UNIVERSITY CENTRE
south essex

# Guide to Online Services Portal

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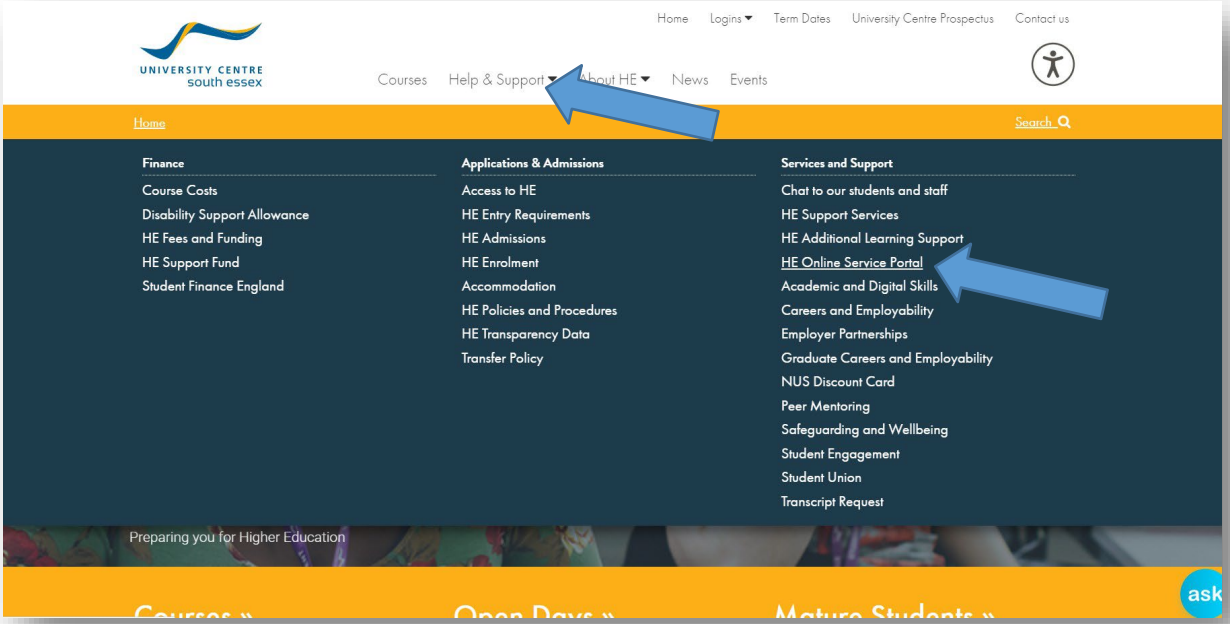
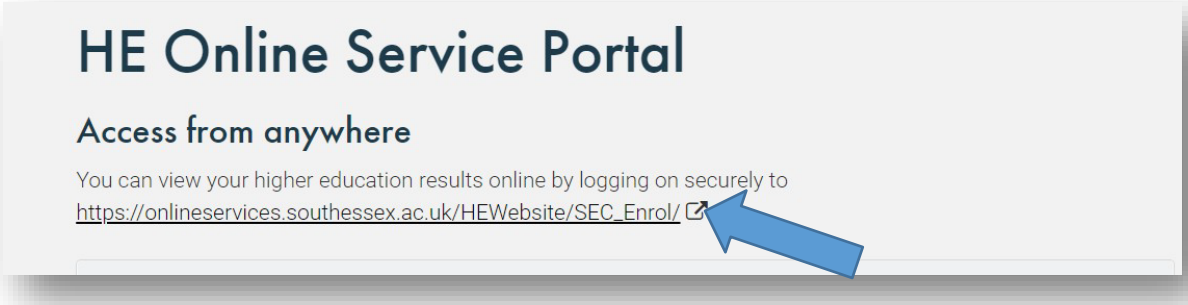
***Please note all images are for illustration purpose only, they are not live links.***

# How to log into the Online Services Portal

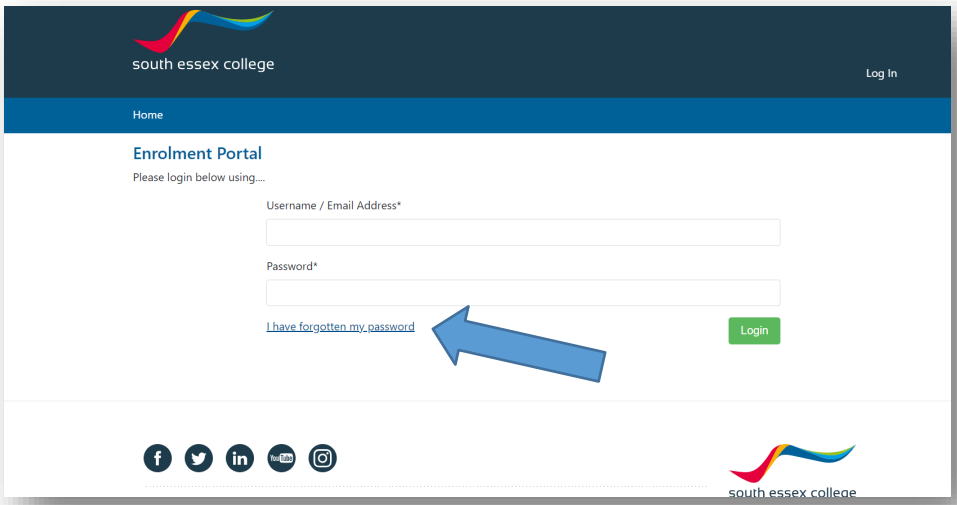
Go to the HE page on the college website and click Help and Support. From the drop down menu choose HE Online Service Portal



