information about registered candidates and your centre's approved awards/qualifications.

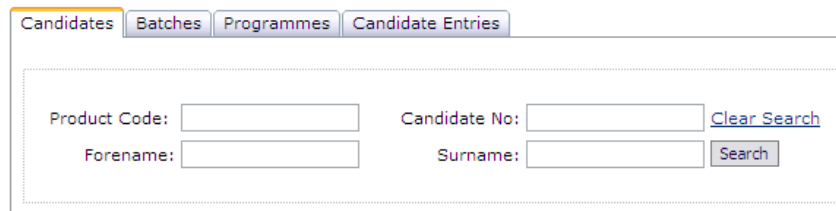
Log into the Portal and from the home page select **Search**. At this point there are 4 options that you can choose to search on.

From all of the searches you'll be able to save the information to your PC as an Excel spreadsheet for use later on. When you're searching and you're not entirely sure the information you can use a 'wild search', for example, typing %Clark% in the surname search field will return all candidates with the surname Clark.

Search for candidates

Portal Search

You can search the Portal by candidates, batches, programmes or entries by choosing the appropriate tab below.



The screenshot shows a search interface with four tabs: 'Candidates' (selected), 'Batches', 'Programmes', and 'Candidate Entries'. Below the tabs are search input fields: 'Product Code', 'Candidate No.', 'Forename', and 'Surname'. There are also 'Clear Search' and 'Search' buttons.

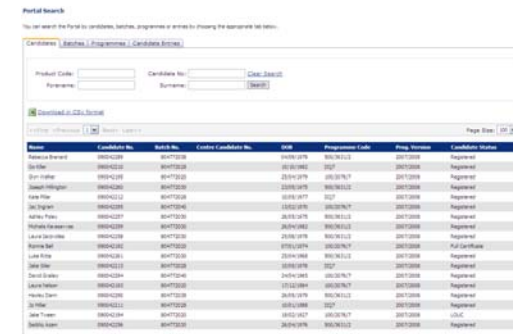
Click on the **Candidates** tab.

You can search in this category by product code, candidate number, first name and surname. Once you've entered the information you want to search on, select **Search**.

Alternatively, if you don't have any search criteria, you can select **Search** and the list will show all candidates registered to your centre.

The results will show as a list below the search criteria and show the candidate name, candidate number, batch number, date of birth, qualification code and status of the candidate.

In this screen you can choose to view between 10 and 100 records per page and choose next and last to move between results screens.



The screenshot shows a table of search results with columns: Name, Candidate No., Batch No., Centre Candidate No., DOB, Programme Code, Prog. Format, and Candidate Status. The table contains 15 rows of candidate data.

Name	Candidate No.	Batch No.	Centre Candidate No.	DOB	Programme Code	Prog. Format	Candidate Status
Robert Brown	88842328	88877328	88877328	19/03/1971	88877328	2017/2018	Registered
Joe Hill	88842328	88877328	88877328	01/01/1982	88877328	2017/2018	Registered
Sam Taylor	88842328	88877328	88877328	23/01/1979	88877328	2017/2018	Registered
James Williams	88842328	88877328	88877328	11/08/1978	88877328	2017/2018	Registered
Alex Hill	88842328	88877328	88877328	03/01/1977	88877328	2017/2018	Registered
John Smith	88842328	88877328	88877328	11/02/1976	88877328	2017/2018	Registered
Mark Price	88842328	88877328	88877328	26/05/1975	88877328	2017/2018	Registered
Michael Greenway	88842328	88877328	88877328	24/01/1982	88877328	2017/2018	Registered
Lee Greenway	88842328	88877328	88877328	23/06/1979	88877328	2017/2018	Registered
Alanna Bell	88842328	88877328	88877328	07/01/1974	88877328	2017/2018	Full Certificate
Leah Price	88842328	88877328	88877328	23/04/1983	88877328	2017/2018	Registered
Shel Hill	88842328	88877328	88877328	04/06/1978	88877328	2017/2018	Registered
David Banks	88842328	88877328	88877328	24/01/1983	88877328	2017/2018	Registered
James Wilson	88842328	88877328	88877328	11/02/1981	88877328	2017/2018	Registered
Mark Smith	88842328	88877328	88877328	26/05/1975	88877328	2017/2018	Registered
John Hill	88842328	88877328	88877328	03/01/1988	88877328	2017/2018	Registered
Lee Price	88842328	88877328	88877328	04/02/1977	88877328	2017/2018	Full
Mark Hill	88842328	88877328	88877328	24/01/1976	88877328	2017/2018	Registered

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Search for batches

Portal Search

You can search the Portal by candidates, batches, programmes or entries by choosing the appropriate tab below.

