



Access to HE

PART OF **nocn** GROUP

# QuartzWeb

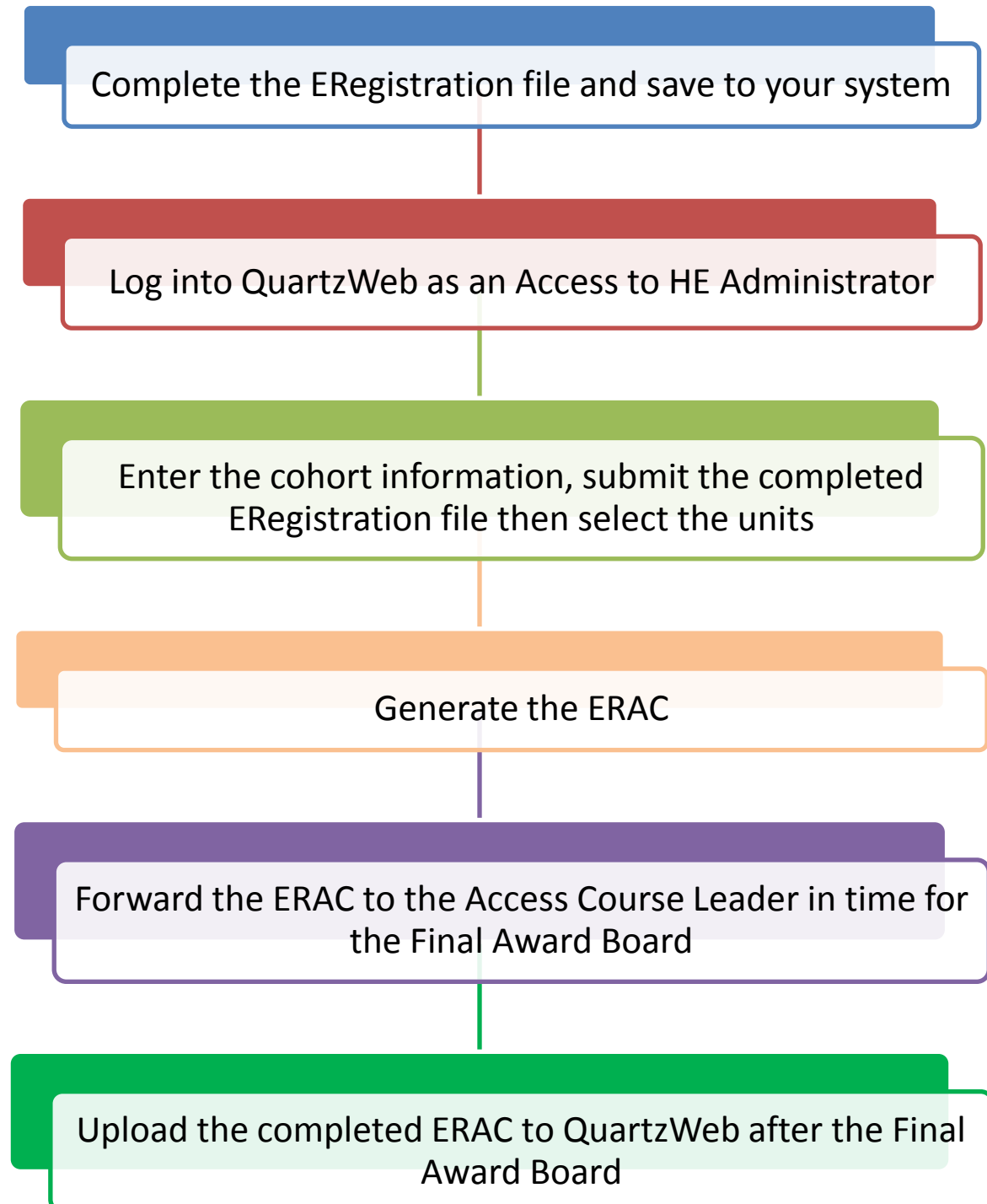
Access to HE Diploma  
Administrator  
Registration and Certification  
Guidance  
November 2018

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**Welcome to the QuartzWeb Administrator User Guide for Access to HE Administrators. The guide will support you through the processes of registration and certification of Access to HE students.**

## 1. Overview of QuartzWeb Administrator Steps



## 2. Registration Deadlines

- 2.1. Students must be registered on QAA-recognised Access to HE Diplomas within **six weeks (42 days) days of the start of the course** using Quartzweb. So, if you have students with different course start dates the deadline to register them will be different. For example, group A started their course on 7<sup>th</sup> September 2018 and group B started their course on 28<sup>th</sup> September 2018. Group A will have to be registered with One Awards by 19<sup>th</sup> October 2018 and group B would have to be registered by 9<sup>th</sup> November 2018
- 2.2. Failure to adhere to the deadlines outlined in section 2.1 will result in late registration fees being applied. If registrations are submitted within three working days of the Final Award Board, this will incur an additional late fee per student. Please go to <http://www.oneawards.org.uk/access-to-he/ahe-work-with-us/ahe-fees/> for current fees and charges.
- 2.3. In addition to registering your students on Diplomas, you must also select the units to be studied by each student. You may complete this activity on Quartzweb as soon as your Diploma registrations have been processed by One Awards, but the final deadline for unit registration is **within 60 working days (12 weeks) from the start of the course**, or prior to the submission of an application to Higher Education, whichever date occurs first. After this date unit registration details cannot be changed unless there are exceptional, extenuating circumstances. Please contact One Awards for further details or see the **One Awards Policy on Managing Amendments to Student Registrations** on our website at <http://www.oneawards.org.uk/access-to-he/ahe-info-providers/ahe-guidance-resources/ahe-publications/>.
- 2.4. An Access to HE Diploma student registration is valid for a period of three years. For further details, please see Section Five of the Access to HE Diploma Provider Handbook, found on our website at <http://www.oneawards.org.uk/access-to-he/ahe-info-providers/ahe-guidance-resources/ahe-handbook/>

## 3. Data Protection Notice

In accessing One Awards services, authorised users shall comply at all times with current Data Protection legislation.

