



# User Guide

## CONTENTS

### Contents

|                                                        |    |
|--------------------------------------------------------|----|
| CONTENTS .....                                         | 2  |
| 1 INTRODUCTION .....                                   | 3  |
| 2 LOGGING IN.....                                      | 4  |
| 2.1 Logging in to Parnassus .....                      | 4  |
| 2.2 Resetting Password / Forgotten Password .....      | 5  |
| 2.2 Certificate Validator .....                        | 5  |
| 2.3 Centre Details.....                                | 6  |
| 2.4 Learner Details .....                              | 7  |
| 3 CREATING COHORTS & REGISTERING LEARNERS.....         | 9  |
| 3.1 Creating a Cohort .....                            | 9  |
| 3.2 Registration Criteria .....                        | 11 |
| 3.3 Presenting Learner Information for Upload.....     | 11 |
| 3.4 Error checking and validation.....                 | 14 |
| 3.5 Confirmation and processing .....                  | 15 |
| 3.6 Managing duplicate Learner registrations .....     | 16 |
| 3.7 Additional unit registration .....                 | 18 |
| 3.8 Results Matrix Report (AHED) .....                 | 19 |
| 3.9 Reporting – Attendance list .....                  | 20 |
| 3.10 Reporting – Achievement List .....                | 21 |
| 3.11 Online Exam Bookings.....                         | 22 |
| 4 ENTERING RESULTS .....                               | 23 |
| 4.1 Entering Results.....                              | 24 |
| 4.2 Confirmation and Processing .....                  | 28 |
| 4.3 Direct Claims Status (DCS) Results .....           | 29 |
| 4.4 Non-Direct Claims Status (DCS) Results .....       | 29 |
| 5 CERTIFICATION .....                                  | 31 |
| 6 LEARNER MANAGEMENT .....                             | 32 |
| 7 DOCUMENTATION.....                                   | 35 |
| 7.1 Viewing and Adding Centre Documents .....          | 35 |
| 7.2 Viewing and Downloading Assessment Documents ..... | 36 |
| 8 ROLES .....                                          | 38 |
| 8.1 Adding a new user to Parnassus .....               | 39 |

## 1 INTRODUCTION

### 1.1 What is Parnassus?

This guidance document provides instructions on how to use the Ascentis Parnassus Portal and relates to the processes involved from registration, through to verification and certification.

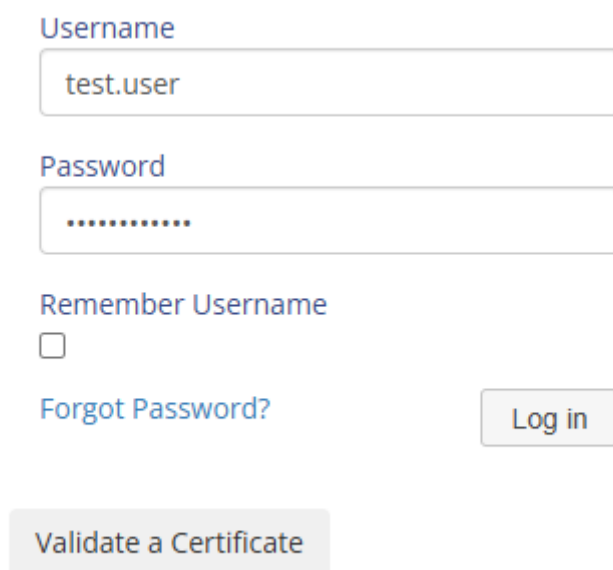
Parnassus provides centres with direct access to the Ascentis database (dependant on role) offering the ability to:

- Upload learner registrations
- View current and previous Cohorts (Classes)
- View learner details
- Access learning and support materials
- Add and withdraw learners to and from Cohorts (Classes)
- View key documents for verification visits

## 2 LOGGING IN

### 2.1 Logging in to Parnassus

To log in to Parnassus, firstly navigate to <https://parnassus.ascentis.co.uk/>. Enter your Username and Password in the relevant boxes and click 'Log in'.



The screenshot shows the login interface for Parnassus. It includes a 'Username' label above a text input field containing 'test.user'. Below this is a 'Password' label above a password input field filled with dots. A 'Remember Username' label is followed by an unchecked checkbox. To the left of the 'Log in' button is a link for 'Forgot Password?'. At the bottom, there is a 'Validate a Certificate' button.

To gain access to Parnassus for relevant centre personnel, contact your centre's Parnassus Centre User Manager, or for additional Parnassus Centre User accounts, please contact Ascentis at [support@ascentis.co.uk](mailto:support@ascentis.co.uk). Parnassus Centre User authorisation will be made by Ascentis and a username and password will then be issued.

You can also select the 'Remember Username' tick box and Parnassus will store your Username for the next time you log in. It is recommended that this tick box is only selected if you are the sole user of your desktop/laptop/mobile device. If you are using a shared device, please do not select this option.

## 2.2 Resetting Password / Forgotten Password

If you have forgotten your password, select **'Forgot Password?'**. Enter your Username and click 'Submit'. A password reset link will be emailed to you to allow you to set a new password.

## 2.2 Certificate Validator

You can also validate a certificate via the login screen. Select the **'Validate a Certificate'** button, enter the learner's details and click **'Validate'** to check the authenticity of a learner's certificate.

### Learner Certificate Validator

Either [Scan a Certificate QR Code](#)

Or complete the fields below to validate a certificate.

First Name\*

Last Name\*

Date of Birth (DD/MM/YYYY)\*

Certificate Number\*

Certificate Date (DD/MM/YYYY)\*

☐ I'm not a robot

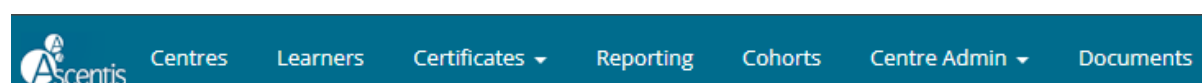

  
reCAPTCHA
  
[Privacy](#) - [Terms](#)

Validate

## 2.3 Centre Details

Once logged in, clicking on the "Centre" heading on the top ribbon will take you to your Centre home where you can find an overview of your Centre.

You will find important information on this Centre page as it displays the centre status, sites and approval dates amongst other things. Below are some important examples of what can be found in this Centre Page.



The default centre page will be shown below and there are various options to choose from.

Lune Valley College (1236)
Centre Home | Contacts

|                                                                                              |                                                |                                               |                                                  |                                    |                                     |
|----------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------|--------------------------------------------------|------------------------------------|-------------------------------------|
| Centre Code<br>1236                                                                          | Centre Status<br>Approved                      | Old Code<br>1236                              | UKPRN<br>Not Supplied                            | First Approved<br>02 Apr 2023      | QAA Provider Number<br>Not Supplied |
| Renewal Date<br>20 May 2024                                                                  | Date Closed<br>n/a                             | Renewal Status<br>New Centre                  | Default Assessment Language<br>English           | Main Site Telephone<br>01524789654 | Allow eCertification<br>Yes         |
| Allow printed Qualification Certificates<br>Yes                                              | Learner email Mandatory on Registrations<br>No | Allow direct learner eCertificate Email<br>No | Use Main Site EV Allocation For All Sites<br>Yes |                                    |                                     |
| Main Site Email<br>uigf@HOTMAIL.COM                                                          |                                                | Main Site Website<br>Not Supplied             |                                                  |                                    |                                     |
| Main Site Address<br>Lune Road, Lancaster, Lancashire, TESTING ONLY, UNITED KINGDOM, LA3 1SW |                                                |                                               |                                                  |                                    |                                     |

Groups
Not In any Groups

Sites

|                                              |                        |                         |
|----------------------------------------------|------------------------|-------------------------|
| Site Name<br>Lune Valley College - Main Site | Site Code<br>1236.0001 | Site Status<br>Approved |
|----------------------------------------------|------------------------|-------------------------|

At the bottom of the Centre page, you will be able to view Sites that are associated with your centre, clicking one of these sites will take you to the site home.

Lune Valley College (1236)  
 Lune Valley College - Main Site (1236.0001)  
[Site Home](#) | [Qualifications](#)

|                                                                                    |                                      |                                    |                                                 |                            |                           |
|------------------------------------------------------------------------------------|--------------------------------------|------------------------------------|-------------------------------------------------|----------------------------|---------------------------|
| Site Code<br>1236.0001                                                             | Site Status<br>Approved              | Function<br>Registration           | Site Type<br>02 - FE College / Tertiary College | Telephone<br>01524789654   | Main Site<br>Yes          |
| Website<br>not supplied                                                            |                                      |                                    | Assessment Language<br>English                  |                            |                           |
| Address<br>Lune Road, Lancaster, Lancashire, TESTING ONLY, UNITED KINGDOM, LA3 1SW |                                      |                                    | Regulator Region<br>not supplied                |                            |                           |
| Centre Code<br>1236                                                                | Centre Status<br>Approved            | Centre Name<br>Lune Valley College |                                                 |                            |                           |
| Mandatory PO<br>Yes                                                                | Is for private study<br>No           | Account Number<br>7777777777       | AO Category<br>not supplied                     | AO Country<br>not supplied | AO Region<br>not supplied |
| PrCohort Direct Registration Import<br>No                                          | eCertification Email<br>not supplied |                                    |                                                 |                            |                           |
| Certificate Site Name<br>THIS IS A TEST                                            |                                      |                                    |                                                 |                            |                           |

Qualifications active for registration (Show all site qualifications)

Clicking into a qualification within a site will list information regarding any approval, statuses, approval dates or the Direct Claim Status.

|                                                                       |                              |                    |
|-----------------------------------------------------------------------|------------------------------|--------------------|
| Qualification Title<br>Access to Higher Education Diploma (Computing) | Qualification Code<br>127170 | Status<br>Approved |
| Approval Date<br>25 Sep 2019                                          | Direct Claims Status<br>None |                    |

## 2.4 Learner Details

Learner details can be found through the blue ribbon at the top of the page under the heading “Learners”.

Here you can see various options relating to Learners and other fields.

**Learners**

[Registration Upload](#) | [Achievement Upload](#)

Search   
 Centre Lune Valley College  
 Site All

Code

[Advanced Search Options](#)

| Learner Code              | First Name | Last Name  | Gender       | DOB        | Created             |
|---------------------------|------------|------------|--------------|------------|---------------------|
| <a href="#">▶</a> 1451254 | Parnessus  | Training 2 | Male         | 10/06/2000 | 11/09/2025 15:34:29 |
| <a href="#">▶</a> 1451253 | Parnessus  | Training 1 | Female       | 09/06/2000 | 11/09/2025 15:34:27 |
| <a href="#">▶</a> 1451247 | John       | MacArthur  | Male         | 11/05/1969 | 11/09/2025 12:39:02 |
| <a href="#">▶</a> 1451246 | Elisabeth  | Elliott    | Female       | 12/07/1999 | 11/09/2025 12:39:01 |
| <a href="#">▶</a> 1451245 | Charles    | Spurgeon   | Male         | 09/08/1977 | 11/09/2025 12:39:00 |
| <a href="#">▶</a> 1451232 | Spilke     | Profile    | Male         | 10/10/2000 | 11/09/2025 11:44:40 |
| <a href="#">▶</a> 1451221 | Charles    | Spurgeon   | Male         | 08/10/1979 | 11/09/2025 10:50:53 |
| <a href="#">▶</a> 1447800 | Example    | Example    | Not Supplied | 10/10/2000 | 05/09/2025 17:04:16 |
| <a href="#">▶</a> 1447200 | Stella     | Cox        | Female       | 11/10/1979 | 14/08/2025 13:41:54 |
| <a href="#">▶</a> 1447199 | Alberta    | Slimer     | Female       | 10/10/1979 | 14/08/2025 13:41:53 |

1 2 3 4 5 6 7 8 9 10 ...

You can search for the learner here via their learner ID or name by adjusting the search field.

Search 

Centre

Site

[Advanced Search Options](#)

Clicking into a learner using the blue arrows next to their name will show details for that learner.

**Learner**

First Name   Middle Names 

Title  Learner Code

DOB   Ethnic Origin

SCN   Nationality

Last Name   UUN 

Gender 

☐ Opt out of receiving emailed certificates

[Details](#) [Access](#) [Registrations](#) [Cohorts](#) [Certificates](#) [Site Associations](#)

| Qual/Unit Code | Title                                                     | Registration Date | Centre - Site                                                     | Status      | Standalone Registration | Qualification Set | Created By   | Cohort Number | Cohort Title                                  |
|----------------|-----------------------------------------------------------|-------------------|-------------------------------------------------------------------|-------------|-------------------------|-------------------|--------------|---------------|-----------------------------------------------|
| 127242         | Ascentis Entry 3 Award in Equality and Diversity (127242) | 11/09/2025        | Lune Valley College - Lune Valley College - Main Site (1236.0001) | In Progress | No                      |                   | chris_centre | 5021156       | Zoom Webinar SOQ cohort - 11th September 2025 |

There are also further details for the learner, clicking the fields near the middle of the page will show these. To note you will only see what the learner is registered on and achieved at your centre.

We will go through a few important areas now.

[Details](#) [Access](#) [Registrations](#) [Cohorts](#) [Certificates](#) [Site Associations](#)

**Details:** Shows information on the learner, e.g. Address, Email address and other personal information.

**Access:** Shows any access needs the students has.

**Registrations:** Shows any current or previous qualifications the learner has.

**Cohort:** Shows any current or previous cohorts the learners have.

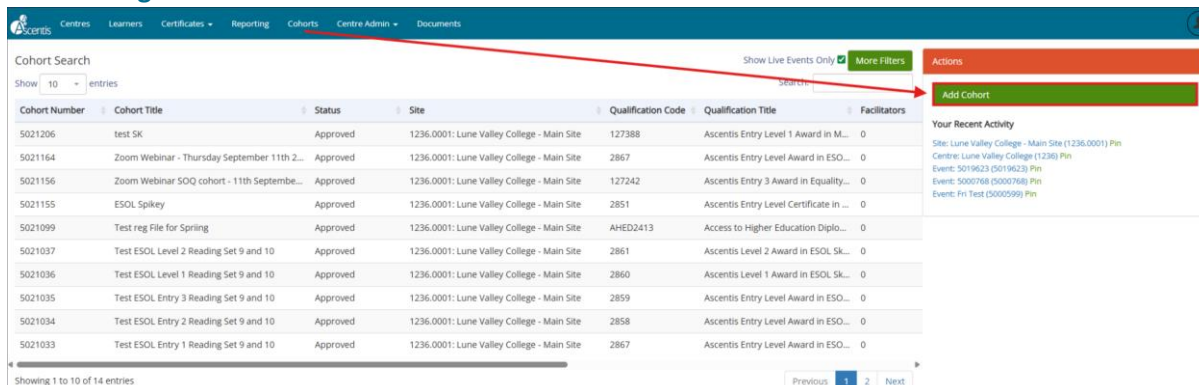
**Certificates:** Shows any achievements the learner has.

