

AQA FINANCIAL FUTURES

Guide for teachers



Contents

Purpose	3
Before you start	4
Registering in the system	5
Forgotten password	7
Finding your way around	8
Making changes to classes, teachers or learners	9
Supporting learners	10
The Assessment	12
Assessment at a glance	12
Request an assessment	12
Taking the assessment	13
Finishing the assessment	14
Accessing certificates	16
Sending notifications	19
Reports	23
Which report should I use?	23
Good practice when using Financial Futures	25
User role and permissions	26
Troubleshooting and support	27

Purpose

This guide is for teachers using AQA Financial Futures.

It explains how to get started, organise classes, monitor learner progress, send notifications and use reports to support learners through their Financial Futures learning.

Use this guide as a practical reference to help you manage Financial Futures confidently and know where to go for support if you need it.

Short videos summarising some of the key aspects of AQA Financial Futures is available at [AQA Financial Futures](#).

Before you start

You will need access to a device with an up-to-date web browser (Google Chrome or Microsoft Edge are recommended) and a reliable internet connection. Financial Futures can be accessed on any device, but assessments must be completed on a screen 10 inches or bigger.

AQA will register your school email address; please check your inbox or junk email for a message from: noreply@aqafinancialfutures.co.uk

You may need to verify with your school or college administrator or your IT team that the URLs and the email address below are added to your network's allow list:

The Financial Futures application (Email address)

- noreply@aqafinancialfutures.co.uk

Financial Futures Platform (Teachers)

- <https://admin.aqafinancialfutures.co.uk/>

Financial Futures Platform (Learners)

- <https://www.aqafinancialfutures.co.uk>

The Surpass assessment player

<https://alphaplus.surpass.com>

The lessons contain audio, so your learners will need headphones if they use Financial Futures in a classroom setting.

Checklist before starting:

- ✓ Check the internet connection is working normally
- ✓ Check you have received an email from noreply@aqafinancialfutures.co.uk
- ✓ Check learners have headphones before use in a classroom setting

Please contact AQAFinancialFutures@aqa.org.uk if you require support or have queries that are not covered in this guide.

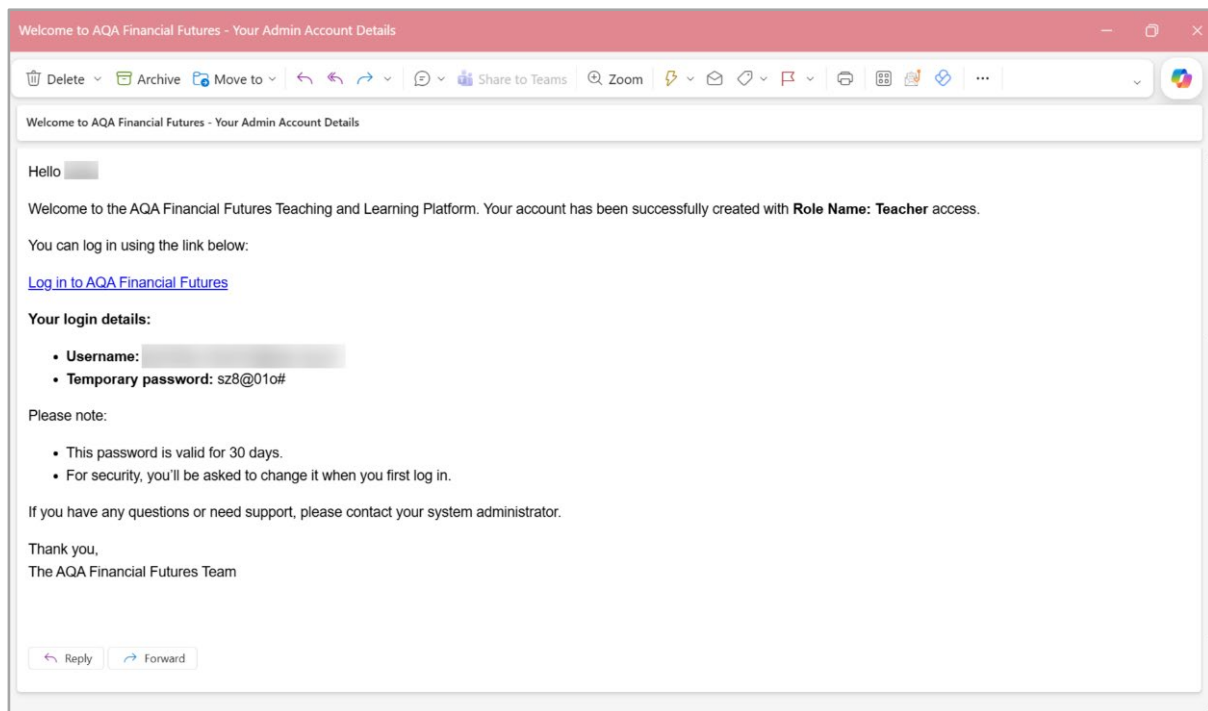
Registering in the system

AQA will arrange access to your teacher account. You will receive a username and one-time password by email. The password is valid for 30 days. The email will come from noreply@aqafinancialfutures.co.uk.

Please check your junk mail if this is not in your inbox.

Signing in

The welcome email from noreply@aqafinancialfutures.co.uk looks like this:



You can access the Financial Futures teacher login page using the link from the email or at: <https://admin.aqafinancialfutures.co.uk/>

Step 1: Enter your username and one-time password from the email, then select Login.

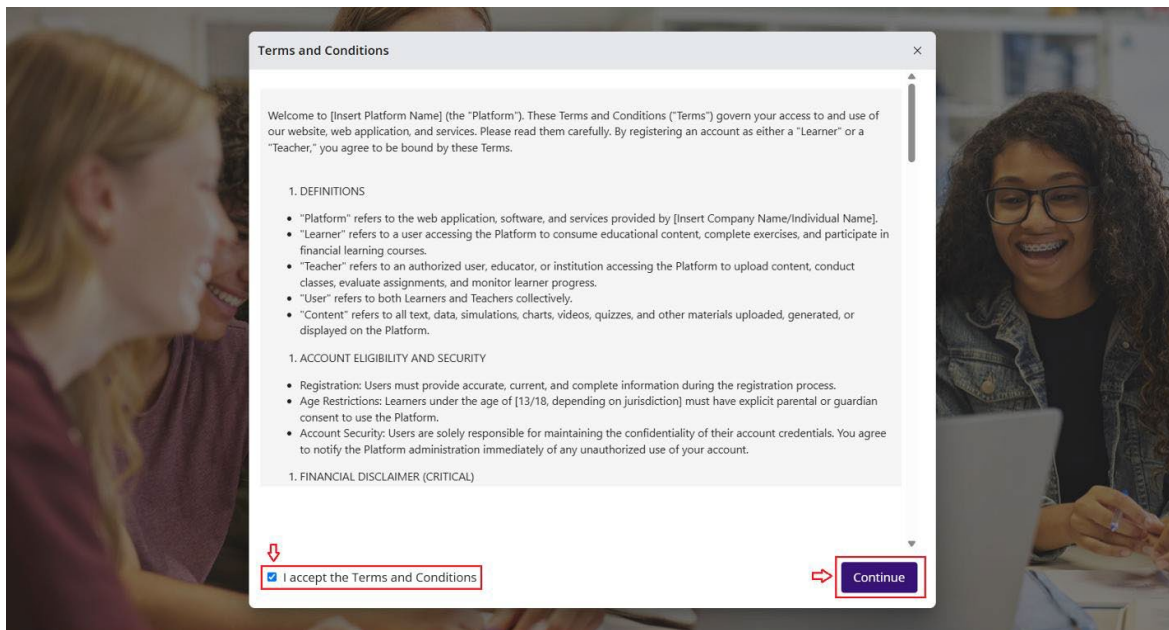
Step 2: On the Password Reset page, enter the one-time password from the email as the current password.

