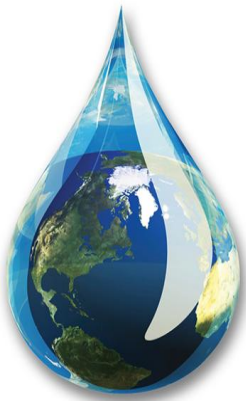




PORTAL – User Guide

Proficiency Online Reporting and Trend AnaLysis

<https://portal.proficiencytestingschemes.com>



Science
for a safer world

Introduction

PORTAL is the primary reporting method for all LGC PT schemes. It can be setup in a number of ways, whether you decide to have one user who submits all the results for your analysts, or have each analyst submit their own results; it is all possible with PORTAL.

We recommend that you take a few moments to read this user guide in order to get a feel for PORTAL and decide how it can be utilised for your organisation.

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1. User permissions

There are Three types of user permissions referred to throughout this guide; **administrator**, **analyst and group administrator**. Before using the website it is important to understand the differences between them.

Administrator

Whenever you register a scheme onto PORTAL, the person who registers it will automatically become the lab administrator.

The 'Administrator' is the person that LGC considers to be responsible for the management of the PT scheme within your organisation. It is always the person that you identify as the laboratory contact when you order the scheme.

Once the account has been created the administrator must then create accounts, or give permissions to any other user that wants to access the scheme controlled by them.

Administrators can:

- Submit their results and the results of other analysts
- View reports
- Perform trend analysis on their results and the results of other analysts
- Change their details
- Manage users on the scheme for which they are an administrator
- Add new schemes to their account
- Set regional configuration

Analyst

Analysts are created by the administrator. They can be told their log-in details, or the administrator can submit results on their behalf and therefore they do not need to be told their log-in details.

Analysts can:

- Only submit their results
- View reports
- Only perform trend analysis on their results
- Change their details
- Add new schemes to their account
- Set regional configuration

Group Administrator

This permission allows a senior manager of an organisation the ability to look at an overview of the labs they manage. This gives the senior manager a better insight into how their labs perform.

With limited access the group administrator can:

- View group reports
- View all their labs individual reports

Whether you are an administrator, an analyst or a group administrator, you will only ever have one username and password to use on PORTAL, but you will have a different Lab ID for each scheme you participate in. You will be able to log in using any of your Lab ID numbers and then your single username and password.

If you purchase additional schemes in the future you can link them via the PORTAL website. This will enable you to perform all tasks for your newly purchased scheme.

Scheme registration details will always be sent to the main lab contact we have on record for you, we consider this contact to be the person responsible for the PT scheme.

2. Registering a scheme

You will receive a list of contents attached to your sample shipment and a despatch email on the despatch date. You will find your verification details on these documents. To register your account simply go to www.lgcpt.com/portal and click 'I don't have an account' then follow the guidance on screen. You may choose your username and password, please keep these safe.

If you already have an account on PORTAL, and you are registering a newly purchased scheme, you can add this to your existing account. Simply log in to PORTAL with your existing details and select 'My Schemes'. You should then enter the verification data shown on either the list of contents or despatch email for the new scheme.

If you cannot locate the list of contents' or haven't received the despatch email, please contact our customer services department via e-mail and a new document will be sent to you.

E-mail ptcustomerservices@lgcgroup.com

Your list of contents will look similar to this:



Shipment ID: 1255244
Despatch Date: 18/05/2015
Customer No.: LGCPTBURY
Route ID: LGCBURY
Lab ID: AF0022
Email Address: ptsupport@lgcgroup.com

LGC Standards PT
LGC Standards PT
1 Chamberhall Bus. Park
Chamberhall Green
Bury
Lancashire BL9 0AP