One Awards has a responsibility to ensure that students are informed of how their information is processed and shared. You must inform individuals who provide you with their personal data of the purpose for which the data will be used and obtain their consent for its use by us.

For further information please see our Privacy Notices at <https://www.oneawards.org.uk/privacy-policy/>

## 4. Logging into QuartzWeb

**PLEASE NOTE:** As your username acts as a signature when you are logged into QuartzWeb, you must not share your username and password with anyone else.

### 4.1. To log into QuartzWeb you will need the following:

- Your current username
- Your current password

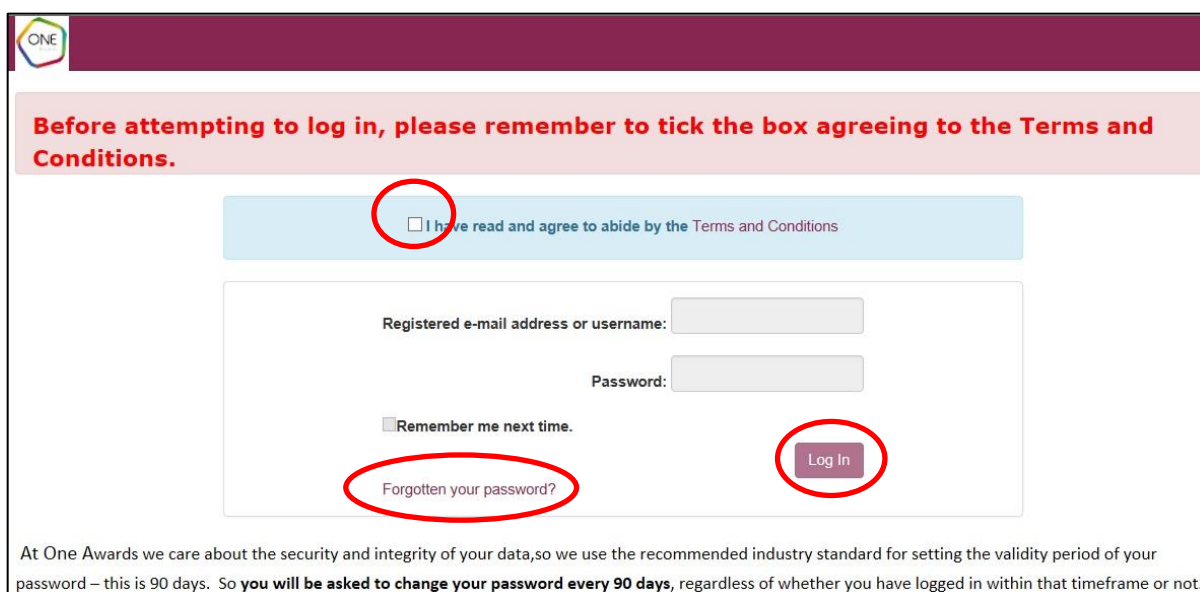
If you haven't already been provided with login details, please contact One Awards Centre Support Team:

- 0191 518 6550
- [cst@oneawards.org.uk](mailto:cst@oneawards.org.uk)

Open a web browser (e.g. Internet Explorer), and navigate to the following link:

<http://quartzweb.oneawards.org.uk>

### 4.2. Tick to confirm you have read and agree to abide by the terms and conditions (**you cannot enter your username and password until you have ticked the box**):



Before attempting to log in, please remember to tick the box agreeing to the Terms and Conditions.

I have read and agree to abide by the Terms and Conditions

Registered e-mail address or username:

Password:

Remember me next time.

[Forgotten your password?](#)

At One Awards we care about the security and integrity of your data, so we use the recommended industry standard for setting the validity period of your password – this is 90 days. So you will be asked to change your password every 90 days, regardless of whether you have logged in within that timeframe or not.

### 4.3. Enter your login details and select Log In.

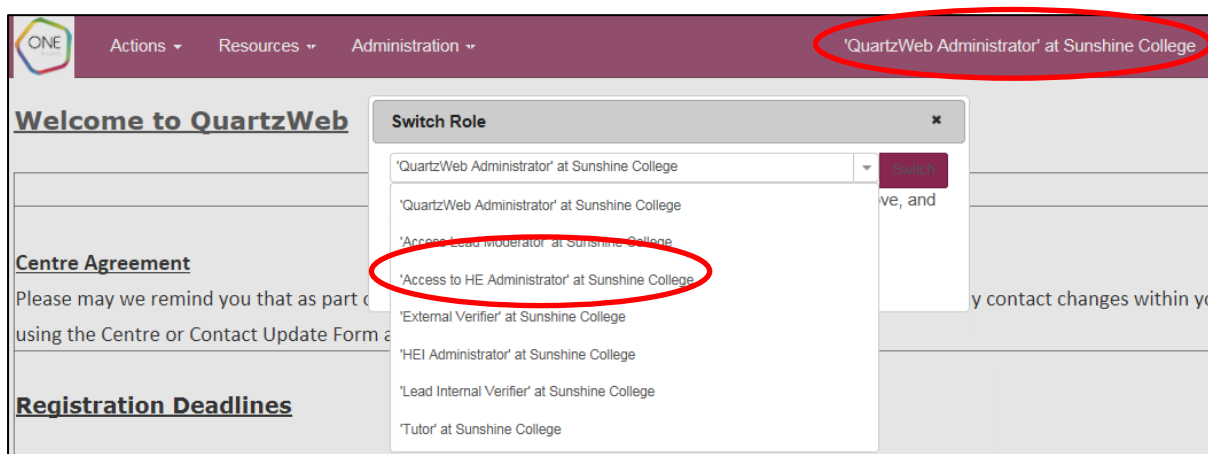
**Please Note:** The first time you log in your password will be the same as your username, and you will be prompted to change your password immediately.

#### 4.4. Forgotten Password

- 4.4.1. If you have forgotten your password, click on the **Forgotten your password?** link and you will be taken to the reset password page. Enter your QuartzWeb username and click **Submit**. An e-mail containing a new password will be emailed to you. If you have any difficulty in logging in please contact the Centre Support Team.