You may see less options on your account depending on your permissions. Please contact your Centre User Manager if these need to be adjusted.



## 3 CREATING COHORTS & REGISTERING LEARNERS

### 3.1 Creating a Cohort

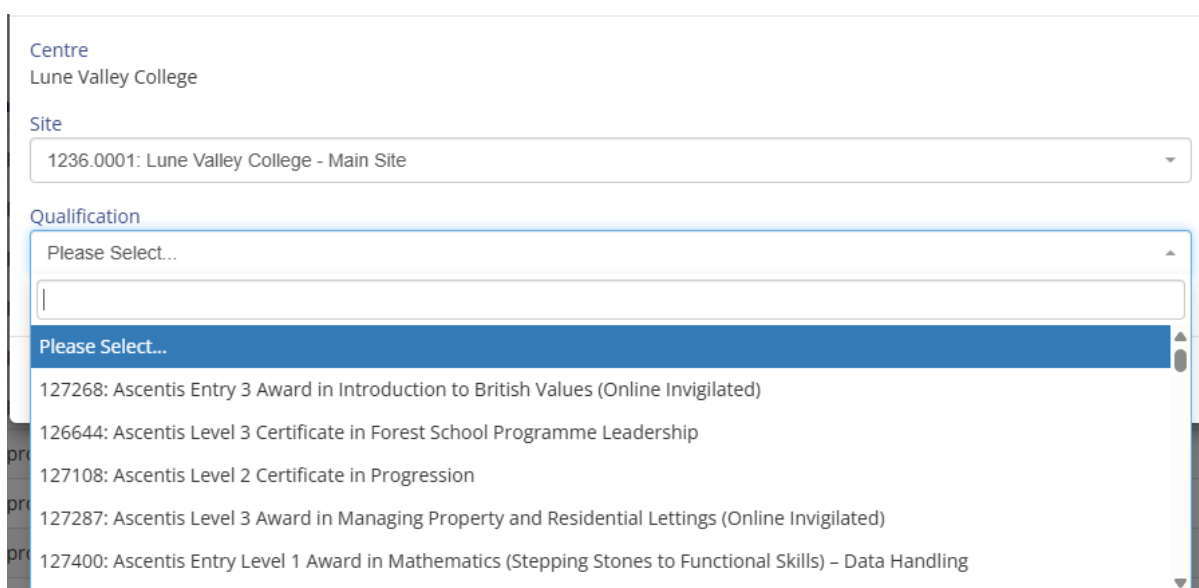


The screenshot shows the Ascentis system interface. The top navigation bar includes 'Centres', 'Learners', 'Certificates', 'Reporting', 'Cohorts', 'Centre Admin', and 'Documents'. The 'Cohorts' menu is highlighted. Below the navigation bar, there is a 'Cohort Search' section with a table of existing cohorts. The table has columns for Cohort Number, Cohort Title, Status, Site, Qualification Code, Qualification Title, and Facilitators. A red arrow points from the 'Add Cohort' button in the 'Actions' panel on the right to the 'Add Cohort' button in the table's header area.

| Cohort Number | Cohort Title                                | Status   | Site                                       | Qualification Code | Qualification Title                     | Facilitators |
|---------------|---------------------------------------------|----------|--------------------------------------------|--------------------|-----------------------------------------|--------------|
| 5021206       | test SK                                     | Approved | 1236.0001: Lune Valley College - Main Site | 127388             | Ascentis Entry Level 1 Award in M...    | 0            |
| 5021164       | Zoom Webinar - Thursday September 11th 2... | Approved | 1236.0001: Lune Valley College - Main Site | 2867               | Ascentis Entry Level Award in ESO...    | 0            |
| 5021156       | Zoom Webinar SOQ cohort - 11th Septembe...  | Approved | 1236.0001: Lune Valley College - Main Site | 127242             | Ascentis Entry 3 Award in Equality...   | 0            |
| 5021155       | ESOL Spiky                                  | Approved | 1236.0001: Lune Valley College - Main Site | 2851               | Ascentis Entry Level Certificate in ... | 0            |
| 5021099       | Test reg File for Spring                    | Approved | 1236.0001: Lune Valley College - Main Site | AHED2413           | Access to Higher Education Diplo...     | 0            |
| 5021037       | Test ESOL Level 2 Reading Set 9 and 10      | Approved | 1236.0001: Lune Valley College - Main Site | 2861               | Ascentis Level 2 Award in ESOL Sk...    | 0            |
| 5021036       | Test ESOL Level 1 Reading Set 9 and 10      | Approved | 1236.0001: Lune Valley College - Main Site | 2860               | Ascentis Level 1 Award in ESOL Sk...    | 0            |
| 5021035       | Test ESOL Entry 3 Reading Set 9 and 10      | Approved | 1236.0001: Lune Valley College - Main Site | 2859               | Ascentis Entry Level Award in ESO...    | 0            |
| 5021034       | Test ESOL Entry 2 Reading Set 9 and 10      | Approved | 1236.0001: Lune Valley College - Main Site | 2858               | Ascentis Entry Level Award in ESO...    | 0            |
| 5021033       | Test ESOL Entry 1 Reading Set 9 and 10      | Approved | 1236.0001: Lune Valley College - Main Site | 2867               | Ascentis Entry Level Award in ESO...    | 0            |

Cohorts are a group of learners on the same qualification. They can be used to group learners together who are studying towards the same qualification and make it easier to sort and find their information. To add a new cohort, navigate to the 'Cohorts' main menu option, then click the 'Add Cohort' button.

You will be prompted to select the site where learning is taking place, as well as the qualification which the learner(s) will be working towards.



The screenshot shows the 'Add Cohort' form. It has three main sections: 'Centre', 'Site', and 'Qualification'. The 'Centre' section shows 'Lune Valley College'. The 'Site' section shows '1236.0001: Lune Valley College - Main Site'. The 'Qualification' section shows a dropdown menu with 'Please Select...' at the top and a list of qualifications below. The list includes: 127268: Ascentis Entry 3 Award in Introduction to British Values (Online Invigilated), 126644: Ascentis Level 3 Certificate in Forest School Programme Leadership, 127108: Ascentis Level 2 Certificate in Progression, 127287: Ascentis Level 3 Award in Managing Property and Residential Lettings (Online Invigilated), and 127400: Ascentis Entry Level 1 Award in Mathematics (Stepping Stones to Functional Skills) - Data Handling.

Once you have completed your site and qualification you will be prompted to enter the following additional information for your cohort:

Cohort Title – **Optional** (If not added, Cohort ID will be used)

Tutor – **Optional**

Start Date – **Mandatory**

End Date – **Mandatory**

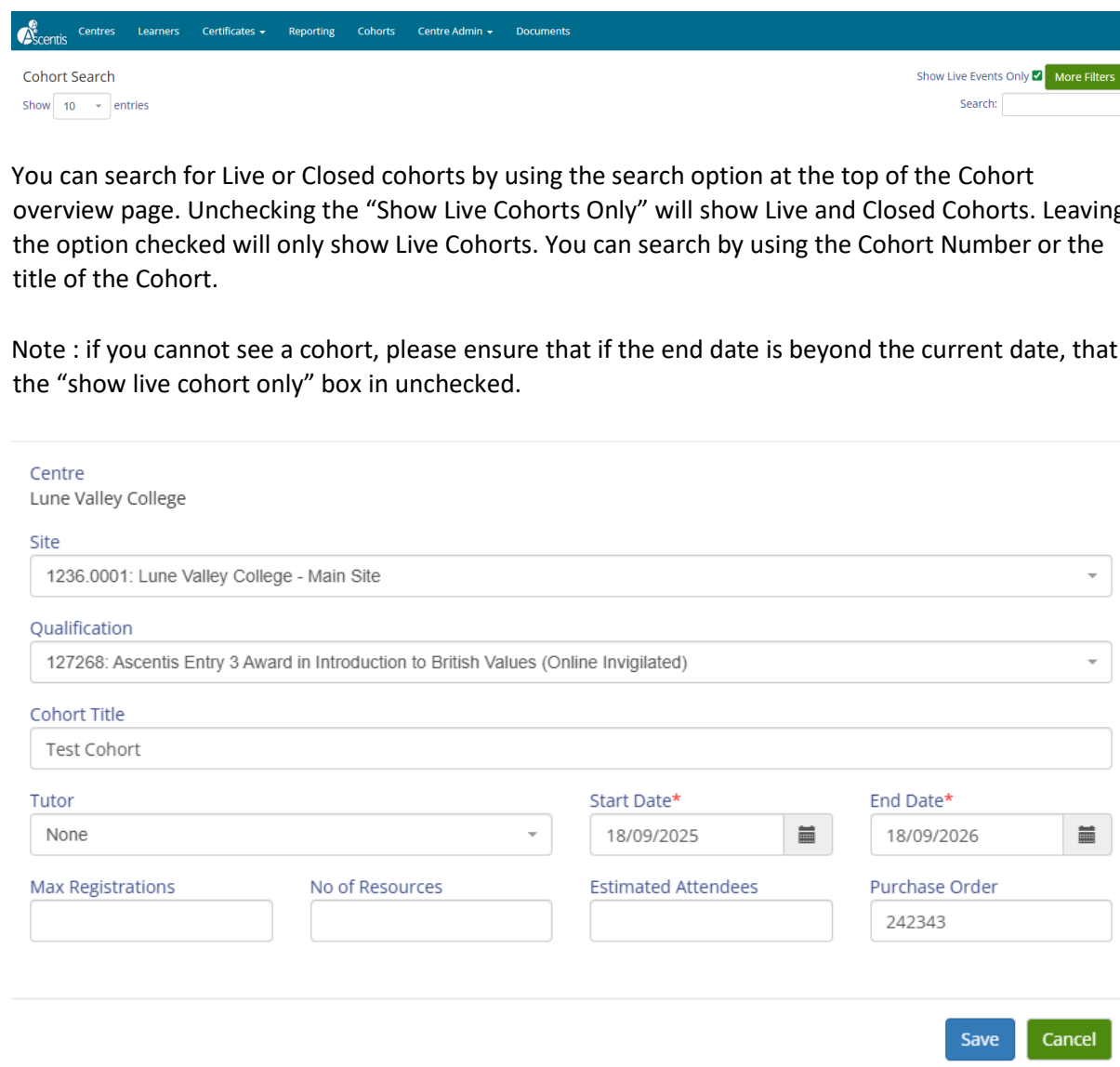
Max Registrations - **Optional**

No of Resources – **Optional**

Estimated Attendees - **Optional**

Purchase Order - **Mandatory (Has to be an official centre purchase order from your Finance Department otherwise invoices will be rejected by the centre and could delayed results and certificates)**

Once you have added in the relevant information for your cohort, click the ‘save’ button.



The screenshot shows the Ascentis web interface for adding a cohort. At the top is a navigation bar with links: Centres, Learners, Certificates, Reporting, Cohorts, Centre Admin, and Documents. Below this is a 'Cohort Search' section with a 'Show' dropdown set to '10' and 'entries', a 'Search:' input field, and a 'Show Live Events Only' checkbox (checked) with a 'More Filters' button. The main form area contains several sections: 'Centre' (Lune Valley College), 'Site' (1236.0001: Lune Valley College - Main Site), 'Qualification' (127268: Ascentis Entry 3 Award in Introduction to British Values (Online Invigilated)), 'Cohort Title' (Test Cohort), 'Tutor' (None), 'Start Date\*' (18/09/2025), 'End Date\*' (18/09/2026), 'Max Registrations', 'No of Resources', 'Estimated Attendees', and 'Purchase Order' (242343). At the bottom right are 'Save' and 'Cancel' buttons.



**Middle Name** - Optional

**Surname** – Mandatory

**DOB** – Mandatory

**Gender** – Mandatory

**Email** – Mandatory (for Online Invigilated Qualifications)

**Ethnicity** – Optional (will default to 'Not known/not provided' if not entered)

**LDD (Learning Difficulties and/or Disabilities** - Optional (will default to 'No information provided by learner' if not entered)

**Disability Name** – Optional (will default to 'Not known/not provided' if not entered)

**SPLD (Specific Learning Difficulty)** – Optional (will default to 'Not known/not provided' if not entered)

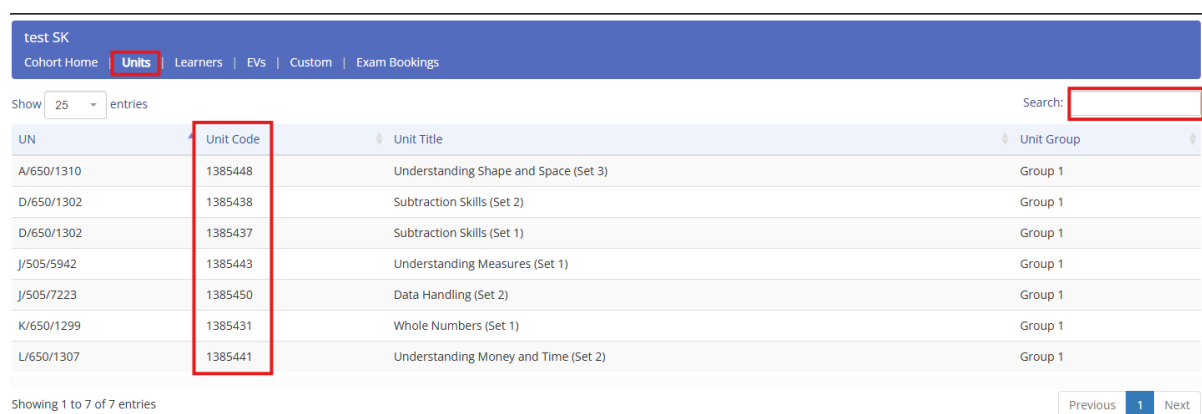
**Unit Code** - Optional (See section 3.7 for further details)

**Post code** – Mandatory (for Access registrations only)

Learner registration files must be completed using the standard Parnassus Registration Upload File format. If Unit Registrations are to be included on the Registration Import File, one line per Unit Registration must be added. Data can be copied and pasted down to speed up the entering of data:

**NB: If a Unit within a Qualification is mandatory (i.e. it must be taken as part of the Qualification structure) you do not have to add this as a unit code. Parnassus will automatically register learners on mandatory units within a Qualification.**

In order to identify the correct unit code(s) to register your learner(s) on, navigate to the **'Units'** tab of the cohort. This will give you a list of available units within the qualification you have selected. You can search for specific units using the Search box, increase the number of units you can see at any time by selecting a new number from the 'Show XXX entries' field, or sort the information by any column by clicking the relevant header:



| UN         | Unit Code | Unit Title                            | Unit Group |
|------------|-----------|---------------------------------------|------------|
| A/650/1310 | 1385448   | Understanding Shape and Space (Set 3) | Group 1    |
| D/650/1302 | 1385438   | Subtraction Skills (Set 2)            | Group 1    |
| D/650/1302 | 1385437   | Subtraction Skills (Set 1)            | Group 1    |
| J/505/5942 | 1385443   | Understanding Measures (Set 1)        | Group 1    |
| J/505/7223 | 1385450   | Data Handling (Set 2)                 | Group 1    |
| K/650/1299 | 1385431   | Whole Numbers (Set 1)                 | Group 1    |
| L/650/1307 | 1385441   | Understanding Money and Time (Set 2)  | Group 1    |

Once you have completed your registration file, save this to a secure location and continue with the Registration Upload process.