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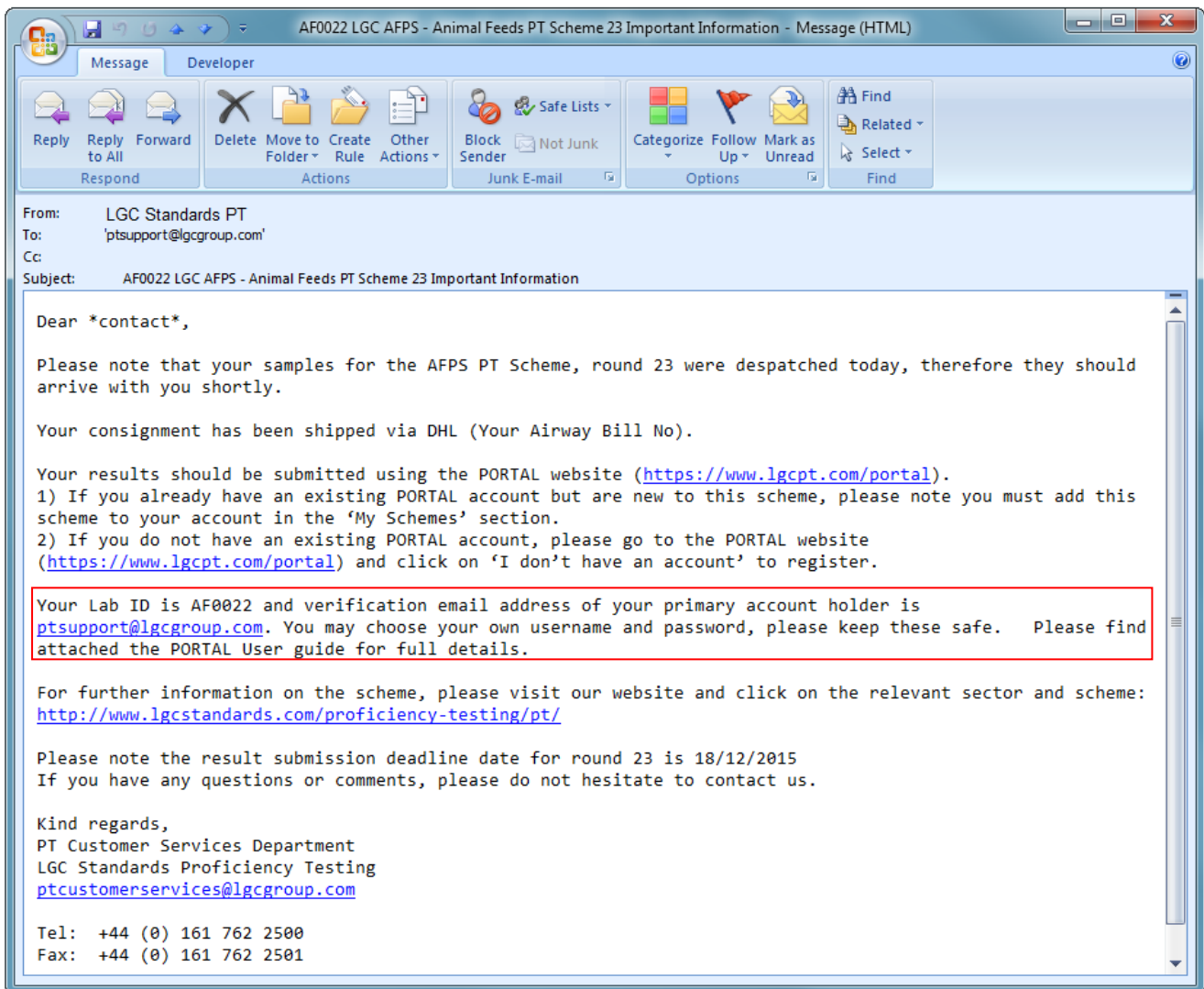
Ref	Description	Order No.	Qty
PT-AF-03	3 - Fat Quality	LGCPTBURY	1
PT-AF-06	6 - Salmonella (P/A)	LGCPTBURY	1
PT-AF-07	7 - Indicator organisms	LGCPTBURY	1
PT-AF-10	10 - Clostridium perfringens/species	LGCPTBURY	1

These test materials are supplied for use in connection with your participation in LGC Proficiency Testing Schemes.

LGC Standards Proficiency Testing, 1 Chamberhall Business Park, Chamberhall Green, Bury, BL9 0AP, UK

Tel: +44 (0)161 762 2500 Fax: +44 (0)161 762 2501 Web: www.lgcstandards.com

Your despatch email will look similar to this:



3. Logging in

To start using PORTAL open your internet browser and in the address bar enter **<https://portal.proficiencytestingschemes.com>**

Before you can login you must have a Lab ID which is provided to you by us and a username and password. This is either created by yourself, or it will have been given to you by the administrator of your PT scheme.

