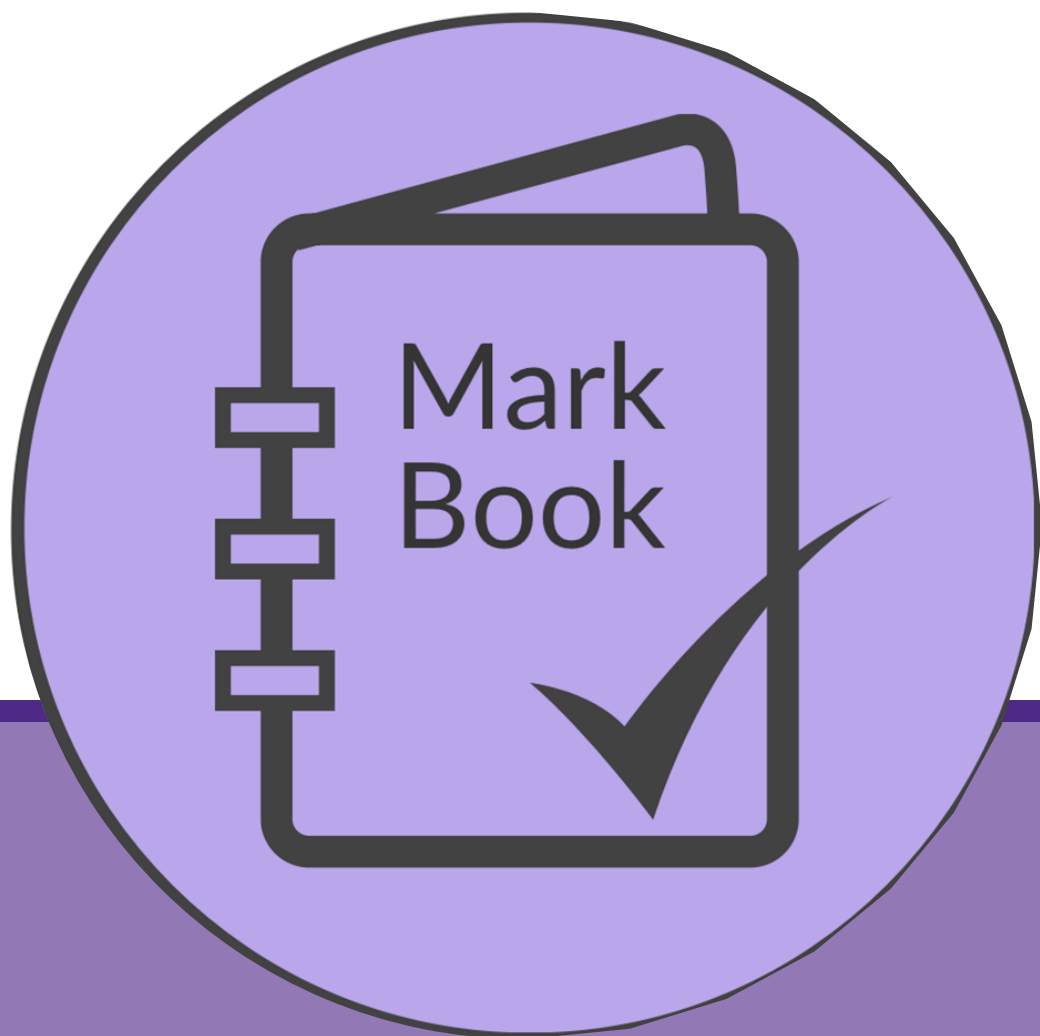




openawards

# Access to HE Mark Book Guidance



0151 494 2072

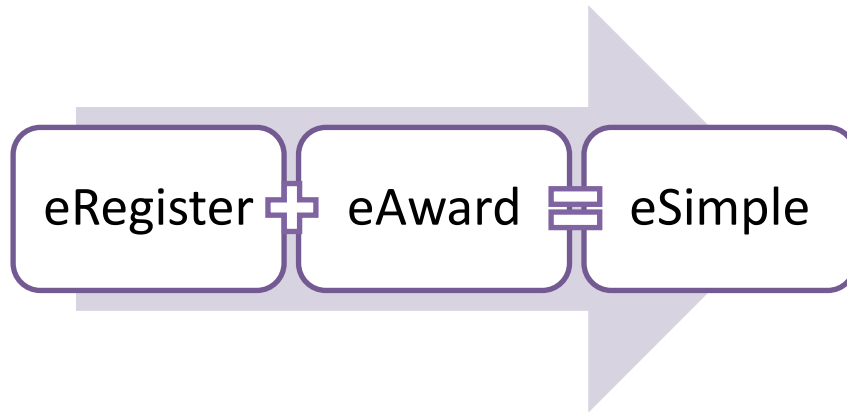
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# **Access to HE Mark Book Guidance**

