

Routing of EQA/EV feedback reports – now go to IQA/IV, not assessor

We have changed the workflow in respect of the EQA/EV feedback reports. Following consultation it was established that the EQA/EV feedback report is really for the attention of the IQA/IV and not the assessor. All previous entries sent to the assessors will still be visible to the assessors but now also visible to any associated IQA/IV.

The screenshot shows the VQ Manager interface. At the top, there is a navigation bar with links for Home, Verify, EV tools (which is highlighted with a yellow arrow), and Reports. Below the navigation bar is a toolbar with icons for External verifier feedback reports, IQA assessor feedback reports, Assessor activity log, IQA activity log, File library, IQA sampling plan, and Rationale. A dropdown menu labeled 'Select IQA' shows 'Devine, Summer (966)'. A dropdown menu labeled 'Select assessor' shows 'No specific assessor' (which is selected) and three other options: 'Bryson, Billy (912)', 'Sampson, Holly (958)', and 'There are no feedback reports for this combination'. At the bottom right are buttons for 'List all reports', 'Write new report', and 'Edit or view'.

You are able to select an IQA/IV and then if required an assessor, but there is the option to choose “no specific assessor” too. Selecting an IQA/IV and an assessor will refresh the page and list all the reports for that IQA/assessor combination.

Using the blue arrow, you may now list all reports (for all IQAs and assessors) to view all in addition to the existing buttons “Write new report” and “Edit or view”.

The screenshot shows the VQ Manager interface for internal verifiers. At the top, there is a toolbar with icons for External verifier feedback reports, Internal verifier assessor feedback reports, Assessor log, Internal verifier activity log, File library, Internal verifier sampling plan, and Rationale. A dropdown menu labeled 'Select internal verifier' shows 'Stuart, John (97020)'. A dropdown menu labeled 'Select assessor' shows 'Knee, Sid (96980)'. Below these dropdowns is a table listing reports:

Date created	Report name	Learner	Assessor	Internal verifier	Date submitted to internal verifier	Select
16/05/2016	May 2015 report	No specific learner	Knee, Sid (96980)	Stuart, John (97020)	Not yet submitted	<input checked="" type="radio"/>
16/05/2016	January 2016 report	No specific learner	Knee, Sid (96980)	Stuart, John (97020)	16/05/2016	<input type="radio"/>
16/05/2016	November 2015 report	Leigh, Krista (96738)	Knee, Sid (96980)	Stuart, John (97020)	Not yet submitted	<input type="radio"/>

At the bottom right are buttons for 'List all reports', 'Write new report', and 'Edit or view'.

If you select “write new report” there are a couple of amendments to this page. The EQA/EV can opt to share this report with the assessor if s/he chooses. And the review is clearly labelled review of IQA/IV as opposed to assessor. The blue arrow now indicates that the report notification will go to the IQA/IV.

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

Select internal verifier Stuart, John (97020) ▾

Select assessor Knee, Sid (96980) ▾

Select learner No specific learner ▾

Report details

Feedback Report Name

Date 16/05/2016

Share this report with the assessor?

Review of internal verifier

These are examples of how the old reports now look like to users The reports were written by the EQA for the Assessor so there is no IQA associated with any of these.

This is the EV/EQA view - Yvonne Bowen Davies:

EQA feedback reports IQA assessor feedback reports Assessor activity log IQA activity log File library IQA sampling plan Rationale

Select IQA Chamberlain, Rebecca (79310) ▾

Select assessor Penny, Wendy (20882) ▾

Date created	Report name	Candidate	Assessor	IQA	Date submitted to IQA	Select
27/02/2015	I am satisfied that this qualification has been evidenced appropriately and accreditation correctly applied for	No specific candidate	Penny, Wendy (20882)	Undetermined	27/02/2015	<input checked="" type="radio"/>
27/02/2015	I am satisfied that this qualification has been evidenced appropriately and accreditation correctly applied for	Bradley, Susan (77590)	Penny, Wendy (20882)	Undetermined	27/02/2015	<input checked="" type="radio"/>
27/02/2015	I am satisfied that this qualification has been evidenced appropriately and accreditation correctly applied for	No specific candidate	Penny, Wendy (20882)	Undetermined	27/02/2015	<input checked="" type="radio"/>

The reports are visible to the IQA and Assessor.

This is the IQA /IV view - Rebecca Chamberlain:

		IQA assessor feedback reports	EQA feedback reports	Assessor activity log	File library	IQA sampling plan	Rationale	
Date created	Report name	Candidate	Assessor	EQA	Date submitted to IQA	Select		
28/05/2012	Ev 2624 and Observation	No specific candidate	Griffiths, Gwyn (20892)	Fenn, Tess (24739)	28/05/2012	<input checked="" type="radio"/>		
27/02/2015	I am satisfied that this qualification has been evidenced appropriately and accreditation correctly applied for	No specific candidate	Penny, Wendy (20882)	Bowen Davies, Yvonne (129350)	27/02/2015	<input type="radio"/>		
27/02/2015	I am satisfied that this qualification has been evidenced appropriately and accreditation correctly applied for	Bradley, Susan (77590)	Penny, Wendy (20882)	Bowen Davies, Yvonne (129350)	27/02/2015	<input type="radio"/>		
27/02/2015	I am satisfied that this qualification has been evidenced appropriately and accreditation correctly applied for	No specific	Penny, Wendy	Bowen Davies,	27/02/2015	<input type="radio"/>		

Only IQAs currently linked to the named assessor in the report can see the reports for that assessor.

This is the Assessor view - Wendy Penny:

		View, edit or apply single assessment plan templates	Apply multiple assessment plan templates	Create new assessment plan templates	File library	IQA assessor feedback reports	EQA feedback reports	Help for this page
Date created	Report name	Candidate	IQA	EQA	Date submitted to IQA	Select		
27/02/2015	I am satisfied that this qualification has been evidenced appropriately and accreditation correctly applied for	No specific candidate	Undetermined	Bowen Davies, Yvonne (129350)	27/02/2015	<input checked="" type="radio"/>		
27/02/2015	I am satisfied that this qualification has been evidenced appropriately and accreditation correctly applied for	Bradley, Susan (77590)	Undetermined	Bowen Davies, Yvonne (129350)	27/02/2015	<input type="radio"/>		
27/02/2015	I am satisfied that this qualification has been evidenced appropriately and accreditation correctly applied for	No specific	Undetermined	Bowen Davies,	27/02/2015	<input type="radio"/>		