

VQManager Enhancement July 2021

Update to pop up messages when Centre Admin creates new users

We have added a new pop up when creating a new user where the CA saves without selecting a role. It is on selection of a role that the page opens up and allows the CA to complete the appropriate fields for the new user,

System information

User name *

Password *

Force password change

Email a password set / reset link to this user

Status Active On hold Archived

Roles

		Default
student	<input type="checkbox"/>	<input type="radio"/>
Tutor		<input type="radio"/>
Qualified Trainee	<input type="checkbox"/>	
IQA	<input type="checkbox"/>	<input type="radio"/>
EQA	<input type="checkbox"/>	<input type="radio"/>
Employer	<input type="checkbox"/>	<input type="radio"/>
OSU	<input type="checkbox"/>	<input type="radio"/>

Hide criteria for unassessed evidence

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

Save Cancel

When you try to **Save** a new user without selecting a role, the message that comes up says **Please select a role**. You will not be able to save the new user until a role is selected.

dev.vqmanager.co.uk says

Please select a role

OK

Freezing learner names and column headers in reports

The first row and column has being "frozen" in many reports to assist with using reports. This allows the users to scroll right as well as down without losing the learner's name or the column they are viewing.

The following reports have had this enhancement applied to them.

Activity plans assigned
Assessor activity
Assessor performance
Days since last progress review
Dormancy
EQA system activity
Guided learning hours
Learner activity
Learner activity log entries
Learner contact details
Learner entry details
Learner evidence
Off the job training
Planned end dates
Progress reviews
Qualification progress
Qualifications in centre
Users who logged in

Learner status details (05/07/2021)

Student	Last progress review	Qualification	Criteria done	Criteria total	Qual sign-off	Target start	Target End	Days planned	Days used to date	Target % completion at today's date	Current comple percent ^
Bailey, Will (1713)		Customer Services NVQ - L2 (1)	42	139		26/07/2019	26/07/2019	0	710	100	30

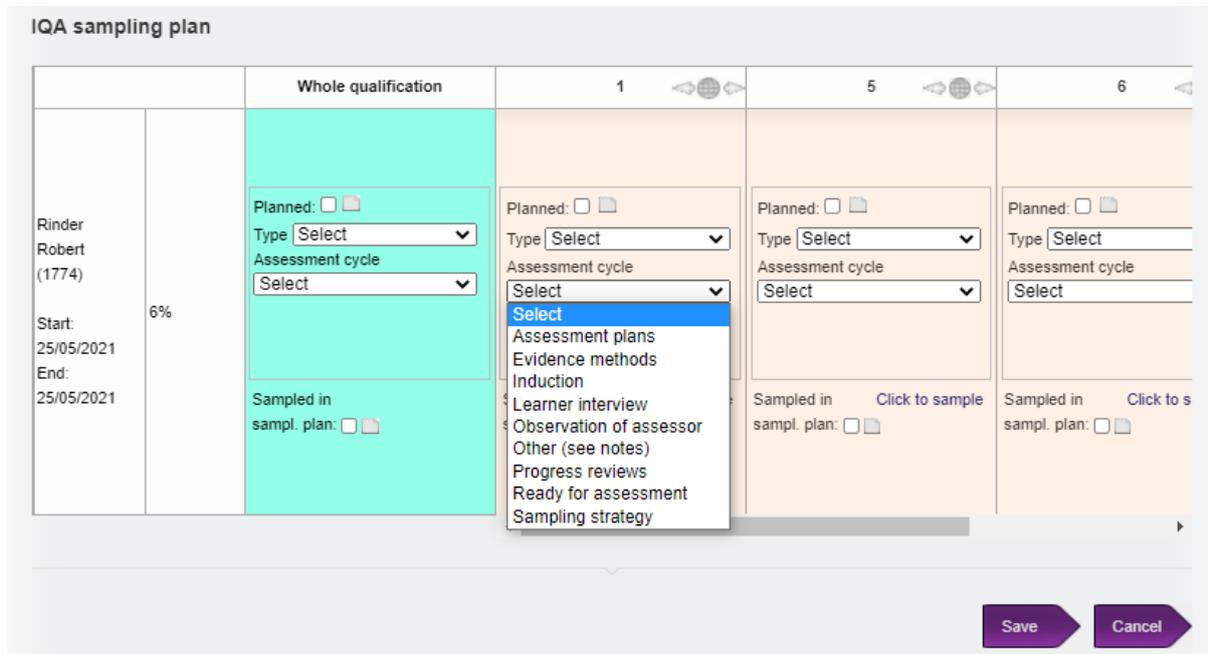
The following reports had this development applied in a previous update:

Days since last progress review
Progress reviews

Not all reports are visible to all users.

Update to sampling plan assessment cycle.

We have added another new category, **Learner interview** to the drop down **Assessment cycle** section.



The screenshot shows the 'IQA sampling plan' interface. It features a table with columns for 'Whole qualification', '1', '5', and '6'. The first row is for 'Rinder Robert (1774)' with a '6%' sampling rate. The 'Assessment cycle' dropdown menu is open, showing options: 'Select', 'Assessment plans', 'Evidence methods', 'Induction', 'Learner interview', 'Observation of assessor', 'Other (see notes)', 'Progress reviews', 'Ready for assessment', and 'Sampling strategy'. The 'Learner interview' option is highlighted. At the bottom right, there are 'Save' and 'Cancel' buttons.

Learning Content and Multiple Choice Questions

Overview

To add to our existing **Question bank** function, we have created phase 1 of our e-learning development. This will allow all clients to launch training materials and multiple-choice questions from within VQManager.

The existing Question banks will continue to work in the same way as before.

Location of function

This additional functionality (in addition to the existing Question bank function) sits under a tab named **Learning content**. This tab is only visible if you have question banks or this new functionality switched on. The tab can be renamed if you need it to be called something else. (For clients running existing Question banks already, this tab is called Question bank, and this won't change unless you request it.)



Creation of content

A 'qualification' will be created, divided into units. These will be loaded for you, in the same way as other qualifications. The qualification is one module of learning. Learners will likely complete several modules as they progress through a study programme, though it would also be possible to create a single module of learning content for a learner's entire programme. Units can be one of several types – a 'short form answer' set of questions like we have now (Question banks); a multiple-choice set of questions (MCQs); or training materials (Learning content), a video for the learner to watch or a document to read, for example. Currently, units will only contain a single type and cannot be mixed, for example if you have some learning content followed by MCQs, this would be split into two units, one for the learning content, and one for the MCQ part.

The big advantage of this is that assessors can assign the learning content units, and then come back and assign the test after the learning content is complete.

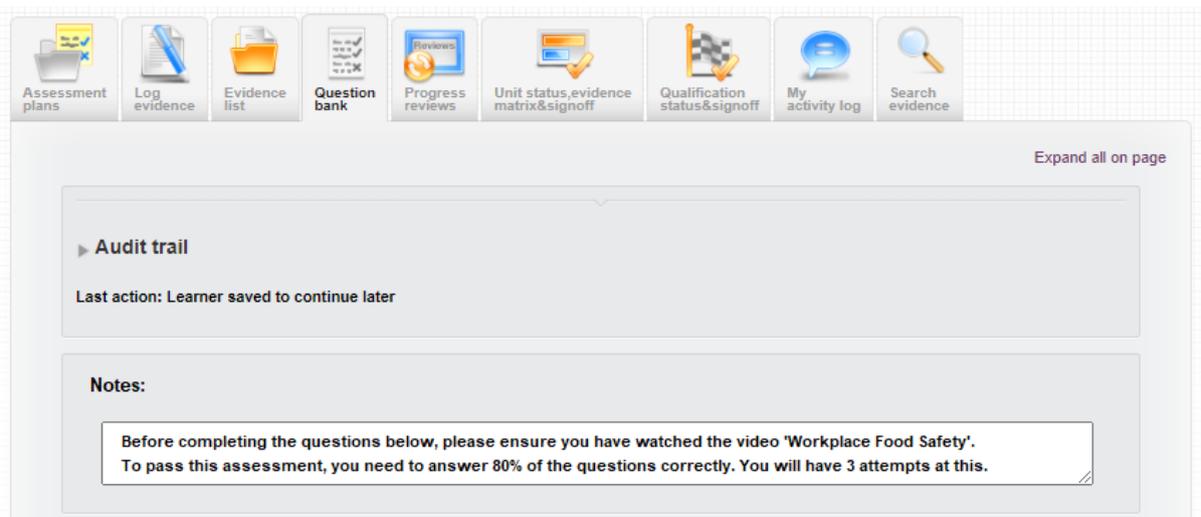
Multiple-choice questions are automatically marked by the system, and have the option to run the test several times with the same learner, with different questions being presented each time. This is useful where a learner is permitted more than one attempt at getting a passing mark on the test.

