

Online Registration System & Walled Garden User Manual

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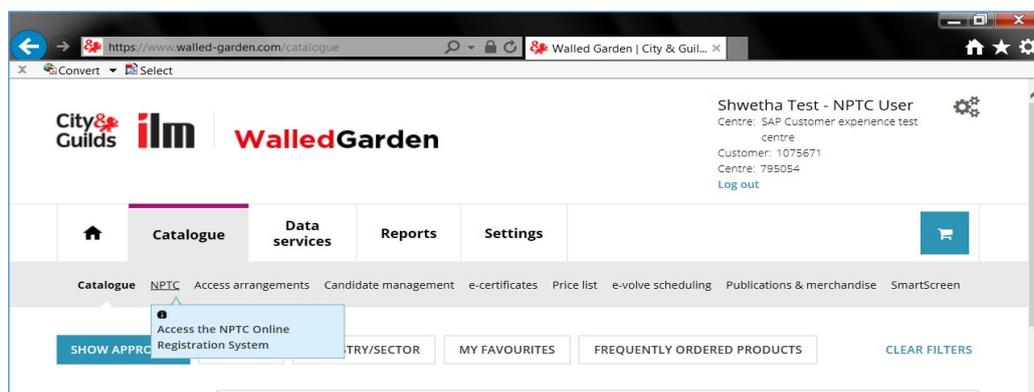
Logging in to the Online Registration System (ORS)

To access the online registrations system, you can access via City and Guilds Walled Garden

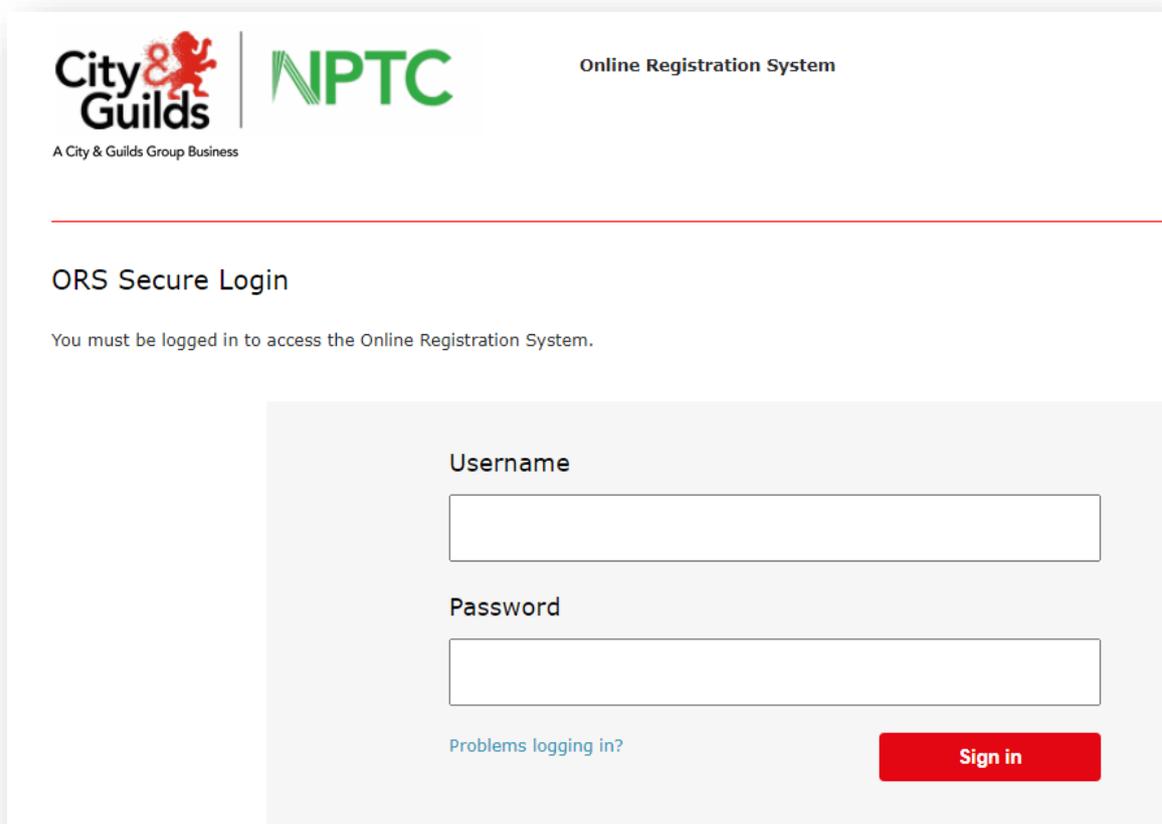
Type in the following URL to the browser address bar www.walled-garden.com

The following screen will be displayed

Enter your username and password, agree to the terms and conditions and sign in. Once you have access Walled Garden click in to catalogue



You will then be required to login using your username and password from the secure login of the NPTC site



City & Guilds | NPTC Online Registration System

A City & Guilds Group Business

ORS Secure Login

You must be logged in to access the Online Registration System.