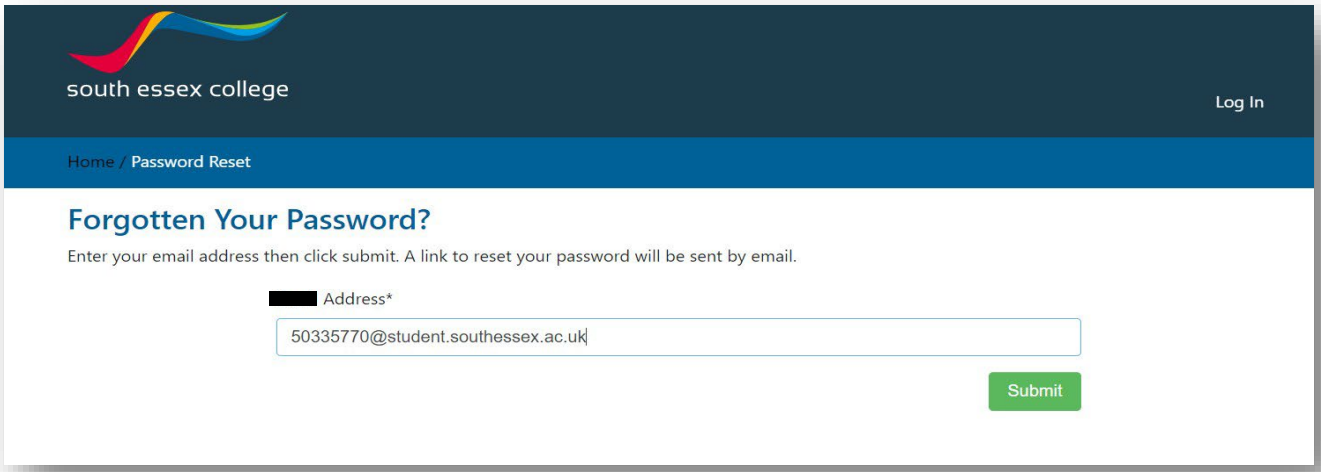

This will open the HE Online Services Portal page. To open the portal click on the link under "Access from anywhere"



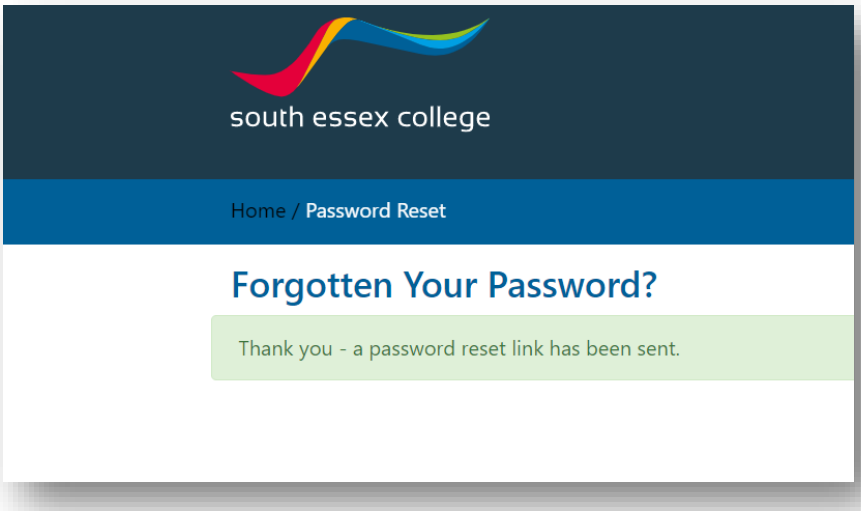

This will take you to the HE Online Services Portal. If you have already complete registration enter your student email address and password. If you have not signed in previously, or cannot remember your password, click "I have forgotten my password".