If you have multiple Lab ID numbers feel free to use any of them. Once you have logged in you will be able to gain access to all the schemes you have permission for.

4. Regional Settings

After logging into the website for the first time you will see a screen asking you to set your time zone. Setting your time zone will ensure that PORTAL works correctly for you.

In addition to the time zone you can also choose how you would like to see numbers formatted. The following options are presented to you:

Option 1

Decimal Symbol(.)
Digit Grouping Symbol (,)
256,000.000

Option 2

Decimal Symbol (,)

Digit Grouping Symbol (.)
256.000,000

This setting is used to format any numbers which you enter into PORTAL.

Your time zone and number format can be updated by visiting the 'Your Account' section of PORTAL. This is located in the top right hand corner of the site.

5. Site navigation

- a. Members' home page
After logging into the website you will be taken to the members' home page. Here you will see news articles relating to our PT schemes and the PORTAL system.
- b. Menu bar
Across the top of each screen you will see the menu bar. It is used to navigate your way around PORTAL.

You may find that some options are missing dependant on your permission level.

[Submit Results](#) [Reports](#) [Trend Analysis](#) [Manage Users](#) [My Schemes](#) [My Schedule](#) [Help](#)

- c. Breadcrumb navigation
Beneath the menu option is a breadcrumb trail that shows where you are within PORTAL. Each previous location is linked and clicking the link will take you back to your previous location.
[Home](#) > [Manage Users](#) > Add Existing User
- d. Drop down lists
Throughout PORTAL we utilise drop down lists. Click the down arrow and select the option that applies to you, in some cases you may also need to click a 'GO' button which will be located next to the drop down list.

Filter by scheme:

6. Manage Users

Staff who wish to submit results via PORTAL, or wish to access it **must** have an account created for them, and this is done via the 'Manage Users' section. It is important to create accounts for all users as it enables us to provide complete data traceability throughout the system.

Administrators are the only people who can create accounts, and they can only create them for the scheme they administer. Once an account has been created the staff member will then be visible to administrators of other schemes within your organisation. The administrator of another scheme can then select the staff member and give them permission to also see their scheme.

- a. List of users
A list of users will be displayed after selecting the scheme for which you want to manage users. Brief details belonging to each user are displayed within their user record, as shown below.

Donna Hilton		Paul Craig	
Username	donna.hilton@lgcpt.com	Username	william.howard@lgcpt.com
Initials	DH	Initials	PC
Email Address	donna.hilton@lgcpt.com	Email Address	william.howard@lgcpt.com
Permission Level	Administrator	Permission Level	Analyst
<input type="button" value="Edit Details"/> <input type="button" value="Remove User From Scheme"/>		<input type="button" value="Edit Details"/> <input type="button" value="Remove User From Scheme"/>	

The users shown here have permission to access the scheme you administer and you can also see their specific permission level within the record.

- i. Edit details
If you click the edit details option on a record you will be able to change details such as, the permission level, e-mail address or password. Please note that the initials you enter

will be used in your laboratory individual report to identify the individual analyst results. You may choose to either use the actual initials of the analyst or you can use your own systems of IDs (limited to four alphanumeric characters).

ii. Remove from scheme

Selecting this option will remove the user from the scheme you are managing but, it will not delete the user. If the user logs onto PORTAL they will not be able to access the scheme they have been removed from.

A user who has been removed can be added again by selecting 'Add an existing user'.

b. Add New User

There are two steps to adding a new user:

i. Add an existing user

If the staff member you would like to add does have an account on PORTAL, they may already exist in the available users list.

Select the user from the drop down list, set their permission level and click the add user button. The user will now be visible in the list of users.

ii. Create a new user

If the staff member you would like to add is not in the list of available users select the 'Create a new user' option.

Fill in the details required and select a username / password of your own choice. If the staff member does not have an e-mail address you may use your own or a generic e-mail address within your organisation. **If a generic e-mail account is used, we recommend it does not breach any confidentiality within your organisation. The new user will automatically have analyst level permissions these can be changed during this process.**

After the account has been created they will be visible in the list of users.

