



How to submit your NPQ assessment



This document takes you through how to upload your assessment to Moodle to be marked. We have used ML and SL examples throughout – the submission process is the same for any level.

Please ensure you have prepared the documents correctly and have your final versions saved ready for upload.

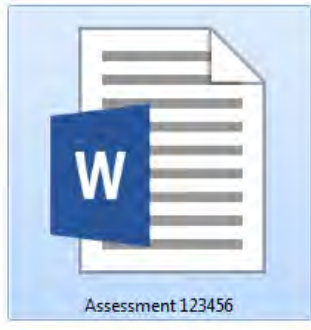
Do not begin this process until you are ready to submit and have your documents ready.

Please note we cannot accept submissions in .pages format – please use Word or PDF formats to submit.

The process illustrated below should be straightforward, but a full guide is provided for your convenience and reassurance.

You submit your assessment in two parts, so you should have two separate documents ready to upload.

One document is your full portfolio, without names and signatures on the front page. It will look something like this.



You type your candidate number here.

Fill in the title, date and word count.

Leave all the other signatures and names blank.

Rename your file using the following convention:

Candidate Number Level – e.g.: 20189999 ML

Assessors will only see your candidate number, and they do not know which candidate number links with which participant.

A screenshot of a 'National Professional Qualification for Senior Leadership Final Assessment' form. The form includes fields for 'Name: 123456', 'In-school initiative: To improve the quality of reading across Key Stages 2 and 3', 'Date submitted: 12 September 2018', and 'Word count: 5,000'. A large orange oval highlights the declaration section: 'I declare that this submission is wholly my own work', 'Sponsor signature:, Sponsor name:', and 'Headteacher signature:, Headteacher name:'. The right side of the form shows a preview of the assessment content, including an 'Introduction' and 'Impact of my lead' sections. The NETSP logo is visible in the top right corner.

The second document is your assessment cover page, which includes your name and signature, and the names and signatures of your sponsor and headteacher.

As you can see, the document is fully filled out, including your name, title of the initiative, date submitted and word count.

You will need to print out the page, and then have it hand-signed, and scan it ready to upload.

It should look something like this.



You, your sponsor and your headteacher also need to sign this page. It's fine to type the names, but the signatures must be hand-done. Copy-pasted signatures and typed names are not acceptable and **we will return unacceptable front pages** to you to be redone.

This is where you, your sponsor and headteacher declare that the write up is all your own work, and is a true and accurate representation of your in-school initiative.

Rename the file the same as your full portfolio, followed by Front Cover, e.g.,

20189999 ML Front Cover

Once you have done this, you are ready to upload your assessment.

Accredited NPQ provider:
Department for Education

NETSP
North East Teaching Schools Partnership

**National Professional Qualification for Middle Leadership
Final Assessment**

Working with my team to a) improve pupil progress and b) team capability

Name: NETSP Participant

Focus of in-school initiative: Improving pupil progress in my context

Date submitted: 06/06/2018

Word count: 4500
(Must not exceed 4,500 excluding additional documents)

I declare that this submission is wholly my own work Participant

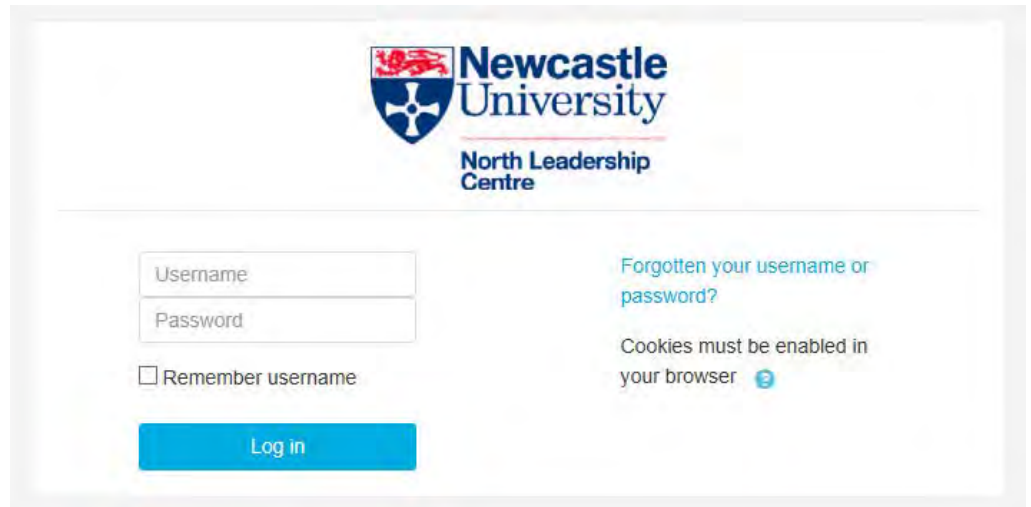
Sponsor signature: Sponsor name: Sponsor

