



SQA Navigator for National Qualifications

A guide for centres

Publication Date: June 2016

Publication Code: BA7244

Published by the Scottish Qualifications Authority
The Optima Building, 58 Robertson Street, Glasgow G2 8DQ
Lowden, 24 Wester Shawfair, Dalkeith, EH22 1FD

www.sqa.org.uk

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Contents

1	Introduction	1
2	The home page	2
3	The centre details page	3
4	The candidate details page	5
5	The grouping page	6
6	The unit page	7
7	Codes	7
8	Checking entries	8
	a) Checking current groupings and current units	8
	b) Running an Entries Data Report	8
9	Contact details	10
10	Appendix	11

1 Introduction

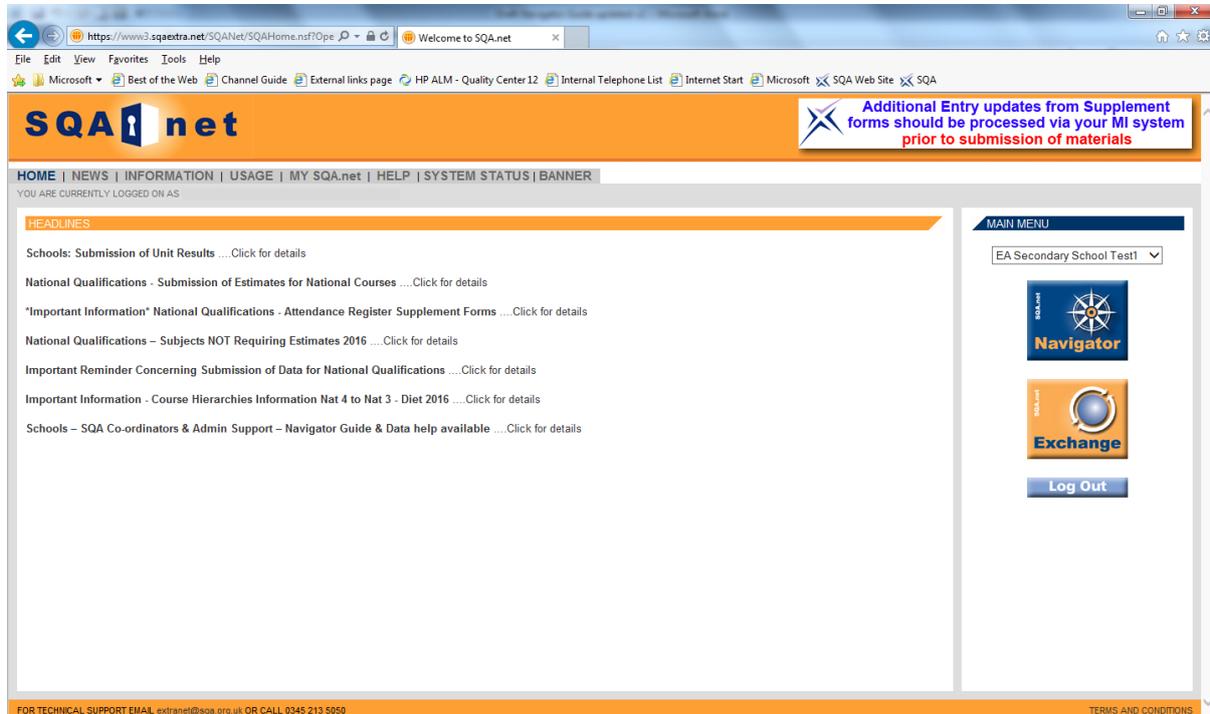
This guide tells you how to use SQA Navigator to find important information about your centre. SQA Navigator is a read-only database where you can see the information we hold on your centre, candidates and all the qualifications (units and courses) your centre is approved to offer. You cannot enter or modify your data with Navigator.

There is also a report facility where you can run Excel reports on data for your centre.

Please note: Only SQA approved centres who have signed a SQA.net user agreement can access this system. If you are new to SQA Navigator, are unsure how to login, or have forgotten your password please e-mail sqa.net@sqa.org.uk.