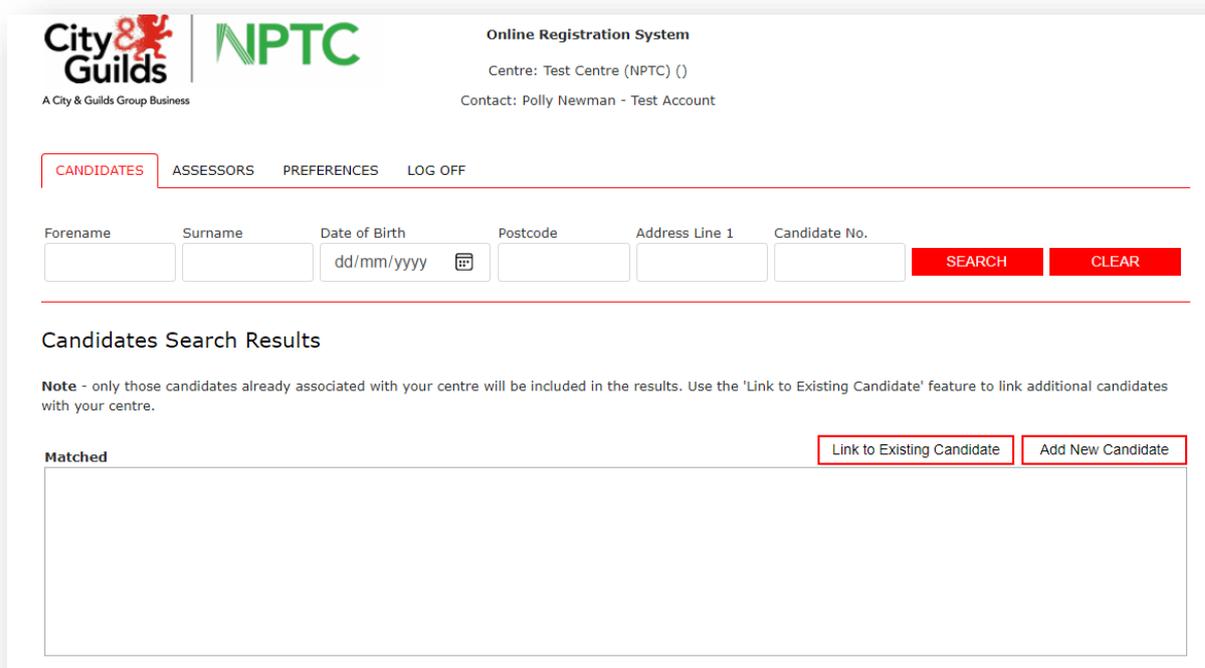
Username

Password

[Problems logging in?](#) **Sign in**

Alternatively, you can log straight into the ORS site at the following link
<https://candidates.nptc.org.uk/>

Main centre screen



The screenshot shows the 'Online Registration System' interface. At the top left are the City & Guilds and NPTC logos. The page title is 'Online Registration System'. Below this, it shows 'Centre: Test Centre (NPTC) ()' and 'Contact: Polly Newman - Test Account'. A navigation bar contains tabs for 'CANDIDATES', 'ASSESSORS', 'PREFERENCES', and 'LOG OFF'. The 'CANDIDATES' tab is active. Below the navigation bar is a search form with fields for 'Forename', 'Surname', 'Date of Birth' (with a calendar icon), 'Postcode', 'Address Line 1', and 'Candidate No.'. There are 'SEARCH' and 'CLEAR' buttons. Below the search form is the 'Candidates Search Results' section. A note states: 'Note - only those candidates already associated with your centre will be included in the results. Use the 'Link to Existing Candidate' feature to link additional candidates with your centre.' Below the note is a 'Matched' section with a large empty box. To the right of this box are two buttons: 'Link to Existing Candidate' and 'Add New Candidate'.

The main centre screen allows access to the following tabs

Candidates – search for existing candidates, link candidates registered with another centre, create new candidates.

Assessors – View all assessor details held on our database.

Certificate Preference – Select the default address to issue certification. Either all certificates will be issued to candidates address or directly to your centre address.

Candidates

From here you can search for candidates associated with your centre using the search function.

The information needed is minimal if the candidate is already linked to your centre you can search by surname and date of birth or candidate number, This will bring results which match your search criteria and any near matches, this would mean they have either had historical registrations with your centre or you have linked them via the new ORS.

Forename
A| x

Surname
Sample

Date of Birth

Postcode

Address Line 1

Candidate No.

SEARCH

CLEAR

Candidates Search Results

Note - only those candidates already associated with your centre will be included in the results. Use the 'Link to Existing Candidate' feature to link additional candidates with your centre.

Link to Existing Candidate

Add New Candidate

Candidate No.	Surname	Forename	Address Line 1	PostCode	DOB
457790	Sample	A	City & Guilds	CV8 2LY	01/01/1970

No Records that nearly Matched!

Once the correct candidate is located, click into the candidate number and you can place registrations, amend candidate details and upload photographs.

Searching for candidate who is not linked to your centre

To search for candidates who are not linked to your centre and have no prior registrations with you, you will need to search with forename, surname, date of Birth and candidate number.

