

Activities after Assessor Training Part 1

Log in as the assessor:

1. Have a look around at all the different tabs
2. Change your telephone number – (make sure it s fake)
3. Assign the units to your learner for all the qualifications
4. Log three pieces of evidence, ensuring you cover all criteria for unit 2 of the standards and all of ERR – submit one for IQA, one to continue later and return one to the learner with instructions for more work
5. Open the evidence list and reassess a piece of work there
6. Reuse a piece of work
7. Delete a piece of work
8. Review your learners progress in two places
9. Sign off unit 2
10. Sign off ERR
11. Upload 3 documents to the file library

Log in as the learner

1. Log three pieces of evidence and submit two for the assessor and save one to continue later. Ensure you map all criteria to cover unit 1 of the standards
2. View your progress
3. Action the evidence in the **To Do** tab which has been returned to you by the assessor

Log back in as the assessor

1. View and re assess any evidence in the **To Do** tab