#### 4.5. Switching Roles

- 4.5.1. If you have more than one role (e.g. if you are a QuartzWeb Administrator and an Access to HE Administrator) then you may need to switch from one role to another. If one of your QuartzWeb roles is not listed please contact [cst@oneawards.org.uk](mailto:cst@oneawards.org.uk)
- 4.5.2. Click on the role currently shown. A Switch Role box will appear. Use the dropdown list to select the role you want to switch to and then click the Switch Role button. **PLEASE NOTE: In order to register Access students you must select the Access to HE Administrator role.**

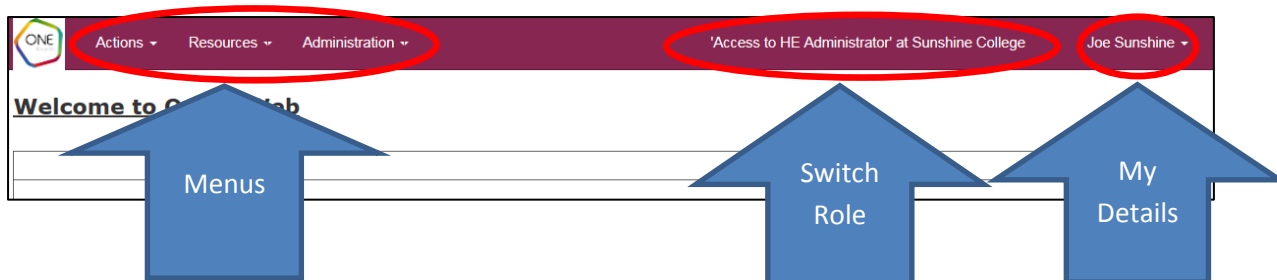


#### 4.6. QuartzWeb Roles and their functions

Role:	Function:
QuartzWeb Administrator / Access to HE Administrator	<p>You will be able to see all the information at your organisation, and can carry out the following tasks:</p> <ul style="list-style-type: none"><li>• Upload Registrations to QuartzWeb</li><li>• Attach Units</li><li>• Check all Student Information and History for your Organisation</li><li>• Generate and export reports</li><li>• Check and Print ESubmission Forms (ERACs) for your Organisation</li><li>• Upload RACs for Certification</li></ul>
Tutor	<p>You will only be able to see the information where you have been indicated as tutor, and can carry out the following tasks:</p> <ul style="list-style-type: none"><li>• Check the Student Information and History for your Organisation</li><li>• Check and Print ESubmission Forms (ERACs) for your Organisation</li><li>• Upload ERACs for Certification</li></ul>

## 5. Using QuartzWeb

You can navigate between the areas of QuartzWeb by clicking on the menu options at the top of the screen, then selecting the relevant option from the dropdown menu.



The available options in each menu are shown below.

### Actions Menu

- **Tracking** – this option is not currently used
- **Your Cohorts** – you can search here for your registered cohorts
- **Your Student Registrations** – you can search here for your registered students
- **ERegistration Submission** – this is where you submit registrations
- **ERAC Submission** – this is where you submit completed eRACs
- **Go to NOCN QuartzWeb** – where you have approval for NOCN provision this option takes you to the NOCN version of QuartzWeb. **This function is not needed for the Access to Higher Education Diploma.**

### Resources Menu

- **Reports** – you can view available reports here
- **Documents** - you can view One Awards QuartzWeb guidance and other documents here
- **Contact Us** – opens an email to send to the Centre Support Team

### Administration Menu

- **Administration** – here you can view the status of pending registrations, submitted eRACs and ULN validations

### Switch Role

- **Switch Role** – if you have more than one role assigned to you (e.g. QuartzWeb Administrator **and** Access to HE Administrator) you can switch between roles to use different options of QuartzWeb

### My Details

- **My Details** – you can view details of roles available to you, addresses and sites that we hold for your organisation, and set the default role to be used when you log into QuartzWeb
- **Change Password** - here you can change your password used to log into QuartzWeb
- **Logout** - this is where you log out of QuartzWeb



- **Terms and Conditions** – This opens the **Terms and Conditions for Use of Online Registration System** document

## 6. Submitting Student Registrations

**6.1. Registrations must be submitted within the current deadlines stated by One Awards - see section 2 of this document for further details. Late fees will be incurred for any registrations submitted after the deadline.**

### 6.2. Fair Processing Notices/Privacy Notice

With the introduction of the Unique Learner Number (ULN) and the Personal Learning Record (PLR), it is a requirement for Centres to inform the student that their achievement data will be uploaded to the Personal Learning Record. Centres are able to include information from the Learning Records Service's Privacy Notice in their own Privacy notice, which is included below:

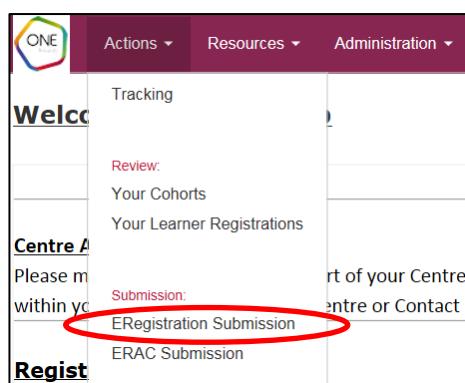
*Some of the information you supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify your Unique Learner Number (ULN) and update/check your Personal Learning Record. The Skills Funding Agency may share your ULN and Personal Learning Record with other education related organisations, such as your careers service, school, college, university, Government Departments and public bodies responsible for funding your education.*

*Further details of how your information is processed and shared can be found at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/286088/Privacy\\_notice\\_for\\_learners\\_in\\_england.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/286088/Privacy_notice_for_learners_in_england.pdf)*

One Awards requires Centres to include the above information in their registration documentation to make sure students are aware of how their data will be processed and shared.