Forename	Surname	Date of Birth	Postcode	Address Line 1	Candidate No.	
<input type="text" value="Michael"/>	<input type="text" value="Mouse"/>	<input type="text" value="13/01/1980"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="720615"/>	<input type="button" value="SEARCH"/> <input type="button" value="CLEAR"/>

Candidates Search Results

Note - only those candidates already associated with your centre will be included in the results. Use the 'Link to Existing Candidate' feature to link additional candidates with your centre.

Candidate No.	Surname	Forename	Address Line 1	PostCode	DOB
720615	Mouse	Michael	City And Guilds	CV8 2LY	13/01/1980

Once you have located the candidate required, select link to existing candidate, select search and link, this will bring you to the candidate page.

Forename	Surname	Date of Birth	Postcode	Address Line 1	Candidate No.	
<input type="text" value="a"/>	<input type="text" value="sample"/>	<input type="text" value="01/01/1970"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="457790"/>	<input type="button" value="SEARCH"/> <input type="button" value="CLEAR"/>

Link to Existing Candidate

Use this screen to link your centre with a candidate that is already registered with City & Guilds but who has not previously registered for a course with your centre.

Please complete the following details for the candidate you wish to link to your centre. **NOTE** - you must complete all fields.

Candidate No.	<input type="text" value="457790"/>
Surname	<input type="text" value="sample"/>
Forename	<input type="text" value="a"/>
DOB	<input type="text" value="01/01/1970"/> <input type="button" value="🔍"/>

Once you have linked the candidate you will be able to make registrations check prerequisites and amend candidate details and upload photographs

Creating a new candidate

From the main screen click add new candidate

Forename	Surname	Date of Birth	Postcode	Address Line 1	Candidate No.	SEARCH	CLEAR
<input type="text"/>							

Candidates Search Results

Note - only those candidates already associated with your centre will be included in the results. Use the 'Link to Existing Candidate' feature to link additional candidates with your centre.

Matched Link to Existing Candidate Add New Candidate

You will need to complete the required fields and submit

New Candidate Details Check

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

Title

Surname

Forename

DOB

Country

House Number

Post Code (Postcode only mandatory for United Kingdom)

Submit Cancel

By filing in the house number and postcode the system will find the address using quick address function and populate as relevant, if this function is not available the following message will be displayed, and you will need to manually input the full address on the candidate details screen



Save the candidate details, you can now administer the candidate registrations.

Candidate Information

The candidate screen is made up of three sections.

Candidate Details
Qualifications / Registrations
Photo

Candidate Number	806367	Request changes to Name/DOB
Title	Miss <input type="text"/>	Telephone Number
Surname	Candidate <input type="text"/>	Fax Number
Forename	Test <input type="text"/>	Mobile Number
Previous Name	<input type="text"/>	E-Mail Address
Address	2 <input type="text"/>	DOB
	Red Hall Court <input type="text"/>	01/01/2000 <input type="text"/>
	Wakefield <input type="text"/>	Gender
County	West Sussex <input type="text"/>	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Prefer Not To Say
Post Code	WF1 2UN <input type="text"/>	Place Of Birth
Country	United Kingdom <input type="text"/>	Country of Birth
	<input type="checkbox"/> Has Photo	Nationality
	<input type="text"/>	<input type="text"/>

Save
Find Address

<< To find an address: Enter the 'HOUSE NUMBER' in the first address Line and the 'POSTCODE', in the post code box.

Candidate details

When a new candidate is created the system will issue a unique candidate number, this should be used for the candidate when completing all further assessments.

If registering candidates for the Certificate of competence in Transport of Animals by road, the candidates place of birth should be added, this information should be included.

Ensure you are saving all details before moving on to another screen.

Changes to candidate details

You can amend and save candidate details which include, address, gender, telephone number, email address, place of birth, nationality and country of birth. Simply make the required changes and ensuring you save the details.

For changes to a candidate name and date of birth the request will need to be approved by City and Guilds, evidence would need to be submitted, if the change is an obvious error then you can submit a learner agreement to show the correct name. Click on request changes to Name/DOB

Candidate Core Data Change

Shown below are the current details for this candidate. Edit them as required and upload an image of supporting documentation. Acceptable documentation includes: driving license, passport.

Candidate Number	806367		
Surname	<input type="text" value="Candidate"/>		
Forename	<input type="text" value="Test"/>		
DOB	<input type="text" value="01/01/2000"/>		
Reason for change	<input type="text"/>		
Only files of type .pdf .jpg or .jpeg are valid			
Add Document	<input type="text"/>	<input type="button" value="Select"/>	<input type="button" value="Clear"/>
<input type="button" value="Submit"/>		<input type="button" value="Cancel"/>	

Change the details required, add a reason for change and submit. This will be approved within 48 hours of submission. If the change is a larger change such as a change of surname or a change by deed poll you will need to submit evidence of the requested change, for example, marriage/divorce certificate, deed poll certificate, or if this is a centre error please provide evidence of driving licence/passport.

Candidate Core Data Change

Shown below are the current details for this candidate. Edit them as required and upload an image of supporting documentation. Acceptable documentation includes: driving license, passport.

