Certification

(Secure Portal Guidance)

Open Awards utilise Direct Entry of Results (DER), which is an online mechanism for claiming credit for your learners. You can add these credit claims at any point during the delivery of your course and they will sit within the online basket until you are ready to 'checkout'. You can also review the state of all of your 'baskets' by generating the overview reports for any given course run (see 'DER Reports').

Claiming 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 'Grade' 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.
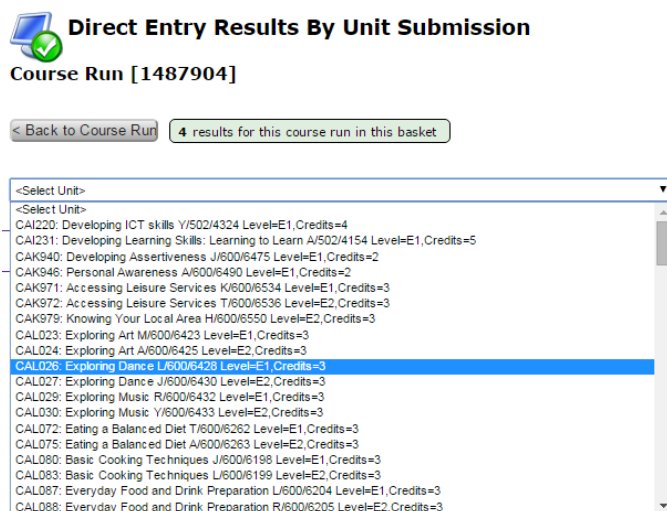

Figure 1

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.

Figure 3

To enter Accredited Prior Learning (APL):

To claim credit for recognition of prior learning, you should use the columns marked 'APL'. Please refer to the guidance on Recognition of Prior Learning to check this has been followed when claiming credit.

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.

Figure 4

To enter the same unit grade for all learners (do not use 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*).

Figure 5

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.

To submit the results to the verifier:
1. Open the results basket.
2. Select the course run that you want to submit via the drop down (*Figure 6*), or choose 'All' to submit all course runs.
3. Click 'Submit' and then 'Confirm' your intention to submit the claims for verification (*Figure 7*).

Direct Entry Basket

Learner ID	Learner	Unit ID	Unit	Level	RITS	National Code	Run	Result	Option
10149607	Matthews, Clay	CAK971	Accessing Leisure Services	E1	K/600/6534	HD6/E1/QQ/016	1487904	⊞ Achieved	Amend Remove
10149608	Rodgers, Aaron	CAK971	Accessing Leisure Services	E1	K/600/6534	HD6/E1/QQ/016	1487904	⊞ Achieved	Amend Remove
10149609	Nelson, Jordy	CAK971	Accessing Leisure Services	E1	K/600/6534	HD6/E1/QQ/016	1487904	⊞ Achieved	Amend Remove
10149610	Lacy, Eddie	CAK971	Accessing Leisure Services	E1	K/600/6534	HD6/E1/QQ/016	1487904	⊞ Achieved	Amend Remove

Figure 6

Confirm Direct Entry ERAC Submission

Please confirm that you want to submit a total of 4 awards for 4 learners on course run [1487904] on Programme/Provider Course: Test Programme (Reznor)

Confirm   Amend

Figure 7

DER Reports

To download a Credit Recommendation Summary report, navigate to the Course Run for which you want the report and click 'Course Run Documentation'. Open the report, DER – Credit Recommendation Summary. If required, you can export this report to Excel.

If you have any particular reporting requirements with regards to your certification/results process, please contact Open Awards on 0151 494 2072, or please contact us