Step 3: Create and confirm your new password. It must contain at least eight characters, one number and one special character for example Alpha22!

Step 4: Select Save and sign in with your new password.



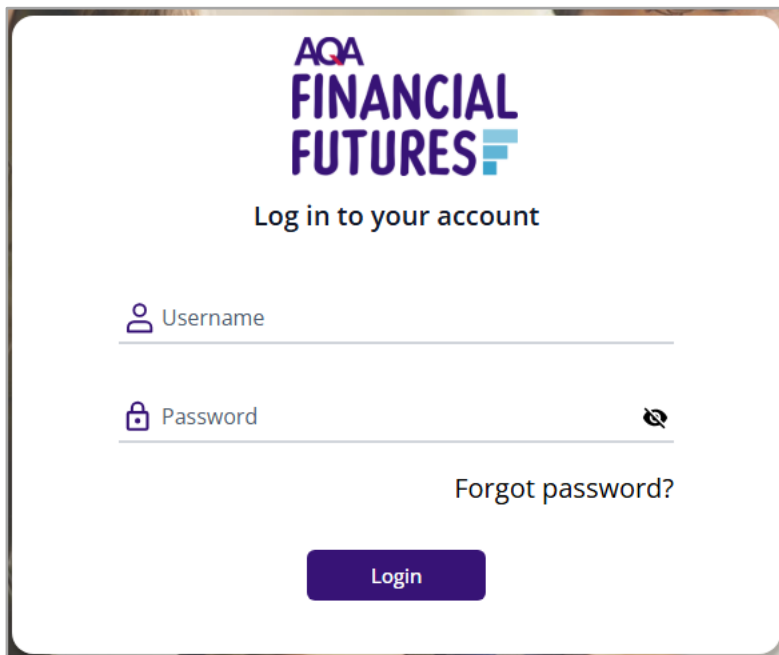
Step 5: Scroll down to read the full Terms and Conditions, select the checkbox to confirm you accept them, then select Continue.



Forgotten password

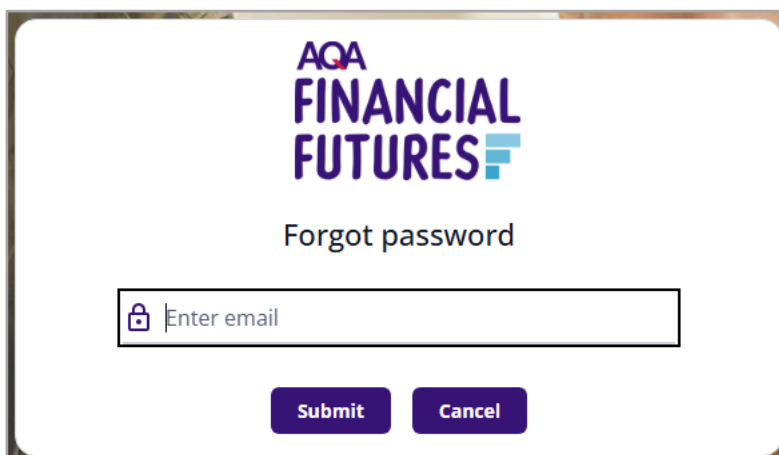
If you forget your password, please follow these steps:

Step 1: On the login page, select Forgot password?



The screenshot shows the AQA Financial Futures login interface. At the top is the logo 'AQA FINANCIAL FUTURES' in purple and blue. Below it is the text 'Log in to your account'. There are two input fields: 'Username' with a person icon and 'Password' with a lock icon and a toggle for visibility. A link 'Forgot password?' is positioned below the password field. At the bottom is a purple 'Login' button.

Step 2: Enter the email address registered to your Financial Futures account and select Submit.



The screenshot shows the 'Forgot password' page. It features the AQA Financial Futures logo at the top. Below the logo is the text 'Forgot password'. There is a single input field with a lock icon and the placeholder text 'Enter email'. At the bottom are two buttons: 'Submit' and 'Cancel'.

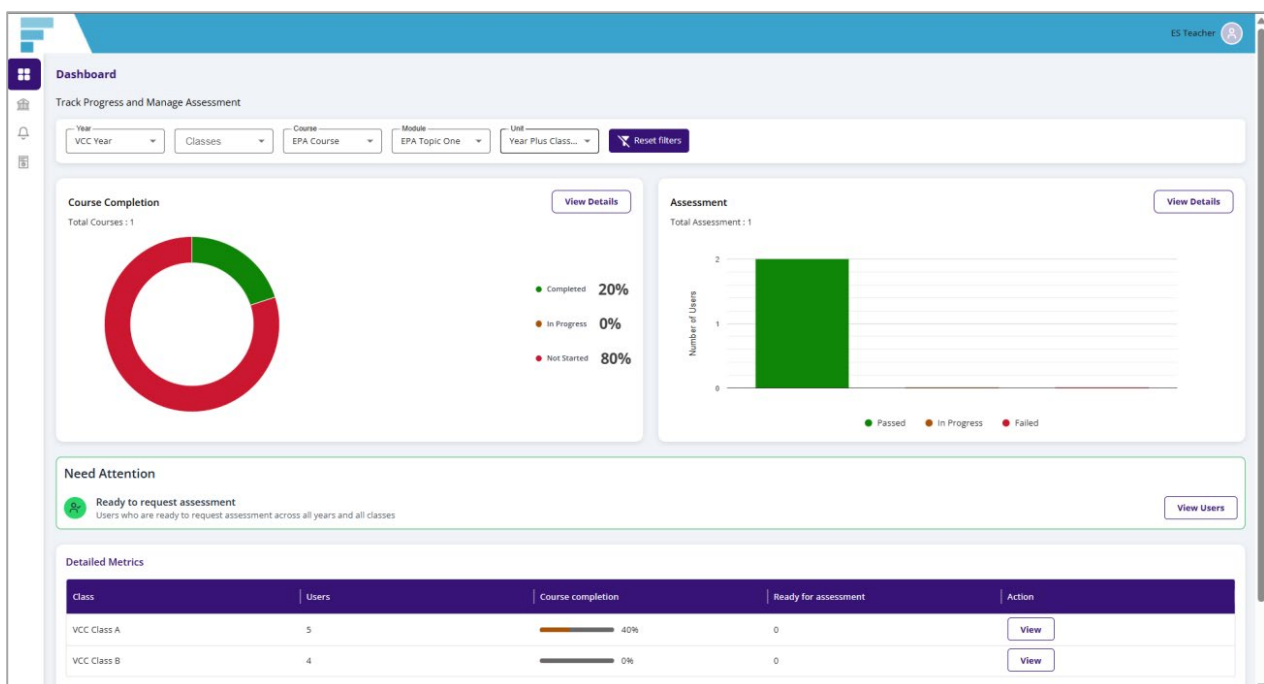
Step 3: Check your inbox and junk or spam folder for the reset email. If it does not arrive, contact AQAFinancialFutures@aqa.org.uk

Step 4: Follow the instructions in the email. Return to the login page and enter the new temporary password, then create and confirm your new password. It must contain at least eight characters, one number and one special character, for example Alpha22!

Finding your way around

After signing in, you will see your Dashboard where you can see an overview of learner progress and assessment activity. The left-hand navigation provides access to Dashboard, Years, Engage and Reports.

- **Dashboard:** View learner progress, course completion and assessment readiness at a glance.
- **Years:** Access year-specific learners, classes, content and activity data.
- **Engage:** Send emails and notifications to learners and year groups.
- **Reports:** Analyse learner engagement, progress and assessment performance.



Making changes to classes, teachers or learners

Class changes

Your school or college administrator has organised classes following agreement with the AQA administrator. Should you wish to make changes, please discuss this with your school/college administrator.

