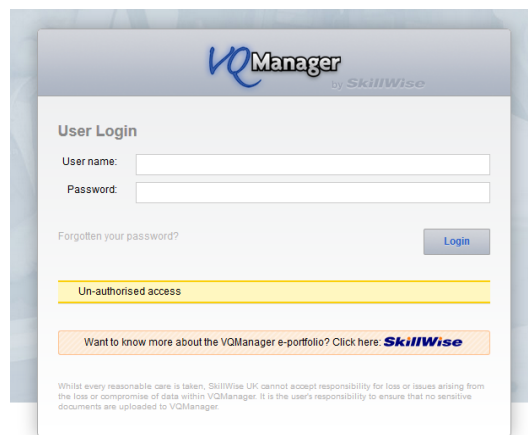# Assessor quickstart manual

The purpose of this manual is to give assessors a quick guide on how to start using
VQ MANAGER.

Logging onto VQ MANAGER

All users log in to VQMANAGER in the same way. At the login screen, the user enters their:
- Username
- Password

Users can change their passwords in the Personal Details section. Logon to VQMANAGER by
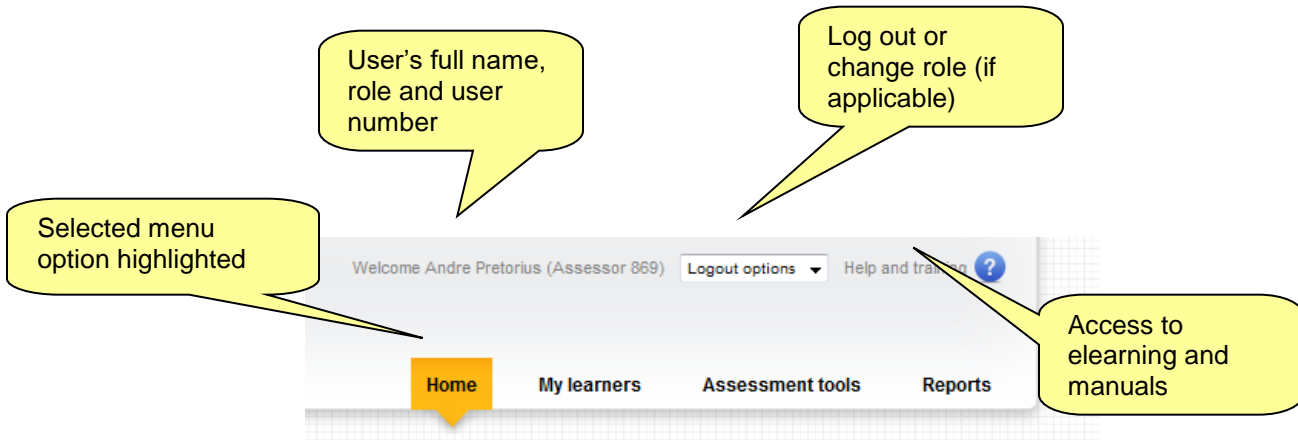using the following procedure:

Step	Action
1	From the login page at **www.vqmanager.co.uk**, type in your username in the 'Username' field.
2	Type in your password in the 'Password' field.
3	Click on the 'Login' button.

User homepage

Each user type has a homepage customised to their requirements. This allows the user to get
summarised information and quick access to different parts of the system.

The menu bar

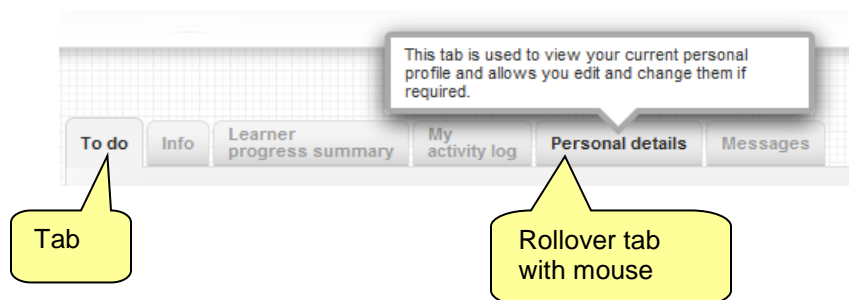Each user type also has a menu bar customised to their functions. An example of this can be seen below.

User's full name, role and user number

Log out or change role (if applicable)

Selected menu option highlighted

Welcome Andre Pretorius (Assessor 869)   Logout options ▼   Help and training ?

