



Online Registration System

&

Walled Garden

User Manual

March 2016
Version 9

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Introduction

This manual is to be used in conjunction with the NPTC online registration system. The system is used for registering and updating candidates that are stored on our database. The system only shows records of candidates that have registered for the following short course qualification groups:

- Certificates of Competence
- Category Based
- Craft Certificates
- Entry Level
- Awards, Certificate and Diplomas (QCF)

The online registration system is a direct link to our in-house database and is real time. This means that whatever is added or changed to a candidates record we will be able to see it straight away on our database.

All registrations on a candidates record will be visible regardless of who made them. You don't however see which centre made the registrations.

So that our insurance policy is valid, candidates must be registered prior to their assessment.

This user guide will give instruction on how to register candidates, check their pre-requisites, find assessors and select the preference for certificate despatch. This user guide will also explain how to obtain enrolment numbers for the purposes of E-volve.

Published by
City & Guilds
Building 500
Abbey Park
Stareton
Warwickshire
CV8 2LY

T +44 (0)24 7685 7300
F +44 (0)24 7669 6128

www.nptc.org.uk

e-mail: information@cityandguilds.com

E-volve

For candidates that are registering for an assessment that uses e-volve (e-assessment) they must be registered 48 working hours before their assessment. As well as needing to be registered on our database, candidates also need to have an enrolment number to be allocated to them on the City & Guilds system, Walled Garden. Without the enrolment number a candidate cannot have an e-volve test scheduled.

To generate an enrolment number e-volve candidates must be registered before 3.15pm each day. The candidates details are sent to our London office at 3.30pm where their details are imported into Walled Garden. The system updates overnight and on the next working day an enrolment number will show on Walled Garden. However, due to the volume of registrations and e-volve takes place, centres are always advised to allow 24-48 hours for enrolment numbers to appear.

To find Enrolment Numbers on Walled Garden (for e-volve) refer to section 10 of this guide

Assessment Tracker Process (ATP)

The use of Digital Technology, as a method of assessment has been introduced for all new or re-launched qualifications.

The technology works by completing a Record of Assessment (ROA) and Site Specific Risk Assessment (SSRA) on special digitised paper. This is currently in the form of a carbonated pad. The ROA and SSRA are completed by the assessor using a Digital Pen (DigiPen) that when used takes a photographic image of the paper and what is being written. Once the candidates assessment is completed the contents of the form is sent to City & Guilds via one of three ways. These are detailed as follows:

1) Using DigiPen and phone – City & Guilds recommended

- Use DigiPen to Record results on digitised forms
- Upload to ATP by phone
- Quality benefits
 - More checks at booking time
 - Valid assessors
 - More checks at data transmission time
 - Correct endorsements/units assessed
 - Data entered validated against qualification definition
- Efficiency Benefits
 - Result entry time is greatly reduced through use of phone & DigiPen
 - Transfer of validated data to City & Guilds is much quicker
 - Certification time is reduced to maximum of 5 days from transfer of validated data to City & Guilds
 - Automatic upload of photo to City & Guilds

2) Using DigiPen and docking/charging unit via USB

- Use DigiPen to Record results on digitised forms
- Upload data via docking unit (attached to PC with internet access)
 - Assessor on return to office
 - Or Centre on receipt of DigiPen from Assessor
- Docking application will connect to ATP and allow data correction
- Quality benefits
 - More checks at booking time
 - Valid assessors

HOWEVER

- Photograph cannot be transmitted
 - Centre will need to upload via Registration System in Walled Garden OR ATP
- Time delay in results upload
 - Centre or Assessors access to docking unit
- Candidate copy of ROA may be invalid
 - Corrections made via docking unit
 - Validated ROA must be sent to candidate
- Result in more work for Centres
- Potential loss of ATP benefits
 - Quality
 - Improved timescales

3) Use ordinary pen to record results on non-digitised forms downloadable from www.nptc.org.uk

- Assessor posts forms to Centre
- Centre manually enters results into ATP using online forms
- Centre corrects errors
- Centre submits results to City & Guilds

HOWEVER

- Photograph cannot be transmitted
 - Centre will need to obtain photo and upload via Registration System in Walled Garden OR ATP
- Time delay in results upload
 - Possible transcription errors
 - May need to contact Assessor
- Centre must send copy of ROA to Candidate (PDF available on ATP)
- Result
 - More work for Centres
 - Potential loss of ATP benefits
 - Quality
 - Improved timescales

From early October 2012 all new/re-launched Independent Assessment qualifications can use ATP (not mandatory)

- ATP will continue to be the sole route for Integrated Assessment
- Centres who are authorised to offer Integrated Assessment will be able to use ATP for Independent Assessment qualifications via a choice at point of registration.
- We are conscious of concerns regarding the mandatory use of Android phones and DigiPens to use ATP and therefore, although we still recommend the use of DigiPen & phone as the preferred method, we are amending ATP to make DigiPen & phone usage optional.

Disclaimer

The screen shots used within this manual are taken from a test system and therefore in some cases may appear slightly different to the live system.

Online Registration System (ORS)

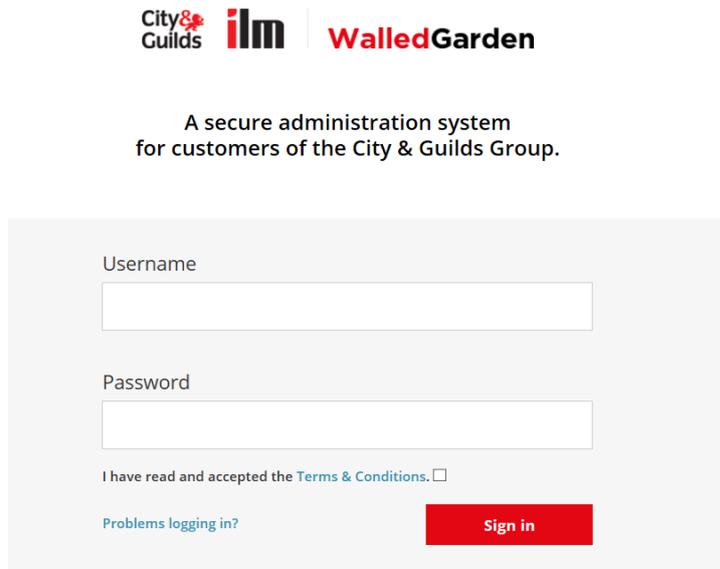
1. Log on

To access the On-Line Registration System

Type the following URL into the address bar of your internet browser

www.walled-garden.com

The following logon screen will then be displayed



City & Guilds ilm WalledGarden

A secure administration system
for customers of the City & Guilds Group.

Username

Password

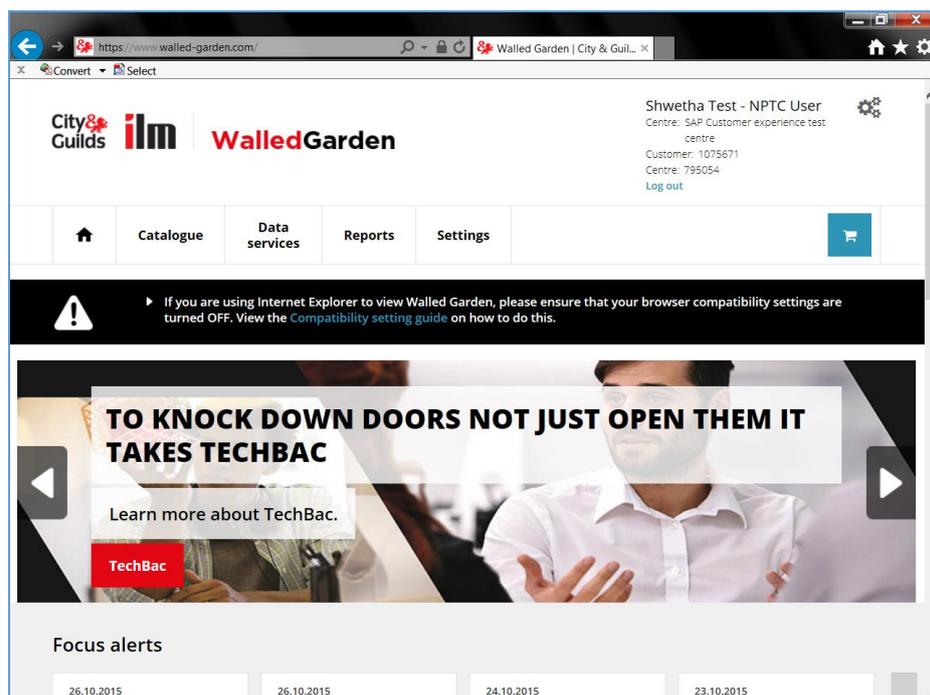
I have read and accepted the [Terms & Conditions](#).

[Problems logging in?](#)

Enter your User ID & Password and tick the box to indicate you have accepted the Terms & Conditions, click Sign In. **Your user name will be your email address.**

Contact 1st Line Support on 02476 857300 if you have problems with your login.

Once logged in, you will see the following page.



