X-Flow

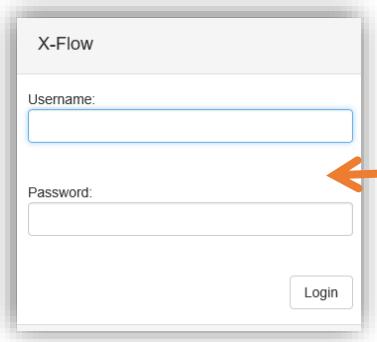
X-Flow Direct Claim Achievement (for an individual Student)

These instructions assume a scheme matching this request has 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:

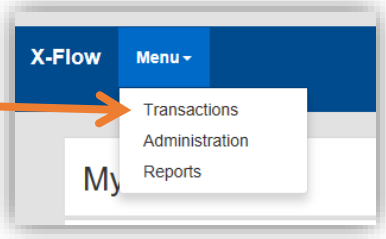
- Student
- Course Cohort
- Course Qualification
- Scheme (if scheme is already created)



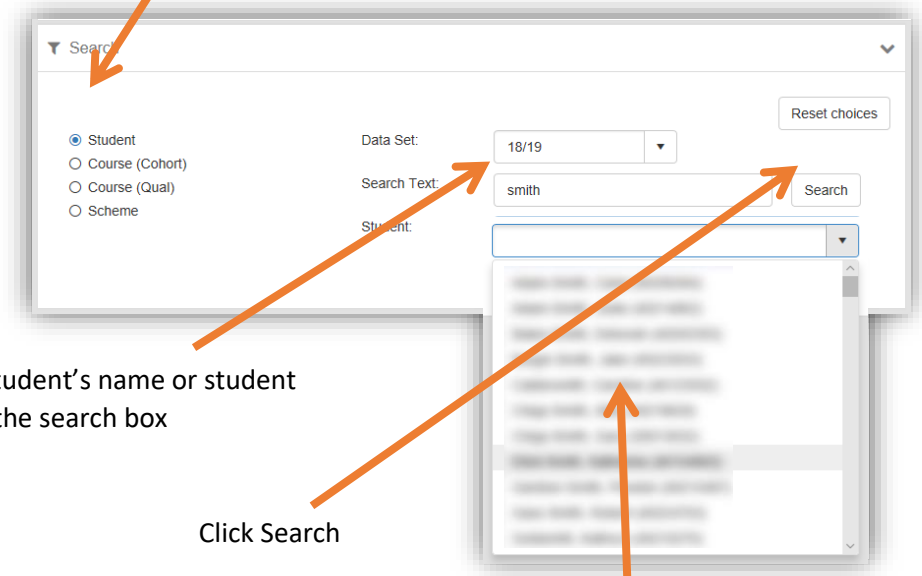
Open X-Flow and login with your usual college username and password

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

From the Menu tab select Transactions



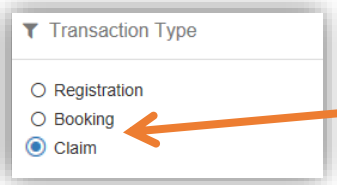
Select Student



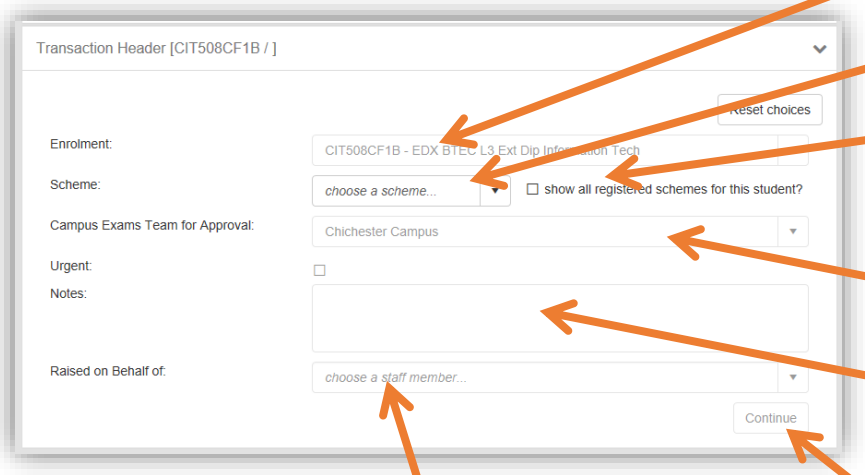
Enter the student's name or student number in the search box

Click Search

Open the dropdown list and select the student from the list



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

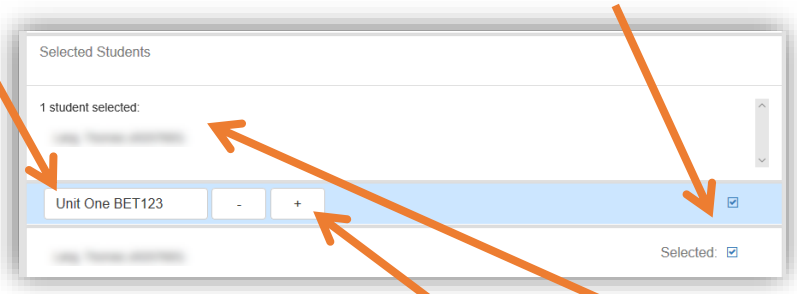
If this is an urgent request please include notes justifying the reason

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

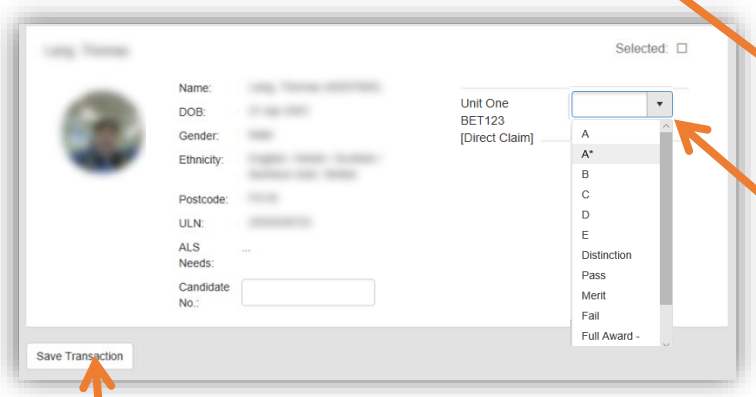
Click Continue to see the list of selected student who can now be selected for claiming

In the Direct Claim box enter the name of the direct claim

Select the student this claim relates to, ticking the top box will select all



Students are listed as they are selected



Once the list is complete click the + to add the claim to each student

Any registered exams or Direct Claims will be listed here open the dropdown to select a grade

Save Transaction

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