



ICB
ACCREDITED BUSINESS
QUALIFICATIONS

Provider User Portal Guide

Procedure to register your students on the ICB database as students

Figure 1



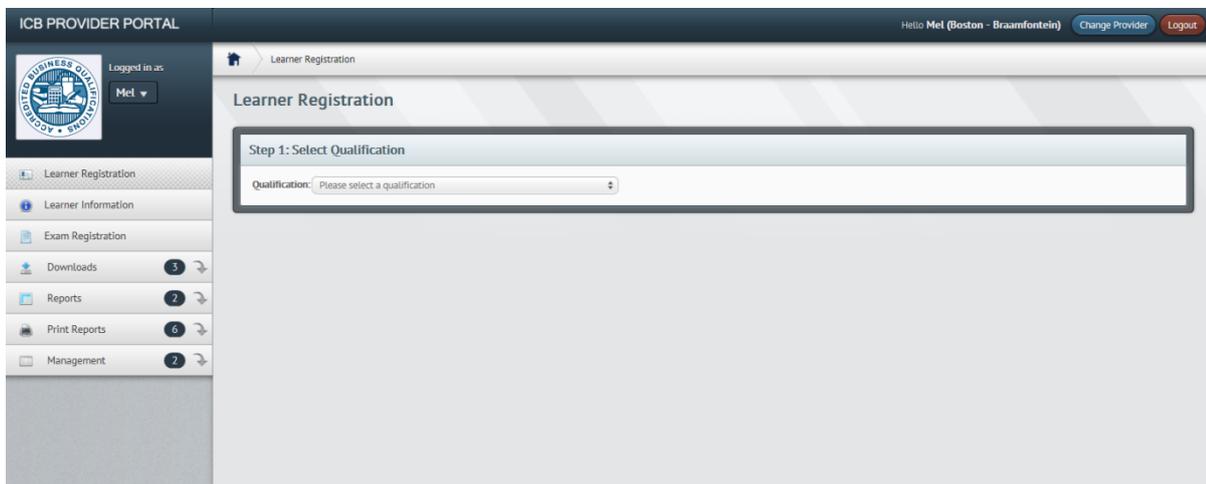
Log on to the ICB Student Portal-

<https://www.secureicb.co.za>

Enter your Username and Password as provided by the ICB, (Note: Your Password is case sensitive.) and click **Validate**.

You will be prompted with a dropdown selection box as presented in the figure 1 above. Once you have selected your training provider click **Login** and this will direct you to the student registration screen. Figure 2 below.

Figure 2.