City & Guilds ilm WalledGarden

Shwetha Test - NPTC User
Centre: SAP Customer experience test
centre
Customer: 1075671
Centre: 795054
[Log out](#)

Home Catalogue Data services Reports Settings

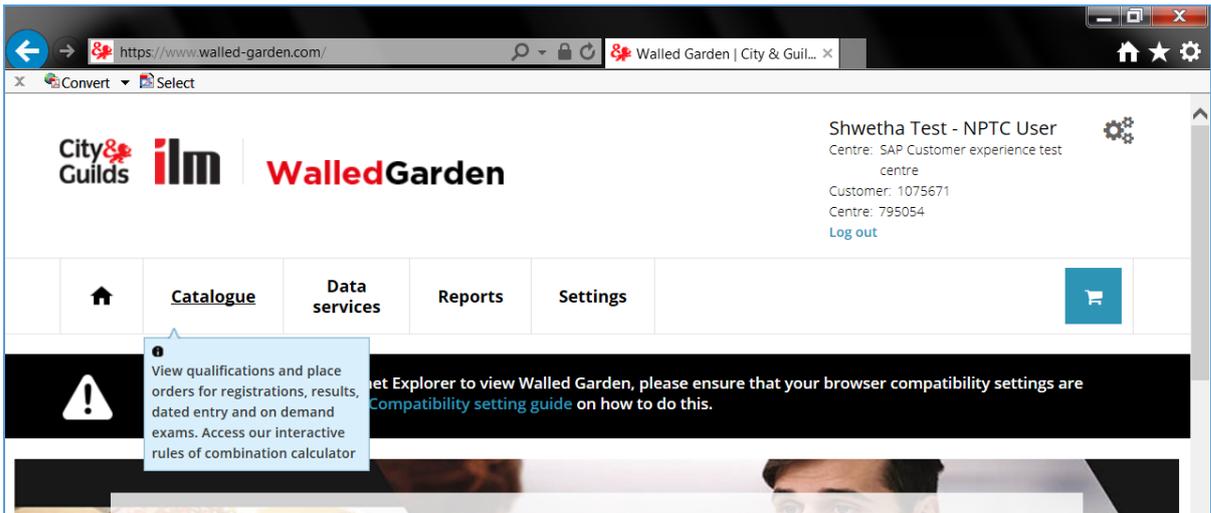
! If you are using Internet Explorer to view Walled Garden, please ensure that your browser compatibility settings are turned OFF. View the [Compatibility setting guide](#) on how to do this.

TO KNOCK DOWN DOORS NOT JUST OPEN THEM IT TAKES TECHBAC
Learn more about TechBac.
[TechBac](#)

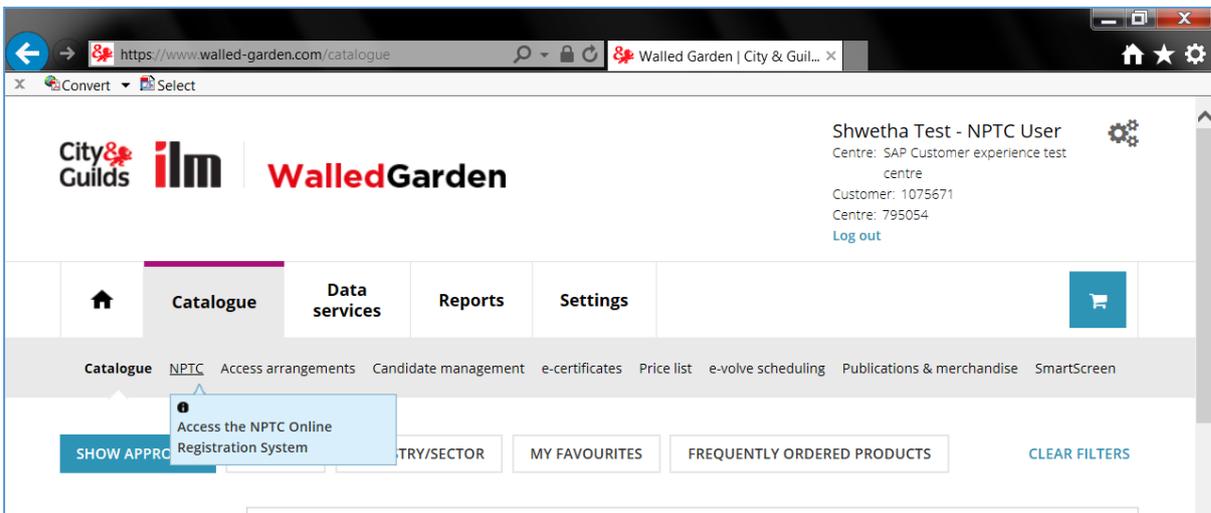
Focus alerts

26.10.2015 26.10.2015 24.10.2015 23.10.2015

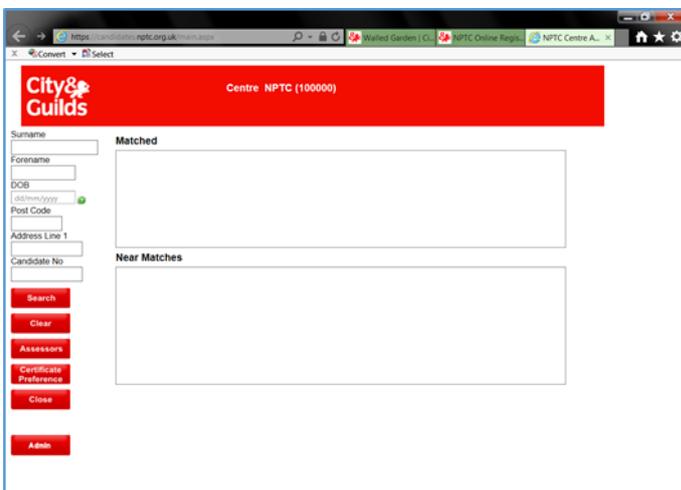
To access the link for the NPTC ORS click on **Catalogue**



Next, click on the link **NPTC**



The Online Registration System page will then show.



2. Main Centre Screen

The main screen enables access to all areas of the system:

- **Search**
Search for existing candidates on the database
- **Clear**
Remove previous candidate search criteria
- **Assessors**
View all assessor details held on our database, including those that are active and those that require updates.
- **Certificate Preference**
Select the default address for candidates certificates. Either all sent to candidates home address or direct to centres for distribution
- **Close**
Closes centre screen and returns to Walled Garden homepage

City & Guilds Centre Test Centre (NPTC) (777777)

Surname

Forename

DOB

Post Code

Address Line 1

Candidate No

Matched

Near Matches

Search

Clear

Assessors

Certificate Preference

Close

3. Candidate Search

It is important to avoid creating duplicate Candidate records on the system, so these searches are key to ensuring a Candidate record is located if they have previous qualifications registered.

A search can be initiated using either Candidate No, Surname, Forename, Date of Birth, Postcode, Address Line 1. The Candidate No. can be searched against without the need for a Surname, however when searching for candidates it is advisable to include as much information as possible to the search criteria, e.g. Surname Forename and Date of Birth.

Search results will include exact matches and any near matches. You will be able to select a Candidate from either of the listings.

Enter the search criteria for your Candidate on the relevant section on the left hand side of the screen

Example

The screenshot shows the City & Guilds Candidate Search interface. The header is red with the City & Guilds logo and the text "Centre Test Centre (NPTC) (777777)". On the left, there are input fields for Surname (sample), Forename, DOB (01/01/1970), Post Code, Address Line 1, and Candidate No. Below these are buttons for Search, Clear, Assessors, Certificate Preference, and Close. On the right, there are two large empty boxes labeled "Matched" and "Near Matches".

Select the  button

The data that has been found will be displayed in 2 tables – 'Matched' and 'Near Matches'. This can take some time if searching for a name that is particularly common, e.g. Smith, Jones etc. Defining your search further on these occasions is recommended, for example with Date of Birth and / or Postcode.

Example for matched

The screenshot shows the NPTC Centre Application interface. At the top, there is a red banner with the City & Guilds logo and the text 'Centre Test Centre (NPTC) (777777)'. Below the banner, there are search fields for Surname (sample), Forename (A), DOB (01/01/1970), Post Code, and Address Line 1. To the right of the search fields, there is a 'Matched' section with a table of results. The table has columns for Candidate No., Surname, Forename, Address Line 1, PostCode, and DOB. The first row is highlighted in green and contains the following data: Candidate No. 457790, Surname Sample, Forename A, Address Line 1 City & Guilds, PostCode CV8 2LY, and DOB 01/01/1970. There is an 'Add New Candidate' button to the right of the table.

Select the candidate which matches your search by clicking on the Candidate No. (highlighted on left hand side of table)

This will display the Candidate Details screen – see Section 4.

Example for unmatched

The screenshot shows the NPTC Centre Application interface. At the top, there is a red banner with the City & Guilds logo and the text 'Centre Test Centre (NPTC) (777777)'. Below the banner, there are search fields for Surname (sample), Forename (A), DOB (01/01/1973), Post Code, and Address Line 1. To the right of the search fields, there is a 'No Records with an exact match!' message and an 'Add New Candidate' button. Below this, there is a 'Near Matches' section with a table of results. The table has a column for Candidate No.

If none of the Candidates listed in 'Near Matches' is the one you are searching for, and you are unable to refine the search further, select the 'Add New Candidate' button

If a candidate does exist on the system but cannot be found, please contact City & Guilds Land Based Services

[Add New Candidate](#)

Once you have pressed the 'Add New Candidate' button the following screen will be displayed, with search fields pre-populated.

