



The online APMR can be found by logging into our webpage:

<https://qualifications.pearson.com/en/qualifications/btec-higher-nationals/about/quality-assurance-process.html>

The form has been designed to be intuitive therefore this guide simply provides an overview of the areas where specific actions/responses are required.

### **How to Manage/Add Users:**

#### **Steps to follow if the role is of a QN:**

You have been given the role of a **QN**. As such, you will aim to login to the APMR system with your credentials (username:) and then create credentials for your designated tutor, (email:).

#### **Steps**

1. You have received an HN APMR communication which will contain a link to the APMR system.
2. Open the link and visit the APMR system. You will be prompted to set up your password.
3. Please then visit the users interface (press the users button on the top of the page) to create a user account.
4. Please fill out the information for your tutors, which is:
  - Tutor Name,
  - Tutor Email Address,
  - Password is irrelevant as they will be prompted to make their own,
  - PLEASE ENSURE NOTIFY NEW USER IS SELECTED
5. Your initial QN responsibilities are now completed.
6. The tutor will now complete the APMR form and send it to you for review – please watch out for a notification email.
7. The tutor, may send you an incomplete form in which case you will not be able to submit it.

If the form is incomplete, you have the option to either:

- Complete the remaining fields for them,
  - Or send it back to be completed.
8. Once the form is completed in its entirety, you will need to review the information and submit the form to Pearson.



### **Steps to follow if the role is of a Tutor:**

You have been given the role of a **Tutor** to login to the APMR system with your credentials (username) and then complete the APMR form. On completing the APMR form, you will submit your form for review to your QN.

#### **Steps:**

1. First open the email you have received which will contain a link to the APMR system.
2. Open the link and visit the APMR system. You will be prompted to set up your password.
3. You should find a draft APMR form in your form list for the current year.
4. Please open the form and complete, there are several mandatory fields throughout the form which must be completed in order for the form to be submitted.
5. Once you have completed the form, you should submit the form for review to your QN.
6. If the form is incomplete your QN, will either complete the remaining fields for you or will send it back to you to complete.
7. If the form is sent back to you, you will receive an email notification and you will then need to complete the remaining fields and re-submit to your QN.
8. If the QN is happy with the form, they will then submit the form to Pearson.

### **Intro. Annual Programme Monitoring Report (APMR)**

#### **Step 1:**

The images below appear on the introductory page of the online APMR, each circle represents each of the forms sections, stated below. The outside edge of each circle will turn black to indicate your progress in each section, if they do not fully turn black it means that questions remain unanswered and you will not be able to submit the form until all circles are fully ringed black.

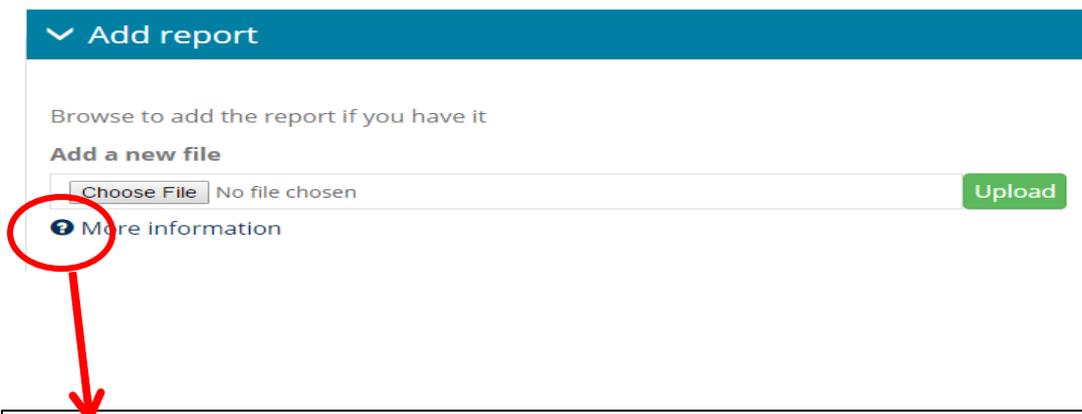


When roles have been identified you can nominate which sections you would like each person to complete.

