

Access to HE Diploma

QuartzWeb User Guidance



VERSION: 4

ASCENTIS AWARDING ORGANISATION 2018/19

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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 (18-19)** and the **Key Dates Document (18-19)**



2 REGISTERING LEARNERS USING QUARTZWEB

2.1 Registration Criteria

Learners must be registered with Ascentis within 6 weeks of starting the course or 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 (Refer to Key Dates 18-19)
- 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.

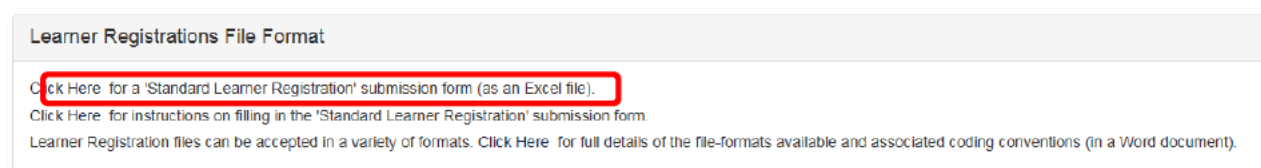
- Learners registering on 60 credits must include 15 ungraded credits
- The above are QAA requirements and are non-negotiable
- Registration deadline dates are provided in the Key Dates 18-19 document
- Guidance on the registration of individual units and changes to learner registrations can be found 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.](#)

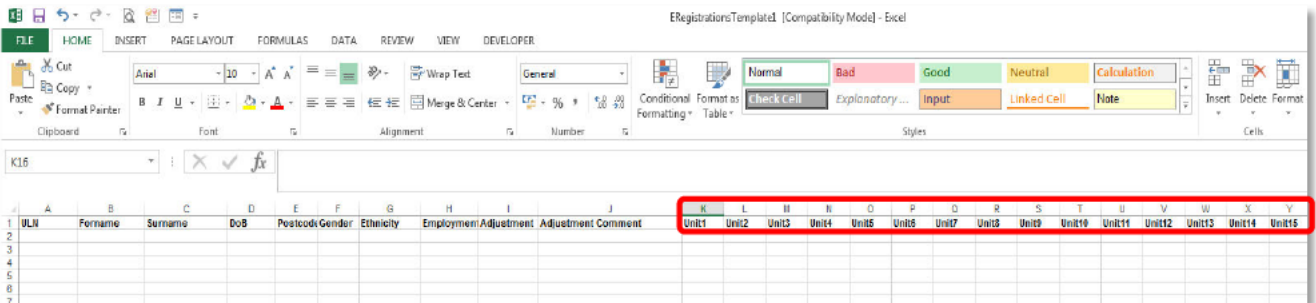
Learner Registration files can be accepted in a variety of formats. [Click Here for full details of the file-formats available and associated coding conventions \(in a Word document\).](#)

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.

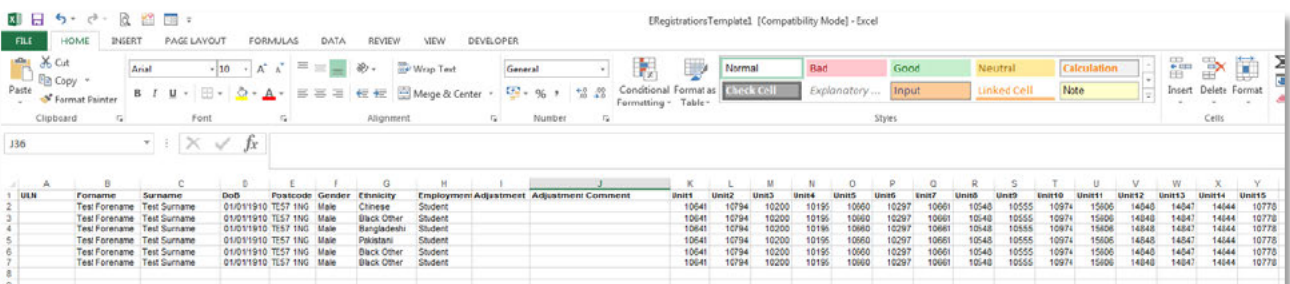
The format of the registration document is made up with a number of mandatory and non-mandatory fields as identified overleaf:

- 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)

NB: Please ensure that when entering units into the template that column headers are inserted (shown below) before fields are populated.

