

WJEC Connect: User guide for centres (General Pathways)

Registration and Certification

Essential Skills Wales

CCPLD (MCQ)

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1. About this document

WJEC Connect is used to administer most of our externally verified on-demand qualifications. The system facilitates the registration, quality assurance and certification processes.

This document provides easy to follow guidance on how to register and certificate learners using our WJEC Connect system.

Information on our requirements regarding assessment and quality assurance can be found in the Centre handbook for externally verified qualifications.

2. Accessing the Connect System

WJEC Connect is a web-based system accessible at https://connect.wjec.co.uk/.

You should have been provided with a username and password to access the system. If you have not received your login details, please contact <u>connect@wjec.co.uk</u>.

When you log in to WJEC Connect you will initially be taken to the 'Home' page. The 'Inbox' displays all 'forms' that have been created by you and/or have been 'assigned' to you by a colleague within the centre. These forms are active and within the control of the centre.

Please note you may also have access to view your overall centre's 'inbox' depending on their access rights. If you can view the centre inbox, you will be able to see all forms that have been created and that are currently active within the centre.

3. Registering and certificating your learners in 7 easy steps

Registering and certificating your learners is easy within WJEC Connect. This section takes you through the following 7 main steps from starting a new registration to downloading and printing e-certificates and transcripts. Please note not all steps need to be followed if only scheduling a test.

Schedule test only follow steps 1-3 then step 6. Steps 4 and 5 are for controlled tasks only.



Step 1. Creating a new registration

To start a new registration, select '**Reg/Cert**' at the top of the page and then select '**Create a Booking**'.

-	Neil Owens (My details / Fy Manylion) You last logged in at 09:08 on 23 February 2018 Log out / Allgofnod
WJEC CDOC CONNECT CYSWLLT	Home / Cartref My centre / Fy nghanolfan Dowments / Dogfennau Users / Defnyddwyr () Sites / Safleoedd () Staff / Staff () Qualification library / Llyfrgell cymwyster (u Reg/Cert Lo rners / Dysgwyr
Search	bookings Create a booking

You can choose to register your learners using an English medium or Welsh medium registration form. The language in which you choose to complete the registration does not have to match the language candidate(s) use for their assessment.

To make a new registration select the General Pathways – registration/certification booking form

General Pathways - registration/certification booking form (v3) WIECI02V3
This Booking form is used to register learners on WJEC General Pathways and then to eventually claim certification for the learners.

Step 2. Select the qualification

You must link the registration to the qualification your learners are working towards. To do this, click '**Please select**'.

Create a booking	
Select a qualification Please select	
	Create booking or cancel

A list of the qualifications your centre is approved to offer will then be displayed.

Select the required qualification from the list; a green tick should appear at the end of the line.

Please select					×
Title	Qualification type Please select	Qualification level Plesse select.			
Qualification type	Qualification level	Title	Qualification Number/Ofqual QN	Status	
General Pathway	Level 1	WJEC Level 1 Essential Application of Number Skills / CBAC Dyfarniad Lefel 1 mewn Sgillau Cymhwyso Rhif Hanfodol (9930L1)	C00/0724/6	Live	
General Pathway	Level 2	WJEC Level 2 Essential Application of Number Skills / CBAC Dyfamlad Lefel 2 mewn Sgillau Cymhwyso Rhif Hanfodol (9930L2)	C00/0724/7	Live	
General Pathway	Level 3	WJEC Level 3 Essential Application of Number Skills / CBAC Dyfarniad Lefel 3 mewn Sgiliau Cymhwyso Rhif Hanfodol (9930L3)	C00/0724/8	Live	
General Pathway	Level 3	W/EC Level 3 Essential Communication Skills / CBAC Dyfarniad Lefel 3 mewn Sgillau Cyfathrebu Hanfodol (9940L3)	C00/0725/2	Live	
General Pathway	Level 2	WJEC Level 2 Essential Communication Skills / CBAC Dyfarniad Lefel 2 mewn Sgillau Cyfathrebu Hanfodol (9940L2)	C00/0725/0	Live	
General Pathway	Level 1	WJEC Level 1 Essential Communication Skills / CBAC Dyfarniad Lefel 1 mewn Sgillau Cyfathrebu Hanfodol (9940L1)	C00/0724/9	Live	
General Pathway	Level 1	WJEC Level 1 Essential Digital Literacy Skills / CBAC Dyfamiad Lefel 1 mewn Sgiliau Llythrennedd Digidol Hanfodol (9950L1)	C00/0725/5	Live	
General Pathway	Level 2	W/EC Level 2 Essential Digital Literacy Skills / CBAC Dyfarniad Lefel 2 mewn Sgiliau Llythrennedd Digidol Hanfodol (9950L2)	C00/0725/6	Live	
General Pathway	Level 3	WJEC Level 3 Essential Digital Literacy Skills / CBAC Dyfamiad Lefel 3 mewn Sgiliau Llythrennedd Digidol Hanfodol (9950L3)	C00/0725/7	Live	
General Pathway	Level 1	WJEC Level 1 Essential Employability Skills / CBAC Dyfamiad Lefel 1 mewn Sgillau Cyflogadwyedd Hanfodol (9960L1)	C00/0725/9	Live	
Showing 1 to 10 of 67 entrie	в				
First Previous 1	2 3 4 5 Next	Last			
				Finish	ed!

Once you have selected the correct qualification click 'Finished'.

Please note, you can only register learners for one qualification per booking form. If a learner is completing multiple qualifications, you will need to complete a new booking form for each qualification.

If the required qualification is not listed, please speak to your exams officer to ensure that you have the relevant qualification approval to offer the qualification. If not, you will need to complete the qualification approval process. Please refer to the *Centre Handbook for verified qualifications* for additional information on the qualification approval process.

Once the booking has been generated, the form will show a booking reference number. This can be used to quickly locate the registration in future and will be used in all communication between WJEC and the centre.

Step 3. Add your learners

To add a learner to the booking, go to the overview page and click 'Learner Details'.