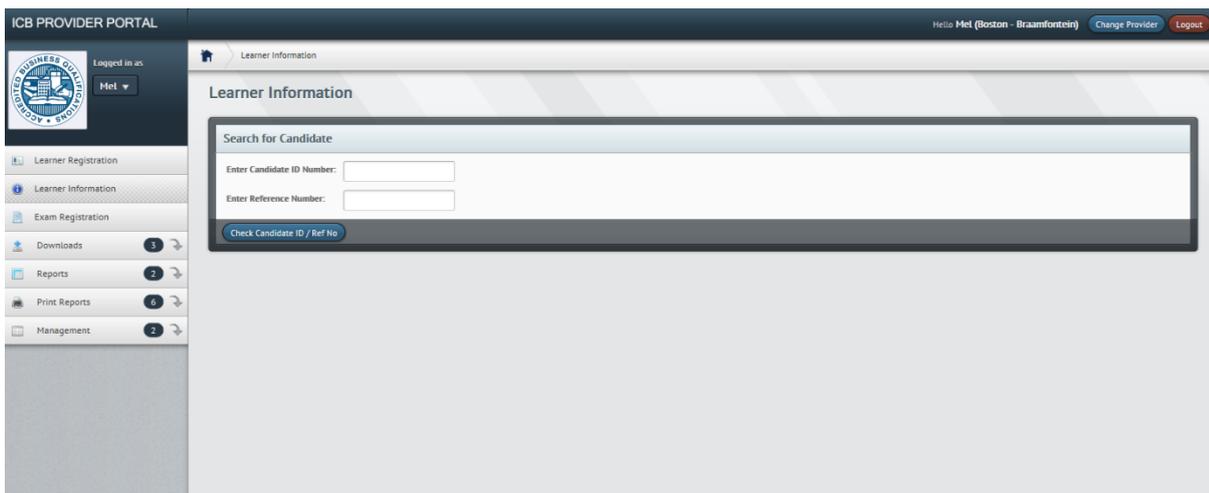


Start the registration process by selecting which qualification stream (see page 5 of the 2017 ICB Prospectus) your students will be registered under. Currently ICB has 5 qualification streams as tabulated below. You may also access this screen, by selected the menu option – **Student Registration**. You will have to select the qualification stream that houses the qualification in intend registering your students for.

ICB Financial Accounting	ICB Public Sector Accounting	ICB Office Administration	ICB Business Management	ICB Entrepreneurship
Foundation Level	Foundation Level	Foundation Level	Foundation Level	Foundation Level
Intermediate Level	Intermediate Level	Intermediate Level	Intermediate Level	Intermediate Level
Upper Intermediate Level	Advanced Level	Advanced Level	Advanced Level	Advanced Level
Advanced Level				

Once you have selected the qualification stream, you will be prompted to enter the students ID number. Figure 3 below.

Figure 3



Entering your students ID number will present you with three possible outcomes as tabulated below. Follow the corresponding action as indicated below.

Outcome 1	Outcome 2	Qualification 3
Student is already entered for this qualification. In this case you need not do anything further and may proceed to perform the exam registration.	Student is already registered, but is not registered for this qualification. Click the “Register Candidate for Qualification” button to register this candidate. Proceed to perform the exam registration.	Student does not exist – the student details form will prompt (Figure 4) and you will need to complete the form. All drop-down fields are compulsory. Please ensure that only the students personal contact details are supplied and not those of the college.

Figure 4

The screenshot shows a registration form with the following sections:

- Learner Information:** Title (Please Select One), First Name, Middle Name, Last Name.
- Contact Details:** Email, Mobile Number, Phone Number, Fax Number, Address Line 1, 2, 3, City, Postal Code, Area (Please Select One), Country (Please Select One).
- Learner Specifics:** Date of Birth, Gender (Please Select One), ID Type (Please Select One), Equity (Please Select One).
- Demographics:** Nationality (Please Select One), Language (Please Select One), Residency (Please Select One), Disability (Please Select One), Socio-Economic (Please Select One), Education (Please Select One), City Matriculated, Area (Please Select One), Post Code, Municipality.

At the bottom, there is a "Please Note" section stating "Fields indicated with a * are required." and buttons for "Cancel Registration" and "Register Learner".

Click the **Register Member** button and you will be prompted with a green notification bar at the top of the page indicating the student's unique ICB reference number. Eg-**812345**. This reference number also serves as confirmation that the student was successfully registered to the ICB database. You are now able to register the student for exams.

Procedure to register student's exams

Select the menu option – **Exam Registration**.

Exam registration starts by selecting the exam which the student will be registered for. **Refer Figure 5.**

Figure 5

The screenshot shows a table titled "Select Exam" with the following data:

Exam Code	Venue	Subject	Exam Date	Exam Type
BKTB-20160910 (A)	Boston - Braamfontein	Bookkeeping to Trial Balance (2016)	10-09-2016	Reassessment
BKTB-20160910 (A)	Boston - Braamfontein	Bookkeeping to Trial Balance (2016)	10-09-2016	Postponement
BKTB-20160912 (A)	Boston - Braamfontein	Bookkeeping to Trial Balance (2016)	12-09-2016	Reassessment
BKTB-20160912 (A)	Boston - Braamfontein	Bookkeeping to Trial Balance (2016)	12-09-2016	Postponement
BKTB-20161015 (A)	Boston - Braamfontein	Bookkeeping to Trial Balance (2016)	15-10-2016	Full (POE) Assessment
BKTB-20161015 (A)	Boston - Braamfontein	Bookkeeping to Trial Balance (2016)	15-10-2016	Reassessment
BKTB-20161015 (A)	Boston - Braamfontein	Bookkeeping to Trial Balance (2016)	15-10-2016	Postponement
BKTB-20161017 (A)	Boston - Braamfontein	Bookkeeping to Trial Balance (2016)	17-10-2016	Full (POE) Assessment
BKTB-20161017 (A)	Boston - Braamfontein	Bookkeeping to Trial Balance (2016)	17-10-2016	Reassessment
BKTB-20161017 (A)	Boston - Braamfontein	Bookkeeping to Trial Balance (2016)	17-10-2016	Postponement