You will now be able to add registrations to your cohort by clicking the button located in the top right of the cohort screen.

Registration Upload

Events Search > Cohort

5013126  
Cohort Home | Units | Learners | EVs | Custom | Exam Bookings

Cohort Details Status: Approved

|                                 |                                   |                       |                                   |
|---------------------------------|-----------------------------------|-----------------------|-----------------------------------|
| Cohort Number<br>5013126        | Cohort Title<br>5013126           | Tutor<br>Not Supplied | Max Registrations<br>Not Supplied |
| Start Date<br>19/11/2024        | End Date<br>06/12/2025            | Purchase Order<br>321 | In Progress Registrations<br>5    |
| No of Resources<br>Not Supplied | Est Num Attendees<br>Not Supplied |                       |                                   |

Site And Qualification

|                                                                                          |                                                   |
|------------------------------------------------------------------------------------------|---------------------------------------------------|
| Centre<br>1236:Lune Valley College                                                       | Site<br>1236.0001:Lune Valley College - Main Site |
| Qualification<br>AHED241: Access to Higher Education Diploma (Allied Health Professions) |                                                   |

Actions

- Update Status
- Registration Upload
- Add Achievement

Your Recent Activity

- Event: Test SK (5021208) Pin
- Event: ESDs: Spilvey (5021155) Pin
- Event: TEST: plastic pollution class (5020923) Pin
- Event: Cert due Cohort - Do not process (5013410) Pin
- Event: 5013126 (5013126) Pin

Enter a name for your Registration Import File and choose the file you have created using the **'Choose file'** button, and select **'Import'**. You can also add notes to your Registration Import if required:

File Upload

File: (CSV, XLS, XLSX) Choose File No file chosen

Name:

Default Cohort:

Purchase Order Number:

Note:

Import Close

Open

Desktop > New folder

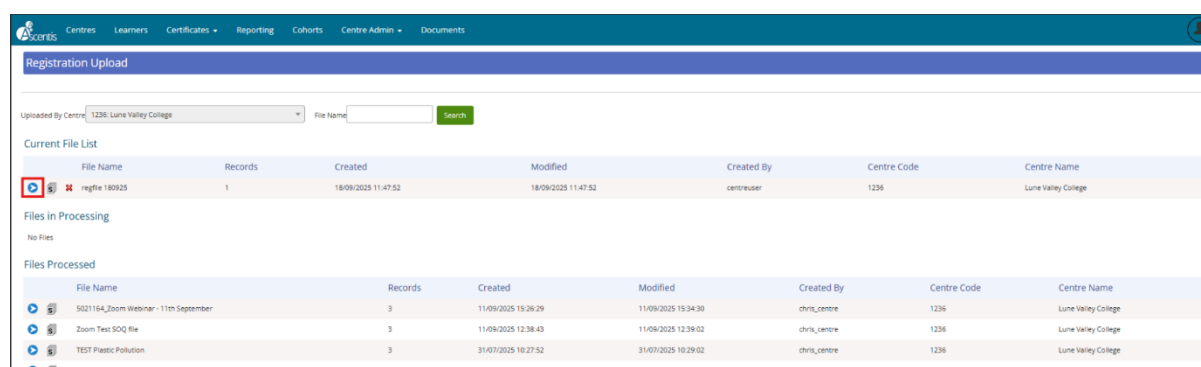
Organise New folder

| Name                   | Status | Date modified    | Type              |
|------------------------|--------|------------------|-------------------|
| Registration File.xlsx |        | 18/09/2025 11:40 | Microsoft Excel W |

File name:  All Files (\*.\*)

Open Cancel

### 3.4 Error checking and validation



| File Name      | Records | Created             | Modified            | Created By  | Centre Code | Centre Name         |
|----------------|---------|---------------------|---------------------|-------------|-------------|---------------------|
| regfile 180925 | 1       | 18/09/2025 11:47:52 | 18/09/2025 11:47:52 | centresuser | 1236        | Lune Valley College |

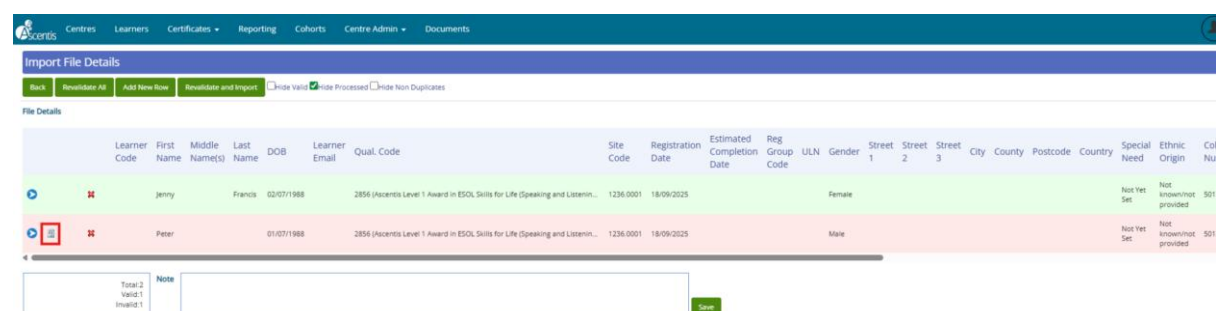
| File Name                             | Records | Created             | Modified            | Created By   | Centre Code | Centre Name         |
|---------------------------------------|---------|---------------------|---------------------|--------------|-------------|---------------------|
| S021164_Zoom Webinar - 11th September | 3       | 11/09/2025 15:26:29 | 11/09/2025 15:34:30 | chris_centre | 1236        | Lune Valley College |
| Zoom Test SQ file                     | 3       | 11/09/2025 12:38:43 | 11/09/2025 12:39:02 | chris_centre | 1236        | Lune Valley College |
| TEST Plastic Pollution                | 3       | 31/07/2025 10:27:52 | 31/07/2025 10:29:02 | chris_centre | 1236        | Lune Valley College |

Once your file has been processed, the Registration File will go into the **'Current Files List'** section of the Registration Upload screen. By clicking the  icon next to your Import File, you can then review and amend your Learner Registration Data:

The Import File Details screen will show you a summary of your Learner Registration file, including each individual learner to be imported, a duplicate Learner check if the learner is a potential duplicate and overall import statistics. If the Learner information is accepted and in the correct format, the learner will be displayed in **green**.

If there are any issues, such as potential duplicate registrations, the line will be displayed in **yellow**. The Learner import can still be processed, however it is important that the information is checked before proceeding.

If there are any absolute errors, such as missing mandatory information, or incorrect unit codes, the line will be displayed in **red**. In this instance, the registration line must be cancelled and/or resubmitted before proceeding with the Learner registration.



| Learner Code | First Name | Middle Name(s) | Last Name | DOB        | Learner Email | Qual. Code                                                                   | Site Code | Registration Date | Estimated Completion Date | Reg Group Code | ULN | Gender | Street 1 | Street 2 | Street 3 | City | County | Postcode | Country | Special Need | Ethnic Origin          | Col Num |
|--------------|------------|----------------|-----------|------------|---------------|------------------------------------------------------------------------------|-----------|-------------------|---------------------------|----------------|-----|--------|----------|----------|----------|------|--------|----------|---------|--------------|------------------------|---------|
|              | Jenny      | Francis        |           | 02/07/1988 |               | 2856 (Ascentis Level 1 Award in ESOL Skills for Life (Speaking and Listen... | 1236.0001 | 18/09/2025        |                           |                |     | Female |          |          |          |      |        |          |         | Not Yet Set  | Not known/not provided | 5011    |
|              | Peter      |                |           | 01/07/1988 |               | 2856 (Ascentis Level 1 Award in ESOL Skills for Life (Speaking and Listen... | 1236.0001 | 18/09/2025        |                           |                |     | Male   |          |          |          |      |        |          |         | Not Yet Set  | Not known/not provided | 5011    |

Total 2  
Valid 1  
Invalid 1

Note

Save

In any circumstance where the Learner Import is **not green**, further information as to the nature of the error can be found by clicking the  icon next to the relevant Learner Import.

If any errors are found which prevent the Learner Registration File from being processed, one of two methods must be used to rectify this:

1. The data must be removed by clicking the  icon next to the relevant line(s) flagged as erroneous.
2. The Import file must be cancelled, amended and resubmitted. This can be done by clicking **'back'** at the top left hand corner of the screen, and then selecting the  icon next to the relevant Registration Import file. Once the Registration Import file disappears, it can be resubmitted using the method described above.

### 3.5 Confirmation and processing

Once you are satisfied with the Registration File and the data has been validated, select the **'Revalidate and Import'** button at the top of the screen to process your Learner Registration file:



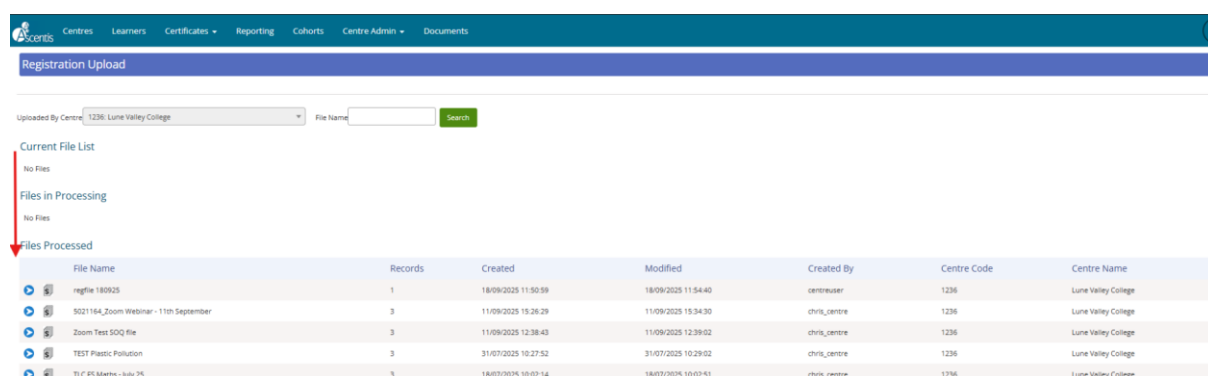
| Learner Code                                                                        | First Name | Middle Name(s) | Last Name | DOB        | Learner Email | Qual. Code                                                                   | Site Code | Registration Date | Estimated Completion Date | Reg Group Code | ULN | Gender | Street 1 | Street 2 | Street 3 | City | County | Postcode | Country | Special Need | Ethnic Origin          | Cohort Number |
|-------------------------------------------------------------------------------------|------------|----------------|-----------|------------|---------------|------------------------------------------------------------------------------|-----------|-------------------|---------------------------|----------------|-----|--------|----------|----------|----------|------|--------|----------|---------|--------------|------------------------|---------------|
|  | Jenny      |                | Francis   | 02/07/1988 |               | 2856 (Ascentis Level 1 Award in ESOL Skills for Life (Speaking and Listen... | 1236.0001 | 18/09/2025        |                           |                |     | Female |          |          |          |      |        |          |         | Not Yet Set  | Not known/not provided | 50134         |

Note

Total: 1  
Valid: 1  
Invalid: 0

Save

This will move your Learner Registration File from **'Current Files List'** to **'Files Processed'**:



Centres Learners Certificates Reporting Cohorts Centre Admin Documents

Registration Upload

Uploaded By Centre: 1236: Lune Valley College File Name: Search

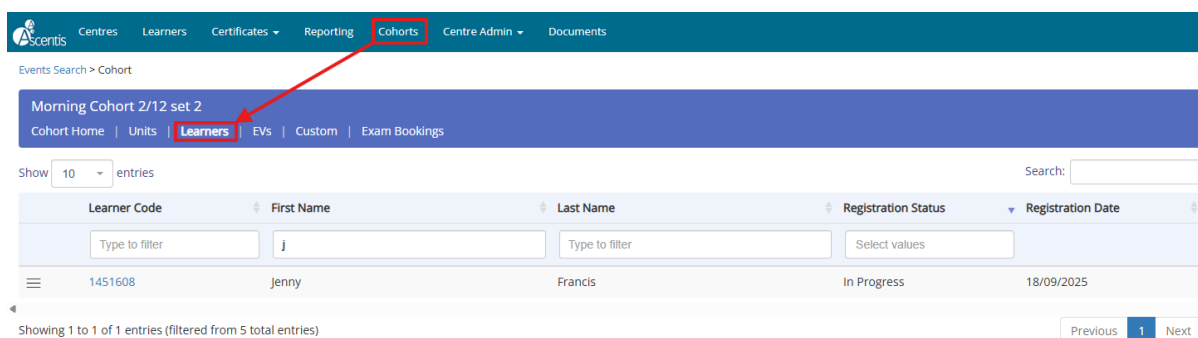
Current File List  
No Files

Files in Processing  
No Files

Files Processed

| File Name                                                                                                                 | Records | Created             | Modified            | Created By   | Centre Code | Centre Name         |
|---------------------------------------------------------------------------------------------------------------------------|---------|---------------------|---------------------|--------------|-------------|---------------------|
|  regfile 180925                        | 1       | 18/09/2025 11:50:59 | 18/09/2025 11:54:40 | centresuser  | 1236        | Lune Valley College |
|  5021164_Zoom Webinar - 11th September | 3       | 11/09/2025 15:26:29 | 11/09/2025 15:34:30 | chris_centre | 1236        | Lune Valley College |
|  Zoom Test SQO file                    | 3       | 11/09/2025 12:38:43 | 11/09/2025 12:39:02 | chris_centre | 1236        | Lune Valley College |
|  TEST Plastic Pollution                | 3       | 31/07/2025 10:27:52 | 31/07/2025 10:29:02 | chris_centre | 1236        | Lune Valley College |
|  TLC PS Maths - July 25                | 3       | 18/07/2025 10:02:14 | 18/07/2025 10:02:51 | chris_centre | 1236        | Lune Valley College |