7. Submit results

To begin submitting results for any scheme you must select 'Submit Results' from the menu bar.

a. Results submission process

To ensure results are submitted successfully you should ensure the following process is adopted when submitting results:

- Select the correct scheme and round
- Choose to enter results by sample or analyte
- Enter your results
- Ensure you have nominated at least one lab result
- View the results summary
- Confirm your results when you are happy

The following instructions will explain how to complete the tasks outlined in the process.

b. Screening Profile

Some scheme utilise a screening profile. The screening profile records which analytes you report within a given sample, and by default it is blank. Before entering your results you should configure your screening profile after which it is saved and re-used in future rounds.

To configure your screening profile, follow the instructions below:

1. Log into PORTAL
2. Click 'Submit Results'
3. Click 'Enter Results' on the latest round
4. Click '+/- Analytes' as circled below
5. Alternatively, you can access the screening profile by clicking 'Your Account' followed by 'Screening Profile'

6. Ensure the correct scheme has been selected. Only schemes that use a screening profile will be displayed in this list.
7. Select a sample
8. Select all the analytes that apply to you
9. Repeat steps 7 & 8 for all samples
10. Click 'Enter Results'

The screening profile can be updated at anytime during your participation.

c. Nominating results

The nominated result(s) will contribute to the report statistics and will be displayed in the main report.

Results that are not nominated will be assigned a z score, where appropriate, and will appear in the individual report. These results will not contribute to the statistics or appear in the main report.

You can nominate up to *three results, these can be specific to an analyst or for your lab as a whole, however, each of the three must report by different methodologies'.

Up to ten non-nominated results can be submitted. Non-nominated results can be used to compare methods, analysts or instruments..

An FAQ guide containing a more in depth explanation is available on the PORTAL site with the help section.

* Number of nominated results is restricted to one if you are participating in a clinical PT scheme.

d. Scheme selection

After selecting the 'Submit Results' option you will now see the scheme selection page. This displays every scheme your organisation participates in, however, the permission you have to each scheme dictates whether you can submit results for them.

It is possible to filter the list of schemes to a specific one using the drop down list labelled 'Filter by scheme'.

Once you can see the scheme and round required there are two options.

i. Enter Results

Clicking enter results will take you to the analyte selection page for the chosen scheme and round.

The screenshot shows the LGC Standards PT Schemes portal. At the top, there is a navigation bar with the LGC logo, the text 'LGC Standards PT Schemes Promoting excellence through proficiency testing', and a user profile for Michael Middlehurst with links for 'Your Account' and 'Logout'. Below the navigation bar, there are tabs for 'Submit Results', 'Reports', 'Trend Analysis', 'Manage Users', 'My Schemes', 'My Schedule', and 'Help'. The main content area shows a breadcrumb trail 'Home > News > Submit Results' and a filter dropdown set to 'All Schemes'. A table lists various schemes with their respective rounds, open dates, and deadline dates. Each row includes 'Enter Results' and 'View Results' buttons.

Scheme	Round	Status	Open Date	Deadline Date	Submit	Review
TDM	134		25 November 2014	22 December 2014	Enter Results	View Results
COSMETICS	16		24 November 2014	19 December 2014	Enter Results	View Results
OIL	223		24 November 2014	19 December 2014	Enter Results	View Results
AFPS	19		24 November 2014	19 December 2014	Enter Results	View Results
BAPSCHEM	251		24 November 2014	09 January 2015	Enter Results	View Results
TOYTEST	60		24 November 2014	22 December 2014	Enter Results	View Results
QBS	223		17 November 2014	12 December 2014	Enter Results	View Results
HYGIENE	223		17 November 2014	12 December 2014	Enter Results	View Results
AQUACHECK	478		17 November 2014	15 December 2014	Enter Results	View Results
NIMS	223		17 November 2014	12 December 2014	Enter Results	View Results

ii. View Submitted Results

Clicking view submitted results will take you to the results summary page for the chosen scheme and round.

e. Analyte selection

Analyte selection is split into two tabs – Sample Entry or Analyte Entry. Sample entry is the default result entry method and this allows you to see all results on a single page. Analyte entry can be set as default by selecting 'Make this my default view'. To begin results entry select a sample or analyte as appropriate. The results entry screen differs slightly between the two options and this is explained further below.

f. Import previous round data

By default PORTAL will always import the round data that you entered for your chosen analyte, in the last round you participated in.

