

USER GUIDE: Manual Test Results Entry.

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

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

Step 1

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

Home > Ordering & Administration > Result Entry

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

Step 2

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

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

Learner Details

| | | |
|---------------------------------------|---|---|
| BCS ID or ULN | * | <input type="text" value="BCS103783637"/> |
| <input type="button" value="Search"/> | | |
| First name | | Brian |
| Last name | | Zebra |

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

Check the names are correct – if you need to amend any details, please telephone the Qualifications Client Services team on 01793 417530 (Option 2) or email qualifications@hq.bcs.org.uk.

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

Assessment type: Tested

Result Details

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

[\[reset\]](#)

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

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

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

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

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

Next, select the Invigilator's name from the drop-down list. If you do not see the name listed, you will need to contact the Client Services team to have it added.

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

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

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



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

Once complete, click



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

Test Results

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

Confirm Results [cancel]

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



Allows you to go back and edit the details.



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

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

Assessment type: Evidence Based

Result Details

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

[reset]

Enter the unit completion date.

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


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

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

Once complete, click

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

Test Results

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

[cancel]

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Assessment type: Completion Notification (Computer and Online Basics)

Result Details

| | | | |
|----------------------|---|----------------------------|---|
| Qualification | * | Computer and Online Basics | ▼ |
| Unit | * | Online Basics : Entry 3 | ▼ |
| Assessment type | * | Completion Notification | ▼ |
| Completion date | * | <input type="text"/> | |
| Syllabus version | * | Version 1.0 | ▼ |
| Marker/Assessor name | * | Please select | ▼ |

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Enter the completion date for the module. Computer and Online Basics has 2 modules – you will need to enter a completion notification for both modules in order to complete the qualification.

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

Once complete, click



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

Test Results

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

[\[cancel\]](#)

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



Allows you to go back and edit the details.



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

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

If you experience any problems, please contact BCS Client Services on 01793 417530 or email centresupport@bcs.uk