

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.

Qualifications	Start date	End date	Assessor sign-off date	Verified
Certificate in Pharmacy Service Skills L2 (Edexcel) QCF 500_9351 (GW) (90)	23/09/2014	30/09/2015	05/04/2016	<input checked="" type="radio"/>
Key Skills (15)	23/09/2014	30/09/2015		<input type="radio"/>
Management NVQ - L3 (2)	23/09/2014	30/09/2015		<input type="radio"/>

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.

Qualifications	Start date	End date	Assessor sign-off date	Verified
Certificate in Pharmacy Service Skills L2 (Edexcel) QCF 500_9351 (GW) (90)	23/09/2014	30/09/2015		<input checked="" type="radio"/>
Key Skills (15)	23/09/2014	30/09/2015		<input type="radio"/>
Management NVQ - L3 (2)	23/09/2014	30/09/2015		<input type="radio"/>

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.

400	Configuring Microsoft Windows Vista client (2007)	9	0	19/02/2015		<input type="radio"/>
402	Supporting and troubleshooting applications on a Windows Vista client for consumer support technicians (2008)	9	100	11/02/2015	05/04/2016	Requested <input type="radio"/>

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

Assessor

Summative Assessment

signed off

☐ I confirm that the student has demonstrated competence by satisfying all the skills and knowledge criteria for this unit. I therefore deem this unit to be signed off.

IQA sign-off

IQA feedback

not happy with sign off

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

400	Configuring Microsoft Windows Vista client (2007)	9	0	19/02/2015		<input type="radio"/>
402	Supporting and troubleshooting applications on a Windows Vista client for consumer support technicians (2008)	9	0	11/02/2015		<input checked="" type="radio"/>

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

▼ Feedback and signoff

Feedback

☒ Sign off assessment plan

And the green tick indicates the sign off

▼ BTEC Extended Diploma in Music Technology L3 {QCF} Edexcel 500_7716_8 (96)

Units and assessment criteria covered	Date assigned	Target date	Description	Status	Select
1.1 M1, M2, M3, M4	01/09/2011	29/10/2011	Composing Music - GW BTEC test 1 [381]	 	<input type="radio"/>
2.1 P1, P2, P3, P4	01/09/2011	01/11/2011	Listening Skills for Music Technologists - Pass assignment [383]	 	<input type="radio"/>

To reverse it, untick the sign off assessment plan box

▼ Feedback and signoff

Feedback

☐ Sign off assessment plan

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

▼ BTEC Extended Diploma in Music Technology L3 {QCF} Edexcel 500_7716_8 (96)

Units and assessment criteria covered	Date assigned	Target date	Description	Status	Select
1.1 M1, M2, M3, M4	01/09/2011	29/10/2011	Composing Music - GW BTEC test 1 [381]	 	<input type="radio"/>
2.1 P1, P2, P3, P4	01/09/2011	01/11/2011	Listening Skills for Music Technologists - Pass assignment [383]	 	<input type="radio"/>