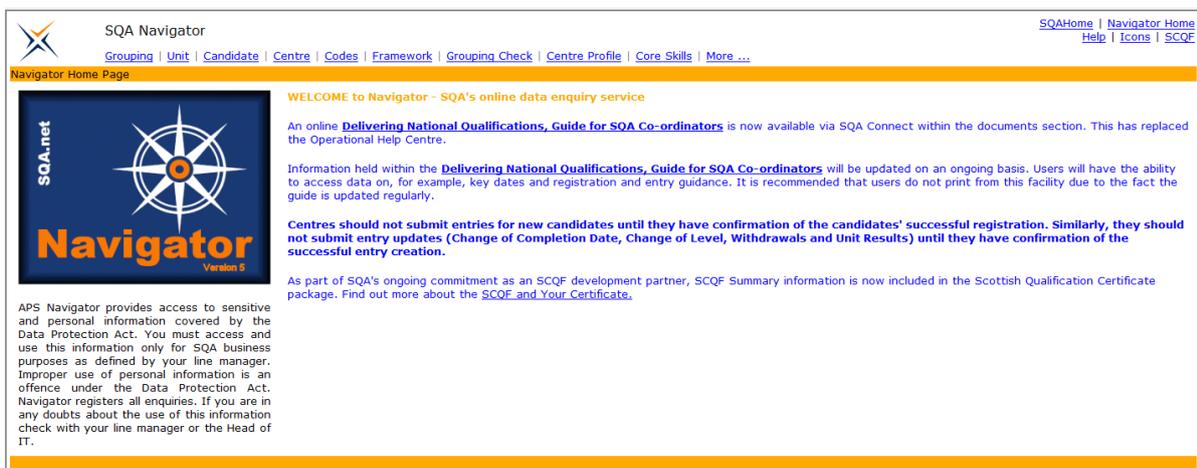
2 The home page

Navigator is accessed through SQA.net. Select the Navigator icon on the right-hand side of the screen to go to the Navigator home page.



The Navigator home page provides access to the database and links to other important information. The tabs along the top of the page are search facilities for information on your centre, candidates, groupings, units etc which are detailed in this guide. Any underlined text in blue or icons (i.e.  and ) seen in Navigator can be clicked to access further information or move on to a subsequent page.

The home page offers a link to the SQA Connect home page, where you can find *Delivering National Qualifications: Guide for SQA Co-ordinators*. The Guide contains information on SQA activity and key dates, which will help you meet your centre milestones.



3 The centre details page

This function allows you to search for information on your centre, such as your candidate entries, results and unresulted entries.

Step 1: From the home page select **Centre**.

Step 2: Enter your centre number or name.

Step 3: Select Search for Centres.

You can also search for other centres. However, you will only be able to view basic information.

Step 4: The 'Full Centre Details' page will open.

SQA Navigator

SOAHome | Navigator Home
Help | Icons | SCQF

[Grouping](#) | [Unit](#) | [Candidate](#) | [Centre](#) | [Codes](#) | [Framework](#) | [Grouping Check](#) | [Centre Profile](#) | [Core Skills](#) | [More ...](#)

Full Centre Details For this Centre show ...

Disclose Centre Details	Yes
Centre Name	EA Secondary School Test1 (5010130)
Telephone	0141 225 8895
E-Mail	testing@sqa.org.uk
Address	25 Robertson Street Aberdeen AB10 1HT
Fax	
Geographical Area	Aberdeenshire
LEC Area	
Education Authority	East Regional Test Centre
Centre Type	Education Authority - Secondary School
SQA Contact	Ms Katie Whitelaw
Head of Centre	Prof John Smith
Auto Approve	Yes
Devolvable Approval	No
Centre Approval Date	01.08.1994
Centre Approval Comment	for testing EPS
Entry Media	EDI
Result Media	EDI
Output Type	Xml
Software Supplier	ECSU

■ Generated by Navigator version release-5-12 at Fri Jan 22 11:06:20
■ jdbc:ingres://i-toucanet:CL7/sqadb;

Qualifications
[Approved Groupings](#)
[Current Groupings](#)
[Certificated Groupings](#)
[Approved Units](#)
[Approved Units by Verification Group](#)
[Current Units](#)
[Current Units by Verification Group](#)

Candidates
[Current Candidates](#)
[Current Candidates by ESC](#)
[Certificated Candidates](#)
[Latest Certification Runs](#)

Entries Reports
[Entries Data Reports](#)
[Entry Update Form](#)

[Centre Update Form](#)

Step 5: Select the Centre Update Form link (right hand side) to update your centre address and contact details.

You must **send any changes to your centre details as soon as they occur** to the e-mail addresses provided to ensure we hold the correct contact details.

This page contains a number of links to further information, grouped by Qualifications, Candidates and Entries Reports.