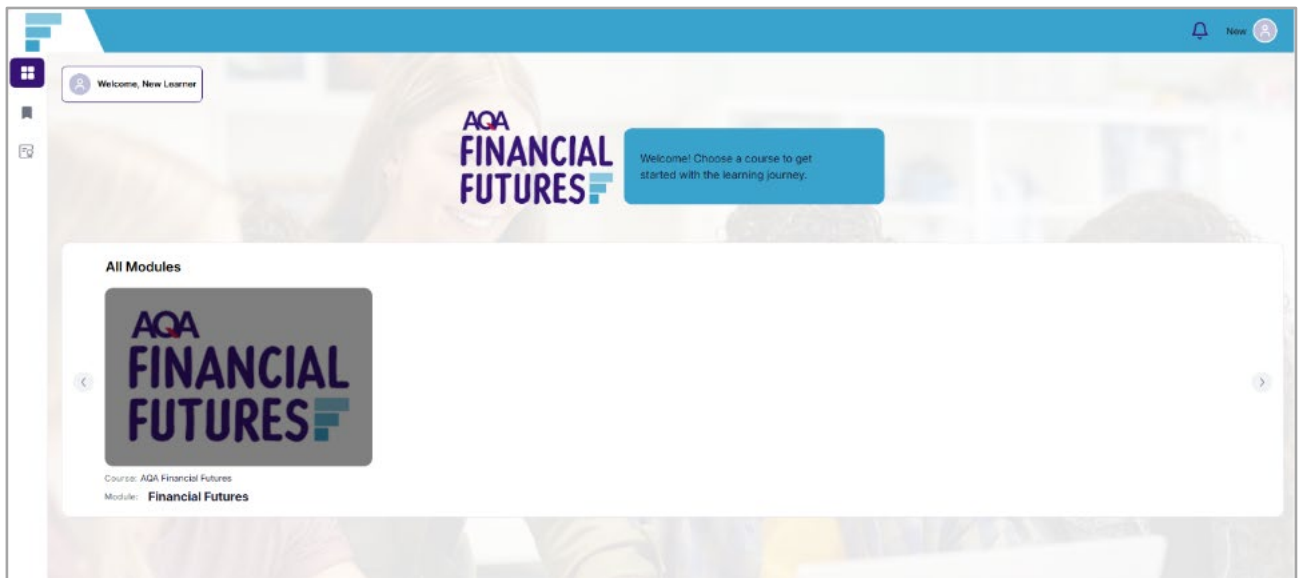
Teacher and learner changes

The AQA administrator creates all class, teacher and learner accounts. If you need to add or remove a class, teacher or learner, please contact AQAFinancialFutures@aqa.org.uk

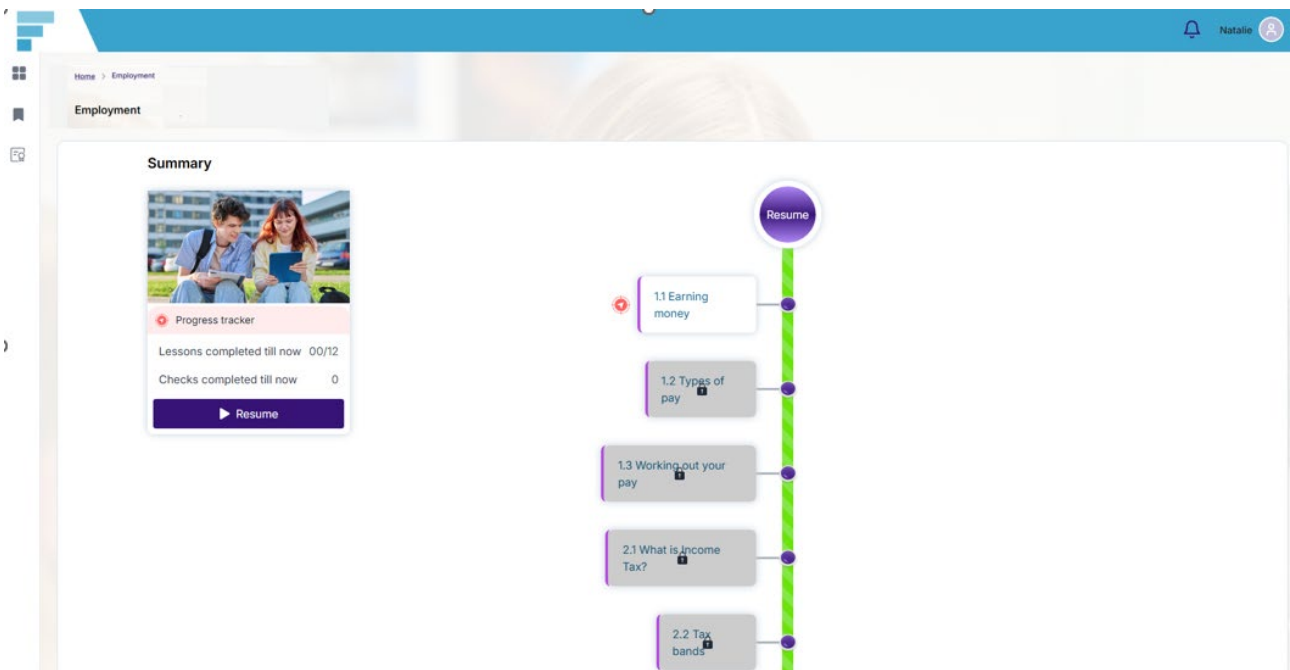
Note: Do not delete a class while learners are assigned to it. If you need to make changes, please consult with your school or college administrator.

Supporting learners

Step 1: On opening Financial Futures, learners will be able to select modules that have been made available to them via their dashboard.



Step 2: Learners will then be presented with a learning pathway, containing a series of lessons to work through. Each lesson contains learning materials, quizzes, and questions to check their understanding of the concepts covered.

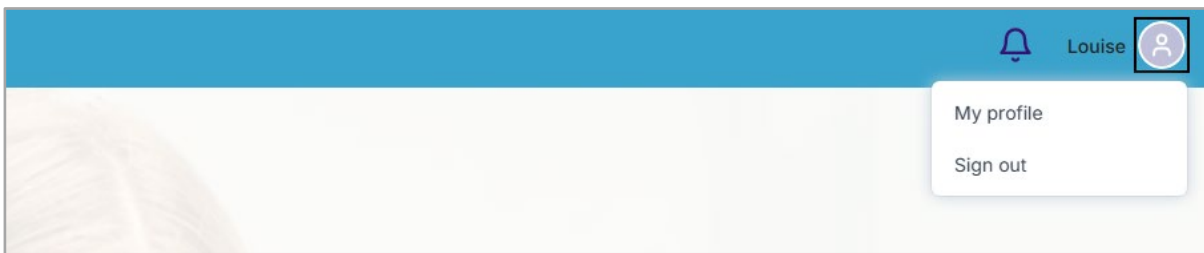


Step 3: Learners can pause their learning at any time and will be able to resume from the Learning Pathway.

QUICK START GUIDE FOR TEACHERS

It is recommended that learners use Financial Futures in a single browser tab only.