Access to elearning and manuals

Home   My learners   Assessment tools   Reports

Personal Information

Users can change and update their personal information. This is originally set up by the Centre Administrator. Edit or view personal details by following this procedure:

| Step	Action
1	On the Homepage, click on the 'Personal Details' tab.
2	Your current personal details are shown. If you wish to edit these, click in the relevant field and make the changes.
3	When you are satisfied, save the changes..

Help

Each section on VQMANAGER has rollover help attached. These sections are called **tabs**. The rollover help gives you information about the requirements of the tab itself as well as tips and hints and instructions on what to do. All the buttons and links also have mouse over information. An example can be seen below:

This tab is used to view your current personal profile and allows you edit and change them if required.

To do   Info   Learner progress summary   My activity log   Personal details   Messages

Tab

Rollover tab with mouse

The Help link at the top of the screen contains simulations showing users how to perform commonly used procedures.

Changing roles

It is possible that a user could have more than one role assigned to them (e.g. assessor and IV). Users can switch between roles by clicking on the 'Change user/ logout' option at the top of the screen.
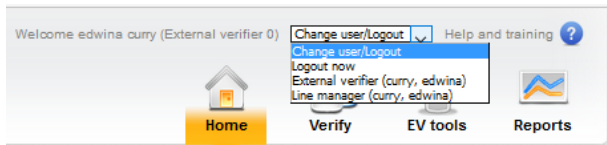
Browsers

VQManager uses technology which is incompatible with some old browsers. It is recommended that users upgrade their browsers to the latest version available which is free.

Please note that VQManager will NOT work with Microsoft Internet Explorer v6

Assessor Introduction

There are 4 distinct menus that assessors can work in:
- Home page
- My learners
- Assessor tools
- Reports

My Learners

Select the My learners menu option, and then select a learner from the list. Everything that appears in the tabs below that, belong to the learner. You need to do the following to set your learner up:

Step	Action
1	Click on the **Unit Assignments** tab. The qualifications assigned to the learner will appear.
2	Open each qualification and select the units that the learner will need to complete using the relevant checkboxes
3	Click on the **Save** button.

Note:
The qualifications which appear on the Unit Assignments tab are either linked to the learner by the Centre Administrator, or come from an integrated MIS system.

At this point the learner has been set up and can begin logging evidence. As an assessor you can do the following:

- Create and assign an assessment plan template to the learner
- Log evidence on behalf of the learner
- Assess evidence submitted to you by your learner
- Monitor learner progress
- Sign off a unit as being complete
- Sign off a qualification as being complete

Evidence Introduction

In order to complete a qualification, learners must provide evidence which allows an assessor to assess their abilities within the area. Learners/ Candidates can use VQMANAGER to log evidence which can then be assessed. VQMANAGER allows the learner to compile an electronic portfolio of evidence. Feedback to the learner is provided through the system. Learners must do the following:

- Log evidence
- Submit evidence for assessment
- View their progress and feedback from their assessor

Evidence: Log Evidence on behalf of the learner

Use this procedure to log evidence:

Step	Action
1	From the **Log Evidence** tab fill in as much information about the evidence as you can including: • Evidence method(s) • Summary description of evidence • More detailed description of evidence **Note:** • you may upload any electronic file which is relevant to the evidence in the **Upload and attach files in support of this evidence** section.
2	In the **Criteria met** section use either the radio buttons to open the Qualifications Tree, or navigate to the relevant area of a qualification by using the **+** icons and opening each qualification. **Note:** • If you have assigned assessment plans to the learner, these will appear in the list with different colours. Clicking on a radio button next to an assessment plan will open the Qualification Tree to show only the units covered by that assessment plan highlighted in the relevant colour.
3	Tick off relevant performance criteria, range statements, and knowledge and understanding (if applicable) to which the evidence conforms. **Note:** • You can use the 'Select all' icon (☑) to tick all checkboxes in a section. • Similarly you can use the 'Deselect all' icon (☐) to uncheck all checkboxes in a section.

4	Click on the **Save and submit for verification** button if you are happy that the evidence is complete. You may continue to edit the evidence if you wish up to the time that you sign the unit off, or that the IV samples the evidence.

