



nebosh

**Guidance for Learning Partners
Submitting NG2/IG2 Assessments on the Course
Provider Interface**

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1. Purpose of this Document

The purpose of this document is to provide instructions how to upload practical assessments for the National General Certificate (2018 specification) and International General Certificate (2018 specification) to the Course Provider Interface (CPI).

It is important that these instructions are followed and submission dates are followed to ensure assessments can be marked and results declared on time.

If you have any queries regarding this process please contact the Customer Experience Team +44(0)116 2634700 or email info@nebosh.org.uk.

2. Timeframes for submission

Standard Date Examinations

- Completed assessments can be uploaded from the day after the registration closing date.
- The deadline to upload NG2/IG2 assessments to CPI is **23:59 GMT 10 working days after the date of the NG1 and/or IGC1 written assessment**.
- All submissions must be uploaded by the closing shown in the paper upload tab in CPI.

On Demand Examinations

- Completed assessments can be uploaded the day after the registration closing date.
- The deadline for uploading practical assessments is **23:59 GMT of the practical assessment examination date**. This is the date requested on the examination request form and is clearly shown in CPI.
- All submissions must be uploaded by the closing shown in the paper upload tab in CPI.

3. Uploading Practical Assessments

Step 1: Checking of NG2/IG2 assessments

Learning Partners MUST carry out basic administrative checks on their learner's NG2/IG2 assessments prior to uploading to CPI to prevent delays in marking and issuing results. The required checks are;

- For learners who have submitted electronically, ensure the learner number and name appear in the footer along with correct page numbering.
- For learners who are submitting on hand written forms, ensure that the learner number and name are written at the top of every form in the spaces provided along with page numbering written in the spaces provided.
- Ensure all sections of the assessment have been completed as Examiners will not be able to award marks for missing content.
- Ensure that all NG2/IG2 assessments are converted to PDF format prior to attempting upload. Files that are created from scanners are larger files and should be converted to PDF format for a quicker upload.

Submitting NG2/IG2 Assessments on the Course Provider Interface



- Ensure the PDF files are saved in an accessible location on your device. We recommend that you save the file that easily identifies the Learner. For example: including the Learner number in the file name.
- Click the links below for the full guidance for learners and learning partners on completing the NG2/IG2 assessments.

[National General Certificate \(2018 Syllabus\)](#)

[International General Certificate \(2018 Syllabus\)](#)

Please note: that Learning Partners must not carry out a pre-mark of any learners' assessments prior to submission to NEBOSH

Step 2: Uploading assessments to CPI

1. Online registrar logs into CPI and selects relevant qualification (NG/IG). Please refer to the CPI user manual for details on how to login. [Click here](#) (You will need to be logged into the secure Learning Partner area of the website for this link to work.)
2. Select the Paper Upload tab.

National General Certificate in Occupational Health and Safety (2019) Management Screen

Qualification: NG Study Modes: Full Time Block Release, E-Learning, Open & Distance Learning, Part Time & Evening, External Students Qualification ID: 9408

Title: NEBOSH National General Certificate in Occupational Health and Safety

Home Add New Learners

Learners Exams Registrations & Results **Paper Upload** Reasonable Adjustments

Search [] Go [i] Type All Learners All Count: 145 Learners

All registered learners

Learner No	Name	Date	Details	Units	Register
00390591	Ms Jane Smith	15-Oct-2019	Address..	Units	<input type="checkbox"/>

3. Select relevant assessment date you need to upload assessments to.

National General Certificate in Occupational Health and Safety (2019) Management Screen

Qualification: NG Study Modes: Full Time Block Release, E-Learning, Open & Distance Learning, Part Time & Evening, External Students Qualification ID: 9408

Title: NEBOSH National General Certificate in Occupational Health and Safety

Home Add New Learners

Learners Exams Registrations & Results **Paper Upload** Reasonable Adjustments

Paper Upload

Exam Date	Unit	Venue	Closing Date	Address	Type	Mark Entry
29/10/2019	NG2	British Gas - Leicester	12/11/2019	Address..	Standard	Upload Paper
28/10/2019	NG2	Ccc	19/10/2019	Address..	Standard	Upload Paper
22/10/2019	NG2	191 Victoria Street	22/10/2019	Address..	Local	Upload Paper

- Click Upload Paper button.

