



CAMBRIDGE ASSESSMENT

ASSESSMENT SPECIALIST PORTAL

Quick Reference Guide

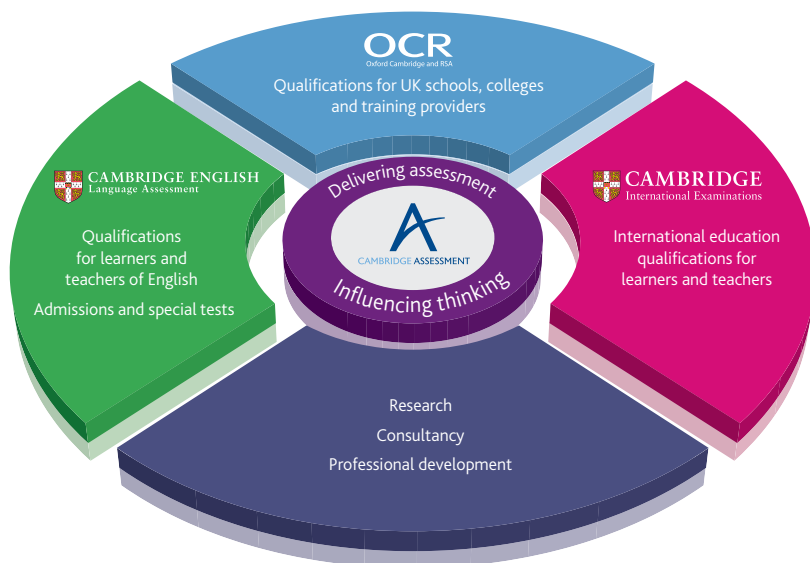


SHAPING THEIR FUTURES
THROUGH BETTER EDUCATION

AN INTRODUCTION TO THE ASSESSMENT SPECIALIST PORTAL

Cambridge Assessment is moving to a new online Portal where Assessment Specialists can maintain and update their personal information such as address, contact details and bank details.

The portal has been designed as a single solution for all Assessment Specialists within Cambridge Assessment. You will have one username, and log in to one portal to access and update your personal details.



WHY HAVE WE DECIDED TO RELEASE A NEW SYSTEM?

The AS portal has been created to provide a reliable and consistent way for our Assessment Specialists to access and update their information, including qualifications and personal details used in commissioning and paying for work.

From our perspective the Assessment Specialist Portal will enable us to ensure all your details are correct, which in turn will support the smooth running of the exam cycle. The AS Portal will also ensure that our systems are robust to support the continued growth of the organisation.

WHAT'S IN IT FOR YOU?

The Assessment Specialist Portal ensures that your information is stored in one place, regardless of whether you are working with Cambridge International Examinations, Cambridge English or OCR.

Currently the Portal enables you to maintain your personal data at any time of the day and week, including address and bank details.

YOU CAN ALSO:

- ◆ Inform us of any dates/times when you are unavailable
- ◆ Sign up for job alerts

FUTURE BENEFITS OF THE PORTAL

In the near future the Portal will also be used for:

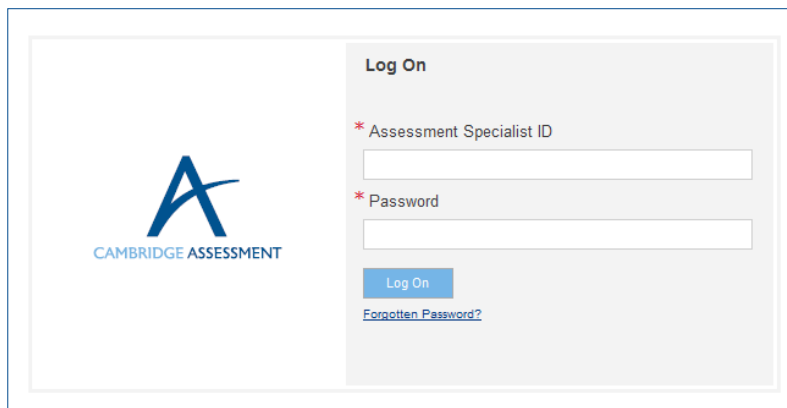
- ◆ Receiving invitations to work with us
- ◆ Accepting and declining invitations
- ◆ Submitting your expenses
- ◆ Providing visibility of your marking team
- ◆ Informing Cambridge Assessment of completion of tasks

LOGGING IN TO THE SYSTEM

You will receive an email from:

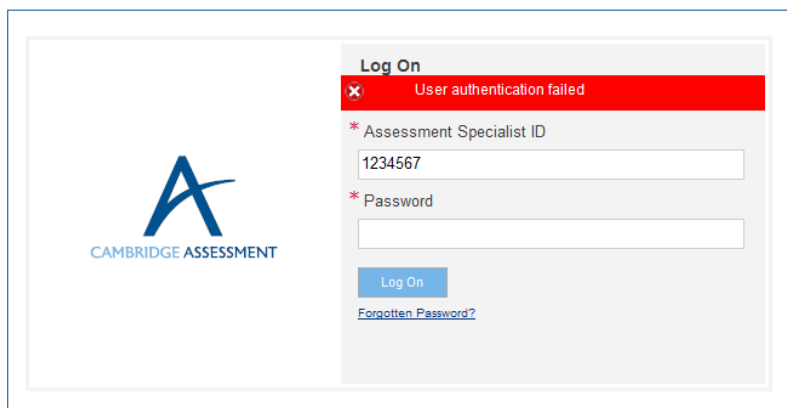
outgoinginformation@cambridgeassessment.org.uk

Follow the instructions in the email to access your account and set your password.



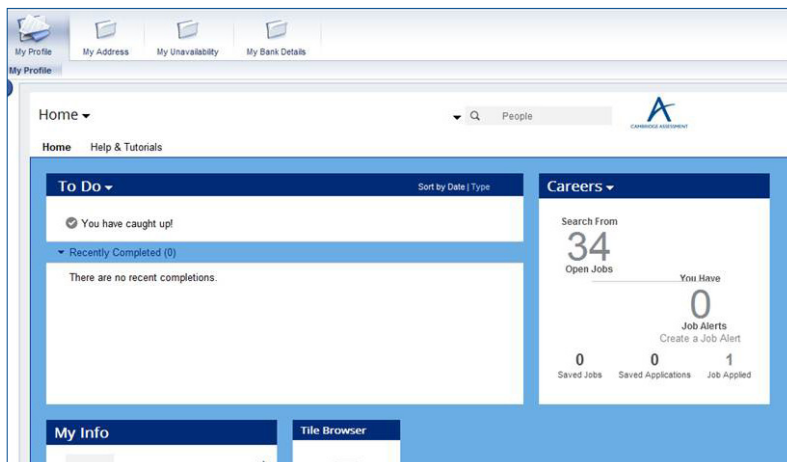
The screenshot shows the Cambridge Assessment Log On page. On the left is the Cambridge Assessment logo, which consists of a large blue 'A' with a swoosh and the text 'CAMBRIDGE ASSESSMENT' below it. On the right is a light gray box titled 'Log On'. Inside this box, there are two input fields: the first is labeled '* Assessment Specialist ID' and the second is labeled '* Password'. Below these fields is a blue 'Log On' button and a link that says 'Forgotten Password?'.

If you do not use the link to log into your account within seven days, you will need to use the 'forgotten password' link to reset your password. If you have forgotten your password, after 3 attempts your account will be locked. You can use the forgotten password link to reset your password.



This screenshot shows the same Cambridge Assessment Log On page as the previous one, but with a red error message at the top of the 'Log On' box: 'X User authentication failed'. The 'Assessment Specialist ID' field now contains the text '1234567'. The 'Password' field is empty. The 'Log On' button and the 'Forgotten Password?' link are still visible at the bottom of the box.

YOUR PROFILE

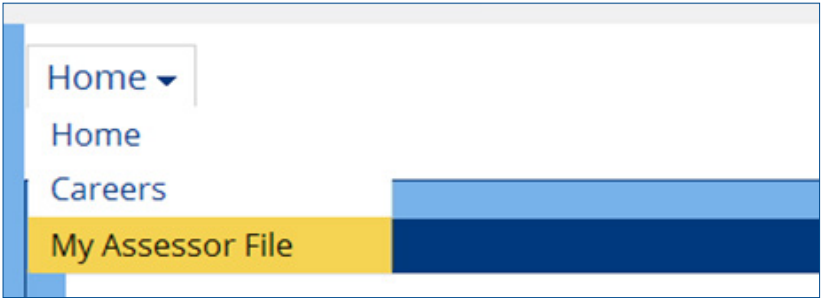


Your profile 'home' is the first page you will see after you have logged in. You can use the options bar at the top to navigate to other parts of the system to update your details.