All round data will be imported in the same order as you entered in the previous round.

The only values that are not imported are the result, uncertainty and analysis date.

g. Results entry

Results can be entered in two ways, either by selecting the analyte name or the sample name.

i. Analyte results entry

If you select the analyte name you will see the grid shown below. If you cannot see the results entry fields please click 'New'.

New	Edit	Delete	Select All Results	Unselect All Results	Import Previous Round Data					
Select	Analyst	Method	Result	Unit	Uncertainty	Uncertainty Unit	Analysis Date	Nominated Result	Comments	#
	Analyst Permission	Headspace GC	10	µg/L	0.1	µg/L	05/10/2011	<input checked="" type="checkbox"/>		Save Cancel

Enter your results working across the grid from left to right. Each option is either a drop down list of pre-defined values or a results entry field that you can type into:

Analyst - in PORTAL you have the ability to monitor individual analyst results, either within a round or across rounds. In this column you can select the name of the analyst from the drop down list; you will also see a generic analyst called 'Lab Result' which should be used to report any results not associated with a specific analyst.

If 'Lab Result' is selected this result(s) will automatically be selected as your nominated result(s).

Please note:

The analyst is identified in the report by the initials (or other ID) that you set up for each of the users. Analyst initials (or other ID) only appear in the individual reports available to your laboratory, they do not appear in the main report available to all participants.

Method – you select from the drop down list the method that has been used. Where 'Other' is selected you should enter the actual method used in the 'Comments' section.

You can download a list of method codes on the 'Help' section of the PORTAL website.

Result – you either enter the numerical measurement result or select from a list of options from a drop down list

Uncertainty – you enter the standard measurement uncertainty (as an absolute value) for the result entered. This is an optional field but you are strongly encouraged to provide this value. For microbiology schemes please enter uncertainty as a log₁₀ value.

Units – the default units will be displayed. It may be possible depending on the scheme and analyte to select alternative units from a drop down list; PORTAL will then automatically convert your result to the default units during the statistically analysis.

Analysis Date – the date that the analysis was undertaken is entered through the drop down calendar.

Nominated result - check this box if you would like to nominate a result associated to a specific analyst. This will automatically be checked if you have selected 'Lab Result' from the list of analysts'

Comments – enter any appropriate comments. If you have selected 'Other' as the method you should record the actual method used. For some schemes you are required to enter specific comments e.g. interpretation of results, full details will be provided in the scheme instructions.

The results information asked for will vary dependent on the analyte. Any problems with the results information submitted will be displayed in the form of an "error" beneath the results entry field.

When you have completed a result you should press the update button and move on to the next result. The grid will now look like the example below.

New Edit Delete Select All Results Unselect All Results <input checked="" type="checkbox"/> Import Previous Round Data										
Select	Analyst	Method	Result	Unit	Uncertainty	Uncertainty Unit	Analysis Date	Nominated Result	Comments	#
<input type="checkbox"/>	Analyst Permission	Headspace GC	10.00	µg/L	0.1	µg/L	05/10/2011	<input checked="" type="checkbox"/>		Edit Delete

If you would like to edit any of the result data click 'Edit' or to begin entering a new result click 'New'.

Only users with administrator permission are allowed to see every result. If you are user with analyst permission you may see some results displayed with asterisks. These results have been submitted by other users within your laboratory.

New Edit Delete Select All Results Unselect All Results <input checked="" type="checkbox"/> Import Previous Round Data										
Select	Analyst	Method	Result	Unit	Uncertainty	Uncertainty Unit	Analysis Date	Nominated Result	Comments	#
<input type="checkbox"/>	Analyst Permission	Headspace GC	10.00	µg/L	0.1	µg/L	05/10/2011	<input checked="" type="checkbox"/>		Edit Delete
	Administrator Permission	Headspace GC	*****	*****	*****	*****	*****	<input type="checkbox"/>	*****	

ii. Sample Results Entry

If you select the sample name you will see the table shown below

Scheme: Aquacheck

Round: 382 (08 Feb 2010)

Sample: 3A - Inorganic Disinfection By-products

Please enter your result using , as your thousand separator and . as your decimal separator.