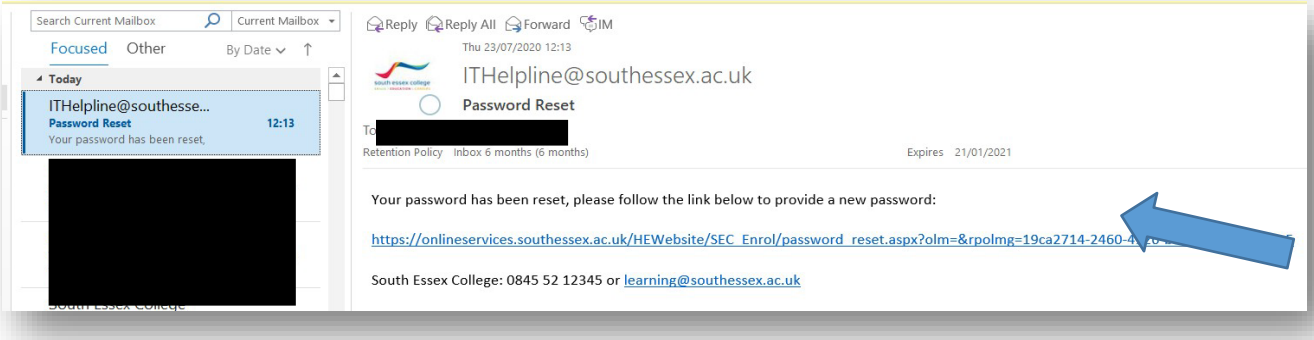
Enter your student email address and click ‘Submit’.



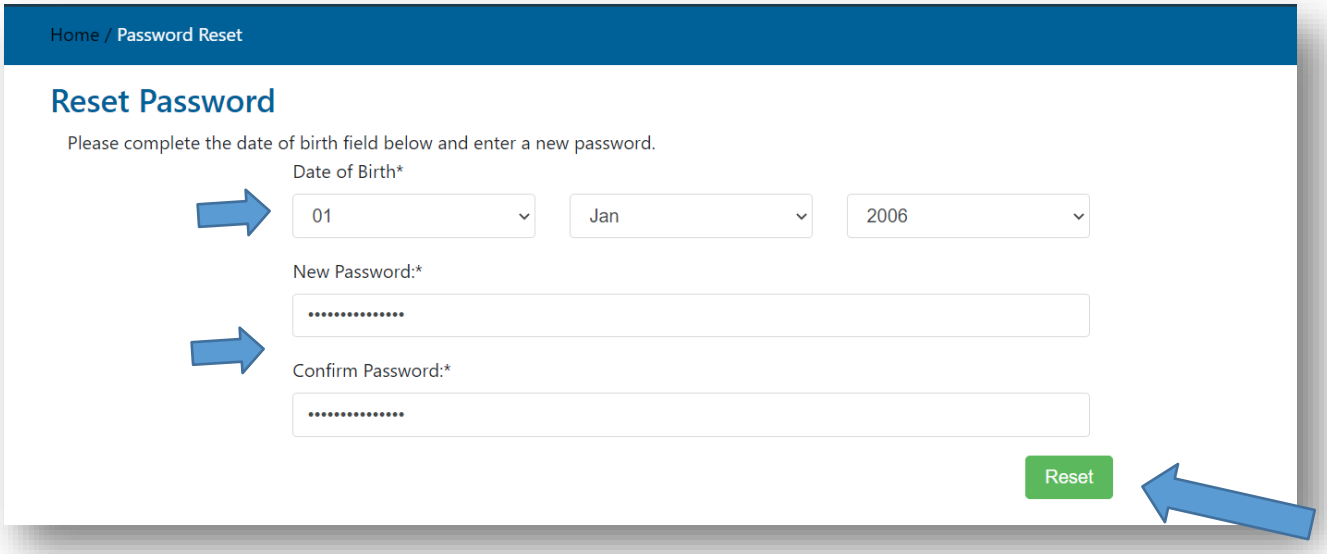

You will then see the below. If you receive a different message please contact us.




You will then receive an email to your student e-mail account to reset your password, please note this make take up to three hours to arrive. Click the link provided to reset your password.



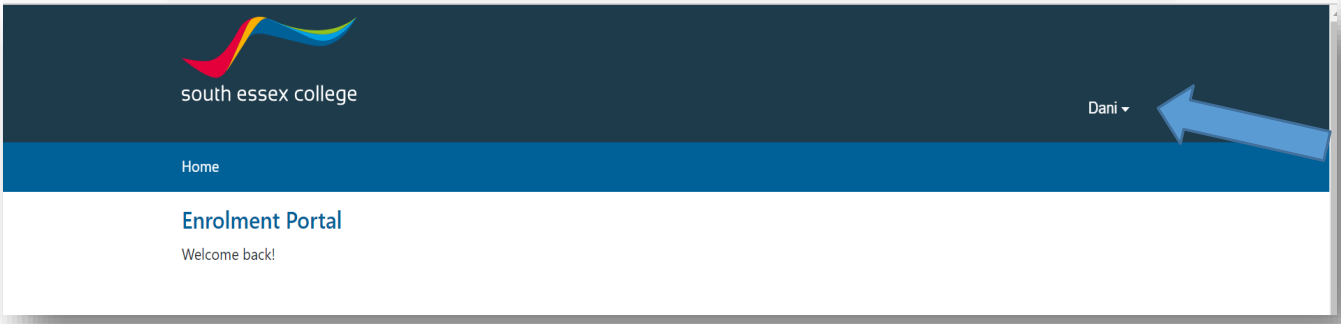
Enter your date of birth and create a New Password. Then click ‘Submit’.