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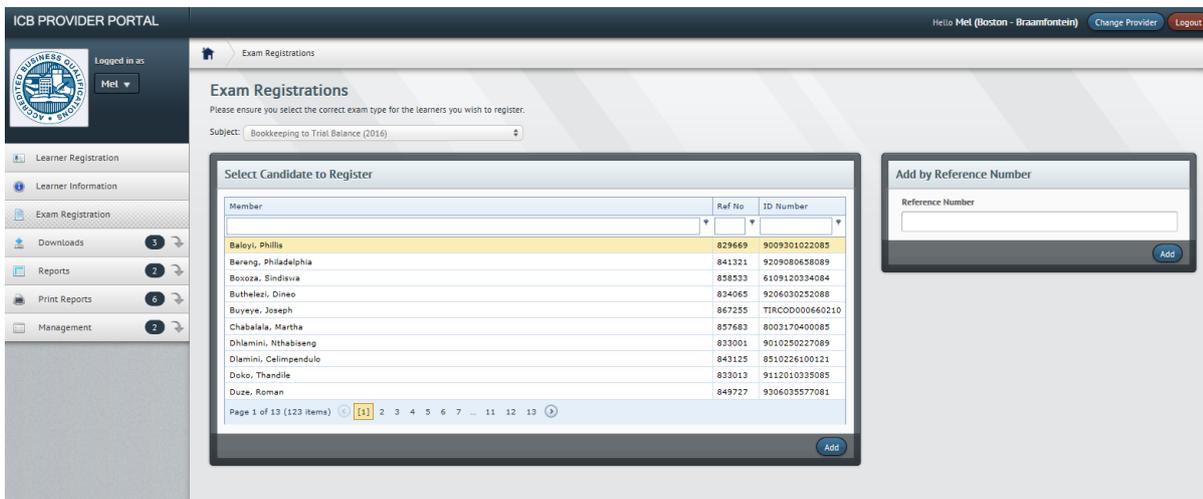
If no exam data has been populated as shown in list on figure 5. You will be required

to contact Provider Support on support@icb.org.za or 021-6591300. Request that the exams be allocated to your college. Note: The exam, code (Column 1) is a combination of subject name and exam date. i.e.: BKTB -20170101 would be Bookkeeping to Trail Balance to be written on 2017-01-01. You will note three different exam types for each exam – Re-writes, New Exam & Postponement.

NOTE: Postponements can only be booked if the previous exam status has been updated as postponed. Contact provider support to effect this.

Highlight the exam and click the **select** button, you will be prompted with **“Select Candidate”** screen. Refer Figure 7.

Figure 7



Highlight the student from the **“Select Candidate to Register”** screen as shown in figure 7 and click the **Add** button. You will find that your student now has been removed from the list and has now populated under **“Selected Candidates”** screen.

You are able to add more students to this list as part of students for the selected exam.

HINT: At this point you will have the option to scrutinise the list of students you have selected to be registered for the exam.

Click the **Register** button, this completes the registration process. You will be prompted with a green notification bar, indicating your students have been successfully registered.