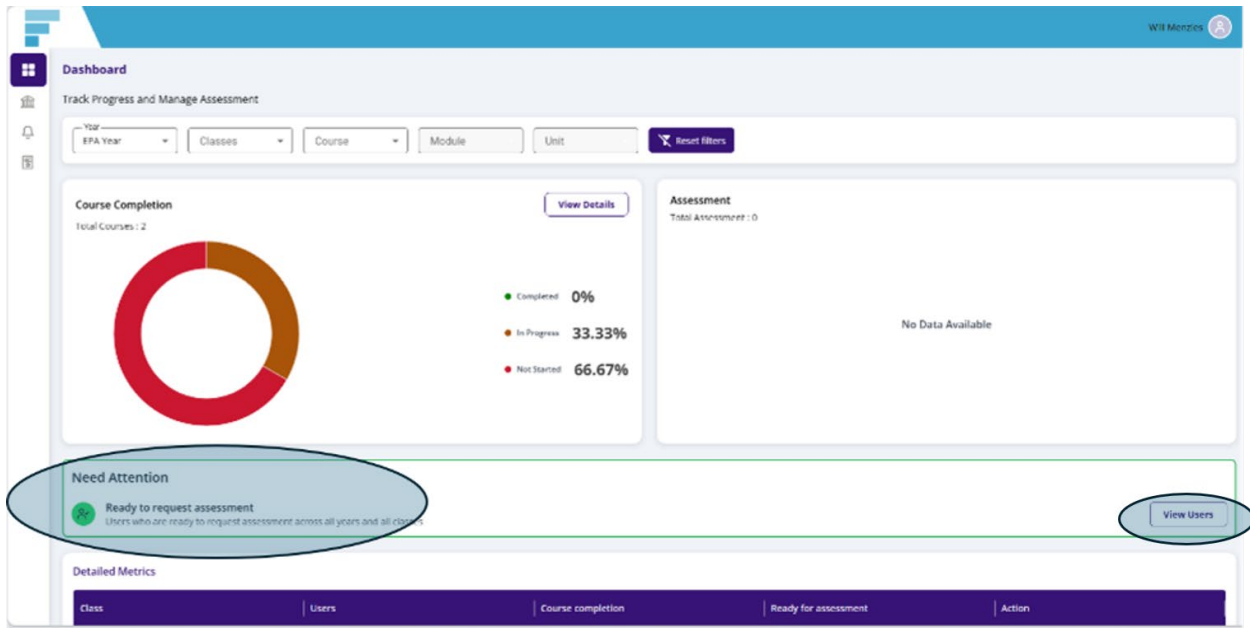
Learners should always sign out of Financial Futures fully at the end of a session. They can do this by hovering over their profile icon and selecting 'Sign out'.



The assessment

Assessment at a glance

Learners who have completed a module will appear in the Need Attention section of your teacher dashboard. Completion of the learning material does not automatically release the assessment. Teachers release the assessment to the learner. Use the learner's progress and your judgement to decide when they are ready.



Request an assessment

Step 1: Use the filters at the top of the dashboard to select the relevant year, class and course.

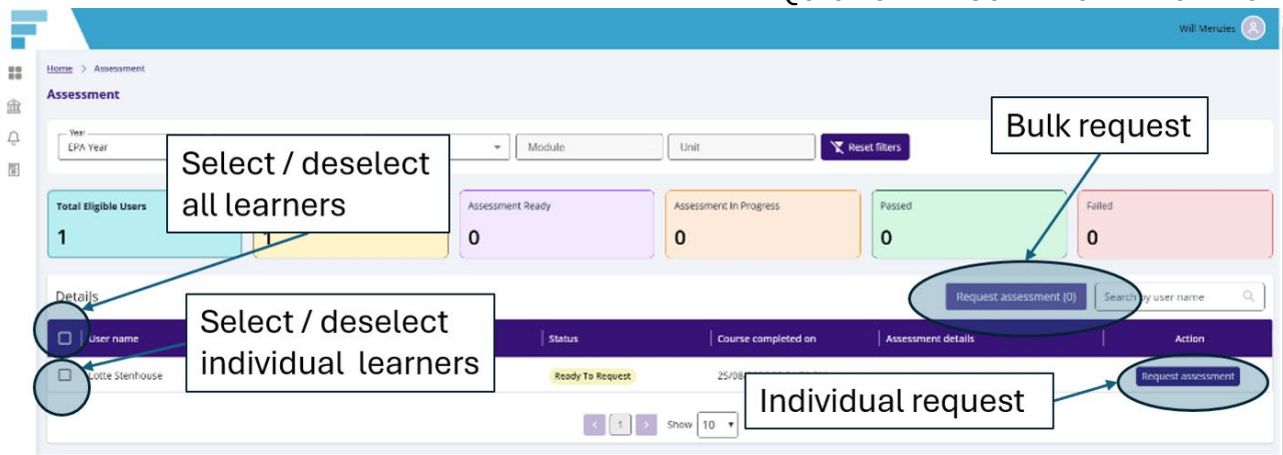
Step 2: Select View Users to open the assessment screen and see which learners are ready.

Step 3: Ask learners to log in to AQA Financial Futures in a suitable supervised environment.

Step 4: Use the checkboxes on the assessment screen to select one or more learners who are ready to take the assessment.

Step 5: Select the appropriate Request Assessment button. You can make a bulk request for all selected learners or request an assessment for individual learners.

Step 6: The assessment links may take a few minutes to generate. The links will appear on both the teacher and learner dashboards. You and your learners may need to refresh the screen.



Area	What teachers need to know
Supervision	The assessment should be taken in test conditions and supervised by a teacher.
Support	Learners must not talk, confer or use AI to support their answers.
Device	Assessments cannot be completed on a mobile phone. Learners must use a device with a screen 10 inches or larger, such as a tablet, laptop or desktop PC.
Timing	The assessment is untimed.
Navigation	Learners cannot return to a question once they select Next.
Audio	Audio is available for each question. Learners should use headphones to avoid distracting others.
Calculator	Learners can have access to a calculator, either their own or the one within the assessment.
Scrap paper	Scrap paper can be made available if needed and discarded at the end of the assessment.

Important: Once learners select Next, they cannot return to that question. Remind your learners to check each answer carefully before moving on.

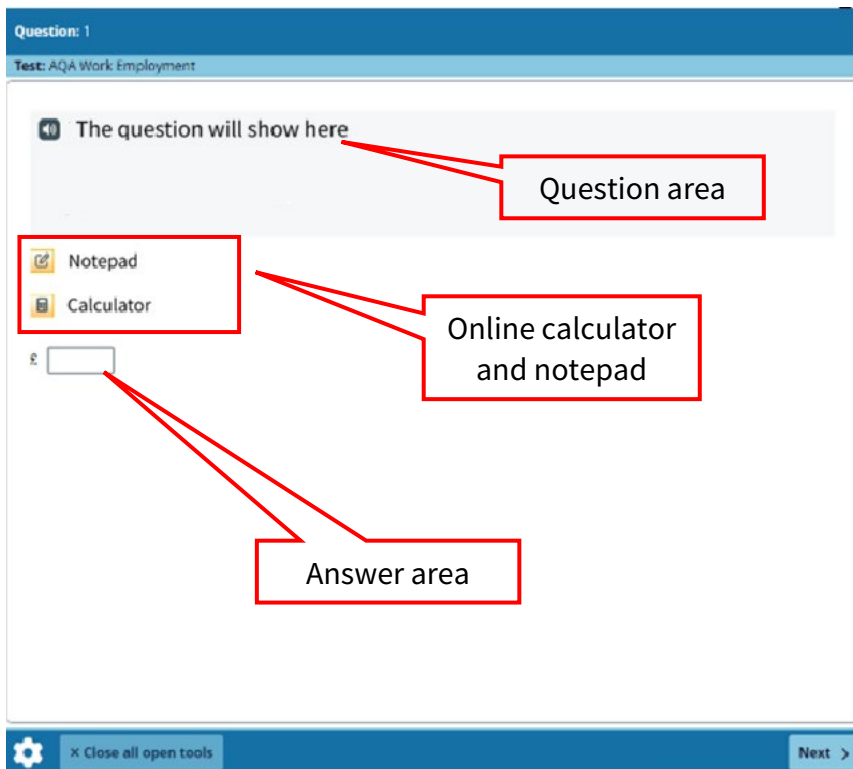
Taking the assessment

When learners select their assessment link, the assessment will open in a new window. The assessment is untimed.

During the assessment, remind learners to:

- read and/or listen to each question carefully

- use the audio icon at the start of each question if they want to hear the question read aloud
- type or select their answer before selecting Next
- check their answer before moving on, as they cannot return to a previous question
- use the calculator or notepad within the assessment if needed
- use any links or tools shown within the assessment window, as these form part of the question
- if the try again prompt appears, learners get another chance to check their method and confirm they have not made a transcription error.



