

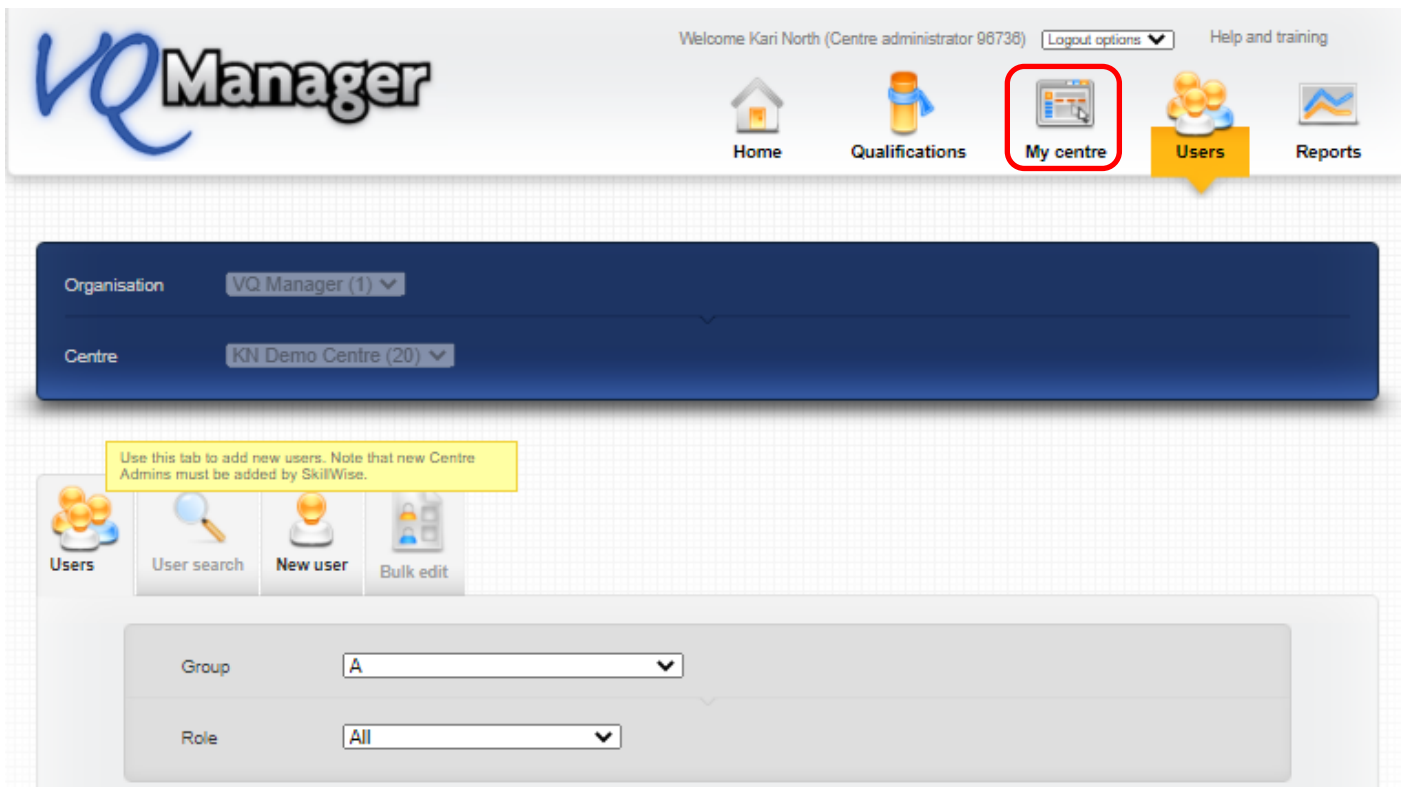
# Creating an Assessor

Step 1 – Log in as centre administrator using your user name and password:



The image shows the VQManager login page. At the top, the logo 'VQManager by SkillWise' is displayed. Below it is a 'User Login' section with two input fields: 'User name or email' and 'Password'. There are links for 'Forgotten your user name?' and 'Forgotten your password?'. A 'Login' button is positioned to the right of the password field. At the bottom, there is a link to 'SkillWise' for more information and a disclaimer about data security.

Step 2 – Go to USERS:



The image shows the VQManager dashboard. At the top, the logo 'VQManager' is on the left, and the user 'Welcome Kari North (Centre administrator 96736)' is on the right. There are navigation icons for 'Home', 'Qualifications', 'My centre' (highlighted with a red box), 'Users', and 'Reports'. Below the navigation bar, there are two dropdown menus for 'Organisation' (VQ Manager (1)) and 'Centre' (KN Demo Centre (20)). A yellow tooltip says: 'Use this tab to add new users. Note that new Centre Admins must be added by SkillWise.' Below the tooltip are four tabs: 'Users', 'User search', 'New user', and 'Bulk edit'. At the bottom, there are two dropdown menus for 'Group' (A) and 'Role' (All).