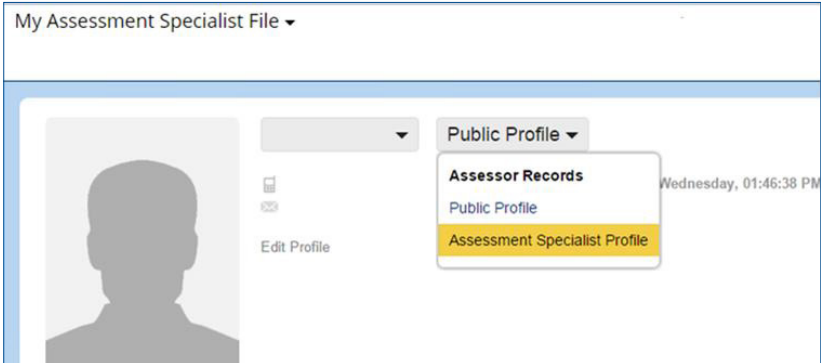
You can also check current Assessment Specialist vacancies for Cambridge International Examinations, Cambridge English and OCR by clicking on the 'careers' tab under the Home drop down menu. This section allows you to apply for, save and search current assessment opportunities in any of the three exam boards.

YOUR PERSONAL INFORMATION

To view your personal information, navigate to the 'home' dropdown and click on 'My Assessor File'.



This will take you to your 'public profile'. Click the dropdown and select 'Assessor Profile'.

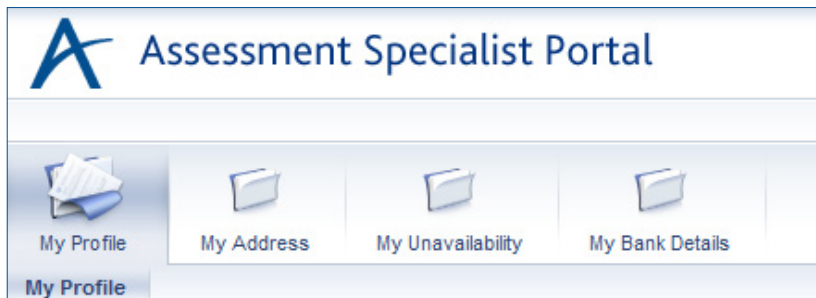


From here you can update any of your personal details from your preferred method of contact to your professional qualifications and employment history.

Personal Information		Edit
Personal Information		
Title		
First name		
Middle name		
Last name		
Former Name		
Primary email address		
Primary contact number (prefix country code)		
Prefer method of contact		
Date of birth		
Gender		
Country		
First language		
Nationality		
Disclosure and Barring Service (DBS) Number		
Business unit		
Assessment Specialist ID		
Cambridge ID		

YOU CAN ALSO...

Using the options bar at the top of your 'profile' page you can navigate to specific sections of the Assessment Specialist Portal.



'MY ADDRESS' – PROVIDE A PERMANENT AND/OR TEMPORARY ADDRESS

The 'my address' option allows you to amend or update your address throughout the year. If you would like to provide us with a temporary address along with your permanent details, the system provides you with an option to do this. You can also specify the amount of time you would like your temporary address to be used. Please ensure that, when adding address information you click the 'validate' button.

'MY UNAVAILABILITY' – UPDATE YOUR 'UNAVAILABILITY'

Tell us when you're not available to work with us. This will ensure that we do not send you invitations to take part in work during periods when you are not available.

'MY BANK DETAILS' – PROVIDE YOUR BANK DETAILS FOR PAYMENT

It is important that we hold the correct bank details in order to make payments as efficiently as possible. If at any point you would like to amend your information, this is the place to do it.

USEFUL INFORMATION

HOW TO ENTER THE PORTAL

The new Portal performs best when opened in either the Google Chrome or Mozilla Firefox web browsers. You can install these browsers by visiting the appropriate site and following the instructions.

Google Chrome: www.google.com/chrome/browser/desktop

Firefox: www.mozilla.org/en-GB/firefox/new

Open your web browser and navigate to the portal using the link provided. For ease of future reference please then save this site to your favourites.

HOW TO ACCESS THE 'HOW TO' GUIDES

On the left hand side of the AS portal screen you will notice a column titled 'related links'. In here, you will find some useful 'how to' guides to assist you with anything from updating your employment history to editing your profile picture.

HOW WE WILL USE THE INFORMATION ON THE PORTAL

To find out more about our Privacy Policy, please see our Terms and Conditions and Data Protection sections at the bottom of the AS Portal login page.

FOR ANY QUERIES RELATING TO THE ASSESSMENT SPECIALISTS PORTAL

please call us on:

01223 553304

Alternatively you can email us at:

ASPortal@cambridgeassessment.org.uk