### 6.3. ERegistration Submission

6.3.1. In the Actions menu, select **eRegistration Submission**



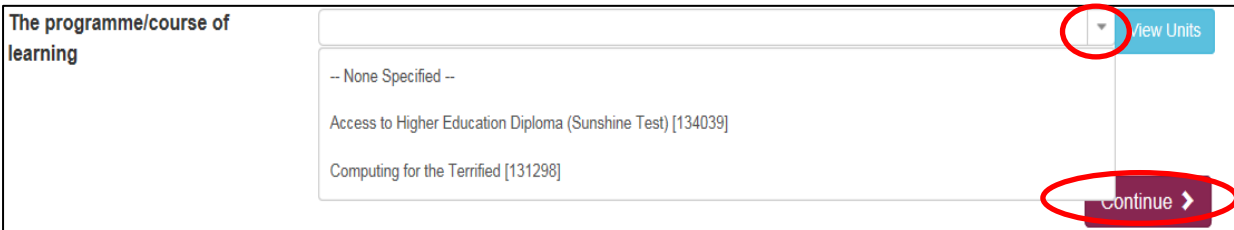
6.3.2. If you have not already downloaded the Learner Registration form this is available to download on the **ERegistration Submission** page of QuartzWeb.

### 6.3.3. The programme/course of learning

Select the relevant Diploma from the drop-down menu. For your reference, you can look at the units associated with the course by clicking on the book icon to the right-hand side of the drop-down list.

**PLEASE NOTE:** You are not selecting the units, only viewing the units within the selected course. The units are selected after the ERegistration Submission takes place, see section 6.4 for further guidance on selecting units. If your Diploma is not displayed in the drop-down list, please contact the Access Team at [access@oneawards.org.uk](mailto:access@oneawards.org.uk) or 0191 518 6550.

Select the programme/course of learning from the dropdown menu and select **Continue**.



The programme/course of learning

-- None Specified --

Access to Higher Education Diploma (Sunshine Test) [134039]

Computing for the Terrified [131298]

View Units

Continue >

The screen will refresh and you will be able to enter further details about the registration.

### 6.3.4. Cohort Start Date

**This field is Mandatory** and can be chosen using the date picker, or entered in the following format: dd/mm/yyyy. **If the registration is late, please contact the Centre Support Team for further guidance before submitting the registration.**

### 6.3.5. Cohort End Date

**This field is Mandatory** and can be chosen using the date picker or entered in the following format: dd/mm/yyyy.

### 6.3.6. Provider Reference

This field is **optional**, but its usage is highly recommended. It can be used by your Centre to enter a unique reference for the cohort, which can help later when searching for cohorts.

### 6.3.7. Purchase Order Number

This field is **optional** and can be used by your Centre if required by your Finance department. The Purchase Order number will appear in the invoicing documentation.

### 6.3.8. Tutor

Please select the Tutor name from the drop-down list. If the appropriate Tutor name is not displayed, contact the Centre Support team at [cst@oneawards.org.uk](mailto:cst@oneawards.org.uk) or call us on 0191 518 6550.

### 6.3.9. Notes on this submission

This section is not needed for Access to Higher Education Diploma

registrations and can be left blank.

### 6.3.10. Choose the ERegistration file to submit

If you haven't uploaded student details to QuartzWeb before, you can download the student registration details template by clicking on the **Click Here** link under the **ERegistrations File Format** heading at the bottom of the page. You will need to complete the columns:

- **ULN**

This is not mandatory for the Access to HE Diploma, but will allow students to build a lifelong record of their learning participation and achievement through their Student Record. Further information on the ULN can be found at <https://www.gov.uk/education/learning-records-service-lrs>

- **Surname/Forename**

The names given on this form will be the names that appear on the student's certificate. It is the organisation's responsibility to make sure this is accurate.

- **Date of Birth, Postcode and Gender**

This information is mandatory.

- **Ethnicity, Employment Status, and Ability Code**

Organisations should make every effort to include this information for each student. This information is collected for monitoring and statistical purposes only and is treated as confidential. Please use the codes provided on the second tab of the form when adding the details.

6.3.11. When you have entered all the students details into the spreadsheet, save the file into an appropriate folder on your own network.

6.3.12. In QuartzWeb, in the ERegistration Submission screen, click on the **Browse** button to select the file.

The Provider Reference is not mandatory but if you enter it here, it will appear on your RAC.

**Provider Reference**

The Purchase Order number is not mandatory but if you enter it here, it will appear on your Invoice.

**Purchase order number**

The tutor field is not mandatory unless the tutor wishes to view their Cohort on QuartzWeb. If a tutor is not available in the drop-down menu, please complete the Centre or Contact Update Form available on our website [here](mailto:quality@oneawards.org.uk) and send to [quality@oneawards.org.uk](mailto:quality@oneawards.org.uk). Once this has been updated by One Awards the tutor will become available in the tutor drop down. Your EV will check that the tutor's qualifications and experience are appropriate for the course at their next visit.

**Tutor**

**Notes on this submission**

**ERegistration file to submit**

text (.csv) or Excel (.xls or .xlsx)

- 6.3.13. Select the **Continue** button. You will be taken to the **Confirm ERegistration Submission** screen. On this Screen you will be able to review the information entered. At this point you can still make changes by clicking on **Amend**, this will take you back to the **ERegistration Submission** screen. If no changes are needed click **Submit**.

ERegistration Submission Confirm

Please confirm that you would like a new cohort, with the following information, created. Your registration file will then be submitted against that cohort

Programme/Course	Access to Higher Education Diploma (Sunshine Test) [134039]
Cohort Start Date	07/09/2017
Cohort End Date	13/03/2018
Provider Reference:	test
Purchase Order No:	test
Tutor:	Tutor, Test
ICV:	0
Notes:	
File Name:	ERegistrationTemplate-20110324.xls

By submitting this registration file, you as the Authorised User confirm that all details are true, accurate and complete and that the information has been entered using the correct information. Any subsequent changes to the course following its submission may incur further charges

[← Amend](#) [Submit →](#)

- 6.3.14. Clicking on the **Submit** button will save the class on the system. The Centre Support Team will then add the students to the class. You will receive an email to confirm when the students have been registered. This email contains a link to the cohort where you can review the students and select the units.

