

## IV/IQA Signing off a unit

To sign off a unit go to the “Unit status, matrix & signoff” tab located in “Verify”

The screenshot shows the VQ Manager interface. At the top, there is a navigation bar with the VQ Manager logo, a welcome message for 'ingrid fire (Internal verifier 161313)', and links for 'Logout options' and 'Help and training'. Below this is a menu with 'Home', 'Verify' (highlighted), 'Internal verifier tools', and 'Reports'. A dark blue bar contains dropdown menus for 'Assessor' (fire, anne (161312)) and 'Learner' (Newbury, Nana (146680)). Below this is a row of icons for various functions: Unit assignments, Assessment plans, Evidence list, Learner diary, Question bank, Progress reviews, Unit status, matrix & signoff (highlighted), Qualification status & signoff, Learner activity log, Learner details, and Search evidence. The main content area shows a dropdown for 'Diploma in Children's Learning and Development (Early Years Educator) L3 (QCF) (Pearson Edexcel) 601\_2963\_3 (1858)'. Below this, there are summary statistics: Start date: 07/01/2015, Overall qualification % completion to date: 100 %, Total credit value for signed off units: 4, End date: 12/01/2016, Total credit value for units not yet signed off: 30. A table lists units with columns: Num, Unit title, Credit value, % Completed (Actual), Date assigned, Target date, Signed off by assessor, Confirmed by learner, and Verified. Unit 1 is selected, and an arrow points to the 'Verified' column. A 'View Progress and sign-off' button is at the bottom right.

| Num | Unit title   | Credit value | % Completed (Actual) | Date assigned | Target date | Signed off by assessor | Confirmed by learner | Verified                         |
|-----|--|--------------|----------------------|---------------|-------------|------------------------|----------------------|----------------------------------|
| 1   | Understand Children's Early Years Education and Development (41929)                  | 9            | 68                   | 07/01/2015    | 07/01/2016  |                        |                      | <input checked="" type="radio"/> |
| 2   | Implementing Early Years Foundation Stage (41930)                                    | 6            | 52                   | 07/01/2015    | 07/01/2016  |                        |                      | <input type="radio"/>            |
| 3   | Diversity, Equality and Inclusion in Early Years Settings (41931)                    | 5            | 0                    | 07/01/2015    | 07/01/2016  |                        |                      | <input type="radio"/>            |
| 4   | Plan and Provide Effective Teaching and Learning in Early Years Settings (41932)     | 5            | 0                    | 07/01/2015    | 07/01/2016  |                        |                      | <input type="radio"/>            |
| 5   | Make Accurate and Productive Use of Assessment in Early Years Settings (41933)       | 5            | 0                    | 07/01/2015    | 07/01/2016  |                        |                      | <input type="radio"/>            |
| 6   | Develop Effective and Informed Professional Practice in Early Years Settings (41934) | 4            | 100                  | 07/01/2015    | 07/01/2016  | 13/04/2016             | Requested            | <input type="radio"/>            |

Select a unit to sign off then select the arrow “View progress and sign off”.



You then have two options:

“Save and write assessor feedback report”. Selecting this will take you to the “Internal verifier assessor feedback reports” tab where you can complete an assessor report.

The screenshot shows the VQ Manager interface for an internal verifier. At the top, the user is logged in as 'ingrid fire (Internal verifier 161313)'. The main navigation bar includes 'Home', 'Verify', 'Internal verifier tools' (highlighted), and 'Reports'. Below this, a row of icons represents different report types: 'Internal verifier assessor feedback reports', 'External verifier feedback reports', 'Assessor activity log', 'File library', 'Internal verifier sampling plan', and 'Rationale'. The main content area contains a form with the following fields:

- Assessor: fire, anne (161312)
- Learner: Newbury, Nana (146680)
- Report details section with a 'Report Name' text box and a 'Date' dropdown set to 30/01/2018.
- Internal verifier section with a 'Review of assessor' text box.

Or: select “save and go to sampling plan” which will do exactly that and you will see the units sign off, and if you ticked “not sampled” the unit will be highlighted blue.

The screenshot shows the VQ Manager interface for an internal verifier sampling plan. The user is logged in as 'ingrid fire (Internal verifier 161313)'. The main navigation bar includes 'Home', 'Verify', 'Internal verifier tools' (highlighted), and 'Reports'. Below this, a row of icons represents different report types: 'Internal verifier assessor feedback reports', 'External verifier feedback reports', 'Assessor activity log', 'File library', 'Internal verifier sampling plan' (highlighted), and 'Rationale'. The main content area contains a form with the following fields:

- Assessor: fire, anne (161312)
- Qualification: Diploma in Children's Learning and Development (Early Years Educator) L3 (QCF) (Pearson Edexcel) 601\_2963\_3 (1858)
- Employer: All
- Curriculum area: No curriculum areas
- Learner: All

Below the form is a legend for unit statuses:

- Unit not assigned (grey)
- Unit assigned (orange)
- Assessor signed-off (green)
- Internal verifier signed-off (dark green)
- Sample planned (yellow)
- Interim sample (brown)
- Final sample (gold)
- Sample completed (light green)
- Not sampled (blue)

The page title is 'Internal verifier sampling plan'.