

X-Flow

X-Flow Claim an Achievement (with a Course Qual Aim)

These instructions assume a registration and booking matching this request have already been registered and approved on X-Flow

X-Flow allows you to register students with awarding bodies, book exams and claim their achievements

Claims can be entered by:

- Student
- Course Cohort
- Course Qualification
- Scheme (if scheme is already created)

Open X-Flow and login with your usual college username and password

On the home page you will see any transitions you have already made

From the Menu tab select Transactions

Select Course (Qual)

Select the Course/Cohort **TIP: start typing the Course Code/Cohort to narrow down the search**

Select the learner group

- CIT508CF1B - EDX BTEC L3 Ext Dip Information Tech (18/19)
- CIT560WMMA - 418 - IT, Soft, Web & Tele - Adv App L3 (16/19)
- CIT560WMMA - 418 - IT, Soft, Web & Tele - Adv App L3 (17/21)
- CIT611WMMA - 418 - IT, Software, Web & Telecoms Professional - Higher Apprenticeship L4 (16/19)

- All Learners
- A
- B
- C

Transaction Type

- Registration
- Booking
- Claim

Select Claim

Select a scheme from the dropdown list

Ticking this box will display all schemes for these students, even previous years (which may be needed for re-sits)

Check the exams team which must match the campus the exam was held at

If this is an urgent request please include notes justifying the reason

Transaction Header

Scheme:

show all registered schemes for all students on this course?

Campus Exams Team for Approval:

Urgent:

Notes:

Raised on Behalf of:

Reset choices

Continue

You can select a staff member if you are claiming on someone else's behalf if not leave this blank

Click Continue to see the list of students associated with this course who can now be selected for claiming

Any registered exams or Direct Claims will be listed here

Open the dropdown to select a grade

Unit:

Selected:

Name: [blurred]

DOB: [blurred]

Gender: [blurred]

Ethnicity: [blurred]

Postcode: [blurred]

ULN: [blurred]

ALS Needs: [blurred]

Candidate No.:

A

A*

B

C

D

E

Distinction

Pass

Merit

Fail

Full Award -

Save Transaction

When you have graded all the students click Save Transaction

Your Claim request will be sent to the exams team to process, you will receive an email when it is actioned