MCQs currently only allow one correct answer to be declared per question, future development is planned that will allow multiple correct answers to be selected where this is appropriate for the question.

For ease in this document, these new **Qualifications** will be called **Modules**.

Question randomisation for an MCQ can also be set up, meaning that learners are presented with a different selection of questions at each attempt.

A **Notes** box is displayed for Learning content and MCQs, where instructions for the learner can be displayed, so they know what they are looking at, and what they need to do. When we load content for you, we will ask what you want to include in this section. It is the same for all learners assigned that particular unit.



The screenshot displays a software interface with a navigation menu at the top and a main content area below. The navigation menu includes icons and labels for: Assessment plans, Log evidence, Evidence list, Question bank, Progress reviews, Unit status, evidence matrix & signoff, Qualification status & signoff, My activity log, and Search evidence. The main content area features an 'Expand all on page' link in the top right corner. Below this, there is an 'Audit trail' section with a right-pointing arrow and the text 'Last action: Learner saved to continue later'. Underneath the audit trail is a 'Notes' section containing a text box with the following message: 'Before completing the questions below, please ensure you have watched the video "Workplace Food Safety". To pass this assessment, you need to answer 80% of the questions correctly. You will have 3 attempts at this.'

Currently, the number of attempts for an MCQ is set at the centre level and is the same for all MCQ units in your centre. The learner will automatically get another attempt at an MCQ until they reach the maximum number of attempts allowed.

The MCQ is referred to the assessor if a) the learner passes, or b) the learner has used all the attempts allowed, and not passed. Once referred to the assessor, the assessor can return the MCQ to the learner for another set of attempts, i.e. if the number of attempts allowed is 3, they get another 3 goes at passing.

All learning content is stored in VQManager, to prevent potential issues with broken links.

Qualifications proper will remain completely separate, i.e. we will not be mixing units to load evidence against in the traditional way with units that are question sets in the same qualification. This will ensure clear and accurate reporting on the learners' progress.

Assigning work

A Centre Admin will assign each **Module** to learners and assessors, in exactly the same way as normal qualifications.

Qualifications	Assign qualification	Start date	End date	Assign default units
Certificate for Proficiency in Baking Industry Skills L2 (QCF) (C&G) 501_1728_2 (2226)	<input type="checkbox"/>			<input type="checkbox"/>
Certificate for Proficiency in Baking Industry Skills L2 Question Bank (2278)	<input checked="" type="checkbox"/>	24/11/2020	24/11/2020	<input type="checkbox"/>
Certificate for Proficiency in				

The Assessor will then assign the desired components to their learners in the unit assignment tab. It will be possible to set up default units, as it is with other qualifications.