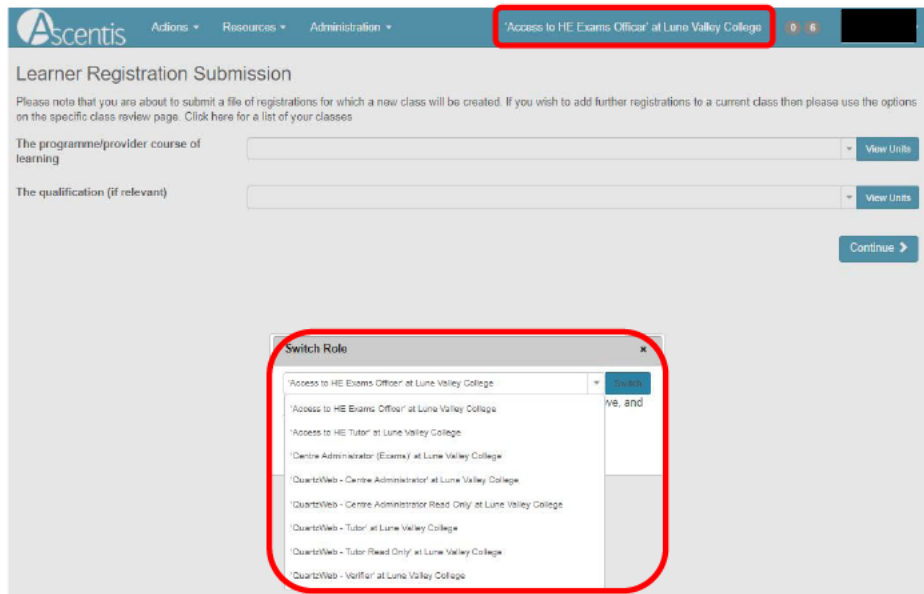


Once the document is complete and populated with both learner and unit information, this should be saved locally on your computer before being uploaded to the QuartzWeb Portal for registration.

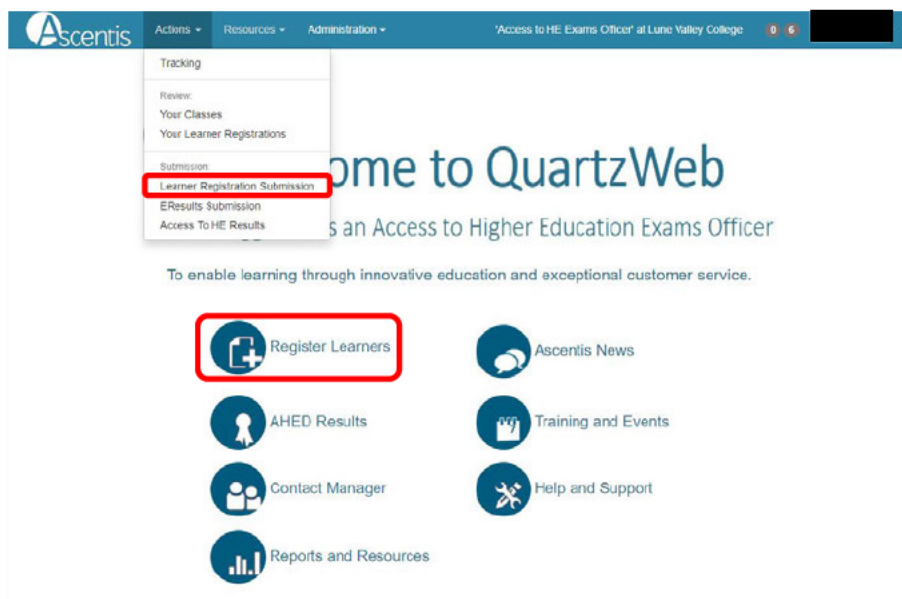


2.4 Registering Learners via QuartzWeb

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'**.



