



## Registering Learners for Assessments

This guide will address how to register learners for assessments.

Key points:

- Registering Learners for assessments is an invoiceable process
- All learners will need to be enrolled onto a qualification before registering for assessments (please refer to *Enrolment Guide*)
- Registration deadlines apply# (please refer to Activity Schedules for the published deadlines)
- Any students registered for assessments after the deadline will incur late registration charges

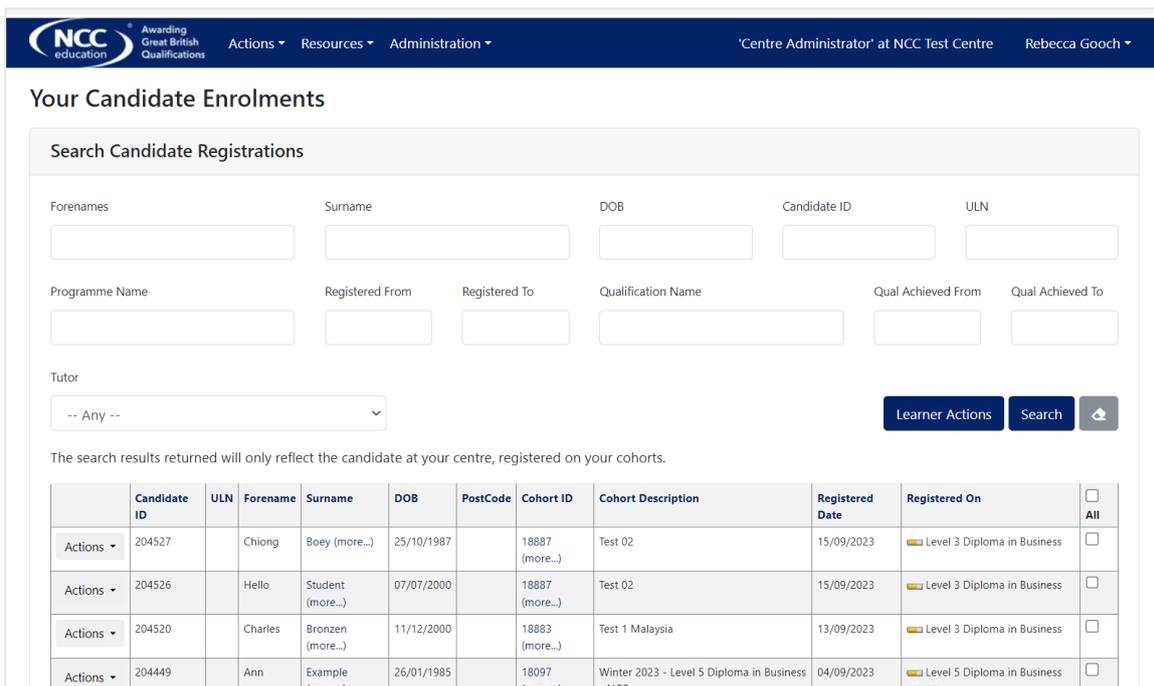
### Step 1:

Select Register Learners for Assessments:



## Register Learners for Assessments

All available enrolments will be displayed:



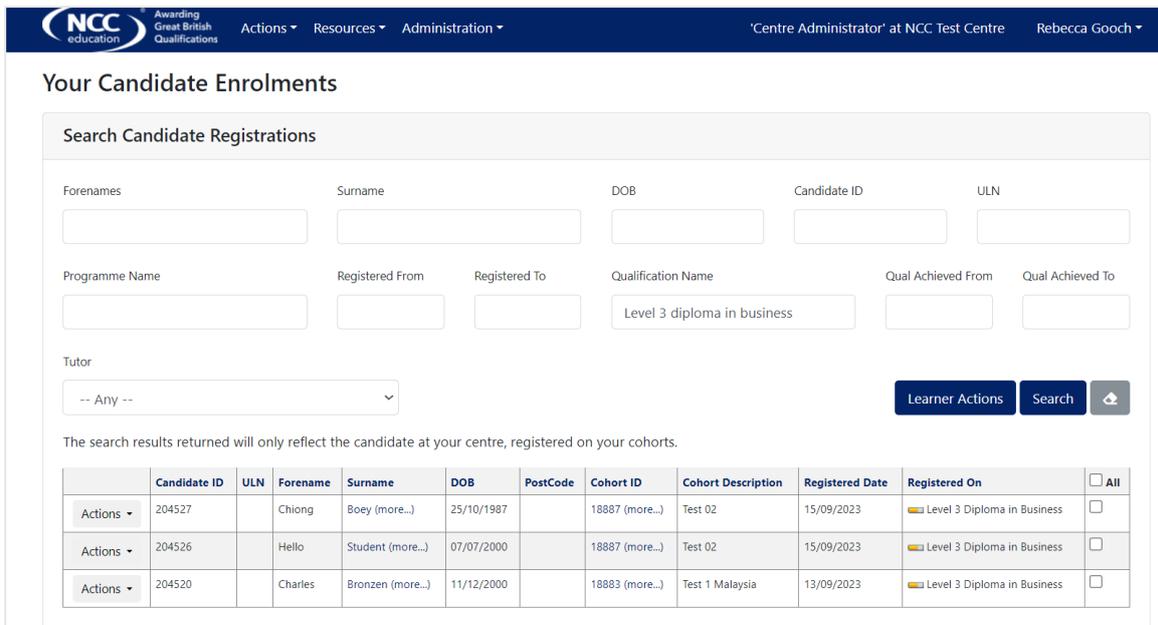
The screenshot shows the 'Your Candidate Enrolments' page in the NCC system. It includes a search bar for candidate registrations with filters for Forenames, Surname, DOB, Candidate ID, ULN, Programme Name, Registered From, Registered To, Qualification Name, Qual Achieved From, and Qual Achieved To. A dropdown menu for Tutor is set to '-- Any --'. There are 'Learner Actions', 'Search', and a refresh icon. Below the search area, a note states: 'The search results returned will only reflect the candidate at your centre, registered on your cohorts.'

	Candidate ID	ULN	Forename	Surname	DOB	PostCode	Cohort ID	Cohort Description	Registered Date	Registered On	<input type="checkbox"/> All
Actions ▾	204527		Chiong	Boey (more...)	25/10/1987		18887 (more...)	Test 02	15/09/2023	<input type="checkbox"/> Level 3 Diploma in Business	<input type="checkbox"/>
Actions ▾	204526		Hello	Student (more...)	07/07/2000		18887 (more...)	Test 02	15/09/2023	<input type="checkbox"/> Level 3 Diploma in Business	<input type="checkbox"/>
Actions ▾	204520		Charles	Bronzen (more...)	11/12/2000		18883 (more...)	Test 1 Malaysia	13/09/2023	<input type="checkbox"/> Level 3 Diploma in Business	<input type="checkbox"/>
Actions ▾	204449		Ann	Example (more...)	26/01/1985		18097 (more...)	Winter 2023 - Level 5 Diploma in Business - NCC	04/09/2023	<input type="checkbox"/> Level 5 Diploma in Business (N3 00)	<input type="checkbox"/>



## Step 2:

Use the filters to correctly identify the learners to register for assessments. Cohort IDs will also be displayed:



**Your Candidate Enrolments**

Search Candidate Registrations

Forenames:  Surname:  DOB:  Candidate ID:  ULN:

Programme Name:  Registered From:  Registered To:  Qualification Name:  Qual Achieved From:  Qual Achieved To:

Tutor:

**Learner Actions** **Search**

The search results returned will only reflect the candidate at your centre, registered on your cohorts.

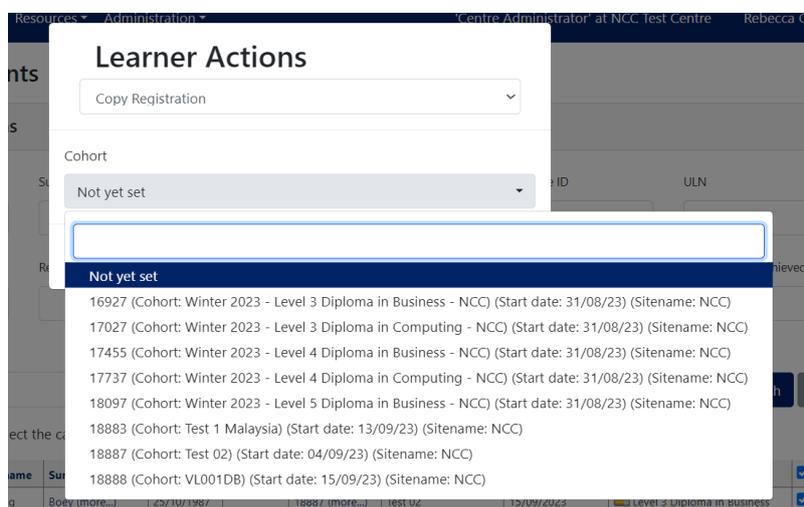
	Candidate ID	ULN	Forename	Surname	DOB	PostCode	Cohort ID	Cohort Description	Registered Date	Registered On	<input type="checkbox"/> All
Actions	204527		Chiong	Boey (more...)	25/10/1987		18887 (more...)	Test 02	15/09/2023	<input type="checkbox"/> Level 3 Diploma in Business	<input type="checkbox"/>
Actions	204526		Hello	Student (more...)	07/07/2000		18887 (more...)	Test 02	15/09/2023	<input type="checkbox"/> Level 3 Diploma in Business	<input type="checkbox"/>
Actions	204520		Charles	Bronzen (more...)	11/12/2000		18883 (more...)	Test 1 Malaysia	13/09/2023	<input type="checkbox"/> Level 3 Diploma in Business	<input type="checkbox"/>

