Access to HE Diploma

QuartzWeb
User
Guidance

Ascentis
Awarding Organisation

CONTENTS

1 INTRODUCTION

This guidance document relates to the process of tracking and monitoring Access to HE learner achievement from initial registration to award and certification. The guidance also provides instructions on how to use the Ascentis QuartzWeb Portal and should also be used in conjunction with the **Access to HE Diploma Handbook and the Key Dates Document**

2 REGISTERING LEARNERS USING QUARTZWEB

2.1 Registration Criteria

Learners must be registered with Ascentis within 6 weeks of starting the course <u>or</u> before submitting their application to UCAS, whichever is sooner.

- Registration with Ascentis and completion of the UCAS form will take place almost simultaneously for learners who commence their studies in January and are planning to apply to university in the same year
- Learners who start in January and are completing in June but are not planning to apply to university in the same year can register later
- January start learners who are completing in the following academic year will receive their results in that year.

Learners can register for a maximum of 60 credits; this includes any Recognition of Prior Learning (RPL) or credit transfer. Please contact the [Access Quality Assurance Team](#) for further information and guidance.

- Learners registering on 60 credits must include 15 ungraded credits
- The above are QAA requirements and are non-negotiable
- Registration deadline dates are provided in the Key Dates document
- Guidance on the registration of individual units and changes to learner registrations can be found in the AHED Handbook.

2.2 QuartzWeb User Authorisation

Centres should register learners using QuartzWeb, the Ascentis learner registration portal. To gain access to the portal for the first time, please contact your centre Super User and a username and password will then be issued.

2.3 Preparing the Registrations File

The Ascentis QuartzWeb Portal is for use by centres that have been recognised by Ascentis to deliver the Access to HE Diploma. Learner information should be uploaded to the QuartzWeb Portal by means of either a .csv file or .xls document, the file template is available for download from the QuartzWeb homepage or from the bottom of the **'Learner Registration Submission'** page.

Learner Registrations File Format

Click Here for a 'Standard Learner Registration' submission form (as an Excel file).

Click Here for instructions on filling in the 'Standard Learner Registration' submission form.

Learner Registration files can be accepted in a variety of formats. Click Here for full details of the file-formats available and associated coding conventions (in a Word document).

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

The format of the registration document contains a number of mandatory and non-mandatory fields as identified below, for example:

- ULN - Optional
- Forename – Mandatory
- Surname - Mandatory
- DoB – Mandatory
- Postcode - Optional
- Gender – Optional, Dropdown Menu
- Ethnicity – Optional, Dropdown Menu
- Employment – Optional, Dropdown Menu
- Adjustment – Optional, Dropdown Menu
- Adjustment Comment – Only used in partnership with adjustment field
- Units 1 – 20 – To be populated with Unit ID (found on unit list documentation or Subject Specifications)

