



PART OF **nocn** GROUP

QuartzWeb

Requesting Functional Skills
Assessments in an Apprenticeship
Programme:
Supplementary Guidance
August 2017

1. Introduction

This guide is intended for Centres delivering NOCN Apprenticeship qualifications with One Awards, as part of an Apprenticeship framework. The guide gives details of the processes involved in submitting requests for Functional Skills assessments for learners registered to an Apprenticeship framework, and information about how that process differs from registrations to Functional Skills assessments for learners who are not registered to an NOCN Apprenticeship framework.

For details of the process to follow for learners who are studying Functional Skills, but have not been registered to an Apprenticeship framework, please see the **QuartzWeb Administrator User Guide** which is found on the One Awards website [here](#).

2. Overview

Where your Centre has registered Apprentices to an NOCN Apprenticeship framework, and you then wish to enter them for one or more Functional Skills assessments, the process you follow is different to that when learners are taking Functional Skills outside an Apprenticeship framework.

For Apprentices, you must request Functional Skills assessments via the Tracking section of QuartzWeb. You will need to indicate the Apprenticeship Run ID generated at initial registration on the Apprenticeship framework. If you don't follow this process and submit a registration for Functional Skills, creating a new Run ID, your Centre will be charged the current Functional Skills fee for the assessment.

The process for Apprentices can only be used with learners registered to an NOCN Apprenticeship and these Functional Skills examinations at Levels 1 and 2:

- English – Reading
- English – Writing
- ICT
- Mathematics

You can order Reading, Writing, IT and Mathematics papers through the same order by adding the examination types, described later in the process.

The Speaking, Listening and Communication assessments are not included in this process - the achievement for this component is reported on the eRAC generated from the Run ID that the Apprenticeship was registered on.

Entry Level Functional Skills are not included in NOCN Apprenticeship Frameworks.

3. Requesting An Assessment

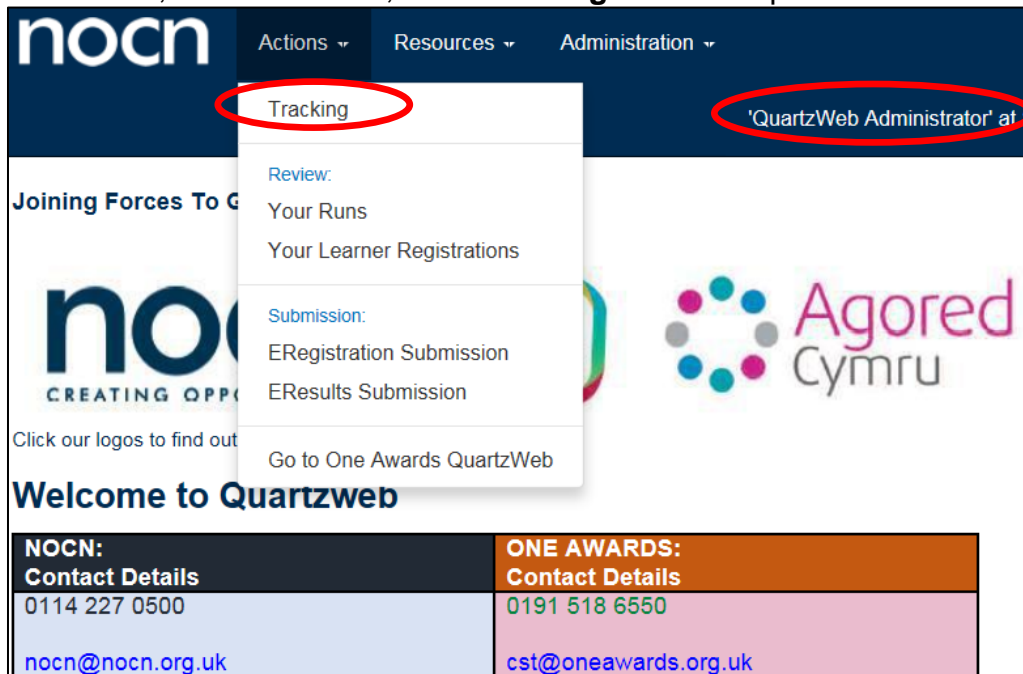
3.1. When you wish to enter a learner registered to an Apprenticeship framework for a Functional Skills assessment you will need the following:

- A login for QuartzWeb
- The Apprenticeship Run ID that the learners were registered on. The Run ID is an eight digit number starting with 30 (e.g. 30101234).