Finishing the assessment

At the end of the assessment, learners should select the Finish Test button in the top right-hand corner of the assessment window.

Question: 18

Test: AQA Work Employment

Finish Test

Erik works at Power-Up Gym.
This is his payslip.

Company Name		Employee Name	Date
Power-up Gym		Erik Kane	31/01/26
National Insurance No.	Tax Code	Pay Method	Period
QQ 12 34 56 A	1257L	BACS	Month 10

Payments		Deductions	
Basic pay		PAYE Income Tax	
Additional Pay:		National Insurance	
Overtime		Student Loan	
Benefit in Kind		Pension (5%)	
Bonus			
Commission			
Total payments		Total deductions	
		Net Pay	

Online pay calculator

Notepad

Close all open tools

Next >

Learners will be asked to confirm they want to end the assessment. They should then select the Finish button to close the assessment tab and return to Financial Futures.

Finish Test

1850.00 Total deductions

Net Pay

his payslip.

ould be

ator to calculate his correct monthly net pay.

sho

Confirm Finish

?

If you select Finish, your answers will be submitted and you will not be able to return to the test.

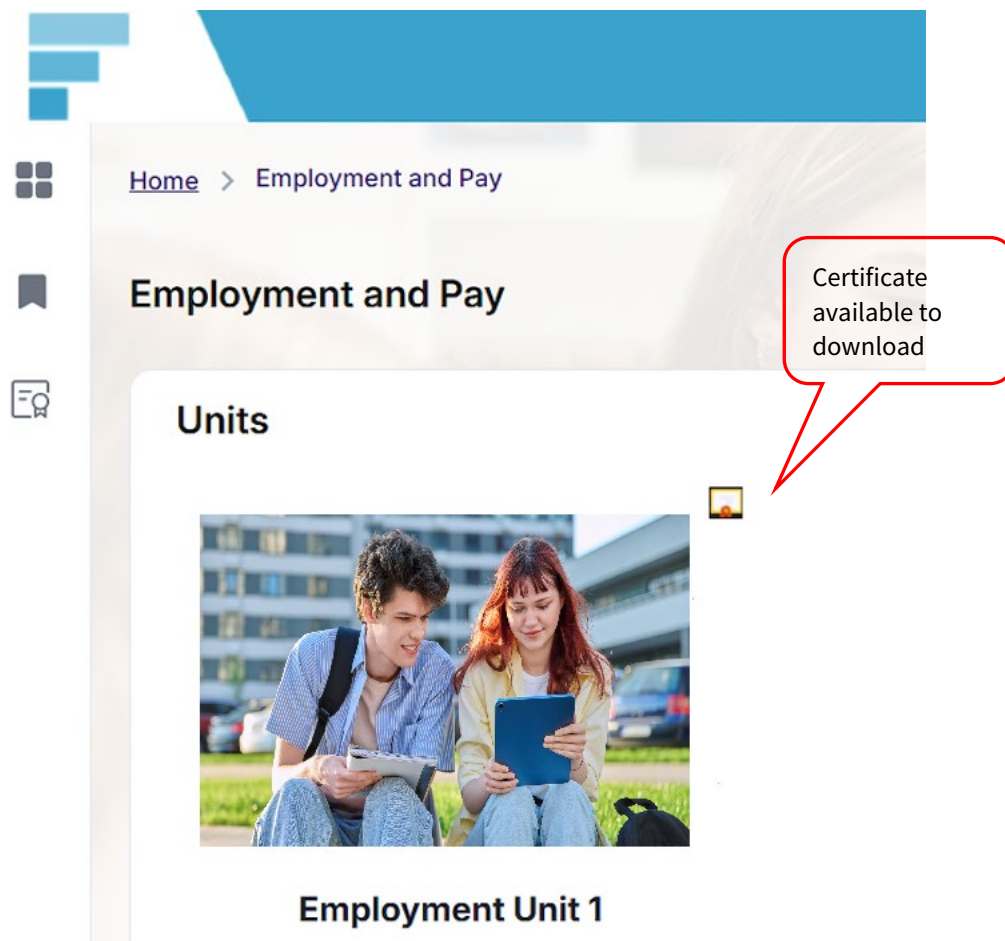
Cancel Finish

Accessing certificates

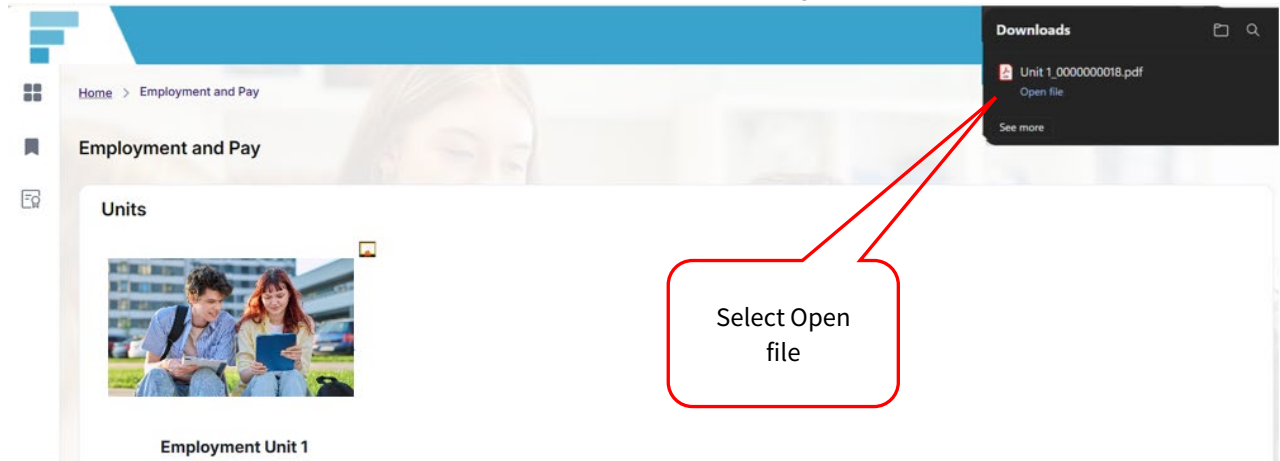
A certificate is available once learners have passed the associated assessment for each module. A certificate icon will appear on the module after the course and assessment have been completed successfully.

To download their certificate the learner should:

Step 1: Select the certificate icon.



Step 2: Open the downloaded file. This will take them to the folder where their device saves downloads.



Step 3: Open the certificate file to view the certificate. The QR code can be used to confirm that the certificate is valid and has been issued by AQA.



Certificate of Attainment

This is to certify that

John

a student at

AQA School

has successfully passed the following module:

EMPLOYMENT

The learner has demonstrated they can:

1. calculate gross weekly or monthly pay from information on hourly rate and hours worked.
2. calculate new gross weekly, monthly or annual pay from information on a percentage pay increase.
3. calculate the amount of income tax to be paid for a given annual salary based on national tax rates and bands.
4. calculate the national insurance contribution to be paid based on national tax and rate bands for an employed individual.
5. calculate gross weekly or monthly payments and deductions from a pay slip and check that net earnings are correct.
6. use an online calculator to check that a payslip is correct.

Colin Hughes
Chief Executive Officer on behalf of AQA Education

11/09/2026

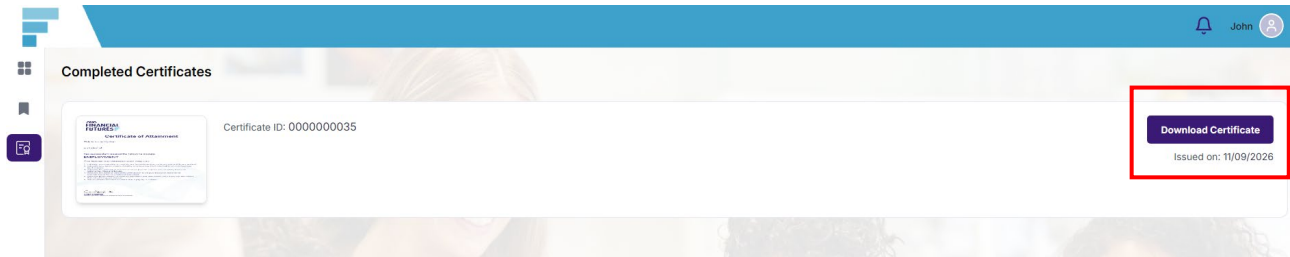


0000000035

Learners can also download their certificate from the Certificates area on the Dashboard.

