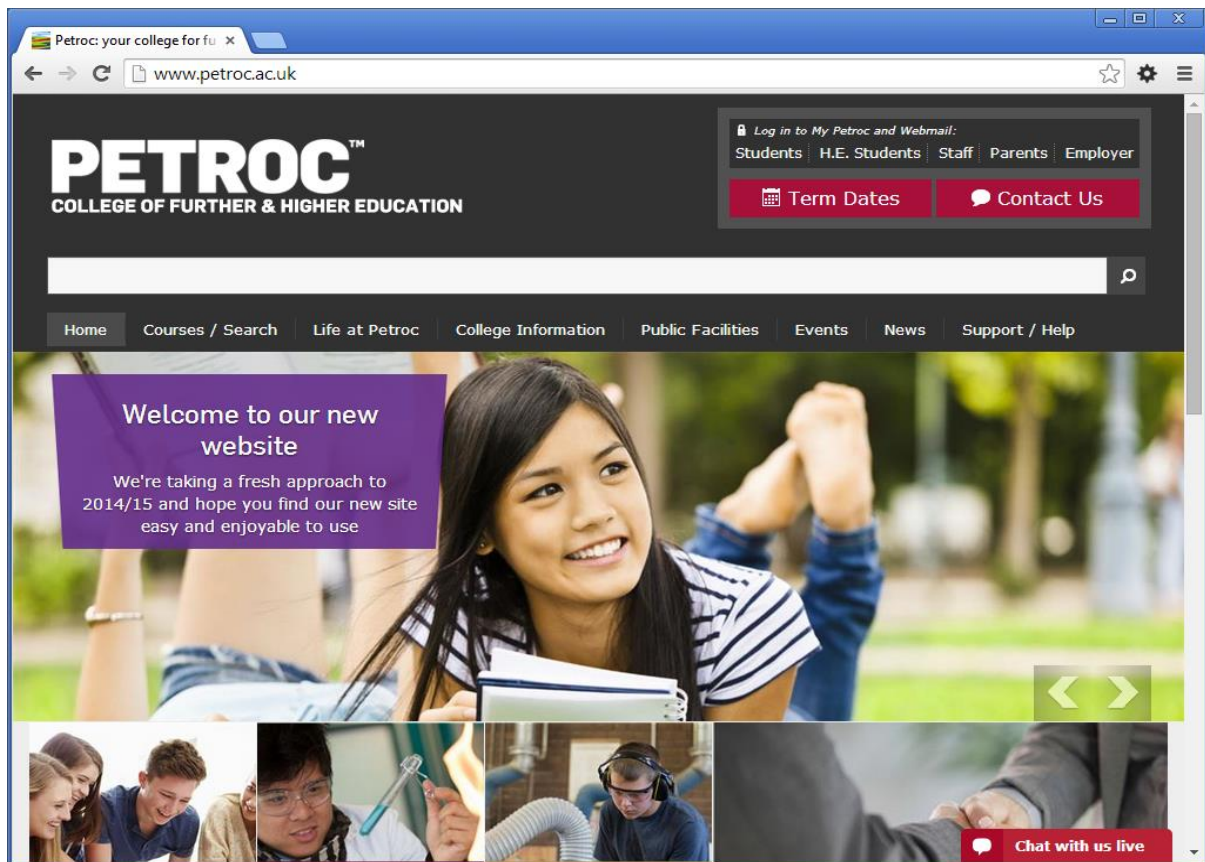


Entering GCSE Results via My Petroc

User Guide

Step 1 – Go to our web site

Please visit our website www.petroc.ac.uk – click on the ‘Students’ link in the top right hand corner.



Step 2 – Login to My Petroc

Log in to My Petroc using your ID Number and password.