	About this form	•	
<	Learner details CENTRE EDITS	>	This Booking form is used to register learners on WJEC General Pathways and then to eventually claim certification for the learners.
			Add/remove components Show qualification structure Show booking pie chart
			Submit Registrations Submit Controlled Task Results Test scheduled Close Booking
			A Print form B export to CSV 🔑 export to PDF

Once active, you will be able to add learners to the booking form. You can manually **add a new learner** or, if a learner has previously been added to the system, you can use the **Add existing learners** option.

There is an option to bulk upload your learners to Connect prior to starting a booking. For information on how to do this, see the <u>additional guidance on adding multiple learners</u>.

Please note that the Unique Learner Number (ULN) is compulsory. The ULN is allocated by the learner Registration Service, more information about ULN's can be found on the Learning Records Service (LRS).

https://www.gov.uk/education/learning-records-service-lrs

Learner details Public comments (0)		💭 Private co	Private comments (0)		
Add a new learner	Add existing learners	Import or expo	rt learners/results	Certificates	

Add a new learner (manually)	This allows you to add individual learners manually to a booking. When adding a new learner, you must complete the mandatory fields:
	i. First Name
	ii. Last Name
	iii. ULN
	iv. Date of Birth
	v. Gender
	The remaining fields (middle or other name, previous family name and country) are optional.
	Once the learner details have been completed click 'create learner and add to booking'.
	You will need to repeat this process for every learner you intend to register on the booking.
Add existing learners	If you are registering a learner that has previously been registered through Connect, e.g for another qualification or using a bulk upload (see the <u>additional guidance on adding</u> <u>multiple learners</u>), the learner's details will be stored on the system, and you can use the add existing learner function.
	To search for an existing learner, enter the learner details and click 'Search Learner'.
	To access a list of all learners that are stored on Connect, leave the learner details blank and click 'Search Learners'. A full list of learners should appear.
	Either click 'select all', which will add all the learners to the booking or look through the list and click on the individual learners that are required.
	A green tick will show against the learner(s) and the learners name(s) will now be displayed at the top of the form.
	Check that the correct learners have been added. To remove any learners that have been selected in error, click 'remove' , next to the learner's name.
	Once you have selected all the learners required, click 'Add these learners'.

Once you are satisfied that all learners have been added, and you have checked that the details provided for each learner are correct, click **'Finish working on this section'**.

The learners have now been added to the booking and you will now be taken back to the overview. A message will be displayed at the top of the page to show that the learner(s) have been successfully added (*Your edits were successful*).

If you need to remove learners **before** the registrations are submitted to WJEC, please see remove from booking under 5. Additional guidance.

Step 4. Input learner achievements

To locate your registration, search for the booking from the **Reg/Cert tab** i.e., B/WJEC/6895 and select the booking to which you want to add passes to your learners.

If you know the reference/booking number assigned to the registration, you can type this in the search field. If you do not have this information to hand, use the advance search to locate the booking.

N.B. Step 4. Applies to qualifications with controlled tasks only.

wjec cbac constr	Home / Cartref M	ly Centre / Fy nghanolfan	Documents / Dogfennau	Users / Defnyddwyr 💋	Michelle Morge Sites / Safleoedd ()	on (My details / Fy N Staff / Staff 👩	Aanylion) You last logg	ed at 11:37 or 5 De v Reg/Cert Lee	comber 2022 Log out / Allgofnor
Search	oookings								Create a booking
Search:			advanced search						download

When using the advance search:

- i. Select 'General Pathways' in the Form Type, and
- ii. Use the 'From' and 'To' fields to filter the date range in which the registration was created.

Search bookings

Search:		advanced search									
Reference	Title	Organisation	Organisation reference	Product title	•	Product reference	EA	Current owner	Arrived	Latest stage	Latest stage date
B/WJEC/6895	General Pathways - registration/certification booking form (v3)	WJEC Test Centre	68001	WJEC Level 2 Essential Communication Skills / CBAC Dyfarniad Lefel 2 mewn Sgiliau Cyfathrebu Hanfodol		9940L2	Not approved	AO	16 October 2023	Control Task Results submitted	16 October 2023

Select the required booking form to be able to update learner achievements.

Once the booking form has loaded, click 'Learner Details' and then 'Grading View'.

Please note that the grading view can only be used for adding passes to a small number of learners. For larger cohorts (over 25) the 'Manage Learner assessment screens' need to be used (see page 10).

Inputting learner achievements using the grading view

Grading for all learners (back to learners)

Filter	er assessments									
					Save changes	apply passing grade to all claim all				
Cand	idate 10 DOB: 18/12/2002, REF: 91320, ULN: 10000	00051								
Ρ	9940L2 CO0/0725/0 WJEC Level 2 Essential Communication Skills / CBAC Dyfarniad Lefel 2 mewn Sglilau Cytathrebu Handodo DESEADD ON SPECTURE INTERNALY ASSESSED WEC Level 2 Essential Communication Skills / CBAC Dyfarniad Lefel 2 mewn Sglilau Cyfathrebu Hantodol Effir rangeats A W R RA D EF Assessment not yet recorded	Results not entered	Not yet claimed Cannot be claimed as not yet achieved Claim	Not yet granted Cannot be awarded as not yet claimed Award	Not yet certificated Not yet eligible for certification Paper and e-certificate	Not placed on hold				
с	9941-02 ECommS L2 - Controlled Task Level 2	Results not entered	Not yet claimed	Not yet granted	Not yet certificated	Not placed on hold				
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The grading view is split into two sections

- **P** (**Product**) which will be awarded by WJEC once all the units have been externally verified and achieved. The 'Pass' button will turn Green once the full product has been awarded.
- **C** (Component) Click the 'Pass' button if the learner has achieved and the button will turn green or 'fail' if the learner has not achieved and the button will turn red.

There is an option to apply a pass to all the learners within the booking by clicking **'apply passing grade to all'**. This will apply a pass to all units within the booking.

