

## Signing off a unit, viewing evidence comments

When an assessor is ready to sign off a unit it is now possible to view all the comments that the assessor made by using a new option at the bottom of the page.

The screenshot shows the VQ Manager web application interface. At the top, there is a header with the VQ Manager logo, a welcome message for Andre Pretorius (Assessor 3339), and links for Logout options, Help and training, and a question mark icon. Below the header, there are navigation icons for Home, My learners (highlighted), Assessment tools, and Reports. A dark blue bar contains a 'Select learner' dropdown menu with 'Alistoun, Craig (3343)' selected. Below this, there is a row of icons for various functions: Unit assignments, Assessment plans, Log evidence, Evidence list, Progress reviews, Unit status, evidence matrix & signoff (highlighted), Qualification status & signoff, Learner activity log, and Search evidence. The main content area is titled 'Assessor Toolkit - Warehousing and Storage Apprenticeship L2 (772)' and includes a 'Help for this page' link. It displays a summary of the qualification: Start date: 01/07/2011, End date: 01/07/2012, and Overall qualification % completion to date: 60 %. Below this is a table with the following data:

Num	Unit title	% Completed (Actual)	Date assigned	Signed off by assessor	Confirmed by learner	Verified
1	Guided Discussions (18825)	100	05/07/2011			<input checked="" type="radio"/>
2	Products (18826)	0	05/07/2011			<input type="radio"/>
3	Observations (18827)	100	05/07/2011			<input type="radio"/>
4	Witness Testimony (18828)	100	05/07/2011			<input type="radio"/>

Below the table, there are three expandable sections: 'BTEC Certificate in Warehousing and Storage Principles L2 {QCF} {Edexcel} 500\_7707\_7 (950)', 'Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501\_1061\_5 (949)', and 'Functional Skills (Edexcel) (717)'. At the bottom right, there is a blue button labeled 'View Progress and sign-off' with a blue arrow pointing to it.

**VQ Manager** Welcome Andre Pretorius (Assessor 3339) [Logout options](#) [Help and training](#)

[Home](#) [My learners](#) [Assessment tools](#) [Reports](#)

Select learner: **Alistoun, Craig (3343)**

[Unit assignments](#)
[Assessment plans](#)
[Log evidence](#)
[Evidence list](#)
[Progress reviews](#)
[Unit status, evidence matrix & signoff](#)
[Qualification status & signoff](#)
[Learner activity log](#)
[Search evidence](#)

☐ Date
 ☐ Assessor
 ☒ Summary
 ☐ Description
 ☐ Internal verifier date
 ☐ EV date
 ☒ Method
 ☒ Assessment criteria
 ☒ Range statement
 ☒ Knowledge and understanding

**Evidence matrix; Alistoun, Craig; Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501\_1061\_5**

**Unit: 2 Develop effective working relationships with colleagues in logistics operations**

**Learning outcome: 1 know how to develop effective working relationships with colleagues in logistics operations**

Evidence	Summary	Method									Assessment criteria									
		1	2	3	4	5	6	7	8	9	1.1 (i)	1.1 (ii)	1.1 (iii)	1.1 (iv)	1.2	1.3	1.4	1.5		
3343/E/384	Direct observation of Robert	✓	✓								✓	✓	✓	✓	✓					
3343/E/412	DEST-ATD-AAF-8UA-D9-Observation Form-17-11-2011_09-06-56	✓									✓									
<b>Total</b>		1	2								2	1	1	1	1					

**Internal verifier**

[Evidence comments](#) [Cancel](#)

A pop up will appear which will show the evidence state and also any comments the assessor made on that particular piece of evidence.

**Evidence comments - Windows Internet Explorer**

<http://www.vqmanager.co.uk/cgi/radSVQ.cgi/evcu?&r=71533&i=gscckfclmcfdfcgrgcvfkffmg&uis=15191&cas=59030>

**Evidence comments**

Evidence number	Evidence summary	Evidence state	Comment date	Assessor	Comments
59030/E/1742	personal development + management story line	Assessor saved and sent for verification	01/05/2013	Hill, Wendy (71533)	Well done Simon very comprehensive pieces of evidence covering all units.
59030/E/2443	Subordinate PDP/Written paper on a meeting I chaired	Assessor saved and sent for verification	09/09/2013	Hill, Wendy (71533)	Well done Simon, good pieces of evidence demonstrating how you participate in meetings, support and develop your staff to improve team performance, make decisions and communicate.
59030/E/2624	Witness testimony supporting PDP in evidence 2443	Assessor saved and sent for verification	03/12/2013	Hill, Wendy (71533)	Witness has supports all previous evience on developing staff, helping with difficulties and opportunites, developing relationships, communicating

[Close](#)

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Item not Cc  
to increase