You will now be able to see your newly imported Learner(s) within their Cohort, or via the **'Learners'** screen:

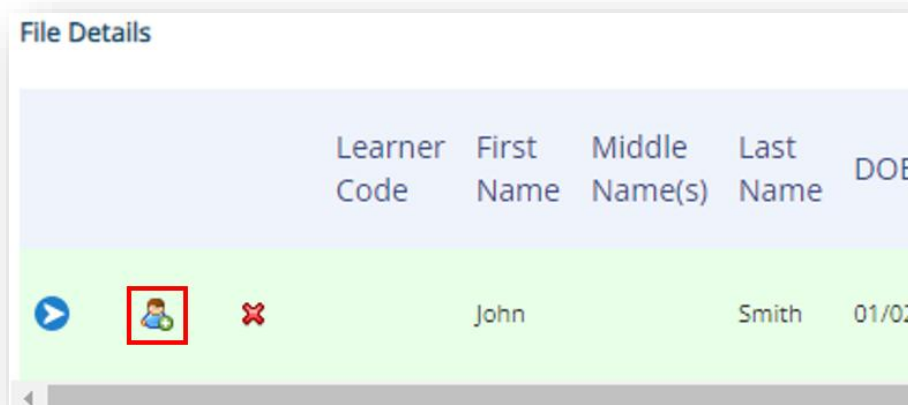


### 3.6 Managing duplicate Learner registrations

On occasion, you may register learners in Parnassus who have previously registered on other qualifications/cohorts. This process can be managed when registering your learners using the 'Potential Duplicate' button next to your learner registrations.

**Note:** If a duplicate registered learner is not resolved using the manage duplicate learner process then certificates will not be available. In all instances where duplicate learners exist you must manage the situation as per this guide.

If a learner is identified as being a potential duplicate an icon will appear next to them:





Once this button is clicked, Parnassus will give you the option to either merge the learner with an existing one, or create a new learner:

Duplicates Available

Create New Learner

Close

|                     | Name       | DOB        | Learner Code | ULN | Created    | Postcode | Last Reg                                      |
|---------------------|------------|------------|--------------|-----|------------|----------|-----------------------------------------------|
| <a href="#">Use</a> | John Smith | 01/02/1988 | 1295047      |     | 11/05/2023 | LA1 1BG  | Lune Valley College - Lune Campus (1236.0001) |
| <a href="#">Use</a> | John Smith | 01/02/1988 | 1295125      |     | 01/06/2023 |          | Lune Valley College - Lune Campus (1236.0001) |

Once a selection is made, Parnassus will revalidate the relevant learner(s) and they will display in **green** with a tick if valid:

|                                     | Learner Code | First Name | Middle Name(s) | Last Name |
|-------------------------------------|--------------|------------|----------------|-----------|
| <a href="#">▶</a> <a href="#">✓</a> |              | John       |                | Smith     |

If there are any issues/discrepancies, the learner will show in **yellow** with an error report button which can be clicked to identify the issue:

|                                     | Learner Code | First Name | Middle Name(s) | Last Name |
|-------------------------------------|--------------|------------|----------------|-----------|
| <a href="#">▶</a> <a href="#">✖</a> | 1295047      | John       |                | Smith     |

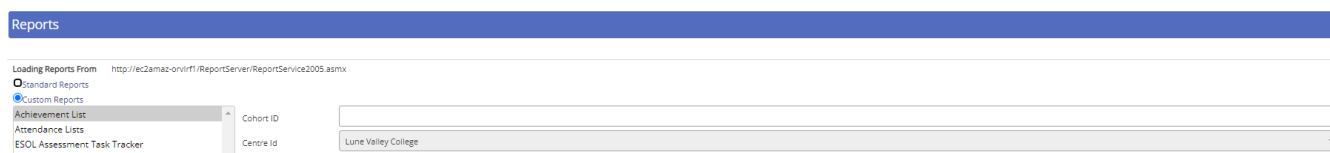
**NB: If no choice is made the default action will be to create a new learner. Please check for the duplicate learner button before proceeding with your registrations**



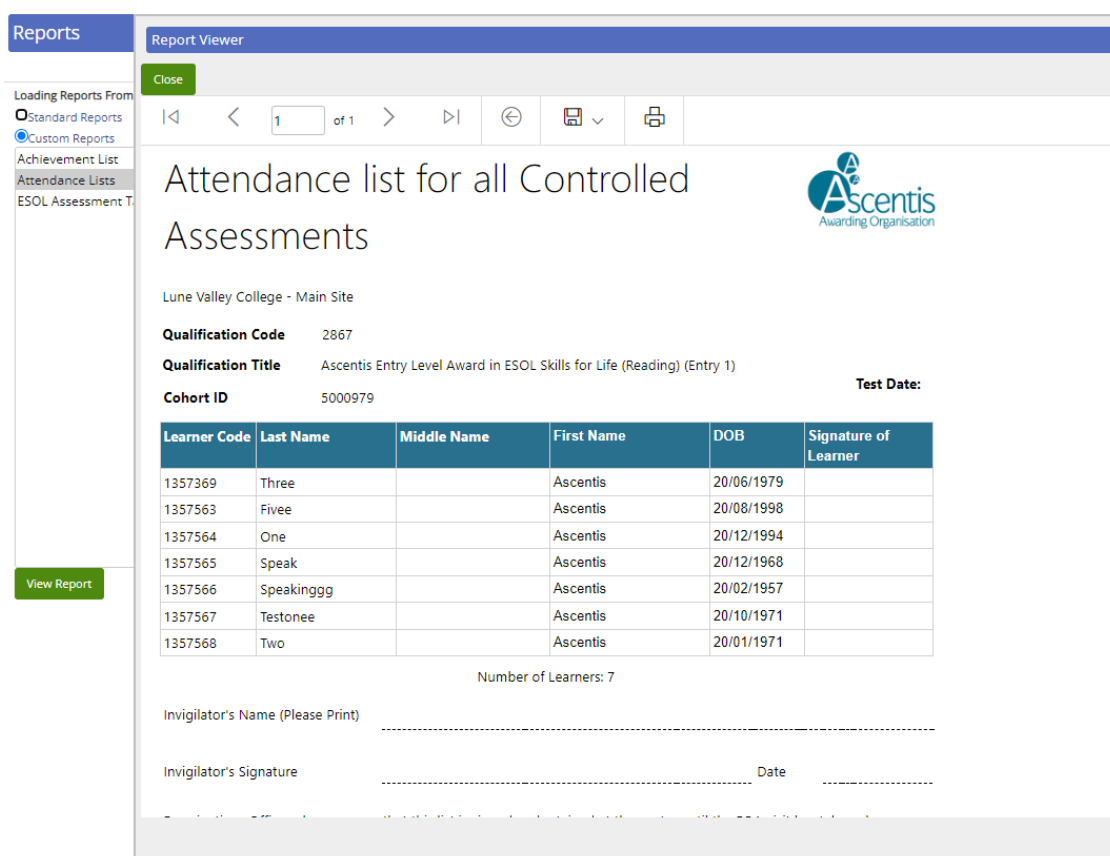


### 3.9 Reporting – Attendance list

Attendance lists are now located within the "Reporting" heading located at the top of the page. Once you have clicked Reporting, please click "Custom Reports" and then "Attendance Lists".



Here we see the "Attendance List" report. Once selected it will ask for a Cohort ID. Entering the Cohort ID will show the attendance list for that cohort. From here you can select the save icon to download a copy which will then make the report editable.



**Attendance list for all Controlled Assessments**

Lune Valley College - Main Site

**Qualification Code** 2867  
**Qualification Title** Ascentis Entry Level Award in ESOL Skills for Life (Reading) (Entry 1)  
**Cohort ID** 5000979 **Test Date:**

| Learner Code | Last Name  | Middle Name | First Name | DOB        | Signature of Learner |
|--------------|------------|-------------|------------|------------|----------------------|
| 1357369      | Three      |             | Ascentis   | 20/06/1979 |                      |
| 1357563      | Fivee      |             | Ascentis   | 20/08/1998 |                      |
| 1357564      | One        |             | Ascentis   | 20/12/1994 |                      |
| 1357565      | Speak      |             | Ascentis   | 20/12/1968 |                      |
| 1357566      | Speakinggg |             | Ascentis   | 20/02/1957 |                      |
| 1357567      | Testonee   |             | Ascentis   | 20/10/1971 |                      |
| 1357568      | Two        |             | Ascentis   | 20/01/1971 |                      |

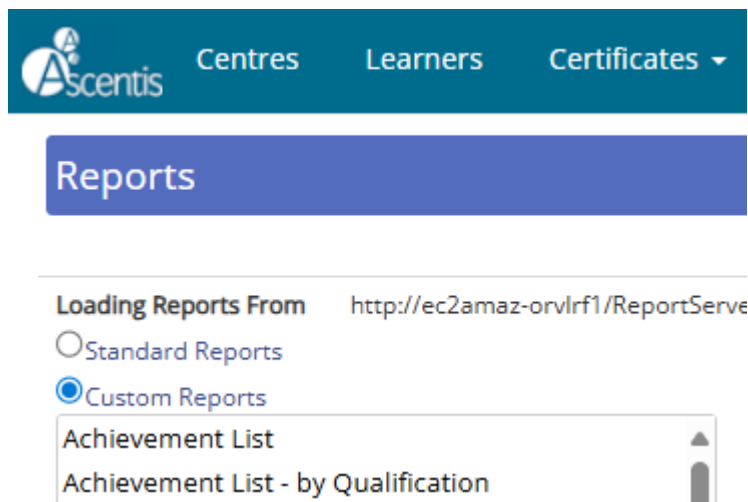
Number of Learners: 7

Invigilator's Name (Please Print) \_\_\_\_\_

Invigilator's Signature \_\_\_\_\_ Date \_\_\_\_\_

### 3.10 Reporting – Achievement List

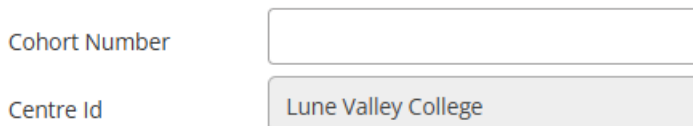
Achievement lists are a type of report that can be used to see which learners have had their grades claimed for against a specific Cohort or Qualification.



The screenshot shows the Ascentis web interface. At the top, there is a navigation bar with the Ascentis logo and links for 'Centres', 'Learners', and 'Certificates'. Below this is a 'Reports' tab. Under the 'Reports' tab, there is a section for 'Loading Reports From' with a URL 'http://ec2amaz-orv1rf1/ReportServe'. There are two radio buttons: 'Standard Reports' (unselected) and 'Custom Reports' (selected). Below the radio buttons is a dropdown menu with two options: 'Achievement List' (selected) and 'Achievement List - by Qualification'.

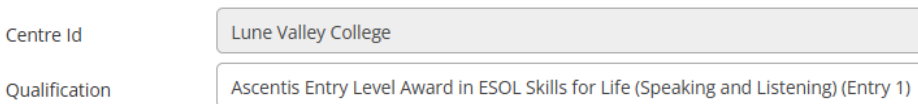
Here we can see that this report lives within Custom reports within the Reporting tab located at the top of the page.

As mentioned, there are two types of Achievement report.



The form shows two input fields. The first field is labeled 'Cohort Number' and is empty. The second field is labeled 'Centre Id' and contains the text 'Lune Valley College'.

The report simply labelled “Achievement List” will ask for a Cohort ID



The form shows two input fields. The first field is labeled 'Centre Id' and contains the text 'Lune Valley College'. The second field is labeled 'Qualification' and contains the text 'Ascentis Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 1)'.

The report labelled “Achievement List – by Qualification” will ask for the Qualification you would like the check the achievements for. This is useful as the Achievement list by Qualification will search across all cohorts which have that qualification were as the first report will only search for one cohort at a time. Both are useful depending on what data you are compiling.