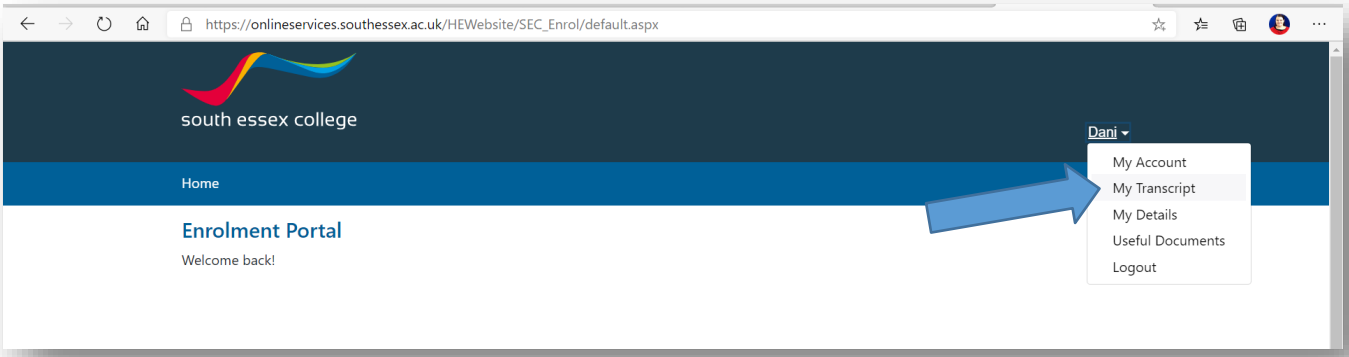

Once it has confirmed your password reset, click “Click here” to be brought to your home page.

# Accessing your Results

Click your name on the righthand side of the home page.



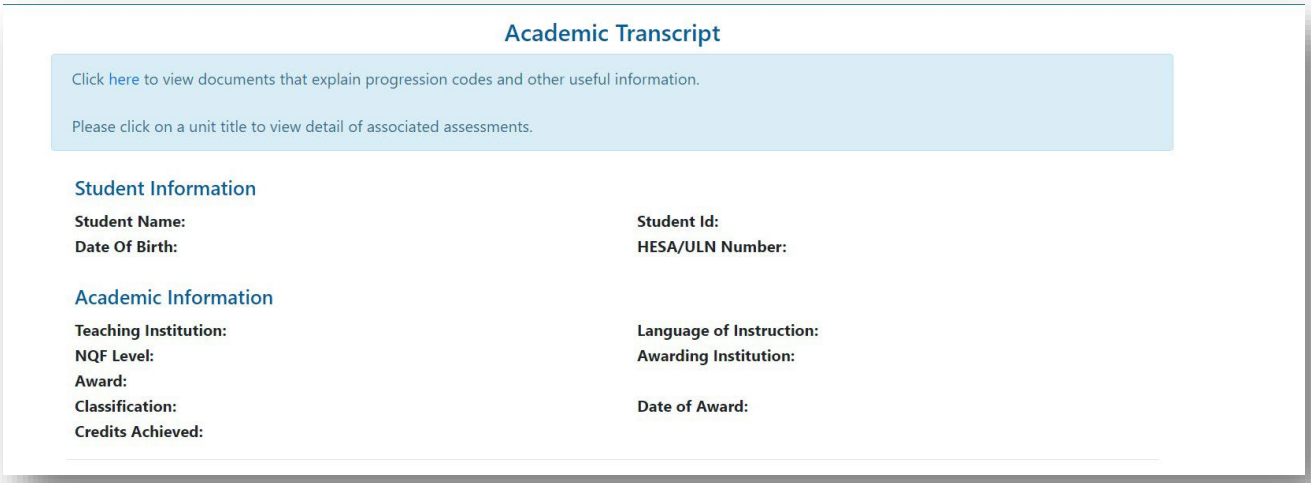

This will give a drop down list, choose “My Transcript”.




This will then open the transcript page.

# Understanding your Results

The top section will confirm your personal details. (A blank version has been used for GDPR)



Academic Transcript

Click here to view documents that explain progression codes and other useful information.

Please click on a unit title to view detail of associated assessments.

Student Information

Student Name:
Date Of Birth:
Student Id:
HESA/ULN Number:

Academic Information

Teaching Institution:
NQF Level:
Award:
Classification:
Credits Achieved:
Language of Instruction:
Awarding Institution:
Date of Award:

## Student Information

| | |
|---|---|
| Student Name: | Your name as registered with us |
| Student Id: | Your student Id number |
| Date Of Birth: | Your date of birth |
| HESA/ULN Number: | Your Unique Leaner Number. A 10-digit number, required for your Personal Learning Record, helping to give you proof of your learning and achievements from the age of 16 onward |

## Academic Information

| | |
|---|---|
| Teaching Institution: | South Essex College |
| Language of Instruction: | The language you were taught in. English |
| NQF Level: | National Qualifications Framework Level, e.g. Level 4, Level 5 |
| Awarding Institution: | The awarding body of your qualification, e.g. Pearson |
| Award: | Your qualification title, e.g. BA (Hons) Graphic Design |

*Progressing students, or those requiring Resits, will not have any details included in Classification, Credits Awarded or Date of Award. These fields are only filled on completion of your qualification.*

| | |
|---|---|
| Classification: | Your classification of your overall qualification, e.g. 2.1 or Merit |
| Date of Award: | Year you completed your qualification |

Credits Achieved: The number of credits achieved for your overall qualification

The details included may be by a different name than you are used to as each Awarding Body has its own terminology.