Once the passes have been input for all learners, click 'Claim' and click 'Save changes'.

Inputting learner achievements using the 'Manage learner assessments and outcomes' options

The cross-booking screen functionality allows the centre and to be able to enter grades for each assessment and outcomes directly through search screen rather than through the booking form. This means that the grades and outcomes can be entered across multiple bookings, through the ability to search by centre, qualifications and units and having all learners displayed, based on registration dates.

Most of the rules that are applicable to a booking are still applied here:

- Grades can only be entered onto the screen once a booking is locked if the form is not locked they will show as read only.
- If the form is in our control you will not be able to enter a grade for an assessment or claim it will show as read only.
- Any auto functionality rules that have been applied to the unit or qualification will be applied when the grade has been entered or saved.

Cross Booking Tabs

The Manage Learner Assessment screen is available through the REG/CERT module, within the Manage Learner sub-menu:

wjec	Forms 🗹 Action	s 📓 Documents ,	🚨 Users 📃 Centr	es 🦉 Qualifications 🔓	🖺 Reg/Cert 🔒 Reports	😻 Governance
cbac	Search bookings	Create a booking	Cortificatos	Certificate validation		
CONNECT	Search bookings	- create a booking	Certificates		- Manage learners	

Manage learner assessments

Search learners	Create a single learner	Upload learner data	Uploaded files	Merge learners	Manage learner assessments	Manage learner outcomes

Centre				
First name	Last name	ULN	Internal reference	Date of birth
Include inactive le	earners			• • 🗷 clear
Jooking Form Ref	erence			
Qualification				
Unit				
Failed/Ungraded	Absent Withdrawn Reg	istered from	to	
0		• • • • •	📰 <u>clear</u> 🔻	V V 🗷 <u>clear</u>
Search learne	ers Copy filters to "Manag	e learner outcomes"		
Please provide so	me detailed criteria for	a search		

This screen is used to enter the assessment grades, or to view and report on grades entered. There are multiple search fields available, with the Centre, Qualification and Unit fields allowing for assessments to be displayed across bookings:

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You can filter the data returned, by entering the details and selecting the 'Filter' button:

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Actions: Set and	6+ Gasy off grades	Download								
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The user can either enter a grade per assessment or they can apply the grade across all assessments through the Actions optic

Filters: Lo	amer, booking, unit or as	sesument	Marik	Gradu	Fiter clear filters				
Actions:	di entiti e	rades Save	Download						
5 rows retur	Pass Ungraded								
Learner	Centre	Current owner	Booking	Unit/component ref	Unit/component title	Assessment/grading title	Mark	Grade	Sampling session (if applicable)
Sarah Philips	Lynsey's Test Centre	AO	B/CA0/10	QU00009	Interview skills	Interview skills	0.00	Pass	-
Sarah <mark>Philip</mark> s	Lynsey's Test Centre	AO	B/CAO/10	QU00005	Presentation skills	Presentation skills	0.00	Pass	•
Sarah Philips	Lynsey's Test Centre	AO	B/CA0/10	QU00007	Improving Communication Skills	Improving Communication Skills	0.00	Pass	•
arah Philips	Lynsey's Test	AO	B/CAO/10	QU00013	Listening Skills	Listening Skills	0.00	Pass	•

At any point, the results in the grid can be downloaded through the **Download** option, this will show the assessment grade but also the latest outcome (achieved, claim, award, certification or on hold):

		Current		Unit/compo	Unit/compo	Assessmen /grading	nt Sampling session (if				Achievemen				Awarded		Certificate		On hold	Validation
eamer	Centre	owner	Booking	nent ref	nent title	title	applicable)	Mark	Grade	Achieved	t date	Claimed	Claim date	Awarded	date	Certificated	date	On hold	date	complete
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Sarah Philip	s Lynsey's	Test AO	B/CAO/10	QU00005	Presentation	Presentatio	on skills		0 Pass	TRUE	16/10/2018	TRUE	16/10/2018	TRUE	16/10/2018	FALSE		FALSE		TRUE
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Robert Mar	s Lynsey's	Test AO	B/CAO/10	QU00009	Interview ski	Interview s	skills		O Pass	TRUE	16/10/2018	TRUE	16/10/2018	TRUE	16/10/2018	FALSE		FALSE		TRUE
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Once the user has entered the grades, they can see the latest outcome by using the

Copy filters to Manage learner outcome:

L				
Search learners	Copy filters	to "Manage le	arner outcome	5"

This will take the user onto the Manage Learner Outcome screen.

Cross Booking Tab – Manage Learner Outcome

The Manage Learner outcome is available through the **REG/CERT** module, within the **Manage learner** sub-menu. The user can use it directly and enter the search criteria or you can link to the Manage Learner Assessment tab and when you copy the filters the information will be pulled through under the **Registered** status:

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Actions: Claims I rown returned Learner Sarah Philips	ed 🖸 Awarded 🔿 Centil Centre Lyney's Tex Centre	Ficated () On Booting B/CAC/19	bold Component ref	Link/component, title Crucke A3 Lord 1 Award In Interview Solis	Achieved	16/10/2018	Calmed	16/10/2018	Awarded	16/10/2018	Certificated	16/10/2018	On held	
Actions: Claim 8 rows returned Haccore Sarah Philips Indent Avenders	ed Awarded Centil	Footed () On Booting B/CAC-19 B/CAC-19	hold C Sm Comment Unit/Component ref Q00001 Q00001	Utilit/Component title Crusk Al Levi 1 Award In Interview Sells Cruste Al Levi 1 Award In Interview Sells	Achimed R R	16/10/2018	Calmed 5	16/10/2018 16/10/2018	Awarded	16/10/2018 16/10/2018	Certificated	16/10/2018 16/10/2018	On hold	1
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The status drop down allows the results to be filtered based on their status, to allow the user to see results (if required) based on the status of the learners:

- Registered but achieved Learners who have been registered but have had no result entered.
- Registered ALL learners who have been registered against this qual/unit no matter what the final status is.
- Achieved but not claimed all learners who have a result entered but have not been claimed.
- Achieved ALL learners who have an achievement against the unit/qual not matter what the final status is.
- Claimed but not awarded all learners who have a claim against the unit/qual but have not awarded.
- **Claimed** ALL learners who have a claim against the unit/qual no matter what the final status is.
- Awarded but not certificated all learners who have been awarded the unit/qual but have not been certificated.
- **Awarded** ALL learners who have an award against the unit/qual no matter what the final status is.

