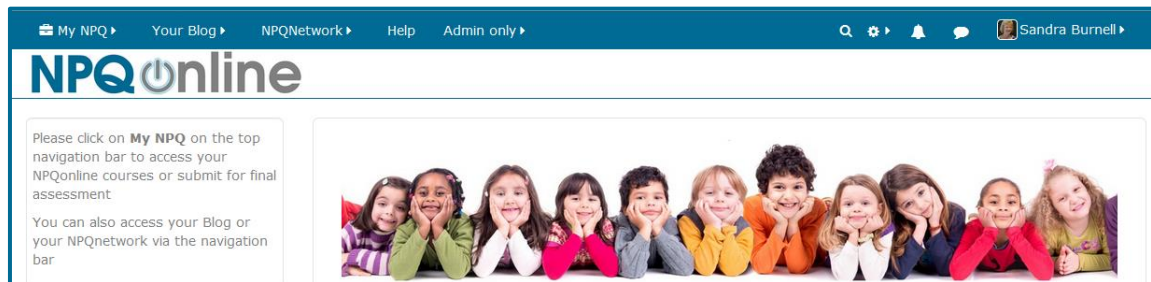**In your web browser, type: www.npqonline.co.uk**

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

Log in

Username   sophia.smitl

Password   ••••••••••

☐ Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser ⑦

- 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

🏠 My NPQ ▸   Your Blog ▸   NPQNetwork ▸   Help   Admin only ▸   🔍 ⚙▸ 🔔 💬   🖼 Sandra Burnell ▸

NPQonline

Please click on **My NPQ** on the top navigation bar to access your NPQonline courses or submit for final assessment

You can also access your Blog or your NPQnetwork via the navigation bar

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 – NPQML: 6-24 Aug 2018

Your progress ?

Submission window Monday 6 August – Friday 24 August 2018

Please ensure that:

- you are using the appropriate NPQonline NPQML submission form (Word document)
- the version of the submission form you are using is dated within the previous 12 months
- the word count does not exceed 4,500 words
- your submission form is named <first name>_<surname>_NPQML_<Provider>, eg **Sophia_Smith_NPQML_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 - this second document/file should be named: <first name>_<surname>_NPQML_docs_<Provider>, eg **Sophia_Smith_NPQML_docs_Provider**

Please refer to the Participant Handbook for further information before submitting for Final Assessment

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 (NPQML+NPQSL)*

This submission window will close at midday (UK time) on Friday 24 August 2018

📄 Submit documents

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

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
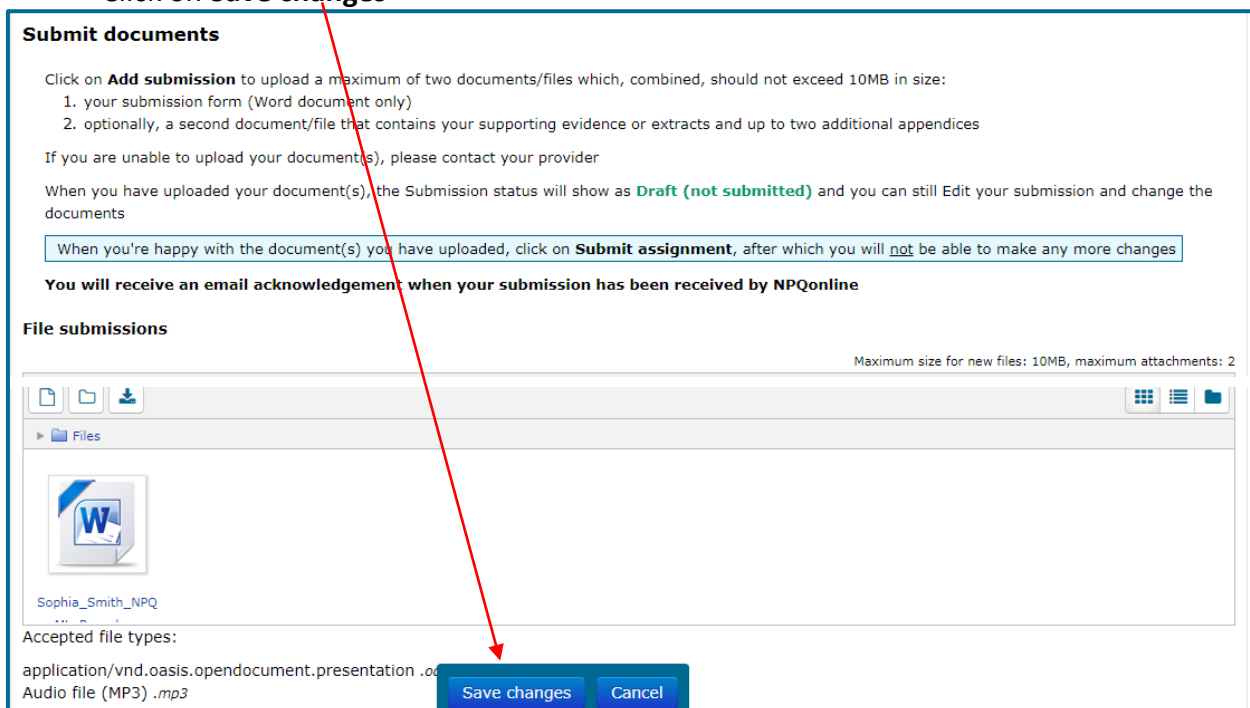
OR