HE 2019/20 - Year 1 (PASS PROGRESS)

Progression details. Please see page for further details

| Module Code | Module Title | Assessment Marks | Aggregate Mark | Class | Credit Obtained | Credit Level |
|---|---|---|---|---|---|---|
| E.g. AD101 | The Module Title e.g. Research methods and proposal | 46,53 | 47 | 3RD | 20 | LV4 |
| | | 66,66 | 66 | 2:1 | 20 | LV4 |
| | | 74 | 74 | 1ST | 20 | LV4 |
| | | 51 | 51 | 2:2 | 20 | LV4 |
| | | 76,64 | 70 | 1ST | 20 | LV4 |
| | | 72,52 | 57 | 2:2 | 20 | LV4 |
| | YEAR: | **Mark:** | 60 | **Credits:** | 120 | |

| | |
|---|---|
| Assessment Marks | Marks given for each assessment in the module/unit |
| Aggregate Mark | Overall outcome for the module/unit |
| Class | Classification of the module/unit |
| Credit Obtained | The number of credits awarded to the module/unit |
| Credit Level | The level of study e.g. Level 4 (Year 1), Level 5 (Year 2) this varies depending on the qualification |
| Year Mark | Overall mark for the year |
| Year Credits | The number of credits obtained for the year |

**Additional information:** The following information is Awarding Body Specific

**Open University :** your grades are given in line with OU policy. Below is a comparison descriptor guide.

| % Scale Score | Performance Standard | Classification |
|---|---|---|
| 70+ | Excellent pass | (D) Distinction |
| 60-69 | Very Good pass | (M) Merit |
| 50-59 | Good Pass | (P) Pass |
| 40-49 | Pass | (P) Pass |
| 0-39 | Fail | (F) Fail |

**University of East Anglia :** CP - Compensated Pass. Where compensation is awarded by the Exam Board in a failed module. This means you can progress on your course or graduate even though you have not passed the module. The failing module is 'compensated' for if you have achieved good marks in all your modules except for one or two and is at the discretion of the board in line with UEA policy.

HE 2019/20 - Year 1 (PASS PROGRESS)

| Module Code | Module Title | Assessment Marks | Aggregate Mark | Class | Credit Obtained | Credit Level |
|---|---|---|---|---|---|---|
| [redacted] | | | | CP | [redacted] | LV4 |

**University of the Arts London :** your grades and marks are given in numbers in line with UAL policy. Please see HERE for the full 15 Point Marking Scale conversion guide, or visit our Policy and Procedure page on the HE website. Below is their grade descriptor guide.

ual: university of the arts london

**15 Point Marking Scale**

**15 Point Marking Scale**

| Letter grade | Point value | Classification | | | |
|---|---|---|---|---|---|
| | | Undergraduate | | | Postgraduate |
| | | BA, BSc | FdA, FdSc | CertHE, DipHE | Taught Masters, PGDip, PGCert, GradDip, GradCert |
| A+ | 15 | 1st | Distinction | Distinction | Distinction |
| A | 14 | | | | |
| A- | 13 | | | | |
| B+ | 12 | 2:1 | Merit Plus | Pass | Merit |
| B | 11 | | | | |
| B- | 10 | | | | |
| C+ | 9 | 2:2 | Merit | | Pass |
| C | 8 | | | | |
| C- | 7 | | | | |
| D+ | 6 | 3rd | Pass | | |
| D | 5 | | | | |
| D- | 4 | | | | |
| E | 3 | Marginal fail | | | |
| F | 2 | Fail | | | |
| F- | 1 | | | | |
| NS | 0 | Non-submission | | | |

# Understanding Your Progression

The below are the different types of progression information.

**Pass Progress:** You have progressed to the next year of the programme.

HE 2019/20 - Year 1 (PASS PROGRESS)

**Resit :** You are required to Resit some assessment to complete to progress to the next year of the programme. Contact your Tutor for further details regarding your assessments.

HE 2019/20 - Year 1 (RESIT)

You can find details regarding your resits on looking at 'Class'. F indicates a failed module.

HE 2019/20 - Year 1 (RESIT)

| Module Code | Module Title | Assessment Marks | Aggregate Mark | Class | Credit Obtained | Credit Level |
|---|---|---|---|---|---|---|
| CF103 | INTRODUCTION TO POLICING^ | [redacted] | 12 | F | 0 | LV4 |

Click on the Module Title e.g. Introduction to Policing, to open a pop up with more details. This will vary depending on awarding body. This will indicate which assessments of the module require a Resit and if it will be capped or uncapped.

Module Title

pt.aspx?detail=true

| | |
|---|---|
| Class Obtained | F |
| Mark | 17 |
| Weighting | 0% |

| | |
|---|---|
| Assessment | ESSAY |
| Class Obtained | F |
| Mark | 0 |
| Attempt No | 1 |
| Weighting | 50% |
| Resit Indicator | Summer Resit Uncapped |
| Notes | Non Submission |
| Extenuating | EC |
| Extenuating Outcome | A |

| | |
|---|---|
| Assessment | PRESENTATION |
| Class Obtained | F |
| Mark | 34 |
| Attempt No | 1 |
| Weighting | 50% |
| Resit Indicator | Summer Resit Capped |

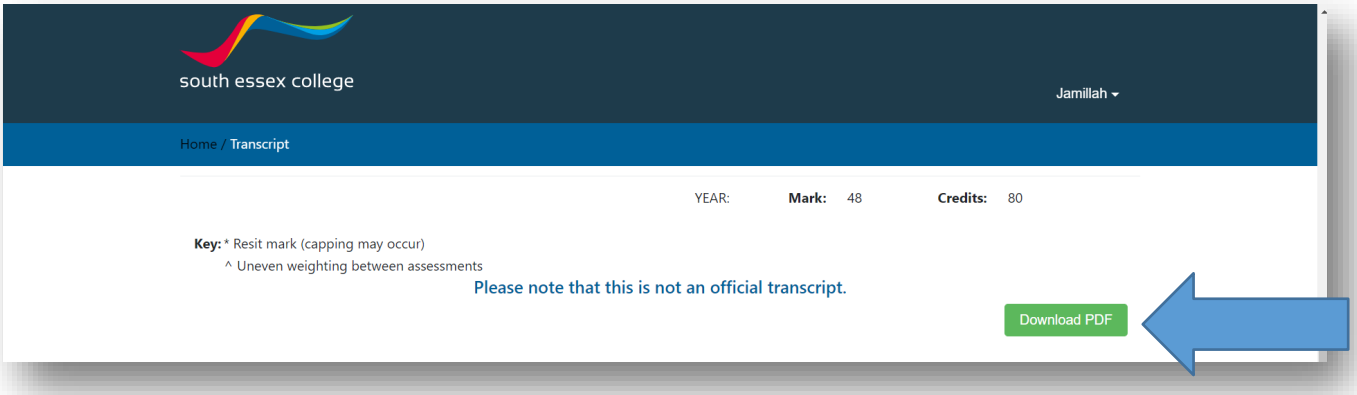
'EC' indicates that Extenuating Circumstances have been submitted

'A' indicated they have been applied

# Downloading Your Transcript

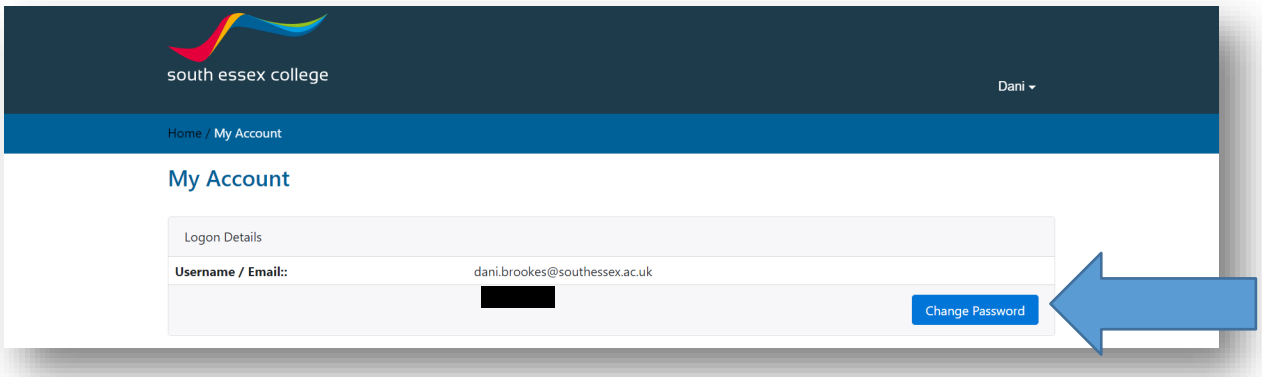
You are able to download a PDF copy* of your transcript. This is available at the bottom of your transcripts on the “My Transcripts” page. Click on Download PDF. This application may not be supported on some mobile phone and notebook devices.

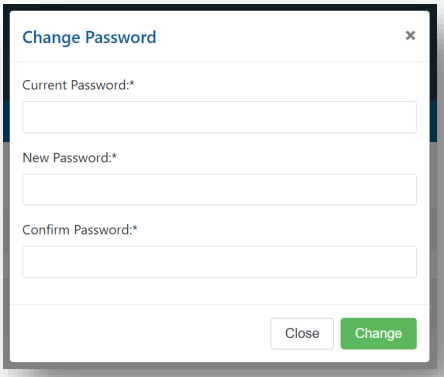
***Please note that this is not an official transcript and may not be recognised by employers or future institutions of study.***



# My Account

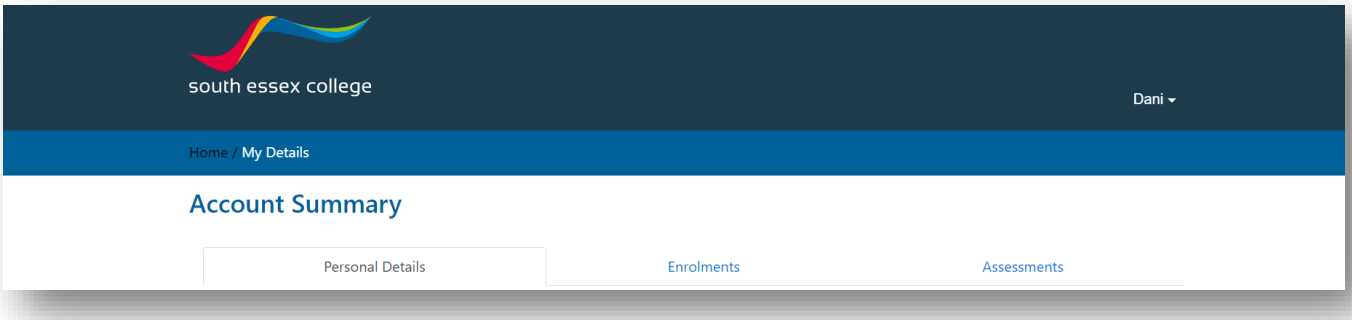
When you choose “My Account” from the dropdown list, on your name, this will show your Username/Email connected to your account. You can also change your password here via the “Change Password” button. This will open a pop up allowing you to change your password.



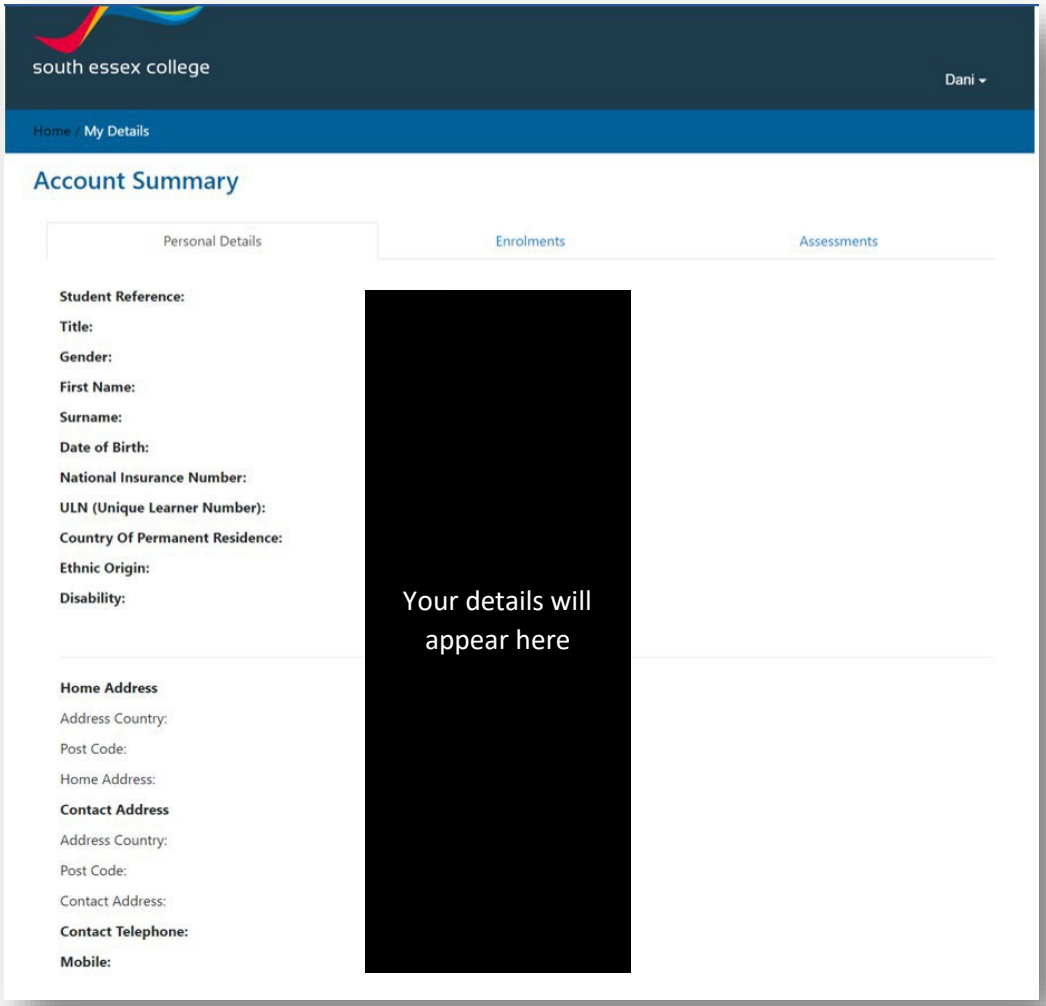

# My Details - Account Summary

When you choose “My Details” from the dropdown list, on your name, this will show your Account Summary connected to your account. This includes Personal Details, Enrolment and Assessments.



# Personal Details

This page contains your personal details such as Name, Address, Next of Kin etc. If you moved address or need to change any of the details listed here please speak to HE Support to request a Change of Information Form. We hope to add this form electronically to the Online Services Portal in the future.