National General Certificate in Occupational Health and Safety (2019) Management Screen

Qualification: NG **Study Modes:** Full Time Block Release, E-Learning, Open & Distance Learning, Part Time & Evening, External Students **Qualification ID:** 9408

Title: NEBOSH National General Certificate in Occupational Health and Safety

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29/10/2019	NG2	British Gas - Leicester	12/11/2019	Address..	Standard	 Upload Paper
28/10/2019	NG2	Ccc	19/10/2019	Address..	Standard	 Upload Paper
22/10/2019	NG2	191 Victoria Street	22/10/2019	Address..	Local	 Upload Paper

- A list of all of the registered learners will appear along with an 'Absent' button and an 'Upload Paper' button against each learner record.

Marked: 0 Absent: 0 Waiting: 1 Total: 1

Learner No	Title	Forename(s)	Surname	Absent	Upload	Status
00386296	Ms	María De Los Angeles	Campos-Fernandez	 Absent	 Upload Paper	

- To upload a learner's assessment, click the Upload Paper button. The below pop up screen will appear.

Upload Paper

Student No: 00159303
 Student Name: John Rogers
 Venue: RRC International, Exam Date: 11/10/2019, Exam ID: 162735
 Qualification ID: 9408

Please select the PDF file you wish to upload for this student then click *Upload Files*.

Once the file has been successfully uploaded the *Status* field will change to "Uploaded".

PDF File:  

Status: Ready

 Close

Click on 'Browse' and locate the relevant PDF file for the learner on your device. Once you have selected the PDF file, click 'Upload Files'.

- Once you have uploaded the assessment, the status will change from 'Ready' to 'Uploaded'.

Upload Paper

Student No: 00159303
 Student Name: John Rogers
 Venue: RRC International, Exam Date: 11/10/2019, Exam ID: 162735
 Qualification ID: 9408

Please select the PDF file you wish to upload for this student then click *Upload Files*.

Once the file has been successfully uploaded the *Status* field will change to "Uploaded".

PDF File:

Status: Uploaded

- Click 'Close'. You will now have the option to view the assessment you have uploaded.

Marked: 1 Absent: 0 Waiting: 0 Total: 1						
Learner No	Title	Forename(s)	Surname	Absent	Upload	Status
00159303	Mr	John	Rogers		<input type="button" value="Upload Paper"/>	<input type="button" value="View"/>

Step 3: Logging an Absentee learner

- To log an Absentee learner, click the 'Absent' button next to the learner record, instead of the 'Upload Paper' button.

Marked: 1 Absent: 0 Waiting: 1 Total: 2						
Learner No	Title	Forename(s)	Surname	Absent	Upload	Status
00159303	Mr	John	Rogers		<input type="button" value="Upload Paper"/>	<input type="button" value="View"/>
00390591	Ms	Jane	Smith	<input type="button" value="Absent"/>	<input type="button" value="Upload Paper"/>	

- The absence will be recorded on the screen.

Marked: 1 Absent: 1 Waiting: 0 Total: 2						
Learner No	Title	Forename(s)	Surname	Absent	Upload	Status
00159303	Mr	John	Rogers		<input type="button" value="Upload Paper"/>	<input type="button" value="View"/>
00390591	Ms	Jane	Smith		<input type="button" value="Upload Paper"/>	<input type="button" value="Absent"/>

Step 4: Resubmitting a learner's assessment.

- If you have uploaded an incorrect assessment against a learner's record, you can upload another version following the instructions in step 2. Any subsequent assessments you upload against the learner's record will overwrite the preceding version.

You can only resubmit against learner's record during the same working day as the previous upload

Step 5: Changing an Absentee status

- If you have incorrectly logged a learner as Absent, follow the instructions for uploading an assessment in step 2. The status of the learner will then change from 'Absent' to 'View'.

Learner No	Title	Forename(s)	Surname	Absent	Upload	Status
00159303	Mr	John	Rogers		<input type="button" value="Upload Paper"/>	<input type="button" value="View"/>
00390591	Ms	Jane	Smith		<input type="button" value="Upload Paper"/>	<input type="button" value="View"/>

4. Timeframe for Results Issue

Standard Date Examinations

NEBOSH will mark the NG2/IG2 assessments and results will be issued in line with the notification date for the NG1 assessments.

On Demand Examinations

NEBOSH will mark the NG2/IG2 assessments and results will be issued no later than 50 working days from the NG2/IG2 assessment date selected.

Please note; results for the written and practical assessments may be issued separately. On declaration of each unit the Learner will receive a unit results notification letter confirming their result.