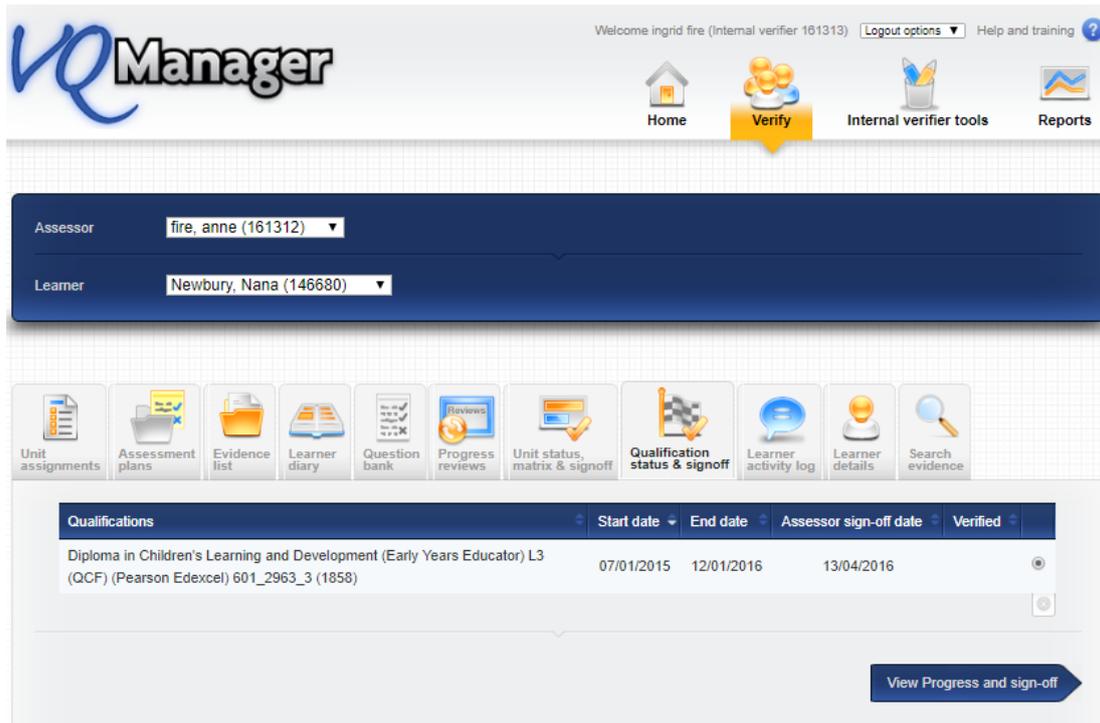


IV/IQA qualification sign off

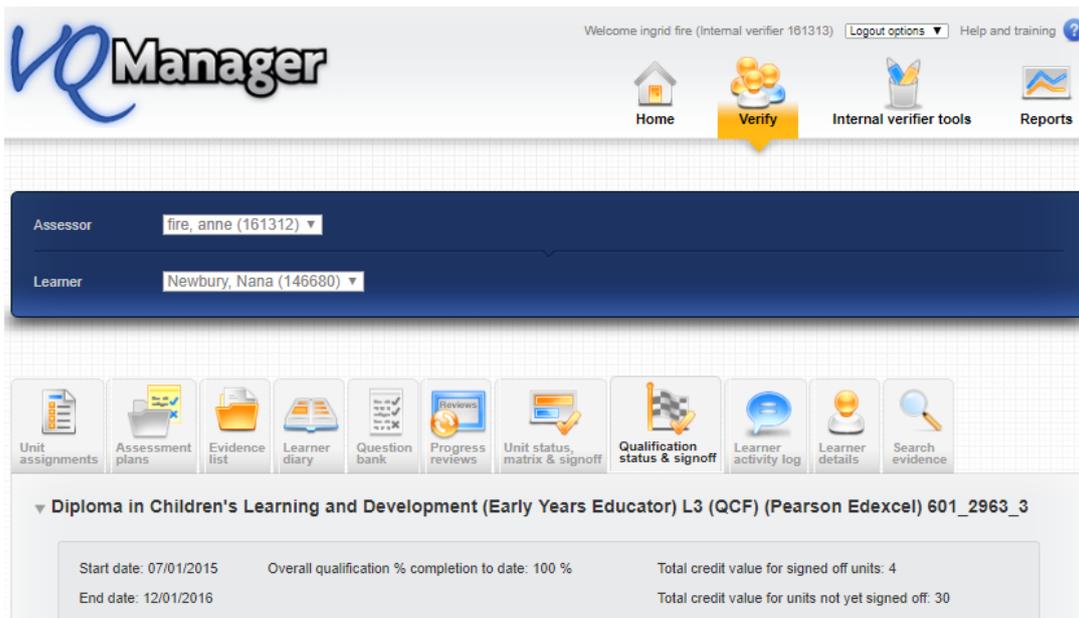
To sign off a qualification go to the “Qualification status & signoff” tab located in the “Verify” tab.

