



**Cambridge
Assessment**



ASP User Guide



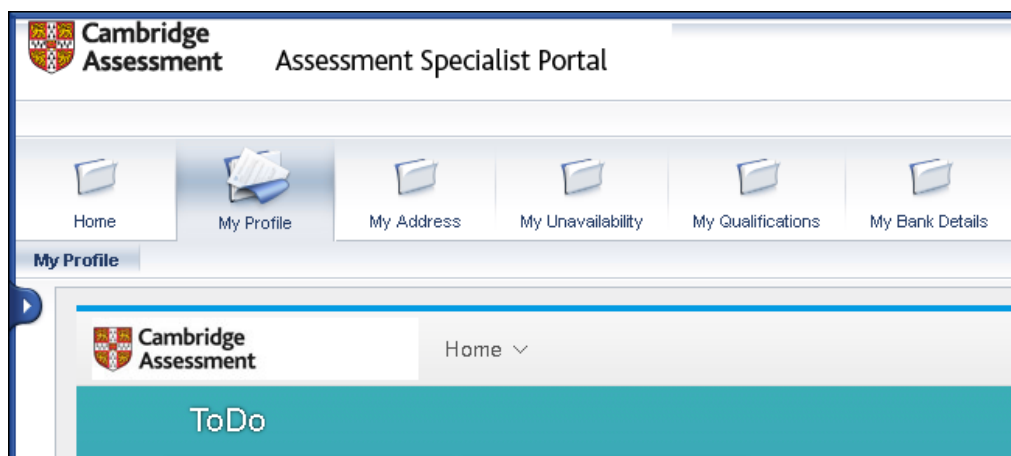
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Add & update your attached documents

This section can be used to attach any relevant document or certificates to your profile. Documents should only be attached when requested by Cambridge Assessment.

Login to the portal and you will see the home page below. Click on **My Profile** tab



Click on **Home** to bring a list of options too select from

Home ▾

Select **My Assessment Specialist File** to add any documents

My Assessment Specialist File

Scroll down the page to **Documents** and change icon

Documents Documents ✓

Click on **Add a row** icon to enable the fields

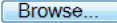
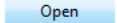



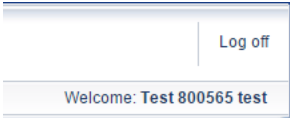
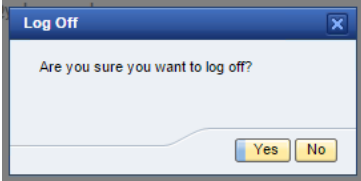


Complete the following fields under **Documents**.

Document name – enter the name of the document that you are attaching

Attachment – Click **Upload Attachment** to select the document from your folders

Upload Attachment

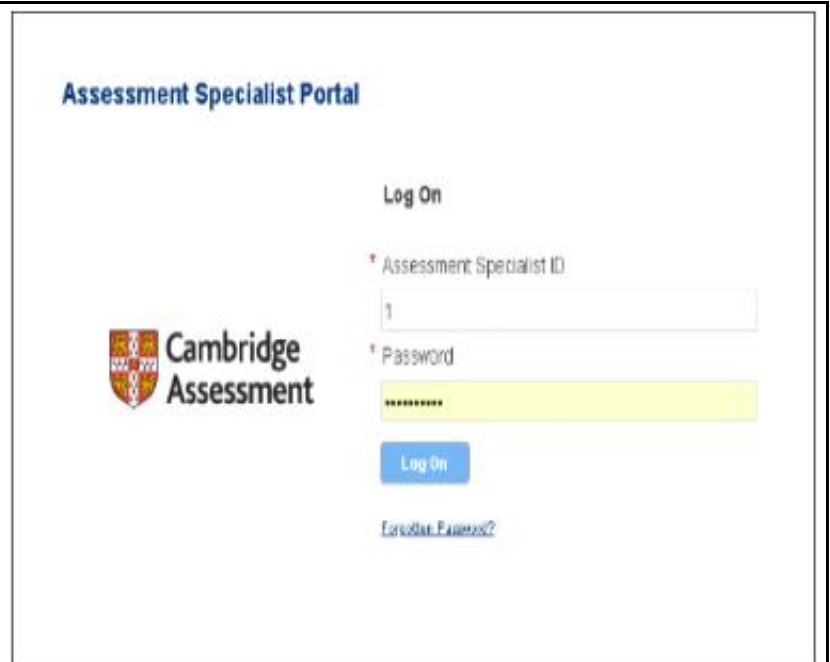
<p>Upload Attachment window will populate, click on Browse to choose a file</p> <p>Navigate to the folder where your document is saved and select the file</p>	
<p>Click Open to select the file</p>	
<p>Once the file is selected, click Upload to continue</p>	
<p>To make changes you can click on Update or Delete depending on what actions you want to take</p>	
<p>Comments – enter any additional comments</p>	
<p>Last Modified_DOC – this field is automatically updated showing the history when the field was last updated</p>	
<p>Click Save to keep your changes</p>	
<p>If you have finished all your updates, click Log Off in the top right corner of the screen to exit or navigate to other areas to continue working</p>	
<p>Select Yes to confirm the log off</p>	
<p>You will be directed to the AS portal login page</p>	


How to add and update your email addresses

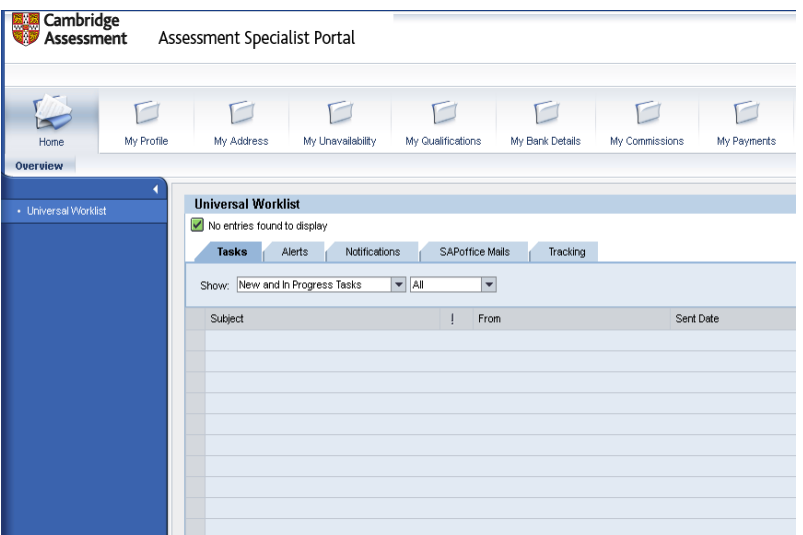
This section shows how to add and update your email addresses.

Access to the Cambridge Assessment portal and type in your credentials to login

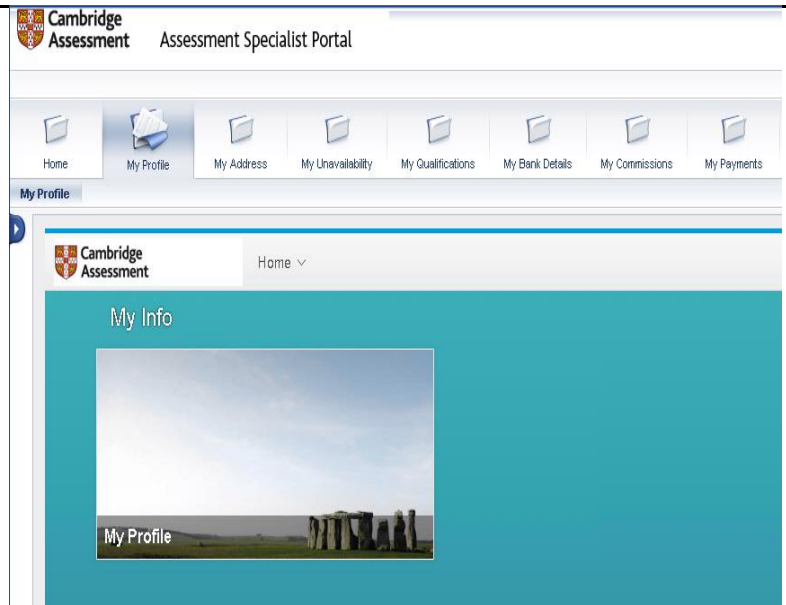
<https://asportal.cambridgeassessment.org.uk/irj/portal>



1. Click  after entering your credentials
2. This is the home page you will see once you have logged in. Click on **My Profile** tab to bring more options to select from



3. Click on My profile under My Info to update the details



4. Scroll down the page to **Additional email information**



5. To update click (change – Pencil icon)  which opens a pop up window

6. Click on  **Add** icon to enable the fields



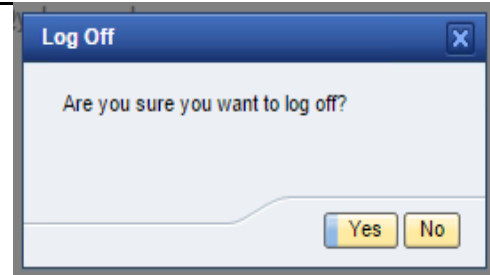
7. Complete the following fields under **Additional email information**.

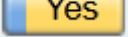
- **Email type** – select the type of email i.e. personal or work.
- **Email address** – type your email address in the field.
- **Last Modified_EMAIL** – this field is automatically updated showing the history when the field was last updated.

8. Click  to keep your changes

9. Use the upward arrow icon  to scroll to the top of the page

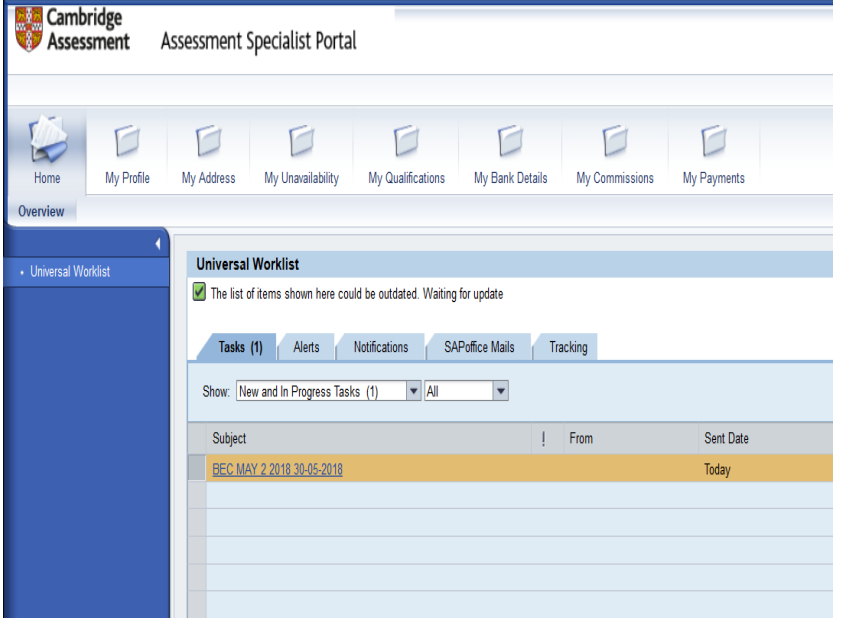
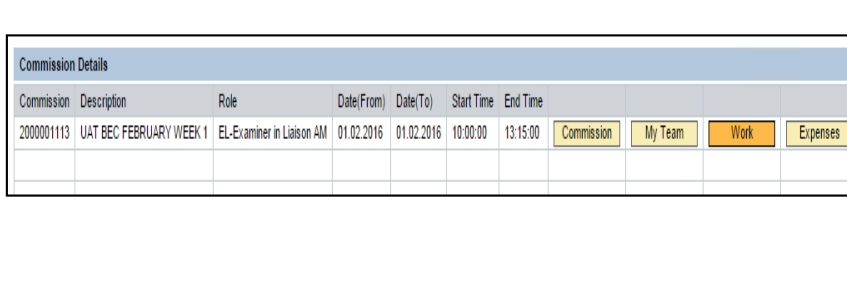
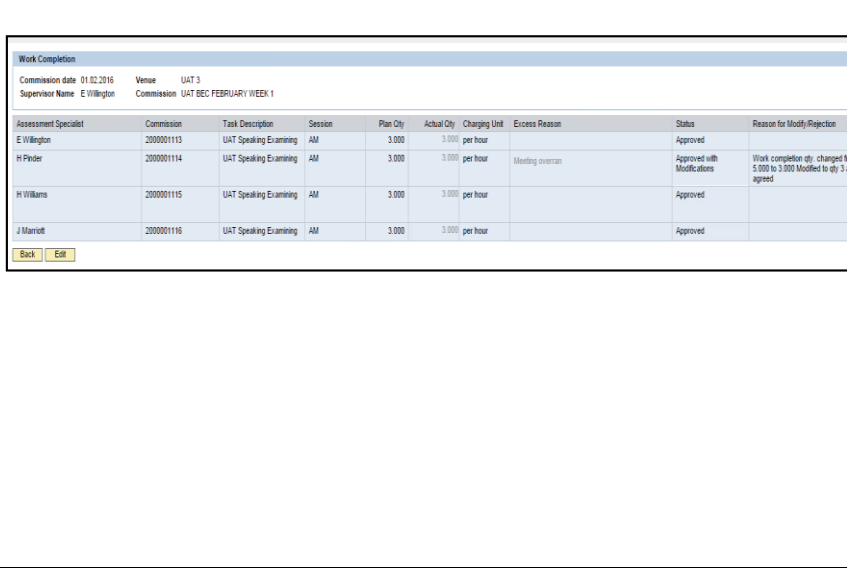
10. Click  to exit the screen



11. Select  to confirm and continue. You will be directed to the AS portal login page.

How to check the status of work completion

Examiners in Liaison for Speaking can check the status of a work completion on behalf of their team. The status will be shown as Submitted, Approved, Approved with Modifications or Rejected.

<p>1. This is the Home page which will be the first page you log in to on the Assessment Specialist (AS) Portal. Click on the My Commissions tab to see the list of all current and previous commissions.</p>	
<p>2. All current and previous commissions will be listed on this screen. Click on Work to view the status of your work completion.</p>	
<p>3. You can view the status of the work completion for each Speaking Examiner here. If any items require approval from Cambridge English you will be able to see the notes in the Reason for Modification/Rejection field. Details of the work completion statuses are provided below.</p>	
<ul style="list-style-type: none"> • Submitted – when the hours have been submitted and are awaiting approval. • Approved – when the work completion has been approved and no further action is required. • Approved with Modifications – when the work completion has been approved with modifications and a reason is provided. 	

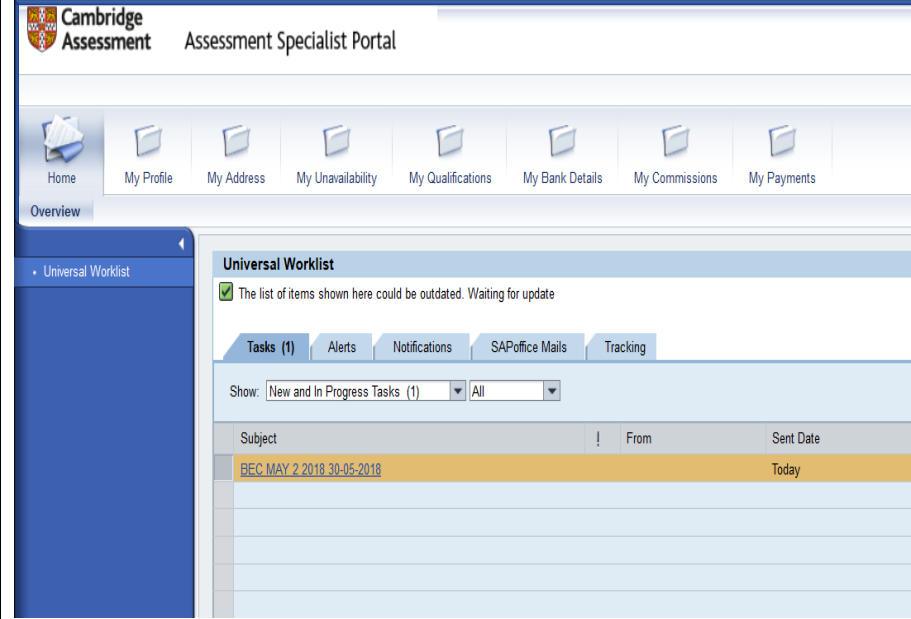
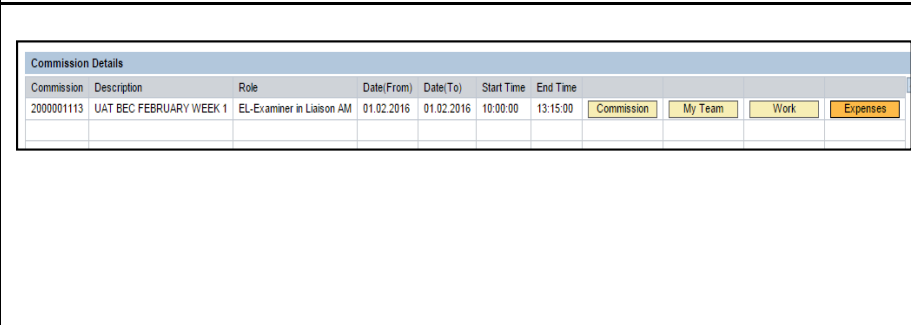
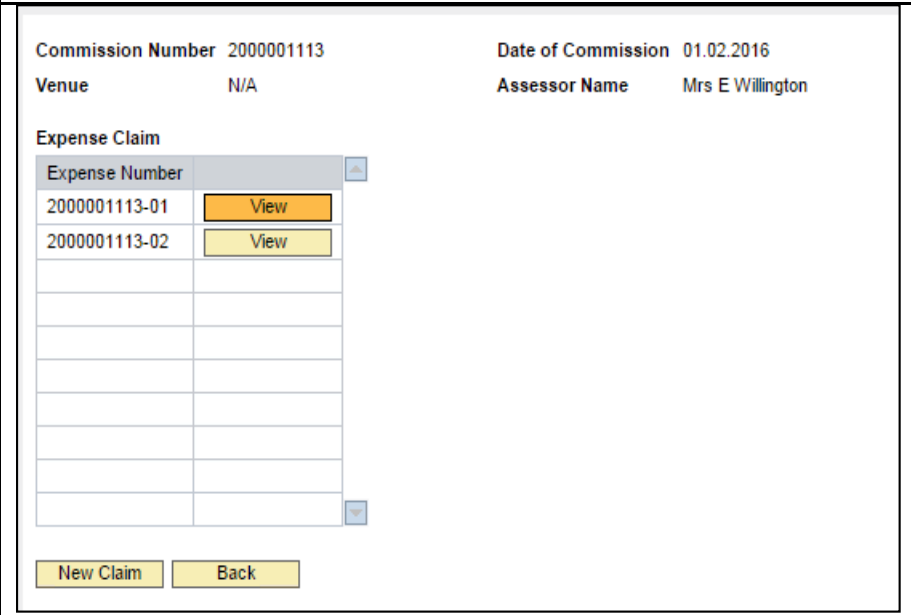
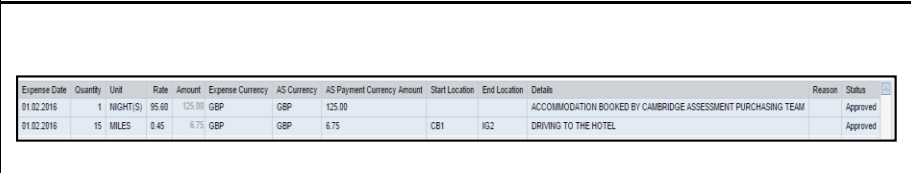
- **Rejected** – when the hours entered have been rejected by Cambridge Assessment and a reason for the rejection is provided.

