

## Activities after IQA/IV Training

Log in as the IQA/IV:

1. Have a look around at all the different tabs
2. Change your email address (make sure it is a fake one)
3. Ensure the correct units have been given to the learner for all the qualifications
4. Verify three pieces of evidence – submit one for EQA, one to continue later and return one to the assessor with instructions for more work
5. Review all learners progress in two places
6. Sign off unit 2 (only if the assessor has signed it off first)
7. Sign off ERR qualification (only if the assessor has signed it off first)
8. Upload 3 documents to the file library
9. Upload 2 items of CPD

Log in as the assessor

1. View and re work the evidence in the **To Do** tab returned by the IQA

Log back in as the IQA/IV

2. Re-verify the work the assessor reworked in the **To Do** tab