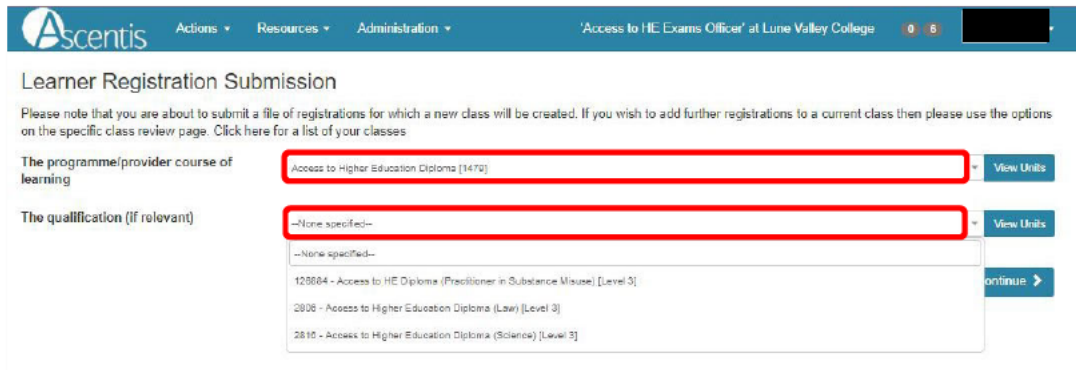
Select **'Actions'** and **'Learner Registration Submission'** from the menu list at the top of the screen or click the **'Register Learners'** button on the homepage.



2.5 Learner Registrations: Programme (1479) and Qualifications (Diploma Title)

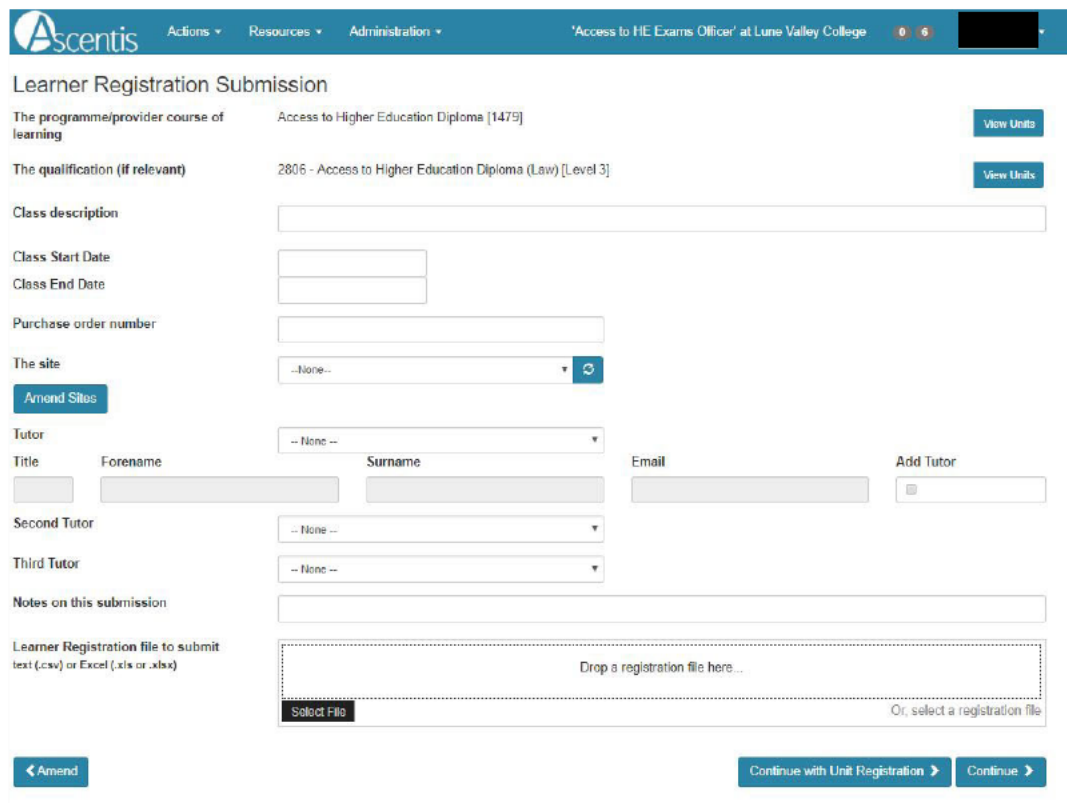
QuartzWeb uses a tiered approach to linking learner registrations to the correct programme, diploma title and associated units (as detailed in the Rules of Combination document). At programme level, the **Access to HE Diploma code is 1479**.