On the next page we can see an example of what one of these Achievement reports looks like.

| Report Viewer                                                                                                                                                                                                                                                                                                                                                                              |                                        |            |         |         |          |            |           |            |          |       |         |       |      |       |                                        |            |         |   |          |            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------|---------|---------|----------|------------|-----------|------------|----------|-------|---------|-------|------|-------|----------------------------------------|------------|---------|---|----------|------------|
| Close                                                                                                                                                                                                                                                                                                                                                                                      |                                        |            |         |         |          |            |           |            |          |       |         |       |      |       |                                        |            |         |   |          |            |
| <div> <div> <div>1</div> <div>of 1</div> </div> <div> <div>⏪</div> <div>⏩</div> <div>⏴</div> <div>⏵</div> <div>⏴</div> <div>⏵</div> <div>⏴</div> <div>⏵</div> </div> </div>                                                                                                                                                                                                                |                                        |            |         |         |          |            |           |            |          |       |         |       |      |       |                                        |            |         |   |          |            |
| Achievement List                                                                                                                                                                                                                                                                                                                                                                           |                                        |            |         |         |          |            |           |            |          |       |         |       |      |       |                                        |            |         |   |          |            |
| <div> <div>Centre Name:</div> <div>Lune Valley College- Lune Valley College - Main Site</div> </div> <div> <div>Qual Title:</div> <div>Ascentis Entry Level Award in ESOL Skills for Life (Reading) (Entry 1)</div> </div> <div> <div>Cohort ID:</div> <div>5013410</div> </div>                                                                                                           |                                        |            |         |         |          |            |           |            |          |       |         |       |      |       |                                        |            |         |   |          |            |
| <div> <div>(1421405) Afternoon Fouru</div> <div>Date of Birth: 05/11/1995</div> </div> <table> <tr> <th>Unit Code</th><th>Unit Title</th><th>QCA Code</th><th>Level</th><th>Credits</th><th>Grade</th><th>Date</th></tr> <tr> <td>10858</td><td>ESOL Skills for Life Reading (Entry 1)</td><td>D/506/1570</td><td>Entry 1</td><td>6</td><td>Achieved</td><td>17/03/2025</td></tr> </table> |                                        |            |         |         |          |            | Unit Code | Unit Title | QCA Code | Level | Credits | Grade | Date | 10858 | ESOL Skills for Life Reading (Entry 1) | D/506/1570 | Entry 1 | 6 | Achieved | 17/03/2025 |
| Unit Code                                                                                                                                                                                                                                                                                                                                                                                  | Unit Title                             | QCA Code   | Level   | Credits | Grade    | Date       |           |            |          |       |         |       |      |       |                                        |            |         |   |          |            |
| 10858                                                                                                                                                                                                                                                                                                                                                                                      | ESOL Skills for Life Reading (Entry 1) | D/506/1570 | Entry 1 | 6       | Achieved | 17/03/2025 |           |            |          |       |         |       |      |       |                                        |            |         |   |          |            |
| <div> <div>(1421407) Afternoon Twou</div> <div>Date of Birth: 03/11/1999</div> </div> <table> <tr> <th>Unit Code</th><th>Unit Title</th><th>QCA Code</th><th>Level</th><th>Credits</th><th>Grade</th><th>Date</th></tr> <tr> <td>10858</td><td>ESOL Skills for Life Reading (Entry 1)</td><td>D/506/1570</td><td>Entry 1</td><td>6</td><td>Achieved</td><td>17/03/2025</td></tr> </table>  |                                        |            |         |         |          |            | Unit Code | Unit Title | QCA Code | Level | Credits | Grade | Date | 10858 | ESOL Skills for Life Reading (Entry 1) | D/506/1570 | Entry 1 | 6 | Achieved | 17/03/2025 |
| Unit Code                                                                                                                                                                                                                                                                                                                                                                                  | Unit Title                             | QCA Code   | Level   | Credits | Grade    | Date       |           |            |          |       |         |       |      |       |                                        |            |         |   |          |            |
| 10858                                                                                                                                                                                                                                                                                                                                                                                      | ESOL Skills for Life Reading (Entry 1) | D/506/1570 | Entry 1 | 6       | Achieved | 17/03/2025 |           |            |          |       |         |       |      |       |                                        |            |         |   |          |            |

**Important – The Attendance list is a required document for the IQA and EV Process. This Report must be printed off and signed by learners and any exam staff involved in the assessment.**

### 3.11 Online Exam Bookings

Once a registration file has been uploaded and the learners are appearing on the cohort, exams can now be scheduled. Within the Cohort itself, you can see an option for "Exams bookings" at the end of the row of headings.

|                           |       |          |     |        |               |  |
|---------------------------|-------|----------|-----|--------|---------------|--|
| Morning Cohort 2/12 set 2 |       |          |     |        |               |  |
| Cohort Home               | Units | Learners | EVs | Custom | Exam Bookings |  |

After clicking this heading, you will be presented with a new view.

**Morning Cohort 2/12 set 2**

Cohort Home | Units | Learners | EVs | Custom | **Exam Bookings**

---

**Cohort Details** Status: **Approved**

|                                           |                                                          |                                                                                                       |
|-------------------------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Cohort Number</b><br>5013423           | <b>Cohort Title</b><br>Morning Cohort 2/12 set 2         | <b>Purchase Order</b><br>45345345345345                                                               |
| <b>Centre</b><br>1236:Lune Valley College | <b>Site</b><br>1236.0001:Lune Valley College - Main Site | <b>Qualification</b><br>2856: Ascentis Level 1 Award in ESOL Skills for Life (Speaking and Listening) |

**Booking Details**

**Unit**  
Please Select...

**Start Date**  
02/12/2024

**End Date**  
31/12/2026

**Select Learner(s)**

Search:

| Select <input type="checkbox"/>             | Learner Code                                | First Name                                  | Last Name                                   | DOB | Extra Time | Registration Date |
|---------------------------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|-----|------------|-------------------|
| <input type="text" value="Type to filter"/> | <input type="text" value="Type to filter"/> | <input type="text" value="Type to filter"/> | <input type="text" value="Type to filter"/> |     |            |                   |

Here we are presented with options for booking an exam. In the middle of the page, you will find the Unit drop down box where you can select a unit.

Once a unit is selected you will see a list of learners who are registered for this cohort and are available for scheduling. "Start Date and "End Date" now needs to be entered. Now the details for the exam have been entered you can select which learners will take this exam. Once done, select the "Submit Bookings" option in the top right of the page. A confirmation will appear at the top of the web page confirming if the details are correct.

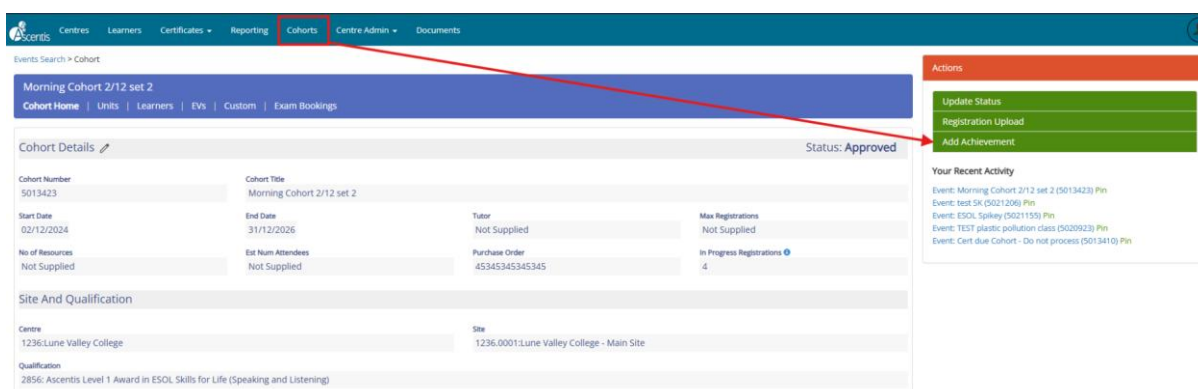
The Exam Booking will now move to Surpass where the key codes and exam details can be viewed. Exams are voided in Surpass and no longer require action from within Parnassus itself. Once taken, the results will be sent from Surpass back into Parnassus.

**The learners will free up automatically in Parnassus if they did not achieve, were absent or were voided from their exam. They can then be rebooked as seen above.  
(Subject to qualification resit restrictions)**

## 4 ENTERING RESULTS

Results are added to Parnassus via 'Quick Grade Entry'. Unlike Learner Registration, there is no Import File for Results Upload.

## 4.1 Entering Results



Events Search > Cohort

Morning Cohort 2/12 set 2  
Cohort Home | Units | Learners | EVs | Custom | Exam Bookings

Cohort Details Status: Approved

|                                 |                                           |                                  |                                   |
|---------------------------------|-------------------------------------------|----------------------------------|-----------------------------------|
| Cohort Number<br>5013423        | Cohort Title<br>Morning Cohort 2/12 set 2 | Tutor<br>Not Supplied            | Max Registrations<br>Not Supplied |
| Start Date<br>02/12/2024        | End Date<br>31/12/2026                    | Purchase Order<br>45345345345345 | In Progress Registrations<br>4    |
| No of Resources<br>Not Supplied | Est Num Attendees<br>Not Supplied         |                                  |                                   |

Site And Qualification

|                                                                                                |                                                   |
|------------------------------------------------------------------------------------------------|---------------------------------------------------|
| Centre<br>1236:Lune Valley College                                                             | Site<br>1236.0001:Lune Valley College - Main Site |
| Qualification<br>2856: Ascentis Level 1 Award in ESOL Skills for Life (Speaking and Listening) |                                                   |

Actions

- Update Status
- Registration Upload
- Add Achievement

Your Recent Activity

- Event: Morning Cohort 2/12 set 2 (5013423) Pin
- Event: test SK (5021206) Pin
- Event: ESOL Spiky (5021155) Pin
- Event: TEST plastic pollution class (5020923) Pin
- Event: Cart blue Cohort - Do not process (5013410) Pin

To add Results to a Learner(s), navigate to the Cohorts Menu option, search for and select your Cohort, and click the green **'Add Achievement'** button on the right-hand side of the screen:

From the drop-down menus, you can choose to add results to one or all Units within a Cohort of Learners. Once you have chosen your Unit(s), enter a Default Date and Grade for your results. If no date is entered than the default date of the day of entry will be populated.

Quick Grade Entry

Cohort Number

Title AC TEST REPORT

Site 1236.0001: Lune Valley College - Main Site

Qualification 127244: Ascentis Entry 3 Award in Introduction to British Values

Start Date 04/01/2024 End Date 31/01/2024

Status Approved

---

Centre

Site

Qualification

Reg Group Code

---

Default Date

Default Grade

Default Certificate Request ☐ Full Certificate ☐ Partial Certificate ☐ Unit Certificate

Click **'Select Learners'**:

On the next screen you will be asked to select the Learner(s) you wish to add a result to. Select the tick box next to the Learner(s) you would like to add a result for and then click **'Enter Grades'**:



## Quick Grade Entry

Select the learners you wish to enter results for

Grades for approximately 1000 learners can be entered at a time

| <input type="checkbox"/>            | Learner Code | First name | Last name | DOB        | Registration Date |
|-------------------------------------|--------------|------------|-----------|------------|-------------------|
| <input type="checkbox"/>            | 1247130      | Mary       | Black     | 06/02/1982 | 17/05/2022        |
| <input checked="" type="checkbox"/> | 1247128      | Bob        | Smith     | 01/02/1988 | 17/05/2022        |
| <input checked="" type="checkbox"/> | 1247129      | James      | White     | 02/06/1982 | 17/05/2022        |

Once you have confirmed the learner(s) you would like to enter the results for you will have the opportunity to add, remove or edit results for the learners registered unit(s) result(s). The default grade and achieved date you selected within the previous window will be auto-populated, however you are able to edit these details if required:

**The Learners will only populate automatically here if they have units registered, otherwise the units will need to be added manually.**

Your selection criteria:

Cohort: 5000087: 5000087 Cohort Dates: 17/05/2022 to 02/06/2023

Centre: Lune Valley College - Lune Campus: 1236.0001 Site: 1236.0001: Lune Valley College - Lune Campus

Qualification: 127056: Ascentis Level 1 Award in Mathematical Skills - Understanding and Using 2D Shapes Unit: All

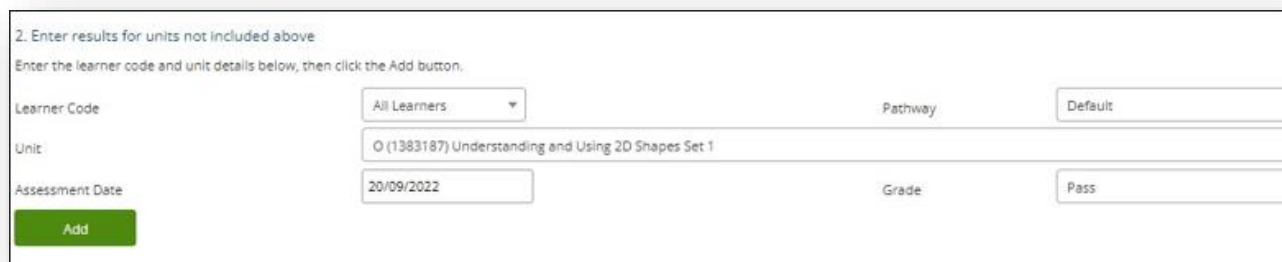
Reg Group Code: All

1. Enter results for units already registered without a grade

☒ Show these units

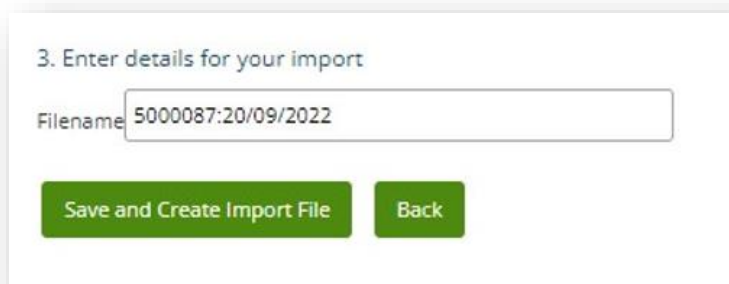
| Last Name | First Name | ULN | Learner Code | Qualification Code | UAN        | Unit Code | Unit Title                                                         | Date       | Grade |
|-----------|------------|-----|--------------|--------------------|------------|-----------|--------------------------------------------------------------------|------------|-------|
| Smith     | Bob        |     | 1247128      | 127056             | H/503/3189 | 1385138   | Understanding and Using 2D Shapes Set 4 (e-Assessment Single Unit) | 31/05/2022 | Pass  |
| White     | James      |     | 1247129      | 127056             | H/503/3189 | 1385138   | Understanding and Using 2D Shapes Set 4 (e-Assessment Single Unit) | 31/05/2022 | Pass  |

If there are units which do not appear in the section above, you will also be afforded the opportunity to add these results to the learner(s) in the second section of the window:



**NB: If you are unable to see the correct units for results to be added against, it may be that you are adding results to the incorrect cohort, or the learner(s) is not currently registered on the correct unit combination. Please ensure you have checked both these things before attempting to add additional unit results via this screen.**

Once you are happy that all your results appear correctly, name your file and select **'Save and Create Import File'**:



**NB: It is highly recommended that the name of your results file is kept consistent to allow you to quickly identify which file is in reference to which results. Ascentis recommends that a format of \*Cohort Number\*:\*Today's date\* is used as per the example above**

Once you have created your import file, you will be given an opportunity to check the validity of the information you are submitting. This process is similar to the one discussed in section 3.3 **'Error checking and validation'**. The Results File Details Screen will show you a summary of your Learner Results file, including each individual result to be imported, a duplicate results check if the result is a potential duplicate, and overall import statistics. If the result added is accepted and in the correct format, the result line will be displayed in **green**.