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A fast, easy to use online awarding system for your Access to HE provision, The Open Awards Access to HE Mark Book is the streamlined system that does it all.

From flexible results entry to a comprehensive range of analysis reports, users will benefit immediately:

1. Fast, easy to use results entry process
2. Track the progress of your learners at any point during the course run
3. Automatically create supporting evidence through a number of report views
4. Generate auto-populated TA3 (no longer mandatory) and IV1 forms for your course runs
5. Make use of the new 'Awards Enterer' role, allowing Tutors and/or Administrators to enter results interchangeably.
6. Tedious paperwork has been eradicated and you no longer need to complete the RAC (PPL Mark Sheet)
7. Real time results amendment feature with built in APL management
8. Learners can now confirm their results via the integrated Access to HE Awards Confirmation report (optional)
9. UCAS tariff points are calculated automatically
10. 'Green light' system lets your know when the rules of combination for the Diploma have been met
11. Progression data is collected electronically
12. Results are submitted at the click of a button

**NB:** You cannot use the results entry Mark Book process if you have already downloaded the RAC.

## Entering Results

### To claim credit:

1. Access the course run via the Portal.
2. Click 'Direct Entry Results by Unit'.
3. Select the unit you want to claim credit for via the drop down (*Figure 1*).
4. Select the appropriate achievement status via the 'Grades' drop down for the given learner (*Figure 2*).

NB: 'Not Achieved' claims will not be certificated and therefore, should not be used unless required for your records. If a learner has not achieved a unit, please leave the 'Grade' blank. Please contact Open Awards should you have any questions about claiming credits.

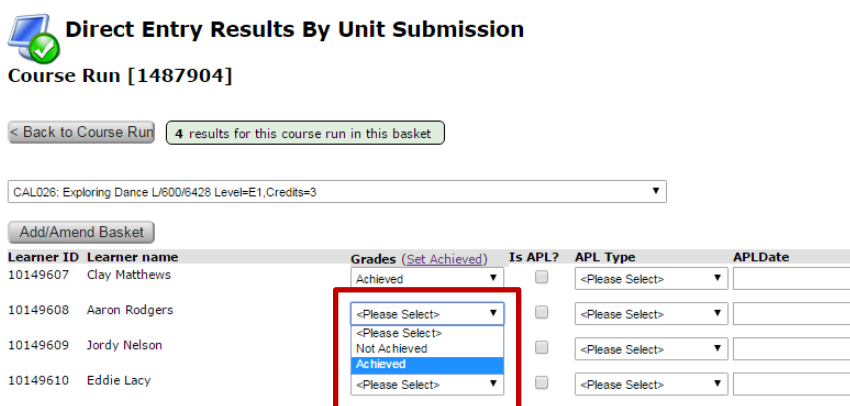


**Direct Entry Results By Unit Submission**  
Course Run [1487904]

< Back to Course Run 4 results for this course run in this basket

<Select Unit>  
<Select Unit>  
CAI220: Developing ICT skills Y/502/4324 Level=E1,Credits=4  
CAI231: Developing Learning Skills: Learning to Learn A/502/4154 Level=E1,Credits=5  
CAK940: Developing Assertiveness J/600/6475 Level=E1,Credits=2  
CAK946: Personal Awareness A/600/6490 Level=E1,Credits=2  
CAK971: Accessing Leisure Services K/600/6534 Level=E1,Credits=3  
CAK972: Accessing Leisure Services T/600/6536 Level=E2,Credits=3  
CAK979: Knowing Your Local Area H/600/6550 Level=E2,Credits=3  
CAL023: Exploring Art M/600/6423 Level=E1,Credits=3  
CAL024: Exploring Art A/600/6425 Level=E2,Credits=3  
**CAL026: Exploring Dance L/600/6428 Level=E1,Credits=3**  
CAL027: Exploring Dance J/600/6430 Level=E2,Credits=3  
CAL029: Exploring Music R/600/6432 Level=E1,Credits=3  
CAL030: Exploring Music Y/600/6433 Level=E2,Credits=3  
CAL072: Eating a Balanced Diet T/600/6262 Level=E1,Credits=3  
CAL075: Eating a Balanced Diet A/600/6263 Level=E2,Credits=3  
CAL080: Basic: Cooking Techniques J/600/6198 Level=E1,Credits=3  
CAL083: Basic: Cooking Techniques L/600/6199 Level=E2,Credits=3  
CAL087: Everyday Food and Drink Preparation L/600/6204 Level=E1,Credits=3  
CAL088: Everyday Food and Drink Preparation R/600/6205 Level=E2,Credits=3

Figure 1



**Direct Entry Results By Unit Submission**  
Course Run [1487904]

< Back to Course Run 4 results for this course run in this basket

CAL026: Exploring Dance L/600/6428 Level=E1,Credits=3

Add/Amend Basket

Learner ID	Learner name	Grades (Set Achieved)	Is APL?	APL Type	APLDate
10149607	Clay Matthews	Achieved	<input type="checkbox"/>	<Please Select>	
10149608	Aaron Rodgers	<Please Select>	<input type="checkbox"/>	<Please Select>	
10149609	Jordy Nelson	<Please Select>	<input type="checkbox"/>	<Please Select>	
10149610	Eddie Lacy	<Please Select>	<input type="checkbox"/>	<Please Select>	

Figure 2

5. Check the selections and click 'Add/Amend Basket'. You will notice that the results will be added to the basket (*Figure 3*).
6. Repeat steps 3-5 as required for other units.

act' at Reznor Resources (Test) 4 items in basket  
0 items in other baskets

Resources (Test)

**Direct Entry Results By Unit Submission**  
Course Run [1487904]

4 results for this course run in this basket

CAL026: Exploring Dance L/600/6428 Level=E1, Credits=3

Learner ID	Learner name	Grades (Set Achieved)	Is APL?	APL Type	APL Date
10149607	Clay Matthews	Achieved	<input type="checkbox"/>	<Please Select>	
10149608	Aaron Rodgers	<Please Select>	<input type="checkbox"/>	<Please Select>	
10149609	Jordy Nelson	<Please Select>	<input type="checkbox"/>	<Please Select>	
10149610	Eddie Lacy	<Please Select>	<input type="checkbox"/>	<Please Select>	

Figure 3

### To enter Accredited Prior Learning (APL):

Please refer to the Open Awards Access to HE Centre Handbook when claiming APL. Please note, you can only claim APL for units that have been pre-approved. Please see 'Access to HE Provision Overview Report' (available in the Portal via the Reports menu) if you require further information about your pre-approved units by programme.

1. Select the unit you want to claim APL for via the drop down (*Figure 1*).
2. Select an achievement status from the relevant drop down followed by an appropriate APL type from the second drop down and check the APL tick box (*Figure 4*).
3. Enter the APL date.
4. Check and click 'Add/Amend Basket' once complete. You will notice that the results will be added to the basket (*Figure 3*).
5. Repeat steps 1-4 as required for other APL claims.

**Direct Entry Results By Unit Submission**  
Course Run [1487904]

4 results for this course run in this basket

CAL026: Exploring Dance L/600/6428 Level=E1, Credits=3

Learner ID	Learner name	Grades (Set Achieved)	Is APL?	APL Type	APL Date
10149607	Clay Matthews	Achieved	<input checked="" type="checkbox"/>	Credit Transfer	01/12/2015
10149608	Aaron Rodgers	<Please Select>	<input type="checkbox"/>	<Please Select>	
10149609	Jordy Nelson	<Please Select>	<input type="checkbox"/>	<Please Select>	
10149610	Eddie Lacy	<Please Select>	<input type="checkbox"/>	<Please Select>	

Figure 4

## To claim an Ungraded unit for all learners (not available for Graded units):

1. Select the unit you want to claim credit for via the drop down (*Figure 1*).
2. Click 'Set Achieved' and confirm you want to set the claim for all learners on the course run (*Figure 5*).
3. Check the selections and click 'Add/Amend Basket'. You will notice that the results will be added to the basket (*Figure 3*).

The screenshot shows a web interface for 'act' at Reznor Resources (Test). A dialog box is open, asking 'Mark all learners as achieved?' with a note '(NB: You will still need to apply/save the achieved values)' and a checkbox 'Prevent this page from creating additional dialogues.' The 'OK' button is highlighted with a red box. Below the dialog, the page title is 'Direct Entry Results By Unit Submission' for 'Course Run [1487904]'. A dropdown menu shows 'CAL026: Exploring Dance L/600/6428 Level=E1,Credits=3'. An 'Add/Amend Basket' button is visible. A table lists learner details with columns for 'Grades (Set Achieved)', 'Is APL?', 'APL Type', and 'APLDate'. The 'Grades (Set Achieved)' column is highlighted with a red box.

Learner ID	Learner name	Grades (Set Achieved)	Is APL?	APL Type	APLDate
10149607	Clay Matthews	<Please Select>	<input type="checkbox"/>	<Please Select>	
10149608	Aaron Rodgers	<Please Select>	<input type="checkbox"/>	<Please Select>	
10149609	Jordy Nelson	<Please Select>	<input type="checkbox"/>	<Please Select>	
10149610	Eddie Lacy	<Please Select>	<input type="checkbox"/>	<Please Select>	

Figure 5

# The Mark Book

To view the Mark Book, access the 'course run Documentation' screen (via the Review course run page) and click 'Access to HE Mark Book' in the reports menu at the bottom of the page (Figure 6).

<b>Provider</b>	[60952] The Garcia Institute (TEST)		
<b>Programme/Provider Course</b>	[136836] Access to HE Diploma (Teacher Training)		
<b>Qualification</b>	[126667] Access to HE Diploma (Teaching)		
<b>Provider Reference</b>	Test	<b>Purchase Order No</b>	Test
<b>Site</b>		<b>Tutor</b>	Garcia, Tutor
<b>Course Run Start</b>	01/01/2016	<b>Course Run End</b>	31/01/2016
<b>Number of Learners</b>	6		

External Verifier: Domingo Estevez [ID:10012923]

Enter Single Learner Registration    Submit Additional Learner Registrations    Course Run Unit Registrations

**Course Run Documentation**    ERAC Submission Forms

Multiple-learners' unit registration    Direct Entry Results By Unit

Click to hide/show Programme Run Administration Events details

Click on the Surname to review the learner's history. You can click on column headers to

All				Learner ID	ULN	Title	Forename	Surname
				10149607			Clay	Matthews

### Course Run Documentation

For course run [1488457]

#### Submit Document

Click "Browse" (or "Choose File") to select a document to upload, then choose a document type from the dropdown menu.

Type: <Please Select>

Sub-Type: <Please Select>

Document: Choose file | No file chosen    **Submit**

#### View Document

Choose a document to view:

No Documents To Be Displayed

#### View Report

Choose a report to view:

ID	Description	
584	Access to HE Mark Book	<a href="#">View</a>
591	Access to HE Results Confirmation	<a href="#">View</a>
592	TA3	<a href="#">View</a>

< Back to Course Run

Figure 6

The Mark Book will display for the relevant course run. You may export the Mark Book to Excel by using the disk icon within the Mark Book viewer. In the initial view, you will see an overview of the course run, including course and diploma details, along with a matrix of the course run units, the learners and their grades you have claimed to that point (*Figure 7*).



**Open Awards Mark Book**

You are currently viewing the achievement overview for the Course Run noted below. To export this report and view the individual learner achievement details, click the export disk icon above and select 'Excel'. A copy of this report must be made available to the Final Awards Board. Please note, results shown below may not have been submitted and must be done so within the Basket on the Secure Portal. See guidance.

Unit ID	Unit Name	Code	Credits	Level	Module	<a href="#">Aaron Rodgers</a>	<a href="#">Clay Matthews</a>	<a href="#">Eddie Lacy</a>	<a href="#">Jordy Nelson</a>	<a href="#">Mike Daniels</a>	<a href="#">Randall Cobb</a>
CBF670	<a href="#">Communication: Writing for Meaning</a>	UD23DEV22	3	L2	Developmental	Achieved	Exemption	Achieved	Achieved	Achieved	
CBF679	<a href="#">Use of Number, Numbers and Algebra</a>	UD23DEV01	3	L2	Developmental	Achieved	Achieved		Achieved		
CBF699	<a href="#">National Education Policy for English Schools</a>	GA33EDU02	3	L3	Education	Pass					
CBF700	<a href="#">Theories of How Children Learn</a>	UA33EDU05	3	L3	Education	Achieved		Achieved	Credit Transfer		
CBF703	<a href="#">Equal Opportunities in the School Environment</a>	GA33EDU08	3	L3	Education	Distinction	Pass	Merit	Merit	Distinction	Distinction
CBF705	<a href="#">Learning Difficulties in the School Environment</a>	GA33EDU01	3	L3	Education	Distinction					
CBF707	<a href="#">Lesson Preparation Skills</a>	GA33EDU07	3	L3	Education	Distinction	Distinction	Pass	Merit	Merit	Merit
CBF711	<a href="#">Assessment Strategies and Skills</a>	GA33EDU06	3	L3	Education	Pass	Merit	Distinction	Pass	Exemption	
CBF725	<a href="#">Appreciating a Play</a>	GA33ENG01	3	L3	English	Merit					
CBF726	<a href="#">Appreciating Poetry</a>	UA33ENG25	3	L3	English	Achieved		Achieved			
CBF729	<a href="#">Appreciation of a Novel</a>	GA33ENG09	3	L3	English	Pass	Distinction		Pass		
CBF755	<a href="#">Shakespeare</a>	GA33ENG18	3	L3	English	Distinction	Pass			Merit	RPL
CBF769	<a href="#">Writing Fiction</a>	GA36ENG20	6	L3	English	Pass	Distinction	Pass		Merit	Merit
CBF853	<a href="#">The English Reformation</a>	GA36HIS28	6	L3	History: Modern	Merit					
CBF857	<a href="#">The Renaissance</a>	GA33HIS32	3	L3	History: Ancient and Medieval	Distinction	Pass			Merit	
CBF869	<a href="#">Hitler's Rise to Power</a>	GA33HIS17	3	L3	History: Modern	Distinction	Merit*				
CBF873	<a href="#">The Industrial Revolution in Britain: Social Consequences 1800 - 1850</a>	GA33HIS26	3	L3	History: Modern	Merit	Merit	Distinction	Pass	Distinction	Pass
CBF876	<a href="#">Studying History: An Introduction</a>	UA33HIS35	3	L3	History: Ancient and Medieval	Achieved					

\* achievement from a previous registration

**Figure 7**

When viewing in the Mark Book viewer, you can click the hyperlinks within to open relative data. For example, clicking learner names provides you with the detailed learner view.



As like the PPL Mark Sheet, each subsequent sheet provides an overview of each registered learner, including their grading profile, credit analysis and UCAS tariff (Figure 8). When exported to Excel, data will be displayed across different sheets (Figure 9).

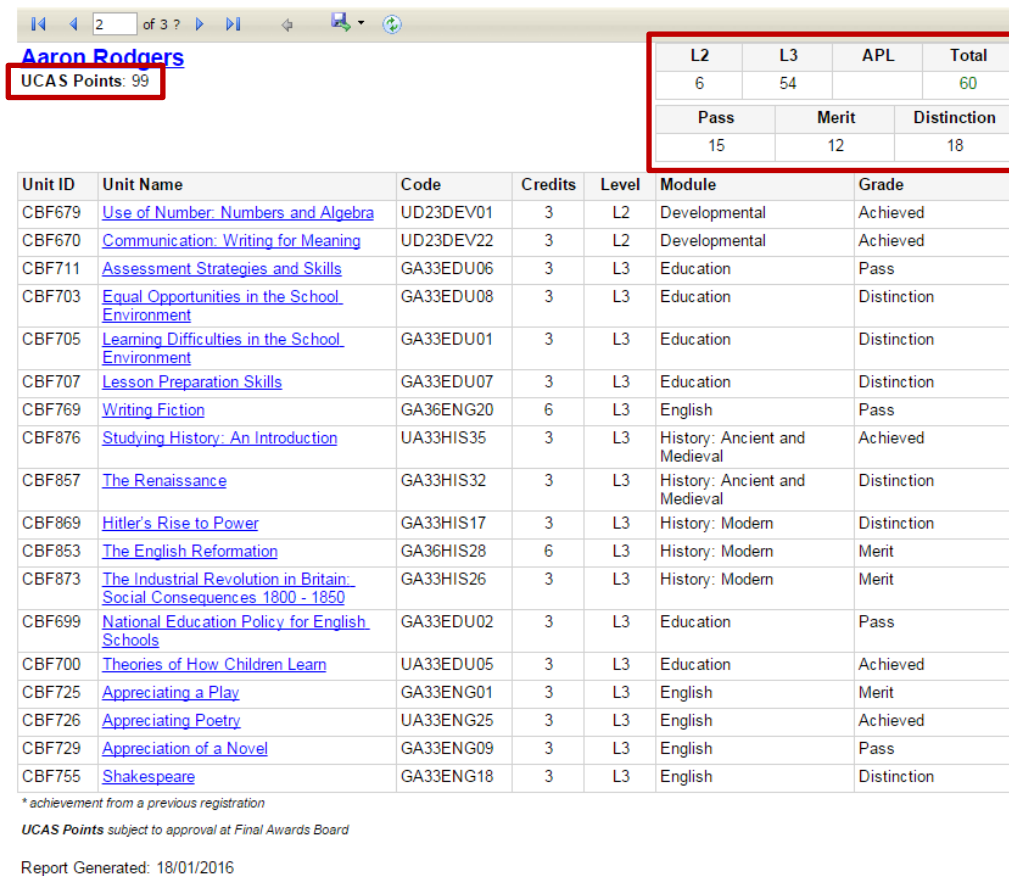


Figure 8

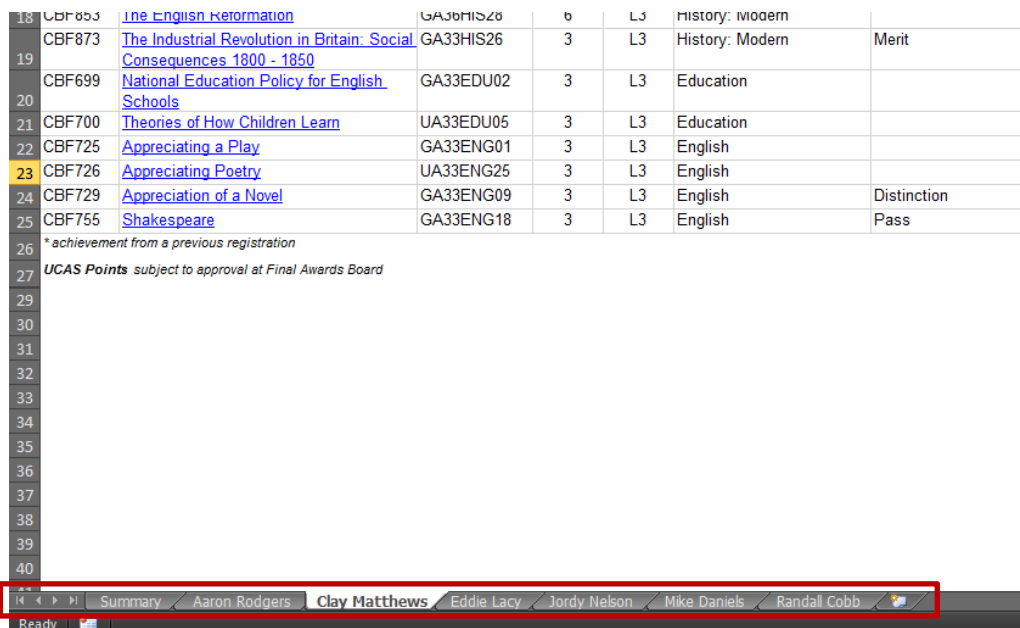


Figure 9

## **Amending Results**

### **To amend/remove results (option 1):**

1. Click 'Direct Entry Results by Unit'.
2. Select the unit you want to amend a claim for via the drop down (*Figure 1*).
3. Amend the achievement as appropriate for the given learner (*Figure 2*).
4. Check the selections and click 'Add/Amend Basket'. Your basket will be updated.
5. Repeat steps 2-4 as required for other units.