4. Once you have viewed the status of the work completion, click **Back** to return to the main screen.

Work Completion							
Commission date	01.02.2016	Venue	UAT 3				
Supervisor Name	E Willington	Commission	UAT BEC FEBRUARY WEEK 1				
Assessment Specialist	Commission	Task Description	Session	Plan Qty	Actual Qty	Charging Unit	Excess Reason
E Willington	200001113	UAT Speaking Examining	AM	3.000	3.000	per hour	
H Pinder	200001114	UAT Speaking Examining	AM	3.000	3.000	per hour	Meeting overran
H Williams	200001115	UAT Speaking Examining	AM	3.000	3.000	per hour	
J Marriott	200001116	UAT Speaking Examining	AM	3.000	3.000	per hour	
<input type="button" value="Back"/> <input type="button" value="Edit"/>							

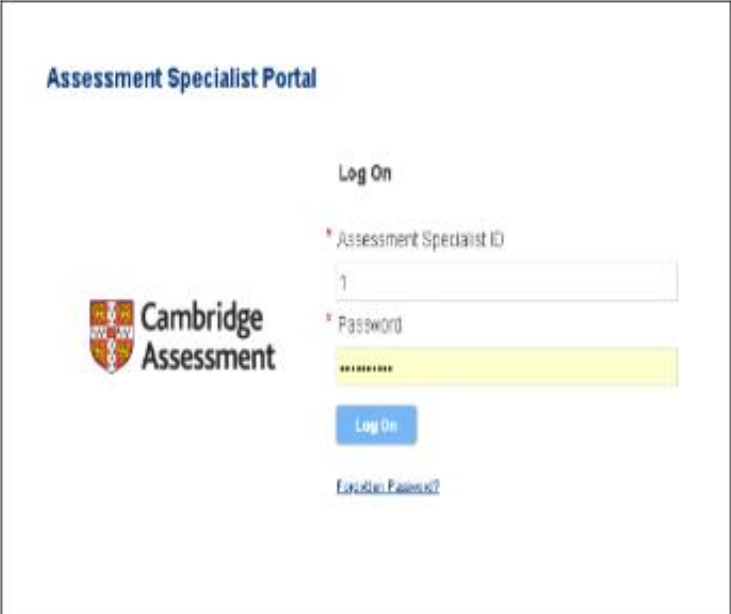

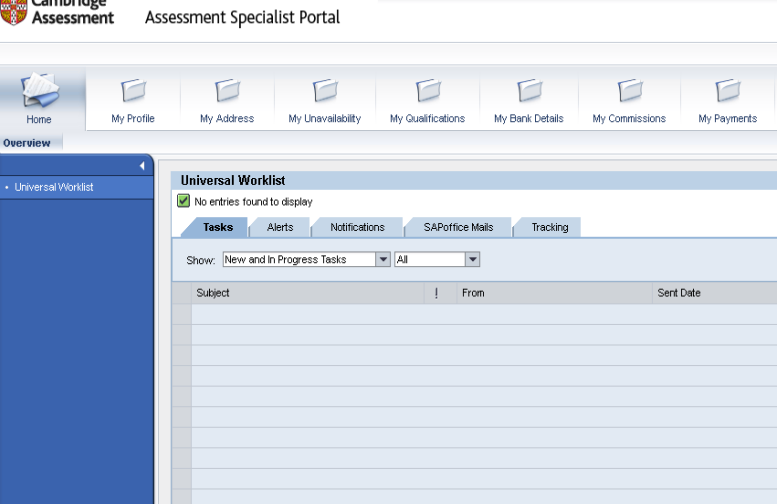

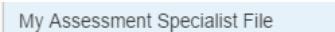
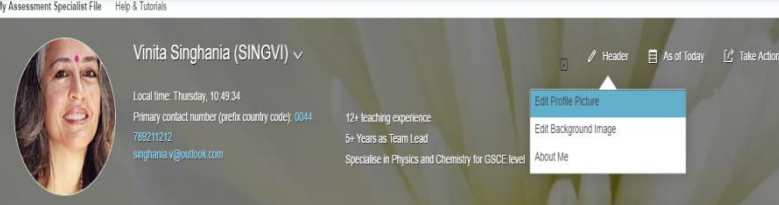
How to check the status of your expenses


You can check the progress of your expenses claims from within the Assessment Specialist (AS) Portal.

<p>1. This is the Home page which will be the first page you log in to on the Assessment Specialists Portal. Click on the My Commissions tab to see the list of all your current and previous commissions.</p>	
<p>2. All current and previous commissions will be listed on this screen. Click on Expenses to view the details and the status.</p>	
<p>3. All the expense claims created against a commission will be listed in here. Click on View to select and display the details.</p>	
<p>4. Scroll across the screen to check the status column. Each line item on an expenses claim will</p>	

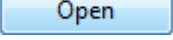
How to Edit your Profile Picture

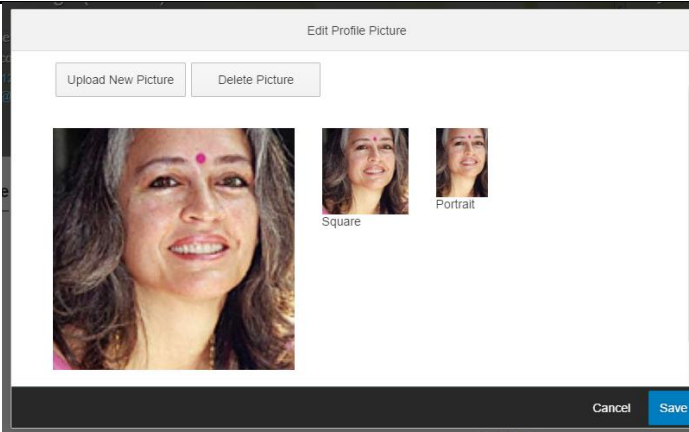
When you first get your login details and you will be requested to check your profile details and you would like to update your picture and this exercise shows exactly how to edit or upload a profile picture.




<p>1. Access to the Cambridge Assessment portal and type in your credentials to login</p> <p>https://asportal.cambridgeassessment.org.uk/irj/portal</p>	
<p>2. Click  after entering your credentials</p>	
<p>3. This is the home page you will see once you have logged in. Click on My Profile tab to bring more options to select from</p>	
<p>4. Click on  to bring a list of options too select from</p>	
<p>5. Select  to edit your picture</p>	
<p>6. Click on the Change Header and select from the options “Edit Profile picture” to continue</p>	

7. From “Edit profile picture ” window you can either upload a new photo or delete. Click on  **Upload a profile photo** to continue

8. Select your picture

9. Click  to continue



10. The photo has been selected in the window. You can arrange your photo to fit in the box, click on    to zoom in. If you want to make the picture bigger click on the plus magnify icon to zoom in

11. The picture has been zoomed out and you can drag the picture to make it centralised

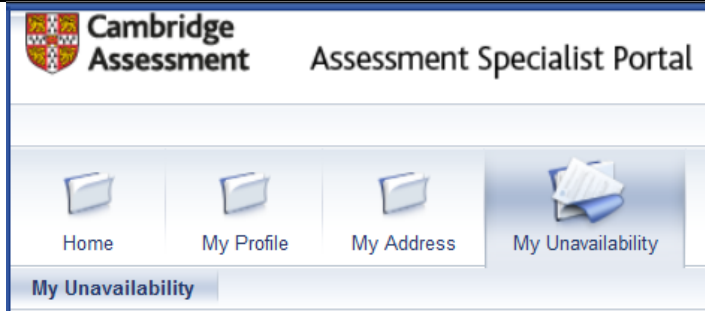
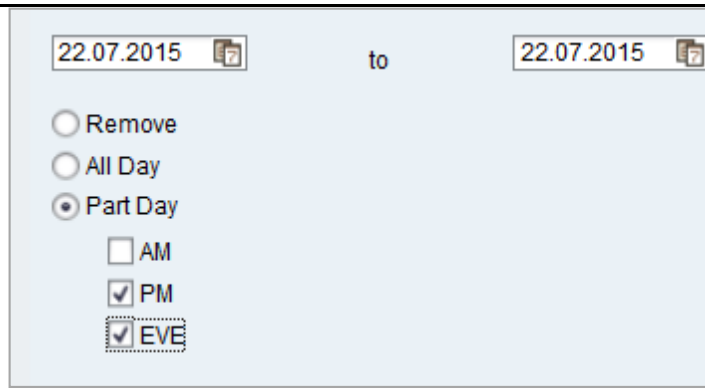
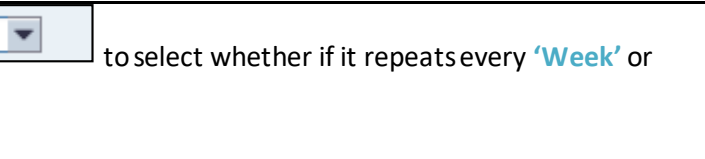
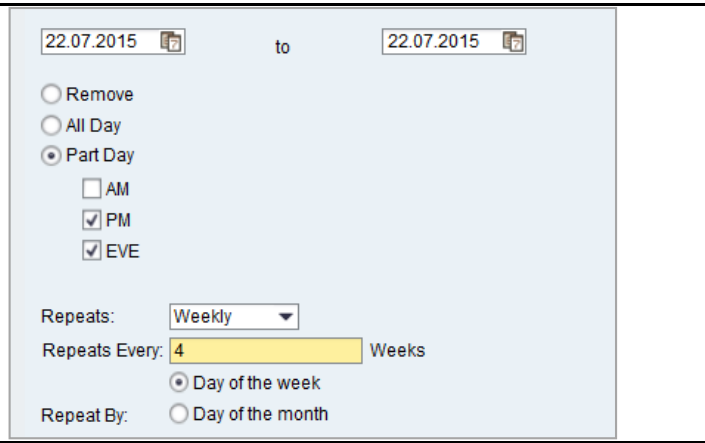
12. Once you’re happy with the layout of picture, click  to keep your changes

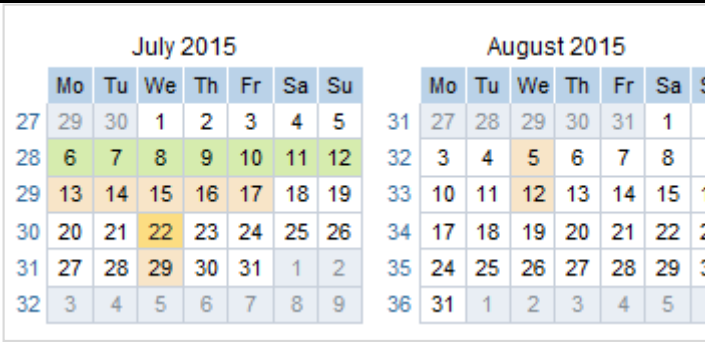
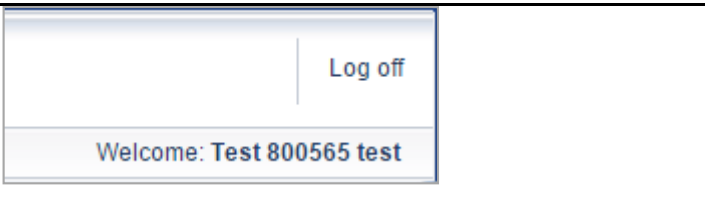
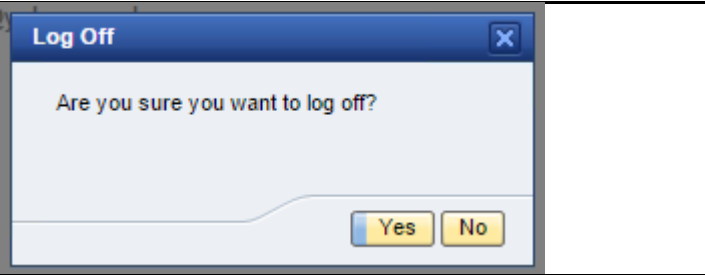
13. Click  to exit the screen

14. Select  to confirm and continue

How to enter repeat unavailability

This section shows how to enter a specific day of the week as reoccurring unavailability for 'X' number of weeks. For example, you have teaching commitment in the afternoon and evening for 4 week period.

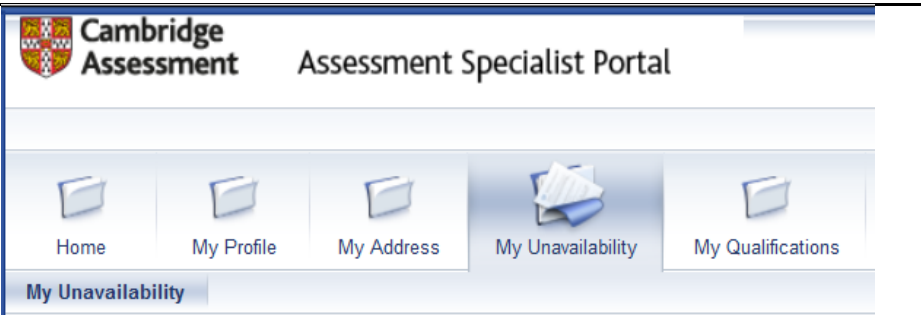
<p>Login to the portal and you will see the home page below. Click on My Unavailability tab.</p>	
<p>1. Click on a day from the calendar to select and mark as unavailable.</p>	
<p>2. Select the radio button for either 'All Day' or 'Part Day' to notify the times of unavailability.</p>	
<p>3. Click on Repeats: to select whether if it repeats every 'Week' or 'Month'.</p>	
<p>4. Click in the field Repeats Every: to type a number for how many weeks you want this to occur i.e. 4 weeks; which will make your selected day and specific time absent for next 4 weeks.</p>	
<p>5. Click Save to keep your changes.</p>	
<p>6. Click Yes to confirm the changes.</p>	
<p>7. Click Ok to the message.</p>	

<p>8. You can see the changes and the dates are now marked as Half Day absent for 4 weeks.</p>	
<p>9. If you have finished all your updates, click Log Off in the top right corner of the screen to exit or navigate to other areas to continue working.</p>	
<p>10. Select <input type="button" value="Yes"/> to confirm the log off.</p>	
<p>11. You will be directed to the AS portal login page.</p>	

How to enter your unavailability

This section shows you how to delete entered unavailability.

Login to the portal and you will see the home page below. Click on **My Unavailability** tab.



1. For example you have booked your unavailability from 6th July to 17th July

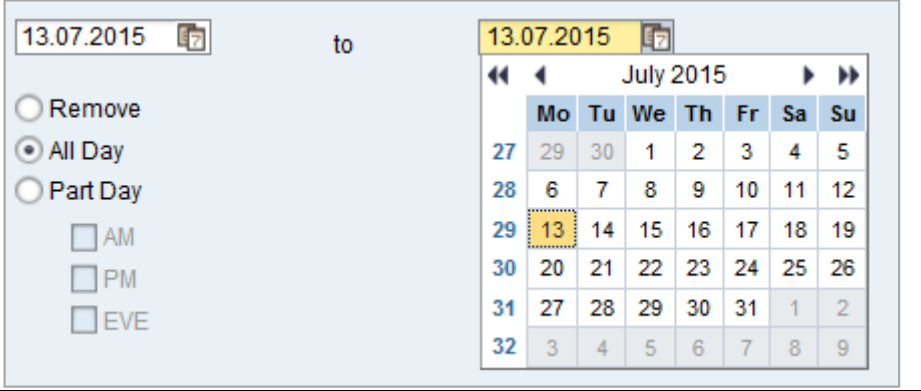
6	7	8	9	10	11	12
13	14	15	16	17	18	19

and now you want to delete the 2nd week as you will be available to receive work.

