

Question Banks

Centre Admin Assigns Question Bank

The learner is setup as normal by centre admin. The Question Bank is assigned to them with a start and end date as you would a qualification. The QB is assigned to the learner in addition to the qualification that it relates to.

Assessor Assigns Units from within question bank (Unit assignments tab)

Assessor logs in and assigns a unit or units where there is more than one set of questions from the Question Bank to the learner. The unit contains a number of questions. When the unit is assigned, VQM creates an empty evidence item which appears on the learner's To Do tab.

Unit assignments

Unit number	Unit title	Select all / Deselect all
1	Key Principles of Management and Leadership (34342)	<input checked="" type="checkbox"/>
2	Improving Your Own Management and Leadership Performance (34343)	<input checked="" type="checkbox"/>
3	Managing Delivery of Customer Service (34344)	<input checked="" type="checkbox"/>
4	Recruiting and selecting staff (34345)	<input checked="" type="checkbox"/>
5	Appraising and developing staff (34346)	<input checked="" type="checkbox"/>
6	Supporting organisational change initiatives (34347)	<input checked="" type="checkbox"/>
9	Working relationships with team members (34348)	<input checked="" type="checkbox"/>
10	Health and safety risk assessment in your team (34349)	<input checked="" type="checkbox"/>
11	Coaching skills in Team Leading and Management (34350)	<input checked="" type="checkbox"/>

Learner Notification

An item on their To Do tab in a section called 'Unsubmitted Questions'. Summary information includes the Unit name with a link 'Go to questions'.

Unsubmitted questions

Date created	Question number	Summary	Go to questions
09/06/2015	155385/Q/798	Key Principles of Management and Leadership	Go to questions
09/06/2015	155385/Q/799	Improving Your Own Management and Leadership Performance	Go to questions
09/06/2015	155385/Q/800	Managing Delivery of Customer Service	Go to questions

Select link “Go to questions” then the question bank opens up.

Answers and feedback (Click on a question to rollup or show)

▼ 1 (a) Outline the functions of management according to: Henri Fayol's theory of management

Type your answer

Please tick the box if you are happy with your answer ☐

▼ 1 (b) Outline the functions of management according to: Mary Parker Follett's theory of management.

Type your answer

Please tick the box if you are happy with your answer ☐

▼ 2 Describe the skills associated with leadership

Type your answer

Please tick the box if you are happy with your answer ☐

Learner Answers Questions

Evidence item is a single scrolling screen with questions, and answer fields. Learner fills in answers possibly over a period of time, saving and continuing later. When happy with their answer they tick the box under each question - **Please tick the box if you are happy with your answer** which changes the colour of the answer field so the learner can glance down the list and see what is finished and what still outstanding.

▼ 1 (a) Outline the functions of management according to: Henri Fayol's theory of management

Type your answer

my answer

Please tick the box if you are happy with your answer ☒

▼ 1 (b) Outline the functions of management according to: Mary Parker Follett's theory of management.

Type your answer

not finished this one yet

Please tick the box if you are happy with your answer ☐

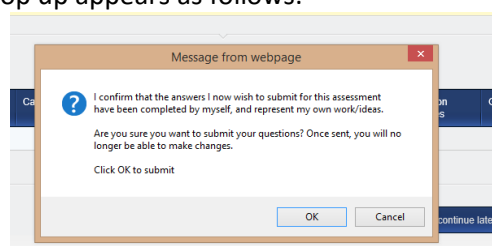
▼ 2 Describe the skills associated with leadership

Type your answer

my answer

Please tick the box if you are happy with your answer ☒

When ready, the learner submits the Question Bank for assessment using the blue arrows at the foot of the page. A pop up appears as follows:



A copy of the answered questions appear in the learners “Question bank” tab

Welcome quest bank (Learner 155385) Logout options Help and training

Home My portfolio Reports

Assessment plans Log evidence Evidence list **Question bank** Progress reviews Unit status evidence matrix & signoff Qualification status & signoff My activity log Search evidence

Select qualification: All qualifications

Select unit: All units

▼ Certificate in Management L3 (NCFE) question bank

Sort by oldest first

Date created	09/06/2015	Number	155385/Q/804	
Qualification	Certificate in Management L3 (NCFE) question bank 7.1			View
Description	Working relationships with team members			
Last action	Learner submitted evidence to Assessor			

Date created	09/06/2015	Number	155385/Q/799	
Qualification	Certificate in Management L3 (NCFE) question bank 2.1			View
Description	Improving Your Own Management and Leadership Performance			
Last action	Learner submitted evidence to Assessor			

Assessor Assesses Question Bank

Question Bank now appears on Assessor homepage – Question Bank ready for assessment

