

Accessing Your Exam Results on ProPortal

You will be able to access your exam results via the Student ProPortal on:

*It is recommended that you practise the routine below during the week leading up to exam results day to ensure you remember passwords etc. **however, please note that the site will be offline on the 16th & 23rd August.***

A Levels & Vocational L3:
17th August 2023 from 8:00am
GCSE & Vocational L1/L2:
24th August 2023 from 8:00am

Accessing ProPortal from Home

- 1) You can access the Student ProPortal from home in three different ways
 - a) Visit www.vle.newcollege.ac.uk – click on **ProPortal** in the **top menu** (there is no need to login to the VLE first!)
 - b) Or visit www.newcollege.ac.uk and selecting **Staff, students & parents** from the top menu and then selecting **ProPortal** from the Students area
 - c) Or you can type portal.newcollege.ac.uk/portal directly into your browser.
- 2) Whenever you are outside of college, you must log in to ProPortal using your normal Student ID and normal computer password.

Students

- > Email
- > ProPortal
- > VLE

IMPORTANT: Our IT Department will be manned from 8:00am on Results Day for students who have forgotten their passwords or have difficulty logging in – please call their direct line on 01793 209562 or email ict.helpdesk@newcollege.ac.uk

- 3) Do not be alarmed if your dashboard looks blank or a message appears saying **No Student Records found** – you will need to change the academic year in the top right corner of the home page back to **22/23**



- 4) Select **Student Details** page from the **Learner Information Menu** Bar/Button
- 5) Your final grade will be displayed to the right of your course in the **Enrolment Details** table (this may look a little different if you are viewing on a mobile – but the grade will be in the box allocated to each enrolment)

Enrolment Details

Student Group	Course	Status	Grade
Q1-1617 (AS ProMonitor)	Q1 (AS Advanced ProMonitor)	Continuing	B
Q2-1617-16791 (GCSE Introduction to ProMonitor - A)	Q2 (GCSE Introduction to ProMonitor)	Continuing	C
Q3-1617 (BTEC Further ProMonitor Skills)	Q3 (BTEC Further ProMonitor Skills)	Continuing	P

- 6) You will also be able to view your full **Statement of Exam Results** which includes results for units by:

- a) Selecting **Reports** from the top horizontal menu
- b) Then select **6. Statement of Examination Results** and click on the **PDF** icon to the right to download.

Please remember to close the system down once you have finished to avoid overloading the system

GRADE QUERIES: If you are expecting a grade and do not have one, or have a query about the result, please contact our Exams office: email exams@newcollege.ac.uk or Tel: (North Star 01793 498222/498221, Queens Drive 01793 202450 / 202449).