Candidate Number	806367		
Surname	<input type="text" value="Candidate"/>		
Forename	<input type="text" value="Test"/>		
DOB	<input type="text" value="01/01/2000"/>		
Reason for change	<input type="text"/>		

Only files of type .pdf .jpg or .jpeg are valid

Add Document

Make the required changes and select the document to upload click submit, this will be approved by City and Guilds within 48 hours, if the evidence is rejected an explanation will be given and guidance on what is required will be send via email.

Pending changes to candidate details

If a change is pending by City and Guilds, no further changes can be made to the candidate details until this has been approved, the following message will show on the candidate details.

Candidate Details
Qualifications / Registrations
Photo

Candidate Number	806367		Name/DOB change request submitted and under review by City & Guilds	
Title	<input type="text" value="Miss"/>			
Surname	<input style="background-color: #fff9c4;" type="text" value="Candidate"/>		Telephone Number	<input type="text"/>
Forename	<input style="background-color: #fff9c4;" type="text" value="Test"/>		Fax Number	<input type="text"/>
Previous Name	<input type="text"/>		Mobile Number	<input type="text"/>

Qualifications/Registrations

The qualification tab enables you to view prior achievements and registrations to be added to the candidate record.

Old qualifications, listed on this page are qualifications that a candidate has been registered on, the qualifications which show in this section are those which are yet to come to the end of their accreditation and have not yet been updated to the new qualifications. By clicking the arrow icon, you can view if the qualification has been assessed, passed and certificated.

New qualifications listed here are the new qualifications that a candidate has been registered on.

Candidate Details
Qualifications / Registrations
Photo

New Qualification
Old Qualification

Add New Style Registration
Add Old Style Registration

Scheme Code	Scheme Description						
▼	001431	City & Guilds Level 2 Certificate of Competence in Tractor Driving and Related Operations					▲
	Booking Registration Date		Booking Type				
▼	13/07/2021 09:03:04		(ATP)		Delete	Re-Submit	
	Endorsement	Endorsement Description					
▼	921	Tractor Driving & Related Ops					
	Unit	Unit Description	Passed	TestDate	Certificate	Certificate Date	
	201	Prepare and Operate a Tractor and Attachments	REG				
	202	Operate a Loader	REG				
▼	002030	City & Guilds NPTC Level 2 Award in Forest Machine Operations - Base Machine					▼
	Booking Registration Date		Booking Type				
▼	13/07/2021 09:03:36		(CARF)		Delete		

The breakdown of registrations shows the following details

Booking Type- ATP OR CARF

Unit - Number of the Unit of this qualification

Unit - Description Title of the unit

Reg Date- Date when the registration was made

Passed – Status of the registration

REG - no assessment result recorded

YES – assessment result received – candidate pass

NO – assessment result received - candidate fail

CLO- transport of animal's result received reg closed/ we have closed the registration to allow for a further registration until results have been processed

WDR- registration expired after two years no result received

Certificate – When a certificate has been processed a certificate number will appear

Certificate Date - When a candidate certificate has been processed certificate number appears (this is the date of certification but not of postage)

Our SLA for processing time is 25 working days of receipt of results, certification will be issued within 7 to ten days, updates will be provided to centres to advise of processing and issue dates.

Adding a new registration

Old and New Style qualifications

To add a new registration to a candidate's record, select either old or new style registration, a list will be displayed of all the qualifications approved to be delivered by your centre, on the right-hand side of the screen the assessment method is given to assist with registration, ensure the correct method is selected either independent or integrated.

Add New Style Registration

Scheme Code Scheme Name **Find** **Show All - New Style** **Show All - Old Style** **Finish**

Scheme No	Scheme Description	Assessment Method
001421	City & Guilds NPTC Level 2 Award in the Safe Use of Brush-cutters and Trimmers	Integrated
001424	City & Guilds NPTC Level 2 Award in the Safe Use of Handheld Leaf Blowers and Vacuums	Integrated
001425	City & Guilds NPTC Level 2 Award in the Safe Use of Shredders in Amenity Operations	Integrated
001426	City & Guilds NPTC Level 2 Award in the Safe Use of Brush-cutters and Trimmers	Independent
001429	City & Guilds NPTC Level 2 Award in the Safe Use of Handheld Leaf Blowers and Vacuums	Independent
001431	City & Guilds Level 2 Certificate of Competence in Tractor Driving and Related Operations	Integrated
001432	City & Guilds Level 2 Certificate of Competence in the Safe Use of All-terrain Vehicles (ATVs)	Integrated
001433	City & Guilds Level 2 Certificate of Competence in Forklift Truck Operations	Integrated
001434	City & Guilds Level 2 Certificate of Competence in the Safe Use of Hand-held Hedge Cutters	Integrated
001435	City & Guilds Level 2 Certificate of Competence in the Safe Use of Mowers	Integrated
001436	City & Guilds Level 2 Certificate of Competence in the Safe Use of Tractor Mounted Hedge and Verge Cutters	Integrated

The two search fields, scheme code and scheme name can be used to search a specific qualification, or the scheme code can be selected from the left-hand side by clicking on the required code. To use the search field's, enter the required scheme and select find, if you are approved to deliver this will show as below.