## 6.4. Selecting Units

- 6.4.1. **Students completing the Diploma in less than two years:** You must select the units **within 60 working days (12 weeks)** of the start of the course and the units must total the full 60 Credits needed to achieve the Full Diploma, ensuring the Rules of Combination are met.

**PLEASE NOTE:** Once students have been registered on units of a Diploma, and more than 60 working days have passed since the start of the course, the units selected cannot be changed. The only exception to this rule is where there are exceptional, extenuating circumstances. For a copy of the One Awards Policy on Managing Amendments to Students Registrations go to the One Awards website at:

<http://www.oneawards.org.uk/access-to-he/ahe-info-providers/ahe-guidance-resources/ahe-publications/>.

For an application form please contact Stephen Collinson, Operations Manager, at [stephen.collinson@oneawards.org.uk](mailto:stephen.collinson@oneawards.org.uk).

- 6.4.2. **Students completing the Diploma over two or more years:** See the One Awards Policy on Managing Amendments to Students Registrations at the One Awards website link shown above, which contains guidance on selection of units for students completing the Diploma over two or more years.

In September each year, One Awards will provide a report for the Centre Administration Contact listing the students who are starting their second year of study. For these students, further units may need to be selected to enable them to achieve the 60 credits required for the full Access to HE Diploma. Details of the process to select the credits will be provided with the report. If

you do not receive this report from One Awards by the end of September, please contact [cst@oneawards.org.uk](mailto:cst@oneawards.org.uk).

6.4.3. When the student registrations have been processed by the Centre Support Team, you will receive an email with a link to the cohort.

Unit Registrations ▾ Results ▾ Cohort Documentation

Cohort [1522683]

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

Provider [12345] Sunshine College  
 Programme/Course [134039] Access to Higher Education Diploma (Sunshine Test)  
 Provider Reference test Purchase Order No test  
 Cohort Start 07/09/2017 Cohort End 30/06/2018  
 Site  
 Number of Learners 2  
 Tutor Tutor, Test Quality Personnel None

Programme Run Administration Events

Learner Registrations

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

The icons next to the Qualification Name indicate achievement.

- The Green Circle indicates that, that Qualification has been achieved.
- The Two Tone Rectangle indicates the learner has not yet achieved enough credits for the Qualification OR the learner has achieved a Higher Qualification.

All	Units	Photo	Learner ID	ULN	Title	Forename	Surname	Date of Birth	Status	Metrics	Qualification	Registered
<input type="checkbox"/>			20107611		—	Amanda	Testington (more...)	01/01/1901	Not Specified			13/03/2018
<input type="checkbox"/>			20111420		—	Colin	Testington (more...)	01/01/1901				13/03/2018

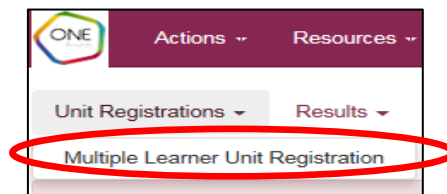
6.4.4. You can also search for the cohort by selecting the **Actions** menu at the top of the screen and then selecting **Your Cohorts** in the dropdown menu.

6.4.5. To begin the unit selection process, firstly select the students by clicking on the book icon next to the student's ID. If more than one student on the cohort is studying the same units you can click in the box next to each of the students or click on **All** to select all the students shown.

All	Units	Photo	Learner ID	ULN	Title	Forename	Surname	Date of Birth	Status
<input type="checkbox"/>			20107611		—	Amanda	Testington (more...)	01/01/1901	Not Specified
<input type="checkbox"/>			20111420		—	Colin	Testington (more...)	01/01/1901	

6.4.6. At the top of the screen select the **Unit Registrations** menu and then select

the **Multiple Learner Unit Registrations** option in the dropdown menu.



6.4.7. This will open the **Learner(s) Unit Registration(s)** screen

**Learner Unit Registration**  
Cohort [1522683]

[← Back to Cohort](#)

Amanda Testington  
Colin Testington

**Learner Unit Registrations**

These are the current units registered to this learner or to ALL of these learners (where more than one learner is listed above, then ONLY units in common are listed - click on the icon next to each learner's name to review individual learners' unit registrations).  
Add more units as required from the search results below.

No Units Registered

**Register Units**

Module: --All--

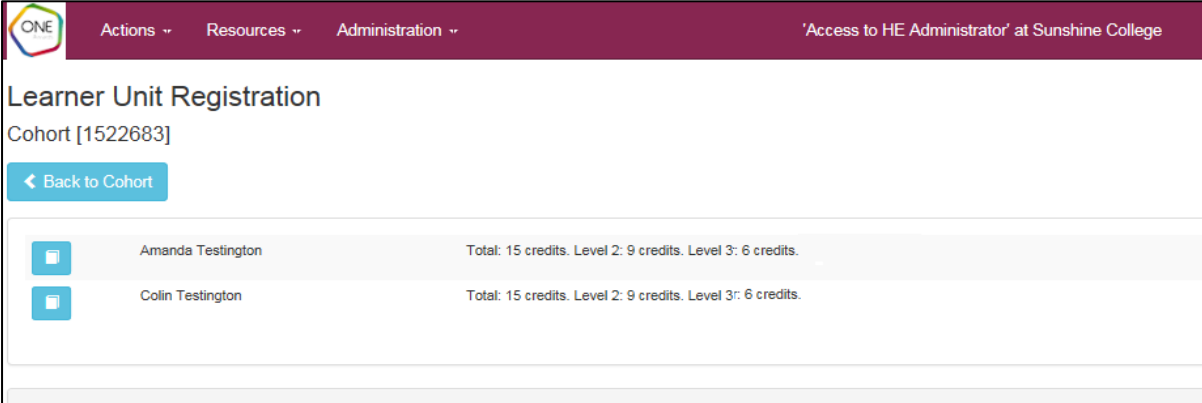
Unit ID:  Unit Name:  RITS:  National Code:

[Search](#)

Pathway Name	Module Name	Unit ID	Unit Name	Level	Credits	RITS	National Code	+ Add All
[Access to Higher Education Diploma (Sunshine Test)] Access to Higher Education Diploma (Sunshine Test)	Graded (Optional)	CBD961	Communal Fridge Labelling	L3	6		KB3/3/AAT/TEST1	+ Add
[Access to Higher Education Diploma (Sunshine Test)] Access to Higher Education Diploma (Sunshine Test)	Graded (Optional)	CBD962	Surviving Freshers Week	L3	6		PR6/3/AAT/TEST2	+ Add
[Access to Higher Education Diploma (Sunshine Test)] Access to Higher Education Diploma (Sunshine Test)	Ungraded (Mandatory)	CBD963	English Skills	L2	3		FN2/2/AAT/TEST3	+ Add

6.4.8. If the students selected are going to be completing all available units, click the **Add All** button. If the student is completing a selection of units, click on the **+ Add** icon to select the individual unit. This will attach the unit to the selected students.

