

Evidence returned for action

The assessor can return evidence to the learner if further work is required. The assessor will write an instruction in the assessor comments field. Take action on an evidence item returned to you by following this procedure:

Step	Action
1	On the To do tab of the learner homepage, under the ' Evidence returned for action ' section, click on the 'Rework' link.
2	The evidence item opens. Review the assessor's comments and instructions in the Assessor comments field.
3	Make changes to the evidence as requested by the assessor.
4	Click on the ' Submit to Assessor ' button.

Note:

- The audit trail section will show that the evidence was returned for action.

The screenshot shows the VQ Manager learner 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 Home, My portfolio, and Reports. Below this is a dashboard with icons for To do (12), Info (5), My progress summary, File library, Personal details, and Messages. The main content area is divided into two sections:

Evidence requiring action

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

Evidence returned for action by Assessor

Assessor	Date returned	Evidence number	Summary	
Pretorius, Andre(3339)	15/07/2011	3340/E/377	Dealing with difficult customer	Rework
Pretorius, Andre(3339)	17/08/2011	3340/E/389	Minutes of board meeting	Rework
Pretorius, Andre(3339)	07/06/2012	3340/E/435	Picture of me working with a forklift	Rework
Pretorius, Andre(3339)	27/03/2013	3340/E/429	Assessor Toolkitmsanlksn	Rework
Pretorius, Andre(3339)	08/07/2013	3340/E/361	Witness Testimony - line manager Pete Williams	Rework

An arrow points to the 'Rework' link in the second table.