Add New Style Registration

Scheme Code Scheme Name **Find** **Show All - New Style** **Show All - Old Style** **Finish**

Scheme No	Scheme Description	Assessment Method
001421	City & Guilds NPTC Level 2 Award in the Safe Use of Brush-cutters and Trimmers	

Click into the scheme code and all available units will show.

Select New Units Style

Trainer

End No.	Endorsement Description	Select	Unit No	Description	Assessment Method	Mandatory	Select	
001	Trimmer	<input type="checkbox"/>	201	Trimmer and brushcutter operations	Integrated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Enter Results"/>
002	Brushcutter	<input type="checkbox"/>	201	Trimmer and brushcutter operations	Integrated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Enter Results"/>

If relevant, add the trainer details and select the units required, at the bottom of the screen there is the option for CARF or ATP select which is applicable for the selected qualification. A maximum of two endorsements per registration are allowed, if you require further assessments, select add more assessments, once you have selected the required assessments, click finish. If you have selected to use CARFS from the summary of assessment you can now produce the CARF. Click produce CARF, adobe acrobat will load containing a pre-populated CARF, you can now click back to candidate details.

Summary of Registrations

Scheme Code	Scheme Description	Unit Code / Booking Ref	Registered On	Book/HO No	Select
014103 (CARF)	NPTC Level 2 Award in the Safe Use of Sheep Dip	01	13/07/2021	NO NUMBER	<input type="checkbox"/>
014103 (CARF)	NPTC Level 2 Award in the Safe Use of Sheep Dip	02	13/07/2021	NO NUMBER	<input type="checkbox"/>
014103 (CARF)	NPTC Level 2 Award in the Safe Use of Sheep Dip	03	13/07/2021	NO NUMBER	<input type="checkbox"/>
001429 (CARF)	City & Guilds NPTC Level 2 Award in the Safe Use of Handheld Leaf Blowers and Vacuums	480364	13/07/2021		<input type="checkbox"/>
001431 (ATP)	City & Guilds Level 2 Certificate of Competence in Tractor Driving and Related Operations	480240	13/07/2021		<input type="checkbox"/>
002030 (CARF)	City & Guilds NPTC Level 2 Award in Forest Machine Operations - Base Machine	480241	13/07/2021		<input checked="" type="checkbox"/>

Producing a CARF after the registered date

Carfs can be produced until a result has been added to the registration, search and locate the candidate. Go to the tab qualifications/registrations and click add new or old, do not add a registration at this point, click finish, this will take you to the summary of registrations page, select the required qualification and click produce carf.

Adding a New registration Integrated assessment

All integrated assessment qualifications are assessed using ATP process, the registration of candidates is the same, there is no option to select assessment process this is ATP only.

When a registration is made by ATP once the summary of registrations appear 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 candidate's assessment details are sent to the magicomm portal once the ATP registration has been made, candidates that are being assessed using ATP must be booked for the assessment, to make candidate bookings on ATP please refer to the Assessment Tracker Process for centres user guide.

Adding a re-take registration

If a candidate fails an assessment and a retake is required, you as a centre can mark that registration as a fail to allow you to re-register.

Locate the candidate and access Qualification/Registrations, click add new style registration, search for the registration to be taken as a re-take, click on the scheme in the left hand-side of the screen, the list will appear with registrations already made in orange

Select New Units Style

Trainer

End No.	Endorsement Description	Select	Unit No	Description	Assessment Method	Mandatory	Select	
001	< 2.5 tonne Tracked	<input type="checkbox"/>	208	Prepare and Operate a Base Machine	Independent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Enter Results"/>
002	> 2.5 tonne Tracked	<input type="checkbox"/>	208	Prepare and Operate a Base Machine	Independent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Enter Results"/>
003	< 2.5 tonne Wheeled Articulated	<input type="checkbox"/>	208	Prepare and Operate a Base Machine	Independent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Enter Results"/>
004	> 2.5 tonne Wheeled Articulated	<input type="checkbox"/>	208	Prepare and Operate a Base Machine	Independent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Enter Results"/>
005	< 2.5 tonne Wheeled Rigid	<input type="checkbox"/>	208	Prepare and Operate a Base Machine	Independent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Enter Results"/>
006	> 2.5 tonne Wheeled Rigid	<input type="checkbox"/>	208	Prepare and Operate a Base Machine	Independent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Enter Results"/>

■ Previously Passed
 ■ Registration on the System
 ■ Previously Failed

Assessment Process:
 ATP
 CARF

Click on Enter results next to the first required unit, the result data entry screen will allow a fail to be added, enter the test date and assessor number, if there are further results to be marked as failed, click yes on the required information this will allow you to process further fails before saving the data, if there are no further fails select no and 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:	806367
Scheme:	002030
Endorsement:	001
Unit:	208
Test Date:	<input type="text"/>
Assessor No:	<input type="text"/>

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

You will still be required to send the results through to City and Guilds for audit purposes, please ensure you send a note to advise you have entered the results manually.