▼ Money Management MCQ (DEMO) (140) [Student target dates: 23/06/2021 to 23/06/2021]			
Unit number	Unit title	Target date	Select all / Deselect all
1	Section 1: Personal Finance Learning (DEMO) (2551)	<input type="text"/>	<input checked="" type="checkbox"/>
2	Section 2: Personal Finance Test (DEMO) (2552)	<input type="text"/>	<input checked="" type="checkbox"/>

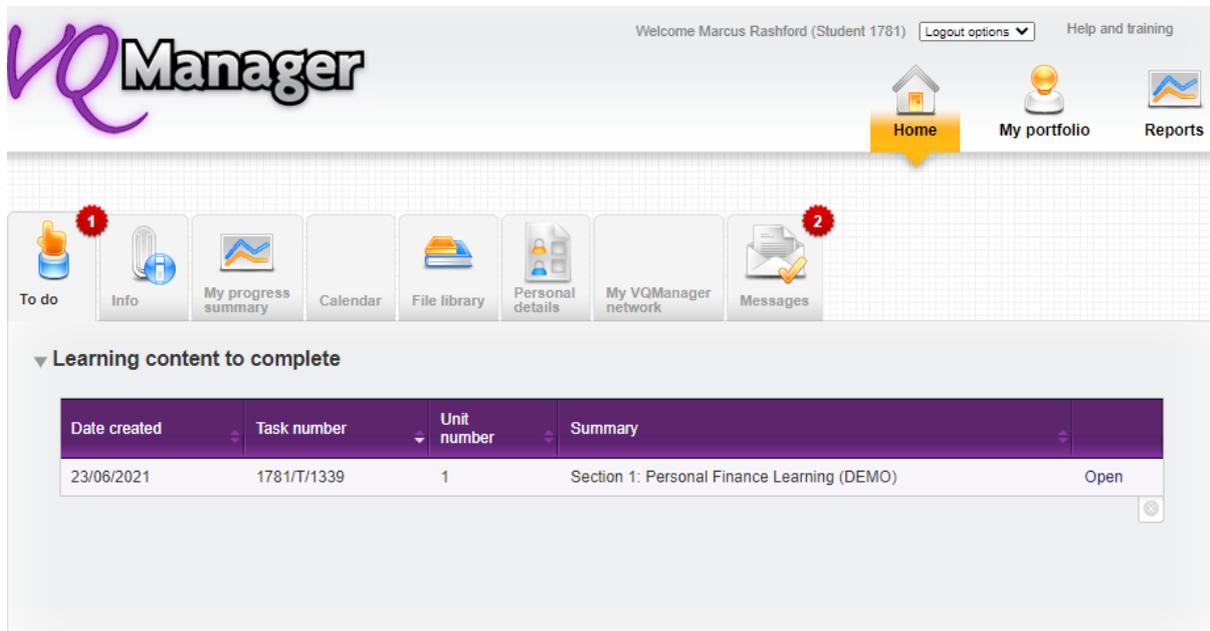
It will also be possible to assign unit target dates, where this option is switched on for your centre.

▼ SVQ Food and Drink Operations (Craft Bakery Skills) L5 GP41 22 Question Bank (3152) [Learner target dates: 23/11/2020 to 23/11/2020]			
Unit number	Unit title	Target date	Select all / Deselect all
2050	Maintain Workplace Food Safety Standards in Manufacture (J04H 04) (67788)	30/11/2020	<input checked="" type="checkbox"/>
IMPHS101	Work Safely in Food Manufacture (J04K 04) (67789)	14/12/2020	<input checked="" type="checkbox"/>
IMPCB108	Fill and Close Pastry Products in Bakery Operations (J0N7 04) (67790)	20/11/2020	<input checked="" type="checkbox"/>