- 6.4.9. As the units are selected, the total credits for the selected units will be displayed at the top of the screen.





ONE Actions ▾ Resources ▾ Administration ▾ 'Access to HE Administrator' at Sunshine College

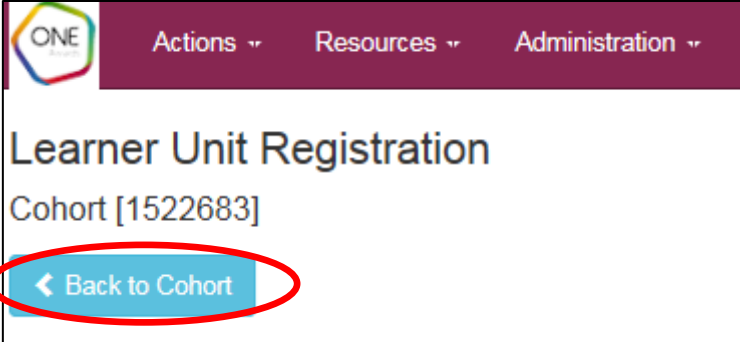
### Learner Unit Registration

Cohort [1522683]

[← Back to Cohort](#)

	Amanda Testington	Total: 15 credits. Level 2: 9 credits. Level 3: 6 credits.
	Colin Testington	Total: 15 credits. Level 2: 9 credits. Level 3: 6 credits.

- 6.4.10. Once unit selection is completed, to get back to the cohort screen, click on the **Back to Cohort** button.



ONE Actions ▾ Resources ▾ Administration ▾

### Learner Unit Registration

Cohort [1522683]

[← Back to Cohort](#)

6.4.11. When the units have been registered against the student, a background check will take place ensuring that the student meets the Rules of Combination (RoC). The checker is run periodically. The result of the check is indicated next to the Qualification's Title.



Indicates that the student does not have sufficient units registered to meet the RoC.



Indicates that the student has sufficient units registered to meet the RoC.

<b>Provider</b>	[12345] Sunshine College		
<b>Programme/Course</b>	[133537] Access to Higher Education Diploma (Health Science)		
<b>Qualification</b>	[127262] Access to Higher Education Diploma (Health Science)		
<b>Provider Reference</b>	TEST	<b>Purchase Order No</b>	TEST
<b>Site</b>	()	<b>Tutor</b>	Sunshine, Joe
<b>Cohort Start</b>	20/10/2014	<b>Cohort End</b>	30/10/2014
<b>Number of Learners</b>	3	<b>Minimum Age</b>	

None

Multiple-learners' unit registration

[Click to hide/show Programme Run Administration Events details](#) [\(Manage\)](#)

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

The icons next to the Qualification Name indicate achievement.

- The Green Circle indicates that, that Qualification has been achieved.
- The Two Tone Rectangle indicates the learner has not yet achieved enough credits for the Qualification OR the learner has achieved a Higher Qualification.

All	Learner ID	ULN	Title	Forename	Surname	Date of Birth	Status	Metrics	Qualification
<input type="checkbox"/>	20089294		—	Catherine	Testington <a href="#">(more...)</a>	01/01/1901	Not specified	Metrics	Access to High
<input type="checkbox"/>	20089885		—	Kyle	Testington <a href="#">(more...)</a>	01/01/1901	Not specified	Metrics	Access to High
<input type="checkbox"/>	20088660		—	John	Testington <a href="#">(more...)</a>	01/01/1901	Not specified	Metrics	Access to High



## 7. Claiming Certification

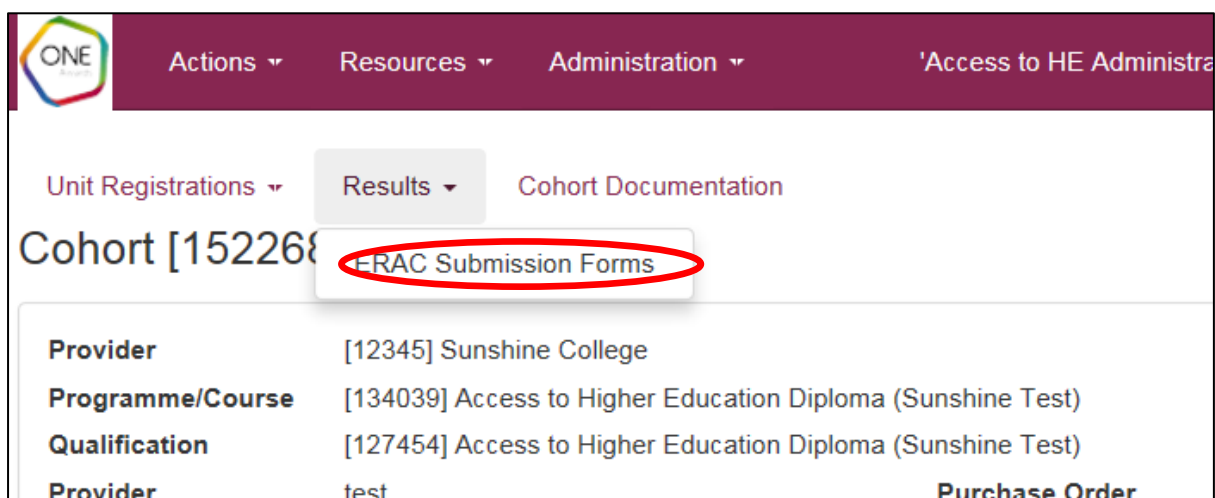
### 7.1. Generating Recommendations for the Award of Credit (ERACS)

The ERAC is only available once the Centre Support Team have attached the students to the cohort details you have created. An email will be sent to confirm when this has been completed.