Select the learners for assessment registration.

Click Learner Actions and using the drop down select 'Copy Registration'.

Within the second drop down for Cohort you must select the correct assessment cycle – qualification and if applicable the correct site:

Example: 16927 (Cohort: Winter 2023 - Level 3 Diploma in Business - NCC (Start Date: 31/08/2023) (Site name: NCC))



**Learner Actions**

Copy Registration

Cohort: Not yet set

Not yet set

- 16927 (Cohort: Winter 2023 - Level 3 Diploma in Business - NCC) (Start date: 31/08/23) (Site name: NCC)
- 17027 (Cohort: Winter 2023 - Level 3 Diploma in Computing - NCC) (Start date: 31/08/23) (Site name: NCC)
- 17455 (Cohort: Winter 2023 - Level 4 Diploma in Business - NCC) (Start date: 31/08/23) (Site name: NCC)
- 17737 (Cohort: Winter 2023 - Level 4 Diploma in Computing - NCC) (Start date: 31/08/23) (Site name: NCC)
- 18097 (Cohort: Winter 2023 - Level 5 Diploma in Business - NCC) (Start date: 31/08/23) (Site name: NCC)
- 18883 (Cohort: Test 1 Malaysia) (Start date: 13/09/23) (Site name: NCC)
- 18887 (Cohort: Test 02) (Start date: 04/09/23) (Site name: NCC)
- 18888 (Cohort: VL001DB) (Start date: 15/09/23) (Site name: NCC)



Customer Support

# Registration of Assessments

August 2023

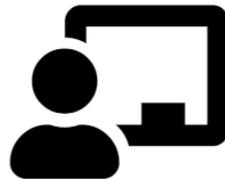


Click 'Copy Registrations' to complete this step.

Once selected this will copy the selected learners to the corresponding assessment cycle.

### Step 3:

Select Cohorts:



Cohorts

Learners will then appear in the selected Cycle:

18097	Winter 2023	1057	IADB	Level 5 Diploma in Business (V3.00)	1057	Business Level 5 Diploma in Business (V3.00)	Winter 2023 - Level 5 Diploma in Business - NCC	31/08/2023	19/01/2024	NCC	1
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Select the cycle by clicking the cohort ID:

Awarding Great British Qualifications
'Centre Administrator' at NCC Test Centre    Rebecca Gooch

[Learner Registrations](#)   [Unit Registrations](#)   [Results](#)   [Cohort Documentation](#)

## Class [18097] Winter 2023 - Level 5 Diploma in Business - NCC

<b>Provider</b>	[5] NCC Test Centre	
<b>Programme/Module</b>	[1057] Level 5 Diploma in Business (V3.00)	
<b>Qualification</b>	[1057] Level 5 Diploma in Business (V3.00)	
<b>Qualification Number</b>		
<b>Centre Ref</b>	Winter 2023	
<b>Session Start</b>	31/08/2023	<b>Session End</b> 19/01/2024
<b>Site</b>	NCC	
<b>Number of Candidates</b>	1	
<b>Tutor</b>		