### **To amend/remove results (option 2):**

1. Open the 'Basket'.
2. For the learner to unit row, click 'Amend' or 'Remove'
3. If amending, modify the selected achievement as appropriate for the given learner. If removing, confirm the removal of the given claim against the learner.
4. Repeat steps 2-3 as required for other units.

## Learner Results Confirmation

You can now provide learners with a statement of proposed results and request their confirmation of accuracy. The principle benefit is to cut down on post-award discrepancies, which will result in your organisation incurring amendment costs.

To do this:

1. Access the Reports menu in the Portal
2. At the bottom of screen, under Reports, click 'Access to HE Learner Results Confirmation'
3. Export the report to PDF and print.

The printed report provides a page-per-learner results summary with a declaration the learner must sign. To ensure ease of distribution, the report is sorted by programme and then course run (*Figure 10*).

### Access to HE Learner Results Confirmation



**Clay Matthews**

ID: 10149607

Provider ID	60952
Provider Name	The Garcia Institute (TEST)
Run ID	1488457
Programme ID	136836
Programme Name	Access to HE Diploma (Teacher Training)
Diploma Title	Access to HE Diploma (Teaching)

Unit ID	Unit Code	Unit Name	Level	Credits	Grade
CBF670	UD23DEV22	Communication: Writing for Meaning	L2	3	Achieved
CBF679	UD23DEV01	Use of Number: Numbers and Algebra	L2	3	Achieved
CBF703	GA33EDU08	Equal Opportunities in the School Environment	L3	3	Pass
CBF707	GA33EDU07	Lesson Preparation Skills	L3	3	Distinction
CBF711	GA33EDU06	Assessment Strategies and Skills	L3	3	Merit
CBF729	GA33ENG09	Appreciation of a Novel	L3	3	Distinction
CBF755	GA33ENG18	Shakespeare	L3	3	Pass
CBF769	GA36ENG20	Writing Fiction	L3	6	Distinction
CBF857	GA33HIS32	The Renaissance	L3	3	Pass
CBF873	GA33HIS26	The Industrial Revolution in Britain: Social Consequences 1800 - 1850	L3	3	Merit

Declaration: [REDACTED]


Signed:

Date:

## Submitting Results

### To submit the results:

1. Open the results basket.
2. Select the course run that you want to submit via the drop down (*Figure 11*), or choose 'All' to submit all course runs.
3. Click 'Submit', read the declaration and 'Confirm' your submission of the claims for verification.

 **Direct Entry Basket**

<All>

<a href="#">Learner ID</a>	<a href="#">Learner</a>	<a href="#">Unit ID</a>	<a href="#">Unit</a>	<a href="#">Level</a>	<a href="#">RITS</a>	<a href="#">National Code</a>	<a href="#">Run</a>	<a href="#">Result</a>	<a href="#">Option</a>
10149607	<a href="#">Matthews, Clay</a>	CAK971	Accessing Leisure Services	E1	K/600/6534	HD6/E1/QQ/016	<a href="#">1487904</a>	<input checked="" type="checkbox"/> Achieved	<a href="#">Amend</a> <a href="#">Remove</a>
10149608	<a href="#">Rodgers, Aaron</a>	CAK971	Accessing Leisure Services	E1	K/600/6534	HD6/E1/QQ/016	<a href="#">1487904</a>	<input checked="" type="checkbox"/> Achieved	<a href="#">Amend</a> <a href="#">Remove</a>
10149609	<a href="#">Nelson, Jordy</a>	CAK971	Accessing Leisure Services	E1	K/600/6534	HD6/E1/QQ/016	<a href="#">1487904</a>	<input checked="" type="checkbox"/> Achieved	<a href="#">Amend</a> <a href="#">Remove</a>
10149610	<a href="#">Lacy, Eddie</a>	CAK971	Accessing Leisure Services	E1	K/600/6534	HD6/E1/QQ/016	<a href="#">1487904</a>	<input checked="" type="checkbox"/> Achieved	<a href="#">Amend</a> <a href="#">Remove</a>

**Figure 11**

## More Information

If you require any further information about entering results, using the Mark Book or any of the features noted within this guidance, please contact your Customer Service Advisor on 0151 494 2072.