You can search for batches below by entering either a specific batch number or programme code. Once you've found the right batch you can view candidate details, enter candidates for assessment or print reports relating to the batch by clicking on the buttons on the left.

Batch Number:
 Programme code:

[Clear Search](#)

Click on the **batches** tab.

You can search in this category by batch number or qualification code. Once you've entered the information you want to search on, select **Search**.

Alternatively, if you don't have any search criteria, you can select **Search** and the list will show all batches registered to your centre.

The results will show as a list below the search criteria and show the batch number, qualification code, qualification name, status of the batch, registration date of batch and External Moderator name.

From the search results you can create an external assessment entry, view all candidates on the batch and print documents associated with the batch by clicking on the appropriate icons to the left (hover over the icons to see which is which).

In this screen you can choose to view between 10 and 100 records per page and choose next and last to move between results screens.


Portal Search

You can search the Portal by candidates, batches, programmes or entries by choosing the appropriate tab below.

You can search for batches below by entering either a specific batch number or programme code. Once you've found the right batch you can view candidate details, enter candidates for assessment or print reports relating to the batch by clicking on the buttons on the left.
















Batch Number:
 Programme code:

[Clear Search](#)

 [Download in CSV format](#)

Open New Window

<<First <Previous 1 Next> Last>> Page Size: 100

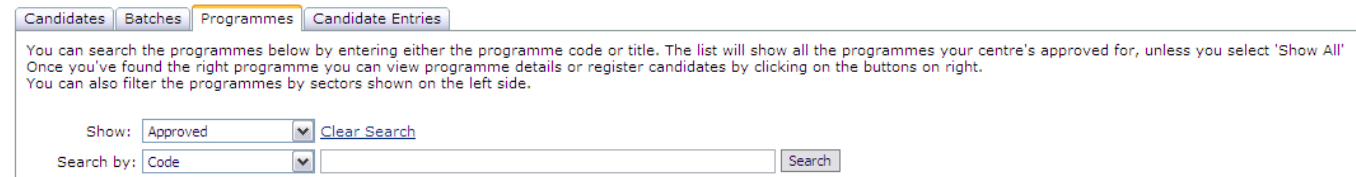
	Batch Number	Programme Code	Programme Title	Prog. Version	Status	Creation Date	External Moderator
Select   	804772020	100/2076/7	NCFE LEVEL 2 CERTIFICATE IN SAFER MOVING AND HANDLING (INCLUDING PEOPLE)	2007/2008	Registered	22/07/2008	John Payne
Select   	804772028	IIQ7	BODY MASSAGE	2007/2008	Registered	22/07/2008	
Select   	804772030	500/3631/2	LEVEL 2 NVQ IN SPECTOR SAFETY	2007/2008	Registered	22/07/2008	
Select   	804772038	500/3631/2	LEVEL 2 NVQ IN SPECTOR SAFETY	2007/2008	Registered	22/07/2008	
Select   	804772040	100/2076/7	NCFE LEVEL 2 CERTIFICATE IN SAFER MOVING AND HANDLING (INCLUDING PEOPLE)	2007/2008	Registered	22/07/2008	John Payne

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Search for programmes

Portal Search

You can search the Portal by candidates, batches, programmes or entries by choosing the appropriate tab below.



This search can be carried out through the search section or by selecting **Programmes** from the tool bar on the Portal home page.