To obtain a Recommendation for the Award of Credit Form (ERAC):

7.1.1. From the **Actions** menu at the top of the screen, select **Your Cohorts**. Use the search facility to find the relevant cohort, or select from the list of available cohorts at the bottom of the screen, and click on the **Cohort ID**.

7.1.2. At the top of the Cohort screen select **Results, ERAC Submission Forms**.

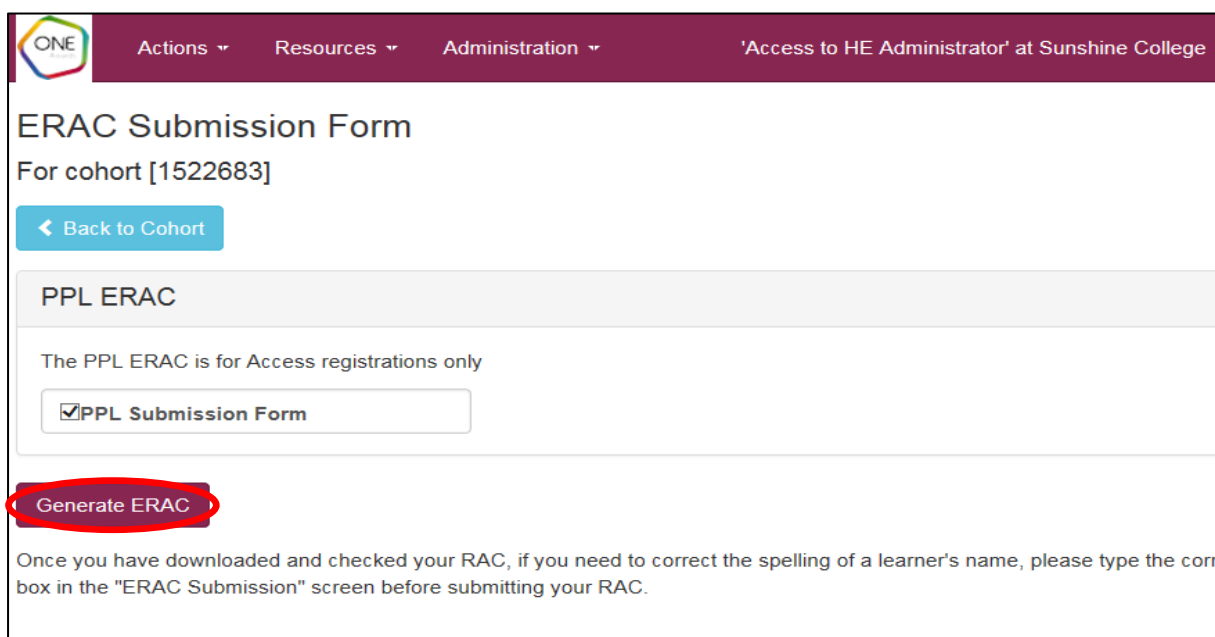


The screenshot shows the ONE system interface. At the top, there is a navigation bar with 'Actions', 'Resources', and 'Administration' menus. Below this, there are tabs for 'Unit Registrations', 'Results', and 'Cohort Documentation'. The 'Results' tab is active, and a dropdown menu is open, showing 'ERAC Submission Forms' circled in red. Below the dropdown, there is a table with the following information:

Provider	[12345] Sunshine College
Programme/Course	[134039] Access to Higher Education Diploma (Sunshine Test)
Qualification	[127454] Access to Higher Education Diploma (Sunshine Test)
Provider	test

At the bottom right of the table, there is a 'Purchase Order' link.

7.1.3. By default, the **PPL Submission Form** (Page Per Learner) will be ticked. Select the **Generate ERAC** button.



The screenshot shows the 'ERAC Submission Form' page for cohort [1522683]. At the top, there is a navigation bar with 'Actions', 'Resources', and 'Administration' menus. Below this, there is a 'Back to Cohort' button. The page title is 'ERAC Submission Form' and the subtitle is 'For cohort [1522683]'. Below the subtitle, there is a section for 'PPL ERAC' with the text 'The PPL ERAC is for Access registrations only'. There is a checkbox labeled 'PPL Submission Form' which is checked. At the bottom of the page, there is a 'Generate ERAC' button circled in red. Below the button, there is a note: 'Once you have downloaded and checked your RAC, if you need to correct the spelling of a learner's name, please type the correct box in the "ERAC Submission" screen before submitting your RAC.'

7.1.4. You will be prompted to either **Open** (with Microsoft Excel) or **Save** the

results sheet. We recommend that you either Open and then immediately save the results sheet to an appropriate folder on your Centre's network, or Save directly to such a location (and then open the Excel sheet from there).

## 7.2. Completing the ERAC

7.2.1. **Only complete the individual student sheets** - there is no need to complete the student summary sheet when submitting the ERAC electronically.

Go to the grade column and select the grade the student has achieved from the drop down (you may need to click **enable edit** to be able to use the drop down). Repeat this process for each unit achieved. **Units you are not claiming credit for should be left blank.**

When you have recorded the achievement for all students for whom you are claiming credit, save the document in an appropriate folder on your Centre's network in readiness for uploading in the **ERAC submission area** of QuartzWeb, **after the grades have been approved at the Final Award Board.**

You will need to print a copy of the ERAC you have completed, ready for the start of the Lead Moderator Final Visit.

**Any required changes must be made to your electronic copy of the ERAC before you upload it to QuartzWeb, ready for the Lead Moderator to electronically verify. Failure to do this will result in delays in the production of certificates due to the need for additional checks and remedial work before the results can be verified.**

If you upload the ERAC before the grades have been approved, and changes are required, then the Lead Moderator will return the ERAC for the full cohort of students, as they are all on one submission form. You will need to make the changes for the relevant students and units and then resubmit the amended ERAC.