Qualifications Links:	Data Available
Approved Groupings	Displays all the courses your centre has approval to offer.
Current Groupings	Lists all courses your centre has entered candidates for. The Entry Status Code (see Appendix) shows the number of candidates entered and the number of provisional and final results for each course. Select the numbers listed in blue to display the names of the candidates entered for that qualification.
Current Units	Lists all the units (including X codes) your centre has candidates entered for. The Entry Status Code (see Appendix) shows the number of candidates entered and the number of provisional and final results for each course. Select the numbers listed in blue to display the names of the candidates entered for that qualification <i>Check this data against your Management Information System (MIS) system to ensure they contain the same information.</i>

Candidates Links:	Data Available
Current Candidates	Shows all the candidates at your centre with unresulted entries.
Current Candidates by ESC	Shows all the candidates at your centre for each Entry Status Code.

Entries Reports Links:	Data Available
Entries Data Reports	You can produce a range of Excel entries reports using date ranges of up to one year at a time. <i>This information can assist you to investigate eligibility issues and action processing report errors, which are received after submitting your data electronically.</i>

If you feel that you have submitted data but for some reason it has not reached SQA and is not therefore reported in Navigator, check in your MI system that the file has been sent. If the data has not been submitted, you should submit it.

If your MI system shows that the file has been transmitted successfully, you should contact SQA so we can investigate further. Please remember to have the relevant candidate details to hand.

If your MI system shows that the file has been submitted but there are errors in the response back, you should review these and re-submit the data to SQA. If necessary, you should contact your MI system supplier with details of the candidates that cannot be sent.

4 The candidate details page

This function allows you to search for information about a specific candidate who has been registered at your centre or another centre.

Step 1: From the home page select **Candidate**.

Step 2: Enter the Surname, first initial of Forename, date of birth and gender or Scottish Candidate Number (SCN).

Step 3: Select **Search for Candidate**. Please note: if no match is found, the candidate does not have a SCN.

Step 4: The Candidate Details page will open.

The screenshot shows the SQA Navigator interface. At the top, there is a navigation menu with links for Grouping, Unit, Candidate, Centre, Codes, Framework, Grouping Check, Centre Profile, Core Skills, and More... The page title is 'Candidate Details'. On the right side, there is a section titled 'For this Candidate show ...' with links to 'Entries and results', 'Certification Summary', 'Candidate Comments', 'Candidate Core Skills', 'Current Centres', and 'All Centres'. The main content area displays the candidate's details in a table format:

Name	Kerry John
Scottish Candidate Number	037353310
Date of Birth	13.01.1988
Sex	F
Address	C/o Ind Secondary School Test4
Postcode	DD4 2BY
Country	
Registration Details (Date, Centre, Stage)	05.11.2002, Ind Secondary School Test4, 1
Date last Amended	22.01.2016

At the bottom of the page, there is a footer with the text: 'Generated by Navigator version release-5-12 at Fri Jan 22 11:15:19' and 'jdbc:ingres://i-toucanet:CL7/sqadb:'.

This page contains a number of links to further information:

Links:	Data Available
Entries and Results	<p>If a candidate has qualification entries with your centre, you will be able to see previous achievements/entries (including those from other centres). The qualifications have 1 of 5 status codes starting with open entries at the top of the record. Please see Appendix for details of the status codes.</p> <p>Select the  icon for course or entry information. The centre code of the centre that entered the information is displayed.</p> <p>Select the  icon to see if the candidate has all the required unit entries required to gain the qualification.</p> <p>You have access to view a candidate's record up to six months after certification.</p>
Certification Summary	Provides a summary of all qualifications that a candidate has been awarded.
Candidate Core Skills	Displays the core skills profile of the candidate.

5 The grouping page

Grouping is the generic term applied to Courses and Group Awards. This function allows you to search for qualifications by name to find approved centres offering the course.