- **Certificated** ALL learners who have been certificated against the unit/qual no matter what the final status is.
- On hold ALL learners who are currently on hold.
- **Open** this shows all open bookings with the outcomes.



The outcome can be added per learner/assessment or the user can use the **Actions** options, and this will be applied to all relevant learner/assessments. So, if the **Claimed action** was ticked this would only be applied if the learner/assessment is showing with **Achieved** ticked, as a grade had been entered. It wouldn't claim any learner/assessment if the grade did not have the **Achieved** ticked. This is the same for **Awarded**, the Claim box must be ticked and the **Certificated** can only be ticked if the Award box was ticked.

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If you clicked on the booking form you would also be able to see it was awaiting through the message below:

Aarks/grades for this learner have changed since this booking was last va	idated for achievement.				
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When validation has taken place, the information displayed is up to date, the green tick will be displayed:

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If your centre has been awarded Direct Claim Status (DCS) for this qualification

Step 5. Submit controlled task results (centres without DCS status)

After inputting all learner outcomes, use 'Submit the 'Controlled Task' option to notify us that you have learners awaiting external quality assurance.

N.B.

Step 5. Applies to qualifications with controlled tasks only for Essential Skills Wales EAoN, EComms, EDLS and Employability.

About this form	
Learner_details CENTRE EDITS & Last edited by Neil Owens, 28/02/2018 07:50:49	This Booking form is used to register learners on a single WJEC Essential Skills Wales (ESW) qualification and then to eventually claim certification for the learners.
	👰 9930L1 601/6852/3 WJEC Level 1 Essential Application of Number Skills / CBAC Dyfarniad Lefel 1 mewn Sgiliau Cymhwyso Rhif Hanfodol
	A Level 1 Essential Application of Number Skills / Lefel 1 mewn Sgiliau Cymhwyso Rhif Hanfodol
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	🌍 9932-01 EAoNS L1 - Confirmatory Test
	One learner is registered on this booking. He or she bas achieved no components.
	Not achieved Fully achieved Partially achieved
	100% (1)
	Submit Registrations Submit Controlled Task Results Test scheduled Close Booking

You will receive a notification email to say that your outcomes have been submitted the Controlled Task.

For information on our external quality assurance processes, please refer to the qualification specification or our Centre handbook for externally verified qualifications.

Once the externally quality assurance has been successfully completed, we will release the results back to you. You should receive an automated email to let you know that results are available.

Step 6. Schedule a confirmatory test

To schedule a test session, go to the **Reg/Cert** tab at the top of the page, select the relevant booking and click **'Learner details'**.

To schedule test only please follow Steps 1-3 to add leaners to your booking, then straight to Step 6.

				Neil Owens (My details / Fy Manylion) You last logged in at
centre / Fy nghanolfan Doc	uments / Dogfennau Users /	Defnyddwyr 🌖 Sites / Safled	edd 🗿 Staff / Staff 🎯 Qualifica	tion library / Llyfrgell cymwysterau Reg/Cert Learners / Dysgwyr
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Click 'Add Session'

Bookings » WJEC » B/WJEC/2	240 - WJEC Test	t Centre Essential	Skills Wales, Learne	details
Summary 🕊	🖌 Learner details	Disconsister (0)	Private comments (0)	
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Who has control? WJEC Test Centre	Filter 🗻 sessions on	name		learner view grading view session view
Linked to qual WJEC Level 1 Essential Communication Skills / CBAC Dyfarniad Lefel 1 mewn Sgiliau Cyfathrebu Hanfodol (9940L1)				add session

Complete details below and the test session will default to 10 weeks. Once these details have been completed click **'Create Session'.**

🥒 Learner details	Public comments (0)	Private comments (0)			
Create a session	n - Default (<u>back to ses</u>	sions)			
Session Name	Booking 471				
Start date	25 🗸 March	✓ 2026 ✓ clear			
Notes					
					//
			Create sessi	ion or <u>cancel</u>	

Once you create a session you will need to add learners. Click '**session details**' and click '**add learners/components**'. To make it easier to select learners you are able to filter by component, insert English or Welsh and this will show all available learners for that test. Please note separate guidance is available for remote invigilation candidates, visit our e-Assessment pages for <u>Remote Invigilation (wjec.co.uk</u>)

🥒 Learner details	💭 Public co	mments (0)	Private comments (0)						
Sessions (<u>back</u>	to learners)								
Filter 🚺 sessions o	n name						learner view	grading view	session view
							assign learner	s to sessions	add session
Session name	Finalised?	Site	Assigned resources	Assigned centre users	Assigned centre staff	Dates	Time	Learners	
Booking 2240	No	Not set	None selected	None selected	None selected	23/02/2018 - 31/03/2018	00:00 - 23:55	0	session details

If you want to book learners onto the session, select the tick by the learner and click 'Add selected learner assessments to session'.

You may need to create multiple sessions, within a booking as some learners may be sitting at different times and on different days.

Once the sessions have been added click '**Assign Learners to session**' and select the relevant learner(s) from each session. Once all learners have been assigned, you will need to confirm the examination session by finalising each session.

To confirm the session, you will need to go back into each session and click '**Finalise** session'.

