

Entering assessment results for training providers

1 Navigate to Courses in the top bar.

The screenshot shows the iosh dashboard interface. In the top navigation bar, the 'Courses' link is highlighted with an orange circle. A tooltip box is positioned over the 'Courses' link, containing the text: "Book training courses and delegates; view all training courses you have created." Below the navigation bar, the main content area features the 'Blue Origin' logo and the text "This training provider is currently active." At the bottom of the content area, there are three teal-colored buttons with white icons and text: "Licences" (with a checklist icon), "Courses" (with a calendar icon), and "Credit and invoices" (with a clipboard icon). A partial fourth button is visible on the right edge.

2

Find the course from the list or from the search filters at the top. Select the drop down button.

4. CB-001579 Managing Safely Refresher V2.0	Confirmed	▼
Trainer	gavin embley	
Delivery method	Virtual	
Location	Bengaluru	
Start date	14 January 2026	

5. CB-001366 Working Safely v 5.0	Confirmed	▼
Trainer	Matt Woodcock	
Delivery method	Classroom	
Location	Wigston	
Start date	01 January 2026	

6. CB-001544 Managing Safely V 5.0	Confirmed	▼
Trainer	gavin embley	
Delivery method	Virtual	
Location	Bengaluru	
Start date	01 January 2026	

7. CB-001549 Managing Safely V 5.0	Confirmed	▼
Trainer	gavin embley	

3

Select Manage delegates.

5. CB-001366 Working Safely v 5.0	Confirmed	^
Trainer	Matt Woodcock	
Delivery method	Classroom	
Location	Wigston	
Start date	01 January 2026	
End date	01 January 2026	
Delegate capacity	20	
Delegate total	21	
Manage delegates	View, edit, confirm or cancel registered delegates.	

y/?bookingId=5cb9d39c-4404-4e19-8352-b1...

4 Select Add delegate results.

View and manage delegates

Manage your delegates, assign documents and confirm their attendance on your training course here. Once delegates are confirmed, you will be able to enter their results at the end of the course. Follow these steps: 1. Assign documents; 2. Confirm delegates; 3. Submit results.

Working Safely v 5.0 - CB-001366

The number of delegates has reached or exceeded the maximum threshold of 20.

Step 3. Add delegate results

Step 1. Assign documents

Step 2. Confirm delegate attendance

Start typing...



1. Lauren Harris

DEL-00002318

Cancelled

2. Michaela Patton

DEL-00002303

Cancelled

3. Christopher Torres

DEL-00002316

Confirmed

5 This should navigate down the screen to the results table where training providers can enter their delegate results.

- Add delegate results here, then click 'Update results' below this table.
- Once you have clicked 'Update results' re-open the results table and click 'Submit' next to each entry to confirm your results.
- The outcome of pass or fail will then be displayed next to each delegate.
- For delegates who fail, resit result entry fields will appear on this table.
- Enter resit results when available.

DEL-00002309		
Bailey Kelley DEL-00002310	<input type="text" value="0"/>	<input type="text" value="0"/>
Mark Jelly DEL-00002120	<input type="text" value="0"/>	<input type="text" value="0"/>
Dawn Miller DEL-00002314	<input type="text" value="0"/>	<input type="text" value="0"/>
Stephen Mcgee DEL-00002306	<input type="text" value="0"/>	<input type="text" value="0"/>
Tiffany Patel DEL-00002317	<input type="text" value="0"/>	<input type="text" value="0"/>
Jedward Moore DEL-00002302	<input type="text" value="0"/>	<input type="text" value="0"/>
Jose Lee DEL-00002315	<input type="text" value="0"/>	<input type="text" value="0"/>
Michael Jacobson DEL-00002305	<input type="text" value="0"/>	<input type="text" value="0"/>
Jess TestOctTwo DEL-00002473	<input type="text" value="0"/>	<input type="text" value="0"/>
Eric Blair DEL-00002301	<input type="text" value="0"/>	<input type="text" value="0"/>
Jeffrey Davis DEL-00002307	<input type="text" value="0"/>	<input type="text" value="0"/>
Lisa Carr DEL-00002319	<input type="text" value="0"/>	<input type="text" value="0"/>
Kathleen Nunez DEL-00002304	<input type="text" value="0"/>	<input type="text" value="0"/>

6 Once all results are entered, select Update results.

DEL-00002313	<input type="text"/>	<input type="text"/>
Linda Nunez DEL-00002308	<input type="text" value="0"/>	<input type="text" value="0"/>
Robert White DEL-00002312	<input type="text" value="0"/>	<input type="text" value="0"/>

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7 Training providers will receive the message below confirming their results were uploaded successfully. They will now need to confirm their results.