Access to Higher Education Diploma [1479] 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 (1479) 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** is mandatory 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.

Class ID	Provider Reference	Programme/Provider Course ID	Programme/Provider Course Name	Qualification ID	Qualification Name	Class Description	Class Start Date	Class End Date	Class Site Name
1509530		1479	Access to Higher Education Diploma	2804	Access to Higher Education Diploma (Humanities)	#Blank#	22/03/2017		Beach Campus
1514613		1479	Access to Higher Education Diploma	2796	Access to Higher Education Diploma (Business)	TEST AHED for: TEST VERIFICATION	01/09/2017		Beach Campus
1520039		1479	Access to Higher Education Diploma	12666	Access to HE Diploma (Journalism and Media)	DANS CLASS	01/09/2017		Beach Campus
1520460		1479	Access to Higher	2000	Access to Higher Education Diploma (Social	Jack Test	25/01/2010		Lune

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.

Class [1509530]

Provider	[1236] Lune Valley College	Purchase Order No	
Programme/Provider Course	[1479] Access to Higher Education Diploma	Class End	
Qualification	[2804] Access to Higher Education Diploma (Humanities)		
Provider Reference			
Class Start	22/03/2017		
Site	Beach Campus		
Number of Learners	10		
Tutor		Quality Personnel	None

2.8 Navigating the 'Class' screen

The screenshot shows the Ascentis interface for class [1509530]. At the top, there are navigation menus for 'Learner Registrations', 'Unit Registrations', 'Results', and 'Class Documentation'. Below this, the class details are displayed in a grid format:

- Provider: [1236] Lune Valley College
- Programme/Provider Course: [1479] Access to Higher Education Diploma
- Qualification: [2804] Access to Higher Education Diploma (Humanities)
- Provider Reference: [blank]
- Class Start: 22/03/2017
- Site: Beach Campus
- Number of Learners: 10
- Tutor: [blank]
- Purchase Order No: [blank]
- Class End: [blank]
- Quality Personnel: None

Below the class details, there is a section for 'Programme Run Administration Events'. The main section is 'Learner Registrations', which includes a table of learners. The table has columns for Actions, All, Learner ID, ULN, Title, Forename, Surname, Date of Birth, Status, Metrics, Registered On, and Registered. The 'Actions' dropdown menu is open, showing options like 'Upload photo (or evidence)', 'Register units against this learner', 'Withdraw', and 'Check registered qualification'. The 'Withdraw' option is highlighted.




Actions	All	Learner ID	ULN	Title	Forename	Surname	Date of Birth	Status	Metrics	Registered On	Registered
Actions	<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	10/10/1910	Withdrawn	Metrics	Access to Higher Education Diploma (Humanities)	22/03/2017
Actions	<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	ash (more...)	10/10/1910	Withdrawn	Metrics	Access to Higher Education Diploma (Humanities)	22/03/2017
Actions	<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	10/10/1910	Withdrawn	Metrics	Access to Higher Education Diploma (Humanities)	22/03/2017
Actions	<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	10/10/1910	Not Specified	Metrics	Access to Higher Education Diploma (Humanities)	22/03/2017

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 re-register the learner, click **'re-register'** from the 'Actions' button.

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 cursor is positioned over it.

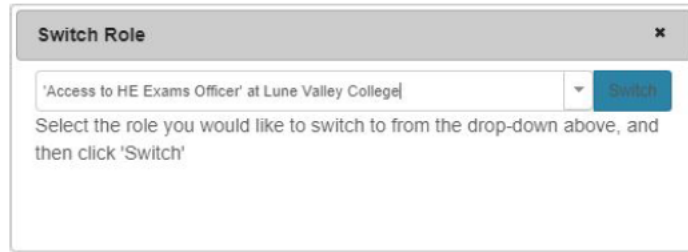
Icons shown within 'Registered On' column	Example text
 Access to Higher Education Diploma (Engineering Science)	Learner HAS sufficient units registered and if achieved will meet the Rules of Combination for this Qualification.
 Access to Higher Education Diploma (Law)	Learner DOES NOT have sufficient 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.

