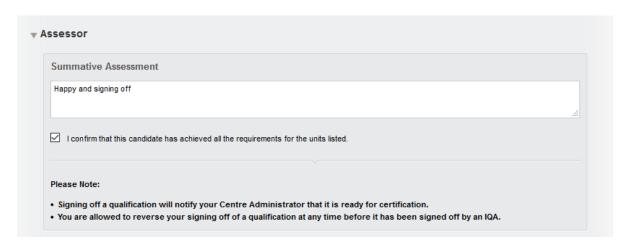
VQManager enhancements May 2016

Assessor and IQA/IV: Allowing reversing of sign off

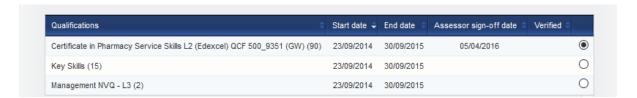
At the moment, assessors can reverse their own unit sign off. We have now added the ability for:

- Assessor to reverse their own qualification sign off.
- IQA/IV to reverse their own unit and qualification sign off.
- IQA/IVs to be able to reverse assessor unit and qualification sign off where they disagree with the assessor's decision
- Assessors to reverse assessment plan sign off.

Assessors to reverse their own qualification sign off, provided the qualification is not signed off by an IQA/IV.



This is a qualification signed off by the assessor and the date of sign off appears in the "Assessor sign off date" column in the table found under the Qualification Status & Sign Off tab.



If the assessor needs to reverse this sign off the box may now be unticked.



When saved the sign off date disappears from the assessor sign off column in the table.



IQA/IVs to reverse own unit and qualification sign off.

The process for reversing IQA/IV unit and qualification sign off is the same as above. Removing the tick will reverse the sign off.

IQA/IVs to be able to reverse assessor unit and qualification sign off where they disagree with the assessor's decision.

The IQA/IV should write comments in the Summative Assessment box at this point, visible to the assessor, saying why they have reversed the sign off.



The example below shows the assessor sign off before and after the IQA/IV reverses the sign off:



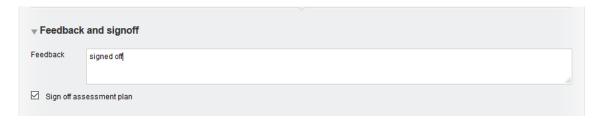
The date then disappears from the assessor sign off column in the summary table.



NOTE: The Centre Administrator receives an email notification to indicate that the qualification sign off has been reversed in both instances i.e. when the assessor or the IQA/IV reverse this. The sign off notification which appears in the Centre Administrator's To Do tab also disappears.

Reversing an assessment plan sign off

The principle for this is the same, below is an assessment plan signed off



And the green tick indicates the sign off



To reverse it, untick the sign off assessment plan box



And when saved the green tick to indicate the sign off disappears.