# Enrolments

This page lists the Modules you are enrolled on, including details such as the Module Number, Title and Credit value.

Home / My Details

## Account Summary

Personal Details | Enrolments | Assessments

| Reference | Course Type | Name of course | Enrolment status | Credit value |
|---|---|---|---|---|
| CS406-18S | Module (HE) | Counselling Children and Young People | Current | 20 |
| CS403-18S | Module (HE) | Counselling in a Contemporary Context: Working Therapeutically with Identity, Difference and Diversity (1) | Current | 20 |
| CS405-18S | Module (HE) | Developing Counselling Skills | Current | 20 |
| CS402-18S | Module (HE) | Existential and Person-Centred Therapy | Current | 20 |
| CS401-18S | Module (HE) | Introductory Counselling Skills, Ethics and Law | Current | 20 |
| CS404-18S | Module (HE) | Mental Health and Well-Being | Current | 20 |

# Assessments

This page lists the Assessments, linked to your Modules, including details such as the Assessment format, weighting and submission date.

Home / My Details

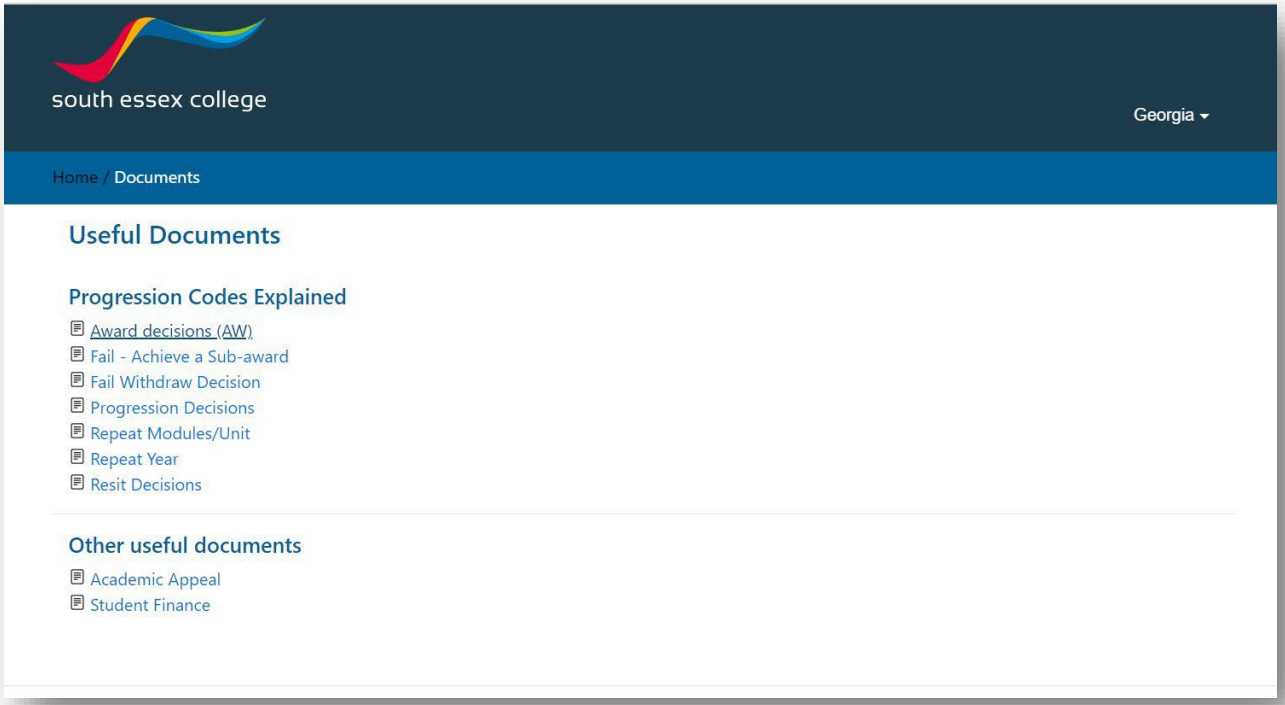
## Account Summary

Personal Details | Enrolments | Assessments

| Module | Name | Weight | Assessments due |
|---|---|---|---|
| CS505 | Resarch Proposal | 100% | 19/05/2020 |
| CS501 | Presentation | 50% | 18/05/2020 |
| CS502 | Essay | 100% | 12/05/2020 |
| CS503 | Essay | 50% | 27/04/2020 |
| CS501 | Essay | 50% | 31/03/2020 |
| CS503 | Written Reflective Piece | 50% | 23/03/2020 |
| CS504 | Essay | 70% | 10/12/2019 |

# Useful Documents

When you choose “Useful Documents” from the dropdown list, on your name, this will give you useful links to further information on topics such as progression codes. We will be adding more document to this over the coming year.




## Please use the following contacts to troubleshoot any issues

For issues accessing your Student Email - ithelpline@southessex.ac.uk

For issues accessing your Online Portfolio - heonlineservices@southessex.ac.uk

For queries regarding your grades or resits - heexaminations@southessex.ac.uk
Or
Your tutor