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**
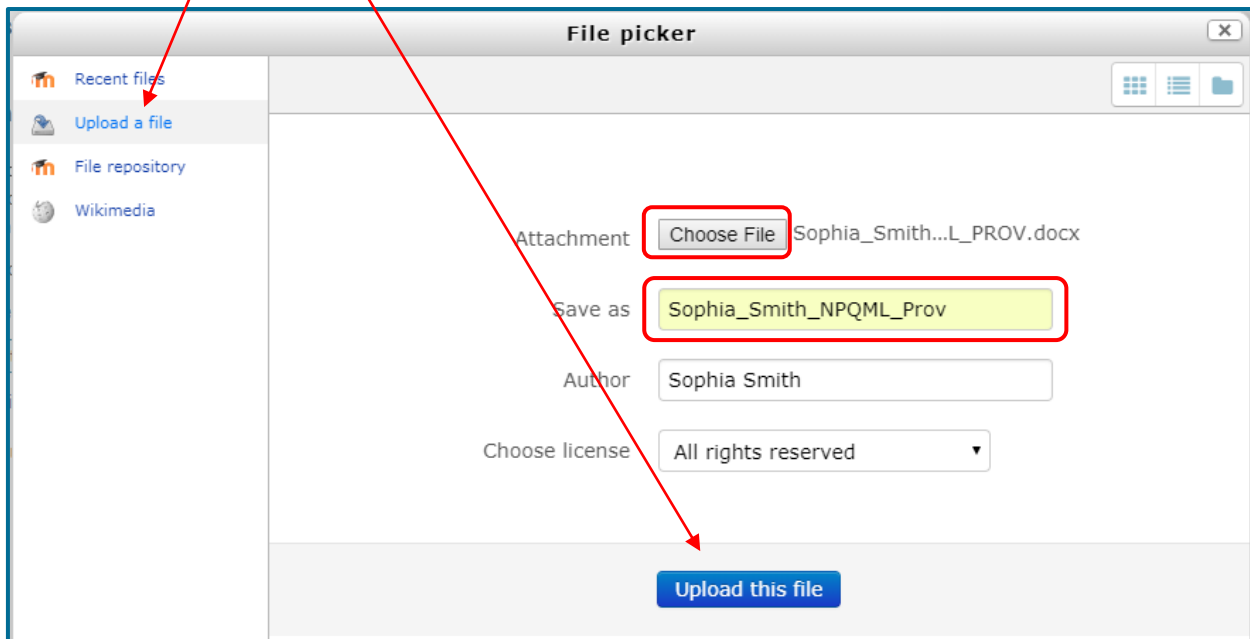
The **File submissions** box will show the document(s) you have uploaded
    - Click on **Save changes**

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.

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**

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, 24 August 2018, 12:00 PM
Time remaining	13 days 19 hours
Last modified	Friday, 10 August 2018, 4:57 PM
File submissions	📄 Sophia_Smith_NPQML_Prov.docx ✚ 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

💬 👤 Sophia ▾
- 👤 Sophia Smith
- ⚙ Preferences ◀
- 📅 Calendar
- ✉ Messages
- 📄 Private files
- 📰 Forum posts
- ≣ Discussions
- 📋 My grades
- ➡ Log out