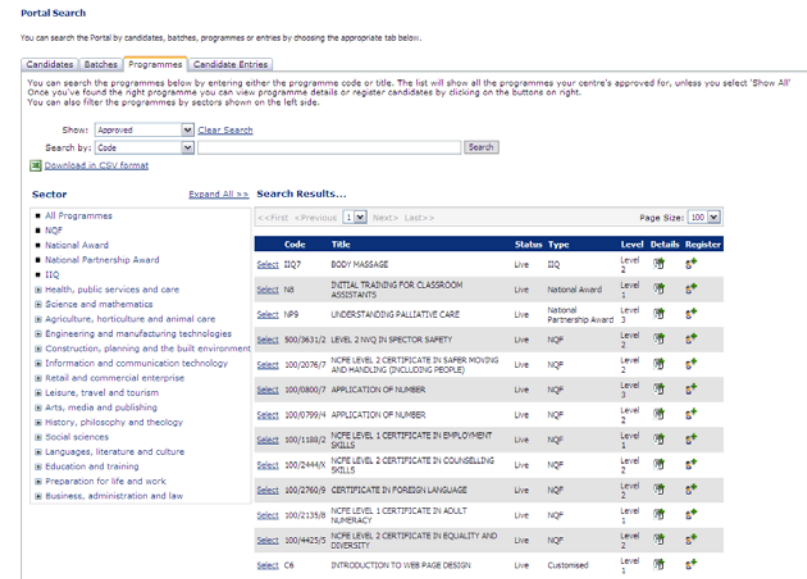
Click on the **Programmes** tab.

You can search in this category by the qualifications that your centre's approved for or by all qualifications that NCFE offers using the first drop down box, and then by qualification code or qualification name using the second drop down box. Once you've entered the information you want to search on, select **Search**. Alternatively, if you don't have any search criteria, you can select **Search** and the list will show all programmes according to what the drop down boxes show.

The results will show as a list below the search criteria and show the qualification code, qualification name, status of the qualification, type of product and level of product.

From the search results you can register candidates and view the programme details by clicking on the appropriate icons to the right (hover over the icons to see which is which).

In this screen you can choose to view between 10 and 100 records per page and choose next and last to move between results screens.



Code	Title	Status	Type	Level	Details	Register
Select 007	BODY MASSAGE	Live	007	Level 2		
Select 008	INITIAL TRAINING FOR CLASSROOM ASSISTANTS	Live	National Award	Level 1		
Select 009	UNDERSTANDING PALLIATIVE CARE	Live	National Partnership Award	Level 3		
Select 000/0631/2	LEVEL 2 NVQ IN SPECTOR SAFETY	Live	NCFE	Level 2		
Select 100/2076/7	NCFE LEVEL 2 CERTIFICATE IN SAPER MOVING AND HANDLING (INCLUDING PEOPLE)	Live	NCFE	Level 2		
Select 100/0800/7	APPLICATION OF NUMBER	Live	NCFE	Level 3		
Select 100/0799/4	APPLICATION OF NUMBER	Live	NCFE	Level 2		
Select 100/1188/2	NCFE LEVEL 1 CERTIFICATE IN EMPLOYMENT SKILLS	Live	NCFE	Level 1		
Select 100/2444/X	NCFE LEVEL 2 CERTIFICATE IN COACHING SKILLS	Live	NCFE	Level 2		
Select 100/2760/9	CERTIFICATE IN FOREIGN LANGUAGE	Live	NCFE	Level 2		
Select 100/2135/8	NCFE LEVEL 1 CERTIFICATE IN ADULT NURSING	Live	NCFE	Level 1		
Select 100/4425/5	NCFE LEVEL 2 CERTIFICATE IN EQUALITY AND DIVERSITY	Live	NCFE	Level 2		
Select 06	INTRODUCTION TO WEB PAGE DESIGN	Live	Customised	Level 1		

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Search for candidate entries

Portal Search

You can search the Portal by candidates, batches, programmes or entries by choosing the appropriate tab below.

Click on the **Candidate Entries** tab.

You can search in this category by external assessment entries made by your centre using batch number or qualification code.

Once you've entered the information you want to search on, select **Search**. Alternatively, if you don't have any search criteria, you can select **Search** and the list will show all external assessment entries made by your centre.

The results will show as a list below the search criteria and show the batch number, qualification code, session, assessment code, assessment name and entry date (date of assessment).