Please ensure that when entering units into the template that column headers are inserted (shown below) before fields are populated.
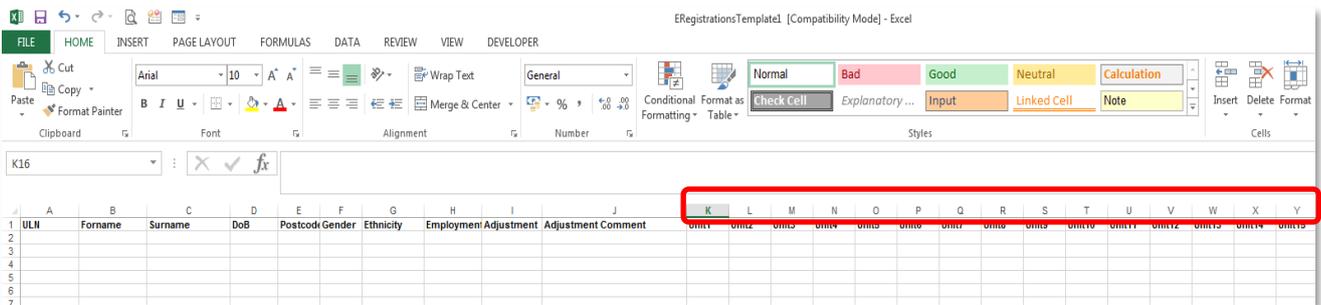
Once the document is complete and populated with both learner and unit information, this should be saved locally on your computer before being uploaded to the QuartzWeb Portal for registration.
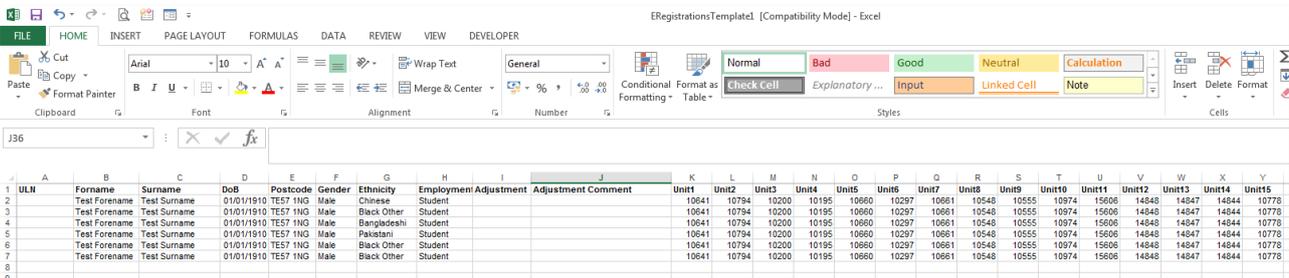
2.4 Registering Learners via QuartzWeb

Log into QuartzWeb and ensure that your role is set to **Access to HE Exams Officer**. If this is not the case, click the role at the top of the screen and use the dropdown button to select the role and click **'Switch'**.
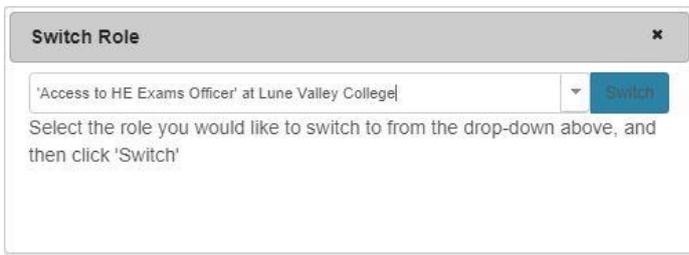
Select **'Actions'** and **'Learner Registration Submission'** from the menu list at the top of the screen or click the **'Register Learners'** button on the homepage.
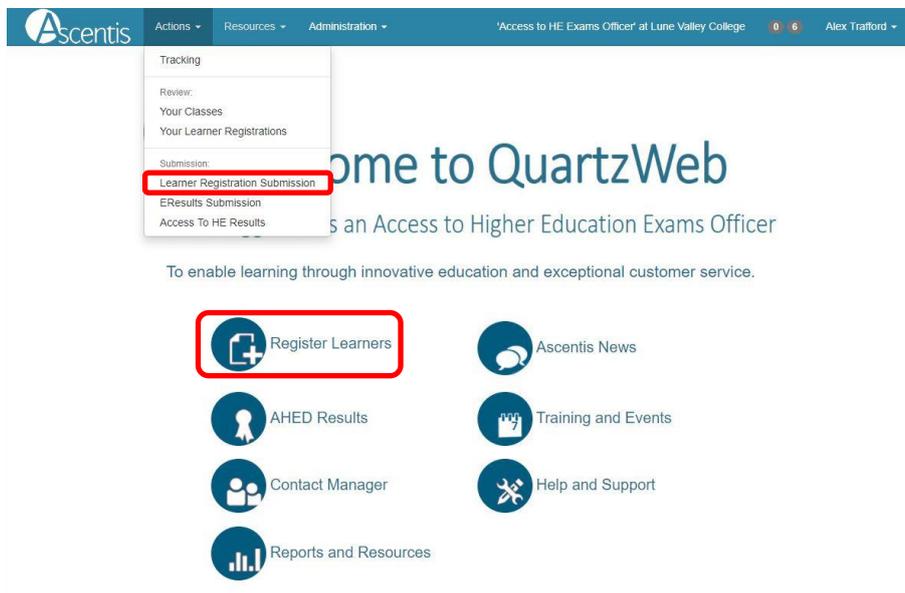
2.5 Learner Registrations: Programme (135365) and Qualifications (Diploma Title)

QuartzWeb uses a tiered approach to linking learner registrations to the correct programme, diploma title and associated units (as detailed in the Rules of Combination document). At programme level, the **Access to HE Diploma code is 135365**.