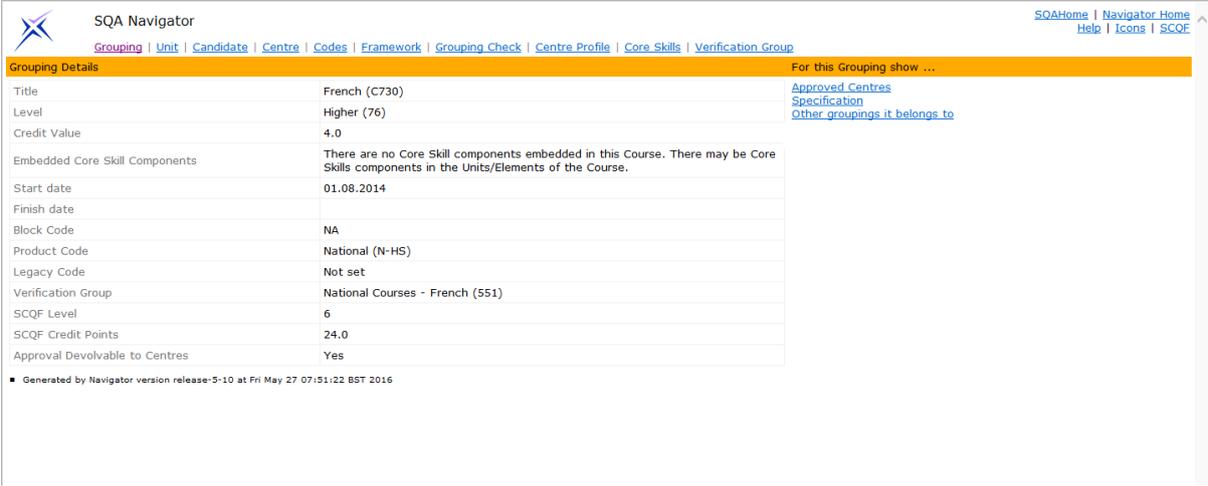
Step 1: From the home page select **Grouping**.

Step 2: Enter your search criteria (either grouping name, qualification type or level).

Step 3: Select **Enter** (on your keyboard) or **Search**.

Step 4: The appropriate groupings are displayed. Select the  icon to view information on the course.

Step 5: The grouping details are displayed. Select the links to the right hand side to view Approved Centres and Specification for the course.



SQA Navigator

[Grouping](#) | [Unit](#) | [Candidate](#) | [Centre](#) | [Codes](#) | [Framework](#) | [Grouping Check](#) | [Centre Profile](#) | [Core Skills](#) | [Verification Group](#)

[SQAHome](#) | [Navigator Home](#)
[Help](#) | [Icons](#) | [SCQF](#)

Grouping Details For this Grouping show ...

Title	French (C730)	Approved Centres
Level	Higher (76)	Specification
Credit Value	4.0	Other groupings it belongs to
Embedded Core Skill Components	There are no Core Skill components embedded in this Course. There may be Core Skills components in the Units/Elements of the Course.	
Start date	01.08.2014	
Finish date		
Block Code	NA	
Product Code	National (N-HS)	
Legacy Code	Not set	
Verification Group	National Courses - French (551)	
SCQF Level	6	
SCQF Credit Points	24.0	
Approval Devolvable to Centres	Yes	

Generated by Navigator version release 5-10 at Fri May 27 07:51:22 BST 2016

6 The unit page

Units can be either stand-alone, or part of a group that make up a course (e.g. Higher Physics). This function allows you to search for units by name and find approved centres that offer the unit or find all groupings the unit belongs to.

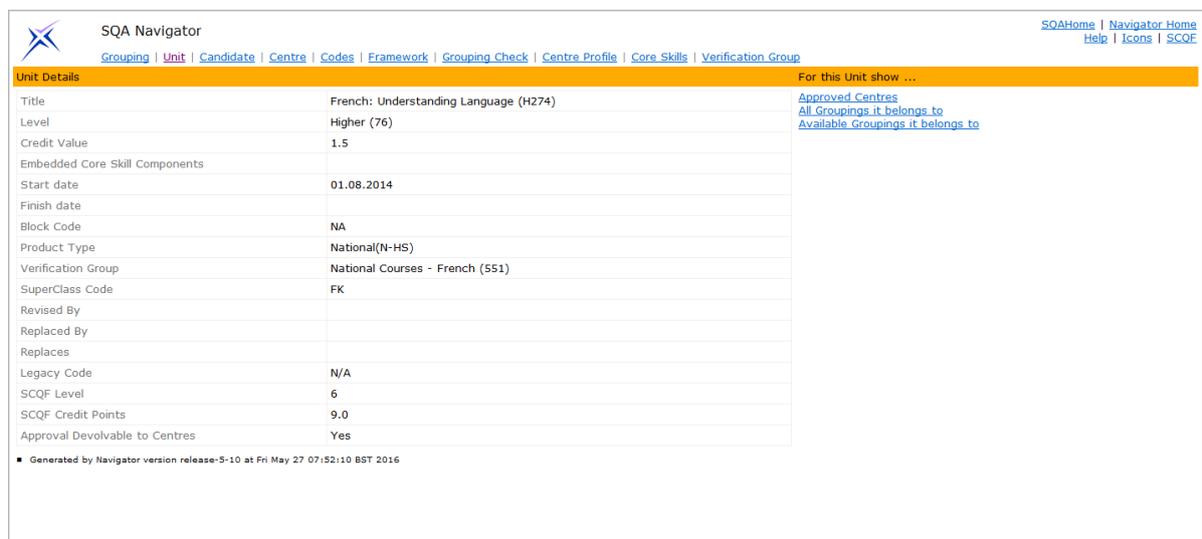
Step 1: From the home page select **Unit**.