In this screen you can choose to view between 10 and 100 records per page and choose next and last to move between results screens.

Portal Search

To make it easier to find information on the Portal, you can search it by candidates, batches, programmes or entries for assessment. If you need any help when searching for information, please contact your Centre Support Assistant.

Batch Number	Programme Code	Session	Assessment Code	Assessment Name	Entry date
804772106	100/0000/0	2008/2009	000017	100/0000/0/MCQ	07/02/2009 12:00
804772106	100/0000/0	2008/2009	000017	100/0000/0/MCQ	07/03/2009 13:00
804772106	100/0000/0	2008/2009	000017	100/0000/0/MCQ	29/01/2009 04:00
804772110	100/0000/0	2007/2008	000018	100/0000/0/SAQ	31/01/2009 05:00

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Show all candidate batches

There's an option to view all of your registered batches via the Portal. You can access this information through the **Registration** link on the home page then by selecting **Show all candidate batches**.


The results will show as a list below the search criteria and show the batch number, qualification code, qualification name, session, status of batch, registration date and External Moderator/Verifier (if there's one allocated).

From the search results you can enter candidates for external assessment, show the candidate's details and display reports associated with the batch by clicking on the appropriate icons to the left (hover over the icons to see which is which).

Batches








You can search for batches below by entering either a specific batch number or the programme code. Once you've found the right batch you can view candidate details, enter candidates for assessment or print reports relating to the batch by clicking the symbols on the left.

Batch Number: Programme code: [Clear Search](#)

 [Download in CSV format](#)

Open New Window

Page Size:

	Batch Number	Programme Code	Programme Title	Prog. Version	Status	Creation Date	External Moderator
	804772020	100/2076/7	NCFE LEVEL 2 CERTIFICATE IN SAFER MOVING AND HANDLING (INCLUDING PEOPLE)	2007/2008	Registered	22/07/2008	John Payne
	804772028	IIQ7	BODY MASSAGE	2007/2008	Registered	22/07/2008	
	804772030	500/3631/2	LEVEL 2 NVQ IN SPECTOR SAFETY	2007/2008	Registered	22/07/2008	
	804772038	500/3631/2	LEVEL 2 NVQ IN SPECTOR SAFETY	2007/2008	Registered	22/07/2008	
	804772040	100/2076/7	NCFE LEVEL 2 CERTIFICATE IN SAFER MOVING AND HANDLING (INCLUDING PEOPLE)	2007/2008	Registered	22/07/2008	John Payne
	804772046	100/2076/7	NCFE LEVEL 2 CERTIFICATE IN SAFER MOVING AND HANDLING (INCLUDING PEOPLE)	2007/2008	Registered	23/07/2008	John Payne
	804772047	100/2076/7	NCFE LEVEL 2 CERTIFICATE IN SAFER MOVING AND HANDLING (INCLUDING PEOPLE)	2007/2008	Registered	23/07/2008	John Payne

In this screen you can choose to view between 10 and 100 records per page and choose next and last to move between results screens.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Show previous entries


There's an option to view all of your batches with entries for external assessment via the Portal. You can access this information through the home page by selecting **Show previous entries**.

Assessments













You can see which candidates have been entered for the external assessment by either searching for the batches by batch number or programme code or by selecting the batch from the list below. If you need any help, please contact your Centre Support Assistant.

View entries for assessment

Batch Number: Programme code: [Clear Search](#)

 [Download in CSV format](#)

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	Batch Number	Programme Code	Session	Assessment Code	Assessment Name	Entry date
	 804772300	100/2076/7	2008/2009	000026	100/2076/7/ MCQ	16/12/2008 12:00
	 804772161	100/2076/7	2008/2009	000026	100/2076/7/ MCQ	26/11/2008 12:00
	 804772162	100/2076/7	2008/2009	000026	100/2076/7/ MCQ	10/12/2008 12:00
	 804772061	100/2076/7	2008/2009	000026	100/2076/7/ MCQ	31/12/2008 12:00
	 804772061	100/2076/7	2008/2009	000026	100/2076/7/ MCQ	01/12/2008 13:30
	 804772162	100/2076/7	2008/2009	000026	100/2076/7/ MCQ	26/11/2008 12:00

The results will show as a list below the search criteria and show the batch number, qualification code, session, assessment name and entry date (date of assessment).

