

IV/IQA report writing

IV/IQA report writing is located in the “Internal Verifier Tools” tab and a report can be created at any time.

Select the assessor to edit or view previously created reports.

Welcome John Stuart (Internal verifier 97020) Logout options Help and training ?

Home Verify Internal verifier tools Reports

Internal verifier assessor feedback reports External verifier assessor feedback reports Assessor activity log File library Internal verifier sampling plan Rationale

Select assessor **Knee, Sid (96980)**

| Date created | Report name | Learner | Date submitted | Date read by assessor | Assessor comments ? | Documents attached ? | Select |
|--------------|------------------|------------------------------------|----------------|-----------------------|---------------------|----------------------|----------------------------------|
| 13/08/2014 | August 2014 [57] | Leigh, Krista | 13/08/2014 | | No | No | <input type="radio"/> |
| 07/01/2015 | Dec 2014 [59] | Not linked to a particular learner | 07/01/2015 | | No | No | <input type="radio"/> |
| 07/01/2015 | Jan 2015 [60] | Leigh, Krista | 07/01/2015 | | No | No | <input checked="" type="radio"/> |

Write new report Edit or view

If you wish to create new report, ensure the assessor selected in the top area is the one you wish to write the report about and then select “Write new report”.

Select assessor **Knee, Sid (96980)**

| Date created | Report name | Learner | Date submitted | Date read by assessor | Assessor comments ? | Documents attached ? | Select |
|--------------|------------------|------------------------------------|----------------|-----------------------|---------------------|----------------------|----------------------------------|
| 13/08/2014 | August 2014 [57] | Leigh, Krista | 13/08/2014 | | No | No | <input type="radio"/> |
| 07/01/2015 | Dec 2014 [59] | Not linked to a particular learner | 07/01/2015 | | No | No | <input type="radio"/> |
| 07/01/2015 | Jan 2015 [60] | Leigh, Krista | 07/01/2015 | | No | No | <input checked="" type="radio"/> |

Write new report Edit or view

Select a learner or if the report is none learner specific, select the first option “Not linked to a particular learner”.

Select assessor **Knee, Sid (96980)**

Select learner

- stuart, patrick (96997)
- Not linked to a particular learner
- Jones, Unity (144565)
- Leigh, Krista (96738)
- Newbury, Nana (146680)
- reviews, progress (143633)
- stuart, patrick (96997)
- Stuart, Tim (96996)
- testing, password (124927)

Report details

Back Report Name

Work through the form and complete all the information necessary.

The screenshot shows a web-based form for writing an IQA report. At the top, there are six navigation icons: 'Internal verifier assessor feedback reports', 'External verifier assessor feedback reports', 'Assessor activity log', 'File library', 'Internal verifier sampling plan', and 'Rationale'. Below these are two dropdown menus: 'Select assessor' with 'Knee, Sid (96980)' selected, and 'Select learner' with 'Leigh, Krista (96738)' selected. The form is divided into several sections, each with a dropdown arrow: 'Report details' contains a 'Feedback Report Name' text box, a 'Learner' dropdown with 'Leigh, Krista' selected, and a 'Date' dropdown with '28/01/2015' selected. 'Internal verifier' contains a 'Review of assessor' text box. 'Attached files' contains a section for 'Upload and attach files'. 'Assessor' contains a checkbox 'I have read the feedback and will implement any required actions' (which is unchecked) and an 'Assessor comments' text box.

Assuming you have selected a specific learner at the top, this section will show all the comments you made as an IQA against any of the evidence you have verified since the last report was written.

This screenshot shows the 'Evidence' section of the form. It features a dropdown arrow and a text box containing the message 'No internal verifier comments recorded for this assessor'. Below the text box are three blue arrow-shaped buttons: 'Save and submit to assessor', 'Save', and 'Cancel'. Arrows from the text above point to the 'Evidence' section and the 'Save and submit to assessor' button.

If you require the report to be acknowledged by the assessor select the first arrow "Save and submit to assessor". If there is nothing to do or note, select the "Save" arrow.

You are prompted to write an assessor report when you are signing off a unit as verified

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VQ Manager

Home Verify Internal verifier tools Reports

Select assessor: Knee, Sid (96980) v

Select learner: stuart, patrick (96997) v

Unit assignments Assessment plans Evidence list Question bank Progress reviews **Unit status, evidence matrix and signoff** Qualification status and signoff Learner activity log Search evidence

Date Assessor Summary Description internal verifier date EV date Method Performance criteria Range statement
 Knowledge and understanding

Internal verifier evidence rating

Valid
 Current
 Authentic
 Sufficient
 Relevant

Unit not sampled
 I confirm that the candidate's sampled work meets the standards specified for this unit and may be presented for external verification and/or certification.

Save and write assessor feedback report Save and go to sampling plan Cancel