Access to Higher Education Diploma [135365] must be selected at the *programme/provider course of learning level for **all registrations** (see image below).* **The Qualification** level (see image below) should be selected for learners that are registered to a full 60 credit diploma.

If the programme (135365) or qualification (Diploma Title) you require is not showing, it could be that you do not yet have qualification (Diploma Title) approval. If this is the case, please contact the Access Quality Assurance Team.

Once the chosen Qualification has been selected, click **'Continue'** to proceed with registration.

Tip: Please note that whilst the **Class description** is not a mandatory field, its completion will aid identification of classes at a later date.

The **Class Start date** <u>is mandatory</u> and relevant to the date that learners started the course, the **Class end date** is relevant to the date that teaching on the course has finished. ***Please note: The Start date must not be before 1st August in the current academic year and the End date must not be after 31st July in the year of completion.***

The **Purchase Order number** is the reference number provided by your finance team which is included on the invoice. This is a mandatory field and will cause an error with the registration process if not completed.

The Site field may be relevant to the Centres where courses are delivered over different sites, there is an option to add or amend sites at this point.

Please note: up to 3 Tutors may be added at this stage, this will allow Tutors to access classes once registration has taken place.

Caution: The **Notes on this submission field** is not mandatory, **Data entered into this field will cause the file submission to become delayed as the notes are submitted to Ascentis staff, and it is advised that this field should be blank unless there is a particular aspect that requires highlighting with Ascentis.**

2.6 File Submission

The final section of the registrations process is to submit the registrations file that was created as a .csv or .xls document.

Select **Browse** to search for the saved file on your system, highlight and **click open** to select the document, or simply drag-and-drop the document into the box.
If unit IDs have been completed on the registrations form, please select **Continue >** to process the document, alternatively, if unit IDs have not been included in the registration document, select 'Continue with Unit Registration' to select units.

Once the document is successfully submitted, an automated email will be sent to the Access to HE Exams Officer from QuartzWeb to confirm Class ID and descriptions.

2.7 Viewing Classes

On receipt of the confirmation email, the submitted class will be available to view by selecting **'Actions'** and **'Your Classes'** on the top menu bar.

A search function will then be displayed along with a list of classes. To select and view a class, click on the ID, alternatively use the search parameters to find a class.

Tip: If an expected class is not visible, remove the tick from **'Current?'** and click **'Search'**, by default the 'Your Classes' screen opens displaying classes where today's date lies between the start and end dates.

By clicking the required **'Class ID'** the class will open for both reporting and modification purposes.

The menu bar at the top of the class screen provides a number of reporting elements.

2.8 Navigating the 'Class' screen

The Class screen displays the cohort of learners associated to a single class. From this screen it is possible to withdraw learners, view learner history and add/remove units on an individual learner.

To withdraw a learner from a qualification, please select '**Withdraw**' from the 'Actions' button on the left hand side of the learner name, a confirmation message will show to confirm this option and the status will change to read '**Withdrawn**'.

To view an individual learner's history, please select the '**(more…)**' link, displayed after the Surname.
The Learner History page will only display achievements gained at your organisation, learner achievements gained at other organisations or with other awarding bodies will not be displayed.

The '**Class**' screen provides information relating to Rules of Combination (RoC) against units for individual learners, the icons displayed under **'Registered On'** will provide a status description when the curser is positioned over it.

Icons shown within 'Registered On' column	Example text
Access to Higher Education Diploma (Engineering Science)	Learner HAS sufficient units registered and if achieved will meet the Rules of Combination for this Qualification.
Access to Higher Education Diploma (Law)	Learner DOES NOT have sufficient units registered and awarded to meet the Rules of Combination for this qualification.
Access to Higher Education Diploma (Law)	MORE CREDITS REGISTERED THAN REQUIRED FOR THE QUALIFICATION – Required: 60, Registered: 63

Where a warning icon / text is displayed against a learner, an error message will be displayed at the top of the screen, indicating that corrective measures must take place before the class can be processed further.