In this screen you can choose to view between 10 and 100 records per page and choose next and last to move between results screens.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Show external assessment results

There's an option to view all of your candidate's results via the Portal. You can access this information through the **Results** link on the home page.

Assessment Results

Please find and select the entry for which you would like to view assessment results and click **Proceed**.

Batch Number: Programme code: [Clear Search](#)

You can search in this category by batch number or programme code.

Once you've entered the information you want to search on, select **Search**. Alternatively, if you don't have any search criteria, you can select **Search** and the list will show all batches with results for your centre.

The results will show as a list below the search criteria and show the batch number, programme code, session, assessment name, and entry date (date of assessment).

In this screen you can choose to view between 10 and 100 records per page and choose next and last to move between results screens.


You can click the icon to the left of the batch number and this will show you which candidates were entered on that particular date.

Click **Select** next to the entry that you'd like to see results for and select **Proceed**.













Assessment Results

Please find and select the entry for which you would like to view assessment results and click **Proceed**.

Batch Number: Programme code: [Clear Search](#)

 [Download in CSV format](#)

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	Batch Number	Programme Code	Session	Assessment Name	Entry date
Select 	23560	100/1975/3	2002/2003	100/1975/3/MCQ	13/06/2003 00:00
Select 	804772041	100/2076/7	2008/2009	100/2076/7/MCQ	14/02/2009 10:10
Select 	804772083	100/2076/7	2008/2009	100/2076/7/MCQ	19/02/2009 12:00
Select 	804772083	100/2076/7	2008/2009	100/2076/7/MCQ	02/02/2009 12:00
Select 	804772083	100/2076/7	2008/2009	100/2076/7/MCQ	19/02/2009 12:00
Select 	804772088	100/0804/4	2008/2009	100/0804/4/SAQ	13/03/2009 12:00
Select 	804772088	100/0804/4	2008/2009	100/0804/4/SAQ	02/02/2009 12:00
Select 	804772088	100/0804/4	2008/2009	100/0804/4/SAQ	13/03/2009 12:00
Select 	804772089	100/2444/X	2008/2009	100/2444/X/SAQ	02/02/2009 12:00
Select 	804772089	100/2444/X	2008/2009	100/2444/X/SAQ	19/02/2009 12:00
Select 	804772090	100/2076/7	2008/2009	100/2076/7/MCQ	18/02/2009 12:00
Select 	804772161	100/0798/2	2008/2009	L1 Numeracy/AON	11/02/2009 12:00

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Assessment Results

Batch number: 804772169 Programme: NCFE LEVEL 2 CERTIFICATE IN EMILY TESTING (100/0000/0) Session: 2008/2009
 Entry Date: 30/01/2009 07:00 Assessment: 100/0000/0/MCQ (MCQ) Paper: 100/0000/0/MCQ

Click [here](#) to go back and select a different entry.

This screen will provide you with a list of candidates who were entered for the assessment, and their result.

Candidate ID	Name	Date of birth	Gender	Result	Attended
100003034	SWEET APPLES	26/08/1975	Female	Achieved	Yes
100003031	Cool Cow	15/04/1975	Male		No
100003035	EVIL EDNA	29/01/1951	Female	Achieved	Yes
100003037	Elliot Elephant	26/01/1975	Male		No
100003036	METO YOU	26/01/1970	Female	Achieved	Yes

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Order Candidate Information Packs (CIPs)

You can order hard copies of Candidate Information Packs using the Portal and they'll be delivered to your centre within 15 working days. Alternatively you can download copies of CIPs from the NCFE website free of charge.

- **Something else**

- [View programmes](#)
- [Download Tribal data](#)
- [Manage users](#)
- [Configure my account](#)
- [Order Candidate Information Packs](#)

Select **Order Candidate Information Packs** from the home page or select **CIPs** from the tool bar.

Select **Next** then select the packs you want to order by identifying the correct programme.

This can be done by searching on the qualification code if you have it, by looking through the sectors for the appropriate qualification, or by looking through your centre's approved programmes list.