🖉 Learne	r details 📿	Public cor	mments (0)	💭 Private o	comments (0)				
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E	dit session details	Add learners	/components	Add/remove docur	nents Finalise ses	sion Transcript PDF	Transcri	pt CSV	Invigilator pack
Finalised	?	No							
External	exam system?	Yes			\sim				
Start date	e/End date	30/01	/2018 - 06/02/2	2018					
Start time	e/End time	00:00	- 23:55						
Site		Not se	et						
Assignees	s at centre	None :	selected						
Staff mer	nbers at centre	None :	selected						
Notes		Not se	et						
Documen	its	No do	cuments have b	een added.					
Learner	Unit/assessme component	nt	Exam title		Assessment location	Assessment code	Keycode	PIN	
Stuart Allen	From scratch un assessments	it with 2	AoN L1 Confir English - MKM	matory Test	Assessment system	ynmjPZwJgU	-	-	remove

The information about the session will be displayed and you will be asked to confirm again that you want to finalise the session.

Learner details	Public comments (0)	Private comments (0)	
Learner decans		() Private comments (0)	
inalize Booking	471 (back to session)		
			learner view grading view session vie
Note: when you cli system.	ck "finalise session" all exa	ms on this session will be sch	eduled in the appropriate external exam
Finalised?	No		
Finalised? External exam systen	No Yes		
Finalised? External exam systen Start date/End date	No Yes 30/01/2018 - 06/02	/2018	

When you select Finalise the session this will send the booking request to surpass.

Learne	r details 💭 Pu	ublic comments (0) 🧼 Private	comments (0)			
ooking	471 (<u>back to s</u>	essions)					
			Edit session details	Add/remove documents	Transcript PDF	Transcript CSV	Invigilator pac
Thi	s booking session has	s been finalised.					
Finalised	?	Yes					
External	exam system?	Yes					
Start date	e/End date	30/01/2018 - 06/	02/2018				
Start time	e/End time	00:00 - 23:55					
Site		Not set					
Assignees	at centre	None selected					
Staff men	nbers at centre	None selected					
Notes		Not set					
Documen	ts	No documents ha	ve been added.				
Learner	Unit/assessment component	Exam	title	Assessment location	Assessment code	Keycode	PIN
Stuart	From scratch unit w	ith 2 AoN L1	Confirmatory Test	Assessment system	ynmjPZwJgU		-

Once the session has been finalised you should return to the overview and click **'test scheduled'.**

Law Data Market State 1995	
🗘 - 🔒 🕈 💽 Coursevork - Progress Report 🍏 Staff Directory WIEC49344 💿 For Centres - All Documents 💿 For Centres - All Documents 💿 test.creatiogreen.com 🗙 🝏 Centre Admin	
en 📧 Coursework - Scaling Rep 🔲 Shared Documents - All D 🔲 Moderation - All Docume 🔚 WEC 🔚 httpemi-ExportMarkilA 🗿 Welsh Baccalaureate 🗿 httpwolgnew- 🔳 Parcelforce Worldwide Lo 📕 httpstest-creatiogreen.c 🛛 W	JEC Appointees
	AUDIT
Vour edits were successfull	
Abaut Able from	
Adduct this form	
Learner details This Booking form is used to register learners on a single WJEC Essential Skills Wales (ESW) qualification and then to eventually claim certification for the learners.	
Last edited by Neil Owens, 18/01/2018 11:54:15 Start date 18/01/2018 (change start date) V Booking open for registrations	
Add/remove components	
👳 Qual from scratch NKM	
6 Overarching group for units	
CT ANN L1 Controlled task from scratch	
Confirmatory tests by MKM From scratch unit with 2 essessments	
2 learners are registered on this booking, 0 fully achieved, 0 partially achieved and 2 not achieved.	
 Not achieved a Fully achieved 	
Submit Registrations Submit Controlled Task Resets Test scheduled Cities Booking	
	• 🛱 🕼 11:56 18/01/2

The key codes and pin numbers will be added to the session for all registered learners. The examination officer should print out the Invigilator pack before learners sit the confirmatory test.

Peelving								
DOOKINg	4/1 (<u>back to </u>	session	2)					
			Edi	t session details	Add/remove documents	Transcript PDF	Transcript	5V Invigilator pack
Finalised	?	Yes						\smile
External	exam system?	Yes						
Start date	e/End date	30/01/	2018 - 06/02/2	2018				
Start tim	e/End time	00:00 -	23:55					
Site		Not set						
Assignees	s at centre	None se	elected					
Staff mer	nbers at centre	None se	elected					
Notes		Not set						
Documen	its	No doci	uments have b	een added.				
Learner	Unit/assessment component		Exam title		Assessment location	Assessment code	Keycode	PIN
Stuart Allen	From scratch unit w assessments	ith 2	AoN L1 Confi English - MKA	rmatory Test	Assessment system	ynmjPZwJgU	8VM69MD9	6R6V4B

The invigilator pack will print out the attendance register, Invigilation report and the Test Key code for all learners within the session.

The attendance register and the invigilation report must be signed and retained for inspection purposes.