Example

City & Guilds
Centre Test Centre (NPTC) (777777)

Surname
sample

Forename
A

DOB
01/01/1973

Post Code

Address Line 1

Candidate No

Please complete the following details for the candidate you wish to add.

Surname
sample

Forename
A

DOB
01/01/1973

Country
United Kingdom

House Number

Post Code
(Only mandatory for United Kingdom)

Submit Cancel

Search

Clear

Assessors

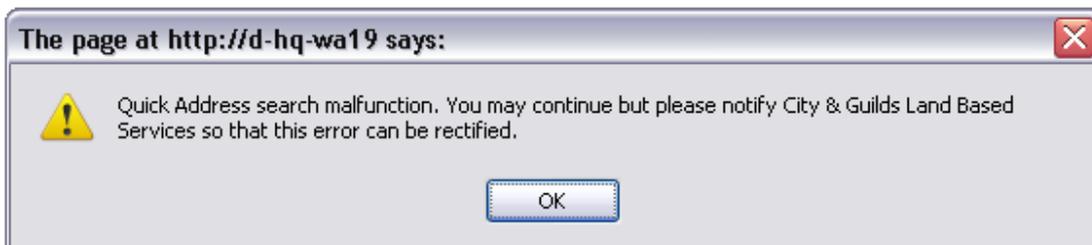
Certificate Preference

Close

Complete the remaining data fields

Select the **Submit** button

NOTE: by filling in House Number and Post Code the system will find the address using 'Quick Address' and display as relevant, on the Candidate Details screen (if this function is not available the following error message will be displayed and you will need to enter the full address details on Candidate Details screen – please also notify us as requested)



The system will perform another search to ensure it really cannot match this Candidate with anyone on the system, if it finds a match it will be displayed on the screen. You can either choose that Candidate by clicking on the Candidate number OR you can select the **Add New Anyway** button if it is not the right match.

A Candidate Details screen will then be displayed where details can be added / reviewed as appropriate.

4. Candidate Information Section

The Candidate information section is made up of 4 tabs which appear across the top.

4.1 Candidate Details

Candidate Details	Qualifications / Registrations	Photo	Alternate Address
-------------------	--------------------------------	-------	-------------------

Example

Surname sample	Candidate Details Qualifications / Registrations Photo Alternate Address		
Forename a	Candidate Number 457790	Title Mr	Telephone Number 024 7685 7300
DOB dd/mm/yyyy	Surname Sample	Forename A	Fax Number 024 7669 6128
Post Code	Previous Name	Address City & Guilds Building 500 Abbey Park Kenilworth	Mobile Number
Address Line 1	County Warwickshire	DOB 01/01/1970	E-Mail Address
Candidate No	Post Code CV8 2LY	Gender <input checked="" type="radio"/> Male <input type="radio"/> Female	Place Of Birth Stoneleigh
<input type="button" value="Search"/>	Country United Kingdom	Nationality British	<input type="button" value="Save"/>
<input type="button" value="Clear"/>	<input type="checkbox"/> Has Photo	<< To find an address: Enter the 'HOUSE NUMBER' in the first address Line and the 'POSTCODE', in the post code box.	
<input type="button" value="Assessors"/>	<input type="button" value="Find Address"/>		
<input type="button" value="Certificate Preference"/>			
<input type="button" value="Close"/>			

Upon creation of a Candidate, the system will issue a Candidate Number to the record. This will act as a unique identifier for this Candidate and can be used to search for the Candidate in the search facilities. Additional qualifications for the Candidate should be added against this number.

The Title, Gender, County and Country fields will only allow selection from a defined list, click on to see the list and click on the entry you need within the list.

Select the button to update the record with details added.

Validation will occur on some fields, anomalies will need to be corrected if an error message appears (e.g. gender of M cannot be title of Mrs).

Example

The page at http://d-hq-wa19 says:

 Data Error: The entered Post Code is not in a valid format. Changes will not be saved.

If registering candidates for the Certificate of Competence in Transport of Animals by Road for short journeys or long distance, the candidate's place of birth and nationality must be added on the candidate details screen. A registration for these qualifications will not be made until this information is included

Place Of Birth	<input type="text"/>
Country of Birth	United Kingdom <input type="button" value="v"/>
Nationality	British <input type="button" value="v"/>

Note: it is important that you successfully SAVE your entries on each screen/tab to ensure that the Candidate record is updated before moving onto another screen.

4.2 Qualification



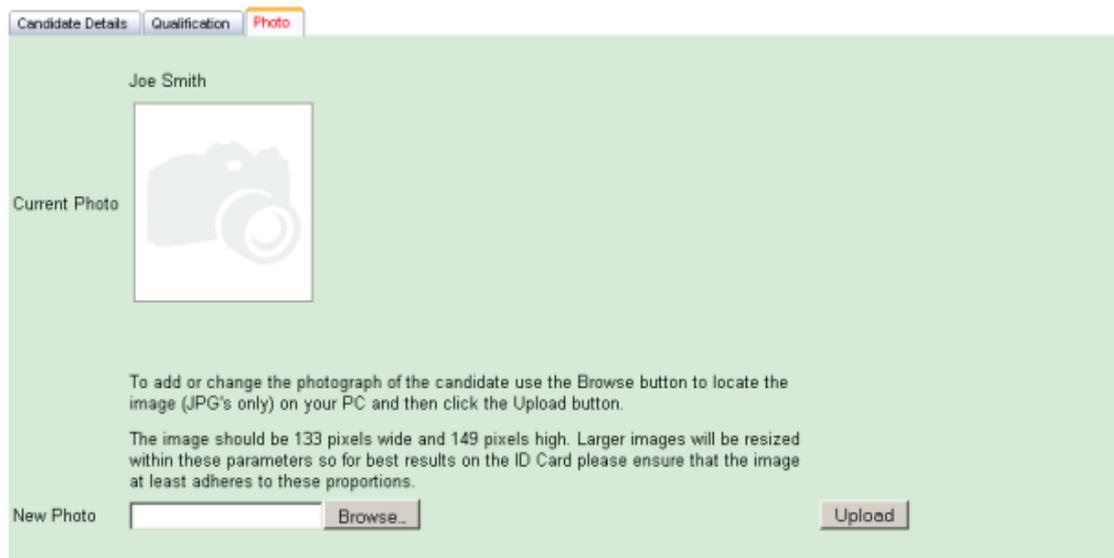
This tab shows all qualifications registered for and held by the individual candidate. This is also where registrations are made, refer to section 5 for more details.

4.3 Photo Management

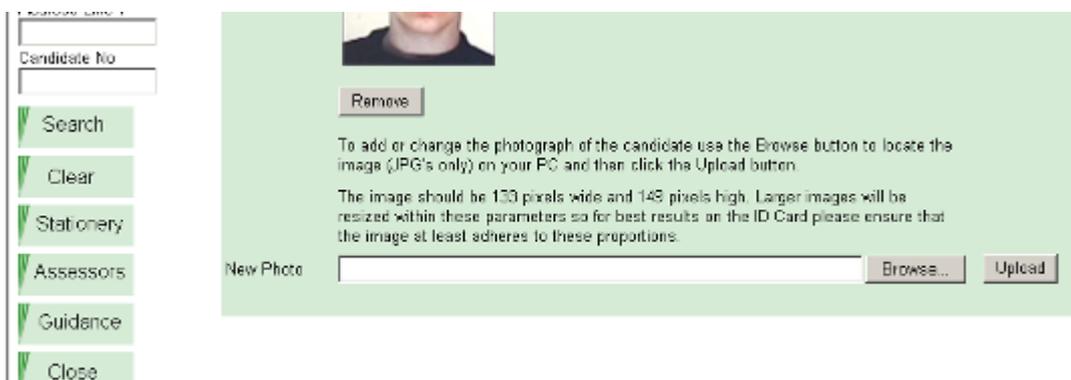


On this screen centres can view an existing photo for the candidate, upload a photo in 'jpg' format, and remove an existing photo (in the case where a photo is of the wrong candidate or a replacement is available for upload). Instructions are on the screen.

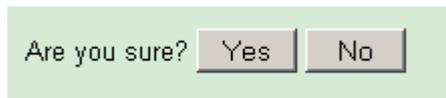
Example (no existing photo)



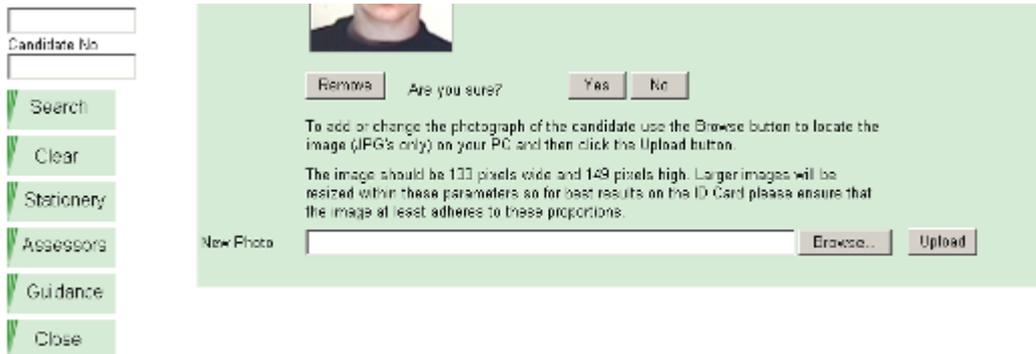
Example (partial screen - existing photo)



If you select the  button to delete the photo from a Candidate record, an 'Are you sure?' step is required, you should select the 'Yes' or 'No' buttons as appropriate



Example (existing photo and 'Are you sure?' Yes/No buttons)



4.4 Alternate Address



Candidates have the option to have their certificates sent to either their home address, centres address or an alternate address i.e. an employers address.

