



Approved centres - Uploading batches to the hub for CMI moderation

Certification requires that units marked and internally verified by the centre are moderated by CMI. To facilitate this you must make a claim by uploading a batch of learners, list the units you are claiming and add a sample of work for each unit. You must also add the internal verification report. CMI will use this evidence for moderation purposes. Subject to successful moderation, certification of the batch will follow and certificates will be sent to your centre.

The first step in this process is to select the units you wish to be passed for each batch of learners and then upload a sample of work for each unit to the CMI hub.

This document goes through the upload procedure step by step giving you detailed instructions to complete this process and useful tips.

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Note: Please be advised, if a mistake is made in the units claimed, ie. this does not reconcile with our records or a student is registered on another qualification, CMI is required to delete an incorrect batch, this will take approximately 5 working days from the day of notice to CMI. Furthermore, you will be unable to upload anything against the same units for those learners previously selected for moderation until you have been notified of the deletion.

Note: The HUB will timeout after approximately 10 minutes, therefore, please have everything you will need to upload to hand before you start. We suggest that you consider this when deciding how many students you put into an individual batch.

Note: To start the process you will need a list of learners, the units you are claiming for each learner and each learner's P-number; a sample of work for each unit claimed and the internal verification report for each batch.

Accessing The HUB

Please use your login details for <https://www.managers.org.uk> - If you can not remember your password, please use the "Forgotten password?" section on the Managers website. This can be found on the Login page underneath the "Login" button.

Link to The HUB: <https://hub.managers.org.uk>

The Home screen

The grid of buttons - each button leads to a different section of The HUB relating to its title and brief description. Depending on the level of access that your Programme Director has given you, depends on which sections of The HUB you can access.

For Uploading a batch, you will need access to the "ADD Optional Units (Formerly PAR)" and "Moderation" sections.

Moderation SLA and Certification times

The Service Level Agreement (SLA) time for Moderation is 4-weeks from the time that a batch is uploaded to receiving the results of the batch. Should a batch be returned to you as "Insufficient sample" or "Returned for editing", the SLA will begin again once the batch has been re-submitted by your centre..

Certification will happen automatically if the batch is passed by the Moderator.

Certificates should be delivered within 10 working days after the batch has been passed by the moderator.

Selecting the units on a student's Personal Academic Record (PAR)

This is the first step in uploading learner work for external moderation.

1. From the Home page, select the "**ADD Option Units (Formerly PAR)**" button,
 - 3.1. A new page will open titled "CMI PAR"
2. Select your Centre from the "Available Centres" drop-down box if it is not already selected,
3. Click the "**Add/Remove Optional Units**" button,

3.1. Two options will appear, "Individual Add/Remove" and "Bulk Add Optional Units"

4. To select single units or a mix of units for a small number of learners, select the "**Individual Add/Remove**" button. Alternatively, to select the same units for multiple learners, select the "**Bulk Add Optional Units**",

If you selected "**Individual Add/Remove**", you will now be presented with three options, "Filter by Name/Number", "Filter by Qualification" and "Display all Records"

a1. If you selected "**Filter by Name/Number**", you will be presented with a *free-text* box prompting you to "Enter Membership Number or Surname", type the learner's "P" number here or type their surname and select the "Update Optional Units" button, do not press enter as this will refresh the page,

1. When you press the 'update Optional Units' button, an expandable list will appear underneath the "Proceed with Bulk Unit Update" button, click the "+" icon to expand this list,
2. A second expandable list will appear underneath the previous one with the learners name and "P" number as the title, click the "+" icon next to their name and all of the units for that qualification will appear,
3. Click the grey box next to the unit you wish to add to select it,
 - If there is no grey box - this means that the unit has already been selected and will not need to be selected again
 - If the text is black instead of pink, this means moderation has already taken place for this unit and there should be a brief description of the date, time and result achieved
4. Once you are happy with your selection, i.e. you have clicked all the units to be claimed for the learner/s, click the "**Add all selected units.**" button at the bottom of the list
5. The page will refresh, once this is done, click the "**Continue**" button in the bottom corner,

b1. If you selected "**Filter by Qualification**", you will be presented with a drop-down box prompting you to select the qualification that your learner(s) is/are on. Once you have selected the qualification, click the "**Update Optional Units**" button,

