

## View and confirm an assessment plan

You may be required to confirm that you agree to an assessment plan which has been created for you by your assessor. If this is the case, the assessment plan will appear on your **Todo** tab on your homepage, with a link next to it 'Confirm this assessment plan'. In the column listing the date you confirm this plan, the word 'Requested' will appear. Confirm an assessment plan by following this procedure:

Step	Action
1	On the <b>To do</b> tab of the learner homepage, under the 'Confirmation of assessment plans' section, click on the 'Confirm this assessment plan' link.
2	Review the assessment plan and specifically the following: <ul style="list-style-type: none"> <li>• The target date which is the date that assessment plan must be complete</li> <li>• The notes which the assessor has written</li> <li>• Any files which have been attached</li> <li>• Guidance notes in the performance criteria section which could explain exactly what sort of evidence should be provided</li> </ul>
3	If satisfied, click on the ' <b>I hereby confirm that I agree to the above</b> ' checkbox.  Note that if anything is unclear the candidate should speak to the assessor to seek clarification before checking this box.
4	Click on 'Save'.  You have confirmed the assessment plan.

The screenshot shows the VQ Manager interface. At the top, there is a navigation bar with the VQ Manager logo, a welcome message for Kurt Jacobs (Learner 3340), and links for 'Logout options' and 'Help and training'. Below this are icons for 'Home', 'My portfolio', and 'Reports'. A secondary navigation bar contains icons for 'To do' (with a red notification badge of 12), 'Info' (with a red notification badge of 5), 'My progress summary', 'File library', 'Personal details', and 'Messages'. The main content area is titled 'Evidence requiring action' and contains a table with one row of evidence. Below this is the 'Confirmation of assessment plans' section, which contains a table with three rows of pending plans. Two arrows point to the 'Confirm this Assessment plan' links in the third and fourth rows of this table.

Assessor	Date returned	Evidence number	Summary	
Pretorius, Andre(3339)	27/02/2012	3340/E/405	test 1 WDS	Edit / Submit

  

Assignment date	Assessment plan	Target date	Confirmation date	
28/07/2011	Health, safety and security at work (UNIT1)	19/08/2011	Requested	Confirm this Assessment plan
21/12/2011	UNIT 9 Keep work areas clean in logistics operations	18/01/2012	Requested	Confirm this Assessment plan
27/06/2012	Worksheet 9	30/06/2012	Requested	Confirm this Assessment plan

VQManager Welcome Kurt Jacobs (Learner 3340) [Logout options](#) [Help and training](#) ?

Home
My portfolio
Reports

To do <sup>12</sup>
Info <sup>5</sup>
My progress summary
File library
Personal details
Messages

**▼ Assessment plan**

Name: Worksheet 9

Assigned by: Pretorius, Andre (3339)

Target date: 30/06/2012

Notes: See attached comment which I need you to completed by the target date

**▼ Files**

updated	description		402 KB
01/07/2011	health and safety checklist	Shared with you by Pretorius, Andre (3339)	

**► Feedback and signoff**

**► Evidence comments**

**► Assessment criteria**

**▼ Learner confirmation**

I hereby confirm that I agree to the above

**Save** **Cancel**

If your assessor has elected that you receive an email notification it will look like this.