2. Select the date you want to delete i.e. 13

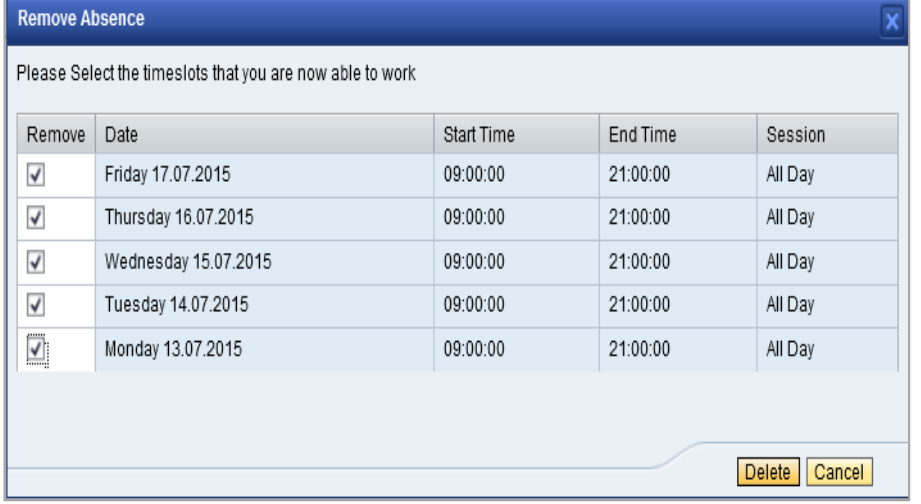
3. Click in the field 13.07.2015 to select the end date i.e. 17th.

4. Select the date 17 from the calendar.


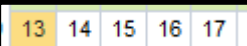
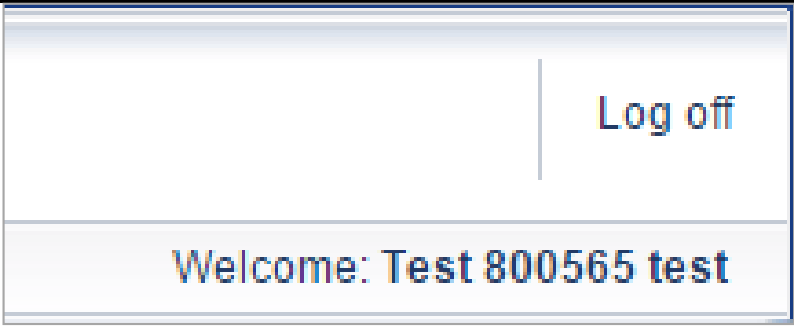

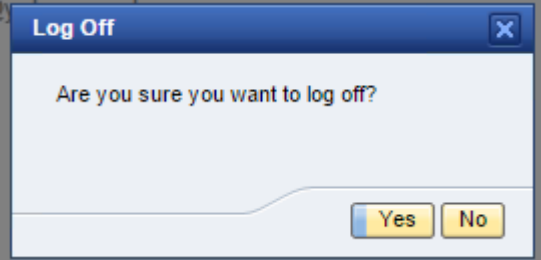


5. Select Remove to delete the selected dates.

6. Tick the individual boxes to select the rows.



7. Once you have ticked all the boxes click Delete

<p>8. Click  to confirm the message.</p>	
<p>9. The unavailability of the selected dates  has now been deleted.</p>	
<p>10. If you have finished all your updates, click Log Off in the top right corner of the screen to exit or navigate to other areas to continue working.</p>	
<p>11. Select  to confirm the log off.</p>	
<p>12. You will be directed to the AS portal login page.</p>	

How to log in and navigate around AS Portal

An email will be sent to Assessment Specialist with the URL of Assessment Specialist Portal. This exercise will show how to log-on on the Assessment Specialist Portal and know the functionality that you will be able to carry out.

If the Logon details are correct, the Assessment Specialist will be presented with the Assessment Specialist Portal Landing Page where they can access functionality as prescribed in their login.


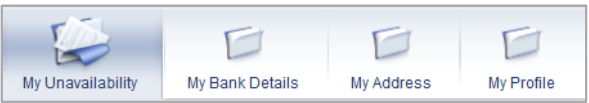
If the Logon details entered by the Assessment Specialist are incorrect, they will be able to re-enter their Username and Password again and on third occasion Assessment Specialist will be locked for 30 minutes with an error message displayed to this effect. If you are logged on to the Portal and are inactive for 30 minutes, system will log you out in which case you will need to logon again to continue working.

Assessment Specialist Portal Logon Password Policy

The following rules will be in place within the AS Portal in respect of Password policies;

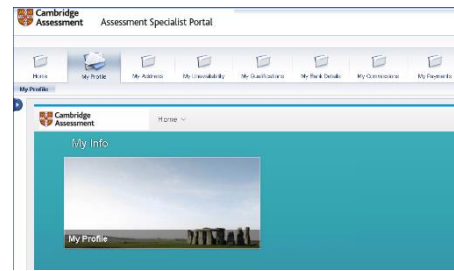
- Minimum length of password 8 and maximum 14
- Maximum number of mixed case letters in password: 1
- Maximum number of alphanumeric characters in password: 1
- Maximum number of special characters in password: 1
- Size of password history: 1

Within the Portal if fields marked with red * asterisk means they are mandatory field and must be completed to continue or to save your actions.

<ol style="list-style-type: none"> 1. Click in the Assessment Specialist ID field to enter your Vendor ID which will be provided to you by Cambridge Assessment 2. Click in the Password field to type your password 3. Click Log On to enter the Assessment Specialist Portal 	
<ol style="list-style-type: none"> 4. Once you have logged on, it will take you to Assessment Specialist Portal landing page which will be My Profile 	
<ol style="list-style-type: none"> 5. This is Top Level navigation, which will provide access to functions, the users are authorized for. You can click on each tab to access the different functions 	

6. **My Profile** – view will allow the Assessment Specialist to view (and update) their Profile information via SuccessFactors. From this tab you will be able to update contact details, conflict of interest, additional information, etc.

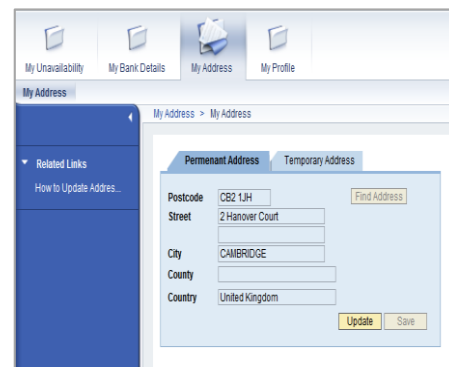
Click on My Profile to update your profile details.



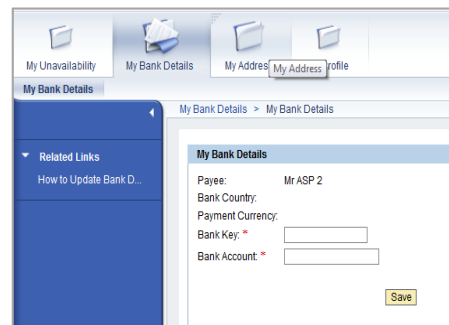
Use the upward **arrow icon** to scroll to the top of the page .



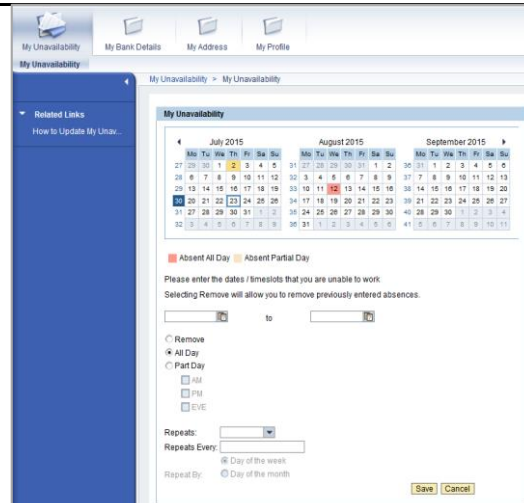
7. **My Address** – view will allow the Assessment Specialist to view, update, and validate Permanent and Temporary Addresses

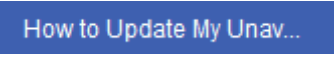




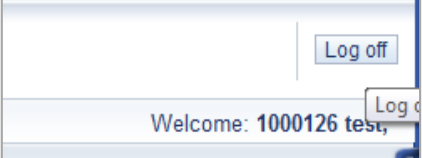
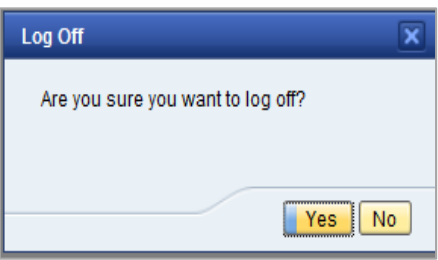


8. **My Bank Details** – The Payment Details screen will allow the Assessment Specialist to enter, update and view their Bank Details which will be used for payment for Fees and Expenses for work



9. **My Unavailability** – screen will allow Assessment Specialists to enter dates / times where they will be unavailable to work

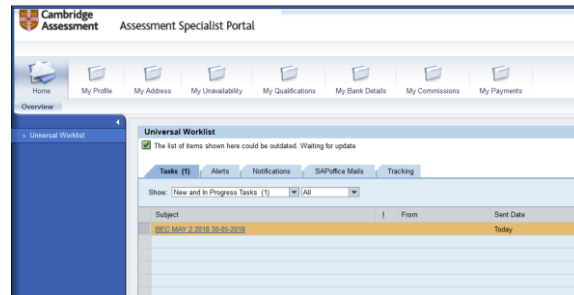


<p>10. Every tab will have In-Help documents to help you through the process step by step if you require any assistance, click on How to Update My unav... link to view the document</p>	
<p>11. This In-Line-Help document will open in a separate window for you to view. Click on the Cross to close the window</p>	
<p>12. You can click on the Arrow icon to collapse the detailed navigation panel</p>	
<p>13. Click on the same Arrow to view the In-Line help again at any time</p>	
<p>14. Every tab will have the Footer on Portal. Click on Contact us to view how you can get in touch with Cambridge Assessment for further assistance</p>	
<p>15. A new window will pop-up with all the contact information</p>	
<p>16. You must always remember to Log off to log out completely. If you do not log off, you will be kept signed on. Click Log Off to exit</p>	
<p>17. Click Yes to confirm</p>	

How to resubmit a rejected work completion

Examiners in Liaison for Speaking can resubmit a work completion that has been rejected by Cambridge English on behalf of their team. When the number of hours has been rejected a reason for the rejection will be provided. An amendment can then be made to the actual quantity of hours, if necessary.

1. This is the **Home** page which will be the first page you log in to on the Assessment Specialist (AS) Portal. Click on the **My Commissions** tab to see the list of all your current and previous commissions.



2. All current and previous commissions will be listed on this screen. Click on **Work** to view the status of your work completion.

Commission Details										
Commission	Description	Role	Date(From)	Date(To)	Start Time	End Time				
2000001113	UAT BEC FEBRUARY WEEK 1	EL-Examiner in Liaison AM	01.02.2016	01.02.2016	10:00:00	13:15:00	Commission	My Team	Work	Expenses

3. Any commission that is rejected by Cambridge English will be updated with a reason.

Work Completion									
Commission date		Venue							
01.02.2016		UAT 3							
Supervisor Name		Commission							
E Willington		UAT BEC FEBRUARY WEEK 1							
Assessment Specialist	Commission	Task Description	Session	Plan Qty	Actual Qty	Charging Unit	Excess Reason	Status	Reason for Modify/Rejection
E Willington	2000001113	UAT Speaking Examining	AM	3.000	3.000	per hour		Approved	
H Pinder	2000001114	UAT Speaking Examining	AM	3.000	3.000	per hour	Meeting overrun	Approved with Modifications	Work completion qty. changed from 5.000 to 3.000 Modified to qty. 3 as agreed
H Williams	2000001115	UAT Speaking Examining	AM	3.000	3.000	per hour		Approved	
J Marriott	2000001116	UAT Speaking Examining	AM	3.000	5.000	per hour	Technical difficulties (equipment)	Rejected	Please amend to 3 hours

4. Click **Edit** to make the amendments to the work completion.

Work Completion									
Commission date		Venue							
01.02.2016		UAT 3							
Supervisor Name		Commission							
E Willington		UAT BEC FEBRUARY WEEK 1							
Assessment Specialist	Commission	Task Description	Session	Plan Qty	Actual Qty	Charging Unit			
E Willington	2000001113	UAT Speaking Examining	AM	3.000	3.000	per hour			
H Pinder	2000001114	UAT Speaking Examining	AM	3.000	3.000	per hour			
H Williams	2000001115	UAT Speaking Examining	AM	3.000	3.000	per hour			
J Marriott	2000001116	UAT Speaking Examining	AM	3.000	5.000	per hour			

5. Amend the Actual Qty field. Please note all the other fields will be greyed out, so you will not be able to edit or change them.

Work Completion						
Commission date	01.02.2016	Venue	UAT 3			
Supervisor Name	E Willington	Commission	UAT BEC FEBRUARY WEEK 1			
Assessment Specialist	Commission	Task Description	Session	Plan Qty	Actual Qty	Charging Unit
E Willington	2000001113	UAT Speaking Examining	AM	3.000	3.000	per hour
H Pinder	2000001114	UAT Speaking Examining	AM	3.000	3.000	per hour
H Williams	2000001115	UAT Speaking Examining	AM	3.000	3.000	per hour
J Marriott	2000001116	UAT Speaking Examining	AM	3.000	5.000	per hour

Back Save

6. Once amended click **Save** to submit your changes.

Work Completion						
Commission date	01.02.2016	Venue	UAT 3			
Supervisor Name	E Willington	Commission	UAT BEC FEBRUARY WEEK 1			
Assessment Specialist	Commission	Task Description	Session	Plan Qty	Actual Qty	Charging Unit
E Willington	2000001113	UAT Speaking Examining	AM	3.000	3.000	per hour
H Pinder	2000001114	UAT Speaking Examining	AM	3.000	3.000	per hour
H Williams	2000001115	UAT Speaking Examining	AM	3.000	3.000	per hour
J Marriott	2000001116	UAT Speaking Examining	AM	3.000	3	per hour

Back Save

7. Click **OK** to confirm the message.



8. Once you have resubmitted your changes, click on the **My Commissions** tab to refresh the page.

Work Completion						
Commission date	01.02.2016	Venue	UAT 3			
Supervisor Name	E Willington	Commission	UAT BEC FEBRUARY WEEK 1			
Assessment Specialist	Commission	Task Description	Session	Plan Qty	Actual Qty	Charging Unit
E Willington	2000001113	UAT Speaking Examining	AM	3.000	3.000	per hour
H Pinder	2000001114	UAT Speaking Examining	AM	3.000	3.000	per hour
H Williams	2000001115	UAT Speaking Examining	AM	3.000	3.000	per hour
J Marriott	2000001116	UAT Speaking Examining	AM	3.000	3	per hour

Back Edit

9. Click on **Work** to view the status of the commission.

Commission Details										
Commission	Description	Role	Date(From)	Date(To)	Start Time	End Time				
2000001113	UAT BEC FEBRUARY WEEK 1	EL-Examiner in Liaison AM	01.02.2016	01.02.2016	10:00:00	13:15:00	Commission	My Team	Work	Expenses

10. You can see in this example that the status of the commission has been changed to Approved and the comments in the Reason for Modify/Rejection field have been removed.

Work Completion									
Commission date		Venue		UAT 3					
Supervisor Name		Commission		UAT BEC FEBRUARY WEEK 1					
Assessment Specialist	Commission	Task Description	Session	Plan Qty	Actual Qty	Charging Unit	Excess Reason	Status	Reason for Modify/Rejection
E Willington	2000001113	UAT Speaking Examining	AM	3,000	3,000	per hour		Approved	
H Pinder	2000001114	UAT Speaking Examining	AM	3,000	3,000	per hour	Meeting overrun	Approved with Modifications	Work completion qty. changed from 5,000 to 3,000 Modified to qty 3 as agreed
H Williams	2000001115	UAT Speaking Examining	AM	3,000	3,000	per hour		Approved	
J Marrott	2000001116	UAT Speaking Examining	AM	3,000	3,000	per hour		Approved	

[Back](#) [Edit](#)

Commission Number 2000001113 Status Unsubmitted
 Venue N/A Expense Number 2000001113-01
 Assessor Name Mrs E Willington

Item	Country of Expense	Task Description	Expense Type	Expense Date	Quantity	Unit	Rate	Amount	Expense Currency	AS Currency	AS Payment Currency	Amount	Start Location	End Location	Details
001	United Kingdom	UAT Speaking E...	BED & BREAKF...	01.02.2016	1	NIGHT(S)	95.00	125.00	GBP	GBP	GBP	125.00			ACCOMM...
002	United Kingdom	UAT Speaking E...	CAR MILEAGE ...	01.02.2016	15	MILES	0.45	6.75	GBP	GBP	GBP	6.75	CB1	IG2	DRIVING TO

Total Amount: 131.75 GBP

[New Item](#) [Delete](#) [Submit](#) [Back](#)

8. Click **Submit** once you have completed all expenses relating to the commission. Once you submit the expenses claim form you will not be able to edit or change any details.

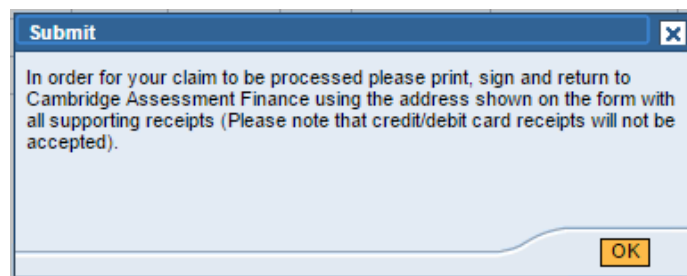
Commission Number 2000001113 Status Unsubmitted
 Venue N/A Expense Number 2000001113-01
 Assessor Name Mrs E Willington

Item	Country of Expense	Task Description	Expense Type	Expense Date	Quantity	Unit	Rate	Amount	Expense Currency	AS Currency	AS Payment Currency	Amount	Start Location	End Location	Details
001	United Kingdom	UAT Speaking E...	BED & BREAKF...	01.02.2016	1	NIGHT(S)	95.00	125.00	GBP	GBP	GBP	125.00			ACCOMM...
002	United Kingdom	UAT Speaking E...	CAR MILEAGE ...	01.02.2016	15	MILES	0.45	6.75	GBP	GBP	GBP	6.75	CB1	IG2	DRIVING ...

Total Amount: 131.75 GBP

[New Item](#) [Delete](#) [Submit](#) [Back](#)

9. A submit message will appear asking you to print, sign and return the claim form to Cambridge Assessment Finance with all supporting original receipts. Click **OK** to confirm.