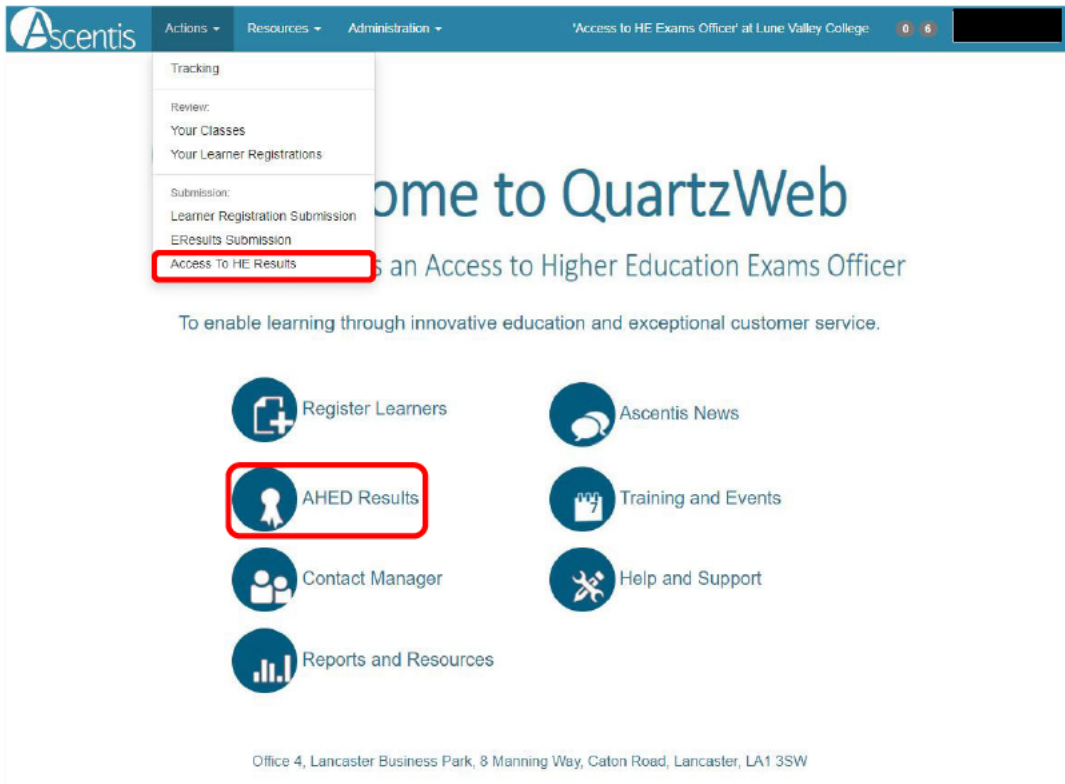
This class is missing learner unit registrations which must be assigned before it can be processed further