Click **select** next to the appropriate programme and then **Next**.

Order Candidate Information Packs: Step 1/4

Select Programme

Show:

Search by:

[Download in CSV format](#)

Sector [Expand All >>](#) **Approved Programmes**

- All Programmes
- NCF
- National Award
- National Partnership Award
- IIQ
- ⊕ Health, public services and care
- ⊕ Science and mathematics
- ⊕ Agriculture, horticulture and animal care
- ⊕ Engineering and manufacturing technologies
- ⊕ Construction, planning and the built environment
- ⊕ Information and communication technology
- ⊕ Retail and commercial enterprise
- ⊕ Leisure, travel and tourism
- ⊕ Arts, media and publishing
- ⊕ History, philosophy and theology
- ⊕ Social sciences
- ⊕ Languages, literature and culture
- ⊕ Education and training
- ⊕ Preparation for life and work
- ⊕ Business, administration and law

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Code	Title	Status	Type	Level	Details
Select IIQ7	BODY MASSAGE	Live	IIQ	Level 2	
Select N8	INITIAL TRAINING FOR CLASSROOM ASSISTANTS	Live	National Award	Level 1	
Select NP9	UNDERSTANDING PALLIATIVE CARE	Live	National Partnership Award	Level 3	
Select 500/3631/2	LEVEL 2 NVQ IN SPECTOR SAFETY	Live	NQF	Level 2	
Select 100/2076/7	NCFE LEVEL 2 CERTIFICATE IN SAFER MOVING AND HANDLING (INCLUDING PEOPLE)	Live	NQF	Level 2	
Select 100/0800/7	APPLICATION OF NUMBER	Live	NQF	Level 3	
Select 100/0799/4	APPLICATION OF NUMBER	Live	NQF	Level 2	
Select 100/1188/2	NCFE LEVEL 1 CERTIFICATE IN EMPLOYMENT SKILLS	Live	NQF	Level 1	
Select 100/2444/X	NCFE LEVEL 2 CERTIFICATE IN COUNSELLING SKILLS	Live	NQF	Level 2	
Select 100/2760/9	CERTIFICATE IN FOREIGN LANGUAGE	Live	NQF	Level 2	

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Order Candidate Information Packs: Step 2/4

Choose Pack(s)

Choose the number of Candidate Information Packs you'd like to buy and tick the box to buy your CIPs.

Pack Code: 100/3681/7 CIP
Description: NCFE LEVEL 3 KEY SKILLS IN IMPROVING OWN LEARNING AND PERFORMANCE
Packs per unit: 5
Cost per unit: £5.00
Available: Yes

Buy: CIPs

Select the number of CIPs that you want to order from the drop down box and select **Next** (sold in packs of 5).

Select the contact name and address that the packs should be delivered to using the drop down boxes, then select **Next**.

Order Candidate Information Packs: Step 3/4

Contact and Postal address

Please specify the centre contact and address where you'd like us to send the Candidate Information Pack(s)

Specify a contact:

You
 Someone from this list:
 A specific person:

Select the address you want to use:

Address 2: St James' Boulevard
Address 3: Newcastle Upon Tyne
Address 4:
Address 5:
Post Code: NE1 4JE

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

Order Candidate Information Packs: Step 4/4

Verification

Please check the details are correct then press the **Finish** button at the bottom of the page. You can make changes to your order by pressing the **Previous** button.

Order No: 31	Programme Code: 500/3384/0
Order Date: 21/11/2008	Programme Title: LEVEL 2 CERTIFICATE IN FIRE RISK ASSESSMENT
Ordered By: Sophie Clark	Centre No: 001042

No.	Pack Code	Description	Packs	Packs/unit	Cost/unit	Amount
1	500/3384/0/CIP	CIP for Fire Risk Assessment	5	5	£10.00	£10.00
Total Cost:						£10.00

Confirm your order by verifying the details on screen and selecting **Finish**.

The final screen shows your confirmed order as well as options to **print the order** confirmation and **order more packs**.

Order complete!

Thank you. We've received your order.

The candidate information packs will be despatched to you within 15 working days.