If there are any potential issues, such as duplicate results the line will be displayed in **yellow**. The result import can still be processed, however it is important that the information is checked before proceeding.

If there are any absolute errors, such as missing mandatory information, or incorrect unit results the line will be displayed in **red**. In this instance, the result line must be cancelled and/or resubmitted before proceeding with the results import. In any circumstance where the line in the results file is



| Learner Code | First Name | Last Name | Site - Qualification                                                                          | Mark    | Unit Code                                                          | Unit | Re |
|--------------|------------|-----------|-----------------------------------------------------------------------------------------------|---------|--------------------------------------------------------------------|------|----|
| 1247128      | Bob        | Smith     | 1234 0001 - Ascentis Level 1 Award in Mathematical Skills - Understanding and Using 2D Shapes | 1385138 | Understanding and Using 2D Shapes Set 4 (a-Assessment Single Unit) |      |    |
| 1247129      | James      | White     |                                                                                               |         | 2D Shapes Set 4 (a-Assessment Single Unit)                         |      |    |
| 1247128      | Bob        | Smith     |                                                                                               |         | 2D Shapes Set 4 (a-Assessment Single Unit)                         |      |    |

**Error List**

| Field Name | Error Message                                                                                                                           | Severity |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------|----------|
|            | Maximum Rests Would be Exceeded. Uploading grades within this file for unit 1385138, would exceed the number of rests allowed being (2) | Error    |

**Close**

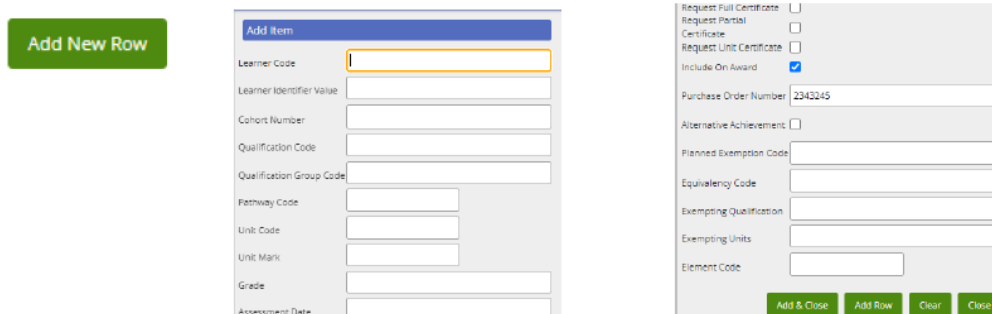
NOT GREEN, further information as to the nature of the error can be found by clicking the  icon next to the relevant registration import:

If any errors are found which prevent the Results File from being processed, one of two methods must be used to rectify this:

1. The data must be removed by clicking the  icon next to the relevant line(s) flagged as erroneous.
2. The import file must be cancelled, amended and resubmitted. This can be done by clicking '**Back**' at the top left hand corner of the screen, and the selecting the  icon next to the relevant Results Import file. Once the Results import file disappears, it can be resubmitted using the method described above.

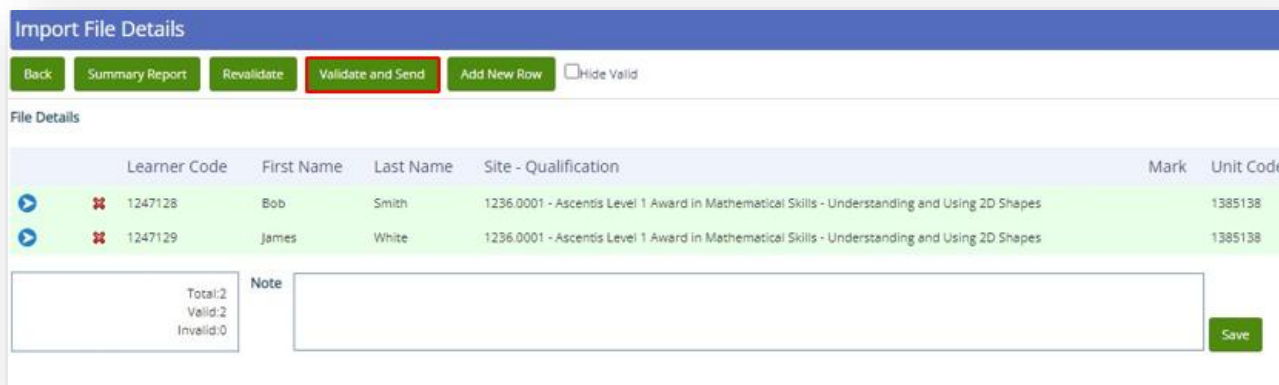
**NB: If you choose to remove a single line(s) from the results file, you must also click the 'Revalidate' button at the top of the screen to allow the system to recheck the data before validating and sending.**

If you need to add a new row at this stage, you can complete this action by clicking the add row button next to validate and send. If you then fill out the screen which pops up can enter a new row.



## 4.2 Confirmation and Processing

Once you are happy with the results file and the data has been checked, select the **‘Validate and Send’** button at the top of the screen to process your Results file:



**Import File Details**

Back Summary Report Revalidate **Validate and Send** Add New Row ☐ Hide Valid

**File Details**

|   | Learner Code | First Name | Last Name | Site - Qualification | Mark                                                                                          | Unit Code |
|---|--------------|------------|-----------|----------------------|-----------------------------------------------------------------------------------------------|-----------|
| ▶ | ✖            | 1247128    | Bob       | Smith                | 1236.0001 - Ascentis Level 1 Award in Mathematical Skills - Understanding and Using 2D Shapes | 1385138   |
| ▶ | ✖            | 1247129    | James     | White                | 1236.0001 - Ascentis Level 1 Award in Mathematical Skills - Understanding and Using 2D Shapes | 1385138   |

Total: 2  
Valid: 2  
Invalid: 0

Note

Save

This will move your results file from **‘Current File List’** to **‘Files in Processing’**:



**Achievement Upload**

Uploaded By: Centre Admin File Name: Search

**Current File List**

| File Name | Records | Created             | Modified            | Created By     | Status  | Centre Code | Centre Name |
|-----------|---------|---------------------|---------------------|----------------|---------|-------------|-------------|
| results   | 8       | 14/09/2022 14:19:31 | 14/09/2022 14:19:31 | alex.craftford | Waiting |             |             |

**Files in Processing**

| File Name           | Records | Created             | Modified            | Created By     | Status            | Centre Code | Centre Name |
|---------------------|---------|---------------------|---------------------|----------------|-------------------|-------------|-------------|
| 30000877 20/09/2022 | 2       | 20/09/2022 09:41:43 | 20/09/2022 09:45:55 | alex.craftford | Needs BV Approval |             |             |

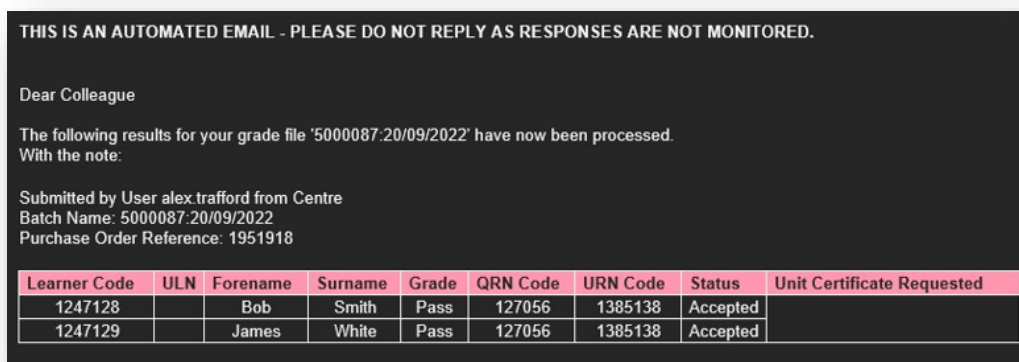
**Files Processed**

No Files

At this stage in the results process, your submitted results will be processed in one of two ways:

### 4.3 Direct Claims Status (DCS) Results

If your centre currently has DCs for the results you have submitted, you will receive an email from Ascentis when they have been processed



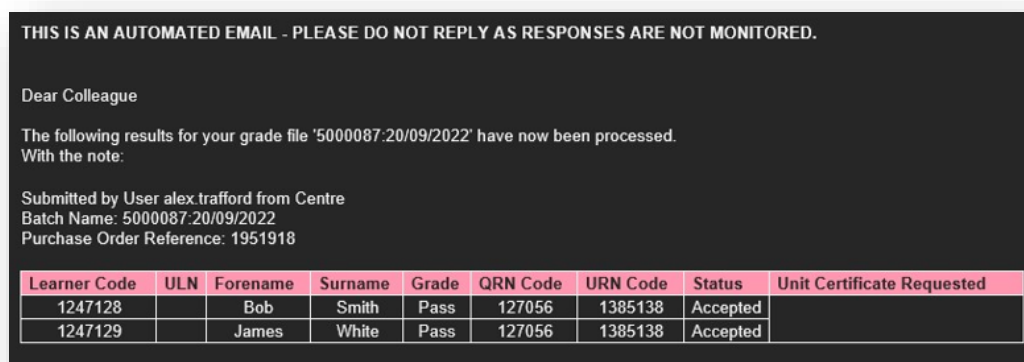
Once this has been done, you will receive an automated email advising that your results have been fully processed. The results file will also move down to the third section of the Results Import screen to **'Files Processed'**. The results have been successfully imported and added to the relevant learner(s).

### 4.4 Non-Direct Claims Status (DCS) Results

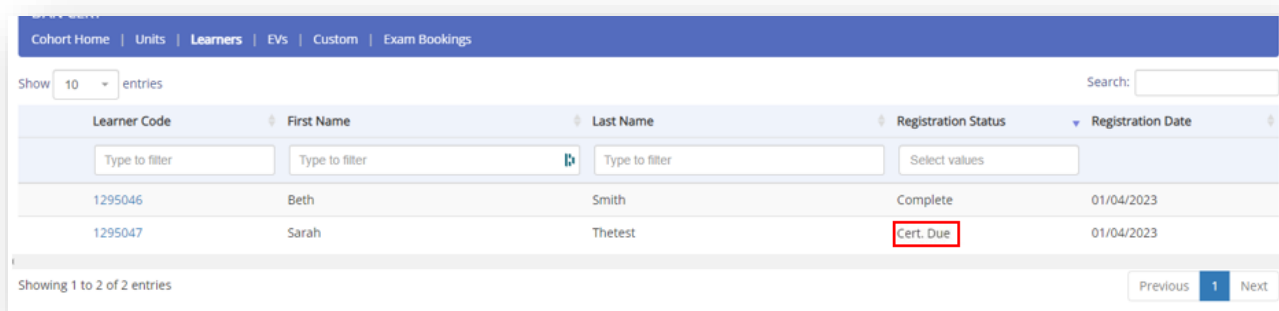
If your centre does not have DCS for the result(s) you have submitted, you will be unable to proceed with the results submission until your results have been verified by your dedicated Ascentis verifier. You can identify results of this nature via the **'Status'** column in the main Achievement Upload screen. The status will be **'Needs EV Approval'**:

| Files in Processing                                                                                                                                                                                                                                                                                                                             |                    |         |                     |                     |               |                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------|---------------------|---------------------|---------------|-------------------|
|                                                                                                                                                                                                                                                                                                                                                 | File Name          | Records | Created             | Modified            | Created By    | Status            |
|     | 5000087:20/09/2022 | 2       | 20/09/2022 09:41:42 | 20/09/2022 09:45:55 | alex.trafford | Needs EV Approval |
| Files Processed                                                                                                                                                                                                                                                                                                                                 |                    |         |                     |                     |               |                   |
| No Files                                                                                                                                                                                                                                                                                                                                        |                    |         |                     |                     |               |                   |

After your results have been verified, you will receive an automated email advising that the result(s) have been processed, and the results file will move to the **'Files Processed'** section of the Achievement Upload screen.



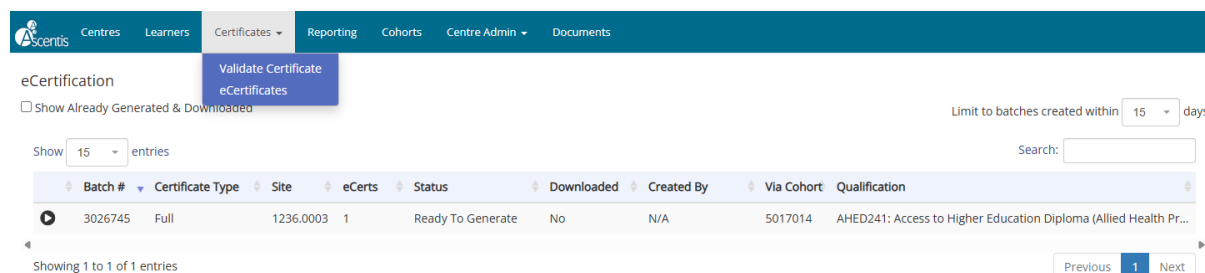
In either instance of result submission (either DCS or non-DCS), once the learner is ready for certification, their Registration Status will update within the cohort to reflect this. They will change from **'In Progress'** to **'Cert. Due'**:



## 5 CERTIFICATION

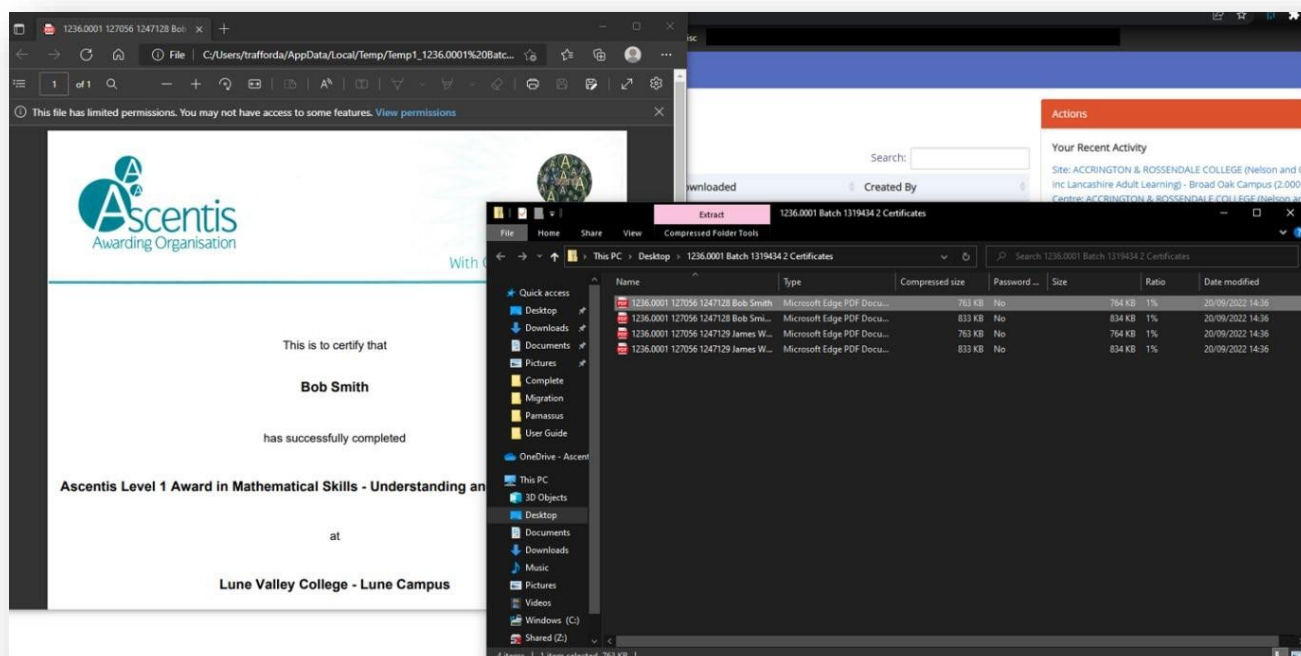
Once a learner has completed a qualification within a cohort Ascentis will generate the relevant certificate(s) for you.