Enter results for: Lab Result Import Previous Round Data

Analyte	Method	Result	Unit	Uncertainty	Uncertainty Unit	Analysis Date	Nominated	Comments
Bromide	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/> Clear Row
Bromate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/> Clear Row
Chlorate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/> Clear Row
Chlorite	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/> Clear Row

Current Sample: 3A - Inorganic Disinfection By-products


[Previous sample](#) [Next sample](#) [Back to analyte selection](#)
[View a summary of your results](#)

- Only a single result can be entered per analyst for each analyte, additional results must be entered using the analyte entry level, to access this click the analyte name.
- Lab result is the default analyst, to change this select a new analyst from the drop down list and press 'Go'.
- Previous round data can be imported by checking the box next to 'Import Previous Round Data'.
- All the fields can be edited at the same time, when your results are complete click 'Save'.
- If you don't submit data for a certain analyte please ignore the row in the table. PORTAL will only save the analytes that you have entered results for.
- If you want to delete a result select 'Clear Row' and press 'Save'.
- To move to the next sample use the navigation control in the bottom right corner of the screen.

In certain circumstances a result may not be saved because it has failed a validation check. If a problem has been encountered you will see a message similar to that shown below.

Scheme: Aquacheck
 Round: 382 (08 Feb 2010)
 Sample: 3A - Inorganic Disinfection By-products

Please enter your result using , as your thousand separator and . as your decimal separator.

 The following results have not been saved because the analytes listed below contain errors. Please hover your mouse over each field highlighted red to show the error.

- Bromide
- Chlorate

Analyte	Method	Result	Unit	Uncertainty	Uncertainty Unit	Analysis Date	Nominated	Comments	
Bromide	Colorimetry	1.25	µgBr/L	0.1	µgBr/L		<input checked="" type="checkbox"/>	<input type="text"/>	
Bromate	Ion chromatograph	A result using this method has already been nominated for your lab. Choose a different method or untick the nominated option.							<input type="text"/>
Chlorate	Ion chromatograph	1.256	µgClO ₃ /L	0.1	µgClO ₃ /L		<input checked="" type="checkbox"/>	<input type="text"/>	
Chlorite	Other	0.12	µgClO ₂ /L	0.1	µgClO ₂ /L		<input checked="" type="checkbox"/>	<input type="text"/>	

Enter results for: Danny Cookson Import Previous Round Data

Current Sample: 3A - Inorganic Disinfection By-products

[Previous sample](#) [Next sample](#) [Back to analyte selection](#)
[View a summary of your results](#)

- Results that have not been saved are identified in the information box.
- Results that have failed validation are highlighted in red. To see why the result has failed hover over the highlighted field and the error will be displayed.
- Correct the error and press 'Save'

h. Results navigation control

In the lower right hand corner of the results screen there is a results navigation control. Using the control you can easily move between results in the round, jump to a specific result in the round or easily view your results summary.

i. Results summary

The results summary page shows the results reported for all analytes on one page. Some results may be displayed with asterisks, this indicates that another user has submitted these results and you do not have the correct permission to see them.

You should review all the results you have submitted and ensure they are correct. When you are happy with the results you may click the "confirm all results" button. This will ensure that you receive an e-mail to confirm receipt of the results.

To print the results summary select File > Print from within your Internet browser.

8. Reports

When a report has been issued onto PORTAL an e-mail will be sent to inform you.

To access your report you must first select the 'Reports' option from the menu bar. You must then select the scheme you require from the drop down list of schemes.

Each round will now be listed, along with the types of report available. To download the report in PDF format press the download button.

If you have the Group administrator permission level your reports will be for all the labs you manage and will be found under the Group Reports option on the menu bar

9. Trend analysis

Trend analysis allows you to create customisable charts using your results. It provides an excellent way of comparing results across distributions, against analysts, against method and against other participating laboratories.

To access this feature you should select 'Trend Analysis' from the menu bar. You must then select the type of chart you would like to create.

A list of chart options will now be displayed as drop down lists. Configure the options and then click add to chart; the chart will now be shown.

If you would like to add additional plots' to the chart, configure new chart options and then click add to chart; the new plot will be added to the chart.

To clear a chart, select the chart type and press go.

To save the chart as an image file click "Download Chart". This will allow you to send the chart to non portal users.