3.2. Log in to QuartzWeb at <http://quartzweb.oneawards.org.uk> and switch to the NOCN QuartzWeb by using the **Switch to NOCN QuartzWeb** menu item from the left of the screen. You will then need to ensure that the **QuartzWeb Administrator role** is selected at the top of the screen.

For full details of how to log in to QuartzWeb, switching to the NOCN QuartzWeb, and changing the role selected, please see the **QuartzWeb Administrator User Guide** found on the One Awards website [here](#). You can also view the One Awards guidance videos that discuss these and other available actions on QuartzWeb, which can be found at [One Awards TV](#).

3.3. Once you are logged into QuartzWeb and have switched to the NOCN QuartzWeb, select **Actions**, then **Tracking** from the top of the screen.



3.4. Select **Initiate Workflow Item**.

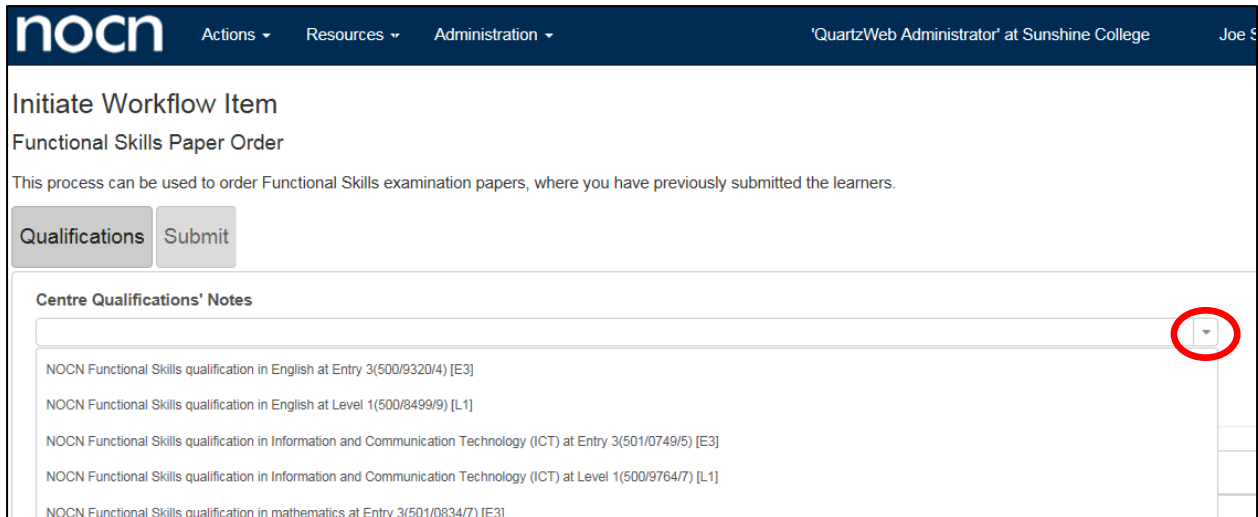
The screenshot shows the NOCN QuartzWeb Administrator interface. The top navigation bar includes 'nocrn', 'Actions', 'Resources', and 'Administration'. The user is logged in as 'QuartzWeb Administrator'. The main heading is 'Tracking', with a sub-heading 'This page displays the current tracking status and steps of selected quality and review processes.' A button labeled 'Initiate Workflow Item' is highlighted with a red circle. Below this are two dropdown menus: 'Active/Current' and '--All Responsibility--'. A table below shows a 'Functional Skills Paper Order' event with a status of 'Submitted'.

Type	Name	Status	Schedule
Functional Skills Paper Order	Functional Skills Paper Order event	Submitted	