Evidence: Assessment of evidence

Evidence which has been submitted for assessment will appear on the To Do tab on your homepage. Follow this procedure:

Step	Action
1	From the **To do** tab, click on the **Assess** link in the section titled **Unassessed evidence**.
2	The evidence item opens. Review the evidence and open any file attachments.
3	Tick the relevant assessment criteria in the right hand column of checkboxes. If the learner has made an attempt at selecting criteria, these will appear in the left hand column which is disabled for the assessor
4	Type in any relevant assessor comments.
5	Decide what you want to happen to the evidence next. You may: • Save the assessment and submit for verification (you may edit your assessment until such time as the unit is signed off or the IV has reviewed the evidence). • Return the evidence to the learner for action • Save the assessment and continue later • Cancel the assessment

Criteria met

Select the relevant assessment plan against which the evidence is to be logged or navigate to the relevant Unit, Element, performance Criteria, Range or Knowledge and Understanding item.

○ 101 Prepare yourself to deliver good customer service
○ Addressing customer requests - within the rules
○ Open all checked items
○ Open all linked items
○ Close all

⊟ **Diploma in Creative and Digital Media Competence L3 {QCF} {OCR} 500_8357_0**
  ⊞ Unit X1 Contribute to good working relationships (CV4)
  ⊞ Unit X2 Ensure your own actions reduce risks to health and safety (CV4)
  ⊞ Unit F1 Manage and market yourself as a freelancer (CV9)
  ⊞ Unit P1 Contribute ideas for production (CV6)
  ⊟ Unit P5 Identify sources of information (CV5)
      ⊟ Element P5.1 Be able to identify sources of information
          ⊟ *Performance criteria P5...*

(Callout: Tick the criteria that the evidence actually meets)

☑ ☑ 1.1 ...ces available, explaining their suitability for particular productions

(Callout: Learner's ticks)

☑ ☐ 1.2 Identi... ...elevant to the research brief

☑ ☐ 1.3 Establish initial contact with relevant parties to identify their potential to contribute to the brief

☑ ☐ 1.4 Maintain accurate, comprehensive and up to date records of all information sources

Reviewing learner progress

Assessors can review learner progress in 3 places:
1. On the assessor Homepage under the **Learner Progress Summary** tab
2. On the **Unit status, evidence matrix and signoff** tab for the relevant learner
3. On the **Reports** menu option under the **Progress** tab.

Unit Signoff

Assessors can sign off a unit by following this procedure:

Step	Action
1	From the **Unit status, evidence matrix and signoff** tab of the relevant learner, select the unit that you want to view and signoff.
2	Click on the **View progress and signoff** button
3	Review the evidence matrix and note any gaps
4	Type a summative assessment into the **Summative assessment** field
5	Click on the **I confirm that the candidate has demonstrated competence by satisfying all the skills and knowledge criteria for this unit** checkbox
6	Decide whether you want the learner to confirm the signoff
7	Click on the **Save** button

If you select the blue arrow "Evidence comments", a pop up will appear which will show the evidence state and also any comments the assessor made on that particular piece of evidence.

Signing off multiple units at once
You may opt to sign off multiple units at once rather than doing them one at a time.

In the Unit Status, Evidence Matrix and Sign Off tab, there is a button under the qualification header. Clicking on this opens a new page. Here, you can select the units you want to sign off, add a summative assessment comment and request learner confirmation. Note that the same comment and confirmation option will be applied to all of the units you have selected.

Certificate in Pharmacy Service Skills L2 (Edexcel) QCF 500_9351 (GW) (90)

Start date: 16/04/2012   Overall qualification % completion to date: 100 %

End date: 16/04/2013

Num	Unit title	% Completed (Actual)	Date assigned	Signed off by assessor	Confirmed by learner	Verified	Select all / Deselect all
1	Assist with the provision of a pharmacy service to meet individuals' needs (1571)	53	16/04/2012			sampled 08/02/2013	☐
2	Ensure your own Actions Reduce risks to Health and Safety (1572)	54	16/04/2012				☐
3	Contribute to the effectiveness of teams (1573)	18	16/04/2012			sampled 11/08/2014	☐