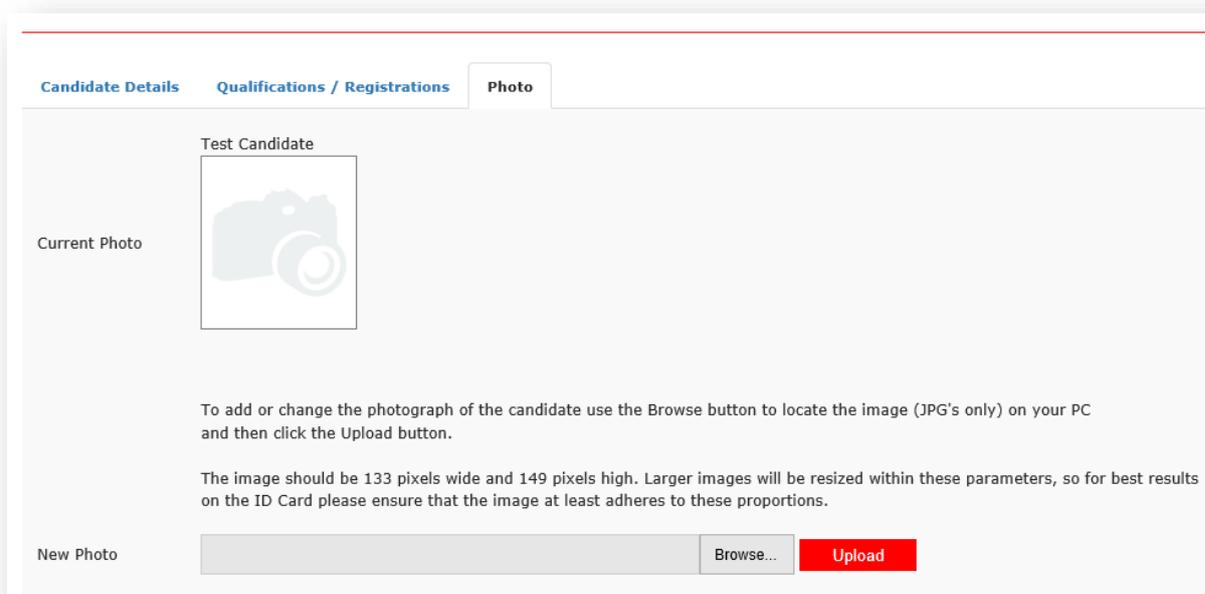
Deleting registrations

The qualification tab allows registrations to be deleted from a candidate record at any point up to the assessment taking place, the registration cost minus the administration fee will be added to the credit total held for your centre. Once a candidate has been assessed the registration cannot be deleted. Select the expansion arrow to the left of the qualification title and select delete, you will be charged for all deletions do please ensure the is necessary, this fee is non-refundable.

Candidate Details		Qualifications / Registrations		Photo	
New Qualification		Old Qualification			
Add New Style Registration		Add Old Style Registration			
Scheme Code	Scheme Description				
▼ 001429	City & Guilds NPTC Level 2 Award in the Safe Use of Handheld Leaf Blowers and Vacuums				
	Booking Registration Date	Booking Type			
▼	13/07/2021 11:03:28	(CARF)			Delete
Endorsement	Endorsement Description				
▼ 001	Handheld leaf blower				
Unit	Unit Description	Passed	TestDate	Certificate	Certificate Date
201	Handheld leaf blower or vacuum operations	REG			
▶ 001431	City & Guilds Level 2 Certificate of Competence in Tractor Driving and Related Operations				
▶ 002030	City & Guilds NPTC Level 2 Award in Forest Machine Operations - Base Machine				

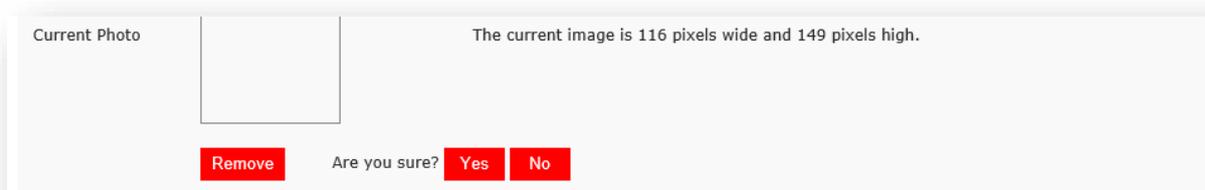
Photo

To enable City and Guilds to issue your candidate with an ID card a photograph must be uploaded to the candidate details. From the photo tab you can check a candidate photograph, upload a photograph, remove a photograph



To add a photograph, click the browse button and upload the required photograph, the photo should be a head shot passport style photograph, jpeg and the image should be 132 pixels wide and 149 pixels high, larger images will be resized.

To delete an incorrect photograph click remove, you will be prompted to confirm you are sure, if you wish to remove click yes



Assessors

Assessor No	Forename	Surname	Qualification Code	Unit Code	County	SEARCH	CLEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>		

Assessor Search Results

Within the Assessor tab you can search for approved assessors, including those who are expired for technical or verification reasons.