If you are expecting paper copies of the certificates, they will be printed and posted as usual.



If you wish to download eCertificates for your learners, they will be available once you have received your email notification. To view and/or download the eCertificates navigate to Certificates -> eCertificates:

To generate the eCertificates, click the  icon. A .zip folder will download to your default download location. Once clicked, you will be able to view, save and print the certificates as required:



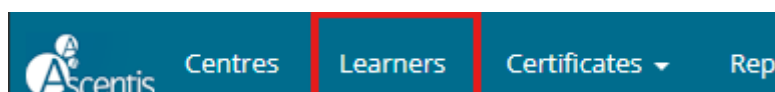
Once you have downloaded the eCertificate batch, the eCertificates will move to the 'Already Generated & Downloaded' section of the eCertificate screen. To view and download previously generated eCertificates, click the **'Show Already Generated & Downloaded'** tick box at the top left-hand side of the screen. You will then be able to view an archive of all eCertificates generated:



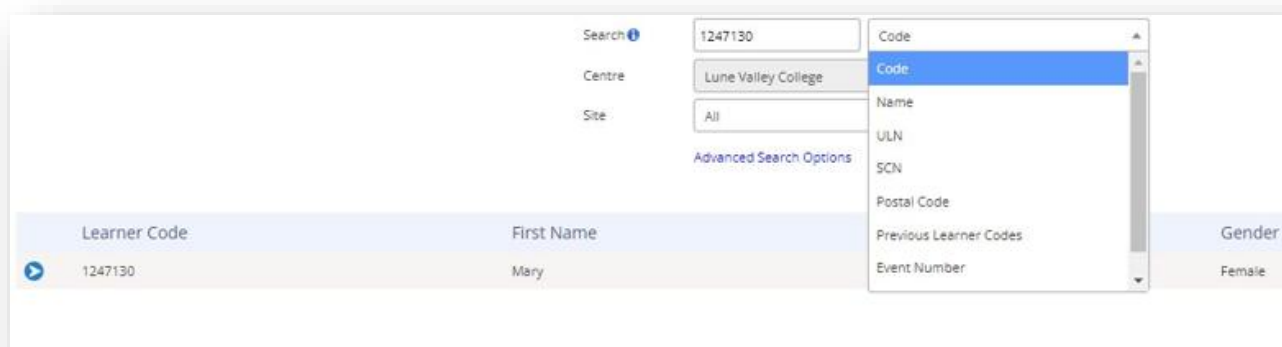
## 6 LEARNER MANAGEMENT

There are two main methods of individually managing your learners in Parnassus, depending on what you wish to do with them.

For a summary view of learner information, it is best to use the **'Learners'** option via the main Parnassus screen:



Via the Learner Screen you will be able to search for your learners using a number of different criteria:



Once you have identified your learner, click the  icon to open the learner record. From here you will be able to view key learner information, such as date of birth, gender, learning difficulties information, registered qualification, cohorts and certificates:



**Learner**

[Close](#) [Learner Documents](#)

First Name \*  Middle Names  Last Name \*

Title  Learner Code  ULN \*

DOB \*  Ethnic Origin  Gender \*

SCN  Nationality

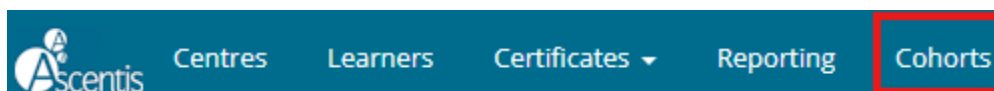
☐ Opt out of receiving emailed certificates

[Details](#) [Access](#) [Registrations](#) [Cohorts](#) [Certificates](#) [Site Associations](#)

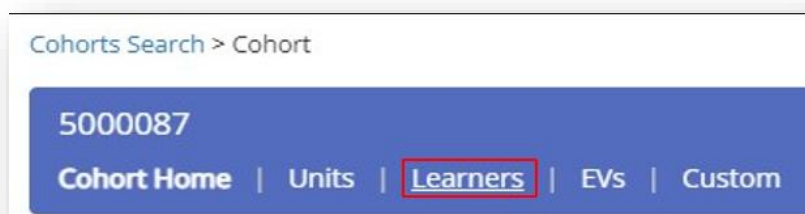
| Qual/Unit Code | Title                                                                          | Registration Date | Centre - Site                                                     | Status      | Standalone Registration | Qualification Set | Created By | Cohort Number | Cohort Title              |
|----------------|--------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------|-------------|-------------------------|-------------------|------------|---------------|---------------------------|
| 2856           | Ascentis Level 1 Award in ESOL Skills for Life (Speaking and Listening) (2856) | 18/09/2025        | Lune Valley College - Lune Valley College - Main Site (1236.0001) | In Progress | No                      |                   | centreuser | 5013423       | Morning Cohort 2112 set 2 |

**NB: You will be unable to edit learner information via this screen. If you require any amendments to your learner information, such as name changes or date of birth alterations, please contact Ascentis and we will be able to assist.**

To view learner information on a cohort level, select '**Cohorts**' via the main Parnassus screen:



Select the cohort you wish to view and navigate to the '**Learners**' section of the cohort:



Through this learner screen you can withdraw/un-withdraw learners by clicking the  icon next to the relevant learner:

## Morning Cohort 2/12 set 2

[Cohort Home](#) | [Units](#) | [Learners](#) | [EVs](#)

Show 10 entries

**Learner Code**

Type to filter

≡
1451608
Je

**Withdraw/Un-withdraw**

Showing 1 to 1 of 1 entries (filtered from 5 total €

Once the learner has been withdrawn, their Registration Status will change to **'Withdrawn'**:  
 You can also click on the learners ID to see more information about their cohort registration, such as registration date, unit registrations and general cohort information:

| Learner Code   | First Name     | Last Name      | Registration Status | Registration Date |
|----------------|----------------|----------------|---------------------|-------------------|
| Type to filter | Type to filter | Type to filter | Select values       |                   |
| 1247130        | Mary           | Black          | In Progress         | 17/05/2022        |
| 1247138        | Bob            |                |                     |                   |

| Learner Code   | First Name     | Last Name      | Registration Status | Registration Date |
|----------------|----------------|----------------|---------------------|-------------------|
| Type to filter | Type to filter | Type to filter | Select values       |                   |
| 1247130        | Mary           | Black          | Withdrawn           | 17/05/2022        |
| 1247138        | Bob            |                |                     |                   |

Cohorts Search > Cohort

5000087

[Cohort Home](#) | [Units](#) | [Learners](#) | [EVs](#) | [Custom](#)

Show 10 entries

**Learner Code**

Type to filter

≡
1247130
Mary

1247128
Bob

1247129
James

Showing 1 to 3 of 3 entries

**Edit Qualification Registration - Ascentis Level 1 Award in Mathematical Skills - Understanding and Using 2D Shapes**

**Qualification** | [Units](#) | [PLR](#) | [Cohort Info](#) | [Alternative Achievement](#) | [Entry Requirements](#) | [Qualification Prerequisites](#)

Qualification: Ascentis Level 1 Award in Mathematical Skills - Understanding and Using 2D Shapes

Centre/Site: Lune Valley College - Lune Valley College - Lune Campus (1236.0001)

Pathway: Default

Qualification Set

Qualification Code: 127056

Registration Date: 17/05/2022

Expiry Date:

Earliest Certificate Date: 17/05/2022

Last Assessment Date: 31/05/2022

Certificate Expires Date:

Height:  m  ft  in

Study Mode: Not Supplied

Status: Complete

Reg Group Code:

Extend Expiry: ☐

Withdrawn: ☐

Unsuccessful: ☐

Weight:  kg  st  lb

Assessment Language: ENG: English

Total Credit Registered To Date: 1 / 1

Total Credit To Date: 1 / 1

Grade: Pass

## 7 DOCUMENTATION

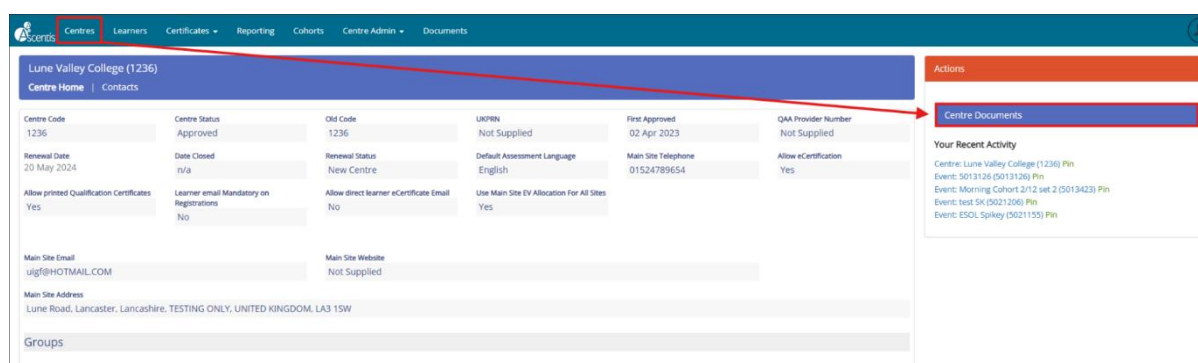
Parnassus allows users to view, download and upload documents directly into the platform (dependant on the permissions of the user logged in).

There are two groups of documents in Parnassus, “**Centre Documents**” and “**Assessment Documents**”.

**Centre documents** are files relating to your centre specifically such as EQA reports. Any **Assessment documentation** is found within the documents tab at the top right of the web page within the blue ribbon.

### 7.1 Viewing and Adding Centre Documents

To add or view centre-specific documents, such as Administration documents or Centre Training documents or Registration documents directly to your centre, navigate to the Centres section of Parnassus and select ‘**Centre Documents**’:

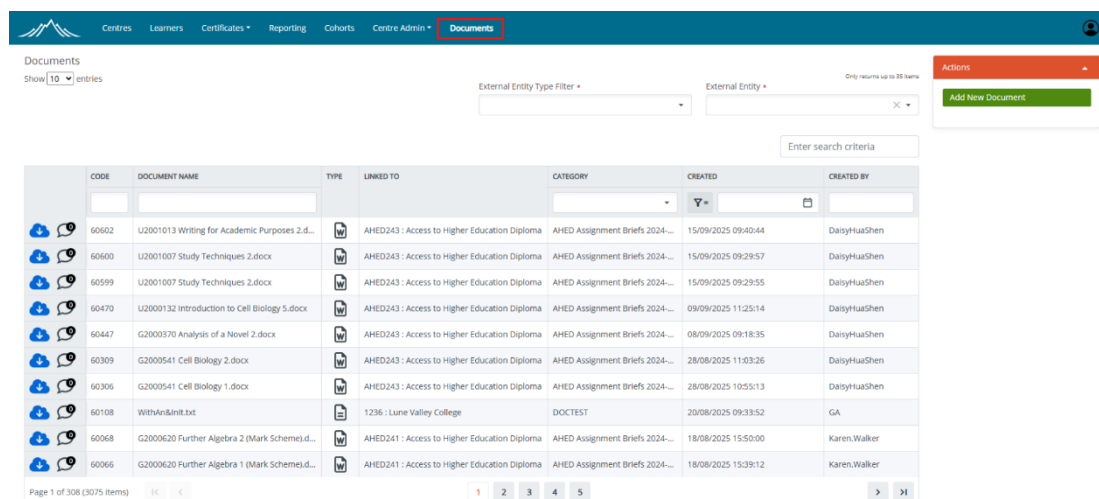


Via the Centre Documents screen, you will be able to view, download and upload documents that are specific to your centre. To view currently available centre documentation, such as Administration documents or Centre Training documents, click the  icon and the selected document will be downloaded. You are also able to leave or review notes attached to the document by selecting the  icon.

## 7.2 Viewing and Downloading Assessment Documents

To view and download documents that are not for your Centre only, such as Assessment papers, resources, EQA reports, select the main 'Documents' menu option.

