Registration of Assessments

August 2023

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
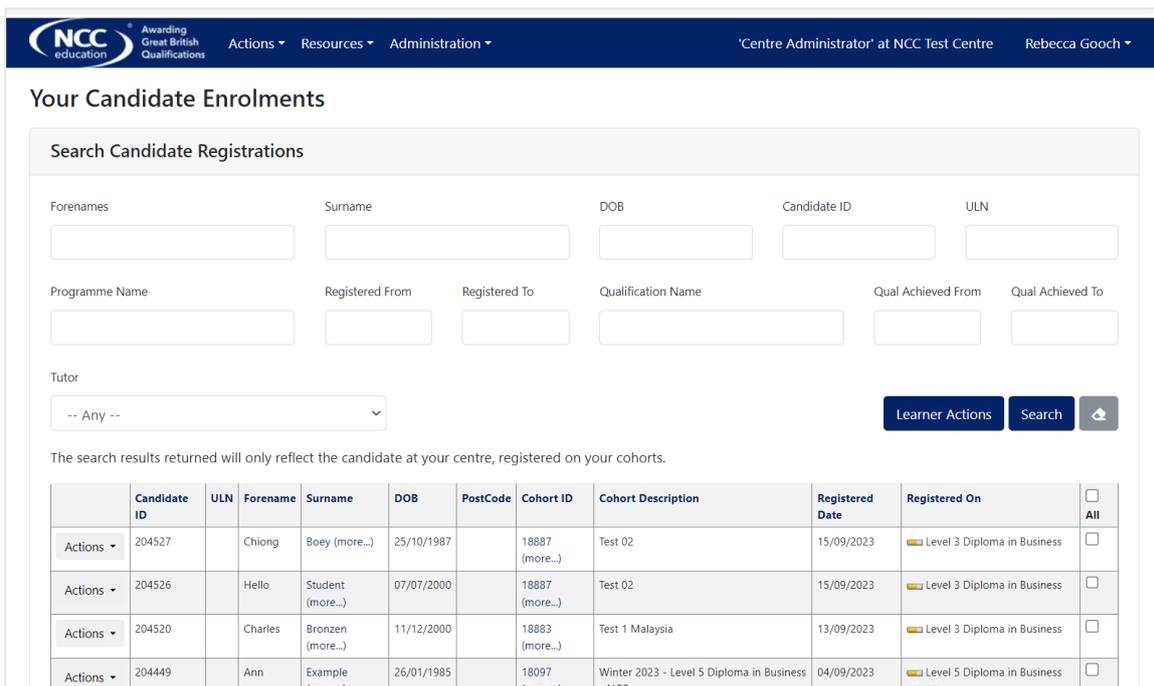
Step 1:

Select Register Learners for Assessments:

Register Learners for Assessments
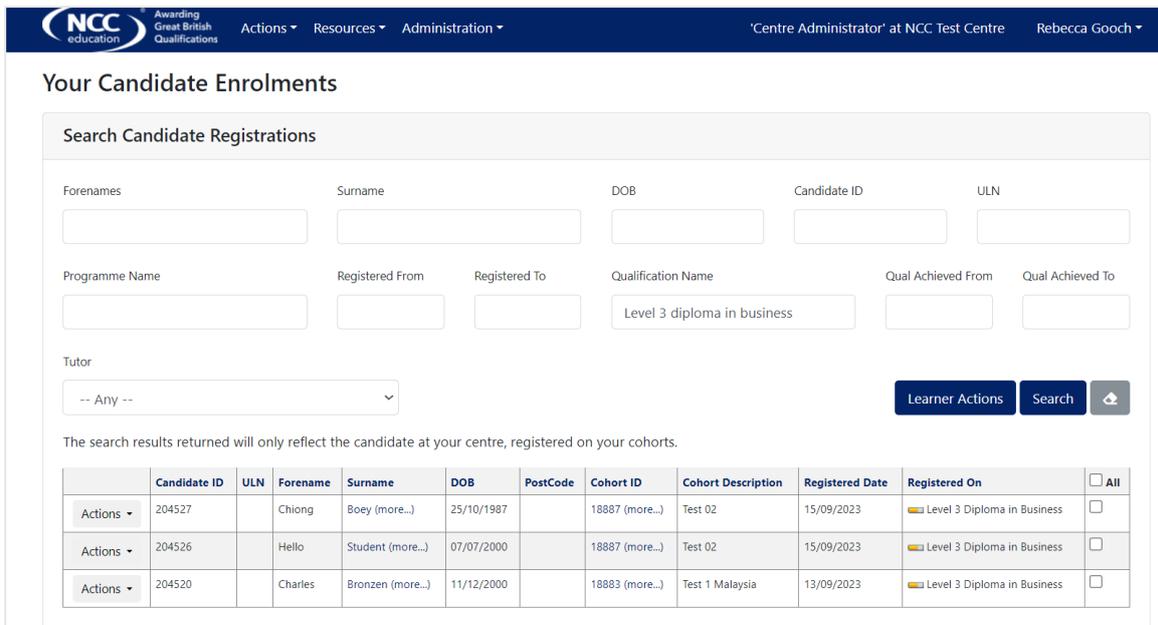
All available enrolments will be displayed:

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

-- Any --

Learner Actions | Search

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

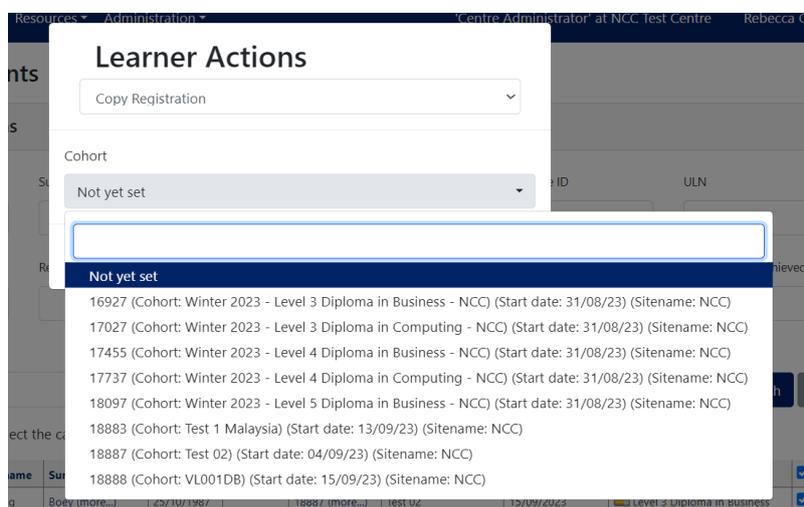|	Candidate ID	ULN	Forename	Surname	DOB	PostCode	Cohort ID	Cohort Description	Registered Date	Registered On	All ☐
Actions ▾	204527		Chiong	Boey (more...)	25/10/1987		18887 (more...)	Test 02	15/09/2023	📖 Level 3 Diploma in Business	☐
Actions ▾	204526		Hello	Student (more...)	07/07/2000		18887 (more...)	Test 02	15/09/2023	📖 Level 3 Diploma in Business	☐
Actions ▾	204520		Charles	Bronzen (more...)	11/12/2000		18883 (more...)	Test 1 Malaysia	13/09/2023	📖 Level 3 Diploma in Business	☐
Actions ▾	204449		Ann	Example (more...)	26/01/1985		18097 (more...)	Winter 2023 - Level 5 Diploma in Business - NCC	04/09/2023	📖 Level 5 Diploma in Business (V3.00)	☐

Step 2:

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

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) (Sitename: NCC)

Click 'Copy Registrations' to complete this step.

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

Step 3:
Select Cohorts:
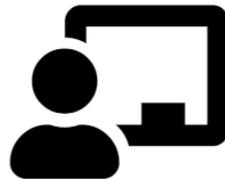
Cohorts

Learners will then appear in the selected Cycle:

						Business					
18097	Winter 2023	1057	IADB	Level 5 Diploma in Business (V3.00)	1057	Level 5 Diploma in Business (V3.00)	Winter 2023 - Level 5 Diploma in Business - NCC	31/08/2023	19/01/2024	NCC	1

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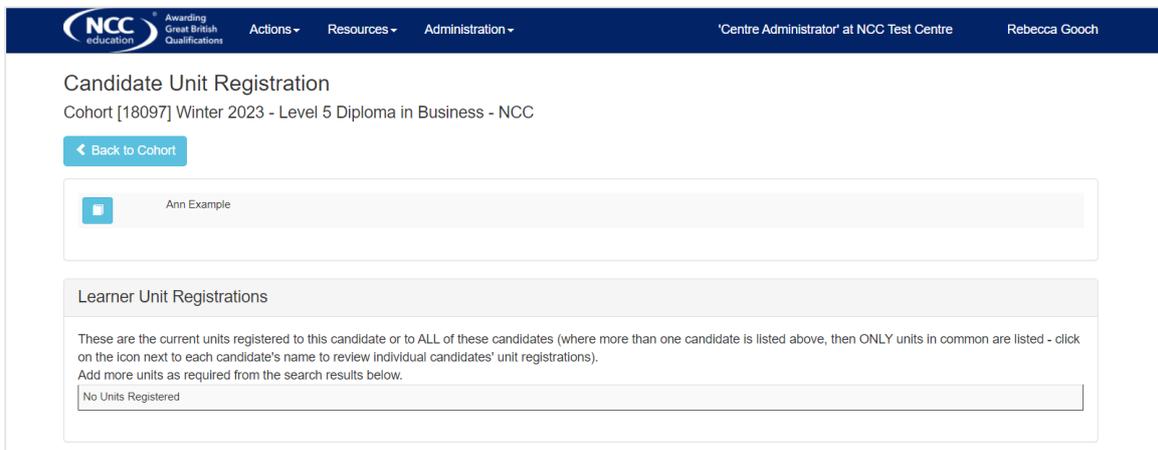
Select all learners that are registering for an assessment then select 'Unit Registrations'. If this is more than 1 candidate select 'Multiple Candidate Unit Registrations':

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:

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

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

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

If you require support please contact customer.support@nccedu.com