Enter or edit results by learner

Enter or edit results by unit

Submit entered results for verification

Register additional learners

Upload materials for moderation

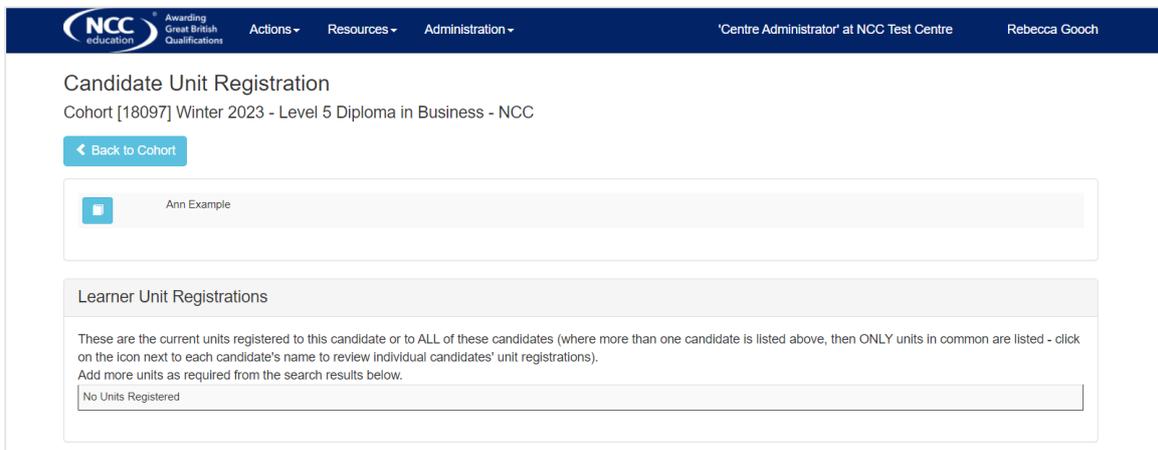
Course Run Reports



Select all learners that are registering for an assessment then select 'Unit Registrations'. If this is more than 1 candidate select 'Multiple Candidate Unit Registrations':



The following will be displayed. The selected learners will appear at the top of the screen:



### Step 4:

Select the correct component the learners are registering for:

Register Units

Unit ID:  Unit Name:  RITS:  Other Code:

Unit ID	Unit Name	Level	Credits	RITS	Other Code	
1384	MARKETING IN BUSINESS GA 2	L5	20	MIB GA	GLB ASS	<input type="button" value="+ Add All"/>
1445	PRINCIPLES OF BUSINESS OPERATIONS GA 5	L5	20	PBO GA	GLB ASS	<input type="button" value="+ Add"/>
1585	UNDERSTANDING CONSUMER BEHAVIOUR GA 2	L5	20	UCB GA	GLB ASS	<input type="button" value="+ Add"/>



The components selected will then be displayed in the 'Learner Unit Registrations' box. To remove components select remove.

Candidate Unit Registration  
Cohort [18097] Winter 2023 - Level 5 Diploma in Business - NCC

[← Back to Cohort](#)

 Ann Example Total: 40 credits. Level 5: 40 credits.

**Learner Unit Registrations**

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

Unit ID	Unit Name	Level	Credits	RITS	Other Code	
1384	MARKETING IN BUSINESS GA 2	L5	20	MIB GA	GLB ASS	 Remove
1445	PRINCIPLES OF BUSINESS OPERATIONS GA 5	L5	20	PBO GA	GLB ASS	 Remove

You have completed the task. Click 'Back to Cohort' to go back to the previous page or click the NCC logo to go back to the homepage.

To check learner registrations select the 'Centre Reports' icon on the homepage:

NCC education Awarding Great British Qualifications Actions Resources Administration 'Centre Administrator' at NCC Test Centre Rebecca Gooch

**Reports**

[View Report](#)

Choose a report to view:

- Attendance Register
- Examination Schedules
- Examination Slip For Exam Session

Select Examination Schedules, complete the filters and 'View Report':

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**Examination Schedules**

[Back to Reports](#)

To print this report please use the export facility.

Exam series: Winter 2023    Programmes (s): Level 3 Diploma in Business, Level 3    [View Report](#)

Centre(s): NCC Test Centre    Cohort(s): 18097

1 of 1

**NCC Test Centre - Winter 2023**

This report will list all of the assessment registrations for the selected cycle. Once you have registered a learner for a cycle you'll have to choose the assessments that the learner will be undertaking. There are two ways of doing this

1. Select the Cohort ID link if all the learners registered for a cycle are undertaking the same assessments, or
2. select the link against each learner if learners are undertaking different assessments.

Once your choice have been made they will be reflected on this report.

Programme Name	Cohort ID	Component Name	Registered Learner
Level 5 Diploma in Business (V3.00)	<a href="#">18097</a>	MARKETING IN BUSINESS GA 2	<a href="#">Ann Example (204449)</a>
Level 5 Diploma in Business (V3.00)	<a href="#">18097</a>	PRINCIPLES OF BUSINESS OPERATIONS GA 5	<a href="#">Ann Example (204449)</a>

The above will be displayed and from here centres can check for accuracy.



Customer Support

# Registration of Assessments

August 2023



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If you require support please contact [customer.support@nccedu.com](mailto:customer.support@nccedu.com)