Select the qualification to be signed off and the the “View progress and signoff” button at the bottom of the page.



The screenshot shows the VQ Manager interface. At the top, the logo 'VQ Manager' is on the left, and the user 'Welcome ingrid fire (Internal verifier 161313)' is on the right. Below the logo are navigation icons for 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, Qualification status & signoff (highlighted), Learner activity log, Learner details, and Search evidence. A table lists qualifications with columns for Start date, End date, Assessor sign-off date, and Verified. The first row shows 'Diploma in Children's Learning and Development (Early Years Educator) L3 (QCF) (Pearson Edexcel) 601_2963_3 (1858)' with dates 07/01/2015, 12/01/2016, and 13/04/2016. A 'View Progress and sign-off' button is at the bottom right.

| Qualifications | Start date | End date | Assessor sign-off date | Verified |
|--|------------|------------|------------------------|----------|
| Diploma in Children's Learning and Development (Early Years Educator) L3 (QCF) (Pearson Edexcel) 601_2963_3 (1858) | 07/01/2015 | 12/01/2016 | 13/04/2016 | |



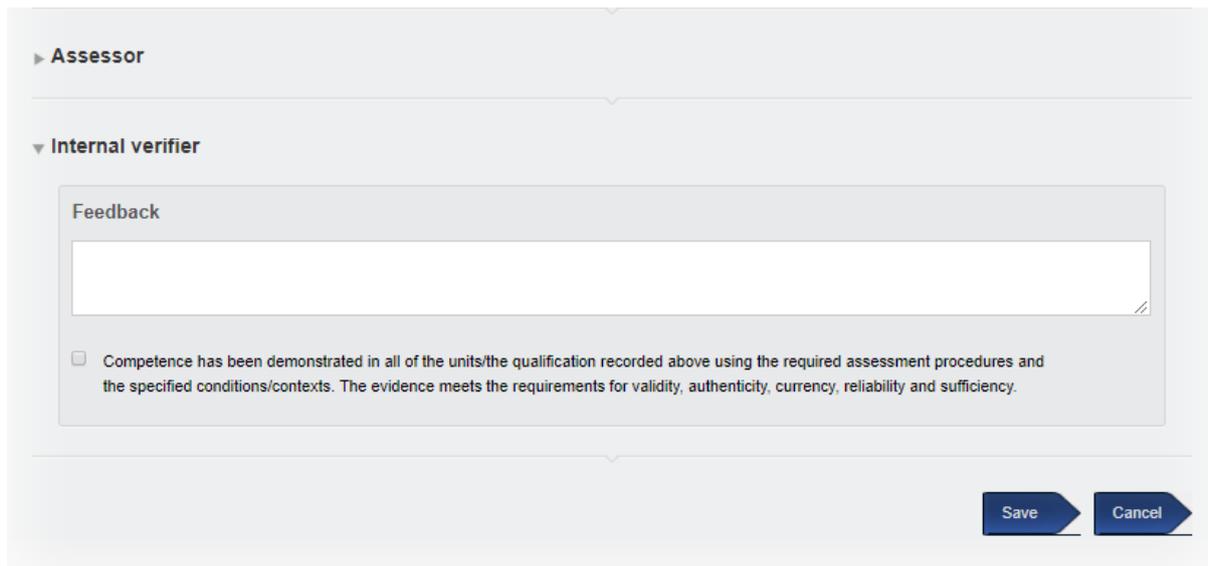
This screenshot shows the VQ Manager interface with the 'Qualification status & signoff' tab selected. The Assessor and Learner dropdowns are the same as in the previous screenshot. The 'Qualification status & signoff' icon is highlighted. Below the navigation icons, the qualification name 'Diploma in Children's Learning and Development (Early Years Educator) L3 (QCF) (Pearson Edexcel) 601_2963_3' is displayed. A summary box contains the following information:

| | | |
|------------------------|---|---|
| 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 |

Scroll down to the bottom of the page and enter your feedback and tick the declaration:

“Competence has been demonstrated in all of the units/the qualification recorded above using the required assessment procedures and the specified conditions/contexts. The evidence meets the requirements for validity, authenticity, currency, reliability and sufficiency”

And “save”.



The screenshot shows a web form interface. At the top, there is a section labeled 'Assessor' with a right-pointing arrow. Below it is a section labeled 'Internal verifier' with a downward-pointing arrow. Inside the 'Internal verifier' section, there is a 'Feedback' label above a large, empty text input field. Below the input field, there is a checkbox followed by the text: 'Competence has been demonstrated in all of the units/the qualification recorded above using the required assessment procedures and the specified conditions/contexts. The evidence meets the requirements for validity, authenticity, currency, reliability and sufficiency.' At the bottom right of the form, there are two blue buttons with white text: 'Save' and 'Cancel', both with right-pointing arrows.