		At	tendanc	e Re	gis	ter				
Се	ntre Name :		BIRCHGROVE CO	OMPREHEN	SIVE SC	HOOL				
Tes	st :		AoN L1 Confirmatory Test English - MKM							
Se	lected Start D)ate :	30/01/2018	, ,						
Selected End Date :		06/02/2018								
Se	lected Start T	ime :	00:00							
Se	lected End Ti	me :	23:55							
	Given Name	Family Name	Learner Reference	DOB	Gender	Kevcode	PIN	Preser		
1	Stuart	Allen	L0000343	04/12/1997	Male	8VM69MD9	6R6V4B			
Po	sition in centre	e:		Date:						
Po	sition in centro	• In	vigilatio	Date:	nor	4				
Po: Cen Tes Sele Sele Sele	sition in centre ntre Name : t : ected Start Da ected End Da ected Start Ti ected End Tin t session actu	e: In ate : te : me : ne : ual start time:	BIRCHGRC AoN L1 Con 30/01/2018 06/02/2018 00:00 23:55	Date: On Re	EHENSIV	∙t ve school - MKM				
Po: Cen Tes Sele Sele Sele Tes	sition in centre ntre Name : t : ected Start Da ected End Da ected End Da t session actu	e: In ate : te : me : me : ual start time: ual end time:	Vigilatio BIRCHGRO AoN L1 Con 30/01/2018 06/02/2018 00:00 23:55	Date: On Re VE COMPR firmatory Tes	EHENSI St English	t ve school - мкм				
Po: Cen Tes Sele Sele Sele Tes Tes	sition in centre htre Name : t : ected Start Da ected End Da ected End Tin t session actu t session actu t session actu e test was carr urbances.	e: In ate : te : me : ne : ual start time: ual end time: ied out in accor	BIRCHGRC AoN L1 Con 30/01/2018 06/02/2018 00:00 23:55	Date: Dat	EHENSIN EHENSIN St English	VE SCHOOL - MKM				
Cen Tes Sele Sele Sele Tes Tes The distr	sition in centre htre Name : t : ected Start Da ected End Da ected End Tin t session actu t session actu t session actu etest was carr urbances.	e: In ate : te : me : me : ual start time: ual end time: ied out in accord	BIRCHGRC AoN L1 Con 30/01/2018 06/02/2018 00:00 23:55	Date:	EHENSIV et English	YE SCHOOL - MKM				
Cen Tes Sele Sele Sele Tes Thes The DR	sition in centre htre Name : t : ected Start Da ected End Da ected End Da ected End Tin t session actu t session actu et est was carr urbances. et est was carr urred:	e: In ate : te : me : me : mal start time: mal end time: ied out in according	Vigilatio BIRCHGRO AoN L1 Con 30/01/2018 06/02/2018 00:00 23:55	Date: Date:.	EHENSI' st English ts and the	YE SCHOOL I- MKM ere were no	Dances			

The test key code should be given to the learners to enable them to access the Surpass system.

	Test Keycode
Learner given name :	Stuart
Learner family name :	Allen
Learner Date of birth :	04/12/1997
Learner reference :	L0000343
Centre Name :	BIRCHGROVE COMPREHENSIVE SCHOOL
Test :	AoN L1 Confirmatory Test English - MKM
Selected Start Date :	30/01/2018
Selected End Date :	06/02/2018
Selected Start Time :	00:00
Selected End Time :	23:55
Keycode :	8VM69MD9

Sitting the Confirmatory Test

To sit the test centres, log in to (https://connect.surpass.com) with your username and password. If you have not received your login details then please contact <u>e-assessment@wjec.co.uk</u>

User Name:	٦
Password:	
Login	
	Password:

Once logged in, click on 'Test Administration' and then 'Invigilate'.

Surpassæ	Home	Item Authorin	g Test Creation	Test Adm	inistration	Reporting	Setup
Schedule	Invigilate	Mark	Paper Mark	Moderate	Results	Re-mark	Audit

Once on the Invigilate tab, you should see a listing of your learners including key codes and PINs.

If you have several qualifications scheduled, you can filter them out by using the button at the top of the Subject column:

	Subject T
	Q Search
	CCPLD
Select the	C connect
gualification	EAoNS L1 - Confirmatory Test
you want to	EAoNS L2 - Confirmatory Test
filter out	EAoNS L3 - Confirmatory Test
	EAoNS P1 - Confirmatory Test (P
	EAoNS Test
	0 Selected V OK X Cancel

Learners should go to: https://connect.surpass.com/secureassess/htmldelivery

Once here, they can select the 'Live Test' language; English and Welsh are available.

Learners will then enter their Key code and confirm their details. They will then be asked for the PIN. This is available on the 'Invigilate' tab in Surpass or by printing the invigilator pack in Connect

Ente	er Keycode	×
	Test Delivery	
	Please enter your Keycode in the box below.	
	🗸 ОК	
	System Check Preferences	rpass ®
	i owied by Sui	pass

The Invigilate tab allows you to see the status of each test; which learners are in progress etc. It also allows you to pause / resume tests for candidates. This is done my selecting the learner's test in the list and pressing 'Pause' at the bottom of the screen. Select the test and click on 'Resume' for the test to continue.

At the end of the test session, please ensure that you see green ticks by learners who have sat the test – this shows that the submission of answers has been successful.

The rest of the process is fully automated. The test is automatically marked and these results should then show in Connect.

Pease note it will take at least 10 minutes for the result(s) to appear in Connect Re-sitting the confirmatory test

Learners who fail a confirmatory test can re-sit through Connect.

On the original booking form go to the overview and click 'Learner details'. Click ' and click 'grading view'. Select the relevant learner and click on 'Other requests'.

Click on the resit option and click 'Request resit'.

If learner has more than one resit, the resit request, must be made against the original component.

/ Learner deta	ails O Public comments (0) O Private comments (0)						
<u>« back to</u>	<u>« back to registration details for Stuart Allen</u>						
Stuart Aller MKM)	n: From scratch unit with 2 assessments (AoN L1 Confirmatory Test English -						
<u>Withdrawn</u> <u>RA</u>	Stuart Allen has retaken this assessment 0 times. This assessment may be retaken any number of times. This is the original attempt.						
Resit	Request resit						
	Request resit						

The centre must create a new session for the learners requesting a resit. Please ensure that the word 'resit' is somewhere within the title when creating a session name. This makes it easier to identify those submitting a resit.

Once the session has been created a new keycode and pin number will be generated for the learner.

🥒 Learner details	Public comments (0)	Private comments (0)
Create a sessior) - Default (back to see	sions)
	Donuale (<u>Decenter opp</u>	<u></u> ,
Session Name	Booking 471 RE	SIT
Start date	25 🗸 March	✓ 2026 ✓ clear
Notes		

Once learners have achieved the controlled task and confirmatory test the system will automatically validate the results and award the qualification.

If the qualification has been fully achieved the ball will turn green, indicating all components have been achieved. (Fully achieved).

If no components have been achieved the ball will be red. (Not achieved). If some of the components have been achieved, then the ball will turn yellow (Partially achieved).

