5. New Candidate PIN Application

Contents

Quest – Candidates tab

- Existing candidates who already have PINs from previous examinations can be added to the session immediately through the **'Add Candidate Bookings'** button

    The system also enables you to make alterations to any examination entry – see the **'Adding candidates to Application'** section.

New Candidates - Request PINs

You need to request new candidate PINs for any candidates taking exams with the ISTD for the first time by selecting the **'Request PINs'** button:

Pressing this button will open a new tab on your screen within Quest.

The '**Request PINs**' screen consists of the following fields, some of which are mandatory, and these are marked with an asterisk (*):

- First Name * – Insert the legal first name in Latin characters (Accents are permitted)
- Middle Name – Insert the legal middle name(s) if any in Latin characters (Accents are permitted)
- Last Name * – Insert the legal surname(s) in Latin characters (Accents are permitted)
- Certification Name – Select the name order to appear on the certificate and timetable
  We acknowledge that in some countries it is usual to display names in a different order than in the UK, however it is necessary for all countries to adhere to the principle that the name on the ISTD certificate must be the candidate's legal name, appearing in the order provided by teachers at the time of registration.
- Date of Birth * – Insert the date of birth in the format DD/MM/YYYY or select it by pressing the calendar symbol.

- Gender * – Select the gender
- Country * – Select the country the candidate is residing in
- Previous Surname – Insert any known previous surname(s)
- ULN – This is not applicable for candidates residing outside the UK

- City – Insert the city the candidate is residing in
- County – Insert the county/region/state the candidate is residing in
- Nationality – Select the nationality

Once you have added the first candidate, press the **'Add New Row'** button, and follow the same process until all your new candidates have been added.

Candidate Legal Name

When registering a new candidate, you must provide their legal first and last name. Their middle name isn't mandatory, but we encourage that it is included with registering a candidate.

Certificate Name

It is possible to request a certificate name that varies from the candidate registration name, for example, it can include the middle name or have a different name order.

To do this please select the correct certificate name from the drop down.

'The '**Certificate Name**' selected will be displayed on the timetable and printed on the candidate's certificate. However, on the report sheet, the candidate's name will appear in the format 'Name, Middle name, Surname'.

Submitting Candidates

When you press the '**Submit Candidates**' button, your request for the new PINs will be sent to ISTD.

ISTD will review your application and check for possible duplicates and issue PINs for your new candidates. <u>Please note this process can take up to one working day</u>.

Receiving New PINs

Once your PINs have been processed by the ISTD you will receive an email that will include a list of PIN numbers issued for your new candidates.

Learner Registration Import Results - ENGLAND-44017-QuestUser-240123-1343.

IQ ISTD QUEST
To

Learner Registration Submission Notification
User 44017 (from Centre : Centre - Augustine Van Oppeln) has submitted the following Learner information
Thank you for submitting your registration details electronically
Batch Name: ENGLAND-44017-QuestUser-240123-1343
The results are as follows (Please check for any failed records).

LearnerCode	FirstName	LastName	Status	Qualification	Pathway	Unit	Information
124357	Betty	Summer	Registered				
124358	Carina	Turner	Registered				
124359	Jon	Kim	Registered				

PARNASSUS