Headteacher signature: Headteacher name: Head

1

Submitting

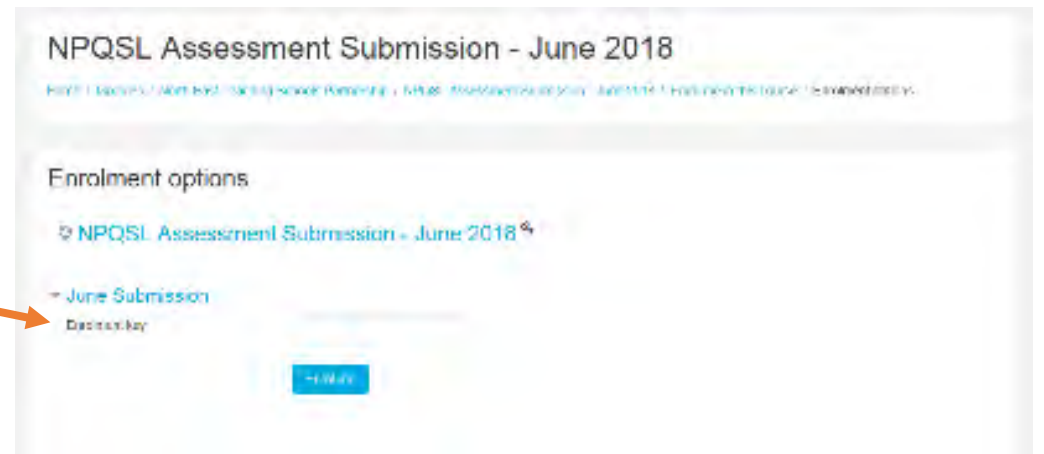
Click on the link in your submission email, or paste it into your browser and go. The Moodle login screen will appear. Log in to Moodle as usual.



The image shows the Moodle login page for Newcastle University's North Leadership Centre. At the top left is the university's crest and logo. Below it are two input fields for 'Username' and 'Password', a checkbox for 'Remember username', and a blue 'Log in' button. To the right, there are links for 'Forgotten your username or password?' and a message stating 'Cookies must be enabled in your browser' with a help icon.

A page like this will appear.

Enter the enrolment key you were given in your email, and click **Enrol**.



The image shows a Moodle page titled 'NPQSL Assessment Submission - June 2018'. Under the heading 'Enrolment options', there is a list of courses. The first item is 'NPQSL Assessment Submission - June 2018' with a plus icon. Below it is a collapsed section for 'June Submission' which contains a 'Enrolment key' field and a blue 'Enrol' button. An orange arrow points from the text above to the 'Enrol' button.

You will see the submission page. Click on the link to submit your portfolio. This where you submit the the full anonymised portfolio.

NPQSL Assessment Submission - June 2018



[Home](#) / [My modules](#) / [NPQSL Assessment Submission - June 2018](#)

Welcome

Welcome to the NPQSL Assessment Submission Page. Please ensure you have followed the guidance document for content and procedure before submitting here.

Full details on how to submit your assessment documentation is available below.

If you encounter an issue with submission, please contact NETSP by telephone in the first instance. Please bear in mind that lines may be busy at this time.

How to Submit

NPQSL Portfolio Submission



Please submit your portfolio here, using your candidate number on the front page and with no signatures or names on the front page. This is to protect your anonymity.

NPQSL Front Page Submission

NPQSL Assessment Submission - June 2018

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NPQSL Full Portfolio

Please submit your portfolio here, using your candidate number on the front page and with no signatures or names on the front page. This is to protect your anonymity.

Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not marked
Due date	Wednesday, 6 June 2018, 4:00 PM
Time remaining	6 days 2 hours
Last modified	-
Submission comments	+ Comments (0)

Add submission

Make changes to your submission



This screen will appear. Click on **add submission**.

NPQSL Assessment Submission - June 2018

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NPQSL Full Portfolio

Please submit your portfolio here, using your candidate number on the front page and with no signatures or names on the front page. This is to protect your anonymity.

File submissions

Maximum size for new files: 500MB, maximum attachments: 1

Files



You can drag and drop files here to add them.

Save changes

Cancel

You can upload the file either by dragging and dropping the file to the uploader, or using the file picker. Here I have dragged and dropped the file over.

Click on the file and hold the mouse button down. Drag the file over to the upload area and release the mouse button.

You can see the file in the box ready to upload.

The screenshot displays the 'NPQSL Assessment Submission - June 2018' interface. On the left, a file selection box contains two files: 'Assessment 123456' (Word document icon) and 'Assessment Front Cover' (PDF icon). An orange arrow points from the 'Assessment 123456' file in the selection box to a 'Files' upload area on the right. The 'Files' area shows the same Word document icon with the name 'Assessment 123456' below it. Below the file icon are two buttons: 'Save changes' (highlighted in blue) and 'Cancel'. Another orange arrow points from the 'Save changes' button to the text 'Click save changes to confirm.' below the screenshot. A third orange arrow points from the 'Cancel' button to the text 'If you selected the wrong file, choose cancel and start again.' below the screenshot. The main content area on the right has a title 'NPQSL Full Portfolio' and instructions: 'Please submit your portfolio here, using your candidate number on the front page and with no signatures or names on the front page. This is to protect your anonymity.' It also includes a note: 'File submissions Maximum size for new files: 500MB, maximum attachments: 1'.

Click **save changes** to confirm.



If you selected the wrong file, choose **cancel** and start again.

When you have clicked **save changes**, this screen will appear

NPQSL Full Portfolio

Please submit your portfolio here, using your candidate number on the front page and with no signatures or names on the front page. This is to protect your anonymity.

Submission status

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not marked
Due date	Wednesday, 6 June 2018, 4:00 PM
Time remaining	6 days 2 hours
Last modified	Thursday, 31 May 2018, 1:13 PM
File submissions	 Assessment 123456.docx
Submission comments	 Comments (0)

You can now see your file is uploaded to Moodle.

If you need to make changes then you can click **edit submission** and make changes.

Edit submission

Make changes to your submission

Submit assignment

When you're 100% certain, click on **submit assignment**.

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


Submit assignment

I confirm that I have checked my assignment against the content and procedure guidelines and this is my final version.

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

Continue

Cancel




There are required fields in this form marked .

Tick the declaration box and click continue. Once you have done this there is no turning back!

NPQSL Full Portfolio

Please submit your portfolio here, using your candidate number on the front page and with no signatures or names on the front page. This is to protect your anonymity.

Submission status

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not marked
Due date	Wednesday, 6 June 2018, 4:00 PM
Time remaining	6 days 2 hours
Last modified	Thursday, 31 May 2018, 1:15 PM
File submissions	 Assessment 123456.docx  Turnitin status: Queued
Submission comments	 Comments (0)

Your portfolio document has now been submitted.

Turnitin status may say **queued**. This is fine, as your portfolio document is now in our system.

Now submit your front page. Your submission is not complete until you have done this.

NPQSL Assessment Submission - June 2018

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NPQSL Assessment Submission - June 2018

NPQSL Full Portfolio

Please submit your portfolio here, using your candidate number on the front page and with no signatures or names on the front page. This is to protect your anonymity.

Submission status

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not marked
Due date	Wednesday, 6 June 2018, 4:00 PM
Time remaining	6 days 2 hours
Last modified	Thursday, 31 May 2018, 1:15 PM

File submissions

- 📄 Assessment 123456.docx
- 🔄 Turnitin status: Queued

Submission comments

➕ [Comments \(0\)](#)

Click on the course title (e.g. Assessment Submission – June 2018) to return to the submission page and submit your front page.