About this form	
Learner details CENTRE EDITS Last edited by Neil Owens, 19/01/2018 13:55:06	This Booking form is used to register learners on a single WJEC Essential Skills Wales (ESW) qualification and then to eventually claim certification for the learners.
	Add/remove components
	P Qual from scratch MKM
	OG Overarching group for units
	Confirmatory tests by MKM From scratch unit with 2 assessments
	One learner is registered on this booking. He or she has achieved all components. Not achieved Fully achieved Partially achieved
	100% (1)

For learners who have achieved the qualification, certificates will be automatically generated and sent to the centre.

Step 7. Download e-certificates

E-Certificates, transcripts and learner transcripts can be accessed through the General Pathways Booking form.

Click on 'Learner details' and the e-certificate will be found under the 'Certification tab'. E-certificates will only be provided for units.

omplete this section or the learners. The	on with details of the learne e section also supports requ	rs you wish to register and w ests for reasonable adjustme	hen ready update their details prior to a nts, special considerations and/or RPL	making a claim for certification per learner. Work on	this section
ote: learners canr	ot currently be registered	l on this booking.			
port or export learners/r	Certificates				
lter 1 registered	learners on name or learr	er ref		learner viev	/ grading_vie
arner	Reference	ULN	Date of birth	Booking status	
<u>x Morgan</u>	-	100000051	17/11/2004	ALLACHIEVED	gistration detail
rtification fo	r this booking (<u>back</u>	to learners)			
ertificates to be prin	ted Certificates printed				
Filter					
System identifier	Date	Booking	Certificate run description	Status	
898737	17/08/2020 13:23:23	B/WJEC/1134 - Pathways	1 certificate for Alex Morgan	Successful (e-certs PDFs transcript PDF learner transcript PDF)	<u>details</u>
	17/08/2020 13:22:35	B/WJEC/1134 - Pathways	1 certificate for Alex Morgan	Successful (e-certs PDFs transcript PDF learner transcript PDF)	details
898733					

4. Closing a booking

Bookings remain open until a centre instructs us to close them.

Whilst there is no requirement to close bookings, doing so helps to ensure that only active registrations are displayed on your system.

Bookings should only be closed when all learners on the booking who are expected to achieve the qualification have done so.

To close a booking go to the overview and click 'Close Booking'.

Once we close the booking no further action can be taken.

5. Additional guidance

Removing learners from a booking before submitting registrations

To remove learners **before** the registrations are submitted to WJEC, go to the overview and click **'Learner details'**. Click **'Work on this section'**.

Find the learners you want to remove and click 'registration details'.

Learner	Reference	ULN	Date of birth	Booking status
Adam Brooks	255	3185114468	19/01/1965	NONE ACHIEVED registration detail

Click 'remove from booking' to remove the learner from the booking.

				<u>change co</u>	mponent remove	from booking
i >	Marks/grades cannot be entered for this learner until you h	ave submitted	I the booking form	n to lock/confirr	n the registrations.	
Q	9940L1 601/6859/6 WJEC Level 1 Essential	Results not entered	Not yet claimed	Not yet granted	Not yet certificated	Not placed on hold
	mewn Sgiliau Cyfathrebu Hanfodol		Cannot be	Cannot be awarded as not yet claimed Award	Not yet eligible for certification	Hold
	PASS BASED ON STRUCTURE, INTERNALLY AND EXTERNALLY ASSESSED WJEC Level 1 Essential Communication Skills / CBAC Dyfarniad Lefel 1 mewn Sgiliau Cyfathrebu Hanfodol		yet achieved Claim			
	UNGRADED PASS					

/ Learner details	Public comments (0)	💭 Private com	nents (0)
Are you sure you want t	o remove learner Bryce Fingersho	op from this booking? T	The learner won't be removed from the system.
	Yes, re	emove the learner	cancel without removing

Understanding the overview page

The overview page displays how many learners are registered on the booking and their current status. This should be *'not achieved'* as no components have yet been awarded.

This is reflected by the large red ball (at the bottom of the page below the units), which is interactive and updates as learners achieve components within the qualification. Learner achievements are shown as *fully achieved (green), partially achieved (yellow) or not achieved (red)*.



Adding multiple learners using the bulk upload option

To add multiple learners to the system, go to the Learners tab at the top of the page.

							👗 Neil Owens (My details /	Fy Manylion) You last logged in at 13:13	
wjec cbac	Home / Cartref	My centre / Fy nghanolfan	Documents / Dogfennau	Users / Defnyddwyr 🔕	Sites / Safleoedd 🗿	Staff / Staff 🗿	Qualification library / Llyfrgell cymwysterau	J Reg/Cert Learners / Dysgwyr	
CONNECT CYSWLLT									

Click on'upload learner data' then click 'documentation section'.

Upload learner data	Search learners Create a single learner!! Upload learner data Uploaded file
Please have a look at the <u>documentation section</u> for more details about the CSV formats required.	
Data format Please select •	
Description	
Find the file you want to upload Choose File No file chosen	
Upload data file	

Click Download 'Sample import file'

Import format: Histori	cal learner data						(Download sample import file
Import formats	Notes 1. The format details 2. This format is used	d below is known officially as Cr I for the import of learner data is	eatlo Learner Data For Iside or outside the cont	<i>mat.</i> ext of a part	ticular booking.			
Assessment data Fees data	Field name	Label	Data type	Data	Required? Desc	cription	Values	
Certification	GivenName	First name	String (35)	and the second	Required The l	learner's first name.	-	

Complete the spreadsheet and save to your computer.

	File Home Inser	t Page Layout Form	nulas Data	Review View Acroba	at		
	Cut	Calibri 🔹 11	• A• A• = =	≡ 📄 ≫r∗ 📑 Wrap T	ext General	٠	4
Pa	ste V Format Painter	B <i>I</i> <u>U</u> - <u>□</u> - <u></u> ≤	<u>> A</u> - ≡ ≣	王 三 译 译 🔤 Merge	& Center 🔹 🕎 🔹 %	• •.0 .00 .00 →.0	Conditional Formatting *
	Clipboard 🕞	Font	G	Alignment	T _a Nu	nber 🕞	
	F12 🔻	(* <i>f</i> x					
	A	С	E	F	G	0	P
1	First name (required)	Last name (required)	ULN (required)	Date of birth (required)	Gender (required)		
2	GivenName	FamilyName	ULN	DateOfBirth	Gender		
3							
4							

When you are ready to upload to the system, choose the saved file and click 'upload data file'.