Step 1: Select Certificates from the left-hand menu.

Step 2: Find the certificate and select Download Certificate.

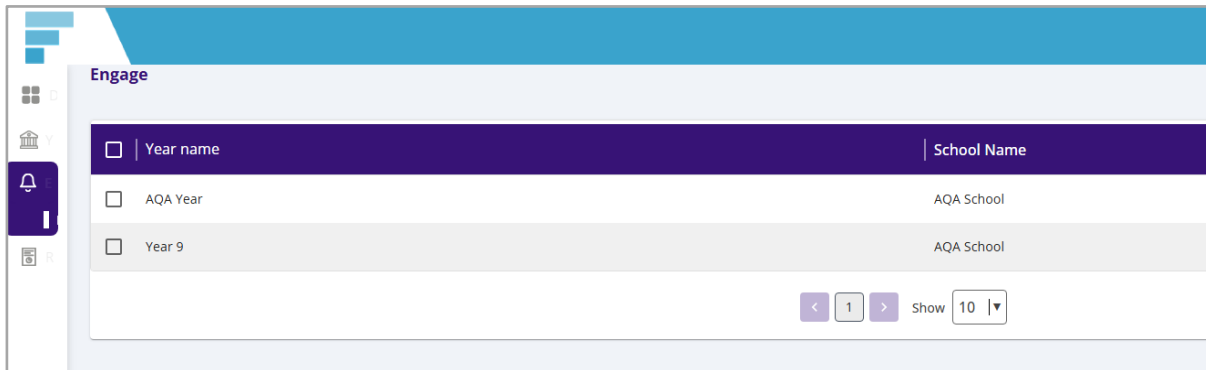


Step 3: Open the certificate from the downloads folder.

Step 4: Save the certificate to a secure location on their device for future reference.

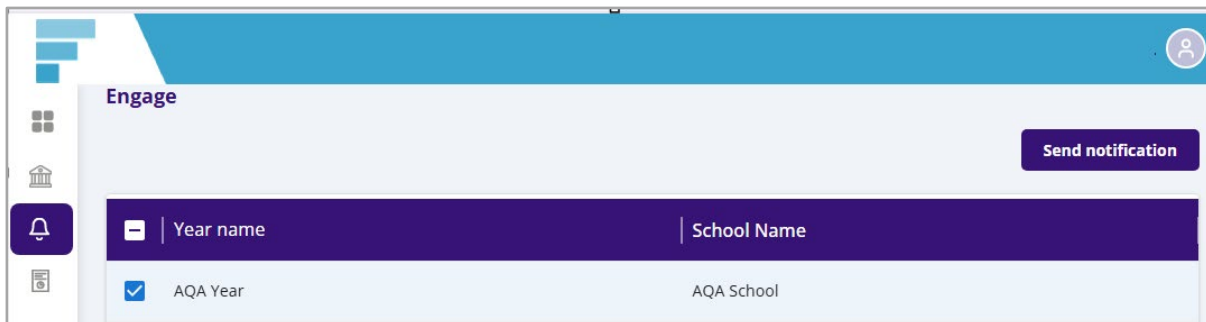
Sending notifications

The Engage area allows teachers to contact learners individually, as a group or as a full year, by email, notification, or both. A notification can include a title, description and optional link. Learners will see the notification on their dashboard.



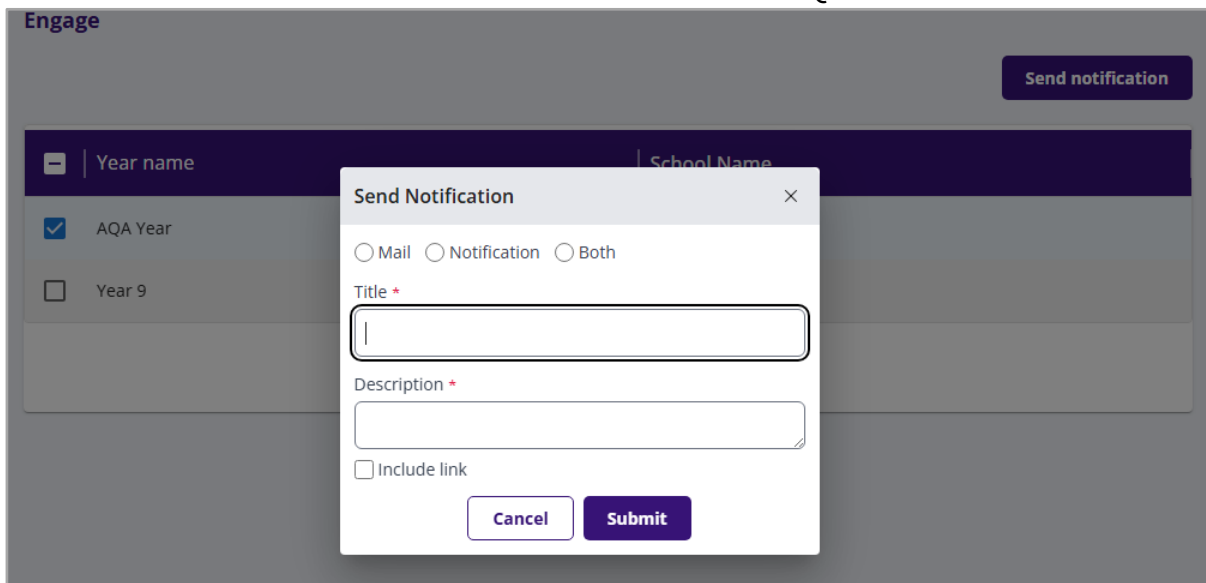
Notification to the full year

Step 1: Select the checkbox next to the year name and select the 'Send Notification' button visible at the top-right of the screen.



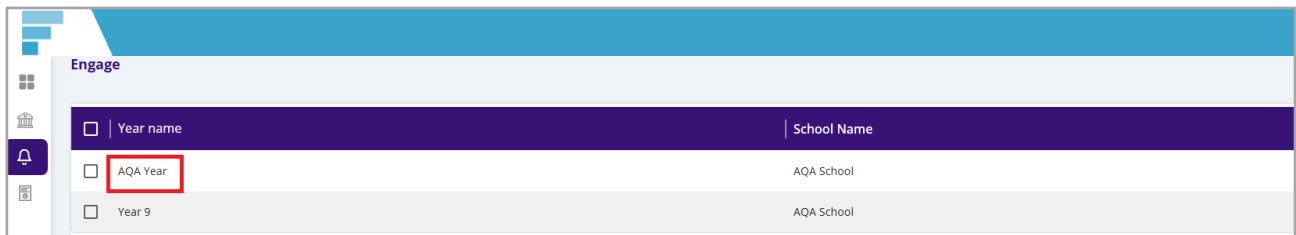
Step 2: In the Send Notification window, choose Mail, Notification or Both.

Step 3: Enter a title and a description for the notification you wish to send and enter a web link if you would like to include one. Select 'Submit'.