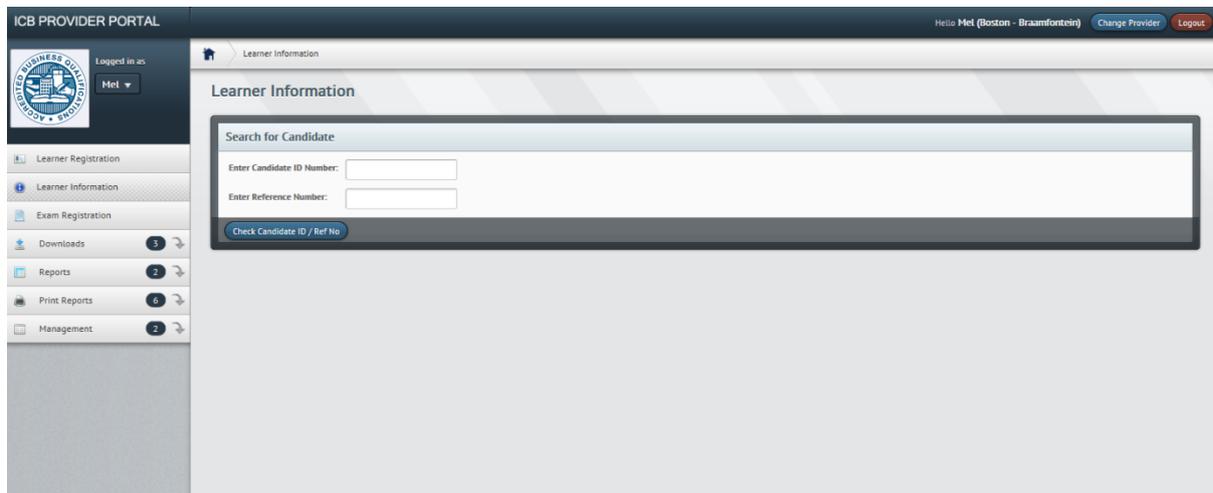
The ICB will now invoice you for the students registered and dispatch your Portfolios of Evidence within the next 15 working days. An alternative way to populate your students under the **“Selected Candidates”** screen is by entering their unique ICB reference number on the **“Add by Reference Number”** screen and clicking add.

Accessing individual students details

Select the menu item – Student Information. The screen **Figure 8** will display.

On this screen you will be able to access individual student's details. Contact details, qualification and exam details. You may also edit and update student contact details here.

Figure 8



Note: It is absolutely vital the ICB has the latest contact details of each student recorded to the data base as we liaise with them directly on matters that concern the ICB.

All students' details are personal, i.e. **No student may be captured to a college or provider's postal, physical, contact or email address.**

You can look up a student using their unique ICB reference number or their SA or Foreign ID number.

Student information search result screen will populate the students personal contact information, qualification list and exam list.

The exam list displays all the exams the student has entered for, historically as well as currently. This serves as an excellent reference point for confirming if a student has been successfully registered. See Figure 9.

Figure 9

Subject	ExamDate	Result	ExamStatus	ExamVenue	View Results	Learner View	Postpone
OCOM	09-Nov-2015	76.00 %	Competent	Boston - Braamfontein			
OAB1	10-Nov-2015	48.00 %	Not yet competent	Boston - Braamfontein			
CMGT	16-May-2016	76.00 %	Competent	Boston - Braamfontein			
OAMM	16-May-2016	33.00 %	Not yet competent	Boston - Braamfontein			
BKTB	13-Aug-2016			Boston - Braamfontein			
OABL	17-Nov-2016			Boston - Braamfontein			