Order No: 31	Programme Code: 500/3384/0
Order Date: 21/11/2008	Programme Title: LEVEL 2 CERTIFICATE IN FIRE RISK ASSESSMENT
Ordered By: Sophie Clark	Centre No: 001042

No.	Pack Code	Description	Packs	Packs/unit	Cost/unit	Amount
1	500/3384/0/CIP	CIP for Fire Risk Assessment	5	5	£10.00	£10.00
Total Cost:						£10.00

[Print Order](#)

[Order more packs](#)

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

The Learner Registration Service (LRS) Screen

Any registered Portal user can use the LRS screen to view candidates whose ULN is blank and update these candidates' ULN. Your centres LRS Administrator will also be able to use this screen to view candidates who have been returned as invalid from MIAP.

Candidates with no ULN

Any Portal User can access the LRS screen to update a candidate ULN. Candidates with no ULN will appear in a list with a search bar above it which you can use to filter the list.

Programme Code: Batch No: Forename: Surname: Date range: to [Clear](#)

 [Download in CSV format](#)

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Save All	Cancel All	Forename	Surname	ULN	Programme	Session	Batch No.	Gender	DOB
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	CLIVE	LLOYD	<input type="text"/>	500/5546/X	2009/2010	804798265	Male	03/04/1963
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	JOEL	GARNER	<input type="text"/>	500/5546/X	2009/2010	804798265	Male	08/08/1976
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	JASMINE	HALL	<input type="text"/>	500/5546/X	2009/2010	804798264	Male	07/12/1992
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	BOB	WILLIS	<input type="text"/>	500/5546/X	2009/2010	804798263	Male	25/11/1972

You can type the candidate's ULN into the empty box and then either select save on each line individually or select Save All. If you try and save a ULN in an incorrect format (less than 10 digits or starting with a 0) the ULN field will turn red.

Save All	Cancel All	Forename	Surname	ULN	Programme	Session	Batch No.	Gender	DOB
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	CLIVE	LLOYD	012345	500/5546/X	2009/2010	804798265	Male	03/04/1963
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	JOEL	GARNER	<input type="text"/>	500/5546/X	2009/2010	804798265	Male	08/08/1976

If the ULN is in the correct format the line will turn green.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

	Save All	Cancel All	Forename	Surname	ULN	Programme	Session	Batch No.	Gender	DOB
Saved	Save	Cancel	JOEL	GARNER	1234567890	500/5546/X	2009/2010	804798265	Male	08/08/1976
	Save	Cancel	JASMINE	HALL		500/5546/X	2009/2010	804798264	Male	07/12/1992

NCFE will then send the ULN to MIAP to be validated.


LRS Administrator Access

When your LRS Administrator opens the LRS screen they will see more information; blank ULNs and candidate data which has been returned by MIAP as invalid.

The search bar has additional options to filter by response code and whether to show blank ULNs. You'll receive an email from NCFE which explains the response codes, but you can also hover over the tick boxes to see what each one means.

Programme Code: Batch No: Forename: Surname: Date range: to [Clear](#)

Show blank ULNs: Show response codes: 0 2 3 4 5 6

 [Download in CSV format](#)

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	Save All	Cancel All	Forename	Surname	ULN	Programme	Session	Batch No.	Gender	DOB	Date	Code	Failures
	Save	Cancel	ANDY	ROBERTS	3302669201	500/5546/X	2009/2010	804798265	Male	16/09/1968	16/09/2009	6	
	Save	Cancel	COURTNEY	WALSH	3242158869	500/5546/X	2009/2010	804798265	Male	18/09/1970	16/09/2009	6	
	Save	Cancel	GLADSTONE	SMALL	4538438743	500/5546/X	2009/2010	804798264	Male	22/10/1970	16/09/2009	6	
	Save	Cancel	JASMINE	HALL		500/5546/X	2009/2010	804798264	Male	07/12/1992			

This screen will let you change ULNs and candidate names which have not been validated by MIAP.

If you need help with any aspect of the Portal you can get in touch with your Centre Support Assistant. Their details can be found on the home page of the Portal, or you can contact NCFE on 0191 239 8000.