1. When you click the 'update optional units' button, an expandable list will appear underneath the "**Update Optional Units**" button. Click the "+" icon to expand this list,
2. A list of all the learners that are registered and current on the qualification you selected will appear,
3. To add the units for each learner, click the "+" icon next to their name and "P" number, all of the units for the qualification previously selected will appear,
4. Click the grey box next to the unit you wish to add to select it,
 - If there is no grey box - this means that the unit has already been selected and will not need to be selected again
 - If the text is black instead of pink, this means moderation has already taken place for this unit and there should be a brief description of the date, time and result achieved

5. Repeat the previous step until you are happy all of the units you wish to add have been selected,
6. Click the “**Add all selected units.**” button at the bottom of the page,
7. The page will refresh, once this is done, click the “**Continue**” button in the bottom corner,

c1. If you selected “**Display all records**”, click the “**Update Optional Units**” button,

1. When you click the ‘Display all records’ button, a list of all the qualifications with current, registered, learners will appear. Click the “+” icon to expand these lists,
2. Click the “+” icon next to the learner you wish to select units for,
3. A list of all the units for that qualification and learner will appear,
4. Click the grey box next to the unit you wish to add to select it,
 - If there is no grey box - this means that the unit has already been selected and will not need to be selected again
 - If the text is black instead of pink, this means moderation has already taken place for this unit and there should be a brief description of the date, time and result achieved
5. Repeat the previous step until you are happy all of the units you wish to add have been selected,
6. Click the “**Add all selected units.**” button at the bottom of the page,
7. The page will refresh, once this is done, click the “**Continue**” button in the bottom corner,

If you selected “**Bulk Add Optional Units**”, you will now be presented with a drop-down menu prompting to select the qualification that your learners are on

1. Select the units that you would like to upload learner work to and then click the “**List Available Learners**” button,
2. An expandable list will appear underneath the “Proceed with Bulk Unit Update” button, click the “+” icon to expand this list,
3. You will see a list of all the available learners that are on the qualification you previously selected - If a learner you expected to appear is not there, this usually means that they have already been selected on one or more of the units that you selected,
4. Click the grey square next to the learners name and “P” number to add the units previously selected to that learner,
5. Repeat the previous step for all of the learners you would like to add the units to,
6. Once you are satisfied with your selection(s), click the “**Proceed with Bulk unit update**” button above the list of learner.

Uploading the learner's work

Please ensure that all of your learners have had their units selected on PAR **before** attempting this step.

1. From the Home page, select the **“Moderation”** button,
2. Select your centre from the drop down box titled **“Please Select Centre”**,
3. Click the **“Add Batch”** button,
4. Select the qualification from the drop-down menu that you wish to upload learner work for against the units previously selected on **“PAR”**,
5. Click the **“Click Here”** button,
6. A window will appear where you can upload the Internal Verifier feedback documents and the Assessment Briefs to their respective sections,

Note: CMI has templates for Internal Verifier feedback documents.

Note: CMI assessment briefs or assessment briefs that have previously been formally approved by CMI can be uploaded. If the assessment brief has not been formally approved the batch may be rejected at moderation. We advise that all alterations to briefs should be approved through CMI's assessment checking service.

Note: You can only upload one document to these two sections so it is advised that you “zip” your IVF document(s) together and “zip” your Assessment briefs together if you have more than 1. Additionally, there is a 10mb file size limit applied to each section.

Note: On this screen there is also an “Override IV Feedback and Assessment Brief Upload” tick box. PLEASE LEAVE THIS UNTICKED unless permission has been given by your Quality Manager.