### Step 3 – Select NEW User:

The screenshot shows the VQ Manager interface. At the top, there is a navigation bar with the VQ Manager logo, a welcome message for Kari North (Centre administrator 96736), and links for Logout options and Help and training. Below this is a menu with icons for Home, Qualifications, My centre, Users (highlighted), and Reports. A dark blue sidebar contains filters for Organisation (VQ Manager (1)) and Centre (KN Demo Centre (20)). A yellow callout box states: "Use this tab to add new users. Note that new Centre Admins must be added by SkillWise." Below this is a toolbar with icons for Users, User search, New user (highlighted with a red circle), and Bulk edit. At the bottom, there are dropdown menus for Group (A) and Role (All).

### Step 4 – Fill in user name and password (format chosen by the organisation):

**System information**

User name \*

Password \*

Force password change

Email a password set / reset link to this user

Status  Active  On hold  Archived

Select the role(s) that the user will be defined as when accessing the system. Note that the user could have multiple roles (e.g. assessor and internal verifier) but cannot be defined as both trainee assessor and assessor at the same time

| Roles             |                                     | Default                          |
|-------------------|-------------------------------------|----------------------------------|
| Learner           | <input type="checkbox"/>            | <input type="radio"/>            |
| Assessor          | <input checked="" type="checkbox"/> | <input checked="" type="radio"/> |
| Qualified Trainee | <input checked="" type="checkbox"/> | <input type="radio"/>            |
| Internal verifier | <input type="checkbox"/>            | <input type="radio"/>            |
| External verifier | <input type="checkbox"/>            | <input type="radio"/>            |
| Line manager      | <input type="checkbox"/>            | <input type="radio"/>            |
| Other system user | <input type="checkbox"/>            | <input type="radio"/>            |

For external users, e.g. learner's employer

Optional

**Force password change** will allow the user to select their own password the first time they log in.

**Email a password set/reset link to this user** – will trigger an automated email with a link in the email. The link is valid for 7 days before it expires. To trigger a new link the user can select the **Forgotten password** link on the login page.

Status:

- Active – new user
- Disabled – break in work, will be coming back to use the system
- Archived – left the organisation

**NB The page will not load completely until you have selected the user role**

Complete Personal Information (mandatory):

**Personal information**

|                        |      |                      |
|------------------------|------|----------------------|
| Title                  | None | <input type="text"/> |
| Forename *             | L10  | <input type="text"/> |
| Surname/ family name * | L09  | <input type="text"/> |

Complete Email and Telephone number (mandatory):

|                            |                          |
|----------------------------|--------------------------|
| Email *                    | <input type="text"/>     |
| Default telephone number * | L23 <input type="text"/> |

All other fields are optional.

### Step 5 – Select assessor qualification assignment:

**Assessor qualification assignments**

| Qualifications  | Trainee                  | Qualified                           |
|---|--------------------------|-------------------------------------|
| Certificate in Equality and Diversity L2 {NCFE} - question bank (1089)              | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Certificate in Preparing to Work in Adult Social Care L2 question bank (1158)       | <input type="checkbox"/> | <input type="checkbox"/>            |
| Certificate in Team Leading Knowledge L2 - question bank (1117)                     | <input type="checkbox"/> | <input type="checkbox"/>            |
| Certificate in the Principles of End of Life Care L3 question bank (1150)           | <input type="checkbox"/> | <input type="checkbox"/>            |
| Certificate in Understanding the Safe Handling of Medicines L2 question bank (1120) | <input type="checkbox"/> | <input type="checkbox"/>            |

**!** Once an assessor's qualification assignment is saved as "Qualified" it can be deassigned, but can't be changed to "Trainee".

Click Save

Note – multiple roles are possible, just select all applicable and the default login:

**System information**

User name \*

Password \*

Force password change

Status  Active  Disabled  Archived

Roles

|                   |                                     | Default                          |
|-------------------|-------------------------------------|----------------------------------|
| Learner           | <input checked="" type="checkbox"/> | <input type="radio"/>            |
| Assessor          | <input checked="" type="checkbox"/> | <input type="radio"/>            |
| Internal verifier | <input checked="" type="checkbox"/> | <input checked="" type="radio"/> |
| External verifier | <input type="checkbox"/>            | <input type="radio"/>            |
| Line manager      | <input type="checkbox"/>            | <input type="radio"/>            |
| Other system user | <input type="checkbox"/>            | <input type="radio"/>            |