**NOTE:** Only one APMR needs to be completed per centre see below.

Once you have completed a section we recommend that you save and continue by clicking on the next button. Alternatively, you can save and exit and return to the form later.

**NOTE:** If you do not save and exit no one else will be able to access the form. Please also remember there is a specific **word limit**, which may differ in each section.



The screenshot shows a web interface for adding a report. At the top is a teal header with a dropdown arrow and the text "Add report". Below this is a section titled "Browse to add the report if you have it". Underneath is "Add a new file" with a "Choose File" button, the text "No file chosen", and a green "Upload" button. A link with a question mark icon and the text "More information" is circled in red. A red arrow points from this link to a box below.

**Step 2:**

If you scroll to the question mark **above** you can see more information – This states files must be less than 2MB and you are allowed file types in doc, docx and pdf versions.



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## Step 3A:

Under 'Please list your HNs from the last Academic/Teaching year that did not meet Pearson's academic standards', if you select '**None**' and enter **N/A** in the rest of the corresponding boxes **it will be seen as incomplete** and you will ultimately be unable to complete the form. You will see 'this field is required', please see the screenshot below.

Please list your HNs from the last Academic/Teaching year that did not meet Pearson's academic standards

<b>Programme name</b>	<b>Response</b>		
- None -	na		
<b>Action</b>	<b>By whom</b>	<b>By whom</b>	<b>By when</b>
na	na	na	12/2014

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<b>Programme name</b>	<b>Response</b>		
- None -	na		
<b>Action</b>	<b>By whom</b>		
naaja	fjdsj		
	ehjdk		
<b>By when</b>			
12/2014			

[Add another item](#)

This field is required



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### Step 3B



Therefore, to avoid the above problem it is important that you **do select a particular programme** even if the programme did meet Pearson's academic standards, because once you have selected one you can simply enter N/A in the corresponding sections and it will be seen as being complete. Please see the screenshot below.

Please list your HNs from the last Academic/Teaching year that did not meet Pearson's academic standards

Programme name	Response
HNC Business	na

Action	By whom	By when
na	na	12/2014

**Please ensure you do select a programme and not the 'None' option.**



## E. Staff Development

### Step 4

Under 'Have you had any particular learning or training issues...?' If you select 'Yes' you must indicate what the issues were. If, however, you select 'No' or 'N/A' then you can choose to insert additional comments if you wish.

Please see the screenshot below.

### If 'Yes', please see the screenshot below:

Have any particular learning and teaching issues arisen in respect of your HN provision regarding further staff development/training?

Yes

No

N/A

Please indicate what the issues were

JHLUIUGNV B

389 characters remaining

Please indicate how you plan to address each of the issues described above

JHFULYFJKKMBKJ.

385 characters remaining



# Pearson

**If 'No' or 'N/A', please see the screenshot below:**

Have any particular learning and teaching issues arisen in respect of your HN provision regarding further staff development/training?

Yes

No

N/A

Comments

400 characters remaining

Back

✓ Save

✓ Save and Exit

Next



## Validate and Submit

### Step 5

This is the final stage of the form. The form will be submitted if there are no errors. If, however there are errors or missing information it will be highlighted, so you must click on those fields to go back and complete it.



### Thank you for providing us with your HN Review

Thank you for taking the time to complete the Pearson BTEC Higher Nationals Annual Programme Monitoring Report for the last Academic/Teaching year. Your input into this process is greatly appreciated by Pearson.

PLEASE CLICK ON THE SUBMIT BUTTON FOR THE FINAL SUBMISSION OF YOUR FEEDBACK WHEN ALL THE PAGES HAVE BEEN COMPLETED

**Please complete the following missing fields to submit the form.**

**Missing fields will be highlighted in the form:**

Section C: 2 questions missing  
Section D: 3 questions missing  
Section E: 1 questions missing  
Section E2: 1 questions missing  
Section F: 2 questions missing  
Section G: 1 questions missing  
Section I: 1 questions missing  
Section I2: 1 questions missing

As you can see above, there are questions in those particular sections which are missing. In this case, you must click on each section and complete the missing information in order to be able to submit the form. Failure to do so will mean your form cannot be submitted. If you have completed everything, once you click the last circle with the tick, your form will be submitted.