This class is missing learner unit registrations which must be assigned before it can be processed further

3 ENTERING ACCESS TO HE RESULTS

In order to enter learner results in QuartzWeb, please ensure that your role is set to Access to HE Exams Officer. If this is not the case, use the dropdown button to select the role and click **'Switch'**
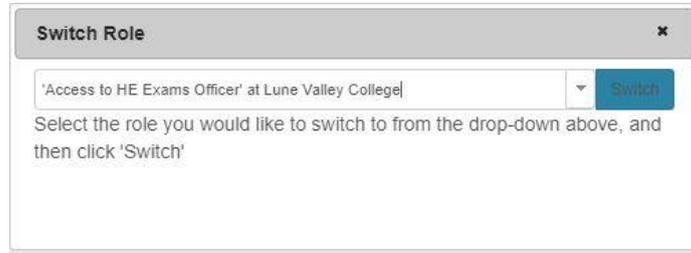
To enter learner results, select **Actions > Access to HE Results** from the main menu bar or the **AHED Results button** on your homepage
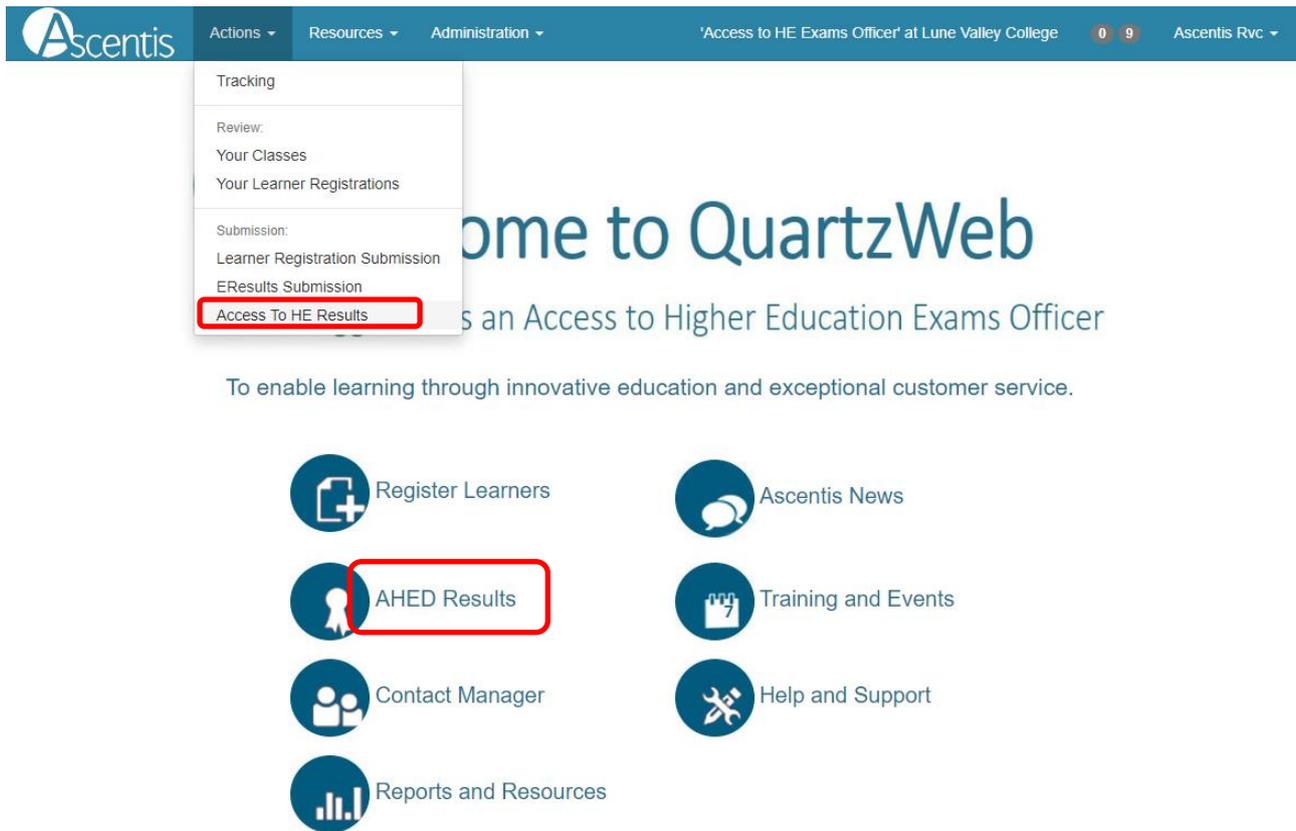
From the **'Direct Results Unit Selection'** page, the **subject** and **unit** should be selected from the dropdown menu below.
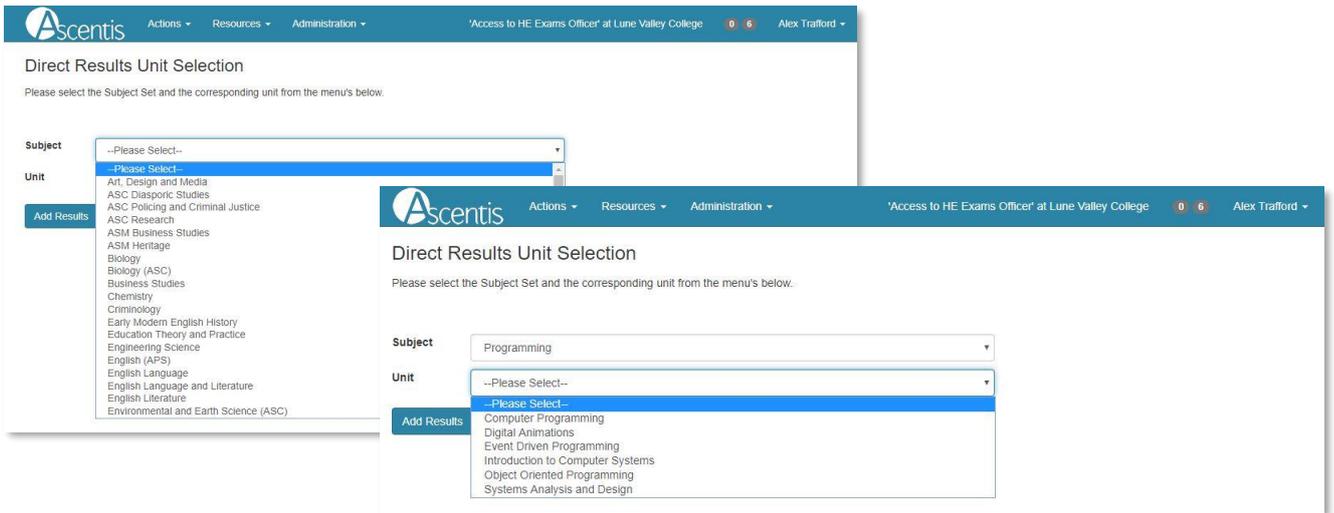
Please note: the subject must be selected before the units are chosen.