For the alternate address to be used for the candidates correspondence, on the main

screen under certificate preference **Certificate Preference** the default address must be listed as 'candidate'.

With the candidates prior permission, the alternate address must be entered in full at point of registration for the specific unit. The address can be removed before certification for any reason, this will then result in the default address being reverted to either candidate home address or centres address.

Once the alternate address has been added, click save at the bottom of the screen.

A screenshot of the 'Alternate Address' form. At the top, there are four navigation tabs: 'Candidate Details', 'Qualifications / Registrations', 'Photo', and 'Alternate Address'. The 'Alternate Address' tab is active. Below the tabs, the form contains the following fields:

- Candidate Number**: 457790
- Address**: Four stacked text input fields containing 'City & Guilds', 'Building 500', 'Abbey Park', and 'Stareton'.
- Post Code**: CV8 2LY
- Country**: United Kingdom (with a dropdown arrow)

At the bottom center of the form is a 'Save' button.

When making candidate registrations the screen will indicate as a reminder where the certificate is to be sent, see section 5 for more details

5 Qualifications/Registrations

The Qualification tab enables registration(s) to be added to the Candidate record. See also section 5.7 for detail on viewing existing candidate qualification data.

Candidate Details Qualifications / Registrations Photo Alternate Address

Old Qualification New Qualification

Add New Style Registration Add Old Style Registration

Scheme Code	Scheme Description
> 013008	NPTC Level 2 Certificate of Competence in the Safe Use of Sheep Dip
> 014104	NPTC Level 2 Award in the Transport of Animals by Road (Short Journeys)
> 014105	NPTC Level 2 Award in the Long Distance Transport of Animals by Road - Attendant
> 0213	NPTC Level 2 Certificate of Competence in the Safe Use of Pesticides
> ACS03	Certificate of Competence in Chainsaw and Related Operations
> AFLT02	Certificate of Competence in Forklift Truck Operations
> AUA10	Level 3 Certificate of Competence in Utility Arboriculture
> BETA10	Certificate in Fitting Protective Horse Rider Equipment (in association with the British Equestrian Trade Association)
> GCMM10	Ground Control Certificate in the Safe Use of Grounds Maintenance Machinery
> SPS09	Slug Pelleting Seminar

Please note that if you delete a registration, all units registered under the scheme on the same date will also be removed for this candidate.

Old Qualification tab

Old Qualification

Listed on this page are qualifications that a candidate has been previously registered. The qualifications that show are those that are yet to come to the end of their accreditation and be updated to the new look qualifications.

New Qualification tab

New Qualification

Listed on this page are the new look qualifications that a candidate has been registered for. These qualifications are those that have been updated and re-accredited on 1st April 2012

Within these two tabs, old and new qualifications, a candidates record can be checked to ensure they hold the appropriate pre-requisites for the various qualifications.

Whether in the Old or New Qualification tab, you can view more information on the individual registrations by clicking on the arrow next to each scheme code.

Scheme Code	Scheme Description						
✓ 014105	NPTC Level 2 Award in the Long Distance Transport of Animals by Road - Attendant						
	Unit	Unit Description	Reg. Date	Passed	Certificate	Certificate Date	Book/HO No
<input type="button" value="Delete"/>	05	Principles of transporting animals/birds by road o	25/04/2013	CLO			NO NUMBER
<input type="button" value="Delete"/>	UNIT 01	Transport animals by road on long journeys - atten	25/04/2013	REG			NO NUMBER
>	014106	NPTC Level 2 Award in the Long Distance Transport of Animals by Road - Driver					
>	ABC02	NPTC Level 2 Certificate of Competence in Brushcutting Operations					
>	AORD09	Level 2 Award in Off Road Driving					
>	CS0961	Award for Felling and Processing Small Trees					

It is important to note that if registering a brand new candidate, the old and new qualification tabs will be blank when first entered.

The breakdown of the registration shows the:

Unit:	Number of the unit within the qualification
Unit Description:	Title of the unit
Reg. Date:	Date when the registration was made by centre
Passed:	Status of the registration REG – no assessment result recorded YES – assessment results received – candidate passed NO – assessment result received – candidate not passed CLO – transport of animals only. Result rec'd, reg. closed. WDR – registration expired after 2 yrs, no result rec'd
Certificate	When certificate has been issued, certificate number appears
Certificate Date	Date the certificate issued.

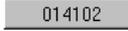
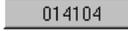
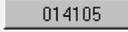
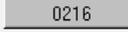
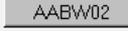
As a guide the certificate and ID card will be despatched within 3 working days of issue.

5.1 Adding a new registration – Old Qualification

To add a new registration to a candidates record:

Select the  button

A listing will be displayed of the qualifications approved to be delivered by the Centre. On the right hand side of the screen the assessment method is given to aid with registering. With the introduction of integrated assessment, it helps to ensure the correct registration is selected for the candidate.

Scheme Code	Scheme Name	Find	Show All - New Style	Show All - Old Style	Finish
Scheme Description		Assessment Method			
	Level 2 Award in the Safe Use of Aluminium Phosphide for Vertebrate Pest Control	Independently Assessed			
	NPTC Level 2 Award in the Safe Use of Veterinary Medicines	Independently Assessed			
	Level 2 Award in Basic Stockmanship and Welfare (4 credits)	Independently Assessed			
	NPTC Level 2 Award in the Safe Use of Sheep Dip	Independently Assessed			
	NPTC Level 2 Award in the Transport of Animals by Road (Short Journeys)	Independently Assessed			
	NPTC Level 2 Award in the Long Distance Transport of Animals by Road - Attendant	Independently Assessed			
	NPTC Level 2 Award in the Long Distance Transport of Animals by Road - Driver	Independently Assessed			
	NPTC Level 2 Award in Safe Use of Pesticides	Independently Assessed			
	NPTC Level 2 Certificate of Competence in Manually Fed Wood Chipper Operations	Independently Assessed			
	NPTC Level 2 Certificate of Competence in the Safe Use of Abrasive Wheel Machines	Independently Assessed			
	NPTC Level 2 Certificate of Competence in Brushcutting Operations	Independently Assessed			
	NPTC Level 3 Certificate of Competence in Cattle Foot Trimming	Independently Assessed			
	Certificate of Competence in the Safe Operation of Dumper Trucks	Independent			

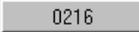
Two search fields at the top can be used to pinpoint a qualification, or a scheme code can be selected from the listing on the left hand side by clicking on the relevant code (it will change to grey background as you select it). The scroll bar on the right will enable movement up and down the list.

To use the search fields:

Enter the detail into the relevant field and select 

As long as the centre is approved for the scheme it will be displayed.

Example

	NPTC Level 2 Award in Safe Use of Pesticides	Independently Assessed
---	--	------------------------

To select the scheme, click on Scheme Code in the table displayed. A screen will display all the units for the qualification.

Add More Assessments Finish Trainer

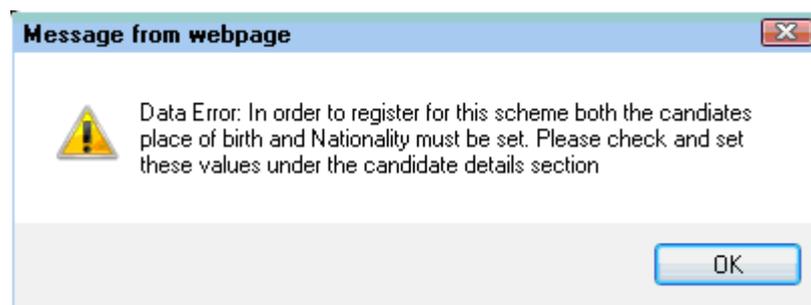
Assess No	Assessment Description	Select	HSE
002	PA2 Ground Crop Sprayer Mounted or Trailed (2 Credits)	<input type="checkbox"/>	<input type="checkbox"/>
003	PA3 Broadcast Sprayer or Boom Sprayer (2 Credits)	<input type="checkbox"/>	<input type="checkbox"/>
004	PA4 Pesticide Granule Applicator (2 Credits)	<input type="checkbox"/>	<input type="checkbox"/>
004 (2010)	PA4 Pellets and Granules (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
004G	Pesticide Granule Applicator (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
004S	Pesticide Slug Pellet Applicator (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
005	PA5 Boat Mounted Applicators (2 Credits)	<input type="checkbox"/>	<input type="checkbox"/>
006	PA6 Hand Held Applicators (2 Credits)	<input type="checkbox"/>	<input type="checkbox"/>
006DIGI	PA6 Hand Held Applicator (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
007	PA7 Aerial Application - Pilot (2 Credits)	<input type="checkbox"/>	<input type="checkbox"/>
008	PA8 Mixer/Loader (2 Credits)	<input type="checkbox"/>	<input type="checkbox"/>
009	PA9 Fogging, Misting and Smokes (2 Credits)	<input type="checkbox"/>	<input type="checkbox"/>

Previously Passed
 Registration on the System
 Previously Failed

Send Certificate to:
 Candidate
 Centre
 Alternate Address

IMPORTANT –Registrations for the Certificate of Competence in Transport of Animals by Road Only

If the place of birth and nationality has not been included on the candidate details page, the following message will appear.