NPQSL Assessment Submission - June 2018



[Home](#) / [My modules](#) / [NPQSL Assessment Submission - June 2018](#)

Welcome

Welcome to the NPQSL Assessment Submission Page. Please ensure you have followed the guidance document for content and procedure before submitting here.

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If you encounter an issue with submission, please contact NETSP by telephone in the first instance. Please bear in mind that lines may be busy at this time.

How to Submit

NPQSL Portfolio Submission



NPQSL Full Portfolio

Please submit your portfolio here, using your candidate number on the front page and with no signatures or names on the front page. This is to protect your anonymity.

NPQSL Front Page Submission

You will be taken back to the submission page.

NPQSL Front Page Submission



Front Page Submission

Please submit your signed front page here, containing your name, and signatures from your sponsor and headteacher.

Click on the **front page submission** link to submit your front page.

NPQSL Assessment Submission - June 2018

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Front Page Submission

Please submit your signed front page here, containing your name, and signatures from your sponsor and headteacher.

Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not marked
Due date	Wednesday, 6 June 2018, 4:00 PM
Time remaining	6 days 2 hours
Last modified	-
Submission comments	+ Comments (0)

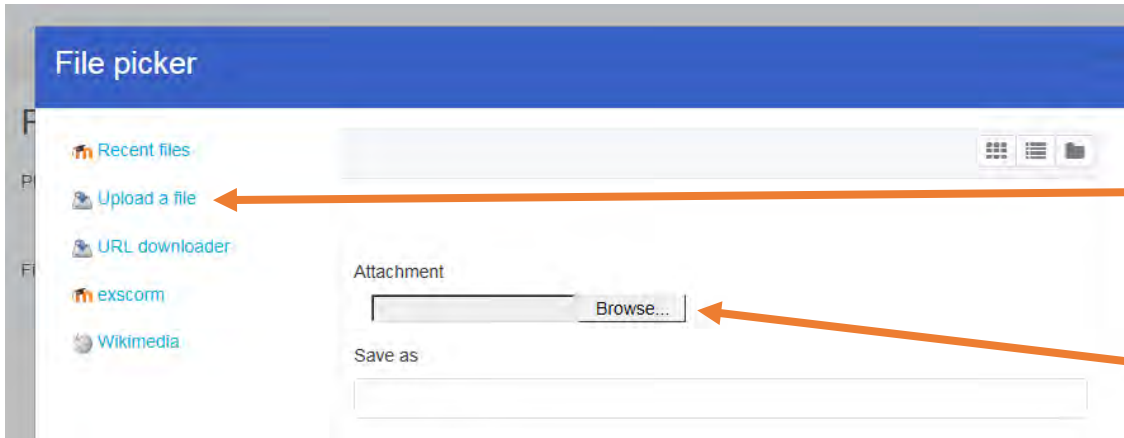
[Add submission](#)

[Make changes to your submission](#)

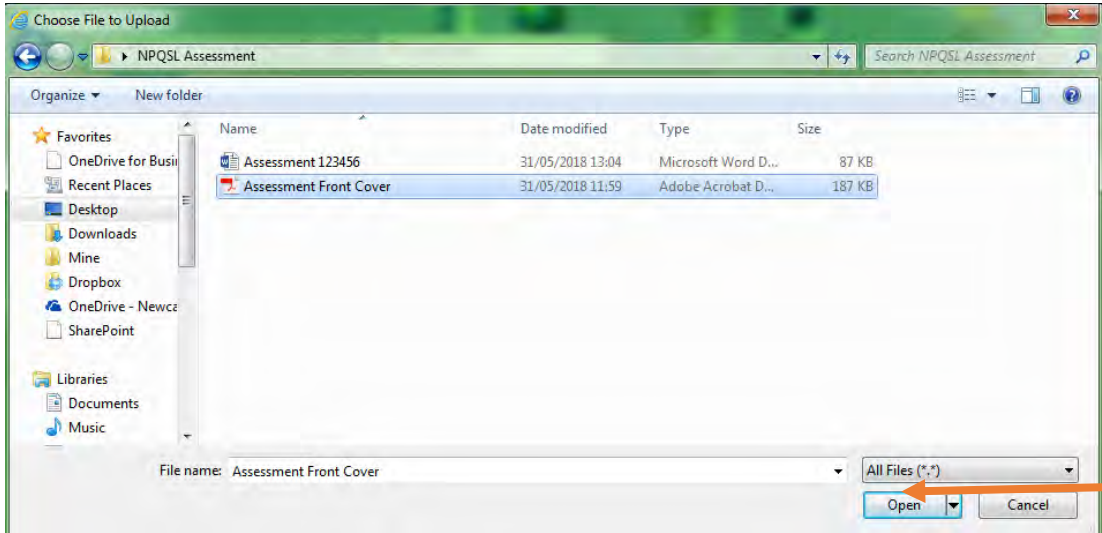
As you can see, the procedure is the same for this document. I have illustrated it below should you wish to check it.