Single learners can also be added to the 'Learner screens' before creating your booking.

Search learners Merge learners !	<u>Manage learner assessments</u>	Learner assessme	nt reporting	Manage learner o	outcomes	More learner actions
Internal reference	Date of birth	✓ ፪ <u>clear</u>	Include inacti	ve learners	<u>Create as</u> <u>Upload le</u> <u>Uploadec</u> <u>External</u>	single learner arner data I files Takeup Dashboard

Upload learner data	
Please have a look at the <u>documentation section</u> for more details about	the CSV formats required.
Data format Please select	
Description	
Find the file you want to upload Choose File No file chosen	
	Upload data file

Click 'Uploaded Files' to check that all learners have uploaded successfully.

Upload results						Search learners Create a single learner Upload learner data	Uploaded files
Filter results							
Date uploaded 👳 Uploaded by	Format	Centre	Booking	File name	Description	Date processed Status Result	1
21/02/2018 11:56:56 Michelle Morgar	Learner data	WJEC Test Centre	N/A	upload 100 16-02-18.csv	Upload 16-02-18	21/02/2018 11:57:52	file details

Click 'file details'. This will display all the learners uploaded and added to the system.

Learners not uploaded will show as failed and a reason given. These learners will need to actioned and re-loaded.

Uploade	ed file	: Learner	data (back	to upload	results)			Search learners Greate a single learner Upload learner data Uploaded files
System ID Centre Uploaded File name Descriptio Status	#568 N/A 21/02/20 566ax364 m Upload 1 Partially	.018 11:56:56 by N 16-11bf-47a8-9074 16-02-18 y successful	Jichelle Morgan -625b51c1cf93.csv (loriginat file I faile	el Items only)			
Filter resu	ults							
Family_	Given name	Centre reference	Learner ref (Centre)	Learner ref (AO)	Date of birth	Data	Status	Errors
CANHAM	TIA				01/03/1997	ULN=3869546505; GivenName=TIA; FamilyName=CANHAM; DateOfBirth=01/03/1997; Gender=Female;	Successful	None
CLARKE	KATIE				01/04/1995	ULN-1548546886; GivenName-KATIE; FamilyName-CLARKE; DateOfBirth-01/04/1995; Gender-Female;	Successful	None
CONROY	ED\//ARD	6			19/09/1997	ULN=1195010698; GivenName=ED!//ARD; FamilyName=CONROY; DateOfBirth=19/09/1997; Gender=Male;	Successful	None
соок	KIRSTY				11/11/1996	ULN=6189071111; GivenName=KIRSTY; FamilyName=COOK; DateOfBirth=11/11/1996; Gender=Female;	Successful	None
соок	EMMA				31/07/1997	ULN=4247614621; GivenName=EMMA; FamilyName=COOK; DateOfBirth=31/07/1997; Gender=Female;	Successful	None
CRABB	ED\\/ARD	é.			29/10/1995	ULN=3664808931; GivenName=EDI//ARD; FamilyName=CRAB8; DateOfBirth=29/10/1995; Gender=Male;	Successful	None
DANIELS	CRAIG				01/01/1998	ULN-7992137018; GivenName-CRAIG; FamilyName-DANIELS; DateOfBirth-01/01/1998; Gender-Male;	Successful	None
DAVIDSON	SCOTT				12/12/1998	ULN=5863447264; GivenName=SCOTT; FamilyName=DAV/DSON; DateOfBirth=12/12/1998; Gender=Male;	Successful	None
DAVIES	JAMIE				12/07/1995	ULN=1356921786; GivenName=JAMIE; FamilyName=DAVIES; DateOfBirth=12/07/1995; Gender=Male;	Failed	This learner cannot be processed because a potential duplicate learner exists in the system, possibly at another centre. Please create this user manually.
DAVIES	CARLA				01/01/1995	ULN=1820629960; GivenName=CARLA; FamilyName=DAVIES; DateOfBirth=01/01/1995; Gender=Female;	Successful	None

Understanding the stages

The 'Latest stage' will be updated once the 'Controlled task' button has been selected. The stages are also updated via the booking on the left-hand side.

earch boo	okings									
Search:		advanced search								
Reference	Title	Organisation	Organisation reference	Product title		EA	Current owner	Arrived	Latest stage	Latest stag date
B/WJEC/689	 General Pathways - registration/certification booking form (v3) 	WJEC Test Centre	68001	WJEC Level 2 Essential Communication Skills / CBAC Dy Lefel 2 mewn Sgiliau Cyfathrebu Hanfodol	farniad 9940L2	Not approved	AO	16 October 2013	Control Task Results submitted	3 16 Dctober 2923
Fo	rm stages edits	tatus flags								
Fo	rm created - with	n centre								
CEN	NTRE EDITS			✓						
No	ot updated									
Su wJ M 12	bmit Registratio ECEDITS ichelle Morgan 1 2:04:18	ons 16 Octobe	er 2023	 Image: A start of the start of						
Bo	oking query - wi	ith centre)							
wJ	ECEDITS									
No	ot updated									
Co	ontrol Task Resul	lts submit	ted							
wJ	ECEDITS									
M 12	ichelle Morgan 1 9:35:54	l6 Octobe	er 2023	*						

6. Further information and support

For additional information on how to register and certificate learners through the Connect system, please e-mail <u>connect@wjec.co.uk</u>.

We welcome all feedback on the Connect system including suggestions on changes that could be made to the system and/or this guidance to improve your experience. Please email any feedback to <u>gualifications@wjec.co.uk</u>.