To add a result, select the corresponding grade from the dropdown menu attached to each learner. (As shown in the diagram below)
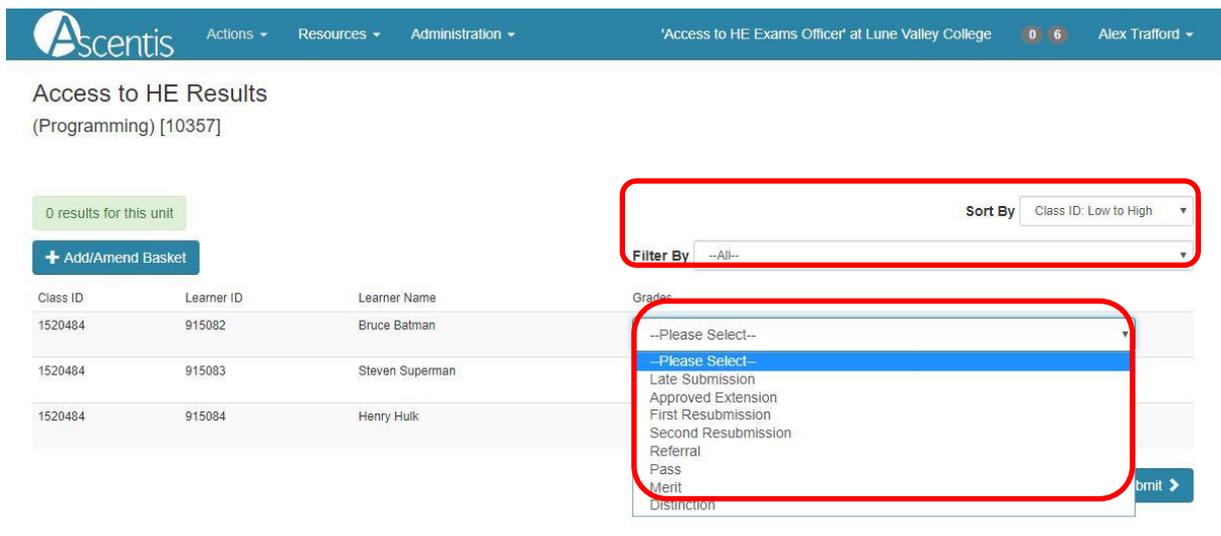
Columns may be sorted alphabetically or numerically by using the '**Sort By**' function and individual classes may be selected by using the '**Filter By**' function.