Assessor
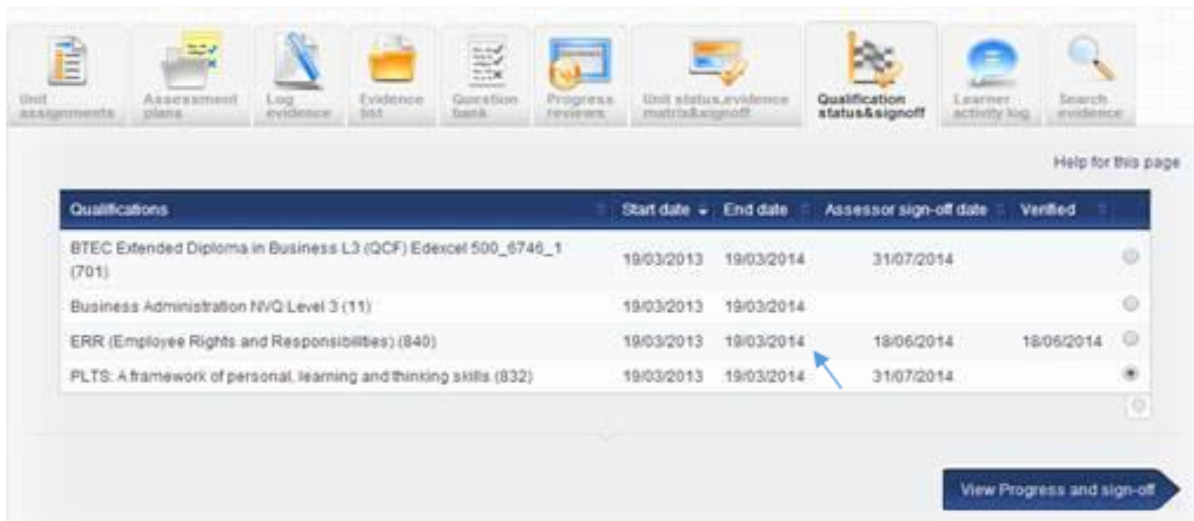
Summative Assessment

☐ I confirm that the student has demonstrated competence by satisfying all the skills and knowledge criteria for the selected units. I therefore deem the selected units to be signed off.

☐ Request learner to confirm unit completion?
By checking this box the learner will be requested to confirm that the evidence provided is a result of their own work.

Signing off a Qualification
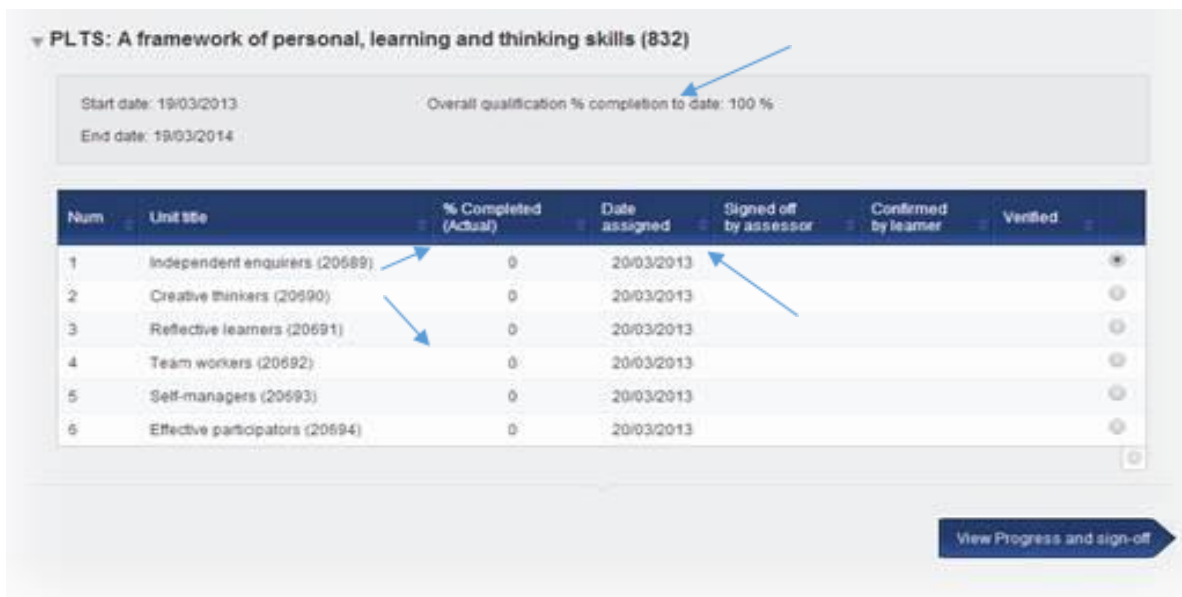
Signing off a qualification moves everything at qualification level to 100% complete regardless of whether the qualification is 100% complete or not.

The sign off date appears in the table below:

When viewing it at Unit status level the Qualification is shown as 100% complete, but the % complete at unit level does not change. Equally the unit sign off date is not automatically populated with a date (that being the qual sign off date). It remains empty.

You can always go back and sign the unit off after qualification should you need to do so. When signing off a unit, regardless of % complete, the sign automates the % completion to 100%
In the above example for unit 1 which was 0% complete on signing off it changed to 100% complete: