1. Log on to the system and find 'My account' in the top left-hand corner – you will see the assessments you are enrolled on in the drop-down menu revealed.

Advance Assessments	Advance Assessments Home Dashboard My account	Advance Assessments Home Dashboard My account	Advance	Assessments	× + dvanceassessm	ents.co.uk/?redirect=0
Advance Assessments	Advance Assessments Home Dashboard My account	Advance Assessments	, ,	-• https://a	avanceassessm	ents.co.uk/ redirect=0
Home Dashboard My account	Home Dashboard My account	Home Dashboard My account	ance	Assess	ments	
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				Advance C ance e Dasht	Advance Assessments C Thttps://a ance Assesss a Dashboard My acco	Advance Assessments × + C Thttps://advanceassessme ance Assessments Dashboard My account

2. Click on the Assessment you want details for (Improvement Practitioner L4 in this example) and the assessment page is revealed.

YA IMPROVEMENT PRACTITIONER L4	🖕 - 🖻 Hide blocks 🖌
> My account > Improvement Practitioner L4	
d Point Assessment for Level 4 Improvement Practitioner apprenticeship	Navigation
ind Point Assessment (EPA) is for standard ST0192/AP03.	 ✓ Dashboard ♣ Site home
Announcements	> Site pages -> My account -> Forms
Improvement Practitioner End Point Assessment Plan ST0192/V1 2	Associate Project Manager L4 Team Leader / Supervisor Level 3 ST0384/AP03 Improvement Practitioner L4
is is set by the Institute for Apprentices and Technical Education. It describes, in detail, how your assessment must be conducted.	> Participants
ning Providers only - Gateway form for Improveme Information about this assessment Assessment checklist	End Point Assessment for Level 4 Improvement Pract Training Providers only - Gateway form for
	Improve Information about this assessment Assessment checklist
	Apprentice upload area Practice Multiple Choice Examinations

3. Click on: 'Participants' on the right-hand side. The screen below is shown.

Advance Assessments Training Provider User Start Guide

EPA	Improvement Practitioner L4			٩	
Home	e Dashboard My account This area		🔚 Hide blocks	is 💉	
> •	My account > Improvement Practitioner L4 > Participants				
Enrol	lad upper		Navigation	Ξ	
	ied users		~ Dashboard		
Matab	Annual Community Income and Income		* Site home		
Match	Any Croups Croups Type or select Y		Site pages		
+ Ad	dd condition	Clear filters	 My account Apply filters 		
			Forms Associate Project Managor L4		
			> Team Leader / Supervisor Level 3 ST0384/AP	 Team Leader / Supervisor Level 3 ST0384/AP03 	
AJ A B C D E F G H I J K L M N O P Q R S T U V W X Y Z			 Improvement Practitioner L4 	 Improvement Practitioner L4 	
astname Ali A B C D E F G H I J K L M N O P Q R S T U V W X Y Z			✓ Participants	~ Participants	
			Seymour Skinner		
-	First name / Last name 🔺	Roles	I Grades		
	RP Richie Phillips	Assessor	End Point Assessment for Level 4 Improvement Pract		
0	HS Homer Simpson	Assessor	 Training Providers only - Gateway form 1 	for	
	LS Lisa Simpson	Student	Improve Information about this assessment		
-	SS. Seymour Skinner	No roles	> Assessment checklist		
		1005	> Apprentice upload area		
tps://adv	vanceassessments.co.uk/user/view.php?id=98csurse=8		> Practice Multiple Choice Examinations		

4. Click on the name of the learner you want to see details for and their details are shown.



5. Select the 'More' tab and click on the option for the report you want to see. The Complete report includes details of log-ins for the learner and access to their uploaded evidence files. Scroll through it to view details for each element of an assessment. The screen image below shows an example.

Advance Assessments Training Provider User Start Guide

	A O Seymour Sk	inner <mark>SS</mark> ~
EPA Improvement Practitioner L4		٩
Home Dashboard My account This area	<u>ا</u> ط	de blocks 🧩
> My account > Improvement Practitioner L4 > Participants > Lisa Simpson > Reports > Complete report		
Bax	Navigation	Ξ
Lisa Simpson	~ Dashboard	
LS	ℰ Site home	
	 Site pages 	
	 My account 	
Complete report	> Forms	
	> Associate Project Manager L4	
End Point Assessment for Level 4 Improvement Practitioner apprenticeship	> Team Leader / Supervisor Level 3 ST	0384/AP03
# Forum: Announcements	 Improvement Practitioner L4 	
No posts	 Participants 	
File: Improvement Practitioner End Point Assessment Plan ST01920/1 2	Seymour Skinner	
2 views - most recently Saturday 29 October 2022 9:56 PM	V Lisa Silipsul	
E none meen deening deeleed a soor m	in Complete ren	ort
	☐ Grades	
Information about this assessment	> End Point Assessment for Leve	4
Page: What's included in your assessment	Improvement Pract	
3 views - most recently Wednesday, 5 May 2021, 2:42 PM	> Training Providers only - Gatew	ay form for
Dage: Misconduct in End Point Assessmente	Improve	
F 1 dgu. Misounduur in Lind Fuint Assessments	> Information about this assessm	ent

Register your learners

6. Log-in as a Training Provider and Select **Col-Registration** from the 'My account' dropdown manager.



7. Click on the link to download a new Conflict of Interest and Registration Form



8. Complete the form and upload to the **Training Provider/Employer upload** area. The Training Provider upload area is accessed from the drop-down menu on the home page (see below.



Date reviewed: 05/01/2023 | By: GM | Page 4 of 6 | Version:2024/01 | Next review: Oct. 2025

9. Select the Conflict of Interest/Registration Form Upload area, the screen below is shown.

Training Provider/Employer Upload Area
Home Dashboard My account This area
> My account > Training Provider/Employer Upload Area
Upload areas Collapse all
Please use these areas to securely upload information about your apprentices
Conflict of Interest/Registration Form Upload area
Please upload completed Conflict of Interest Forms here.
This will allow us to register your apprentices. The system will automatically notify the Assessment Manager. You may only upload document files (for example Word or pdfs) or image files (for example jpgs or pngs) to this area.
There is a registration fee of £25.00 per apprentice.
Apprentice Gateway Completion and Certificates Upload area
Please upload your apprentices' Gateway Completion Report Forms and required certificates here. The system will automatically notify the Assessment Manager. You may only upload document files (for example Word or pdfs) or

10. On selection of the Upload area, the screen below will be shown.

Home Dashboard	My account This area
Please upload completed C	onflict of Interest Forms here.
This will allow us to register example jpgs or pngs) to thi	your apprentices. The system will automatically notify the Assessment Manager. You may only upload document files (for example Word or pdfs) or image files (for is area.
There is a registration fee o	f £25.00 per apprentice.
Edit submission Remove :	submission
Submission status	
Attempt number	This is attempt 1.
Submission statu	Submitted for grading
Grading status	Not graded
Last modified	Sunday, 17 January 2021, 6:45 PM
Submission comments	► Comments (0)

11. Click on 'Edit Submission' to view the upload panel.

12. Drag and drop files into the upload panel and then click on 'Save changes' to upload your registration form.

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Training Provider/Employer Up	× +
\leftrightarrow \rightarrow C $\stackrel{\bullet}{:}$ advanceasses	ssments.co.uk/mod/assign/view.php?id=225&action=editsubmission
Training Provider/Employ	er Upload Area
Home Dashboard My account This area	
My account > Training Provider/Employer Upload Are Conflict of Interest/Registration Fc	a > Upload areas > Conflict of Interest/Registration Form Upload area > Edit submission
Opened: Sunday, 17 January 2021, 12:00 AM	
Please upload completed Conflict of Interest Forms here. This will allow us to register your apprentices. The system wi There is a registration fee of £25.00 per apprentice.	II automatically notify the Assessment Manager. You may only upload doctment flies (for example Word or pdfs) or image flies (for example jogs or pngs) to this area.
Add submission File submissions	Accepted file types: Document files do doo at an at pdf rif PDF document at Werd 2007 document at Word document at
	Save changes Cancel

13. Advance Assessments are automatically informed of the upload and will review the details on the form and inform you once Conflict of Interest checks are complete, then register your learners on the platform, they will each receive a personal upload/work area.

At Gateway

14. Select the Gateway form for ... section from the relevant Assessment Area for the Apprenticeship and download a blank form. One Gateway form per apprentice.



15. Upload the completed Gateway Form and certificates of achievement for the apprentice to the 'Apprentice Gateway Completion and Certificates Upload area', see item 9 for an image of the access screen. The upload process is shown in items 10 - 12.

16. Once the Gateway form and other certificates are received and validated, Advance Assessments will review them and contact the apprentice to arrange their online EPA.

Date reviewed: 05/01/2023 | By: GM | Page 6 of 6 | Version:2024/01 | Next review: Oct. 2025