Please note: results for **'Ungraded' units should be recorded as Achieved or Not Achieved**. The options for **Graded units are Pass, Merit or Distinction**. Grade boxes may be left blank in the absence of a grading judgement.

Please **DO NOT** select:
- Late Submission
- Approved Extension
- First Resubmission
- Second Resubmission
- Third Resubmission
- Referral

Once the results have been selected, you have the option of either **'+Add/Amend Basket'** or **'Submit'**. Selecting **'+Add/Amend Basket'** will store the information within QuartzWeb to allow for changes to be made at a later date.

The green box above the '**+Add/Amend Basket**' button will display the number of grades currently stored for the selected unit.

The **'Submit'** button will lock results for verification. *Once results have been submitted, they cannot be amended without approval from Ascentis.*

Once the results have been submitted, an automatic e-mail will be sent to the Access to HE Exams Officer stating that the results are now awaiting moderation.

The next screen will provide an un-editable overview of the **provisional** learner results.

Please note: *While QuartzWeb will automatically select a sample, for externally moderated units your Subject Moderator will identify the sample of work they would like to see. The QuartzWeb sample should be disregarded.*

An e-mail will be sent to the subject moderator to notify them that provisional results have been submitted. However, it is the responsibility of the centre coordinator/tutor to liaise with the Subject Moderator to arrange moderation of learner work.

When submitting results for units NOT subject to external moderation, please forward the accompanying Internal Moderation Report to AHED@Ascentis.co.uk so results can be processed. In such cases, the sample generated by QuartzWeb can be disregarded. When submitting results that ARE subject to external moderation, please follow the instructions overleaf.

When submitting results for units, please upload the accompanying Internal Moderation Report to the Internal Moderation Report folder on the AHED Provider Documentation SharePoint site. Reports for units not subject to external moderation will be reviewed prior to the results being processed.

4 E-CERTIFICATES

4.1 Accessing E-Certificates

Once your results have been submitted to Ascentis, verified and processed, the option to generate E-Certificates will be available for use.

To access the E-Certificates feature on QuartzWeb, navigate to the class screen by selecting 'Actions' and 'Your Classes' from the main menu bar. The 'eCertificates' option will be available below the class details section.