10. Once you click **OK**, a print button will appear. Click on **Print** to see the form in PDF format. This will open in a separate window/tab.

Commission Number 2000001113 Status Submitted
 Venue N/A Expense Number 2000001113-01
 Assessor Name Mrs E Willington

Item	Country of Expense	Task Description	Expense Type	Expense Date	Quantity	Unit	Rate	Amount	Expense Currency	AS Currency	AS Payment Currency	Amount	Start Location	End Location	Details
001	United Kingdom	UAT Speaking Examining	BED & BREAKFAST - OTHER	01.02.2016	1	NIGHT(S)	95.00	125.00	GBP	GBP	GBP	125.00			ACCOMMODATION BOOKED
002	United Kingdom	UAT Speaking Examining	CAR MILEAGE LESS THAN 10.000	01.02.2016	15	MILES	0.45	6.75	GBP	GBP	GBP	6.75	CB1	IG2	DRIVING TO THE HOTEL

Total Amount: 131.75 GBP

[Print](#) [Back](#)

11. You must print the form and send to Cambridge Assessment Finance with all relevant receipts. You can also save a copy of the form for your records.

Assessment Specialist Expense Claim

Assessor	Mrs E Willington (958982)
Commission No	2000001113
Venue	N/A
AS Payment Currency	GBP



Item	Country of Expense	Task Description	Expense Type	Expense Date	Expense Currency	Quantity	Unit	Rate	Amount	AS Payment Currency Amount	Start Location	End Location	Item Details
001	GB	UAT Speaking Examining	BED & BREAKFAST - OTHER	01/02/2016	GBP	1	NIGHT(S)	95.00	125.00	125.00			*
002	GB	UAT Speaking Examining	CAR-MILEAGE LESS THAN 10,000	01/02/2016	GBP	15	MILES	0.45	6.75	6.75	CB1	102	*

Assessment Specialist Signature _____
Date _ / _ / _

Total	131.75	GBP
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In order for your claim to be processed, please print, sign and return along with all receipts to: Cambridge Assessment, Finance, 1 Hills Road, Cambridge - CB1 2EU.

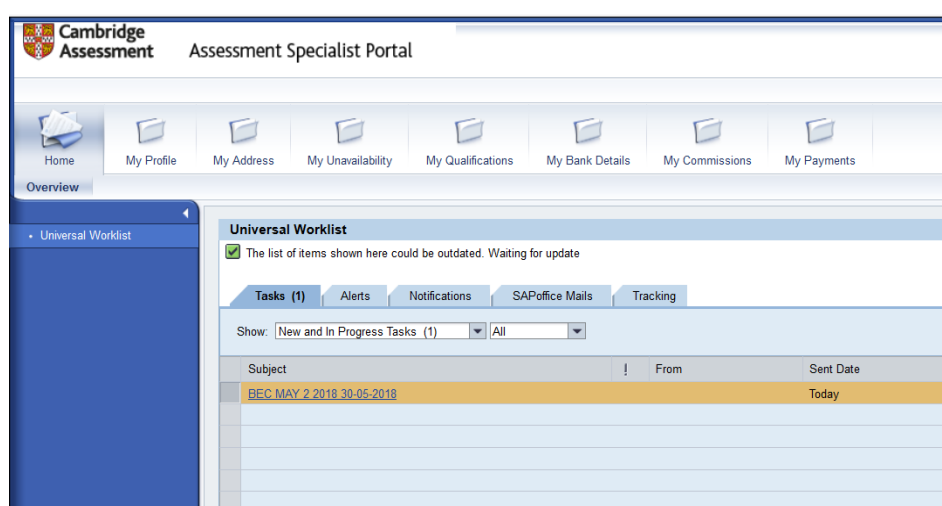
2000001113-01

How to submit work completion

Examiners in Liaison for Speaking must submit work completion online on behalf of their team. This involves entering the hours worked by the Speaking Examiners at the Speaking assignment into the Assessment Specialist (AS) Portal. If the hours submitted is greater than the planned number of hours you will be prompted to provide a reason.

When the number of hours has been submitted on the AS Portal the payment to the Examiner in Liaison and the Speaking Examiners will be generated. Failure to complete online work completion will result in the Speaking Examiners and the Examiner in Liaison not being paid for the commission.

1. This is the **Home** page which will be the first page you log in to on the Assessment Specialist (AS) Portal. A new tab **My Commissions** has been introduced where you can view the details of your current and previous commissions and submit and modify your work completion and expenses. Click on the **My Commissions** tab to see the list of all your current and previous commissions.



2. All your current and previous commissions will be listed on this screen. There will be four buttons against each commission. From here you can view the details of the commission and submit your work completion and your expenses claims. To submit work completion for a commission, click on **Work**.

Commission Details										
Commission	Description	Role	Date(From)	Date(To)	Start Time	End Time				
2000001113	UAT BEC FEBRUARY WEEK 1	EL-Examiner in Liaison AM	01.02.2016	01.02.2016	10:00:00	13:15:00	Commission	My Team	Work	Expenses

3. The Work Completion screen below will display the commission details including the commission date, the venue and the list of Speaking Examiners assigned to the commission. Click **Edit** to enter the number of hours worked against each Speaking Examiner.

Work Completion							
Commission date	01.02.2016	Venue	UAT 3				
Supervisor Name	E Willington	Commission	UAT BEC FEBRUARY WEEK 1				
Assessment Specialist	Commission	Task Description	Session	Plan Qty	Actual Qty	Charging Unit	Excess Reason
E Willington	2000001113	UAT Speaking Examining	AM	3.000	0.000	per hour	
H Pinder	2000001114	UAT Speaking Examining	AM	3.000	0.000	per hour	
H Williams	2000001115	UAT Speaking Examining	AM	3.000	0.000	per hour	
J Marriott	2000001116	UAT Speaking Examining	AM	3.000	0.000	per hour	
<input type="button" value="Back"/> <input type="button" value="Edit"/>							

4. The Plan Qty (Quantity) column will display the standard 3 hour Speaking session amount and cannot be amended. Enter the actual number of hours each Speaking Examiner completed in the Actual Qty (Quantity) column, for example, 3 hours. This should be rounded to the nearest 15mins e.g. 3.25. If an examiner was required to stay at the Centre for more than the standard 3 hour session, please add the total number of hours, up to a maximum of 5 hours. In the example below:

- **E Willington** – 3 hours has been entered as per the Plan Quantity.
- **H Pinder** – 5 hours has been entered to show what will happen if the Actual Qty entered is more than the Plan Qty.

5. Click **Save** once you have entered the total amount against each Speaking Examiner to submit the work completion.

Work Completion							
Commission date	01.02.2016	Venue	UAT 3				
Supervisor Name	E Willington	Commission	UAT BEC FEBRUARY WEEK 1				
Assessment Specialist	Commission	Task Description	Session	Plan Qty	Actual Qty	Charging Unit	Excess Reason
E Willington	2000001113	UAT Speaking Examining	AM	3.000	3	per hour	
H Pinder	2000001114	UAT Speaking Examining	AM	3.000	5	per hour	
H Williams	2000001115	UAT Speaking Examining	AM	3.000	3	per hour	
J Marriott	2000001116	UAT Speaking Examining	AM	3.000	3	per hour	

6. This message will indicate that you must pick a reason from a dropdown list for the additional hours. Click **Continue** to acknowledge the message.

Work Completion							
Commission date	01.02.2016	Venue	UAT 3				
Supervisor Name	E Willington	Commission	UAT BEC FEBRUARY WEEK 1				
Assessment Specialist	Commission	Task Description	Session	Plan Qty	Actual Qty	Charging Unit	Excess Reason
E Willington	2000001113	UAT Speaking Examining	AM	3.000	3.000	per hour	
H Pinder	2000001114	UAT Speaking Examining	AM	3.000	5.000	per hour	
H Williams	2000001115	UAT Speaking Examining	AM	3.000	3.000	per hour	
J Marriott	2000001116	UAT Speaking Examining	AM	3.000	3.000	per hour	

Commission details Screen [X]

You have entered a quantity that exceeds the planned work for this task. Please select a reason from the drop down list.

7. Select one of the reasons from the pre-populated dropdown list. If no reason matches your requirement, select Others. In the example below, Meeting overrun has been selected to indicate that the Speaking session overrun.

Work Completion							
Commission date	01.02.2016	Venue	UAT 3				
Supervisor Name	E Willington	Commission	UAT BEC FEBRUARY WEEK 1				
Assessment Specialist	Commission	Task Description	Session	Plan Qty	Actual Qty	Charging Unit	Excess Reason
E Willington	2000001113	UAT Speaking Examining	AM	3.000	3.000	per hour	
H Pinder	2000001114	UAT Speaking Examining	AM	3.000	5.000	per hour	
H Williams	2000001115	UAT Speaking Examining	AM	3.000	3.000	per hour	Meeting overrun
J Marriott	2000001116	UAT Speaking Examining	AM	3.000	3.000	per hour	

Agreed by Cambridge Assessment

Agreed by AS Supervisor

Additional sampling required

Technical difficulties (equipment)

Technical difficulties (computer system)

Centre emergency (eg fire evacuation)

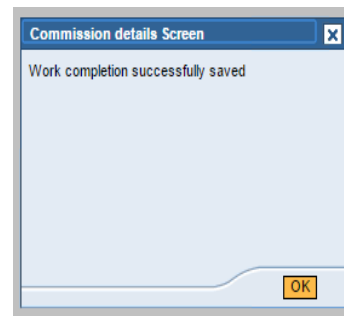
Candidate delays (eg delays to travel)

Others

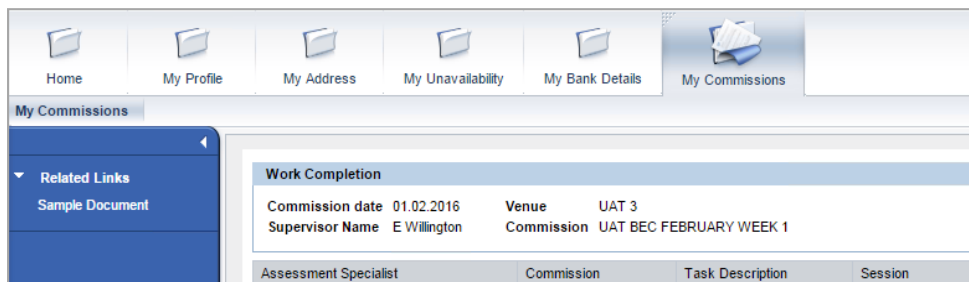
8. Once you have selected a reason from the drop-down menu, click **Save** to submit your changes.

Work Completion							
Commission date	01.02.2016	Venue	UAT 3				
Supervisor Name	E Willington	Commission	UAT BEC FEBRUARY WEEK 1				
Assessment Specialist	Commission	Task Description	Session	Plan Qty	Actual Qty	Charging Unit	Excess Reason
E Willington	2000001113	UAT Speaking Examining	AM	3.000	3.000	per hour	
H Pinder	2000001114	UAT Speaking Examining	AM	3.000	5.000	per hour	Meeting overran
H Williams	2000001115	UAT Speaking Examining	AM	3.000	3.000	per hour	
J Marriott	2000001116	UAT Speaking Examining	AM	3.000	3.000	per hour	
<input type="button" value="Back"/> <input type="button" value="Save"/>							

9. Click **OK** to confirm the message. Please note that once you submit the work completion you will not be able to edit the hours and must contact the Cambridge English Speaking Team to make any changes.



10. To view the status of the work completion click on the **My Commissions** tab to refresh the page.



Work Completion							
Commission date	01.02.2016	Venue	UAT 3				
Supervisor Name	E Willington	Commission	UAT BEC FEBRUARY WEEK 1				
Assessment Specialist	Commission	Task Description	Session	Plan Qty	Actual Qty	Charging Unit	Excess Reason
E Willington	2000001113	UAT Speaking Examining	AM	3.000	3.000	per hour	
H Pinder	2000001114	UAT Speaking Examining	AM	3.000	5.000	per hour	Meeting overran
H Williams	2000001115	UAT Speaking Examining	AM	3.000	3.000	per hour	
J Marriott	2000001116	UAT Speaking Examining	AM	3.000	3.000	per hour	

11. Click on **Work** against a particular commission to check the status of the work completion.

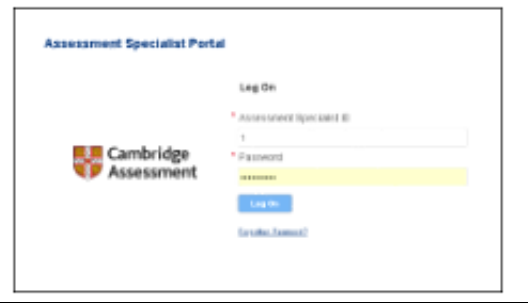

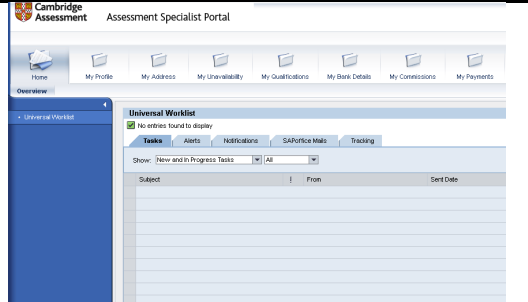

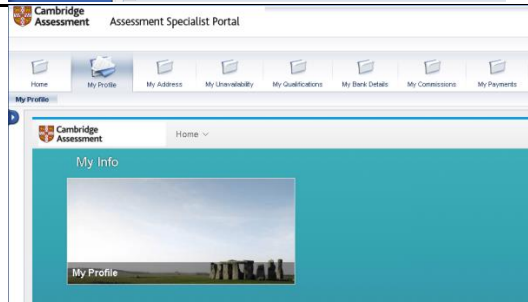
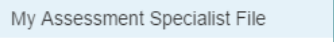

Commission Details											
Commission	Description	Role	Date(From)	Date(To)	Start Time	End Time					
2000001113	UAT BEC FEBRUARY WEEK 1	EL-Examiner in Liaison	AM	01.02.2016	01.02.2016	10:00:00	13:15:00	<input type="button" value="Commission"/>	<input type="button" value="My Team"/>	<input type="button" value="Work"/>	<input type="button" value="Expenses"/>


12. From the work completion screen shown below you can view the status of the work completion. If the Actual Qty matches the Plan Qty (the standard 3 hour session amount), it will be approved automatically. If the Actual Qty exceeds this amount the status will show as Submitted until it is approved by the Cambridge English Speaking Team.


Work Completion								
Commission date	01.02.2016	Venue	UAT 3					
Supervisor Name	E Willington	Commission	UAT BEC FEBRUARY WEEK 1					
Assessment Specialist	Commission	Task Description	Session	Plan Qty	Actual Qty	Charging Unit	Excess Reason	Status
E Willington	2000001113	UAT Speaking Examining	AM	3.000	3.000	per hour		Approved
H Pinder	2000001114	UAT Speaking Examining	AM	3.000	5.000	per hour	Meeting overran	Submitted
H Williams	2000001115	UAT Speaking Examining	AM	3.000	3.000	per hour		Approved
J Marriott	2000001116	UAT Speaking Examining	AM	3.000	3.000	per hour		Approved
<input type="button" value="Back"/> <input type="button" value="Edit"/>								

How to Update Additional Contact Number

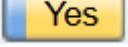
This exercise shows how to input an additional number for your contact and also if you wish to change it.

<p>Access to the Cambridge Assessment portal and type in your credentials to login</p> <p>https://asportal.cambridgeassessment.org.uk/irj/portal</p>	
<p>Click  after entering your credentials</p>	
<p>This is the home page you will see once you have logged in. Click on My Profile tab to bring more options to select from</p>	
<p>Click on  to bring a list of options too select from</p>	
<p>Select  to edit your contact information</p>	
<p>To update your contact number click (change – Pencil icon)  on Additional contact number</p>	
<p>Fill in the following fields under the Additional contact number section to continue</p> <ul style="list-style-type: none"> • Phone type – this is the type of number it would be i.e. Landline or mobile and you will be able to select from the list of options • Country Code – this field is mandatory and you need to enter the country code as this free text field • Area Code – this will depend on the type of number you select in previous field. If you have selected landline you will be requested to enter area code • Phone number – enter your phone number in the field • Extension – if you have an extension number, enter in this field. This is not a mandatory field 	

Click  to keep your changes

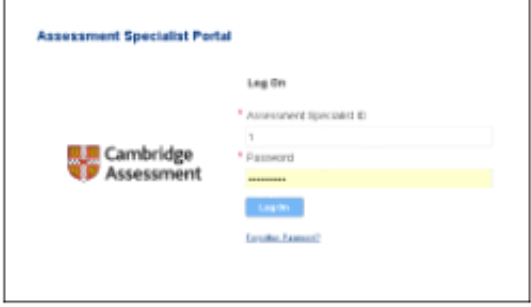

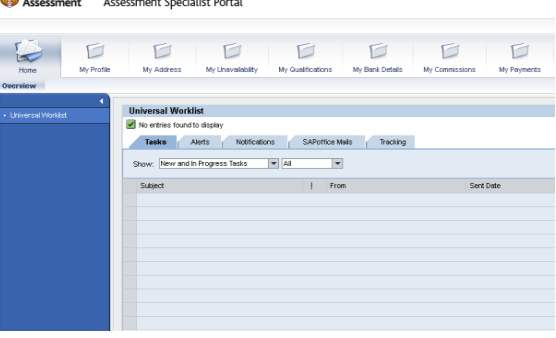
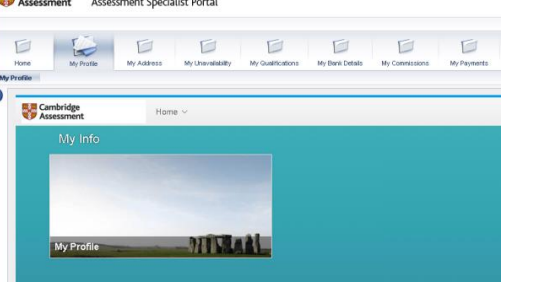


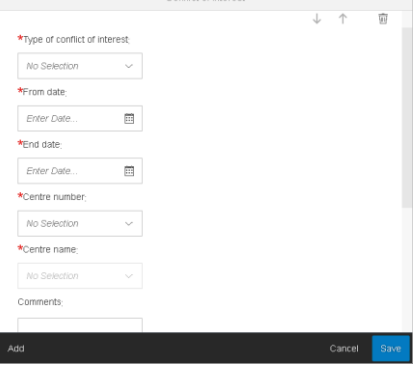
Use the upward arrow icon  to scroll to the top of the page

Click  to exit the screen

Select  to confirm and continue


How to update any conflicts of interest


This section is to declare any conflicts of interest for any centre you have a relationship with, for example, centres at which you currently teach, have taught at in the last 3 years or at which you know any of the candidates for the examination or assessment.