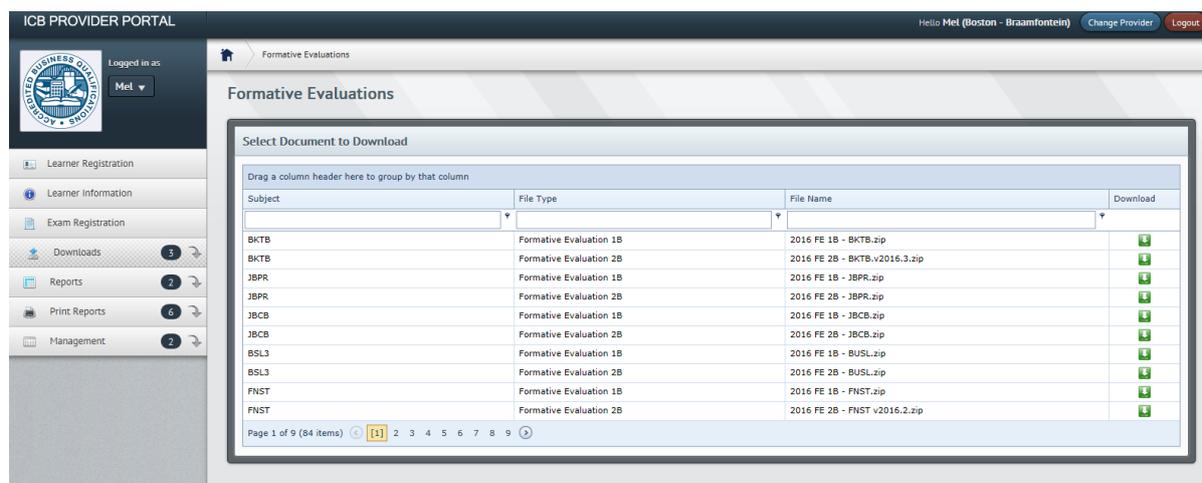
Exam and ICB Assignments Evaluations downloads

To access the downloads screen, click the menu item **Downloads**. This displays the sub-menus **ICB Assignment Evaluations, Exam Papers and General Downloads**.

Hint: You will notice a number next to the button name; this is an indication of how menu sub-menus are available within that menu item.

To access the ICB Assignments, click **ICB Assignments Button**

Figure 10



The ICB Assignments are zip files, with 3 documents inside. You can download and save the file by clicking the small **download icon** in the right hand column in-line with the subject you want.

These zip files include the ICB Assignments question paper, answer paper and memorandum.

Each subject has two ICB Assignments that need to be completed as part of the PoE.

Note: As a Face to Face training provider your students will write these ICB Assignments as a class test under controlled conditions. **The memorandum is NOT to be made available to the students** and is only for the facilitator's use, in marking these class tests.

To access the exam paper, click **Exam Papers**.

The exam papers screen is similar in function to figure 10, the only difference is that it populates the exam papers to download.

General Downloads contains a list of documents relevant to you as a provider, such as.

1. Provider Portal user registration form

- 2. ICB Exam Invigilation Policy
- 3. Exam Invigilation Irregularity Policy
- Etc...

However, this screens menu items are controlled by the ICB's accounts department and should your account be in arrears with the ICB, you will not be able to access it.

NB: ICB exam papers are made available **3 days prior to the exam date**. Therefore should an exam be on a Saturday, the papers will be available on the Friday.

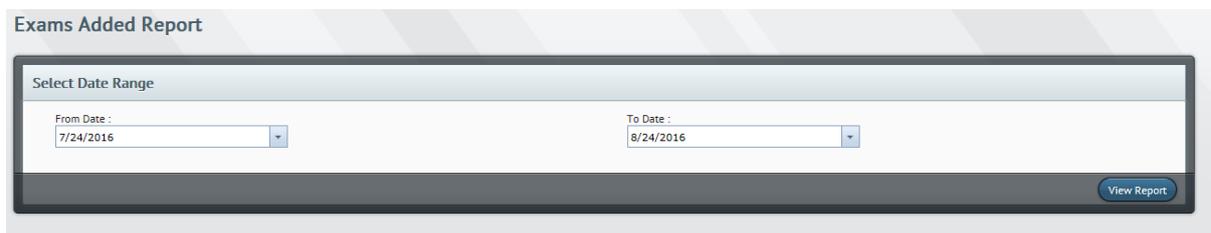
Reports and Print Reports

To access the reports screen – click the **Reports** menu button.

These reports generate data in excel format, which you can export for you to check in an offline environment.