The screenshot shows a web browser window with the address bar displaying <https://www.petroc.ac.uk/students>. The page features the Petroc College logo and navigation links for Students, H.E. Students, Staff, Parents, and Employer. There are buttons for Term Dates and Contact Us. A search bar is located below the navigation. The main content area includes a breadcrumb trail (Home > Students) and a 'Student Area' heading. A large banner image shows four students celebrating with papers. To the right, the 'my PETROC' login section contains fields for Username and Password, a Login button, and links for Register for My Petroc and Reset password.

Student Area - Petroc Coll x

← → ↻ <https://www.petroc.ac.uk/students> ☆ ⚙ ☰

PETROC™
COLLEGE OF FURTHER & HIGHER EDUCATION

Log in to My Petroc and Webmail:
Students | H.E. Students | Staff | Parents | Employer

Term Dates | Contact Us

Home Courses / Search Life at Petroc College Information Public Facilities Events News Support / Help

Home > Students

Student Area

my PETROC™

Username

Password

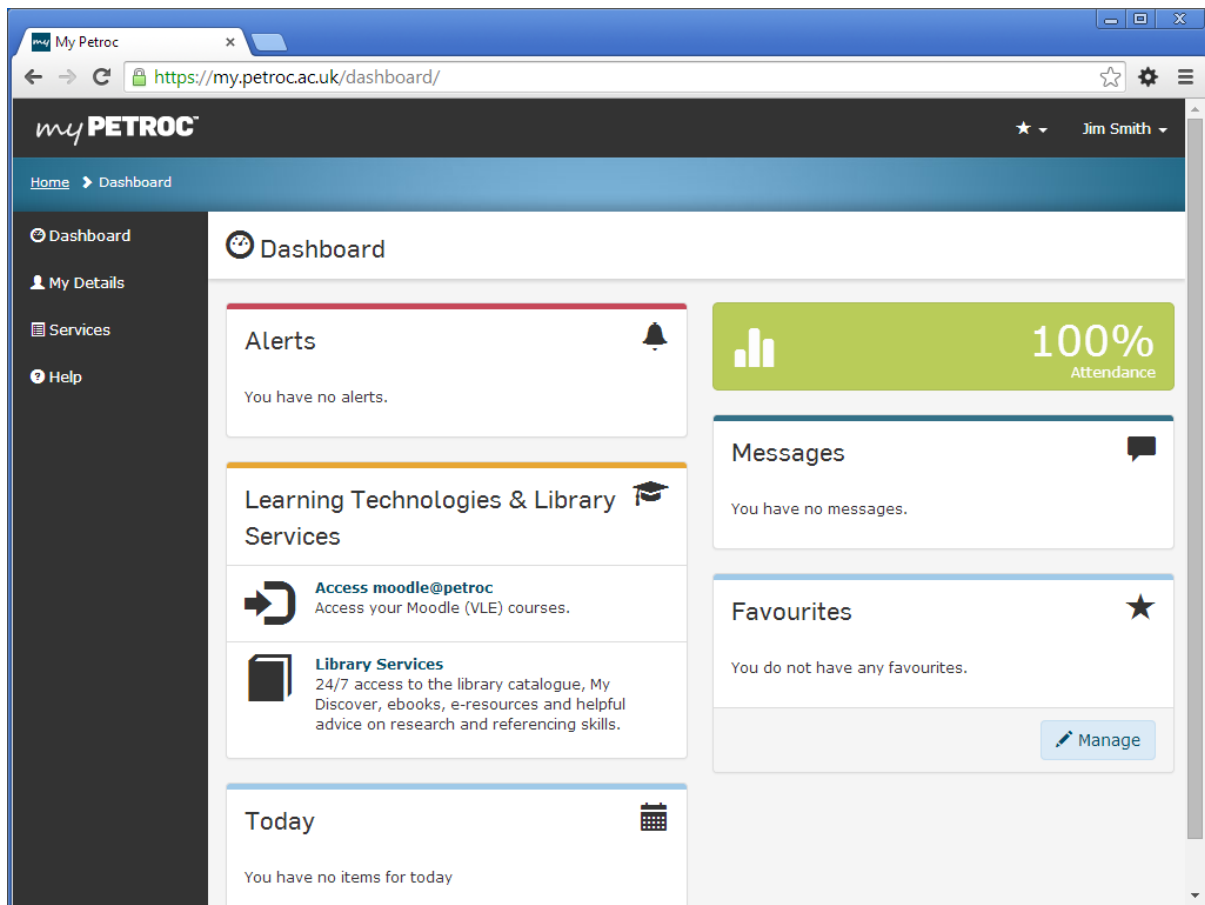
Login

[Register for My Petroc](#)