<p>Access to the Cambridge Assessment portal and type in your credentials to login</p> <p>https://asportal.cambridgeassessment.org.uk/irj/portal</p>	
<p>Click  after entering your credentials</p>	
<p>This is the home page you will see once you have logged in. Click on My Profile tab to bring more options to select from</p>	
<p>Click on My profile under My Info to update the details</p>	
<p>Scroll down the page to Conflicts of Interest</p>	
<p>To update click (change – Pencil icon)  which opens a pop up window</p>	
<p>Click on  Add icon to enable the fields</p>	

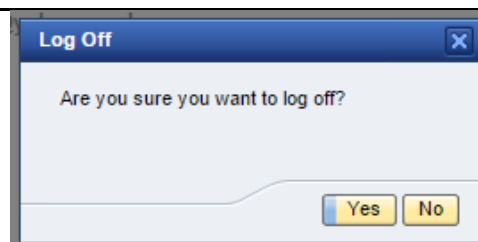
Complete the following fields under **Conflict of Interest section**.


- **Type of conflict of interest** – select the type of conflict from the drop down list. i.e. Personal, Professional.
- **From Date** – enter the ‘from date’, you can either select from calendar or type in the date.
- **End date** – enter the ‘to date’, you can either select from calendar or type in the date.
- **Centre number** – select the relevant centre number from the drop down list or type it in to which you are filling this conflict of interest.
- **Centre name** – based on your selection for centre number; you will have the centre name to select from.
- **Comments** – any additional comments.
- **Last Modified_COI** – this field is automatically updated showing the history when the field was last updated.

Click  to keep your changes

Use the upward arrow icon  to scroll to the top of the page

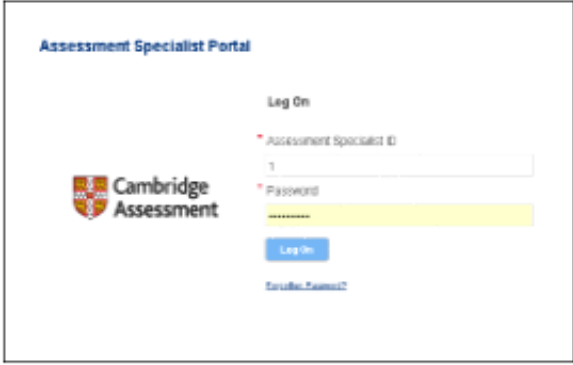

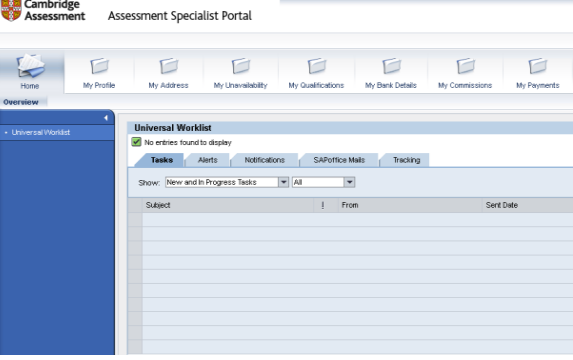
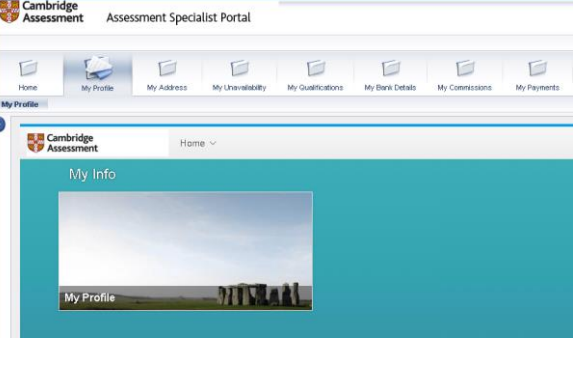
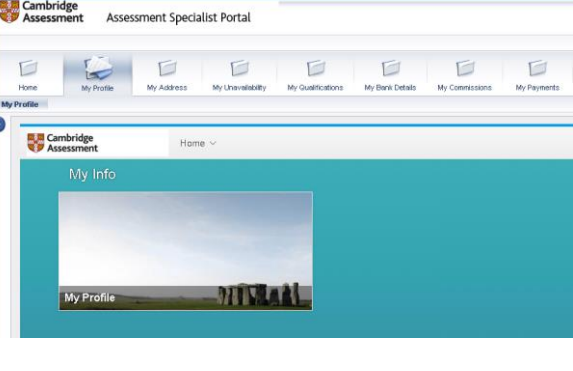
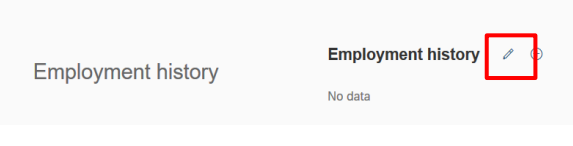

Click  to exit the screen


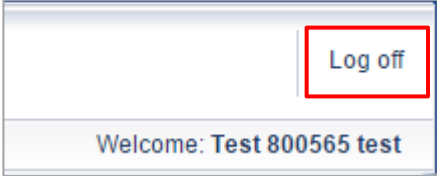

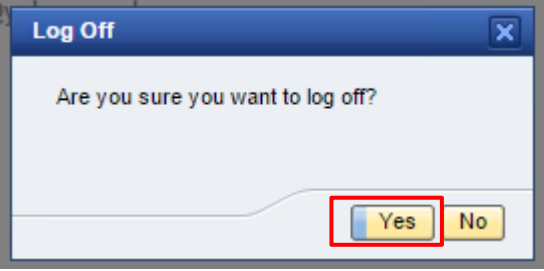


Select  to confirm and continue. You will be directed to the AS portal login page.

How to update employment history

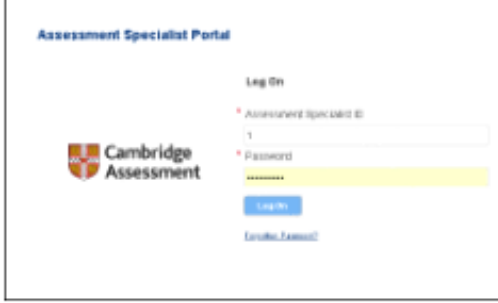

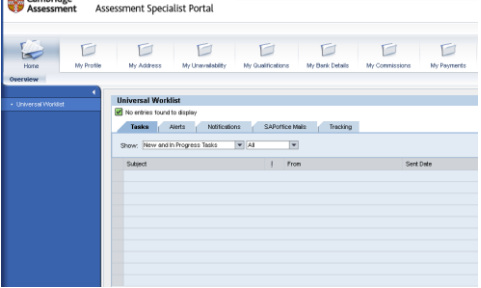
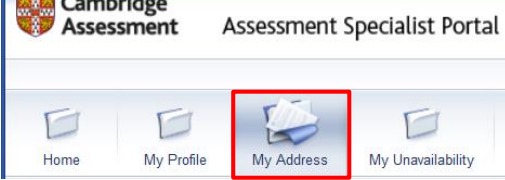
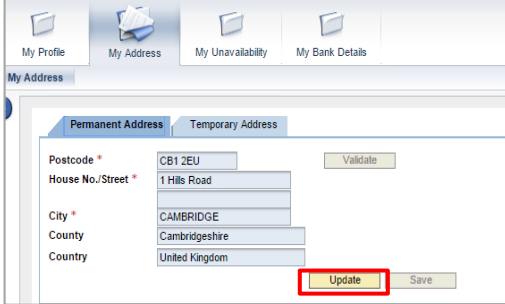

This section shows you how to update your employment history information.

<p>Access to the Cambridge Assessment portal and type in your credentials to login https://asportal.cambridgeassessment.org.uk/irj/portal</p>	
<p>Click  after entering your credentials</p>	
<p>This is the home page you will see once you have logged in. Click on My Profile tab</p>	
<p>Click on My profile under My Info to update the details</p>	
<p>Scroll down the page to Employment history and click Change icon to update</p>	
<p>Click on  Add a row icon to enable the fields.</p>	
<p>Complete the following fields under Employment history.</p> <p>From date – enter the date you started working with the employer.</p>	
<p>End date – enter the date you finished working with the employer. If this is still your current role then keep this field blank.</p>	

<p>Type of business – select from the drop down list the type of sector i.e. school, college, government etc.</p>	
<p>Employer name – enter the name of your employer in the field.</p>	
<p>Role – enter your role.</p>	
<p>Current – select yes or no from the drop down list.</p>	
<p>Responsibilities –allows you to enter a short description of all the responsibilities you have/had within the role.</p>	
<p>Comments – please enter any additional comments.</p>	
<p>If other, please specify – if you have anything else you would want to add, you can type in this field.</p>	
<p>Last Modified_OWE – this field is automatically updated showing the history when the field was last update.</p>	
<p>Click  to keep your changes.</p>	
<p>If you have finished all your updates, click Log Off in the top right corner of the screen to exit or navigate to other areas to continue working.</p>	
<p>Select  to confirm the log off.</p>	
<p>You will be directed to the AS portal login page.</p>	

How to update permanent address –Non UK

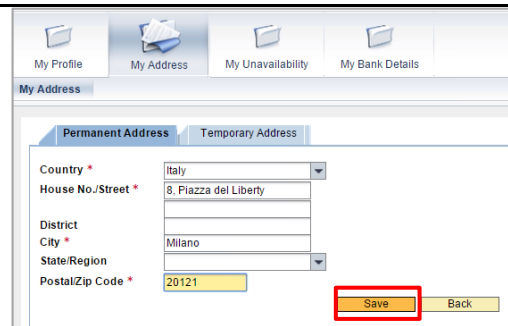
When you first receive your login details you will be asked to check your details and update if necessary. You must provide address details for your country of permanent residence. This applies only if you are UK residence. If you change your address from UK to Non-UK, the system will request you to update your bank details for your country of permanent residence. This section shows how to update your address.

<p>Access to the Cambridge Assessment portal and type in your credentials to login</p> <p>https://asportal.cambridgeassessment.org.uk/irj/portal</p>	
<p>Click  after entering your credentials</p>	
<p>This is the home page you will see once you have logged in.</p>	
<p>Login to the portal and you will see the home page below. Click on My Address tab.</p>	
<p>Ensure on the Permanent Address tab is selected. Click on Update.</p>	
<p>12. A pop-up box will appear with options to select if the address is UK or Non-UK related. Select Non-UK.</p>	

You will now be able to amend the details. Complete the following fields in the **Permanent Address details** section. **Note:** there is no address validation for non-UK addresses but every mandatory field must be manually entered before saving.

- **Country** – select the country from the drop down list, i.e. Italy, France, Belgium, etc.
- **House No./Street** – enter your house number and street.
- **City** – type the name of the city as this is free text field.
- **Postal/Zip Code** – enter your postal/zip code as this is a mandatory field.

Click **Save** to keep your changes



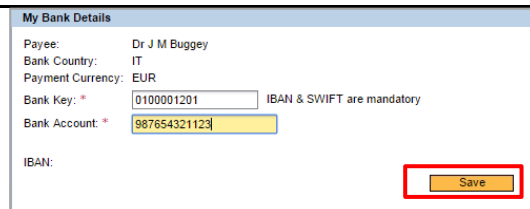
Upon saving, a pop-up box will populate. Click **Continue**, this will direct you to the **My Bank Details** tab for updating.




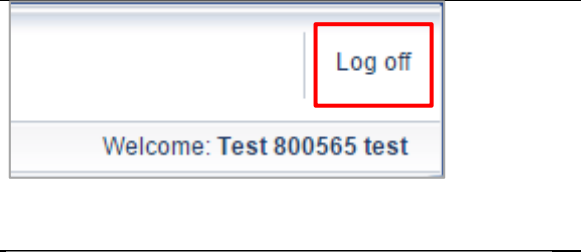

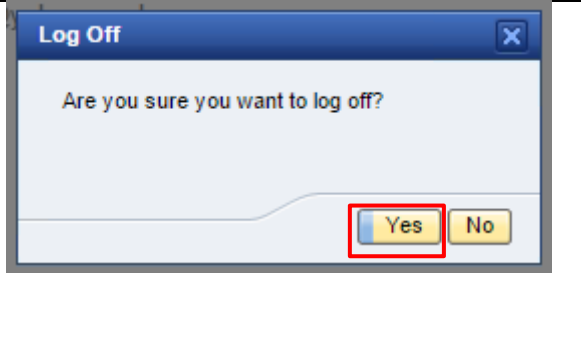
Complete the following fields in the **My Bank details** tab. **Note:** every field must be manually entered before saving.

- **Bank Key** – enter the bank key as the system will validate if an incorrect bank key has been entered.
- **Bank Account** – enter your account number.
- **Payee** – this will default to your name and cannot be changed in this screen.
- **Bank Country** – this will default from the address you entered in previous screen.
- **Payment Currency** – this will default from country you entered in the address screen.

Click **Save** to keep your changes.

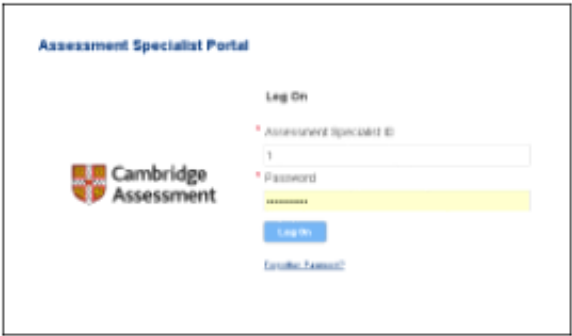

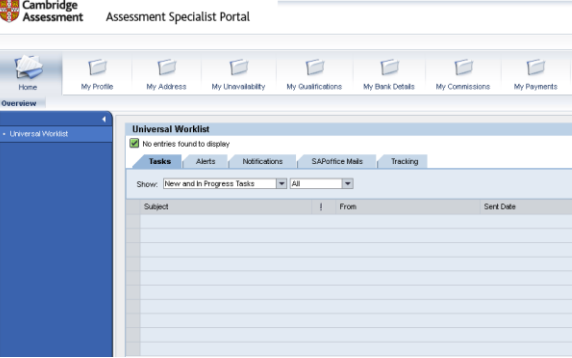
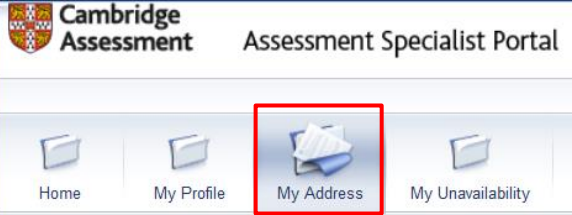
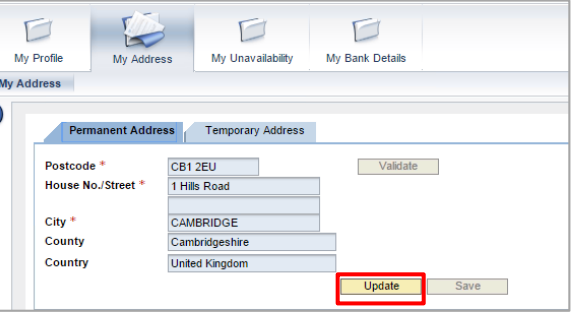
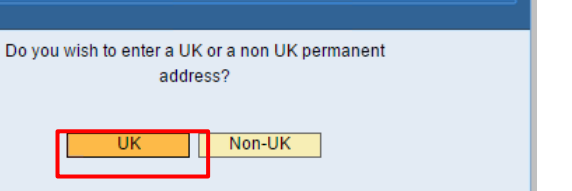


A message will appear  **Bank Details Successfully Updated** at the top of the screen.

<p>If you have finished all your updates, click Log Off in the top right corner of the screen to exit or navigate to other areas to continue working.</p>	
<p>Select  to confirm the log off.</p>	
<p>You will be directed to the AS portal login page.</p>	

How to update permanent address –UK

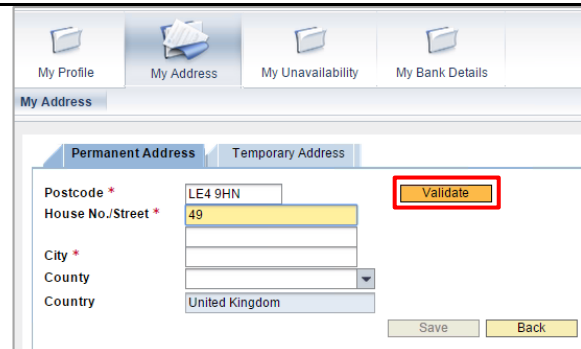
When you first receive your login details you will be asked to check your address details and update if necessary. You must provide address details for your country of permanent residence. This applies only if you are a UK resident. This section shows how to update your address.

<p>Access to the Cambridge Assessment portal and type in your credentials to login</p> <p>https://asportal.cambridgeassessment.org.uk/rj/portal</p>	
<p>Click  after entering your credentials</p>	
<p>This is the home page you will see once you have logged in.</p>	
<p>Login to the portal and you will see the home page below. Click on My Address tab.</p>	
<p>Ensure on the Permanent Address tab is selected. Click on Update.</p>	
<p>A pop-up box will appear with options to select if the address is UK or Non-UK related. Select UK.</p>	

You will now be able to amend your address details. Complete the following fields in the [Permanent Address details](#) section.