There are 2 sub-menu reports available, **Exams added** (Figure 9) and **Qualifications Added** (Figure 12). **Exams Added** generates report within a specified date range to display students entered for exams between those dates i.e. dates captured, not exam dates.

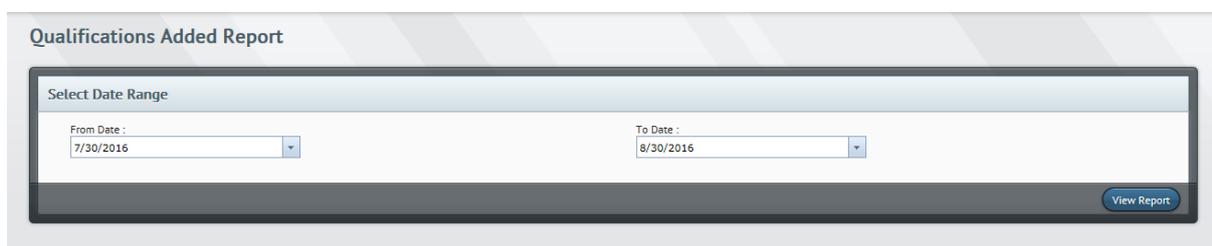
Figure 11



The screenshot shows a web interface titled "Exams Added Report". It features a "Select Date Range" section with two date pickers. The "From Date" is set to 7/24/2016 and the "To Date" is set to 8/24/2016. A "View Report" button is located at the bottom right of the form.

Qualifications Added generates a report within a specified date range to display students as students with the ICB.

Figure 12



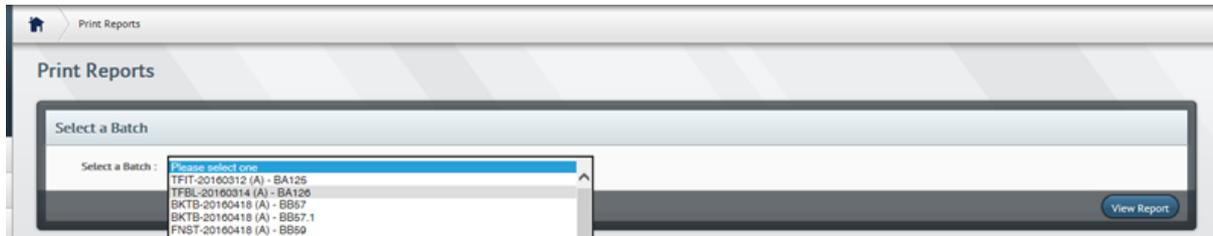
The screenshot shows a web interface titled "Qualifications Added Report". It features a "Select Date Range" section with two date pickers. The "From Date" is set to 7/30/2016 and the "To Date" is set to 8/30/2016. A "View Report" button is located at the bottom right of the form.

To access the **Print Reports screen**, click **Print Reports** menu button.

There are five sub menu reports available within this menu button. Exam Attendance, Exam Results, Examiners Report and Provider Submission Status and Provider Invoice.

The **Exam Attendance** report generates a report by selecting the Exam code from the dropdown menu list. (See Figure 13) And then clicking **View Report**.

Figure 13



Once you have selected your intended report an attendance register will generate, populating a list of students entered for that exam.

Figure 14

Page 1 of 1 Pdf



ICB

ACCREDITED BUSINESS QUALIFICATIONS

Internationally recognised | Locally essential

BKTB-20160813 (A) (Unknown), (Unknown)
 8/13/2016 9:00:00 AM x
 Boston - Braamfontein

Bookkeeping to Trial Balance (2016)

Surname	First Name	ID Number	Ref #	P	R	PPn/c	Signature	Result	Exam Status
Ndlovu	Sikhanyile	PTAZWE 05481	870766	N	N	N			POE received
Numbi Isaac	Banza Ilunga	OB0597382	875642	N	N	N			No POE script only