[Reset password](#)

Step 3 – My Details

Once logged in to My Petroc (<https://my.petroc.ac.uk>) click on 'My Details'.



Step 4 – Go to GCSE Results

Click on 'GCSE Results'.

myPETROC

Home > My Details

Learner Details

Learner Details

Details

Photo	
Name	Jim Smith
ID	123456789
Address	OLD STICKLEPATH HILL BARNSTAPLE DEVON EX31 2BQ
Gender	Male
DOB	01/01/1991
Phone	01234567890
Mobile	07777123456

Contacts

Personal Tutor	Joe Bloggs
Email	joe.bloggs@petroc.ac.uk
Emergency Co...	Mr Test Test (0123456789)
Corresponde...	

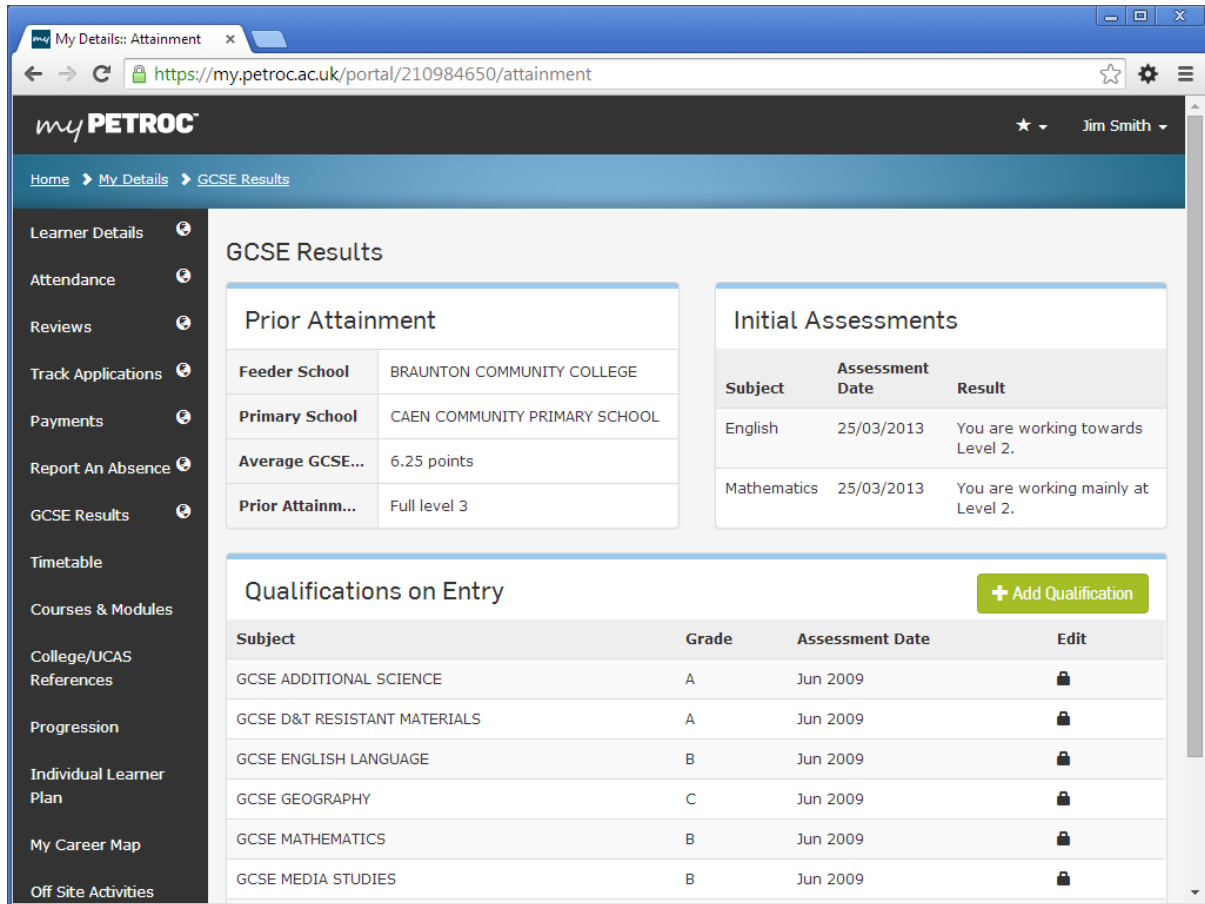
Tutors

Tutor Type	Tutor	Tutor Email
Personal Tutor	Joe Bloggs	joe.bloggs@petroc.ac.uk

Step 5 – GCSE Results

From here you can add new GCSE results by clicking on the 'Add Qualification' link. Also if the results have yet to be confirmed by the tutor you can edit them by clicking on the 'Edit' link next the relevant qualification.

Please note that once the tutor has confirmed the results you will no longer be allowed to edit them.



The screenshot shows the 'myPETROC' portal interface. The browser address bar displays the URL: <https://my.petroc.ac.uk/portal/210984650/attainment>. The user is identified as 'Jim Smith'. The navigation menu on the left includes: Learner Details, Attendance, Reviews, Track Applications, Payments, Report An Absence, GCSE Results, Timetable, Courses & Modules, College/UCAS, References, Progression, Individual Learner Plan, My Career Map, and Off Site Activities. The main content area is titled 'GCSE Results' and is divided into three sections:

- Prior Attainment**: A table with the following data:

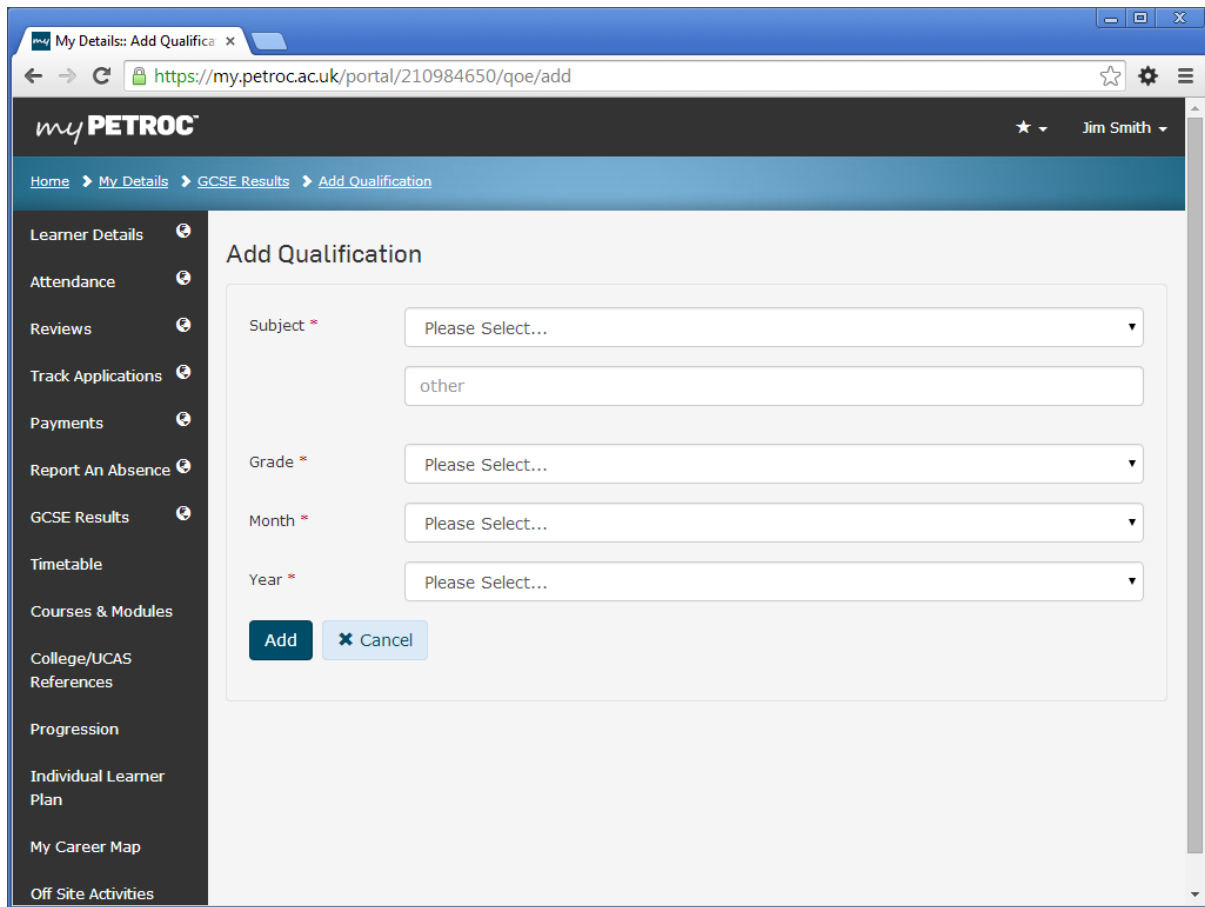
Feeder School	BRAUNTON COMMUNITY COLLEGE
Primary School	CAEN COMMUNITY PRIMARY SCHOOL
Average GCSE...	6.25 points
Prior Attainm...	Full level 3
- Initial Assessments**: A table with the following data:

Subject	Assessment Date	Result
English	25/03/2013	You are working towards Level 2.
Mathematics	25/03/2013	You are working mainly at Level 2.
- Qualifications on Entry**: A table with a '+ Add Qualification' button and the following data:

Subject	Grade	Assessment Date	Edit
GCSE ADDITIONAL SCIENCE	A	Jun 2009	🔒
GCSE D&T RESISTANT MATERIALS	A	Jun 2009	🔒
GCSE ENGLISH LANGUAGE	B	Jun 2009	🔒
GCSE GEOGRAPHY	C	Jun 2009	🔒
GCSE MATHEMATICS	B	Jun 2009	🔒
GCSE MEDIA STUDIES	B	Jun 2009	🔒

Step 6 – Adding qualification

When adding or editing a qualification you will need to enter the subject name, grade and when the qualification was achieved.



The screenshot shows a web browser window with the URL <https://my.petroc.ac.uk/portal/210984650/qoe/add>. The page title is "My Details: Add Qualifica" and the user is logged in as "Jim Smith". The breadcrumb trail is "Home > My Details > GCSE Results > Add Qualification".

The main content area is titled "Add Qualification" and contains the following form fields:

- Subject ***: A dropdown menu with "Please Select..." as the current selection.
- Other**: A text input field containing the word "other".
- Grade ***: A dropdown menu with "Please Select..." as the current selection.
- Month ***: A dropdown menu with "Please Select..." as the current selection.
- Year ***: A dropdown menu with "Please Select..." as the current selection.

At the bottom of the form are two buttons: a dark blue "Add" button and a light blue "Cancel" button with a close icon.

The left sidebar contains the following navigation items:

- Learner Details
- Attendance
- Reviews
- Track Applications
- Payments
- Report An Absence
- GCSE Results
- Timetable
- Courses & Modules
- College/UCAS References
- Progression
- Individual Learner Plan
- My Career Map
- Off Site Activities