Welcome Anne Smith 06 (Tutor 1108) Logout options Help and training

Home My learners Assessment tools Reports

To do My Learning Plan Learner progress summary Personal details Messages

Help for this page

Questions re-submitted following action

Learner	Date resubmitted	Question number	Qualification	
Anderson 06a, Charles(1110)	08/02/2012	1110/Q/439	Level 2 Certificate in Equality and Diversity: Assessment Question Bank {DEMONSTRATION} 1.1	Go to questions
Anderson, Charles (1145)	10/02/2012	1145/Q/506	Level 2 Certificate in Equality and Diversity: Assessment Question Bank {DEMONSTRATION} 1.1	Go to questions

Unassessed questions

Learner	Date received	Question number	Qualification	
Anderson08, Charles(1164)	24/04/2013	1164/Q/900	No qualification / criteria selected	Go to questions

The assessor selects the “Go to questions” hyperlink.

This opens the question list. Assessor can complete feedback for each question, and using the boxes below the feedback box, marks the questions with either

Please re-visit this question as your answer does not meet the criteria

Well done, your answer met the assessment criteria for this question

Checking the different boxes turn the assessor's field a different colour.

▼ 1c Describe what having equal opportunity means in relation to healthcare

Learner answer 1

This is my first answer

Tutor feedback1

Goog

Please tick the box if you are happy with your answer ☒

Please re-visit this question as your answer does not meet the criteria ☐

Well done, your answer met the assessment criteria for this question ☒

Answers and feedback (Click on a question to rollout or show)

▼ 1 Describe the knowledge and skills needed for management and leadership.

Learner answer 1

a

Type your feedback

Not happy with this answer

Please tick the box if you are happy with your answer ☒

Please re-visit this question as your answer does not meet the criteria ☒

Well done, your answer met the assessment criteria for this question ☐

▼ 2 Describe the importance of setting personal objectives at work.

If any questions are not answered correctly, the Question Bank is returned to the learner for more action using the blue arrows at the foot of the page.

Learner Reanswers

Question Bank is returned for action which has a new field for the learner to create a new answer,

▼ 1b Describe what having equal opportunity means in relation to housing

Learner answer 1

This is my first answer

Tutor feedback1

Not bad please do more

Type your answer

Please tick the box if you are happy with your answer ☒

Please re-visit this question as your answer does not meet the criteria ☒

Well done, your answer met the assessment criteria for this question ☐

Please tick the box if you are happy with your answer ☐

Assessor Reassesses Question Bank

The screenshot shows the VQ Manager interface for a tutor. The top navigation bar includes 'Home', 'My learners', 'Assessment tools', and 'Reports'. Below this is a secondary navigation bar with 'To do', 'My Learning Plan', 'Learner progress summary', 'Personal details', and 'Messages'. The main content area is titled 'Questions re-submitted following action' and contains a table with the following data:

Learner	Date resubmitted	Question number	Qualification	
Anderson 06a, Charles(1110)	08/02/2012	1110/Q/439	Level 2 Certificate in Equality and Diversity: Assessment Question Bank (DEMONSTRATION) 1.1	Go to questions
Anderson, Charles (1145)	10/02/2012	1145/Q/506	Level 2 Certificate in Equality and Diversity: Assessment Question Bank (DEMONSTRATION) 1.1	Go to questions

This process continues until such time as the assessor is happy the answers have been completed. The history of all the learner answers and all the assessor feedback comments all remain in the document's audit trail. The bank is then submitted for verification

At this point the unit will read 100% complete as each question should be checked. The assessor can sign off the unit at this stage.

The screenshot shows the VQ Manager interface for a learner. The top navigation bar includes 'Home', 'My portfolio', and 'Reports'. Below this is a secondary navigation bar with 'To do', 'Info', 'My progress summary', 'File library', 'Personal details', and 'Messages'. The main content area is titled 'Certificate in Management L3 (NCFE) question bank' and shows a progress bar for 'Overall qualification % completion to date' at 5%. Below this is a list of units with their completion status:

Unit	Completion Status
Unit 1 Key Principles of Management and Leadership	0%
Unit 2 Improving Your Own Management and Leadership Performance	100%
Unit 3 Managing Delivery of Customer Service	0%
Unit 4 Recruiting and selecting staff	0%
Unit 5 Appraising and developing staff	0%
Unit 6 Supporting organisational change initiatives	0%
Unit 7 Working relationships with team members	0%
Unit 8 Health and safety risk assessment in your team	0%
Unit 9 Coaching skills in Team Leading and Management	0%

An assessment plan can be created for each of the question banks which outline the criteria met by the correct answering of these questions. An assessor then submits a "Log evidence" form outlining that the assessment plan has been met and thus advancing the learner's progress.

IQA can sample questions, write feedback or return to the assessor for action.