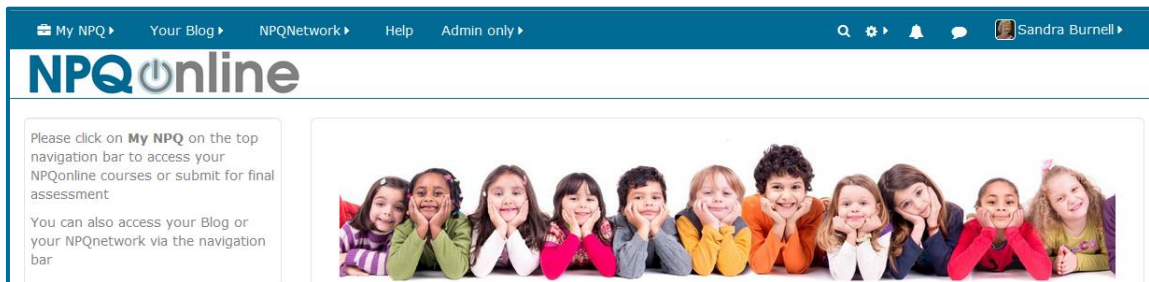


In your web browser, type: www.npqonline.co.uk

On the log in screen:

- type in your **Username** – usually your first name and surname separated by a full stop, all lower-case letters
- type in your **Password** which will show as asterisks
- (your NPQ provider will have given you your Username and Password)
- then click on the **Log in** button

- You will then be prompted to read the NPQonline Privacy Policy – scroll down to the bottom of the screen and click on **Next**
- On the **Consent screen**, agree to the policy, then click on **Next** to go to the NPQonline home screen



Although you will be able to log in to NPQonline before your Final Assessment window opens, you will not be able to access the submission area until your chosen submission window is actually open.

To submit for Final Assessment:

From the NPQonline home screen, click on **My NPQ** on the top navigation bar and select the **Final assessment** option available to you.

Please note that this submission area will only be accessible during the submission window you have chosen.



The **Submission window** screen gives you a few reminders about submitting for final assessment. When you are ready, click on **Submit documents**

Final assessment - NPQH Task 1: 20-31 August 2018

Your progress ?

Submission window Monday 20 August - Friday 31 August 2018

Please ensure that:

- you are using the appropriate NPQonline NPQH submission form (Word document)
- the version of the submission form you are using is dated within the previous 12 months
- the word count for Task 1 does not exceed 4,000 words
- your submission form is named <first name>_<surname>_NPQH_T1_<Provider>, eg **Sophia_Smith_NPQH_T1_Provider**
- your submission meets the technical requirements as set out in the assessment handbook
- if you did not append extracts from your supporting documents to your submission form, you have the option to upload a second Word document or other file that contains your supporting documentation including up to two additional appendices, including any audio/video transcript/notes/minutes - this second document/file should be named: <first name>_<surname>_NPQH_T1_docs_<Provider>, eg **Sophia_Smith_NPQH_T1_docs_Provider**
- an audio file named: <first name>_<surname>_NPQH_T1_audio_<Provider>, eg **Sophia_Smith_NPQH_T1_audio_Provider**
- your submission form includes the necessary scanned signatures
- **If you are submitting Task 1 and Task 2 on the same submission form, please submit here (not in Task 2) and name your form: <first name>_<surname>_NPQH_T1+T2_Provider**

Please do *not* upload video files here - a link to any video file should be included in your submission form

Further information about submitting for Final Assessment is available in the Participant Handbook

You might also find the [Pre-submission checklist](#) useful

When you are ready, click on **Submit documents** below to submit for Final Assessment and follow the on-screen prompts

For a step-by-step guide, refer to [How to submit for Final Assessment \(NPQH+NPQEL\)](#)

This submission window will close at midday (UK time) on Friday 31 August 2018

Submit documents

The **Submit documents** screen is where you upload your final assessment document(s) by clicking on **Add submission**

Submit documents

Click on **Add submission** to upload a maximum of three documents/files which, combined, should not exceed 10MB in size:

1. your submission form (Word document only)
2. optionally, a second document/file that contains your supporting evidence or extracts and up to two additional appendices including any audio/video transcript/notes/minutes
3. optionally, an audio file

If you are unable to upload your document(s)/audio file, please contact your provider

When you have uploaded your document(s)/audio file, the Submission status will show as **Draft (not submitted)** and you can still Edit your submission and change the documents

When you're happy with the document(s) you have uploaded, click on **Submit assignment**, after which you will not be able to make any more changes

You will receive an email acknowledgement when your submission has been received by NPQonline

Submission status

| | |
|---------------------|---|
| Attempt number | This is attempt 1 (1 attempts allowed). |
| Submission status | No attempt |
| Grading status | Not marked |
| Due date | Friday, 31 August 2018, 12:00 PM |
| Time remaining | 10 days 18 hours |
| Last modified | - |
| Submission comments | + Comments (0) |