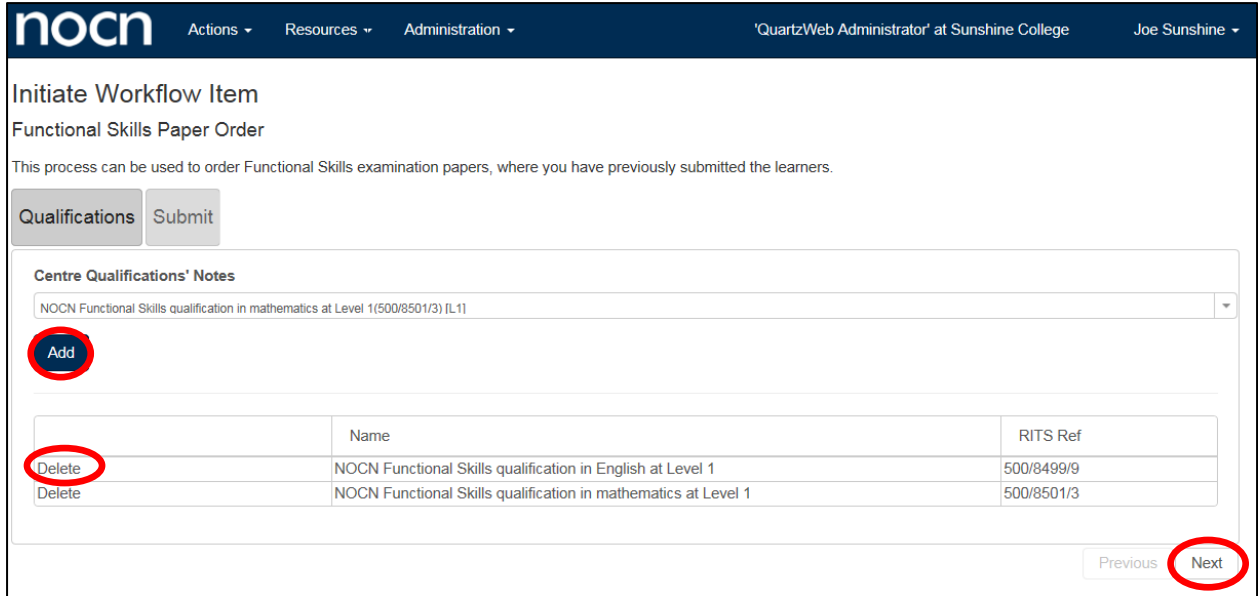
3.5. From the dropdown menu select **Functional Skills Paper Order** and then select **Next**.

The first screenshot shows the 'Initiate Workflow Item' form. The text reads: 'To initiate a Workflow Item, please select from below:'. A dropdown menu is shown with 'Functional Skills Paper Order' selected and circled in red. The second screenshot shows the same form, but with the 'Next' button circled in red. Below the form, there is a note: 'This process can be used to order Functional Skills examination papers, where you have previously submitted the learners.'

3.6. Select the qualifications that you want to request papers for using the dropdown menu and select **Add**.



Continue this until you have selected all the qualifications you are requesting, or remove any that have been selected incorrectly by selecting **Delete** next to the qualification you want to remove, then select **Next**.



3.7. In the next screen, enter the Run ID that you would like to request the Functional Skills papers for, and then select the **Submit** button. **Only one Run ID should be entered here.**

The screenshot shows the 'Initiate Workflow Item' page for 'Functional Skills Paper Order'. At the top, there is a navigation bar with 'nocn' logo and menu items: 'Actions', 'Resources', and 'Administration'. The user is identified as 'QuartzWeb Administrator' at Sunshine College. Below the title, there is a description: 'This process can be used to order Functional Skills examination papers, where you have previously submitted the learners.' There are two buttons: 'Qualifications' and 'Submit'. A text input field is labeled 'Enter the run ID of the learners you are ordering papers for.' and contains the value '123456'. Below the input field, there is another instruction: 'After you have submitted this request, you will be directed to your Process Managing page from where you can upload additional documentation and information.' At the bottom, there is a 'Submit' button.

3.8. Under the **Step/Action** heading select the examination you want to order papers for.

The screenshot shows the 'WebEvent Details' page for 'Functional Skills Paper Order'. The page is titled 'Submitted'. Below the title, there is a description: 'This process can be used to order Functional Skills examination papers, where you have previously submitted the learners.' The details section shows the following information: ID: 33411553, Event: Functional Skills Paper Order event, Schedule Date: (blank), Actual Date: (blank), End Date: (blank), and Notes: 123456. Below the details, there is a 'Step/Action' section with a dropdown menu open, showing options: '<Select>', 'Reading Exam Date', 'Writing Exam Date', 'IT Exam Date', and 'Mathematics Exam Date'. The dropdown menu is circled in red.

Add a date for the examination, an assessment time, the site (if different from the main site) that the exams will take place at, and the name of the learner(s) to be assessed in the notes field. Click **Submit** after completing the details for the exam.

Step/Action

Mathematics Exam Date

Date: 30/08/2017

Notes:

10.30AM Peterlee Site Peter Testington

Submit

No Steps/Actions To Be Displayed

Repeat this process until you have entered a date and time for each assessment to be scheduled on the Run ID you entered at the start of the process.

To request papers for another Run ID, complete the process again from point 3.3.

Your request will then be processed by our Centre Support Team. You can track your orders by selecting **Tracking** from the menu in Quartzweb. Examination papers will become visible in the Run ID in Quartzweb, two working days before an examination is due to take place.

For help and support with this, or any other QuartzWeb process, please contact the Centre Support Team on 0191 518 6550, or by email to cst@oneawards.org.uk