Online Centre Reporting

Centres can log on to the BCS Approved Centre Forum to view and export learner activity reports. All reports can be sorted; printed and exported to Excel.

The data available in these reports is based on registrations from 1st September 2009 onwards. For learners registered before 1st September, please contact the Client Services team by phone: 01793 417530 (option 2) or email: qualifications@bcs.uk

All reports can be sorted; printed and exported to Excel.

Follow the step-by-step guide below to generate the centre and learner reports.

Learner Reports

• Log in to the Approved Centre Forum
• From the top menu bar, select Ordering & Administration

• From the left hand side menu, select the ‘Reports’ link.
• From the left-hand sub-menu that appears, select the ‘Learner Reports’ link.

Search for a learner using the BCS ID or ULN or a combination of First Name and Last Name. You can also use wildcards (*) within search criteria to capture results from partial information. E.g entering Rich* will find results such as Richard and Richie, *246 will find all numbers ending in 246.
Once you have entered your search criteria, click **Search**. If there are no matching learners, the following message is shown.

If you are unable to locate your learner through a learner report, you may be able to find them via the **Centre Reports**, which shows all registered learners at a centre.

A successful search will show any or all matching learners which meet your search criteria. To view your learner’s details, click **Select**.
Further details for your learner will now be displayed. The option to view the learner’s Qualifications, Units and Results is now available from the links below the learner detail section.

The report options allow you to choose one of the following: Qualifications or Qualifications + Units or Qualifications + Units + Results

Qualifications

- Select Qualifications and click View Report.

Note: You may get a pop up blocker message the first time you use these reports. Please refer to the Appendix for instructions.
This report shows a learner's registered qualifications, registration dates, completion dates and certificate printed dates.

The report allows you to sort columns in ascending or descending order by clicking on the arrows next to the headings.

You can also print the report using the icon at the top of the report. Please note that the report will print what is showing on the screen. You must expand the report first to see additional detail.

You can expand each record with the plus sign to see additional info about the qualification registration.

**Note:** Site and Centre Learner reference and Registration Group are additional learner details which are not yet active in the BCS system.

- Close the report window by using X top right.

**Qualifications + Units**

This report displays the learner’s registered qualifications, registration dates, completion dates, certificate dates **plus** the units making up the registered qualifications and a current result summary of each unit.

The report allows you to sort columns in ascending or descending order. You can also print the report using the icon at the top of the report.

**Note:** If a learner has taken a unit test more than once, the result summary could read, Fail, Fail, Pass – showing in chronological order the result for each test.
Qualification + Units + Results

This report displays the learner’s registered qualifications, registration and completion information, unit data, and all result data.

The report allows you to sort columns in ascending or descending order. You can also print the report using the icon at the top of the report.

Use the plus signs to further expand the learner record to show additional details for each unit.

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Centre Reports

These reports display information on multiple learners for a centre.

- From the left-hand side Reports menu, select ‘Centre Reports’.

- If you have registered additional assessment (satellite) sites, you will first need to select the site at which your learner(s) will be completing their tests.

**Please note**: If you have not registered any satellite sites, this option will not appear.

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- From the drop-down menu select a single qualification from the list or you can select ‘All Qualifications’. This displays learner details for all qualifications for which the centre is accredited.

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Online Centre Reporting v3.2 22/02/2016
The report allows you to select the Qualification Status: In Progress or Completed or All.

- Select the Date Range (this is based on Registration Date) by using the calendar functions.
Once you have entered your search criteria, click on the report you wish to see from the report options.

Qualifications
This report will show all qualifications, registration dates, learner details, completion dates and certificate printed dates within the search criteria you entered.

Qualifications + Units
This report will show all registration dates, completion dates, certificate dates plus the units making up the registered qualifications and a current result summary of each unit.
Qualifications + Units + Results

This report will show the registration and completion information, unit data, and all result data for all learners within your search criteria.

<table>
<thead>
<tr>
<th>Site</th>
<th>Registration Group</th>
<th>Centre Learner Ref</th>
<th>ULN</th>
<th>Completion Date</th>
<th>Certificate Printed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECDL</td>
<td>28/10/2005</td>
<td>BCS10002123</td>
<td>John</td>
<td>30/06/2016</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Description</th>
<th>Result Source</th>
<th>Mark</th>
<th>Grade</th>
<th>Syllabus</th>
<th>Test Paper</th>
<th>Test Date</th>
<th>Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECDL</td>
<td>Database software</td>
<td>Manual</td>
<td>2</td>
<td>Fail</td>
<td>V5 0</td>
<td>1.2</td>
<td>01/12/2018</td>
<td>20:00</td>
</tr>
</tbody>
</table>

Centre Name: BCS; Provider: BCS; Instructor: Kate Barlow; Marker: Christine Barry

APA Awarding Body: BCS; APA Verifier: BCS; APA Certificate Date: 30/06/2016

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Description</th>
<th>Result Source</th>
<th>Mark</th>
<th>Grade</th>
<th>Syllabus</th>
<th>Test Paper</th>
<th>Test Date</th>
<th>Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1</td>
<td>Security for IT users</td>
<td>Manual</td>
<td>70</td>
<td>Pass</td>
<td>V5 0</td>
<td>1.4</td>
<td>02/01/2019</td>
<td>12:00</td>
</tr>
<tr>
<td>S2</td>
<td>Spreadsheet software</td>
<td>Manual</td>
<td>80</td>
<td>Pass</td>
<td>V5 0</td>
<td>1.2</td>
<td>03/01/2018</td>
<td>10:00</td>
</tr>
<tr>
<td>E1</td>
<td>Using E-mail and the Internet</td>
<td>APA</td>
<td>60</td>
<td>Pass</td>
<td>V5 0</td>
<td>1.2</td>
<td>03/01/2018</td>
<td>10:00</td>
</tr>
<tr>
<td>E2</td>
<td>Word processing software</td>
<td>APA</td>
<td>70</td>
<td>Pass</td>
<td>V5 0</td>
<td>1.2</td>
<td>03/01/2018</td>
<td>10:00</td>
</tr>
</tbody>
</table>

All reports allow you to sort columns in ascending or descending order. You can also print the report using the icon at the top of the report. The result detail can be expanded using the plus sign.
Appendix

Pop Up Blocker
The first time you use this screen a pop up blocker may appear.

- Select ‘Allow once’ to and repeat the process, or click ‘Options for this site’ to then allow your browser to allow all future pop-ups from this site.

Export Report to Excel
All reports are available to export into Excel.
For example **Learner Reports**
- Select your learner and from the report screen.
- Choose type of report and **Export to Excel**.

You will then be prompted to Open or Save the spreadsheet

- For example, click on Open

The spreadsheet will then be displayed