Notification to an individual or a group of individuals

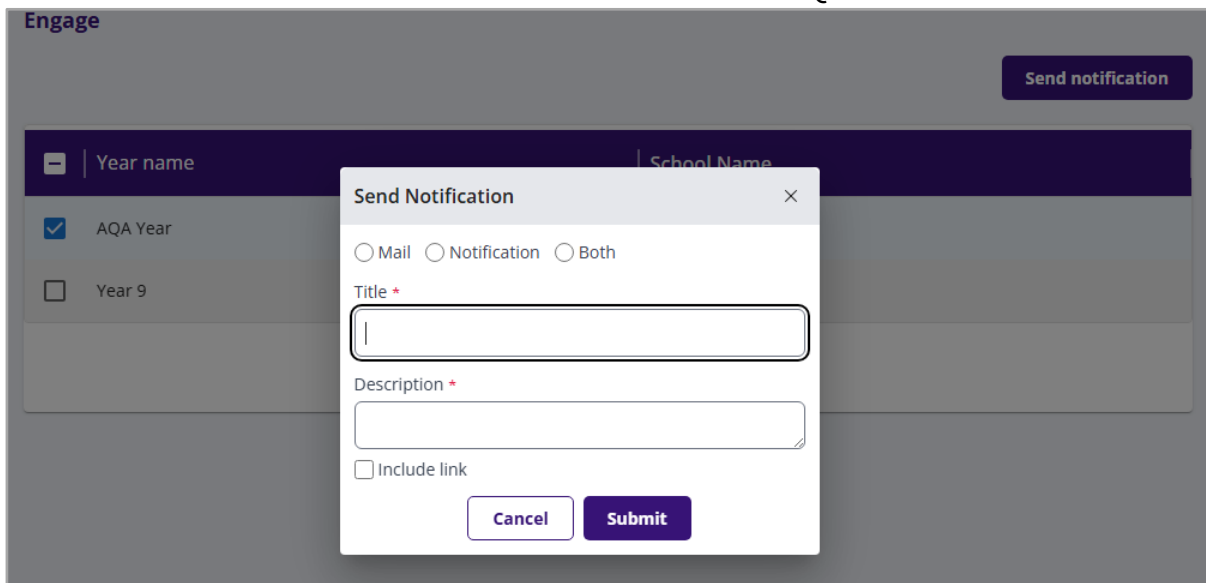
Step 1: Select the year name and select the 'Send Notification' button visible on the top-right of the screen.



Step 2: The list of learners in the year will be displayed. Select the checkbox next to the learners you would like to notify and select Send notification.

Step 3: In the Send Notification window, choose Mail, Notification or Both.

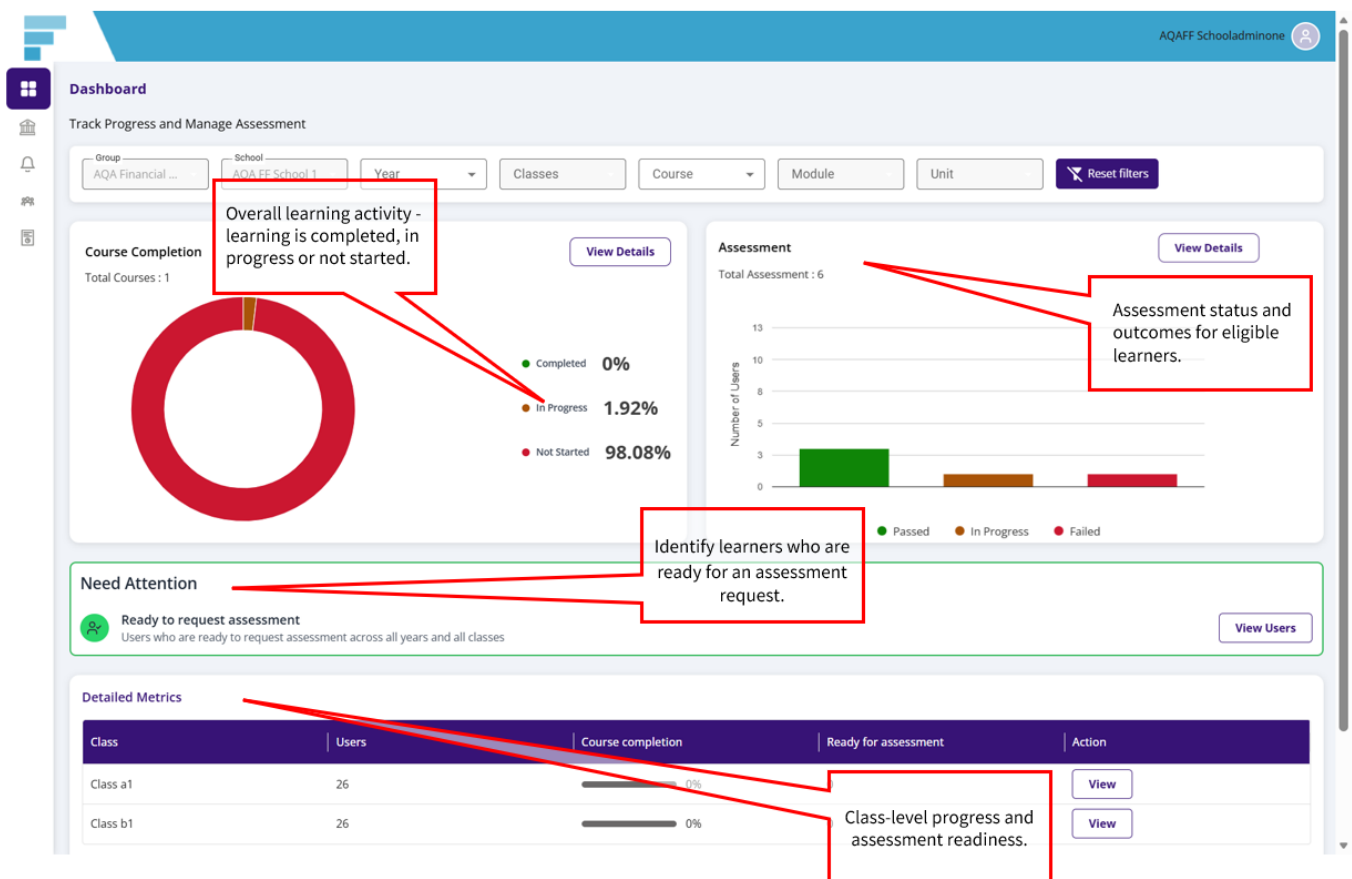
Step 4: Enter a title and a description for the notification you wish to send and enter a web link if you would like to include one. Select 'Submit'.



To see progress at academic year, class, course, module or unit level

Step 1: Use the filters at the top of the Dashboard to filter information by academic year, class, course, module or unit.

Step 2: Select Reset Filters to return to the default view.



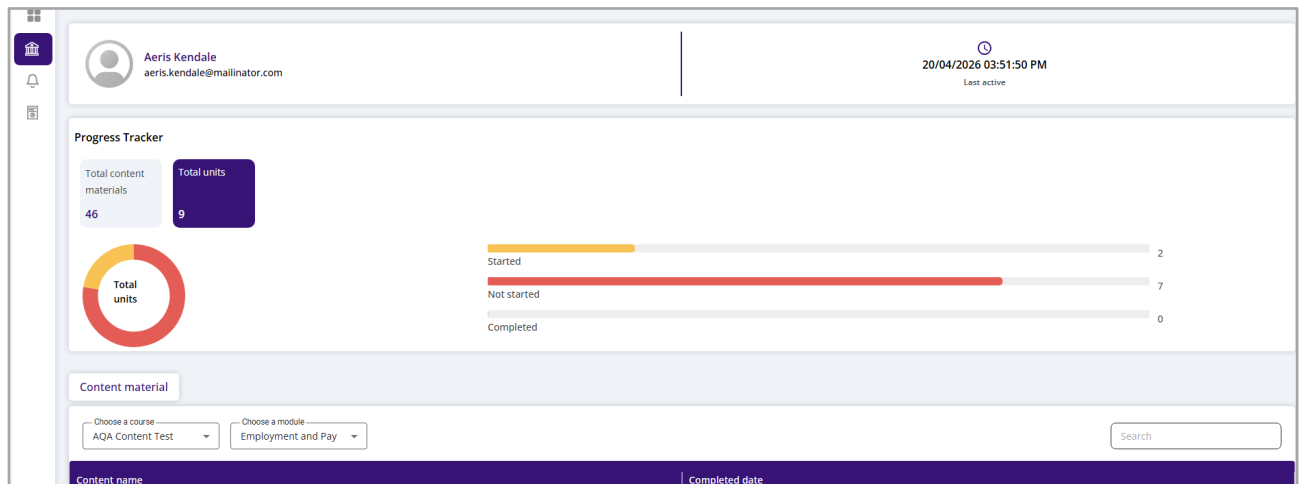
To see progress at a learner level

Step 1: Select Years and choose the relevant academic year.

