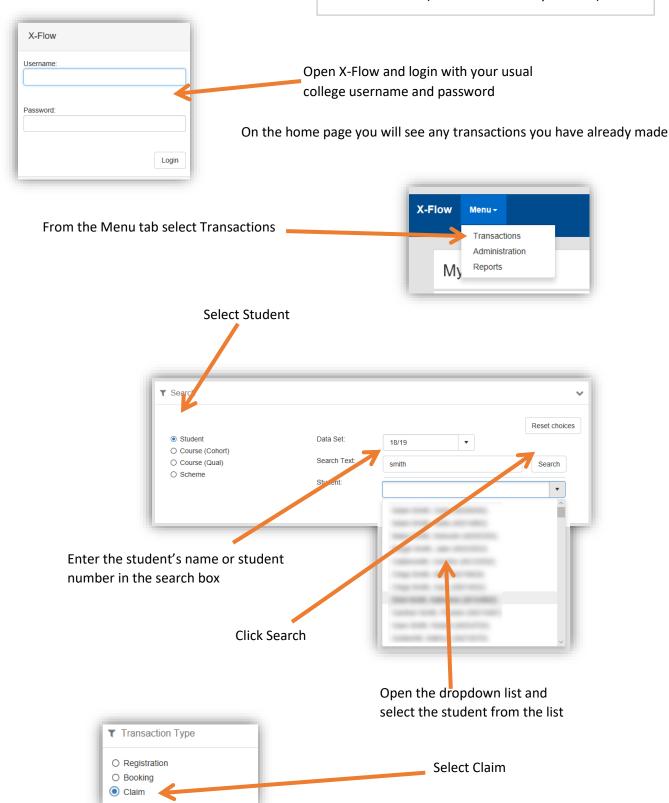# X-Flow

X-Flow Claim an Achievement (for an individual Student)

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)

X-Flow

Username:

Password:

Login

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

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

From the Menu tab select Transactions

X-Flow Menu

Transactions
Administration
Reports

My

Select Student

▼ Search

Reset choices

- Student
- Course (Cohort)
- Course (Qual)
- Scheme

Data Set: 18/19

Search Text: smith   Search

Student:

Enter the student's name or student number in the search box

Click Search

Open the dropdown list and select the student from the list

▼ Transaction Type

- Registration
- Booking
- Claim

Select Claim

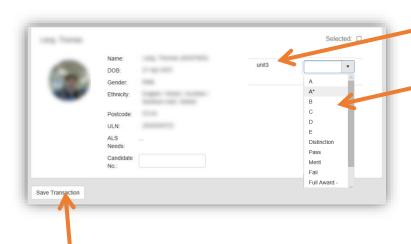Select the course enrolment this claim is for

Select the scheme

Ticking this box will display all schemes for the selected student, 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

Click Continue to see the selected student who can now be selected for claiming

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

Transaction Header [CIT508CF1B /]

Reset choices

Enrolment: CIT508CF1B - EDX BTEC L3 Ext Dip Information Tech

Scheme: choose a scheme... ☐ show all registered schemes for this student?

Campus Exams Team for Approval: Chichester Campus

Urgent: ☐

Notes:

Raised on Behalf of: choose a staff member...

Continue

Any registered exams or Direct Claims will be listed here

Open the dropdown to select a grade

Name:
DOB:
Gender:
Ethnicity:

Postcode:
ULN:
ALS Needs:

Candidate No.:

unit3

A
A*
B
C
D
E
Distinction
Pass
Merit
Fail
Full Award -

Save Transaction

Save Transaction

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