10. My Schedule

The "My Schedule" section allows participants to view and print out a schedule showing the years participation in each scheme, with the ability to print your certificate of participation for each year.

To access this feature simply click "My Schedule" on the menu bar at the top of the screen. You must then select the scheme you wish to view the schedule for from the dropdown box. Followed by the year of participation you wish to be displayed.

Once you have chosen the options your schedule will be displayed showing you the samples you have ordered for each round along with the despatch dates and deadline dates corresponding to each round.

Once you have viewed your schedule you can also print it so that you can keep a hard copy by clicking the "Print Schedule" button.

To print your Certificate of Participation simply click "Print Certificate".

Submit Results	Reports	Trend Analysis	Manage Users	My Schemes	My Schedule	Help
--------------------------------	-------------------------	--------------------------------	------------------------------	----------------------------	-----------------------------	----------------------

[Home](#) » [News](#) » My Schedule

1. Choose a scheme	AFPS - Animal Feeds PT Schei
2. Choose a scheme year	2015
3. Print your schedule	Print Schedule
4. Print Certificate of Participation	Print Certificate



Participant Schedule
 Scheme: AFPS - Animal Feeds PT Scheme
 Year: 2015
 Lab ID: AF0022

This table indicates the samples ordered by your laboratory.
 Amendments to your schedule can be made to suit your requirements up to 10 days prior to each despatch.

Round	AF020	AF021	AF022	AF023
Despatch	16-02-15	18-05-15	10-08-15	23-11-15
Deadline	13-03-15	12-06-15	04-09-15	18-12-15
PT-AF-01	1	1	1	1
PT-AF-02	1	1	1	1
PT-AF-03		1		
PT-AF-05				1
PT-AF-06		1		1
PT-AF-07		1		1
PT-AF-08	1			
PT-AF-09			1	

11. Calculate a Performance Score

If you need to re-calculate a performance score because you are investigating an unsatisfactory result or you were unable to submit results prior to the deadline date, you can do so with our performance score calculator. The performance score calculator can be found on the 'Submit Results' page after the main report has been issued. Simply find the scheme and round you missed in the table and click 'Performance Score Calculator'.



[Submit Results](#) [Reports](#) [Trend Analysis](#) [Manage Users](#) [My Schemes](#) [My Schedule](#) [Help](#)

[Home](#) » [News](#) » [Submit Results](#)

Filter by scheme: AQUACHECK PT Scheme

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Scheme	Round	Status	Open Date	Deadline Date	Submit	Review
AQUACHECK	488		15 June 2015	13 July 2015	Enter Results	View Results
AQUACHECK	487		01 June 2015	29 June 2015	Enter Results	View Results
AQUACHECK	486		11 May 2015	08 June 2015	Performance Score Calculator	View Results
AQUACHECK	485		27 April 2015	29 May 2015	Performance Score Calculator	View Results
AQUACHECK	484		13 April 2015	11 May 2015	Performance Score Calculator	View Results
AQUACHECK	483		02 March 2015	30 March 2015	Performance Score Calculator	View Results
AQUACHECK	482		16 February 2015	16 March 2015	Performance Score Calculator	View Results
AQUACHECK	481		02 February 2015	02 March 2015	Performance Score Calculator	View Results
AQUACHECK	480		19 January 2015	16 February 2015	Performance Score Calculator	View Results
AQUACHECK	479		01 December 2014	05 January 2015	Performance Score Calculator	View Results

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LGC Limited Registered in England No 2991879 VAT No 674 0567 21
Registered office: Queens Road, Teddington, Middlesex, TW11 0LY, UK

When the page loads you will see the scheme and round pre-selected, these can be changed if you need to enter results for other schemes whilst you're on the page, simply choose from the dropdowns and click 'Update'.

[Submit Results](#) [Reports](#) [Trend Analysis](#) [Manage Users](#) [My Schemes](#) [My Schedule](#) [Help](#)

Performance Score Calculator

Enter results that were not submitted during the main round, the performance score provided is indicative of the assessment you would have received had your results been submitted during the main round.

Print off a copy of the table for your records.

