

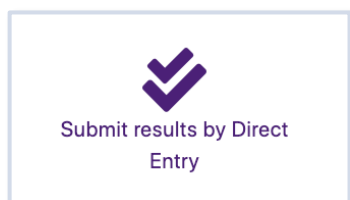
QuartzWeb Guide

**How to submit
results by direct
entry (DER)**

Entering results by learners

Please log in to <https://quartz.ocnlondon.org.uk>

From the home page, click on the 'Submit results by Direct Entry' icon



You will be taken to the 'Your Course Runs' page.

Any 'live' (currently running) course runs will be listed at the bottom of the screen.

Use the search filters, if necessary, to locate the particular course run you wish to enter results for. If the end date of the course was over 3 months ago, please untick the 'Current' box.

Actions

Resources

Administration

'Operational Steward' at OCN London Training

Jessie Eyres-Cooper

Your Course Runs

This screen allows you to search for batches, but opens by default showing 'current' batches - i.e. ones where today's date lies between their start and end dates.

Find Course Runs

Course Run ID

Provider Reference

Starts in Academic year

Any

Current?

☒

Programme/Provider Course ID

Programme/Provider Course Name

Qualification ID

Qualification Name

Tutor

-- Any --

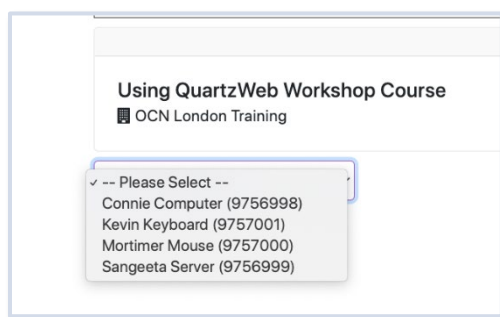
Search

Course Run ID	Provider Reference	Programme/Provider Course ID	Programme/Provider Course Name	Qualification ID	Qualification Name	Course Run Description	Course Run Start Date	Course Run End Date	Course Run Site Name	No. of Regs.
1503990		132488	Using QuartzWeb Workshop Course				21/04/2020	28/04/2020	OCN London	5

Once the page loads, click on the 'Enter or edit results by learner' icon.



From the dropdown menu, select the learner for whom you wish to enter results for:



The next screen displays all the units that the learner is registered against.

Select 'Achieved' from the Result drop down if the learner has achieved the unit.

Direct Entry Results By Learner Submission

Course Run [1509441]

[← Back to Course Run](#)

Connie Computer (9756998)

Using QuartzWeb Workshop Course
OCN London Training

Connie Computer (9756998)

[Save to My Results](#) 0 results for this course run in this my results

Search:

Unit	Result	
CBO318:Collaborative Working Using Digital Technology (F/616/8251) CN0/1/LQ/007 [C=3,L=One]	✎ Achieved	Set APL
CBO319:Digital Communications Technology (J/616/8252) CN0/1/LQ/008 [C=3,L=One]	« Please Select	Set APL

When you have finished inputting all of the results for the learner, click 'Save to My Results'.

Entering results by units

You may have a situation where it is easier to record an entire cohort's results for a particular unit, rather than doing it learner by learner.

To do this, on the Course Run page click on the 'Enter or edit results by unit' icon.



Then select the unit in question from the drop down list.

The next page resembles the Direct Entry Results by Learner page. However, in this case, the learners are listed rather than the units. Now you can record each learner's result in one go.

Learner ID	Learner name	Result (Set Achieved)
9756998	Connie Computer	« Please Select »
9757001	Kevin Keyboard	« Please Select » Not Achieved Achieved
9757000	Mortimer Mouse	« Please Select »
9756999	Sangeeta Server	« Please Select »

To enter results, click onto the required cell and a drop down menu will appear. Choose the option 'Achieved' to claim for the unit.

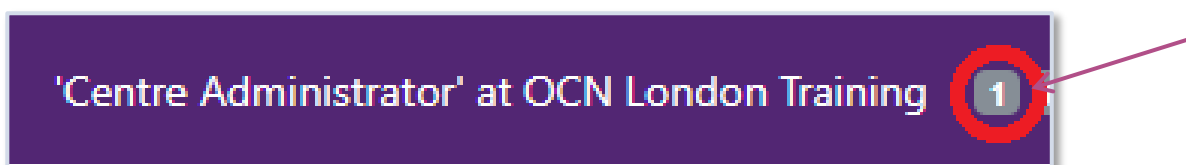
When finished, click 'Save to My Results'.

Submitting results

When you are satisfied that all the results have been entered correctly and saved, the results need to be submitted.

Submitting the results is the equivalent of uploading an ERAC and informs your OCN London EQA that the results are ready to be verified.

When you have saved results, a number appears on the top right of the page near to your login name indicating the number of results that are in your 'basket' and which need to be submitted.



Click on this number when you are ready to submit your results.

The next page will list all the results you have saved that need submitting. This is your last chance to check them and alter them if necessary. After they have been submitted you will not be able to change them without getting in touch with your EQA or Business Support Officer.

Direct Entry My Results

« All Course Runs » ▾

« All Direct Entry Results Sets » ▾ « All Learners » ▾

Submit >

Learner ID	Learner	Unit ID	Unit	Level	RITS	National Code	Course Run	Result	Option
9756998	Computer, Connie	CBO323	Digital Safety and Security	L1	D/616/8256	CN0/1/LQ/012	[1509441] QuartzWeb Workshop Course	Achieved	

If you are satisfied that all is correct, click submit.

A summary page will detail the results you wish to submit.

Confirm Direct Entry EResults Submission

Please confirm that you want to submit a total of 1 awards for 1 learner on 1 course run

[< Amend](#)[Confirm Submission >](#)

If all is in order, click on 'Confirm Submission'.

You will then be taken to a screen confirming that your results have been submitted.

ERAC submission

A set or sets of direct entry results has been submitted

Thank you for submitting your results confirming the recommendations for the awards of credit from your tutor(s) and which have been moderated by your Internal Moderator.

If you have Direct Claims Status (DCS) for this course, learners submitted will be certificated after your Approved Internal Moderator (AIM) has moderated the results.

If this course is not covered by a DCS agreement, you will need to please arrange for the work to be externally moderated by your OCN EQA.

If you are a Hub Centre, you will need to please email thehub@ocnlondon.org.uk to schedule for the work to be externally moderated by an EQA.

If your centre does not already have an External Moderation (or Hub Event) booked, please contact OCN London to arrange one, so that learner achievements can be moderated, and certification sanctioned.

Thank you.

[View Course Run](#)



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