3 ENTERING ACCESS TO HE RESULTS

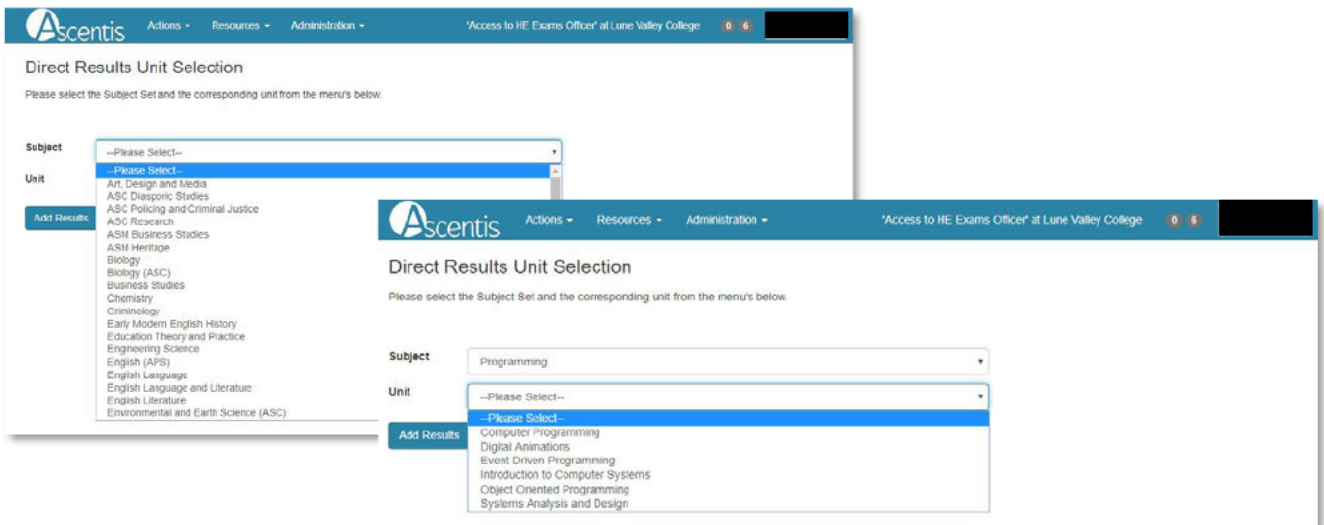
In order to enter learner results in QuartzWeb, please ensure that your role is set to Access to HE Exams Officer. If this is not the case, use the dropdown button to select the role and click **'Switch'**



To enter learner results, select **Actions > Access to HE Results** from the main menu bar or the **AHED Results button** on your homepage

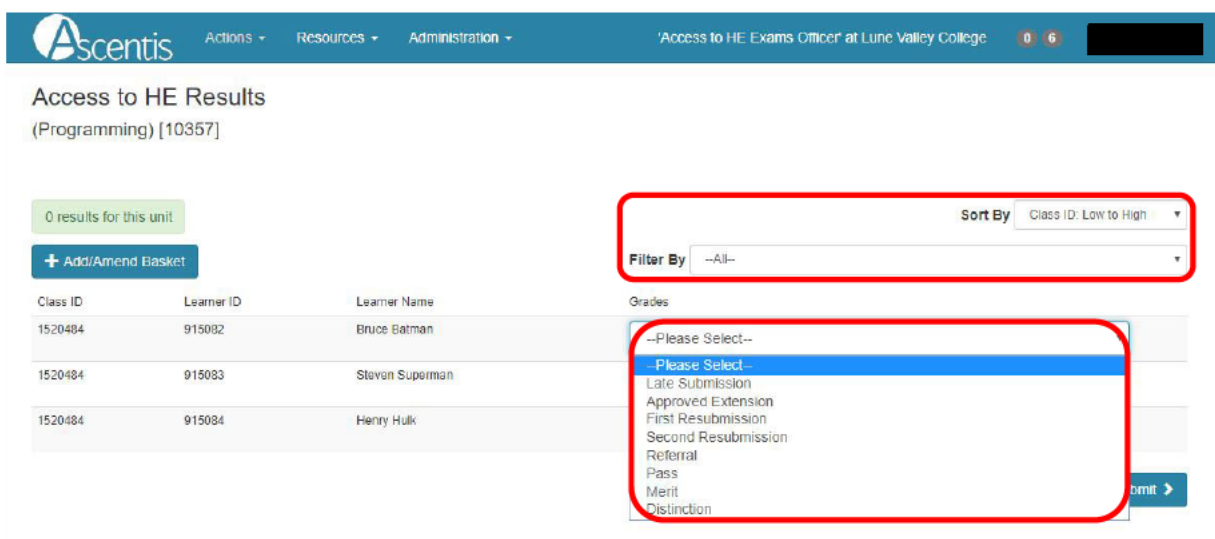


From the 'Direct Results Unit Selection' page, the **subject** and **unit** should be selected from the dropdown menu below.



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 amount of grades currently stored for the selected unit.