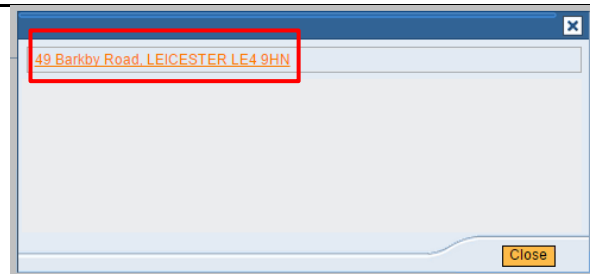
- **Postcode** – enter your postcode as this is a mandatory field.
- **House No./Street** – enter your house number and street.

Click on **Validate**. This will check the details entered and provide your address or populate a few addresses to choose from that match the criteria entered.



The screenshot shows the 'My Address' section of a user interface. It has tabs for 'Permanent Address' and 'Temporary Address'. The 'Permanent Address' tab is active. Fields include: Postcode * (LE4 9HN), House No./Street * (49), City *, County, and Country (United Kingdom). A 'Validate' button is highlighted with a red box. Other buttons include 'Save' and 'Back'.

Select your address

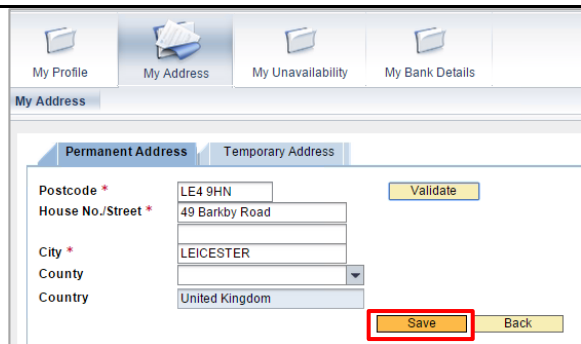


The screenshot shows a popup window with a search bar containing the text '49 Barkby Road, LEICESTER LE4 9HN'. The text is highlighted in red. A 'Close' button is visible at the bottom right.

Note: all fields marked in (*) are mandatory fields and must be filled in before saving.

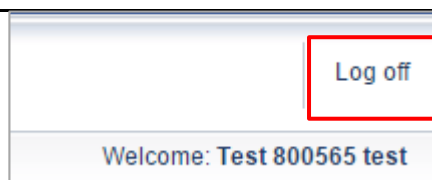
The mandatory fields will be automatically filled in with information, once you select the address from the list.

Click on **Save** to update your address.



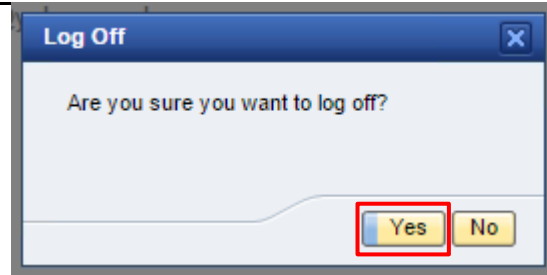
The screenshot shows the 'My Address' form after an address has been selected. The fields are now populated: Postcode * (LE4 9HN), House No./Street * (49 Barkby Road), City * (LEICESTER), County, and Country (United Kingdom). The 'Save' button is highlighted with a red box. Other buttons include 'Validate', 'Back', and 'Close'.

If you have finished all your updates, click **Log Off** in the top right corner of the screen to exit or navigate to other areas to continue working.



The screenshot shows a 'Log off' button highlighted with a red box. Below it, a welcome message reads 'Welcome: Test 800565 test'.

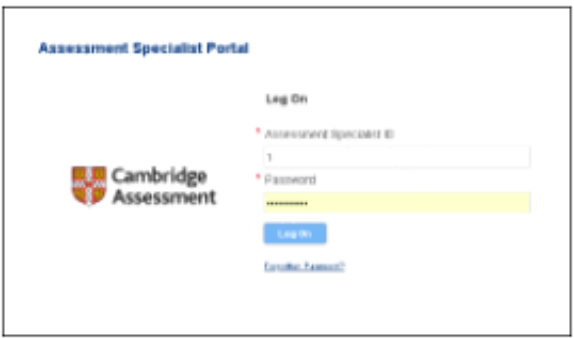

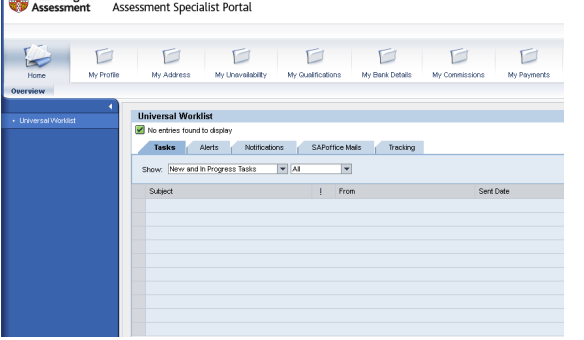
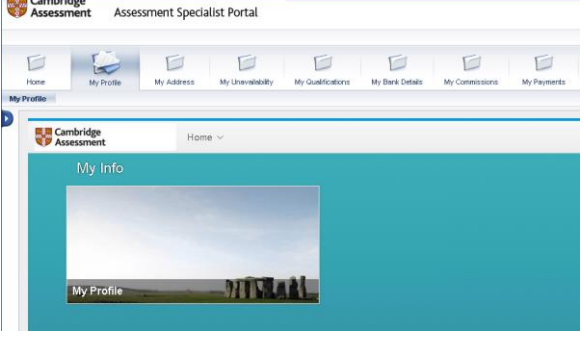

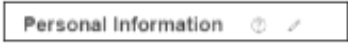
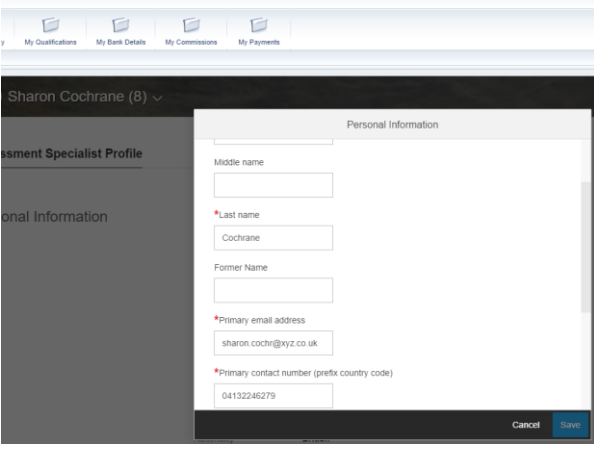
Select to confirm the log off.




You will be directed to the AS portal login page.

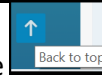
How to Update Personal Information

This section shows you how to change any personal information.

<p>Access to the Cambridge Assessment portal and type in your credentials to login</p> <p>https://asportal.cambridgeassessment.org.uk/rj/portal</p>	
<p>Click  after entering your credentials</p>	
<p>This is the home page you will see once you have logged in. Click on My Profile tab to bring more options to select from</p>	
<p>Click on My profile under My Info to update the details</p>	
<p>To update your personal information click on (change – Pencil icon)  on Personal information  and a new pop up window.</p>	
<p>All fields marked with (*) asterisks are mandatory and must be completed in order to save.</p>	

Complete the necessary field within the section and click  to make the changes. If any mandatory fields have not been completed you will see an error message.

Use the upward arrow icon to scroll to the top of the page

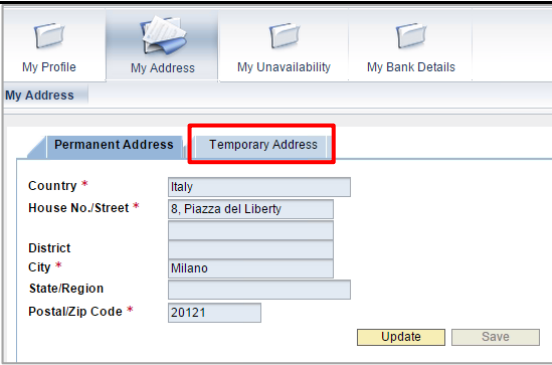



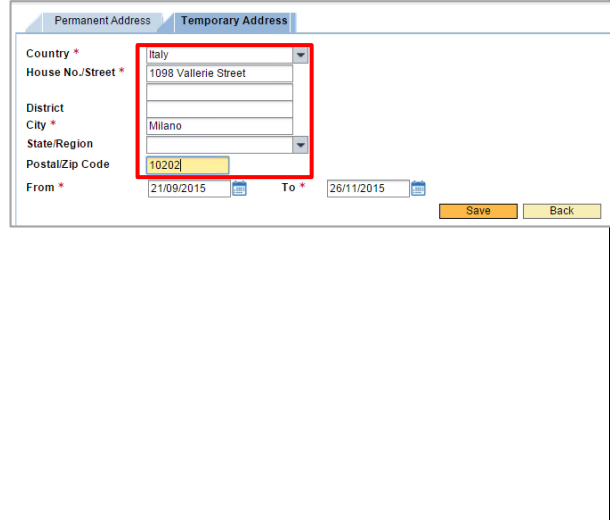
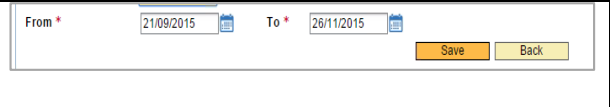
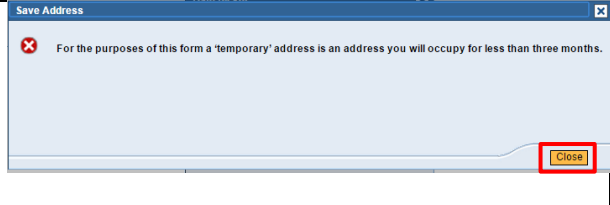
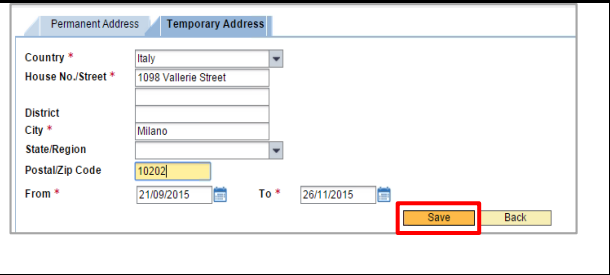
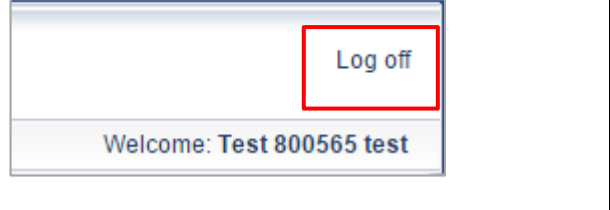
If you have finished all your updates, click **Log Off** in the top right corner of the screen to exit or navigate to other areas to continue working.

Click  to exit the screen Select  to confirm and continue

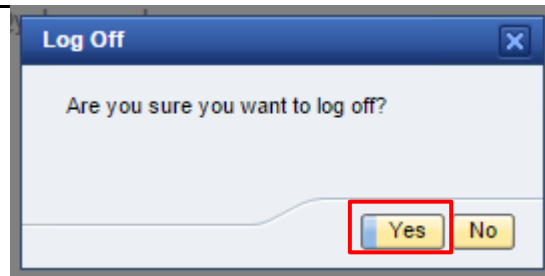
How to update temporary address – Non UK

You will be requested to check and (update if necessary) once you receive your first login details. Temporary address must be no longer than 3 months. This section shows how to update your temporary address.

<p>Access to the Cambridge Assessment portal and type in your credentials to login</p> <p>https://asportal.cambridgeassessment.org.uk/ri/portal</p>	
<p>Click  after entering your credentials</p>	
<p>This is the home page you will see once you have logged in.</p>	
<p>Login to the portal and you will see the home page below. Click on My Address tab.</p>	
<p>Click on Temporary Address tab to update your details.</p>	

<p>A pop-up box will appear with options to select if the address is UK or Non-UK related. Select UK.</p>	
<p>The fields will now be activated. Complete the following fields in the Temporary Address details section. Note: there is no address validation and every field must be manually entered before saving.</p> <ul style="list-style-type: none"> • Country – select the country from the drop down list, i.e. Italy, France, Belgium, etc. • House No./Street – enter your house number and street. • City – type the name of the city as this is free text field. • Postal/Zip Code – enter your postal/zip code as this is a mandatory field 	
<p>Select From and To dates from the calendar to notify the period of the temporary address tab.</p>	
<p>Note: you will not be able to select more than 3 month as system will give an error requesting you to enter in Permanent address tab. If this occurs, click Close to continue.</p>	
<p>Once you have selected the dates, click on Save to keep your changes.</p>	
<p>If you have finished all your updates, click Log Off in the top right corner of the screen to exit or navigate to other areas to continue working.</p>	

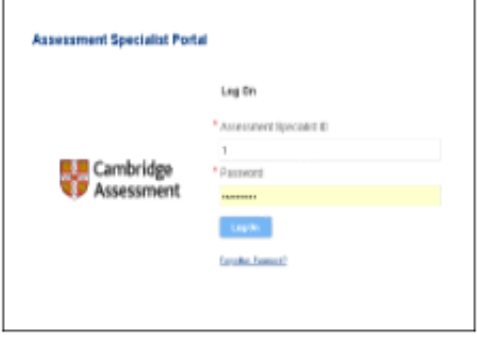

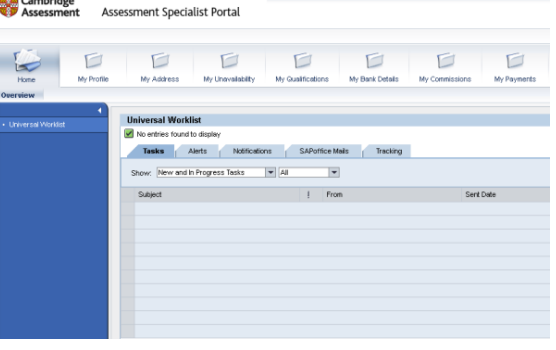
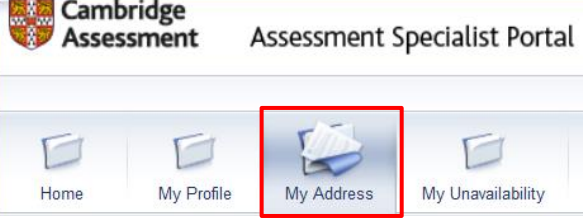
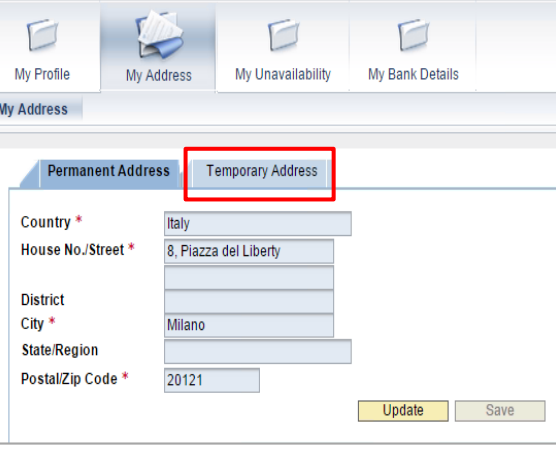
Select to confirm the log off.



You will be directed to the AS portal login page.

How to update temporary address –UK

You will be requested to check and (update if necessary) once you receive your first login details. Temporary address must be no longer than 3 months. This section shows how to update your temporary address.

<p>Access to the Cambridge Assessment portal and type in your credentials to login</p> <p>https://asportal.cambridgeassessment.org.uk/rj/portal</p>	
<p>Click  after entering your credentials</p>	
<p>This is the home page you will see once you have logged in.</p>	
<p>Login to the portal and you will see the home page below. Click on My Address tab.</p>	
<p>Click on Temporary Address tab to update your details. Click on Update.</p>	

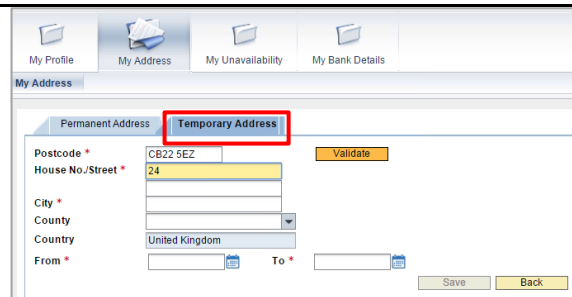
A pop-up box will appear with options to select if the address is UK or Non-UK related. Select **UK**.



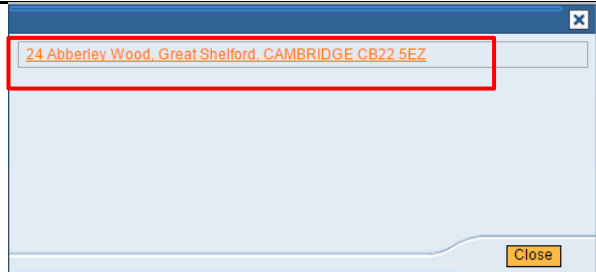
You will now be able to amend the details. Complete the following fields in the **Temporary Address details** section.

- **Postcode** – enter your postcode as this is a mandatory field.
- **House No./Street** – enter your house number and street.

Click on **Validate**. This will check the details entered and provide your address or populate a few addresses to choose from that match the criteria entered.

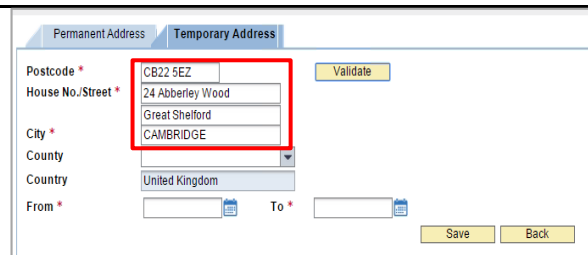


Select your address.