Complete the search criteria using any combination and select find, results will be returned below. Select the assessor number on the left-hand side to expand the record and display the details relating to the assessor selected

Assessor Details		Units	Counties Covered
Assessor Number	<input type="text" value="012345"/>	Back to Search	
Title	<input type="text" value="Mr"/>	Telephone Number	<input type="text" value="02476 857300"/>
Surname	<input type="text" value="Sample"/>	E-mail Address	<input type="text" value="alan.sample@cityandguilds.com"/>
Forename	<input type="text" value="Alan"/>	Mobile Number	<input type="text" value="07123 456789"/>
Maiden Name	<input type="text"/>	Verification Expiry	<input type="text" value="13/07/2014"/>
Address	<input type="text" value="City & Guilds"/>	First Aid Expiry	<input type="text" value="25/07/2016"/>
	<input type="text" value="Building 500"/>	Integrated Assessor	<input type="text" value="YES"/>
	<input type="text" value="Abbey Park"/>		
	<input type="text" value="Stareton"/>		
	<input type="text" value="Warwickshire"/>		
Post Code	<input type="text" value="CV8 2LY"/>		

Units

The Unit tab will display all qualifications the selected assessor is approved to deliver, details can be expanded to show if the assessor is still active or if they are expired due to verification. These will be colour coded, green for active and orange, inactive due to Verification expiry.

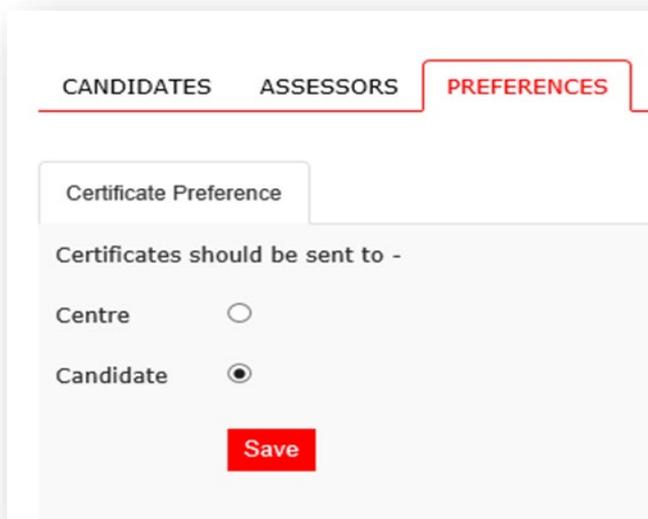
Counties Covered

Counties covered tab will display a list of counties the assessor will carry out assessments in, use the scroll function to view the full list.

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

Preferences

Centres can currently select where certify certificates are despatched to, either to the candidate directly or to the centre. Click into preferences tab and select either centre or candidate and click save, this will update to City and Guilds and will reflect on our next certification run.



