

USER GUIDE: Manual Test Results Entry.

Centres using the manual testing and evidence based assessment methods must enter results through the Approved Centre Forum. For more information on available testing methods, please consult the Operational Requirements Manual. Centres offering Computer and Online Basics must also use this method in order to process a completed workbook for certification.

Follow the step-by-step guide below on how enter results for learners.

Step 1

Log in to the Approved Centre Forum and, navigate as follows:

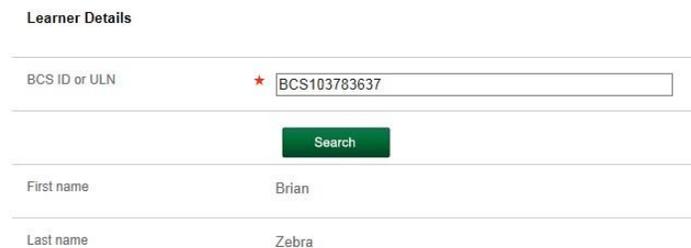
Home > Ordering & Administration > Result Entry

Select the '**Manual Test Results Entry**' link under 'Result Entry' on the left-hand side of the page.

Step 2

The boxes marked with a red star are mandatory fields to be completed.

Under **Learner Details**; please enter the learner's BCS ID or ULN (Unique Learner Number) and click Search.



The screenshot shows a form titled "Learner Details". It contains a text input field for "BCS ID or ULN" with a red star icon to its left, containing the value "BCS103783637". Below this is a green "Search" button. Underneath the search button, the form displays the results: "First name" is "Brian" and "Last name" is "Zebra".

If the number is recognised, the learner's first and last names will be displayed.

Check the names are correct – if you need to amend any details, please contact the Customer Services team on centresupport@bcs.uk

Below the learner's name, you will then see **Result Details**. Select the Qualification from the first drop-down, then select the Unit for which you need to add a result. This will then present further options depending on the 'Assessment type' you select.

Assessment type: Tested

Result Details	
Qualification	★ <input type="text" value="learnirect Level 2 Certificate Flexiqua"/> ▾
Unit	★ <input type="text" value="Spreadsheet Software : Level 2"/> ▾
Assessment type	★ <input type="text" value="Tested"/> ▾
Test date	★ <input type="text"/>
Test start time	★ <input type="text"/> ?
Syllabus version	★ <input type="text" value="Please select"/> ▾
Test paper no	★ <input type="text"/>
Invigilator	★ <input type="text" value="Please select"/> ▾
Percent	★ <input type="text"/> ?
Marker/Assessor name	★ <input type="text" value="Please select"/> ▾
Result	★ <input type="text" value="Please select"/> ▾

[reset]

Enter the date the test was taken and then the start time of the test underneath.

Next, enter the test syllabus version. If you're unsure as to which syllabus was used, you can find it at the top of the mark sheet which came from the test bank.

European Computer Driving Licence
Syllabus Version 5.0 – Test 2
Spreadsheets – Level 2
Version MQTB/5.0/SS2/v1.0_MS2013

You will also be able to locate the test paper number at the top of the mark sheet, too.

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Version MQTB/5.0/SS2/v1.0_MS2013

Next, select the Invigilator's name from the drop-down list. If you do not see the name listed, you will need to contact the Channel Partner Quality Team on cpqt@bcs.uk to have it added.

You will then need to enter the percentage score from the test. This is calculated as the learner's score divided by the total score, multiplied by 100. If the percentage score requires rounding up or down, please round down to 0 decimal places.

Next, select the Marker or Assessor's name from the drop-down list provided. Again, if the desired name does not appear, please contact the Channel Partner Quality Team to have it added.

Upon entering the percentage score, the Result field will normally auto populate. However, if it does not, please select either Pass or Fail from the drop-down options. The minimum percentage required for a Pass in each unit will be displayed at the bottom of the mark sheet (see below).

28	1		
29	1		
30	1		
Total	32	0	0
Pass Mark	24	Fail	No IV
Percentage	75%	0%	No IV
Marker Name:			

Once complete, click



You should now see the result appear under **Test Results** (see below).

Test Results

Edit	BCS ID	First Name	Last Name	Test/Completion Date	Unit	Result
	BCS100775247	Brian	Zebra	06/08/2014	SS2	P



Before confirming the result, you can use the following buttons to the left of the record to make any changes:



Allows you to go back and edit the details.



Allows you to remove the record completely if you do not wish to submit it.

If you are happy with the result data entered, click Confirm Results to submit them to BCS. Result information is processed immediately.

Assessment type: Evidence Based

Result Details

Qualification	★	learndirect Level 2 Certificate Flexiqua
Unit	★	Bespoke Software : Level 2
Assessment type	★	Evidence Based Units
Completion date	★	
Marker/Assessor name	★	Please select
Result	★	Please select
Internal verifier name		Please select

Enter the unit completion date.

Next, select the Marker or Assessor's name from the drop-down list provided. If the desired name does not appear, please contact the Client Services team to have it added.

Select either Pass or Fail from the drop-down options. In order to achieve a Pass, a learner must complete each of the requirements listed on the Evidence Record Sheet.

Finally, select the Internal Verifier's name from the drop-down list provided. Again, if the desired name does not appear, please contact the Client Services team to have it added.

Once complete, click



You should now see the result appear under **Test Results** (see below).

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If you experience any problems, please contact the Customer Services team on 01793 417417 or email centresupport@bcs.uk