To continue with the registration, go back to the candidate details page, enter the place of birth and Nationality and click on save. Once completed, the registration can be made.

If relevant, add the Trainer details via the defined list in the Trainer field, click on  to see the list and click on the entry you need within the list. To have a trainer added to the list, contact 1st Line Support at City & Guilds NPTC.

If you need to add more registrations for the Candidate, select the 'Add More Assessments' button

If you are adding a registration for Pesticide and/or Sheep Dip qualifications only, the display will include an 'HSE' 'tick' box. Select that if the Candidate has recorded a 'YES' tick against the 'Research into Workers Health' participation question on the Registration/Enrolment form

At the bottom of the registration screen the radio buttons indicate which address the certificate is to be sent to, either candidate, centre or alternate address:

Send Certificate to: Candidate Centre Alternate Address

If the despatch address is incorrect, do not make the registration but go to the certificate preference tab and alter the details. Once amended, the registration can be made.

Once you have added all registrations select the  button

The following screen will display a summary of the registrations made for the candidate. There is no time limit on this so all registrations made will show until they have an assessment result against them.

Example

Summary of Registrations

Produce Carf		Return to Candidate			
Scheme Code	Scheme Description	Unit Code / Booking Ref	Registered On	Book/HO No	Select
030509 (CARF)	NPTC Level 2 Certificate of Competence in Manually Fed Wood Chipper Operations	001	16/09/2013	NO NUMBER	<input type="checkbox"/>
030509 (CARF)	NPTC Level 2 Certificate of Competence in Manually Fed Wood Chipper Operations	002	16/09/2013	NO NUMBER	<input type="checkbox"/>
030509 (CARF)	NPTC Level 2 Certificate of Competence in Manually Fed Wood Chipper Operations	003	16/09/2013	NO NUMBER	<input type="checkbox"/>
001406 (CARF)	City & Guilds Level 2 Award in the Safe Use of Tractor Mounted Mowers (QCF)	4247	05/06/2013		<input type="checkbox"/>

Select the appropriate CARF to be produced by clicking 'tick' boxes in the 'Select' column

Select the  button

Adobe Acrobat will load, containing the selected pre-populated CARF's

Once CARF's have been printed and/or saved, select the  button to return to the Candidate Details screen.

To produce a CARF after the registered date, refer to 5.8 – *Producing a CARF after the registered on date.*

5.2 Old Qualifications – Deleting Registrations

The Qualification tab enables registration(s) to be deleted from a Candidate record up to 5 working days after the registration was made.

- Select the  button to the right of the qualification title, the screen will expand to display the units registered.

 AFLT02 Certificate of Competence in Forklift Truck Operations

✓ AFLT02		Certificate of Competence in Forklift Truck Operations					
	Unit	Unit Description	Reg. Date	Passed	Certificate	Certificate Date	Book/HO No
	UNIT_01	Prepare the Forklift for Operation	17/04/2012	REG			NO NUMBER
	UNIT_02	Safety Awareness of Loads Prior to Operation	17/04/2012	REG			NO NUMBER
	UNIT_03	Operate the Forklift	17/04/2012	REG			NO NUMBER

- Select the  button and click to remove the registration.

NOTE – if you delete a unit, it will delete ALL related units for the qualification made on the same day and you will have to re-enter the ones you need to retain. e.g. Deleting Unit 1 for AFLT02 would also delete Units 2 and 3.

5.3 Adding a New Registration - New Style Qualification - Independently Assessed

To add a new registration the process for searching the qualifications is the same as for 'Old Qualifications' however select  instead.

Select the scheme code on the left hand side of the qualification. To ensure the correct qualification is selected i.e. integrated or independently assessed, the assessment method is displayed to the right hand side of the title.

To avoid duplicate registrations please do not click the 'back' button on your web browser once you have selected a qualification. Double clicking on the qualification code can also result in a duplicate registration.

Scheme Description	Assessment Method
001 401 City & Guilds Level 2 Award in the Safe Use of Pedestrian Controlled Mowers	Integrated
001 402 City & Guilds Level 2 Award in the Safe Use of Pedestrian Controlled Mowers	Independently Assessed

On the next screen the full qualification will show including the endorsements.

Example

End No.	Endorsement Description	Select	Unit No.	Description	Assessment Method	Mandatory	Select
001	001 Cylinder Mower	<input type="checkbox"/>	201	Operate a Mower	Independently Assessed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			202	Use and Maintain Pedestrian Controlled Powered Equipment	Independently Assessed	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Select the appropriate endorsement; the mandatory units will all ready be selected. Once the endorsement has been selected the units will automatically be selected

Example

005	Greens Machine with Interchangeable Units	<input checked="" type="checkbox"/>	201	Operate a Mower	Independently Assessed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			202	Use and Maintain Pedestrian Controlled Powered Equipment	Independently Assessed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

At the bottom of the registration screen the radio buttons indicate which address the certificate is to be sent to, either candidate, centre or alternate address (greyed out if no alternate address is supplied):

Send Certificate to: Candidate Centre Alternate Address

ATP Centres only

For centres approved to offer new style qualifications that use ATP, under the certificate despatch information there are a further two radio buttons:

Assessment Process: ATP CARF

New style independent qualifications can now be assessed using a CARF or ATP. Before confirming the registration by clicking 'Finish' or 'Add More Assessments', the assessment process must be confirmed. If ATP is selected the candidates registration will be sent to the Magicomm portal so that a booking can be made. If CARF is selected, a CARF will be produced in the usual way.

When all the appropriate units have been selected either select

Click **Add More Assessments** to add further registrations to the candidate's record or **Finish** to view the summary of registrations made.

The following screen will display a summary of the registrations made for the candidate. There is no time limit on this so all registrations made will show until they have an assessment result against them.

Summary of Registrations

Produce Carf		Return to Candidate			
Scheme Code	Scheme Description	Unit Code / Booking Ref	Registered On	Book/HO No	Select
001406 (CARF)	City & Guilds Level 2 Award in the Safe Use of Tractor Mounted Mowers (QCF)	4247	05/06/2013		<input type="checkbox"/>

Select the appropriate CARF to be produced by clicking 'tick' boxes in the 'Select' column

NB – qualifications that are assessed using the ATP will not have a CARF produced.

Select the **Produce Carf** button

Adobe Acrobat will load, containing the selected pre-populated CARF's

Once CARF's have been printed and/or saved, select the **Return to Candidate** button to return to the Candidate Details screen.

Refer to Section 5.9 on how to produce a CARF after the register on date.

5.4 - Adding a New Registration - New Style Qualification - Integrated Assessment

All Integrated Assessment qualifications are assessed using the ATP process. Registration of candidates is exactly the same as all other qualifications apart from there is no option to select the assessment process, as it is ATP only.

When a registration is made for any ATP assessment, once the 'Summary of Registrations' appears the candidates are given a booking number.

Summary of Registrations

Produce Carf		Return to Candidate			
Scheme Code	Scheme Description	Unit Code / Booking Ref	Registered On	Book/HO No	Select
030509 (CARF)	NPTC Level 2 Certificate of Competence in Manually Fed Wood Chipper Operations	001	16/09/2013	NO NUMBER	<input type="checkbox"/>
030509 (CARF)	NPTC Level 2 Certificate of Competence in Manually Fed Wood Chipper Operations	002	16/09/2013	NO NUMBER	<input type="checkbox"/>
030509 (CARF)	NPTC Level 2 Certificate of Competence in Manually Fed Wood Chipper Operations	003	16/09/2013	NO NUMBER	<input type="checkbox"/>
001401 (ATP)	City & Guilds Level 2 Award in the Safe Use of Pedestrian Controlled Mowers (QCF)	4253	16/09/2013		<input type="checkbox"/>
001406 (CARF)	City & Guilds Level 2 Award in the Safe Use of Tractor Mounted Mowers (QCF)	4247	05/06/2013		<input type="checkbox"/>

The candidates assessment details are sent to the Magicomm portal once the ATP registration has been made as above. Candidates that are being assessed using ATP must be booked for the assessment as well as registered. To make candidate bookings refer to the user guide 'Assessment Tracker Process for Centres'.

5.5 – Adding a Retake Registration – New Style Qualification Independent Only

Previously you were not able to register a candidate for a qualification unit if there was an open registration for that qualification unit (i.e. the result had not been entered). The system now allows you the centre, to enter the fail result before adding the retake registration.

Find the candidate as detailed in section 3 - Candidate Search.

Go to Qualifications/Registrations and click on **Add New Style Registration**

Search for the registration that is to be registered as a retake. Click on the scheme code for the qualification on the left hand side of the screen.