Scheme: Round: [Update](#)

[Print](#)

Main report issued: 12/06/2015

Performance score calculated: 19/06/2015

Sample	Analyte	Method	Analyst	Unit	Lab Result	Performance Score	Z Score Type	Add Row
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			+

For the purposes of performance assessment for a single round, z and z' scores are interpreted as follows:

z/z' Score	Interpretation	Colour Coding
z ≥ 2.00	Satisfactory result	Green
2.00 < z and < 3.00	Questionable result	Amber
z ≥ 3.00	Unsatisfactory result	Red
No score given	NA	No colour

This performance score calculator is not a proficiency testing report, and has been generated after the publication of the report for the round indicated above, to which the user may have access.

Once you have chosen the options and entered your result your performance score will be calculated and colour coded using data from the main report. You can then add more rows and calculate more results for the same sample or for other samples.

Performance Score Calculator

Enter results that were not submitted during the main round, the performance score provided is indicative of the assessment you would have received had your results been submitted during the main round.

Print off a copy of the table for your records.

Scheme: Round:

Main report issued: 12/06/2015

Performance score calculated: 19/06/2015

Sample	Analyte	Method	Analyst	Unit	Lab Result	Performance Score	Z Score Type	Add Row
<input type="text" value="19C - Polyaromatic Hy"/>	<input type="text" value="Acenaphthene"/>	<input type="text" value="Purge & Trap GC"/>	<input type="text" value="MIKE"/>	<input type="text" value="ng/L"/>	<input type="text" value="191"/>	0.67	ZScore	<input style="width: 20px; height: 20px;" type="button" value="+"/>

For the purposes of performance assessment for a single round, z and z' scores are interpreted as follows:

z/z' Score	Interpretation	Colour Coding
$ z \leq 2.00$	Satisfactory result	Green
$2.00 < z \text{ and } < 3.00$	Questionable result	Amber
$ z \geq 3.00$	Unsatisfactory result	Red
No score given	NA	No colour

This performance score calculator is not a proficiency testing report, and has been generated after the publication of the report for the round indicated above, to which the user may have access.

Once you have finished simply click 'Print' to save a PDF of the document or print it out. Please note that the data produced by the calculator will not be saved so this step is highly recommended.

Print

Total: 1 page

Destination


Pages All e.g. 1-5, 8, 11-13

Layout

Paper size

Margins

Options Headers and footers Background graphics



Performance Score Calculator

Enter results that were not submitted during the main round, the performance score provided is indicative of the assessment you would have received had your results been submitted during the main round.

Print off a copy of the table for your records.

Scheme: AQUACHECK PT Scheme Round: 486

Main report issued: 12/06/2015

Performance score calculated: 19/06/2015

Sample	Analyte	Method	Analyst	Unit	Lab Result	Performance Score	Z Score Type
19C - Polyaromatic Hydro	Acenaphthene	Purge & Trap GC	MIKE	ng/L	191	0.67	ZScore
19A - Organochlorine Pest	p,p'-DDT	Purge & Trap GC	MIKE	ng/L	500	-2.91	ZScore
19B - Chlorinated Solvents	Carbon Tetrachloride	Liquid-liquid extraction GC	MIKE	ng/L	0.3	-4.04	ZScore

For the purposes of performance assessment for a single round, z and z' scores are interpreted as follows:

z/z' Score	Interpretation	Colour Coding
$ z \leq 2.00$	Satisfactory result	Green
$2.00 < z \text{ and } < 3.00$	Questionable result	Amber
$ z \geq 3.00$	Unsatisfactory result	Red
No score given	NA	No colour

This performance score calculator is not a proficiency testing report, and has been generated after the publication of the report for the round indicated above, to which the user may have access.

12. Your account

In the top right hand corner of the PORTAL site you will see your name and underneath this you will find a link to access 'Your Account'.

A User

[Your Account](#) | [Logout](#)

Selecting this option will give you the opportunity to change any of your account details, to see which scheme you participate in, to change your time zone and to change your number format.

13. My schemes

"My schemes" section is used to add newly purchased PT schemes to your existing account. Follow the instructions provided on the registration form sent with your PT samples.

14. Help

The help section on the website offers users access to user guides and extra scheme information. This may help them to better understand their own results and how reports are set up.

15. Logging out

For security purposes we recommend that when you are not using the website you log out of your account. To do this select the 'Logout' option in the top right hand corner of the screen.