Add submission

You have not made a submission yet

You can add your Final Assessment document(s) in one of two ways:

1. Drag and drop from your computer into the File submissions box

Submit documents

Click on **Add submission** to upload a maximum of three documents/files which, combined, should not exceed 10MB in size:

1. your submission form (Word document only)
2. optionally, a second document/file that contains your supporting evidence or extracts and up to two additional appendices including any audio/video transcript/notes/minutes
3. optionally, an audio file

If you are unable to upload your document(s)/audio file, please contact your provider

When you have uploaded your document(s)/audio file, the Submission status will show as **Draft (not submitted)** and you can still Edit your submission and change the documents

When you're happy with the document(s) you have uploaded, click on **Submit assignment**, after which you will not be able to make any more changes

You will receive an email acknowledgement when your submission has been received by NPQonline

File submissions Maximum size for new files: 10MB, maximum attachments: 3

Files

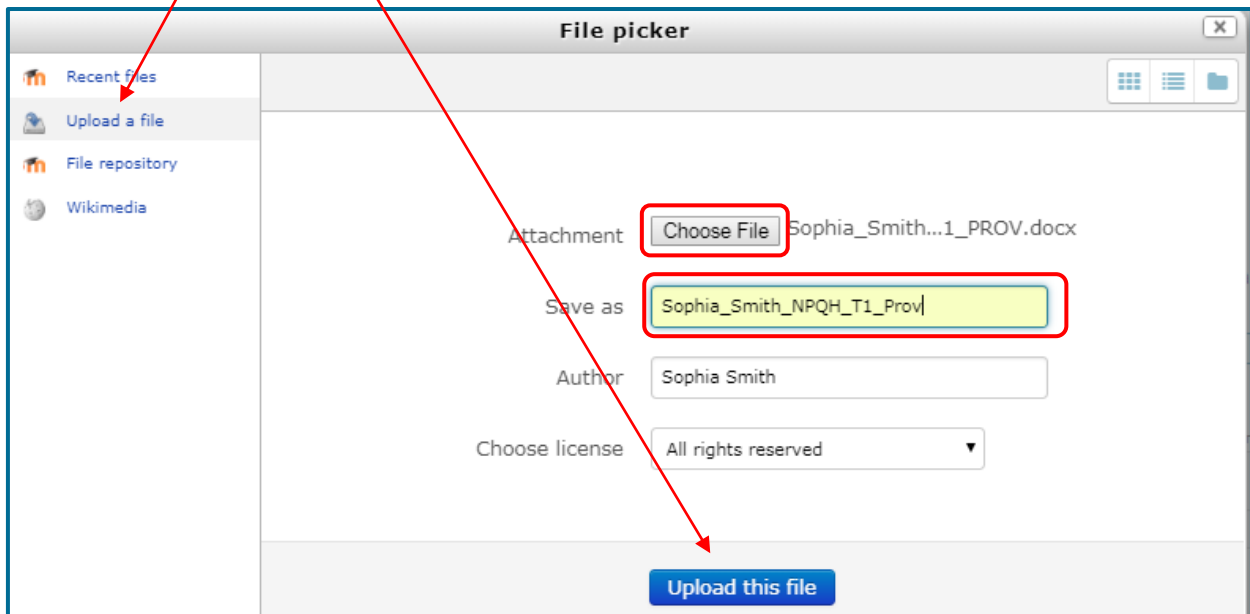
You can drag and drop files here to add them.

Accepted file types:

OR

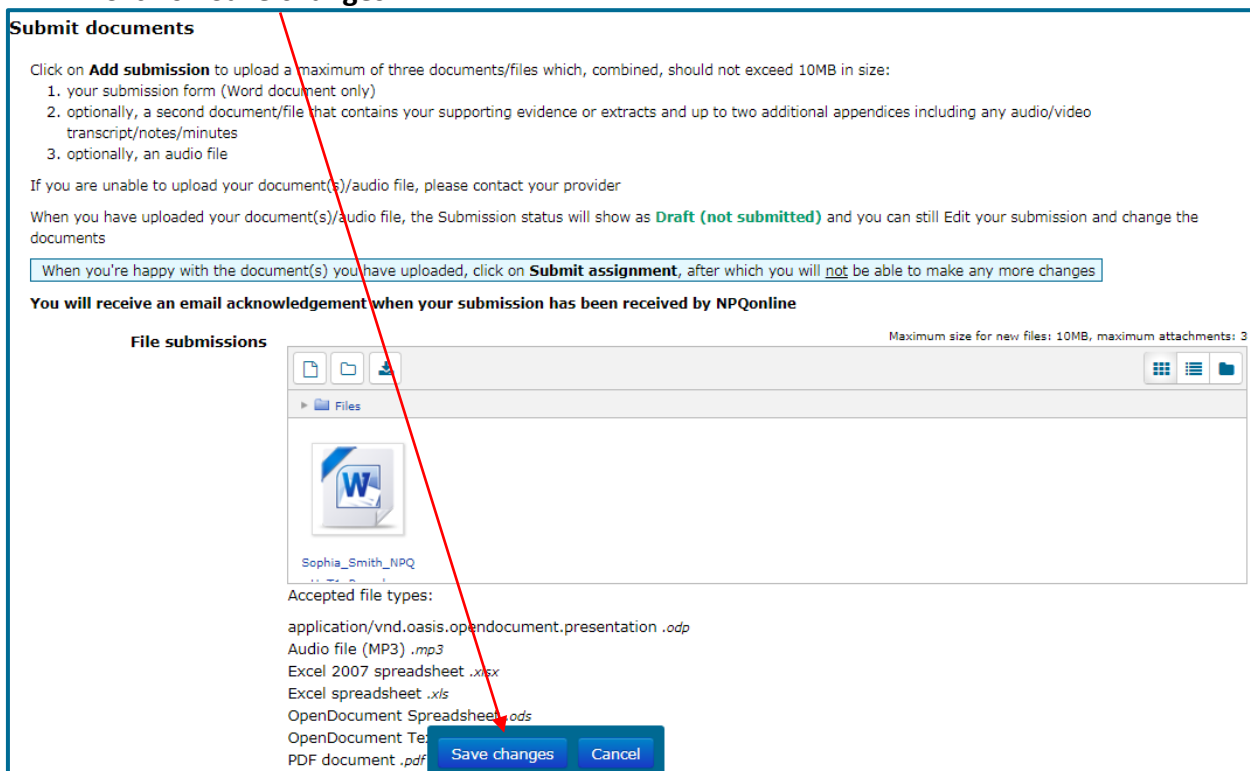
2. Use the **File picker** to browse and select files (documents) on your computer:

- Click on **Upload a file**
- To browse the files on your computer, click on **Choose File**, and select a file
- Type the file name in the **Save as** box
- Your name will be in the **Author** box
- Click on **Upload this file**



The **File submissions** box will show the document(s) and any audio file you have uploaded

- Click on **Save changes**



The **Submission status** will change from **No attempt** to **Draft (not submitted)**
At this stage, you can make changes to the document(s) you have uploaded by clicking on the **Edit submission** button. You can even log out and log back in again later to Edit your submission before submission.

Submit documents

Click on **Add submission** to upload a maximum of three documents/files which, combined, should not exceed 10MB in size:

1. your submission form (Word document only)
2. optionally, a second document/file that contains your supporting evidence or extracts and up to two additional appendices including any audio/video transcript/notes/minutes
3. optionally, an audio file



If you are unable to upload your document(s)/audio file, please contact your provider

When you have uploaded your document(s)/audio file, the Submission status will show as **Draft (not submitted)** and you can still Edit your submission and change the documents

When you're happy with the document(s) you have uploaded, click on **Submit assignment**, after which you will not be able to make any more changes

You will receive an email acknowledgement when your submission has been received by NPQonline

Submission status

| | |
|---------------------|---|
| Attempt number | This is attempt 1 (1 attempts allowed). |
| Submission status | Draft (not submitted) |
| Grading status | Not marked |
| Due date | Friday, 31 August 2018, 12:00 PM |
| Time remaining | 10 days 18 hours |
| Last modified | Monday, 20 August 2018, 5:26 PM |
| File submissions |  Sophia_Smith_NPQH_T1_Prov.docx + Export to portfolio |
| Submission comments |  Comments (0) |

[Edit submission](#)
 You can still make changes to your submission
[Submit assignment](#)

Once this assignment is submitted you will not be able to make any more changes.

When you are ready to submit for final assessment, click on **Submit assignment** at the bottom of the Submission status screen

On the **Confirm submission** screen:

- To confirm that it is your own work, please 'tick' the box
- Then click **Continue**

Confirm submission

This assignment is my own work, except where I have acknowledged the use of the works of other people.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

There are required fields in this form marked

Continue Cancel

The Submission status will then change to **Submitted for grading** and the document(s) you have submitted for final assessment will be shown

| Submission status | |
|---------------------|---|
| Attempt number | This is attempt 1 (1 attempts allowed). |
| Submission status | Submitted for grading |
| Grading status | Not marked |
| Due date | Friday, 31 August 2018, 12:00 PM |
| Time remaining | 10 days 18 hours |
| Last modified | Monday, 20 August 2018, 5:30 PM |
| File submissions | <div style="border: 1px solid red; padding: 2px;"> Sophia_Smith_NPQH_T1_Prov.docx + </div> Export to portfolio |
| Submission comments | + Comments (0) |

Finally, log out of NPQonline by clicking on your name top right-hand side of the screen and select **Log out** from the dropdown menu

- Check your emails for confirmation from NPQonline that your submission has been received
- If you have any queries about your final assessment submission, please contact your provider in the first instance