Step 2: Enter your search criteria (unit name, type or level).

Step 3: Select **Enter** (on your keyboard) or **Search**.

Step 4: The appropriate units are displayed. Select the  icon to view information on the course.

Step 5: The unit details are displayed. Select the links to the right hand side to view Approved Centres.



The screenshot shows the SQA Navigator interface. At the top, there is a navigation menu with links for Grouping, Unit, Candidate, Centre, Codes, Framework, Grouping Check, Centre Profile, Core Skills, and Verification Group. The main content area is titled 'Unit Details' and contains a table with the following information:

Unit Details		For this Unit show ...
Title	French: Understanding Language (H274)	Approved Centres
Level	Higher (76)	All Groupings it belongs to
Credit Value	1.5	Available Groupings it belongs to
Embedded Core Skill Components		
Start date	01.08.2014	
Finish date		
Block Code	NA	
Product Type	National(N-HS)	
Verification Group	National Courses - French (551)	
SuperClass Code	FK	
Revised By		
Replaced By		
Replaces		
Legacy Code	N/A	
SCQF Level	6	
SCQF Credit Points	9.0	
Approval Devolvable to Centres	Yes	

At the bottom of the page, there is a footer that reads: 'Generated by Navigator version release-5-10 at Fri May 27 07:52:10 BST 2016'.

7 Codes

You can search for a qualification using the qualification code and level.

8 Checking entries

There are two ways to check the current overall position with entries.

a) Checking current groupings and current units

i) Current groupings

Go to the Centre link (see section 3 above) and select Current Groupings. This will show the number of entries for each course / level for Entry Status Codes (ESCs) 1, 3 & 4. Clicking on the number will drill down to show the details of the Candidates who you have entered.

ii) Current units

There may be some cases where you have submitted an entry for the X code only, for example, if there are any candidates re-sitting their external exams. In these cases, go to the Centre link (see section 3 above) and select Current Units. This shows the number of entries for each unit/X Code/level for ESCs 1, 3 & 4. Scroll down towards the bottom of the page to see the X codes – the figures for these will be the volume of entries for the subject. Again, clicking on the number will drill down to show the details of the Candidates.

b) Running an Entries Data Report

From the Centre link (see section 3), select Entries Data Reports and ensure the button next to 'Open Entries' is selected. Enter the appropriate date range, covering a maximum of one year. Select the 'Run Report' button. Navigator will open the output of this report as an Excel file.

This Excel file contains a detailed listing of all the Candidates entered for each course and unit. The reports can be filtered or sorted for ease of use.

Checking entry updates have been processed

After updates to entries have been made, either as part of normal work or in response to reports received from SQA, check the Current Groupings and Units. You can confirm that the candidates have been updated by checking that they are listed when you drill down on the appropriate quantity for the ESC for the subject / level. Changes should be visible in Navigator shortly after the entry or update has been submitted.

Checking Incomplete National Course Profile Reports — entries/results (Eligibility Reports)

The Outstanding Unit Entries Eligibility report, which will be sent to you by SQA, shows courses where the Candidate has not been entered for the required units.

- ◆ If the candidates listed are not to be entered, no action is needed, although these candidates will not be eligible for a course award.
- ◆ If a unit entry is submitted in the normal way, the candidate should appear at ESC 1 in Navigator.

The Outstanding Unit Results Eligibility report, which will also be sent, shows units for which the candidate has been entered but where there is no result. Once these results have been submitted, the candidate will move from ESC 1 to ESC 3 or 4.

9 Contact details

If you have questions about using Navigator or other issues with using the tool, please contact SQA.

Schools

e-mail: national.qualifications@sqa.org.uk

Phone: 0345 213 6960

Colleges

e-mail: candidate.records@sqa.org.uk

Phone: 0345 213 6015

10 Appendix

Status Code 1 - Open Entry

Status Code 2 - Withdrawn Entry

Status Code 3 - Provisional Result due to a Verification Hold being in place

Status Code 4 - Final Result (both Pass and Fail results count as a Final Result)

Status Code 5 – Certificated Result