View and manage delegates

Manage your delegates, assign documents and confirm their attendance on your training course here. Once delegates are confirmed, you will be able to enter their results at the end of the course. Follow these steps: 1. Assign documents; 2. Confirm delegates; 3. Submit results.

Delegate results were updated successfully. Remember to click 'Confirm results' to complete your results entry. To do this, re-open the results table by clicking 'Add delegate results'. Then click 'Confirm results' next to each results entry.

8 Select Add delegate results.

View and manage delegates

Manage your delegates, assign documents and confirm their attendance on your training course here. Once delegates are confirmed, you will be able to enter their results at the end of the course. Follow these steps: 1. Assign documents; 2. Confirm delegates; 3. Submit results.

Delegate results were updated successfully. Remember to click 'Confirm results' to complete your results entry. To do this, re-open the results table by clicking 'Add delegate results'. Then click 'Confirm results' next to each results entry.

Working Safely v 5.0 - CB-001366

The number of delegates has reached or exceeded the maximum threshold of 20.

Step 3. Add delegate results

Step 1. Assign documents

Step 2. Confirm delegate attendance

Start typing...



1. Lauren Harris

DEL-00002318

Cancelled

2. Michaela Patton

DEL-00002303

Cancelled

9 Select Add delegate results to navigate to the results table.

View and manage delegates

Manage your delegates, assign documents and confirm their attendance on your training course here. Once delegates are confirmed, you will be able to enter their results at the end of the course. Follow these steps: 1. Assign documents; 2. Confirm delegates; 3. Submit results.

Delegate results were updated successfully. Remember to click 'Confirm results' to complete your results entry. To do this, re-open the results table by clicking 'Add delegate results'. Then click 'Confirm results' next to each results entry.

Working Safely v 5.0 - CB-001366

The number of delegates has reached or exceeded the maximum threshold of 20.

Start typing...



Add Delegate Results

1. Lauren Harris

DEL-00002318

Cancelled

2. Michaela Patton

DEL-00002303

Cancelled

3. Christopher Torres

Confirmed

10 Select Confirm results.

hip.net/dashboard/delegate-listing/?bookingId=5cb9d39c-4404-4e19-8352-b1cb6bfcc04f

Step 3. Add delegate results

Name	Results		Validations	Outcome
	1	2		
Lauren Harris DEL-00002318	<input type="text" value="1"/>	<input type="text" value="1"/>		
Michaela Patton DEL-00002303	<input type="text" value="0"/>	<input type="text" value="0"/>		
Christopher Torres DEL-00002316	<input type="text" value="0"/>	<input type="text" value="0"/>		
Kyle Banks DEL-00002309	<input type="text" value="0"/>	<input type="text" value="0"/>		
Bailey Kelley DEL-00002310	<input type="text" value="0"/>	<input type="text" value="0"/>		
Mark Jelly DEL-00002120	<input type="text" value="0"/>	<input type="text" value="0"/>		
Dawn Miller	<input type="text" value="0"/>	<input type="text" value="0"/>		

11 Once the training provider opens the results table again, their delegate should look like the below once confirmed.

Step 3. Add delegate results

Name	Results		Validations	Outcome
	1	2		
Lauren Harris DEL-00002318	<input type="text" value="1"/>	<input type="text" value="1"/>		
Michaela Patton DEL-00002303	<input type="text" value="0"/>	<input type="text" value="0"/>		
Christopher Torres DEL-00002316	<input type="text" value="0"/>	<input type="text" value="0"/>		
Kyle Banks DEL-00002309	<input type="text" value="0"/>	<input type="text" value="0"/>		
Bailey Kelley DEL-00002310	<input type="text" value="0"/>	<input type="text" value="0"/>		