CANDIDATES ASSESSORS **PREFERENCES**

Certificate Preference

Certificates should be sent to -

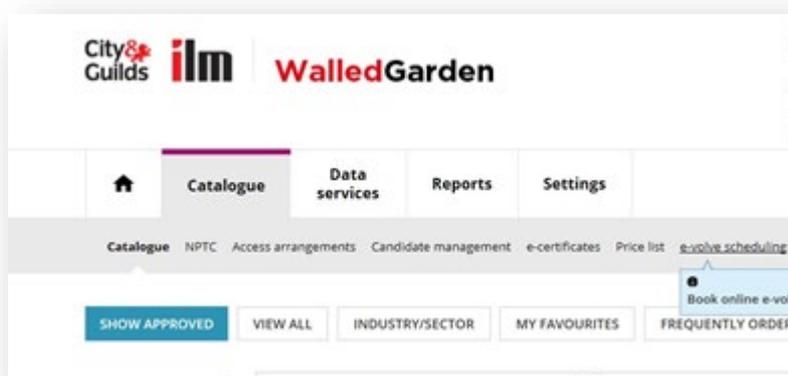
Centre

Candidate

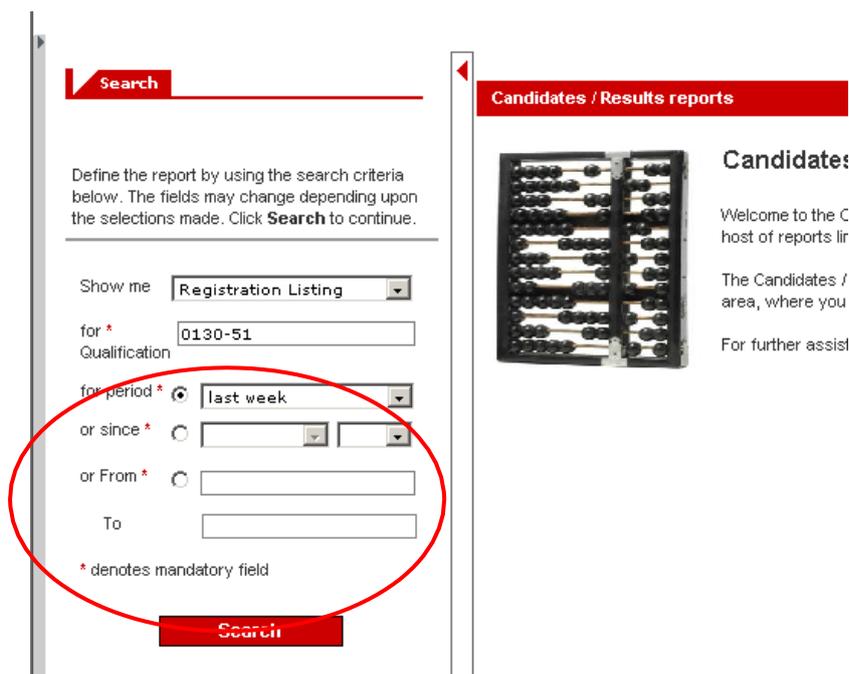
Save

Locating enrolment numbers on City and Guilds Walled Garden

To locate enrolment numbers required for Evolve bookings. Login to City and Guilds Walled Garden, from the home page click on reports



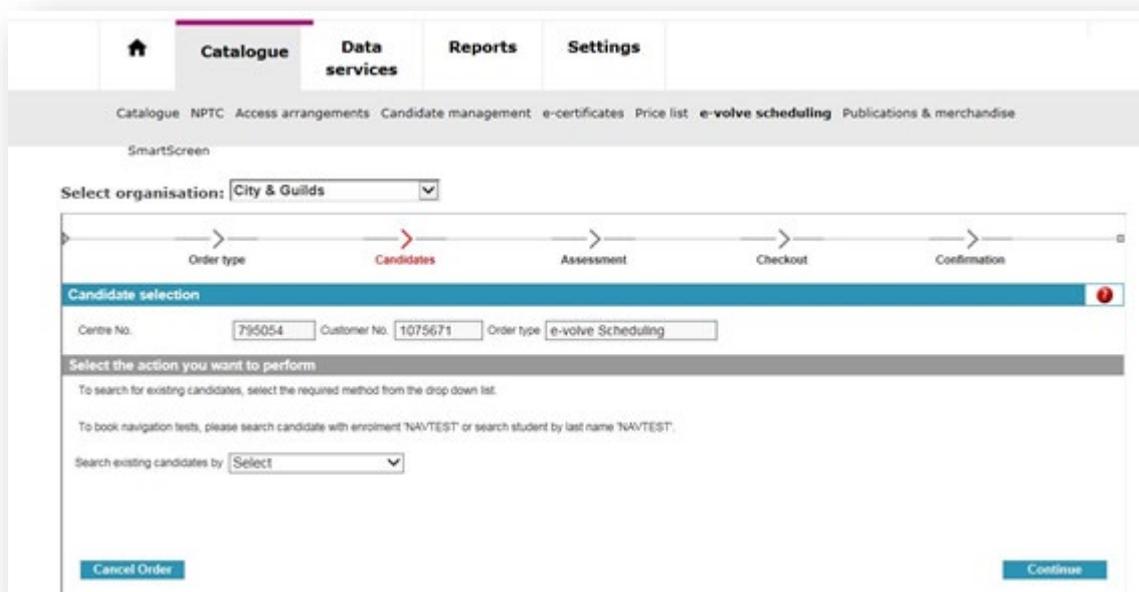
Access candidate results, using the drop down to select registrations listing



When entering the qualification code, it must be displayed as ****-**. The search will display all enrolment numbers registered for the qualification in the time frame selected.

To schedule an evolve test

From the catalogue select Evolve scheduling



The screenshot shows the 'SmartScreen' interface with the following elements:

- Navigation tabs: Catalogue, Data services, Reports, Settings.
- Sub-navigation: Catalogue, NPTC, Access arrangements, Candidate management, e-certificates, Price list, **e-volve scheduling**, Publications & merchandise.
- Section: SmartScreen
- Organization: Select organisation: City & Guilds
- Progress bar: Order type, **Candidates**, Assessment, Checkout, Confirmation.
- Form fields:
 - Centre No.: 795054
 - Customer No.: 1075671
 - Order type: e-volve Scheduling
- Section: Select the action you want to perform
 - Text: To search for existing candidates, select the required method from the drop down list.
 - Text: To book navigation tests, please search candidate with enrolment 'NAVTEST' or search student by last name 'NAVTEST'.
 - Form: Search existing candidates by: Select
- Buttons: Cancel Order, Continue

Select the candidates by single enrolment number or multiple enrolment numbers, from the drop downs select the qualification, unit, date, time and the required installation ID and continue, you can then confirm the booking.

Remote invigilation

Our new Remote Invigilation Service allows tests on our e-volve platform to be taken from home or the workplace, giving more flexibility to your candidates and removing the need to travel to a test centre. We provide experienced City & Guilds invigilators, ensuring the tests remain secure and result in reliable assessment decisions.

For remote Invigilation you will need to book 7 calendar days/ 5 working days in advance of the test. The candidate details must include an email address in City and Guilds Walled Garden to allow the booking of remote invigilation.

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-volve/e-volve-familiarisation>