If prior approval has been given for RPL by the Access to HE Committee, please select **Exemption** from the grade dropdown.

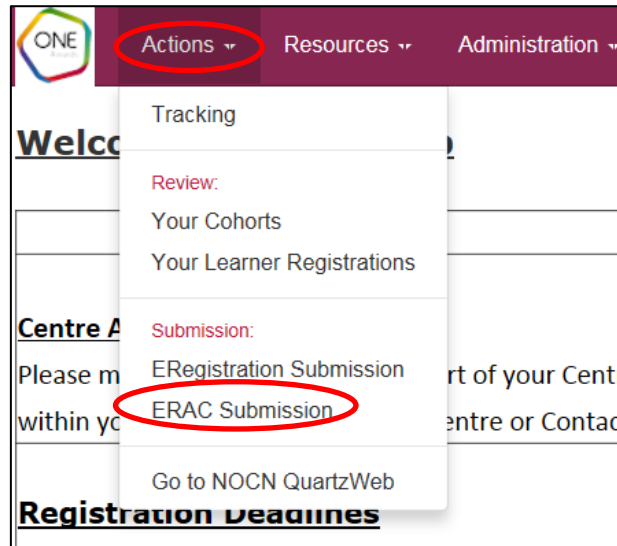
Unit Title	Credits	Level	Unit Code	National Code	Date of Award if Previously Awarded	Grade	
<b>One Awards RECOMMENDATIONS FOR THE AWARD OF CREDIT</b>							
Programme ID: 133537							
Programme Name: Access to Higher Education Diploma (Health Science)							
Course Description: Sunshine College							
Centre: Sunshine College							
Class ID: 1517120							
Start Date: 20/10/2014							
End Date: 30/10/2014							
Learner Name: Catherine Testington							
Learner ID: 20089294							
I confirm the results shown on this Recommendation for the Award of Credit for the above Learner							
AHE Course Leader: Joe Sunshine							
I confirm the results shown on this Recommendation for the Award of Credit for the above Learner							
AHE Lead Moderator:							
35	Unit Title	Credits	Level	Unit Code	National Code	Date of Award if Previously Awarded	Grade
36	Pathway [2897] [Access to Higher Education Diploma (Health Science)] Access to Higher Education (Health Science)						
37	Module [141953] Graded (Mandatory)						
38	Health Promotion	9	L3	CB8941	PA9/3/AA/03G		
39	Human Biology	9	L3	CB8862	Rh3/3/AA/07G		
40	Immunopathology	9	L3	CB8955	Rh3/3/AA/11G		
41	Professional Practice	9	L3	CB8946	PA1/3/AA/05G		
42	Psychological Aspects of Health	9	L3	CB8851	PK1/3/AA/10G		
43	Module [141954] Ungraded (Mandatory)						
44	Study Skills	6	L2	CB8815	HCT/2/AA/09U		Pass Merit Distinction Exemption
45	Module [141955] Ungraded (Optional)						
46	Techniques - Algebra and Graphical	3	L2	CB8759	RB3/2/AA/04U		
47	Mathematics - Data Handling and	3	L2	CB8761	RB7/2/AA/02U		
48	Statistics - Number	3	L2	CB8764	RB3/2/AA/06U		

## 7.3. Uploading the ERAC to be verified by the Lead Moderator

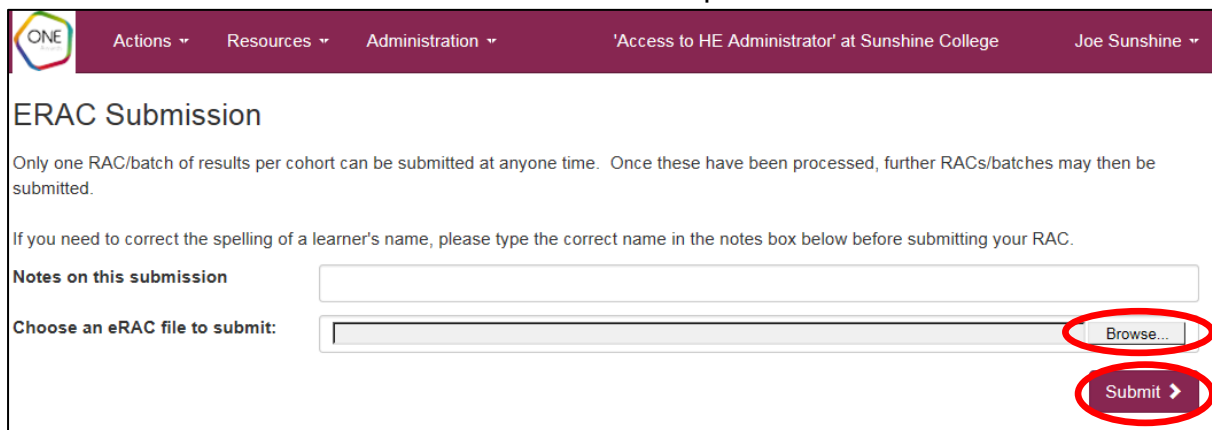
Please ensure that the information on the ERAC is accurate before uploading the

document, as incorrect unit and grade information will lead to delays in the certification process.

- 7.3.1. From the **Actions** menu at the top of the screen, select **ERAC Submission**.



The ERAC submission screen will open:



- 7.3.2. Click on the **Browse** button. Locate the ERAC on your computer and click **Submit**.
- 7.3.3. The next screen will confirm the file that you have selected to upload and will give you the option to **Amend**. If you do not need to amend, click **Submit**. This will send an email to the Lead Moderator  
**Please Note: you are submitting the ERAC for certification. Do not submit results for any students or units which have not been approved by the Final Awards Board.**
- 7.3.4. When the ERAC has been submitted for verification, it will be verified by the Lead Moderator for your organisation. One Awards will process the results when they have been verified by the Lead Moderator.

## 8. Logging Out

Select the name you are logged in as in the top right-hand side of the screen, and in the dropdown menu select **Logout** to log out of the system.