Learner Registrations ▾   Results ▾   Class Documentation

Class [1591076] Test

Provider	[1236] Lune Valley College
Programme/Provider Course	[135365] Access to Higher Education Diploma
Qualification	[127158] Access to Higher Education Diploma (Health and Social Care)

Provider Reference		**Purchase Order No**	TEST
Class Start	01/01/2022	**Class End**	31/07/2022
Site	BayView Campus (BayView Campus)		
Number of Learners	1		
		Minimum Age	17
Tutor	Team, Development	**Quality Personnel**	Access to HE Tutor: Development Team [ID:568802] QuartzWeb - Tutor: Development Team [ID:568802]

▶ eCertificates

▶ Programme Run Administration Events

❯ Enter Single Learner Registration

Learner Registrations

4.2 Generating E-Certificates for learners

Before the E-Certification process can take place, Learners must be selected by ticking individual learners within the class or by clicking 'All' in the learner table header

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▶ eCertificates

▶ Programme Run Administration Events

❯ Enter Single Learner Registration

Learner Registrations

Click on the surname to review the learner's history for your currently se

Actions	All	Learner ID	ULN	Title	Forename	Surname	
Actions ▾	☑	1246834 **15**	—		Tester	Test (more...)	

4.3 Producing the E-Certificates

Once the learners have been selected, click the 'eCertificates' button to show the encryption pane and enter a password to be used for the file.

Please note: you may use any password for the encryption, this will be used to access the file once downloaded.
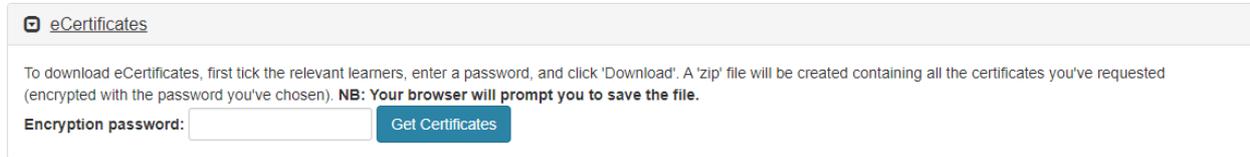
Once the password has been entered, click 'Get Certificates' this will download a file containing the certificates in PDF format.

The PDF certificates will have a QR code embedded in the bottom right hand corner of the document, this can be scanned on most mobile phones to authenticate the certificate.

5 MODERATION

Subject Moderators will review the sample provisionally generated by QuartzWeb and will contact the centre (tutor or coordinator) to confirm the final sample request. This may differ from the initial selection based on a range of contextual factors:

- Borderline decisions – centres should include any borderline decisions in addition to the sample
- How recently the programme was validated, i.e. a new programme/module delivered for the first time may be subjected to a greater level of moderation to ensure the accuracy and validity of assessment decisions
- Experience of the member of staff delivering the unit, i.e. staff member is new to Access or new to the unit in question
- Historic feedback from learners in relation to previous satisfaction of assessment, feedback, teaching and learning
- Multiple tutors delivering the same unit – centres should notify subject moderators so that the sample can be amended in QuartzWeb

Once the learner work has been externally moderated and the grades have been confirmed, the Subject Moderator will send the completed sampling report to Ascentis and the grades will be published.

The Subject Moderator sampling report will be uploaded to QuartzWeb and available to view within 10 working days.

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

The check is always against both achieved and registered units. 'Registered' units means any units explicitly registered against the relevant learner or units registered against the class/batch/cohort.

The operation will only be available when either:
1. The registration has a specific qualification against it
2. The class/batch/cohort has a specific qualification against it

The RoC-Check option appears (when available) on the 'Actions' menu, which is present against each learner registration
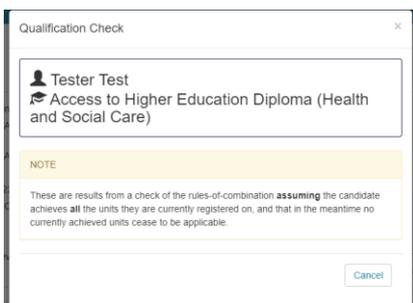
7 LINKS TO GRADING SCHEME HANDBOOK SECTIONS

[Section A Introduction and Summary](#)

[Section B The Grade Descriptors](#)

[Section C Using the Grade Descriptors in Assessment](#)

[Section D Moderation and Standardisation](#)

[Section E Student Results and Awards Boards](#)