Access to HE Results
(Programming) [10357]

0 results for this unit

Sort By Class ID: Low to High

+ Add/Amend Basket

Filter By --All--

Class ID	Learner ID	Learner Name	Grades
1520484	915082	Bruce Batman	Merit
1520484	915083	Steven Superman	Distinction
1520484	915084	Henry Hulk	Merit

Submit

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. A sample will be automatically selected, indicated by a tick (✓) identified in the diagram below:

Please note: The sample can be amended by the moderator.

Class ID	Learner ID	Learner Name	Grades	Sample
1520484	915032	Bruce Batman	Merit	✓
1520484	915033	Steven Superman	Distinction	✓
1520484	915084	Henry Hulk	Merit	✓

If selected for sampling, a tick will be shown. (✓)

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 alert the subject moderator to any samples that need to be amended in relation to the following scenarios:

- Multiple tutors teaching a subject is included in the sample
- Borderline grades or work where there is a query

Please note: Following learner registration, Ascentis will identify the units which will be subject to external moderation. This will be agreed with the AHED Coordinator and details made available to EQAs. 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.

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.

The screenshot shows the Ascentis QuartzWeb interface for a class. The top navigation bar includes 'Ascentis', 'Actions', 'Resources', 'Administration', and 'QuartzWeb - Centre Administrator at Lune Valley College'. Below the navigation bar, there are tabs for 'Learner Registrations', 'Unit Registrations', 'Results', and 'Class Documentation'. The main content area is titled 'Class [1558777]' and displays various details:

- Provider: [1236] Lune Valley College
- Programme/Provider Course: [135422] Food Safety
- Qualification: [127250] Ascentis Level 2 Award in Food Safety in Catering
- Provider Reference: [127250] Ascentis Level 2 Award in Food Safety in Catering
- Class Start: 20/12/2019
- Site: BayView Campus (Beach Campus)
- Number of Learners: 6
- Tutor: Team, Registrations
- Purchase Order No: [127250] Ascentis Level 2 Award in Food Safety in Catering
- Class End: 31/01/2020
- Minimum Age: 14
- Quality Personnel: None

Below the details, there is a list of actions. The 'eCertificates' option is highlighted with a red box. Other options include 'Programme Run Administration Events' and 'Enter Single Learner Registration'.

The 'Learner Registrations' section includes a table with the following data:

Actions	All	Learner ID	ULN	Title	Forename	Surname	Date of Birth	Status	Metrics	Registered On	Registered
Actions	<input type="checkbox"/>	1083696		—	One of	five (more...)	10/10/1995		<input checked="" type="checkbox"/> Metrics	<input checked="" type="checkbox"/> Ascentis Level 2 Award in Food Safety in Catering	20/12/2019

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.

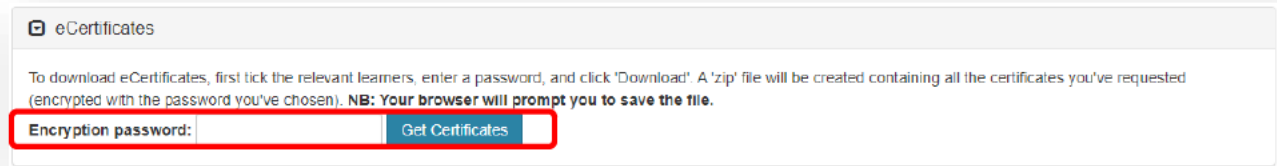
The screenshot shows the 'Learner Registrations' section of the Ascentis QuartzWeb interface. The table below the section header has the following data:

Actions	All	Learner ID	ULN	Title	Forename	Surname	Date of Birth	Status	Metrics	Registered On	Registered
Actions	<input type="checkbox"/>	083596		—	One of	five (more...)	10/10/1995		<input checked="" type="checkbox"/> Metrics	<input checked="" type="checkbox"/> Ascentis Level 2 Award in Food Safety in Catering	20/12/2019
Actions	<input type="checkbox"/>	083697		—	Two of	Five (more...)	11/10/1995	Not Specified	<input checked="" type="checkbox"/> Metrics	<input checked="" type="checkbox"/> Ascentis Level 2 Award in Food Safety in Catering	20/12/2019

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: any password may be used for the encryption, this will be used to access the file once downloaded.