Click on **Add submission**

Again, you can choose drag and drop, or use the file picker. I have shown the file picker process in the example below.



Click on **upload a file** and then **browse**



Navigate to your file in your file browser, select it and click **open**.

The image shows a 'File picker' interface with a blue header. On the left, there is a sidebar with links: 'Recent files', 'Upload a file', 'URL downloader', 'exscom', and 'Wikimedia'. The main area contains a large empty box at the top. Below it, the word 'Attachment' is followed by a 'Browse...' button, which is circled in orange. Underneath is a 'Save as' text input field, also with an orange arrow pointing to it. Below that is an 'Author' field containing the text 'NETSP Participant'. Then there is a 'Choose license' dropdown menu currently set to 'All rights reserved'. At the bottom center is a blue button labeled 'Upload this file'.

Your file should appear here.

You also need to add a title for your file – it does not matter what you choose for your title.

Next, click on **Upload this file**.

NPQSL Assessment Submission - June 2018

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Front Page Submission

Please submit your signed front page here, containing your name, and signatures from your sponsor and headteacher.

File submissions

Maximum size for new files: 500MB, maximum attachments: 1



The screenshot shows a file submission interface. At the top, it states 'Maximum size for new files: 500MB, maximum attachments: 1'. Below this is a file list area with a 'Files' header. A single file is listed with a PDF icon and the name 'Assessment'. At the bottom of the interface, there are two buttons: 'Save changes' (highlighted in blue) and 'Cancel'.

You will see your file appear in the box.

Click **Save changes** to confirm.



Please submit your signed front page here, containing your name, and signatures from your sponsor and headteacher.

Submission status

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not marked
Due date	Wednesday, 6 June 2018, 4:00 PM
Time remaining	6 days 2 hours
Last modified	Thursday, 31 May 2018, 1:19 PM
File submissions	Assessment Front Cover.pdf

Submission comments
 Comments (0)

Edit submission

Make changes to your submission

Submit assignment

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

As with the previous submission, you have a choice to edit your file or submit it.

Click on **Submit assignment** when you are ready.

Submit assignment


I confirm that I have checked my assignment against the content and procedure guidelines and this is my final version.

Tick the box and click **continue** to finalise your submission.

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

Continue



Cancel

There are required fields in this form marked  .

Front Page Submission

Please submit your signed front page here, containing your name, and signatures from your sponsor and headteacher.

Submission status

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not marked
Due date	Wednesday, 6 June 2018, 4:00 PM
Time remaining	6 days 2 hours
Last modified	Thursday, 31 May 2018, 1:19 PM
File submissions	 Assessment Front Cover.pdf
Submission comments	 Comments (0)

Your assessment is now fully submitted!
Congratulations!

As you can see, your file is in our system. There is no Turnitin section for the front page.

You can exit your browser.

The screenshot shows a web browser window with the URL <https://nlconline.ncl.ac.uk/>. The page header includes the Newcastle University logo and the North Leadership Centre name. The user is logged in as 'NETSP Participant'. The main content area is titled 'My modules' and lists the following modules:

- NPQSL Assessment Submission - June 2018
- Essential NPQSL Assessment Input Session 2016-17
- NPQSL 2016-17
- Closing the Gap 2016-17
- Succeeding in Senior Leadership 2016-17

At the bottom of the list, there is a link labeled 'My modules'.

You can see that the Assessment Submission area now appears at the top of your list of modules, should you need to go back to it for any reason.

You will also be able to access your feedback this way once this is completed. NETSP will inform you by email when this is ready.