Summary	
No POE script only	1
POE received	1
Total no of Learners	2

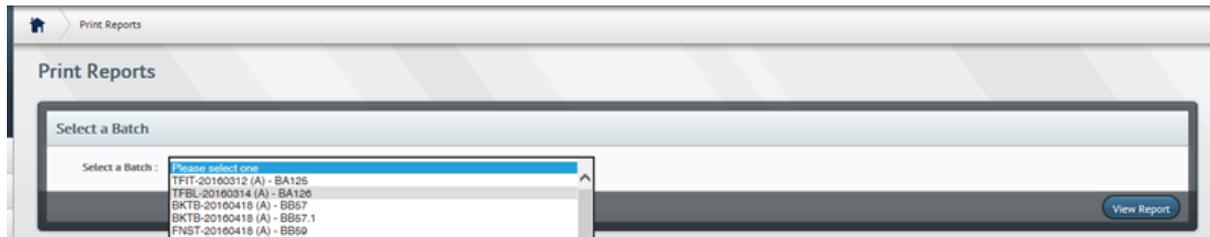
To be completed by Invigilator	
Reconciliation of total numbers	Invigilator / facilitator details
Total Full PoE's (incl scripts) submitted:	Full name:
Total scripts only / re-assessments submitted:	Signature
Total absentees:	Date
TOTAL:	

The attendance registers can be used as you require them. However, they must be signed and submitted with exam papers to the ICB.

It also serves as proof of successful registration, which you can use to verify your bookings after performing them via the "Exam Registration" menu function.

Exam Results report generates a report by selecting one of the available exams listed.

Figure 15



The results report will generate a report which lists all the students that have entered for the exam you have selected, (See Figure 16)

Figure 16

ICB Assignment mark obtained, based on PoE including ICB Assignments 1 & 2 (class test)

Percentage achieved for the Final Exam For all three outcome levels of Business Literacy i.e. NQF L3, L4 & L5

Student details, ICB ref number
Surname & First Name

Result obtained per question of the Final Exam

30% of ICB Assignment result contributes toward the final result. Weightings applied as per ICB Exam Policy

70% of Final Exam result contributes toward the final result. Weightings applied as per ICB Exam Policy

ASSESSMENT OUTCOMES

Boston - Alberton																													
Business Literacy 3 - 14 Mar 2016																													
Ref No	Surname	First Name	Formative	Summative												Competence											C/NYC		
				Q1 (Level 3)		Q2 (Level 3)		Q3 (Level 4)		Q4 (Level 5)		Q5 (Level 3)		Q6 (Level 3)		Q7 (Level 4)		Q8 (Level 5)		L 3 Summative %	L 4 Summative %	L 5 Summative %	L 3 Summative	L 4 Summative	L 5 Summative	L 3 Overall		L 4 Overall	L 5 Overall
				%		%		%		%		%		%		%		%		%	%	%	%					%	%
845209	Khwinana	Sibongile	59	15	60	10	50	7	35	8	40	6	24	21	84			49	48	48	18	34	33	33	32	51	51	NYC	
863807	Meyer	Shereene	Supp	18	72	19	95	15	75	10	50	8	32	10	40			72	69	60	Su	51	48	42	72	69	60	Car L5	

Overall/Final result percentage obtained, based on 30% PoE & 70% Final

Exam Status:

C = Competent
NYC=Not yet competent

Provider Submission Status – With this report you are able to determine where in the process your scripts are after sending them in to the ICB for marking.

Please allow 7 working days, after submitting your PoE/Scripts to the ICB before checking this system, for it to be updated.

Examiners Reports – These reports are available after the marking cycle is complete. Only the subjects that have been entered by your college will display as available.

Provider Invoices – You can generate your own invoices after exam registration has been completed.