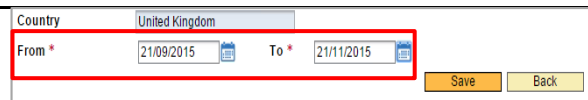


Note: all fields marked in (*) are mandatory fields and must be filled in before saving.

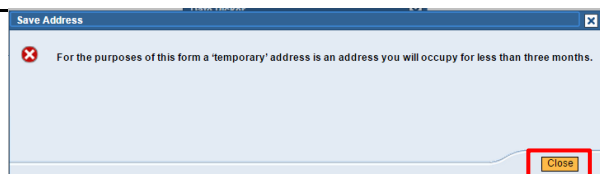
All the other mandatory fields will be automatically filled in with information, once you select the address from the list.

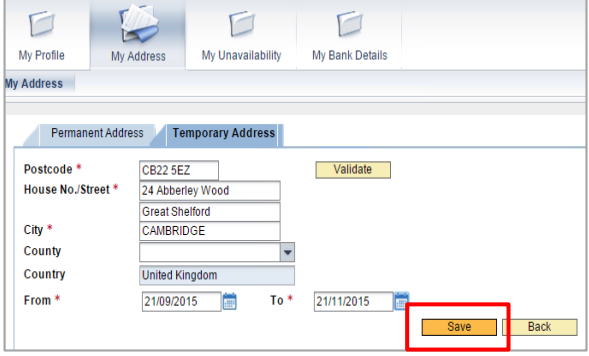
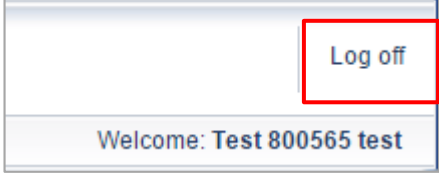

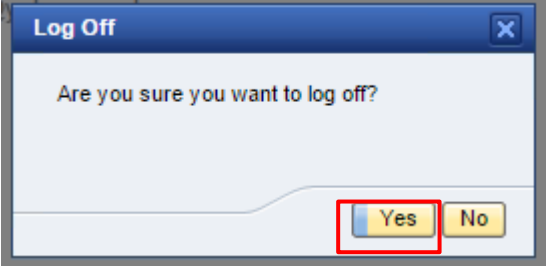


Select **From** and **To** dates from the calendar to notify the period of the temporary address tab





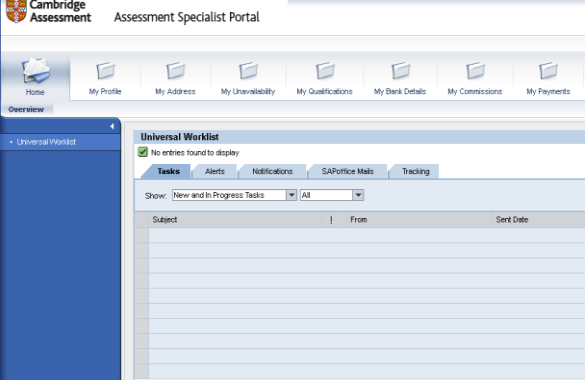
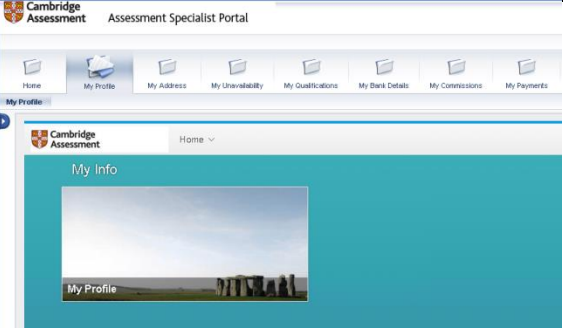


Note: you will not be able to select a period of more than 3 months as this is considered a permanent address. The system will give an error message requesting that you enter this in



<p>the Permanent address tab. If this occurs, click Close to continue.</p>	
<p>Once you have selected the dates, click on Save to keep your changes.</p>	 <p>The screenshot shows the 'My Address' page with tabs for 'Permanent Address' and 'Temporary Address'. The 'Permanent Address' tab is active. Fields include Postcode (CB22 5EZ), House No./Street (24 Abberley Wood, Great Shelford), City (CAMBRIDGE), Country (United Kingdom), and dates (From: 21/09/2015, To: 21/11/2015). A 'Save' button is highlighted with a red box.</p>
<p>If you have finished all your updates, click Log Off in the top right corner of the screen to exit or navigate to other areas to continue working</p>	 <p>The screenshot shows a 'Log off' button in the top right corner, highlighted with a red box. Below it, a welcome message reads 'Welcome: Test 800565 test'.</p>
<p>Select  to confirm the log off.</p>	 <p>The screenshot shows a 'Log Off' dialog box with the text 'Are you sure you want to log off?'. The 'Yes' button is highlighted with a red box.</p>
<p>You will be directed to the AS portal login page.</p>	


How to update your additional languages


The additional languages section can be updated as and when you require. This is to show which languages you know and at which level. This information could be used when deciding which task you can undertake.

<p>Access to the Cambridge Assessment portal and type in your credentials to login</p> <p>https://asportal.cambridgeassessment.org.uk/irj/portal</p>	
<p>Click  after entering your credentials</p>	
<p>This is the home page you will see once you have logged in. Click on My Profile tab to bring more options to select from</p>	
<p>Click on My profile under My Info to update the details</p>	
<p>Scroll down the page to Additional languages</p>	
<p>To update click (change – Pencil icon)  which opens a pop up window</p>	
<p>Click on  Add icon to enable the fields</p>	

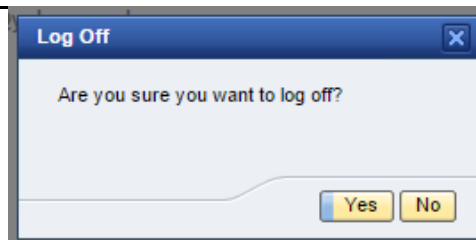
Complete the following fields under the **Additional languages** section to continue.

- **Language** – select the language from the drop down list.
- **Speaking proficiency** – select how fluent you are at speaking the language you have selected, select one of the options from drop down list. i.e. 01 – Basic, 02 – Intermediate, 03 – Expert, 04 – Native.
- **Reading proficiency** – select how fluent you are at reading the language you have selected, select one of the options from drop down list. i.e. 01 – Basic, 02 – Intermediate, 03 – Expert, 04 – Native.
- **Writing proficiency** – select how fluent you are at writing the language you have selected, select one of the options from drop down list. i.e. 01 – Basic, 02 – Intermediate, 03 – Expert, 04 – Native.
- **Ability to translate to English** – select if you are able to translate the language to English fluently.
- **Last Modified_LAN** – this field is automatically updated showing the history when the field was last updated.

Click  to keep your changes

Use the upward arrow icon  to scroll to the top of the page

Click  to exit the screen



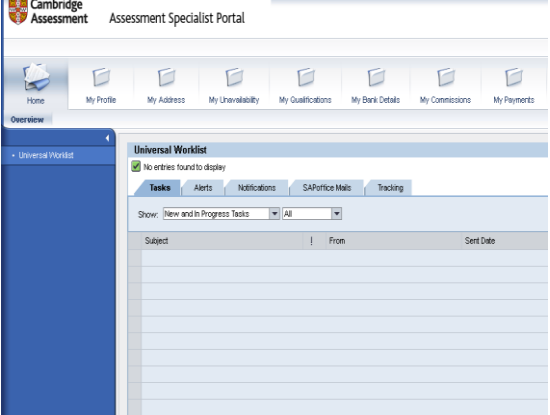
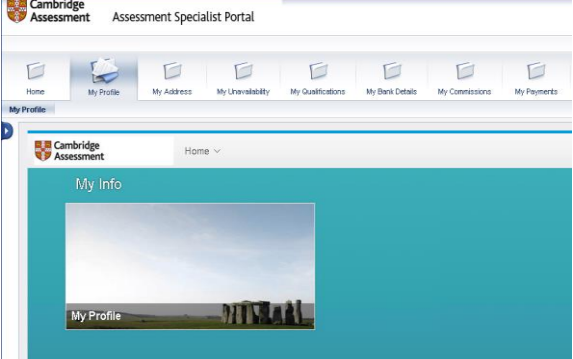




Select  to confirm and continue.

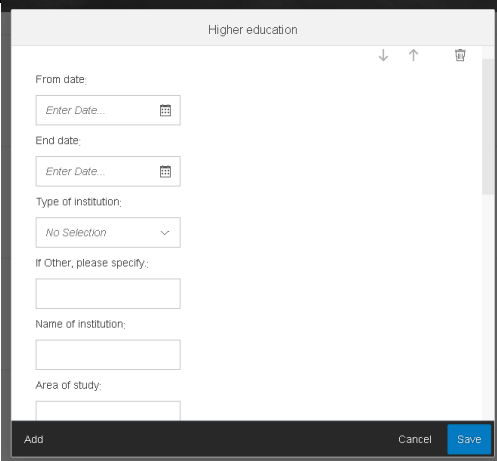
You will be directed to the AS portal login page.

How to update your higher education

You must complete your Higher Education as it is a mandatory section. You can add multiple rows to enter the information. This information could be used when deciding which tasks you can undertake.

<p>Access to the Cambridge Assessment portal and type in your credentials to login</p> <p>https://asportal.cambridgeassessment.org.uk/irj/portal</p>	
<p>Click  after entering your credentials</p>	
<p>This is the home page you will see once you have logged in. Click on My Profile tab to bring more options to select from</p>	
<p>Click on My profile under My Info to update the details</p>	
<p>Scroll down the page to Higher education</p>	
<p>To update click (change – Pencil icon)  which opens a pop up window</p>	


Click on  **Add a row** icon to enable the fields



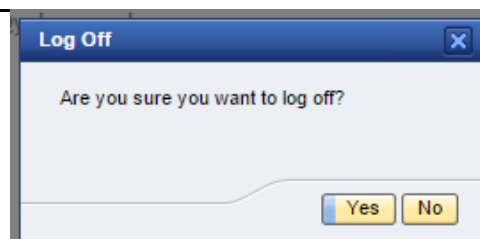
Complete the following fields under the **Higher education** section to continue.

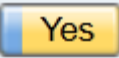
- **From date** – enter the date you started the higher education.
- **End date** – enter the dates when you finished your higher education.
- **Type of institution** – select from the drop down, i.e. school, university, private, academic.
- **Name of institution** – enter the name of your institution.
- **Area of study** – enter the subject that you studied.
- **Level attained** – select from the drop down the level of your higher education i.e. post graduate, diploma etc. If the one you require is not available, select other.
- **Specialisation** – this field is for you to specify the area of your specialisation within your subject you selected i.e. Physics, Chemistry etc.
- **Class / grade** – enter the result.
- **Last Modified_EDU** – this field is automatically updated showing the history when the field was last updated.

Click  to keep your changes

Use the upward arrow icon  to scroll to the top of the page

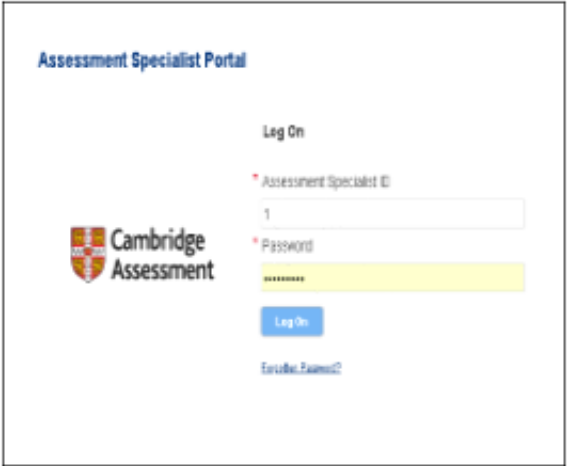

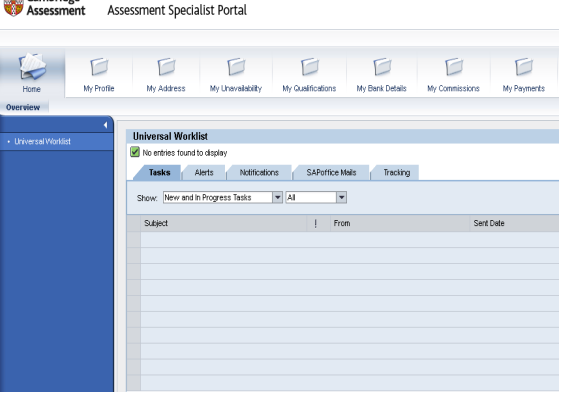
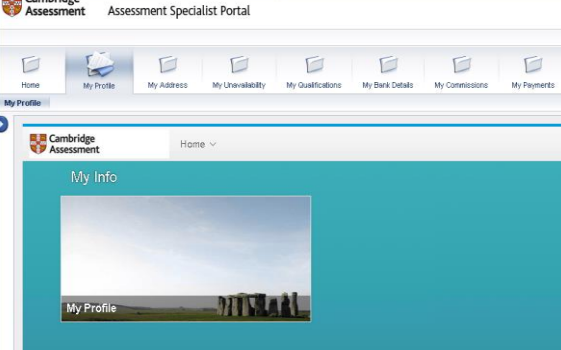
Click  to exit the screen




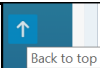

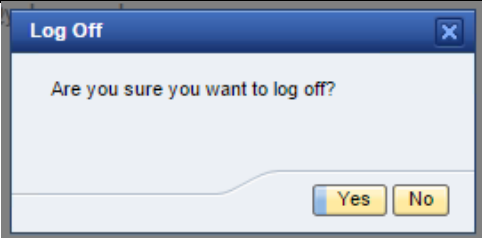



Select  to confirm and continue. You will be directed to the AS portal login page.

How to update your relevant experience

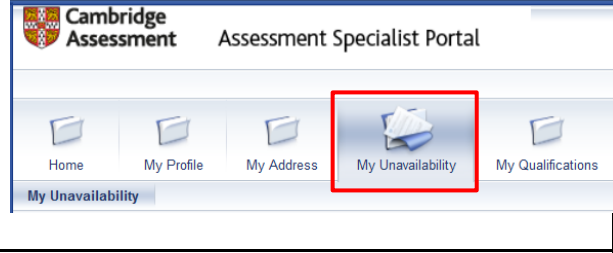
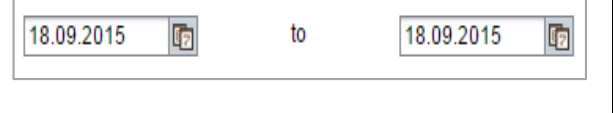
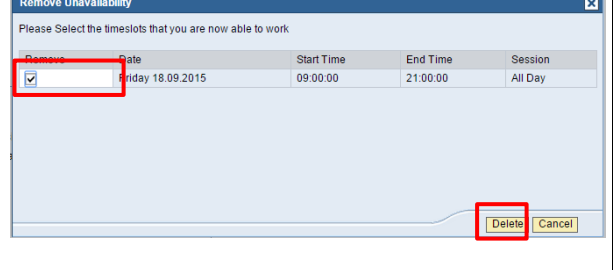
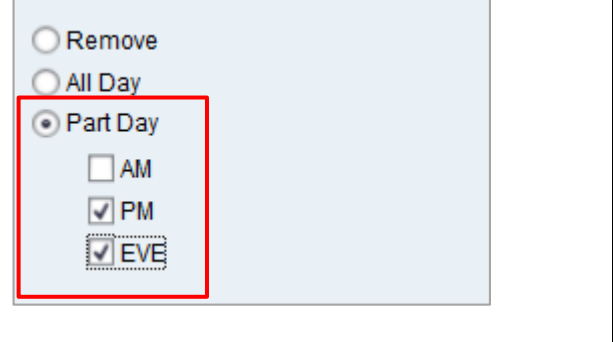
This section is a mandatory section and will show which awarding bodies you have worked with and the roles you have undertaken.