Scheme Code Scheme Name

Scheme Code	Scheme Description	Assessment Method
001401	City & Guilds Level 2 Award in the Safe Use of Pedestrian Controlled Mowers (QCF)	Integrated
001402	City & Guilds Level 2 Award in the Safe Use of Pedestrian Controlled Mowers (QCF)	Independent
001403	City & Guilds Level 2 Award in The Safe Use of Ride-On Self Propelled Mowers (QCF)	Integrated
001404	City & Guilds Level 2 Award in the Safe Use of Ride-On Self Propelled Mowers (QCF)	Independent
001405	City & Guilds Level 2 Award in the Safe Use of Tractor Mounted Mowers (QCF)	Integrated
001406	City & Guilds Level 2 Award in the Safe Use of Tractor Mounted Mowers (QCF)	Independent
001407	City & Guilds Level 2 Award in Agricultural Tractor Driving and Related Operations (QCF)	Independent
001408	City & Guilds Level 2 Award in Compact Tractor Driving and Related Operations (QCF)	Integrated

The qualification information will now show as orange in colour as there is an open registration on the system.

Trainer

End No.	Endorsement Description	Select	Unit No	Description	Assessment Method	Mandatory	Select	
000	General Qualification	<input type="checkbox"/>	206	Access a tree using a rope and harness	Independent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Enter Results"/>
			306	Carry out aerial rescue operations	Independent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Enter Results"/>

— Previously Passed — Registration on the System — Previously Failed

Click on the **Enter Results** next to the first unit. The result data entry screen will allow the failed assessment results to be added.

Result Data Entry

Enter information on this page if the Candidate has FAILED this unit but the results have not yet reached City & Guilds and you wish to re-register the Candidate for another attempt

Candidate: 417579
Scheme: 002013
Endorsement: 000
Unit: 206
Test Date:
Assessor No:

Should this result be applied to any other open registrations for this endorsement for this Candidate?: Yes No

Enter the test date and assessor number. If there is more than one unit to this endorsement which should also have the same fail results added to it, click the 'Yes' radio button. If not, click 'No'.

Once the information has been added, click 'Save'.

Result Data Entry

Enter information on this page if the Candidate has FAILED this unit but the results have not yet reached City & Guilds and you wish to re-register the Candidate for another attempt

Candidate: 417579
Scheme: 002013
Endorsement: 000
Unit: 206
Test Date:
Assessor No:

Should this result be applied to any other open registrations for this endorsement for this Candidate?: Yes No

Once the details have been accepted the screen will return to the qualification selection screen. You will now be able to register the retake.

Note that you still need to send the paper copy of the results to City & Guilds at Stareton so that we have them available for audit purposes. Please ensure that you write on the results that you have already entered then into the system.

5.6 New Qualifications – Deleting Registrations

The Qualification tab enables registration(s) to be deleted from a Candidates record at any point after the registration date. If the registration is deleted prior to the assessment taking place there is a charge of the current administration fee.

Once a candidate has been assessed the registration cannot be deleted.

When a registration is deleted then the registration fee (if already invoiced) will be added to a 'credit total' we maintain for you. On any subsequent registration, the fee will be reduced, by an amount up to the total fee, and the reduction will be removed from your credit total.

If invoicing has not taken place then the original registration will not be invoiced however, the deletion fee will be.

Select the  button to the right of the qualification title, the screen will expand to display the units registered.



The screenshot shows a user interface for managing registrations. At the top, there is a qualification title: "001407 City & Guilds Level 2 Award in Agricultural Tractor Driving and Related Operations (QCF)". Below this, a table displays the units registered. The table has a header row with the text "Booking Date". The first row of data shows a booking date of "17/04/2012 15:24:48". To the right of this row is a "Delete" button. A green right arrow icon is visible to the left of the booking date.

Select the  button and click to remove the registration.

NB You will be charged for all deletions so please ensure you mean to delete the registration. This fee is non-refundable.

5.7 Qualification – Existing Candidate Registrations

Existing Candidates on the system can have qualifications added to their record using the same process as described in sections 5.1 and 5.2. However, if you are adding an additional unit to the record, e.g. PA1 and PA2 are already registered and you add PA6, the display will be colour coded to show the registration history.

Example

Add More Assessments	Finish	Trainer	<input type="text"/>
Assess No	Assessment Description	Select	
UNIT_01	Prepare the Forklift for Operation	<input type="checkbox"/>	
UNIT_02	Safety Awareness of Loads Prior to Operation	<input type="checkbox"/>	
UNIT_03	Operate the Forklift	<input type="checkbox"/>	

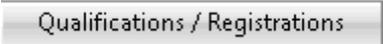
 Previously Passed  Previously Registered  Previously Failed

The colour coding does not stop you registering against the Candidate record, it is a prompt to avoid duplicate registrations being made.

This principle applies for both 'old' and 'new' qualifications.

5.8 – Producing a CARF after the Registered on Date

CARF's can be produced up until a result is added to that specific registration. To do this, search for the candidate as normal.

Go to the tab  and then click on either add new or old style registration (doesn't matter which you click as you are not going to add a registration).

Click  without adding any registrations.

You will then be taken to the 'Summary of Registrations' screen.

Summary of Registrations

Produce Carf		Return to Candidate			
Scheme Code	Scheme Description	Unit Code / Booking Ref	Registered On	Book/HO No	Select
001406 (CARF)	City & Guilds Level 2 Award in the Safe Use of Tractor Mounted Mowers (QCF)	4247	05/06/2013		<input type="checkbox"/>

Click in the right hand tick box which CARF you want to re-produce and then click



NB if the qualification is not listed in the summary of registrations, it does not have an open registration available.

6. Clear Function

By selecting the  button on the left hand menu, the search currently on the screen will be re-set to the blank search criteria. This function is available wherever you are in the system

7. Certificate Preference

Centres can choose where they want candidate's certificates to be despatched to. Either the candidate's home, centre or alternate address.

If the centre or alternate address is opted for, candidates must be made aware at point of registration and agree to where their certificates are being sent. It is the centres responsibility to ensure the candidate receives their certificate within the stated timeframe from assessment date.

To select the default despatch address select 

Follow the on screen guidance regards to despatch address.

Certificate Preference

Certificates should be sent to

Centre

Candidate

Guidance The rules are as follows
By default certificates will be sent to the Candidate unless there is an alternate address in which case the certificate will be sent to that address. If you select Centre on this page then this will overrule the candidate preferences and all letters will be sent to the Centre instead,
Should you have the need you will have the option to overrule your default preferences on the registration page.

Note Changes to certificate preferences will not be propagated to registrations that have already been submitted.

The certificate preference address must be selected before the registration is made. If despatch preference is changed after registration, the certificate will be still be sent to the option prior to registration being made.

8. Assessors Search

Centres are able to search for approved Assessors, including those who are 'expired' for technical or verification reasons.

Select the  button from the left hand column

Assessor Search

Assessor No.	Forename	Surname	Qualification Code	Unit Code	County	Find	Clear
<input type="text"/>	<input type="button" value="Find"/>	<input type="button" value="Clear"/>					

— Active — Inactive - Due to Verification Expiry

Complete search criteria (any combination) and select the  button

Assessor Search

Assessor No.	Forename	Surname	Qualification Code	Unit Code	County	Find	Clear
<input type="text"/>	<input type="text"/>	sarsfield	0216	<input type="text"/>	<input type="text"/>	<input type="button" value="Find"/>	<input type="button" value="Clear"/>

Assessor Number	Surname	Forename	Qualification Code	County
960003	Sarsfield	Jonathan	0216	Staffordshire

Select the Assessor Number in the left hand column to expand the record in order to display details relating to the Assessor

Assessor Details	Units	Counties Covered
------------------	-------	------------------

Assessor Details tab will display contact information for the Assessor

Assessor Details	Units	Counties Covered
Assessor Number	<input type="text" value="D12345"/>	<input type="button" value="Back to Search"/>
Title	<input type="text" value="Mr"/>	
Surname	<input type="text" value="Sample"/>	Telephone Number <input type="text" value="02476 857300"/>
Forename	<input type="text" value="Alan"/>	E-mail Address <input type="text" value="alan.sample@cityandguilds.com"/>
Maiden Name	<input type="text"/>	Mobile Number <input type="text" value="07123 456789"/>
Address	<input type="text" value="City & Guilds"/>	Verification Expiry <input type="text" value="13/07/2014"/>
	<input type="text" value="Building 500"/>	First Aid Expiry <input type="text" value="25/07/2016"/>
	<input type="text" value="Abbey Park"/>	Integrated Assessor <input type="text" value="YES"/>
	<input type="text" value="Stareton"/>	
	<input type="text" value="Warwickshire"/>	
Post Code	<input type="text" value="CV8 2LY"/>	

Units tab will display all qualifications that the assessor is approved to deliver, details can be expanded to show if the assessor is still active or if they have expired due Technical Update Expiry or Verification Expiry – these will be colour coded (See Example for Colour Key)