Management

The screenshot shows the ICB Provider Portal interface. The top navigation bar includes the ICB logo, a user profile for 'Mel', and buttons for 'Change Provider' and 'Logout'. The main content area is titled 'Provider Particulars' and contains a 'Provider Information' form. The form fields include: Phone Number (011 3302153), Fax Number, Address Line 1 (Suite 287), Address Line 2 (Private bag X5), Address Line 3, City (Norwood), Postal Code (2117), Country (South Africa), Latitude (Deg, Min, Sec), Longitude (Deg, Min, Sec), and Website (www.boston.co.za). A 'Please Note' box states: 'Please be aware that the ICB shall be notified of any changes made to address fields to come and inspect any new premises for suitability i.e. quality control purposes. This will attract a fee, as per the ICB prospectus. Fields indicated with * are required.' Below this is a 'Learner Portal Results View Permission' section with a text description and an 'Enable View Permission' button. An 'Edit Detail' button is located at the bottom left of the form area.

Provider Particulars – On this menu you are able to update provider details specific to the provider/branch you are signed in as.

ICB Student Portal – Results Permissions View

Note: This permissions view is only applicable to classroom/face to face providers.

There are three permission settings that can be enabled in order to grant a classroom based student access to view their results on the ICB student portal.

Global Permissions – This will allow all students registered with sign in provider to be able to view their results (*Use with extreme caution*), on the ICB Student Portal.

ICB PROVIDER PORTAL Hello Mel (Boston - Braamfontein) [Change Provider](#) [Logout](#)

Logged in as **Mel**

Provider Particulars

Provider Particulars

Provider Information

Contact Details

Phone Number:

Fax Number:

Address Line 1:

Address Line 2:

Address Line 3:

City:

Postal Code:

Country:

Latitude:

Longitude:

Website:

[Edit Detail](#)

Please Note

Please be aware that the ICB shall be notified of any changes made to address fields to come and inspect any new premises for suitability i.e. quality control purposes. This will attract a fee, as per the ICB prospectus.

Fields indicated with a * are required.

Learner Portal Results View Permission

Learner's results view permission to access results via the Learner Portal can be managed from here. Individual learners' permissions can be overridden on their respective information pages.

[Enable View Permission](#)

Student Specific Permission – enabling this permission will only affect the student that you have viewed. Therefore only this student would be able to view their results via the ICB Student Portal.

Learner Information

Learner Information

Reference No:

Title:

First Name:

Middle Name:

Last Name:

Contact Details

Email:

Mobile Number:

Phone Number:

Fax Number:

Address Line 1:

Address Line 2:

Address Line 3:

City:

Postal Code:

Area:

Country:

Learner Specifics

Date of Birth:

ID Number:

Gender:

ID Type:

Equity:

Demographics

Nationality:

Language:

Residency:

Disability:

Socio-Economic:

Education:

City Matriculated:

Area:

Post Code:

Municipality:

Learner Portal Results View Permission

This learner's results view permission to access results via the Learner Portal can be changed to override Institution policy. Individual exams can also be overridden in the list below.

[Disable View Permission](#)

Please Note

Fields indicated with a * are required.

[Edit Learner Detail](#)

Exam Specific Permission – this will enable the viewing of results for a specific exam only. You will only be able to enable this permission if the exam was administered by your provider/branch.

Exam List							
Subject	ExamDate	Result	ExamStatus	ExamVenue	View Results	Learner View	Postpone
Admin: RPLA	31-Dec-2100			Unknown			
BSL3	12-May-2014	62.00 %	Competent	Boston - Alberton			
BSL1	12-May-2014	75.00 %	Competent	Boston - Alberton			
BSL2	12-May-2014	66.00 %	Competent	Boston - Alberton			
JBPR	09-Jun-2014	81.00 %	Competent	Boston - Alberton			
JBTB	31-Dec-2100	N/A	Exempted	Exemption (Conditional - With PoE)			
SBFS	18-Aug-2014	72.00 %	Competent	Boston - Alberton			
SBCM	20-Oct-2014	80.00 %	Competent	Boston - Alberton			
TFBL	11-May-2015	60.00 %	Competent	Boston - Alberton			
TFIT	13-Jul-2015	55.00 %	Not yet competent	Boston - Alberton			

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This concludes the permission function to allow classroom based/face to face students to view their results on the ICB Student Portal.

For support and general queries email support@icb.org.za or call 021-659 1300