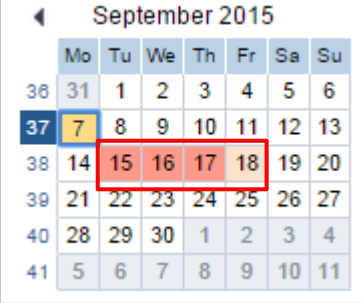
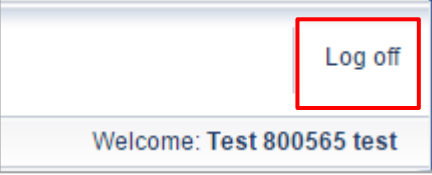

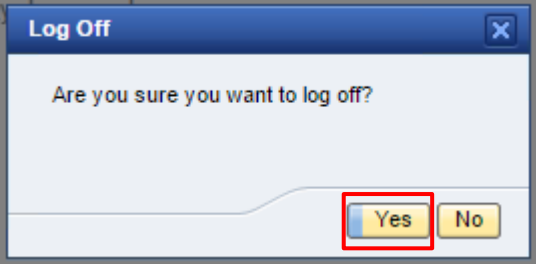
<p>Access to the Cambridge Assessment portal and type in your credentials to login</p> <p>https://asportal.cambridgeassessment.org.uk/rj/portal</p>	
<p>Click  after entering your credentials</p>	
<p>This is the home page you will see once you have logged in. Click on My Profile tab to bring more options to select from</p>	
<p>Click on My profile under My Info to update the details</p>	
<p>Scroll down the page to Relevant experience</p>	

<p>To update click (change – Pencil icon) </p>	
<p>Click on  Add a row icon to enable the fields</p>	
<p>Complete the following fields under the Relevant experience.</p> <ul style="list-style-type: none"> • Role – enter the name of your previous role i.e. examiner, assessor etc. • Years of experience – select from the drop down the number of years' experience. • Awarding body – enter the awarding body you previously worked for i.e. Pearson. • Current – select from the drop down if this role is current or previous. • Comments – additional comments can be entered in this field. • Last Modified_REX – this field is automatically updated showing the history when the field was last updated. 	
<p>Click  to keep your changes</p>	
<p>Use the upward arrow icon  to scroll to the top of the page</p>	
<p>Click  to exit the screen</p>	
<p>Select  to confirm and continue. You will be directed to the AS portal login page.</p>	

How to update your unavailability

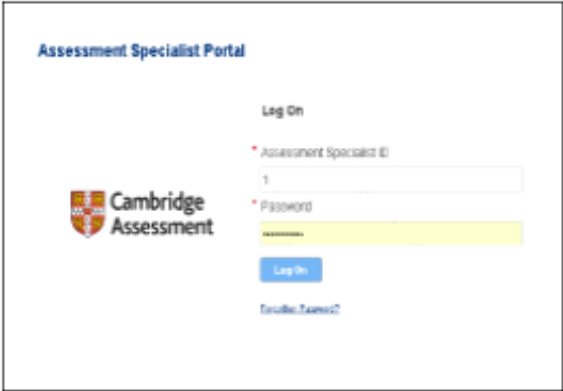

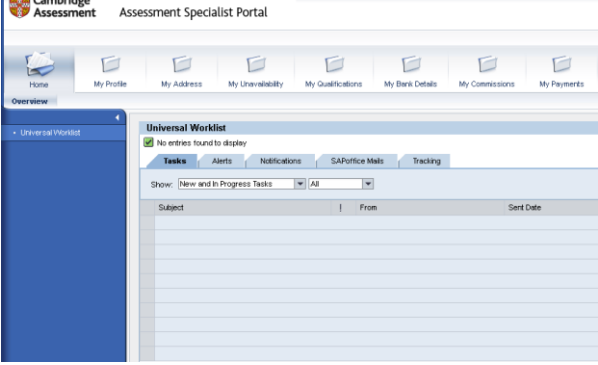
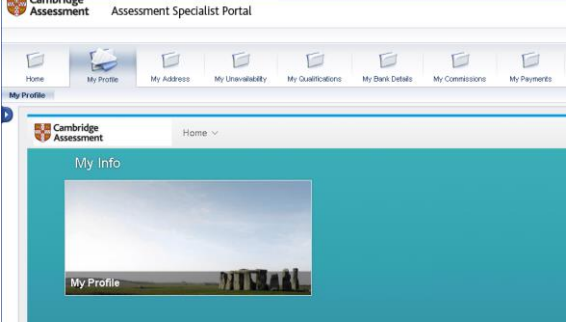

This section explains how to update your unavailability. For example you have entered unavailability for a full day and want to change to a half day

<p>Login to the portal and you will see the home page below. Click on My Unavailability tab</p>	
<p>For example you have booked your unavailability from 15th - 18th September and you want to change the 18th September from a full day to a half day, click on the date that needs amending.</p>	
<p>Once the date is selected, this will be populated in the fields shown in the screen shot below.</p>	
<p>You must click <input type="radio"/> Remove before changing to a half day</p>	
<p>Tick the box against the date you have selected.</p>	
<p>Click <input type="button" value="Delete"/> to remove.</p>	
<p>Click <input type="button" value="Ok"/> to Remove Absence message.</p>	
<p>Select the date again to make the changes.</p>	
<p>From "All Day" absence we now want to change to "Part Day" select <input type="radio"/> Part Day</p>	
<p>Select which part of the day you would be unavailable, i.e. PM, EVE.</p>	
<p>Click <input type="button" value="Save"/> to keep your changes.</p>	

<p>Click  to confirm your changes.</p>	
<p>Click  to confirm the message.</p>	
<p>You can now see the change you have made. The 18th July has changed colour to indicate a part day absence.</p>	
<p>If you have finished all your updates, click Log Off in the top right corner of the screen to exit or navigate to other areas to continue working.</p>	
<p>Select  to confirm the log off.</p>	
<p>You will be directed to the AS portal login page.</p>	


How to update your willingness to travel, passport details & next of kin.

This section should be updated if you are willing to take assessment tasks that will involve travelling. If you are willing to travel overseas, you will also need to complete your passport and next of kin details.

<p>Access to the Cambridge Assessment portal and type in your credentials to login</p> <p>https://asportal.cambridgeassessment.org.uk/rj/portal</p>	
<p>Click  after entering your credentials</p>	
<p>This is the home page you will see once you have logged in. Click on My Profile tab to bring more options to select from</p>	
<p>Click on My profile under My Info to update the details</p>	
<p>Scroll down the page to Willingness to travel</p> <p>To update click (change – Pencil icon) </p>	

Click on  **Add a row** icon to enable the fields

- **Are you willing to travel within your country of residence?** – select yes or no from drop down list.
- **If yes, how far are you willing to travel?** – select one of the options from drop down list, i.e. Up to 50 miles, Up to 100 miles or Over 100 miles.
- **Are you willing to travel overseas?** – select yes or no from drop down list. If you select ‘yes’ you will be requested to fill in your Passport and next of kin details.
- **Last Modified_WTT** – this field is automatically updated showing the history when the field was last update.


Click  to keep your changes


Scroll down the page to **Passport details** and click



Complete the following fields under **Passport Details**.

13. **Name, as it appears on the passport** – type your name exactly as it is shown on your passport.
14. **Passport number** – enter your passport number.
15. **From date** – enter the start date of your passport.
16. **Expiry date** – enter the expiry date of your passport.
17. **Place of issue** – enter where your passport was issued.
18. **Last Modified_PD** – this field is automatically updated showing the history when the field was last update.

Click  to keep your changes

Use the upward arrow icon  to scroll to the top of the page


Scroll down the page to **Next of Kin contact Details** and click




Complete the following fields under **Next of Kin Contact Details**.


- **Name** – enter the name of the person you are nominating as your next of kin.
- **Relationship** – enter your relationship with this person, i.e. mother, sister, etc.

- **Contact number** – enter the best contact number of your next of kin.
- **Address** – enter the address of your next of kin.
- **Last Modified_NKC** – this field is automatically updated showing the history when the field was last update.

Click  to keep your changes

Use the upward arrow icon  to scroll to the top of the page

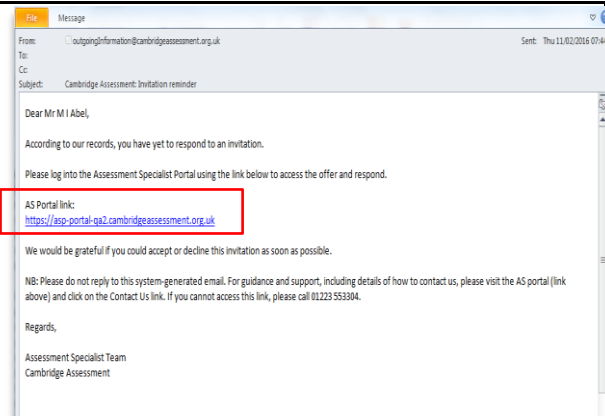
Click  to exit the screen

Select  to confirm and continue

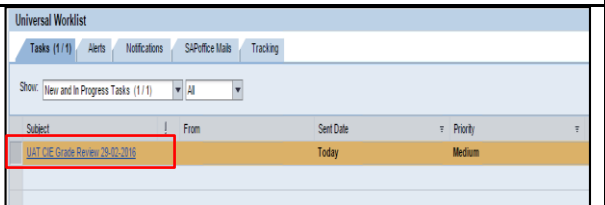
How to view Invitations, Commissions and Team Structure

Assessment Specialists (AS's) will receive an invitation by email advising of an offer of work. AS's need to accept or decline this offer of work by clicking on the link within the email and logging in to the Assessment Specialist (AS) Portal. From here the AS can view the full details of the commission. Reminder emails are generated by the system if no response has been received. If no response has been received after 10 days of the original email invitation, the offer of work is revoked. The Examiner Management Team will then reassign the offer of work to an alternative AS.

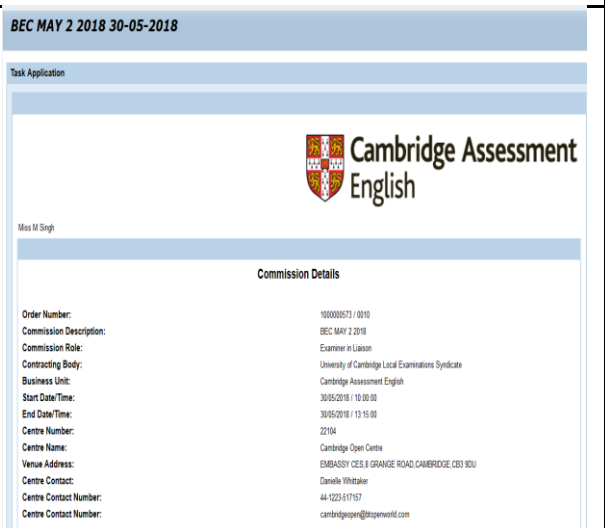
You will receive an email in your registered email address with a link to the AS Portal. Click on the [link](#) where you can view, accept or decline the invitation.



All your pending invitations will be listed under Universal Worklist on the Home page. Click on the [Subject](#) to open and view the invitation.



The invitation will open and you can view the full details of the commission. At the bottom of the invitation you can [accept](#) or [decline](#) the commission.



Task / Rate Details

The fees payable for this commission can be found below:

Task Name	Rate	Currency	Unit	Qty	Min Qty	Max Qty
Speaking Examining	25.00	GBP	per hour	3	3.00	5.00
Examiner in Liaison*	8.33	GBP	per Team Member	1	N/A	N/A

*Please note the quantity for CL payments will be determined post work completion

Additional Instructions

Supporting Documentation: [Click here to see the Supporting Documentation](#)
 For all supporting documentation relating to commissions, please log in to Frontier using the supporting documentation link above to access the UK SE & TL Resources page.
Assessor Expenses Policy: [Click here to see the Assessor Expenses Policy](#)

Terms And Conditions

Terms and Conditions pertaining to the Commission: [Click here to see the Terms and Conditions pertaining to the Commission](#)

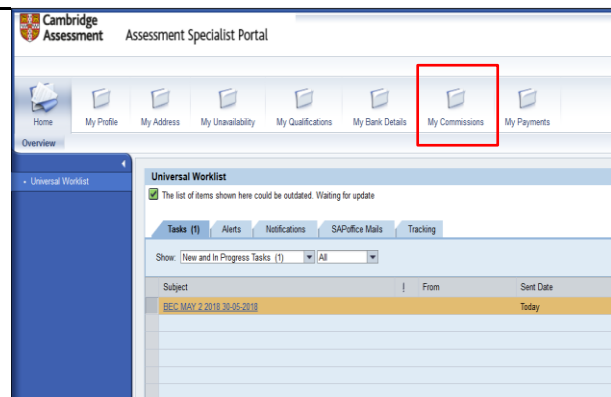
This is an Invitation (the Invitation) to carry out assessment services (the Assessment Services) described in Commission Details and Task/Rate details above. The work to be undertaken is subject to Standard Terms for Assessment Services (Cambridge Standard Terms), which are available at the link above. The Responsible Officer for the purposes of this commission is the Director of Operations, Cambridge English. We shall make the final payment for your work following our review and acceptance of the work, which is subject to the condition that the material is delivered in its entirety by the due date as set out in the instructions, approved as fit for purpose by us, and performed with all due care, skill and diligence. Payment will be authorised following confirmation that work is completed to the specified standard. This Invitation, together with the Cambridge Standard Terms, the instructions set out under the Additional Instructions above, and any additional written terms and conditions agreed between us, forms our contract terms with you (the Contract Terms). We recommend that you download or print a copy of the Contract Terms for your records. By accepting this Invitation you confirm that you have read and understood the Contract Terms, accept the Contract Terms, and intend to enter into a binding agreement to perform the Assessment Services, subject to the Contract Terms. To accept this Invitation please click 'Accept' below. You will then be asked to confirm your acceptance.

Once you have accepted an invitation it can take up to an hour for it to appear in your **My Commissions** tab. If you decline the invitation you will not be able to view the details of the commission.

If you have not accepted or declined the invitation, system generated reminder emails will be sent to you after 3 days and thereafter on the 7th day. If no response has been received after 10 days of the initial email being sent, the offer of work is revoked. The Examiner Management Team will then reassign the offer of work to an alternative AS. Please accept or decline invitations as soon as you can to allow the Examiner Management Team to reassign commissions where necessary.

Viewing My Commissions

To view current and previous commissions you have accepted, log in to the Assessment Specialist (AS) Portal and click on the **My Commissions** tab. Please note this will only show those that have been accepted via the AS Portal.

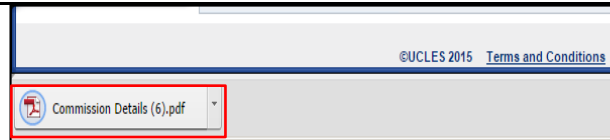


The screenshot shows the 'Assessment Specialist Portal' with a navigation bar containing 'Home', 'My Profile', 'My Address', 'My Unavailability', 'My Qualifications', 'My Bank Details', 'My Commissions', and 'My Payments'. The 'My Commissions' tab is highlighted with a red box. Below the navigation bar, there is a 'Universal Worklist' section with tabs for 'Tasks (1)', 'Alerts', 'Notifications', 'SAP/Office Mails', and 'Tracking'. A table below shows a task for 'REC MAY 2, 2018 10:56:2018' with a 'Today' status.

All current and previous commissions will be listed on this screen. You can click on **Commission** to view the commission details.

Commission	Description	Rate	Date (From)	Date (To)	Start Time	End Time	Status	Commission	My Team	Work	Expenses
200000564	FIE: NET: PET: POSFL: OPE		15.05.2018	15.05.2018	17:00:00	20:00:00	Completed	Commission	My Team	Work	Expenses
200000568	FIE: NET: PET: POSFL: OPE		15.04.2018	15.04.2018	14:15:00	17:30:00	Completed	Commission	My Team	Work	Expenses
200000567	FIE: NET: PET: POSFL: OPE		15.04.2018	15.04.2018	11:00:00	13:15:00	Completed	Commission	My Team	Work	Expenses
200000569	OPE APRIL 2018		15.04.2018	15.04.2018	17:30:00	20:45:00	Completed	Commission	My Team	Work	Expenses
200000566	CHAS789 CHAS789 CHAS789 CHAS789		15.04.2018	15.04.2018	11:00:00	13:15:00	Cancelled	Commission	My Team	Work	Expenses
200000562	NETV: PETV: HAD: 10TH APRIL		13.04.2018	13.04.2018	11:00:00	12:15:00	Completed	Commission	My Team	Work	Expenses
200000562	NETV: PETV: HAD: 10TH APRIL		31.03.2018	31.03.2018	11:00:00	14:15:00	Completed	Commission	My Team	Work	Expenses
200000561	CHAS789 CHAS789 CHAS789 CHAS789		15.04.2018	15.04.2018	11:00:00	13:15:00	Cancelled	Commission	My Team	Work	Expenses
200000560	CE OPE Writing		30.01.2018	30.01.2018	08:00:00	23:59:59	Completed	Commission	My Team	Work	Expenses
200000569	SEC MARCH 1 2018		05.03.2018	05.03.2018	11:00:00	13:15:00	Cancelled	Commission	My Team	Work	Expenses

A PDF document is generated at the bottom of the screen.



Click on the document to open and view the commission details. You can print or save the PDF document for your records.

Commission Details

Order Number: 1000001319 / 0180
 Commission Description: UAT BEC FEBRUARY WEEK 4
 Commission Role: Speaking Examiner
 Contracting Body: University of Cambridge Local Examinations Syndicate
 Business Unit: Cambridge English
 Start Date/Time: 01.03.2016/14:15:00
 End Date/Time: 01.03.2016/17:30:00
 Centre Number:
 Centre Name: Colchester Institute
 Venue Address: Colchester Institute 2, Sheepen

Task / Rate Details

The fees payable for this commission can be found below:

Task Name	Rate	Currency	Unit	Qty	Min Qty	Max Qty
UAT Speaking Examining	24.80	GBP	per hour	3.00	3.00	5.00

Additional Instructions

Supporting documentation:
 For all supporting documentation relating to commissions please log in to Fronter:
<https://fronter.com/cambridge/main.jhtml>

Assessor Expenses Policy:
http://asp.cambridgeassessment.org.uk/jsp/assessor/documents/ASP_Documents/Commissions_Documents/UK%20Speaking%20Examiner%20and%20Assessor%20Administrative%20Guidelines%2011%20v2.pdf

Close the tab once you have finished.

Viewing your Examining Team

Examiners are able to view the details of their co-examiners. To check your team, click on **My Team** to view the examiners. If **My Team** is greyed out it is not possible for you to view as the examining team hasn't been allocated.

Commission	Description	Role	Date (From)	Date (To)	Start Time	End Time	Commission	My Team	Work	Expenses
200000705	UAT BEC JANUARY WEEK 3	SE-Speaking Examiner All	19.01.2016	19.01.2016	10:00:00	13:15:00	Commission	My Team	Work	Expenses
200000812	UAT BEC JANUARY WEEK 2	SE-Speaking Examiner EV	11.01.2016	11.01.2016	17:30:00	20:45:00	Commission	My Team	Work	Expenses
200000827	UAT BEC JANUARY WEEK 2	SE-Speaking Examiner PM	14.01.2016	14.01.2016	14:15:00	17:30:00	Commission	My Team	Work	Expenses
200000969	UAT BEC JANUARY WEEK 1	SE-Speaking Examiner PM	06.01.2016	06.01.2016	14:15:00	17:30:00	Commission	My Team	Work	Expenses
200001407	UAT BEC FEBRUARY WEEK 4	SE-Speaking Examiner PM	01.03.2016	01.03.2016	14:15:00	17:30:00	Commission	My Team	Work	Expenses
200001529	UAT BEC FEBRUARY WEEK 1	EL-Examiner in Liaison EV	05.02.2016	05.02.2016	17:30:00	20:45:00	Commission	My Team	Work	Expenses

A window will appear with the list of all examiners allocated to the commission. Click **OK** to close the window.

Name	Role	Email	Contact number
Mr C Nicholls	Examiner in Liaison	ASPPROJECT@CAMBRIDGEASSESSMENT.ORG.UK	
Mr D Taylor	Speaking Examiner	ASPPROJECT@CAMBRIDGEASSESSMENT.ORG.UK	
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