Step 2: Select Users.

Step 3: Select the learner's UPN or name.

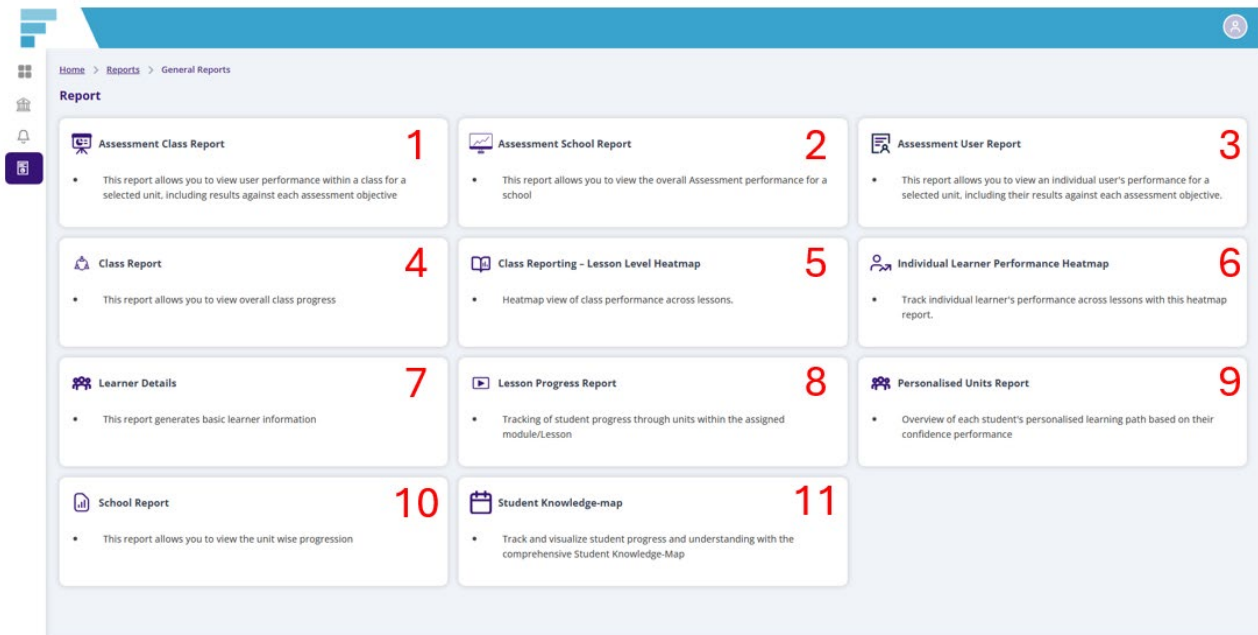
Step 4: Use the progress tracker and Course or Module filters to review learning activity.



Reports

The Reports area can be selected from the left-hand menu. A range of reports are designed to help teachers monitor learner activity, track progress and evaluate assessment outcomes.

Reports can be filtered by year, class, learner, unit, module and lesson, depending on the report selected. Select a report to open it. Most reports can also be exported to Excel for further analysis.



Which report should I use?

When you want to know...	Useful report	Report Number
How learners performed against assessment objectives	Assessment Class Report or Assessment User Report	1 or 3
How learners at a school or college level are progressing overall	Assessment School Report	2
How a class is progressing overall	Class Report	4
How learners performed question by question in a lesson	Class Reporting - Lesson Level Heat Map	5
How one learner performed across lessons	Individual Learner Performance Heat Map	6
Learner identifiers and contact information	Learner Details Report	7

Which lessons learners have started or completed	Lesson Progress Report	8
Which personalised units have been assigned and completed	Personalised Units Report	9
A unit-level overview of participation, completion and assessment	School Report	10
Progress across courses and learning concepts	Learner Knowledge-Map	11

Generate and export a report

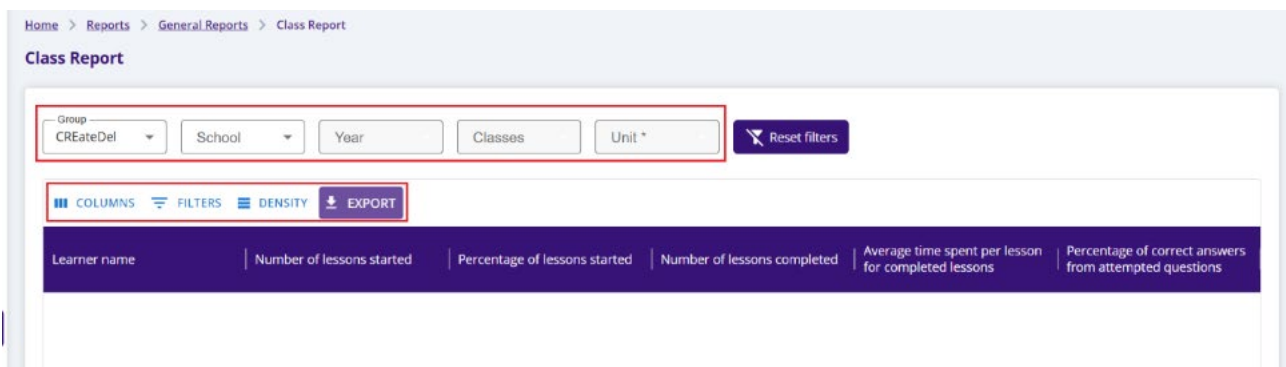
Step 1: Select the report.

Step 2: Apply the required filters, such as Year, Class, Unit, Learner or Lesson. Available choices may depend on earlier selections.

Step 3: Review the results. Use Columns, Filters and Density where available to adjust the view.

Step 4: Select Export to download the report in Excel format.

Start with the question you need to answer. Apply only the filters needed, then export if you need to share or analyse the information offline.



Good practice when using Financial Futures

- Save or export any information you need.
- Close additional Financial Futures tabs.
- Select your profile icon and choose Sign out.
- Close the browser if you are using a shared device.

User role and permissions

Permission	Teacher (assigned years)	School Admin (assigned school)	Group Admin (assigned group)
See dashboards	✓	✓	✓
Request assessments	✓	✓	✓
Create, edit and delete (if empty) classes	✓	✓	✓
Add, edit and delete learner accounts	✗	✓	✓
Add, edit and delete teacher accounts	✗	✓	✓
Add, edit and delete learner admin accounts	✗	✗	✓
Move learners between years	✗	✓	✓ (including between schools)
Move learner between schools	✗	✗	✓
Assign learners to classes	✓	✓	✓
Send notifications	✓	✓	✓
View reporting	✓	✓	✓

Troubleshooting and support

Issue	What to do
I have not received my account email	Check junk or spam. Confirm that the approved sender address is allowed by your centre's IT team. If you are still unable to locate it contact AQAFinancialFutures@aqg.org.uk
I cannot remember my password	Select Forgot password? on the login page and follow the email instructions.
Password reset email has not arrived	Check that you entered the email registered to your account, then check junk or spam.
A year, class or learner is missing	Check the selected filters. Contact AQAFinancialFutures@aqg.org.uk if the information remains unavailable.
A report looks empty	Check the Year, Class and Unit filters. Select Reset Filters and apply them again in sequence.
I need further help	Contact your school or college administrator or AQAFinancialFutures@aqg.org.uk