Assessor Details	Units	Counties Covered																																																								
<table border="1"> <thead> <tr> <th>Scheme Code</th> <th>Scheme Description</th> <th>Technical Expiry</th> <th>Verification Expiry</th> </tr> </thead> <tbody> <tr> <td>> 0213</td> <td>NPTC Level 2 Certificate of Competence in the Safe Use of Pesticides</td> <td></td> <td></td> </tr> <tr> <td>> 0216</td> <td>NPTC Level 2 Award in Safe Use of Pesticides</td> <td></td> <td></td> </tr> <tr> <td>> AABW02</td> <td>NPTC Level 2 Certificate of Competence in the Safe Use of Abrasive Wheel Machines</td> <td></td> <td></td> </tr> <tr> <td>> AAMM09</td> <td>Level 2 Award in Agriculture Machine Maintenance</td> <td></td> <td></td> </tr> <tr> <td>> AATV02</td> <td>NPTC Level 2 Certificate of Competence in All Terrain Vehicle Handling</td> <td></td> <td></td> </tr> <tr> <td>√ AATV09</td> <td>NPTC Level 2 Award in All Terrain Vehicle Handling</td> <td></td> <td></td> </tr> <tr> <td colspan="4"> <table border="1"> <thead> <tr> <th>Unit Code</th> <th>Unit Description</th> <th>Technical Expiry</th> <th>Verification Expiry</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Operate an All Terrain Vehicle (3 credits)</td> <td>31/12/2010</td> <td>13/07/2013</td> </tr> <tr> <td>02</td> <td>Operate an All Terrain Vehicle (ATV) with a Traile</td> <td>31/12/2010</td> <td>13/07/2013</td> </tr> </tbody> </table> </td> </tr> <tr> <td>> ABC02</td> <td>NPTC Level 2 Certificate of Competence in Brushcutting Operations</td> <td></td> <td></td> </tr> <tr> <td>> ADT02</td> <td>Certificate of Competence in the Safe Operation of Dumper Trucks</td> <td></td> <td></td> </tr> <tr> <td>> AFI T02</td> <td>Certificate of Competence in Forklift Truck Operations</td> <td></td> <td></td> </tr> </tbody> </table>			Scheme Code	Scheme Description	Technical Expiry	Verification Expiry	> 0213	NPTC Level 2 Certificate of Competence in the Safe Use of Pesticides			> 0216	NPTC Level 2 Award in Safe Use of Pesticides			> AABW02	NPTC Level 2 Certificate of Competence in the Safe Use of Abrasive Wheel Machines			> AAMM09	Level 2 Award in Agriculture Machine Maintenance			> AATV02	NPTC Level 2 Certificate of Competence in All Terrain Vehicle Handling			√ AATV09	NPTC Level 2 Award in All Terrain Vehicle Handling			<table border="1"> <thead> <tr> <th>Unit Code</th> <th>Unit Description</th> <th>Technical Expiry</th> <th>Verification Expiry</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Operate an All Terrain Vehicle (3 credits)</td> <td>31/12/2010</td> <td>13/07/2013</td> </tr> <tr> <td>02</td> <td>Operate an All Terrain Vehicle (ATV) with a Traile</td> <td>31/12/2010</td> <td>13/07/2013</td> </tr> </tbody> </table>				Unit Code	Unit Description	Technical Expiry	Verification Expiry	01	Operate an All Terrain Vehicle (3 credits)	31/12/2010	13/07/2013	02	Operate an All Terrain Vehicle (ATV) with a Traile	31/12/2010	13/07/2013	> ABC02	NPTC Level 2 Certificate of Competence in Brushcutting Operations			> ADT02	Certificate of Competence in the Safe Operation of Dumper Trucks			> AFI T02	Certificate of Competence in Forklift Truck Operations		
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<p> — Active — Inactive - Due to Verification Expiry </p>																																																										

Counties Covered tab will display a list of counties that the Assessor will carry out assessments in.

County Code	County
GR	Grampian
MA	Greater Manchester
GU	Guernsey
GW	Gwent
GE	Gwynedd
HA	Hampshire
HE	Herefordshire
HR	Hertfordshire
HU	Humberside
OS	International
IL	Isle Of Lewis
IM	Isle Of Man

Scroll up and down for the full list of where the assessor will work.

9. Close / Logout



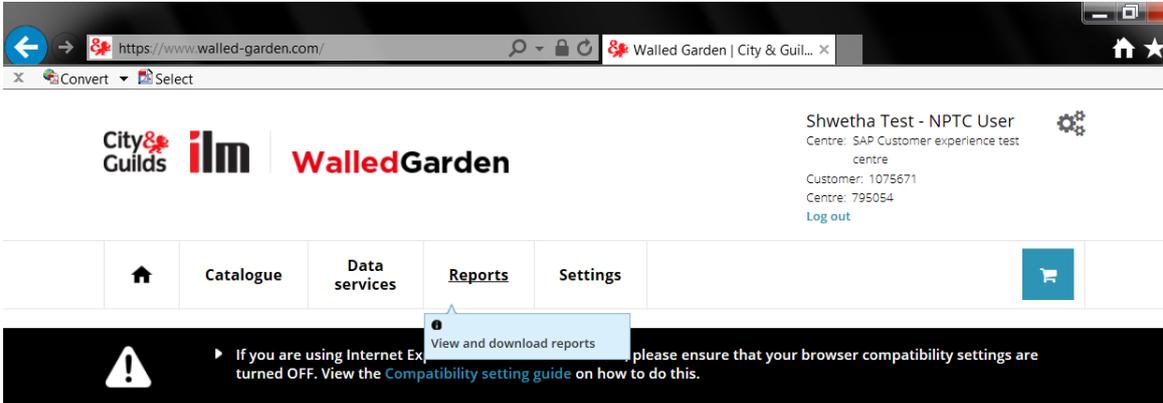
Select the  button to close the Online Registration System and return to the main LOG ON screen on Walled Garden.

10. Locating Enrolment Numbers on Walled Garden

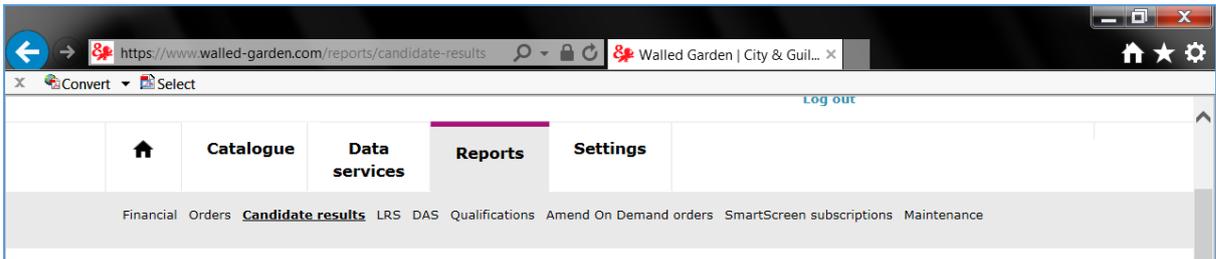
This process is for locate enrolment numbers required for E-volve.

Log on to [Walled Garden](https://www.walled-garden.com/).

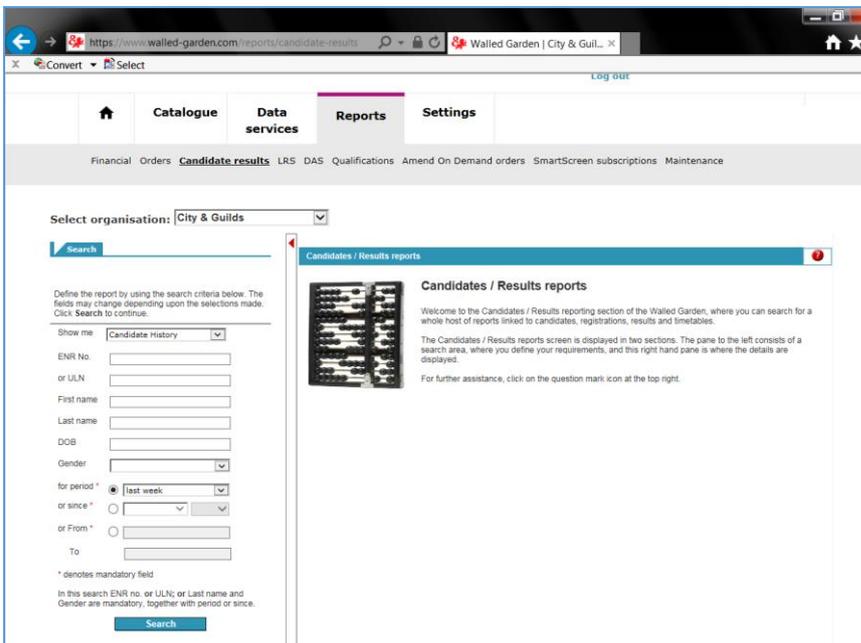
From the Home Page click on **Reports**



Next, click on **Candidate results**



On the 'Reports'- Candidates/Results' screen, enter your search criteria on the left hand side of the screen.



Search

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click **Search** to continue.

