

5. New Candidate PIN Application

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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.

Application Logistics **Candidates**

Request Pins Add Candidate Bookings Edit Candidate Booking Delete

Reset All Filters Show 10 entries

PIN First Name Last Name Age

Type to filter Type to filter Type to filter

Showing 0 to 0 of 0 entries

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:

Application Logistics **Candidates** Timetable Fees Results Notes (0)

Request Pins Add Candidate Bookings Edit Candidate Booking Delete

Reset All Filters Show 10 entries

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

QUEST - Exam Session x QUEST - Request PINs x +

quest.istd.org/ExamPeriod/RequestNewPins

Imperial Society of Teachers of Dancing **Quest** Request PINs Help Change Password Log Out

EXAM MANAGEMENT

The following form enables a user to request PINs for the ISTD system.

Both UK and International teachers must register their students using their full given and family names – their legal name. This legal name will then appear on the examination timetable and will also appear on the certificate. We acknowledge that in some countries it is common 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.

Please complete a row for each new candidate. When you have finished click the "Submit Candidates" button.

Teacher	First Name *	Middle Name	Last Name *	Certificate Name	Date of Birth *	Gender *	Country *
Please Select.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	DDMMYYYY	Please Select.	Please Select.

Add New Row Submit Candidates Cancel

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.

Teacher 44017 Quest User

First Name *	Middle Name	Last Name *	Certificate Name	Date of Birth *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	DDMMYYYY

Add New Row Submit Candidates Cancel

- 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

This screenshot shows the first row of a table for adding new candidates. The row contains the following fields: 'Date of Birth' with a calendar icon and a placeholder 'DD/MM/YYYY'; 'Gender' with a dropdown menu showing 'Please Select'; 'Country' with a dropdown menu showing 'Please Select'; 'Previous Surname' with a text input field; 'ULN' with a text input field; and 'City' with a text input field. A horizontal scrollbar is visible at the bottom of the row.

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


This screenshot shows the second row of the table, which is currently empty for data entry. It contains the same set of fields as the first row: 'Previous Surname', 'ULN', 'City', 'County', and 'Nationality' (a dropdown menu showing 'Please Select..'). A horizontal scrollbar is visible at the bottom of the row.

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.

This screenshot shows the bottom of the form. At the top, there is a 'Teacher' dropdown menu with '44017 Quest User' selected. Below this are three input fields for 'First Name', 'Middle Name', and 'Last Name'. A red 'X' icon is positioned to the left of the 'First Name' field. At the bottom, there are three buttons: 'Add New Row' (circled in red), 'Submit Candidates', and 'Cancel'.

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.

First Name *	Middle Name	Last Name *
 <input type="text" value="Betty"/>	<input type="text" value="Jane"/>	<input type="text" value="Summer"/>

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.

Certificate Name

Betty, Summer

Betty Jane, Summer

Betty, Summer, Jane

Summer, Betty

Summer, Betty, Jane

Jane, Betty, Summer

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.

Teacher	Quest User				
First Name	Middle Name	Last Name	Display Name	Date of Birth	Gender
Betty	Jane	Summer	Betty Jane, Summer	01/02/2013 00:00:00	Female
Carina		Turner	Turner, Carina	02/03/2014 00:00:00	Female
Jon	Sun	Kim	Kim, Jon, Sun	03/04/2015 00:00:00	Female

3 candidate(s) have been submitted to ISTD for processing. You will receive a confirmation email with the learner PINs when they have been successfully registered.

[Close and Return to Pin Entry Screen](#)

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

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.



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				