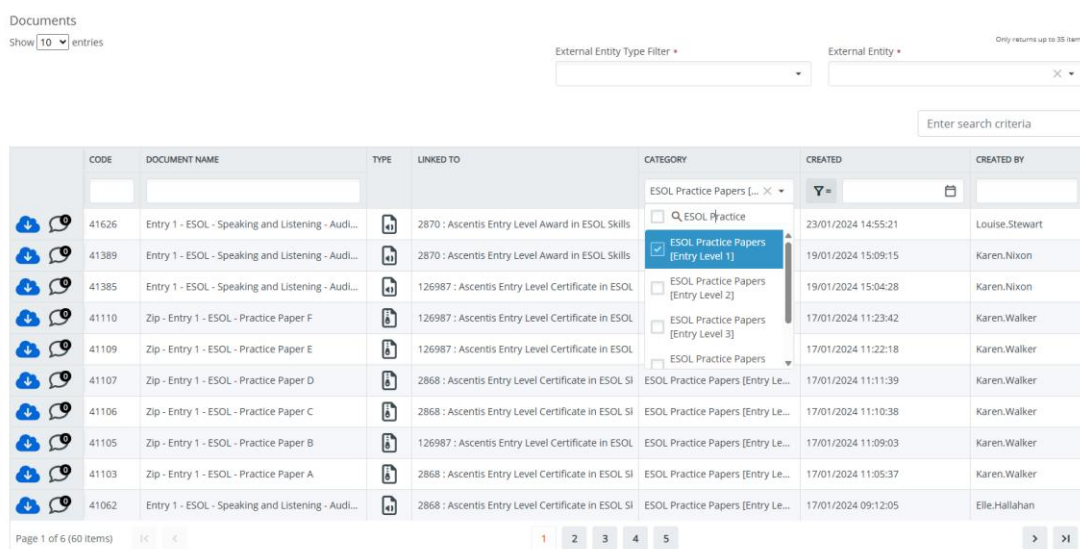
Please be aware that when you first click onto this, the page will take around 10/15 seconds to load. To view specific documents, you will need to have the correct roles and permissions, please refer to page 34.



The screenshot shows the 'Documents' page in the Ascentis system. The top navigation bar includes 'Centres', 'Learners', 'Certificates', 'Reporting', 'Cohorts', 'Centre Admin', and 'Documents' (highlighted). Below the navigation bar, there are filters for 'External Entity Type Filter' and 'External Entity'. A search bar is present with the placeholder 'Enter search criteria'. The main table lists documents with columns: CODE, DOCUMENT NAME, TYPE, LINKED TO, CATEGORY, CREATED, and CREATED BY. The table shows 10 entries, with a 'Show 10 entries' dropdown. The bottom of the page indicates 'Page 1 of 308 (3075 items)' and includes pagination controls.

Documents can be searched in a variety of ways. We would recommend following this search format initially.

Clicking within the 'Category' search box will allow you to select a pre-existing search option. This is like QuartzWeb for those Centres who may have been familiar with this, where in QuartzWeb there was a Document Type such as ESOL Practise Papers and then a Sub-Type of ESOL Entry Level 1, this has been combined into ESOL Practice Papers [ESOL Entry Level 1 Practice] within Parnassus. You can choose from the Categories that show for you by clicking the dropdown or by starting to type within the Category filter 'ESOL' and then choose the relevant Category.



This screenshot shows the 'Documents' page with the 'Category' dropdown menu open. The dropdown lists several categories, including 'ESOL Practice Papers [Entry Level 1]', 'ESOL Practice Papers [Entry Level 2]', 'ESOL Practice Papers [Entry Level 3]', and 'ESOL Practice Papers'. The main table shows 10 entries, with a 'Show 10 entries' dropdown. The bottom of the page indicates 'Page 1 of 6 (60 items)' and includes pagination controls.

Once you have done this, it will filter to only documents available within this Category. Then in the Document Name, if you enter the relevant area you need e.g. within this chosen Category, you could enter Practice Paper F and this will then filter to documents with this title. You could also do this within other Categories via the Set number.

Show 10 entries

Search:

| Document Name                                 | Type           | Linked To        | Category                | Available From | Available To | Hidden | Created    | Created By    |
|-----------------------------------------------|----------------|------------------|-------------------------|----------------|--------------|--------|------------|---------------|
| practice paper f                              | Type to filter |                  | ESOL Practice Paper     |                |              |        |            |               |
| 41389 - Entry 1 - ESOL - Speaking and LI...   |                | 4 Qualifications | ESOL Practice Papers... | 01/12/2023     |              |        | 19/01/2024 | Karen.Nixon   |
| 41110 - Zip - Entry 1 - ESOL - Practice Pa... |                | 2 Qualifications | ESOL Practice Papers... | 01/12/2023     |              |        | 17/01/2024 | Karen.Walker  |
| 41058 - Entry 1 - ESOL - Speaking and LI...   |                | 4 Qualifications | ESOL Practice Papers... | 01/12/2023     |              |        | 17/01/2024 | Elle.Hallahan |
| Entry 1 - ESOL - Writing - Assessor Guid...   |                | 4 Qualifications | ESOL Practice Papers... | 01/12/2023     |              |        | 04/01/2024 | Elle.Hallahan |
| Entry 1 - ESOL - Writing - Assessment P...    |                | 4 Qualifications | ESOL Practice Papers... | 01/12/2023     |              |        | 04/01/2024 | Elle.Hallahan |
| Entry 1 - ESOL - Speaking & Listening - ...   |                | 4 Qualifications | ESOL Practice Papers... | 01/12/2023     |              |        | 04/01/2024 | Elle.Hallahan |
| Entry 1 - ESOL - Speaking & Listening - ...   |                | 4 Qualifications | ESOL Practice Papers... | 01/12/2023     |              |        | 04/01/2024 | Elle.Hallahan |
| Entry 1 - ESOL - Speaking & Listening - ...   |                | 4 Qualifications | ESOL Practice Papers... | 01/12/2023     |              |        | 04/01/2024 | Elle.Hallahan |
| Entry 1 - ESOL - Reading Assessor Guid...     |                | 4 Qualifications | ESOL Practice Papers... | 01/12/2023     |              |        | 04/01/2024 | Elle.Hallahan |
| Entry 1 - ESOL - Reading - Assessment P...    |                | 4 Qualifications | ESOL Practice Papers... | 01/12/2023     |              |        | 04/01/2024 | Elle.Hallahan |

Showing 1 to 10 of 10 entries (filtered from 8,404 total entries)

Previous 1 Next

Then if you wanted to filter even further you could search in the top right Search 'Speaking' and it will filter again to just those Speaking and Listening documents.

Columns can be dragged to resize them if all the text cannot be seen. Alternatively, you can hover over the title to see the full information.

|                                                                      |                  |
|----------------------------------------------------------------------|------------------|
| Entry 1 - ESOL - Speaking & Listening Mark Scheme - Pra...           | 4 Qualifications |
| Entry 1 - ESOL - Speaking & Listening Mark Scheme - Practice Paper B |                  |

When ready, you can download the document by pressing the  Icon.

**NB:** The number next to the speech bubble  indicates the number of notes attached to a document.

Here is a link to a video demonstration of accessing Assessment Documents

<https://youtu.be/HaL3F-N0ZPw>

## 8 ROLES

Within Parnassus you can create five different types of user roles which will allow for customised read/write access to various parts of the platform. Below is a matrix which will show the permissions allocated to each available role. Please be aware that **only users with the 'Admin/Centre' role will have the ability to create new user roles and logins.**

The top row shows the name the overall role is known as, and the second row shows the roles which must be allocated to the user to activate the relevant role. For example, a user with the Exams Officer role will have access to view learner, centre and site information, but will not have the ability to register new learners or edit user details.

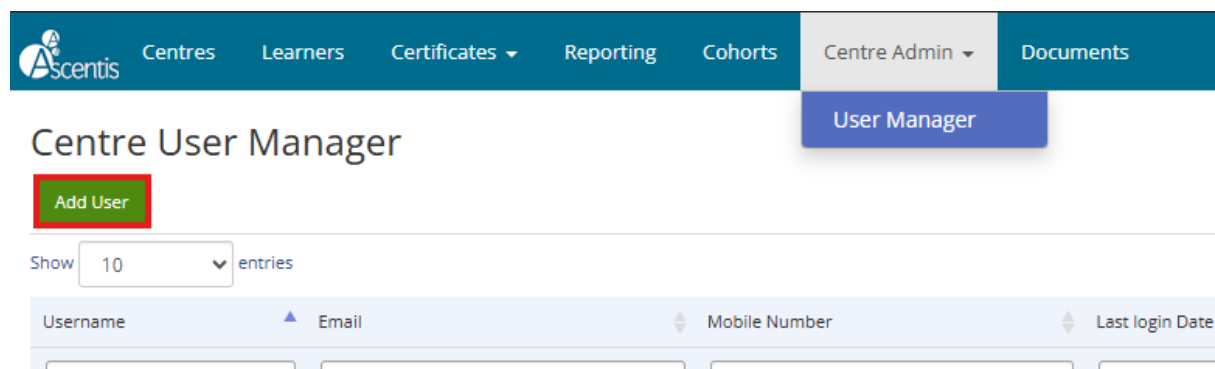
| Name [Parnassus]                       | Centre                     | Exams Officer          | IQA          | Tutor          | External Read Only           |
|----------------------------------------|----------------------------|------------------------|--------------|----------------|------------------------------|
| Actual roles to give user in Parnassus | Centres, CentreUserManager | Centres, Exams Officer | Centres, IQA | Centres, Tutor | Centres, External Read Only  |
| QWEquivalent                           | SuperUser                  | Exams                  | IV           | Tutor          | Rhombus - RO - Tutor Profile |
| ViewCentre                             | 1                          | 1                      | 1            | 1              | 1                            |
| View Sites                             | 1                          | 1                      | 1            | 1              | 1                            |
| View Learners                          | 1                          | 1                      | 1            | 1              | 1                            |
| Register New Learner                   | 1                          | 1                      | 0            | 1              | 0                            |
| ViewCertificates [via Learner]         | 1                          | 1                      | 0            | 1              | 1                            |
| eCertificates screen                   | 1                          | 1                      | 0            | 0              | 0                            |
| ViewReporting                          | 1                          | 1                      | 1            | 1              | 1                            |
| View Contacts <sup>*2</sup>            | 1                          | 1                      | 1            | 1              | 1                            |
| Edit Contacts <sup>*2</sup>            | 1                          | 0                      | 0            | 0              | 0                            |
| Create Contact <sup>*2</sup>           | 1                          | 0                      | 0            | 0              | 0                            |
| ViewUserManager                        | 1                          | 0                      | 0            | 0              | 0                            |
| EditUserManager                        | 1                          | 0                      | 0            | 0              | 0                            |
| Create UserManager                     | 1                          | 0                      | 0            | 0              | 0                            |
| ViewCohorts                            | 1                          | 1                      | 1            | 1              | 1                            |
| Create Cohorts                         | 1                          | 1                      | 1            | 1              | 0                            |
| ViewDocuments                          | 1                          | 1                      | 1            | 1              | 1                            |
| Up/DownloadDocuments                   | 1                          | 1                      | 1            | 1              | 0                            |
| ViewLiveExamPapers                     | 1                          | 1                      | 0            | 0              | 0                            |
| ViewPracticePapers                     | 1                          | 1                      | 0            | 1              | 0                            |
| ViewAssignmentBriefs                   | 1                          | 1                      |              | 1              | 0                            |

## 8.1 Adding a new user to Parnassus

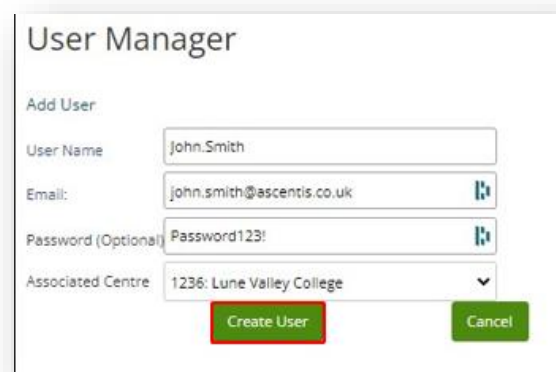
As stated above, only users with the **'Admin/Centre'** role will have the ability to create user accounts on Parnassus. If you require a new user account creating, please contact one of your centre's **'Admin/Centre'** users.

If you require amendments to a user's account, or currently have no members of staff who have **'Admin/Centre'** users, please contact Ascentis and we will be able to assist.

To create a new user, navigate to **'Centre Admin' -> 'User Manager'** at the top of the screen and select **'Add User'**



Add a username, email address and temporary password for the user and select **'Create User'**.



The 'User Manager' form is displayed, showing the 'Add User' section. The form includes fields for 'User Name' (john.smith), 'Email' (john.smith@ascentis.co.uk), 'Password (Optional)' (Password123!), and 'Associated Centre' (1236: Lune Valley College). The 'Create User' button is highlighted.

After the user has been created, select the role(s) you require for the user and click **'Finish'**.



The 'Centre User Manager' form is shown, displaying the 'Roles' section. The 'Centres' role is selected, and the 'Finish' button is highlighted.

You can edit roles later by searching for the user within the “Centre Admin” page. After finding the user you would like to modify, press the “Edit User” button. This will then allow you to change the roles.

**It is Important that a user only ever have two roles. “Centres” and then their require role.**

The Centre role is given by default and identifies that the user is registered to a centre.

### Centre User Manager

User Name:  Created:   
 Locked Out:  Last Activity:   
 Enabled:  Last Login:   
 Online:   
 Comment:   
 Roles: ☐ Centres ☐ Exams Officer ☐ External Read Only ☐ QA ☐ Tutor  
 Associated Contact:   
 Associated Centre:

### Centre User Manager

User Name:  Associated Centre:   
 Email:  Associated Contact:   
 Reset Password To:   
 Comment:   
 Roles: ☐ Centres ☐ Exams Officer ☐ External Read Only ☐ QA ☒ Tutor  
 Two Factor Enabled: ☐ Two Factor Method Chosen:   
 Mobile Phone:

If you wish to attach a contact to your user’s role, for example a tutor, you are able to do so. If your new user does not currently appear as a contact, please navigate to the ‘Centre’ screen and add a new contact to allow them to be selected.

Once this has been confirmed, the user account has been created and will be visible in the list of centre users. The user will now be able to log in to Parnassus.

| Username    | Email                        | Last Login Date     | Roles                      |
|-------------|------------------------------|---------------------|----------------------------|
| Centre User | alex.trafford@ascentis.co.uk | 15/09/2022 10:24:09 | Centres ,CentreUserManager |
| centreuse   | abod@abod.com                | 15/09/2022 16:28:32 | Centres ,CentreUserManager |
| John.Smith1 | john.smith@ascentis.co.uk    | 15/09/2022 16:29:11 | Centres ,Exams Officer     |

**NB: For security reasons, it is highly recommended that the user resets their password via the ‘Forgot Password?’ link on the login page once their account is created.**