Show me: Registration Listing

for * Qualification: 0130-51

for period * last week

or since *

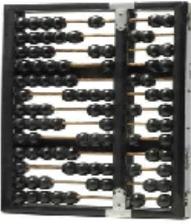
or From *

To:

* denotes mandatory field

Search

Candidates / Results reports



Candidates:

Welcome to the C
host of reports lir

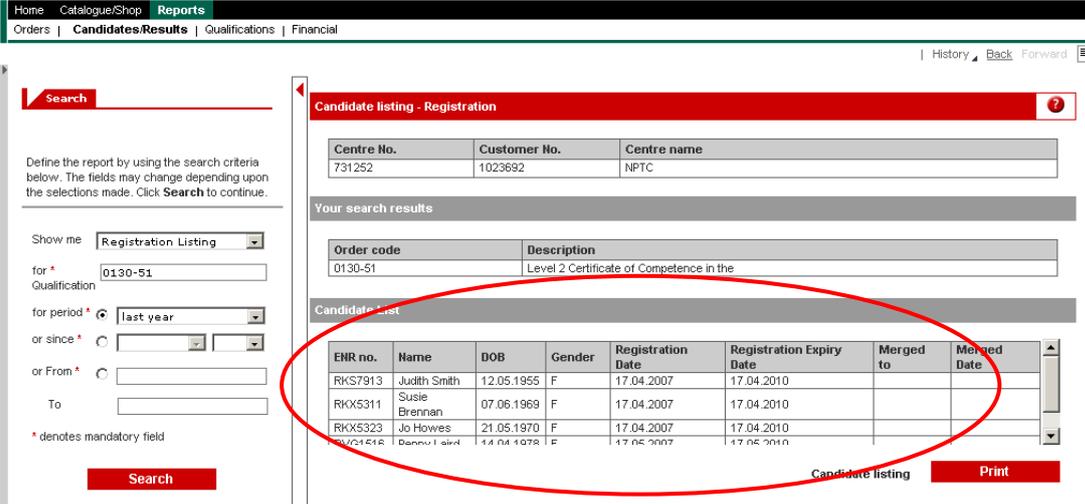
The Candidates /
area, where you

For further assist

When entering the qualification code it must be displayed as nnnn-nn

The search will display all Enrolment numbers (ENR no.) for Candidates registered in the search period selected. To print the listing, click on the 'Print' option at the bottom of the list.

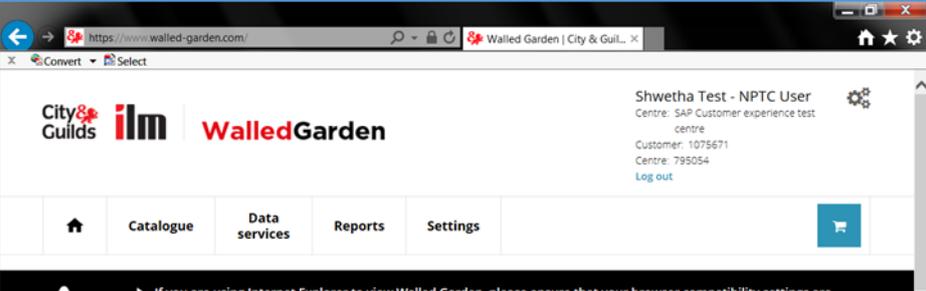
Example



The screenshot shows the 'Candidate listing - Registration' page. The search criteria on the left are: Show me: Registration Listing, for * Qualification: 0130-51, for period * last year. The search results table is circled in red and contains the following data:

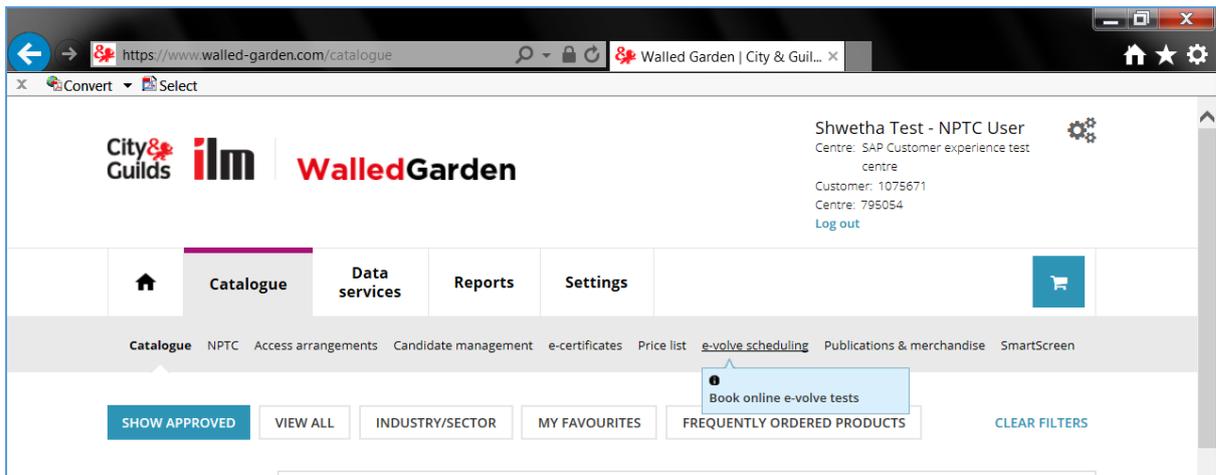
ENR no.	Name	DOB	Gender	Registration Date	Registration Expiry Date	Merged to	Merged Date
RKS7913	Judith Smith	12.05.1955	F	17.04.2007	17.04.2010		
RKX5311	Susie Brennan	07.06.1969	F	17.04.2007	17.04.2010		
RKX5323	Jo Howes	21.05.1970	F	17.04.2007	17.04.2010		

To schedule an Evolve test, from the home page click on **Catalogue**

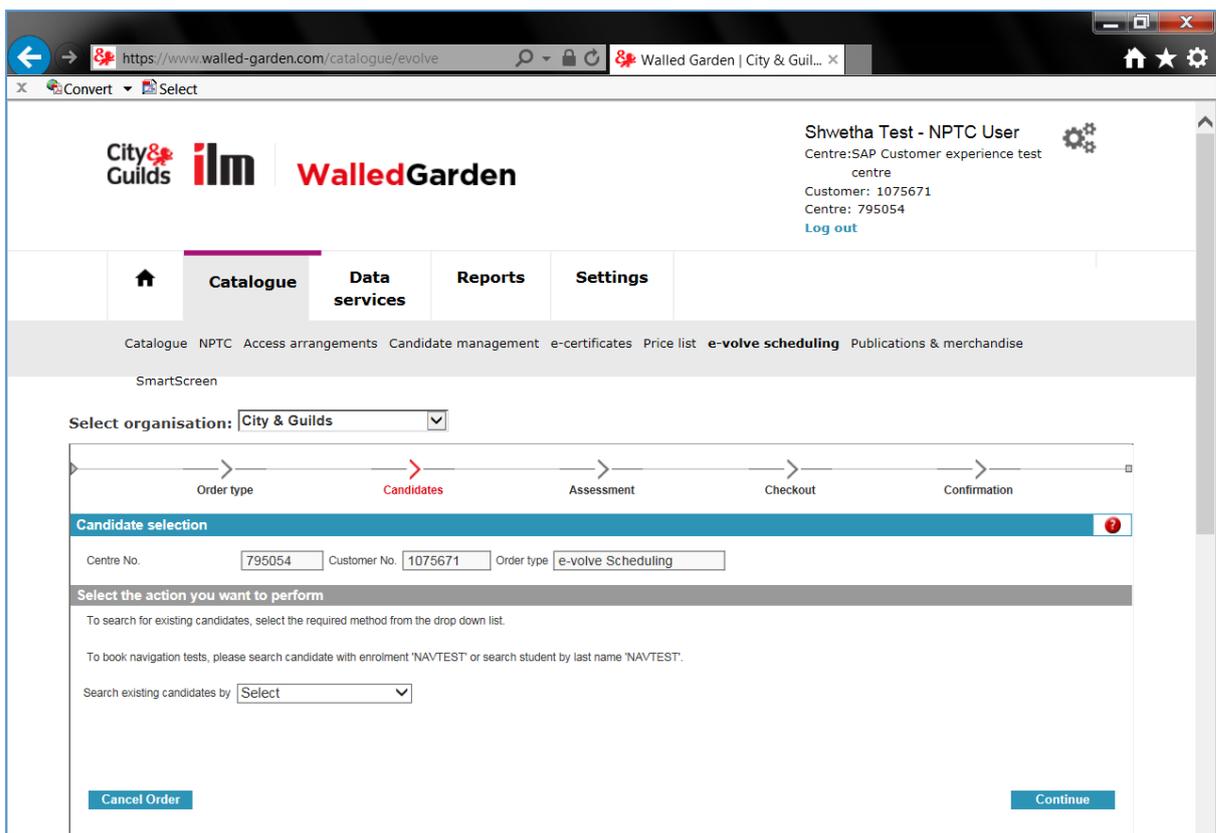


The screenshot shows the Walled Garden home page. The navigation menu includes: Home, Catalogue, Data services, Reports, Settings. The user is logged in as 'Shwetha Test - NPTC User' with a 'Log out' link. The footer contains a note: 'If you are using Internet Explorer to view Walled Garden, please ensure that your browser compatibility settings are'.

Next select e-evolve scheduling



You can then schedule the evolve test filling in the appropriate fields and following the onscreen prompts.



For further guidance on Evolve scheduling please refer to the Evolve familiarisation page on the City & Guilds website: <http://www.cityandguilds.com/what-we-offer/centres/working-with-us/e-evolve/e-evolve-familiarisation>.