Note: Do not upload a zip file containing everything to the Assessment Brief or Internal Verifier Feedback document sections. Instead, please make sure that the documents are all uploaded to their correct section i.e. Learner work gets uploaded to the “Sample” section and not the “Assessment Brief” section.

7. Once your documents have all been uploaded, to confirm that the documents have been uploaded, the text will turn pink.
8. Once you are happy with you documents, click the green circle in the bottom corner (it will change to red when you hover over it),
9. Click the **“Select Units to Pass on Batch”** button,
10. An expandable list will appear, click the **“+”** icon next to the qualifications title to expand the list,
11. A list of all the learners registered and current on this qualification should appear,
12. To select the units that you wish to upload against, click the **“+”** icon next to the learners name to expand their list, then click the grey box next to the unit to select it,
 - If there is no box next to a learner's name and **“P”** number, this means that they have not had their units selected on PAR and you will have to do this before you can proceed any further
 - If the learner is not listed, please contact your Customer Data Administrator (CDA) or Call **01536 207496** if you do not know who this is

Note: If you are uploading a sample batch, every learner you wish to be certificated needs to be selected at this point along with each unit you wish to be certificated for those learners (not just the learners you are uploading work for in this sample).

13. Once you have selected all of the units for all of the learners you wish to upload work for, press the **“Submit”** button,
14. A new window will open, here you can check that the IV Feedback and Assessment Brief have been uploaded and where you can upload the learners work,
15. To upload the learner's work select the **“Choose File”** button under the learners name, next to the unit you wish to upload against,
16. Once you have selected your file, a black square with a green arrow will appear to the right of the document, click this,
 - You will have to click this icon after selecting each file as you can only upload one document at a time
 - The **“Choose File”** button will disappear and the text will turn pink to indicate that the file has been successfully uploaded
 - If you upload the incorrect file, click the **“X”** Icon to replace the current document
17. Repeat the previous step for each unit you wish to upload learner work against,

Note: We require a minimum sample of 15% of the units selected to be uploaded for moderation. Unless you have been told otherwise or it is your first submission. If this is your first submission, we require a 100% sample of all the units selected.

18. Check that everything has been uploaded to the correct section and everything has been selected,
 - If you are unsure, please contact the Awarding Body team on **01536 207496 - Option 1** or awardingbody@managers.org.uk as this is the last point that changes can be made and it can take approximately 5 working days for a batch to be deleted by CMI
19. If you are happy that everything is correct, click the **“Submit Batch”** button on the right hand side.

Understanding batch statuses on the HUB

Listed below are the various statuses that can be applied to a batch depending on it's progress in the moderation process or if it has been returned to you for amendment(s).

“Centre Completing”

This status will be applied to your batch once you reach step 14 of the “Uploading the learners work” guide. You will also be able to delete your batch at this point should it be necessary.

“With Moderator”

This status indicates that your batch has been sent to a Moderator, the 4-week turn-around SLA begins at this point.

“Returned for editing”

This status will allow you to re-upload the “IV Feedback” or “Assessment Brief” files but will not allow you to amend learner work. Check the “Comments” document attached within your batch to find out what the Moderator requires.

“Insufficient sample”

This status will allow you to re-upload the “IV Feedback” or “Assessment Brief” files and amend the learner work submitted by uploading more documents or overwriting currently uploaded documents. Check the “Comments” document attached within your batch to find out what the Moderator requires. If the word count is too high, learner work will be returned and therefore will need to be amended.

“Centre re-submitted”

This status indicates that you have re-submitted your batch to the Moderator. The Moderator will now have another 4-weeks as per our SLA to return this batch to you completed or otherwise.

“Complete”

This is the only status that will show under the “Completed Batches” tab, if your batch has this status, the selected units and learners have passed the External Moderation. You can find any additional comments from the Moderator regarding your batch in the “Comments” document attached within your batch.