The screenshot shows a dialog box titled "eCertificates". Inside the dialog, there is a paragraph of text: "To download eCertificates, first tick the relevant learners, enter a password, and click 'Download'. A 'zip' file will be created containing all the certificates you've requested (encrypted with the password you've chosen). NB: Your browser will prompt you to save the file." Below this text, there is a form with a label "Encryption password:" followed by a text input field. To the right of the input field is a blue button labeled "Get Certificates". A red rectangular box highlights the "Encryption password:" label, the input field, and the "Get Certificates" button.

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 EQAs 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 EQA/moderator will send the completed sampling report to Ascentis and the grades will be published.

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

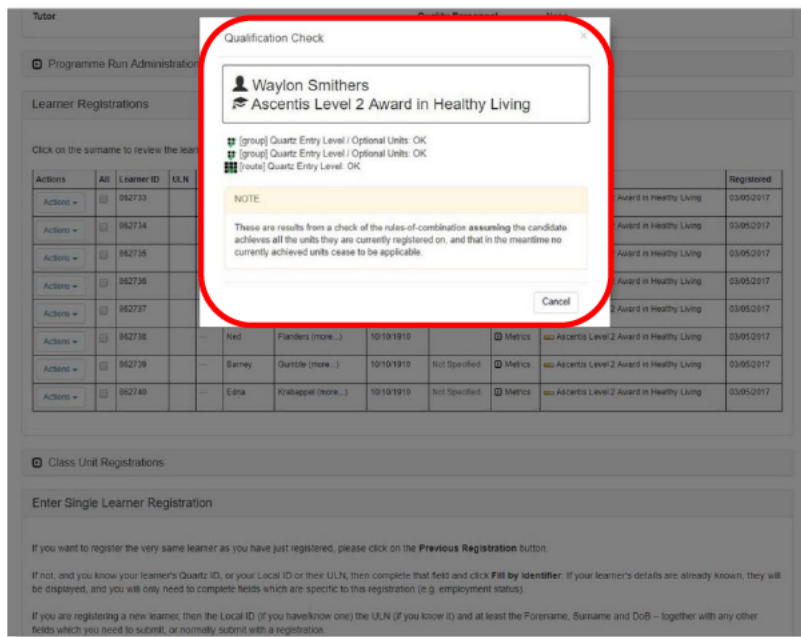
6 ROC- CHECK

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 learner/candidate to achieve that qualification.

The screenshot shows the Ascentis QuartzWeb interface for a Centre Administrator at Lune Valley College. The page displays details for Class [1510702], including provider information, course details, and learner statistics. Below this, there is a section for 'Programme Run Administration Events' and a 'Learner Registrations' table. The table lists learners with columns for Actions, Learner ID, ULN, Title, Forename, Surname, Date of Birth, Status, Metrics, Registered On, and Registered. A dropdown menu is open for the first learner, Waylon Smithers, with the option 'Check registered qualification' highlighted in a red box.

Actions	All	Learner ID	ULN	Title	Forename	Surname	Date of Birth	Status	Metrics	Registered On	Registered
Actions	<input type="checkbox"/>	862733			Waylon	Smithers (more...)	10/10/1910	Not Specified	Metrics	Ascentis Level 2 Award in Healthy Living	03/05/2017
<ul style="list-style-type: none"> Upload photo (or evidence) Register units against this learner Enter results/claims/assessments Withdraw Check registered qualification 					Martin	Prinos (more...)	10/10/1910	Not Specified	Metrics	Ascentis Level 2 Award in Healthy Living	03/05/2017
					Moe	Syzslak (more...)	10/10/1910	Not Specified	Metrics	Ascentis Level 2 Award in Healthy Living	03/05/2017
					Millhouse	Van Houten (more...)	10/10/1910	Not Specified	Metrics	Ascentis Level 2 Award in Healthy Living	03/05/2017
					Bart	Simpson (more...)	10/10/1910	Not Specified	Metrics	Ascentis Level 2 Award in Healthy Living	03/05/2017
					Ned	Flanders (more...)	10/10/1910		Metrics	Ascentis Level 2 Award in Healthy Living	03/05/2017
					Doreen	Cusack (more...)	10/10/1910	Not Specified	Metrics	Ascentis Level 2 Award in Healthy Living	03/05/2017

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

[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](#)

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