



Supporting learning  
and performance

Campus Quick Reference  
Guide

NVQ and Exam  
Management System

## Contents

	<b>Page</b>	
<b>1</b>	Log on	3
<b>2</b>	Find your centre	3
<b>3</b>	Ordering packs	3
<b>4</b>	Viewing orders	3
<b>5</b>	Registering candidates	4
<b>6</b>	Choosing units	4
<b>7</b>	Entering candidate details	4
<b>8</b>	Bulk entry of candidate details	4
<b>9</b>	Viewing registrations	5
<b>10</b>	Registering for frameworks	5
<b>11</b>	Changing the units for which a candidate is registered	5
<b>12</b>	Scheduling Key and Basic Skills tests	6
<b>13</b>	Scheduling Technical Certificates and VRQ tests	6
<b>14</b>	Viewing results and reports	7
<b>15</b>	Making claims and tracking registrations	7

## 1 Log on

<http://campus.ediplc.com>

- Enter centre code, user name and password
- Click **Login**
- You can open multiple windows using **Ctrl+N**, or multiple tabs using **Ctrl+T** (the tab function is only available with Internet Explorer version 7.0)

## 2 Find your centre

This applies to customers who have multiple Centres only

- From the 'Main' menu on the left hand side of the screen, click on **Centre Select**
- Enter centre code or name and click **Search**
- Double click on the centre you wish to select from the list

## 3 Ordering packs

- From the 'Processes' menu on the left hand of the screen click on **Purchase Credits**
- This will bring up a list of qualifications and the number of credits you have in each one
- Click on **Buy** against the relevant qualification
- Enter the quantity you wish to purchase
- Enter your purchase order number
- Choose whether you would like packs or credits
- Click on **Place Order**
- Once the order is placed you will return to the 'Purchase Credits' screen

## 4 Viewing orders

- From the 'Processes' menu on the left hand side of the screen click on **Order Search**
- You can choose to search in two ways:
  - With specific criteria by entering search details and clicking on **Search**
  - With a global search by leaving the fields empty and clicking on **Search**

A screen will appear showing the order information you have specified.

## 5 Registering candidates

- From the 'Processes' menu on the left hand side of the screen, click on **Candidate Registration**
- From the list, click on the relevant business sector
- From the list of awards, double click on the NVQ/Apprenticeship/Test for which you wish to register candidates

This will open the 'Select Units' screen. See Section 6 of this guide.

## 6 Choosing units

After completing the steps in Section 5 of this guide you will need to choose the units as follows:

- **Mandatory Units** will appear pre-checked (if relevant)
- You will need to select the **Optional Units** required (if relevant) - these options can be changed at a later date if required
- Click on **Continue**

This will open the 'Enter Candidate Details' screen. See Section 7 of this guide.

## 7 Entering candidate details

After completing the steps in Section 6 of this guide you will need to enter candidate details as follows:

- Enter all mandatory individual candidate details. Please note:
  - Enter or choose the **Date Of Birth** (DD/MM/YYYY)
  - **Par** refers to 'Particular Assessment Requirements'
  - You need to select an **LSC Region** before you can select the **LSC Code** (if candidates are not funded you can ignore this field)
- Click on **Add** then click on **Save**

If you wish to bulk register candidates, select Bulk Entry at the bottom left of the screen. See Section 8 of this guide for instructions.

## 8 Bulk entry of candidate details

After completing the steps in Section 6 of this guide you have the option to enter multiple candidates as follows:

- Click on **Bulk Entry** at the bottom left hand side of the screen
- Follow the on-screen instructions
- Use the link to upload data

Please note it is important that data is saved and ordered as instructed on-screen. A template for data is available from EDI if required.

## 9 Viewing registrations

- From the 'Processes' menu on the left hand side of the screen, click on **Registration Search**
- You can choose to search in two ways:
  - With specific criteria by entering a candidate's details and clicking on **Search**
  - With a global search by leaving the fields empty and clicking on **Search**, which will show all candidates

## 10 Registering for frameworks

- Follow Sections 5 to 8 of this guide
- You do not need to register for Key Skills or the Technical Certificate at this stage. This can be completed at a later date

## 11 Changing the units for which a Candidate is registered

- From the 'Processes' menu on the left hand side of the screen, click on **Registration Search**
- You can choose to search in two ways:
  - With specific criteria by entering a candidate's details and clicking on **Search**
  - With a global search by leaving the fields empty and clicking on **Search**, which will show all candidates
- Double click on the candidate from the list whose units you wish to modify (click on the name NOT the '+' sign)

This will open the 'Units' screen for that candidate.

- Click on **Modify Units** from the menu on the right hand side of the screen
- Amend the units by clicking on the relevant items
- Click on **Save**

## 12 Scheduling Key and Basic Skills tests

Once you have registered candidates for Key and Basic Skills qualifications, as in Sections 5 to 8 of this guide, you can schedule tests for them.

- From the 'Processes' menu on the left hand side of the screen, click on **Test Scheduling**
- From the list, click on **Key/Basic Skills for Life**
- From the list of tests, click on the test you wish to schedule
- Select the unit you for which wish to register candidates and choose the type of test you want from the drop-down list: On-demand, On-screen or Offline
- Click on the calendar icon and select your preferred date for the test from the calendar that appears on-screen
- Click on **Continue**
- Select the candidate(s) you want to sit the test
- Click on **Save**

## 13 Scheduling Technical Certificates and VRQ tests

Once you have registered candidates for Technical Certificates and VRQs, as in Sections 5 to 8 of this guide, you can schedule tests for them.

- From the 'Processes' menu on the left hand side of the screen, click on **Test Scheduling**
- From the list, click on the relevant business sector
- From the list of tests, click on the test you wish to schedule
- Select the unit you wish to register candidates for and choose the type of test you want from the drop-down list: On-demand, On-screen or Offline
- Click on the calendar icon and select your preferred date for the test from the calendar that appears on-screen
- Click on **Continue**
- Select the candidate(s) you want to sit the test
- Click on **Save**

## 14 Reviewing results and reports

You can generate reports for individual candidates' results or Centre reports.

To generate a report for a candidate's results:

- From the 'Main' menu on the left hand side of the screen, click on **Candidate Search**
- You can choose to search in two ways:
  - With specific criteria by entering the details and clicking on **Search**
  - With a global search by leaving the fields empty and clicking on **Search**, which will show all candidates
- From the list, select the candidate and tests for which you want to see the results
- From the list on the right, click on **Candidate Report**

To generate a Centre report:

- From the 'Main' menu on the left hand side of the screen, click on **Centre Reports**
- Select the type of report you would like to view
- Select a centre
- Select a type of test and a qualification
- Select the range of dates you want the report to cover
- Click on **Generate Report**

You can save or print the report using the buttons above the report itself.

## 15 Making claims and tracking registrations

### Making claims

- From the 'Processes' menu on the left hand side of the screen, click on **Registration Search**
- You can choose to search in two ways:
  - With specific criteria by entering the details and clicking on **Search**
  - With a global search by leaving the fields empty and clicking on **Search**, which will show all registrations
- From the list of candidates and units, select the candidate and unit or full award for which you wish to claim
- Select the Internal Verifier from the drop-down box on the right hand side of the screen
- Click on **Process Claim**
- Click on **Continue**

If you do not have direct claim status, your EV will need to approve the claim.

### Tracking registrations

On the 'Claims' screen, you can also view full candidate tracking or cancelled (closed) registrations via the menu on the right hand side of the screen. If a registration has been cancelled (closed), it does not show as cancelled when you search registrations - it will only show on registration tracking for that particular candidate.

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