Completing work

Learning content - Learner

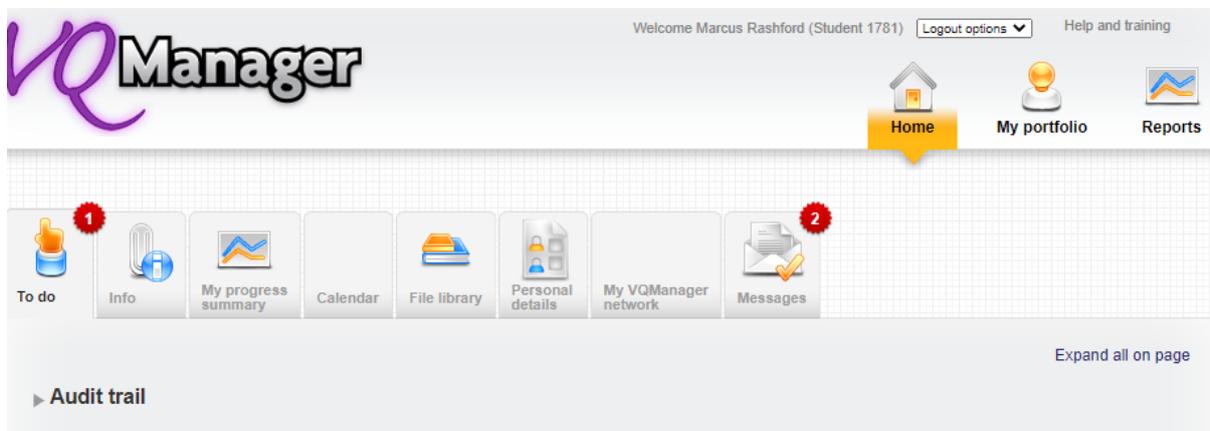
Learners will receive notification on their To Do list of work set for them.



The screenshot shows the VQManager dashboard for Marcus Rashford (Student 1781). The top navigation bar includes 'Home', 'My portfolio', and 'Reports'. Below this is a row of icons for 'To do', 'Info', 'My progress summary', 'Calendar', 'File library', 'Personal details', 'My VQManager network', and 'Messages'. The 'To do' icon has a red notification bubble with the number '1', and the 'Messages' icon has a red notification bubble with the number '2'. Below the icons is a section titled 'Learning content to complete' with a table:

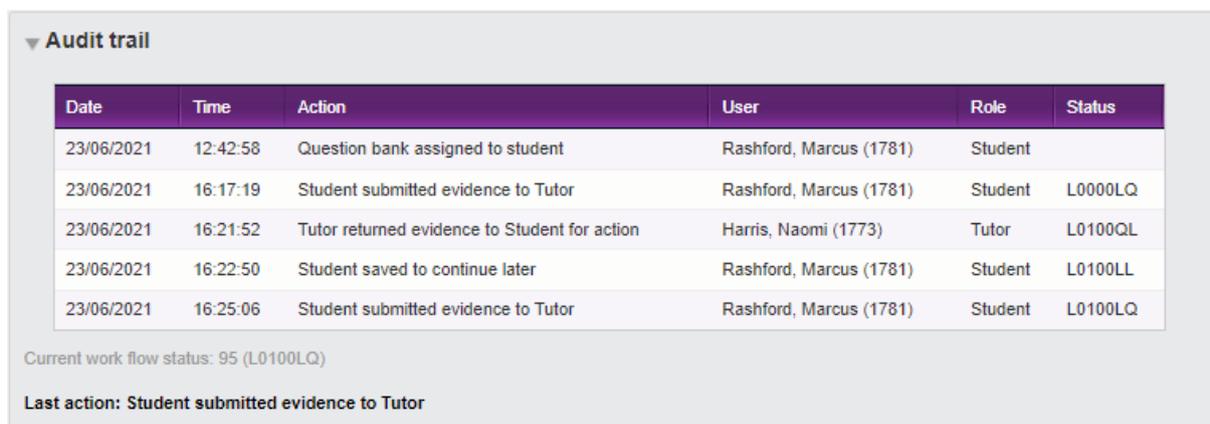
Date created	Task number	Unit number	Summary	
23/06/2021	1781/T/1339	1	Section 1: Personal Finance Learning (DEMO)	Open

The learners selects **Open**



The screenshot shows the VQManager dashboard for Marcus Rashford (Student 1781). The top navigation bar includes 'Home', 'My portfolio', and 'Reports'. Below this is a row of icons for 'To do', 'Info', 'My progress summary', 'Calendar', 'File library', 'Personal details', 'My VQManager network', and 'Messages'. The 'To do' icon has a red notification bubble with the number '1', and the 'Messages' icon has a red notification bubble with the number '2'. Below the icons is a section titled 'Audit trail' with a link 'Expand all on page'.

There is an audit trail, just as there is for evidence, showing who has worked on this item and when.



The screenshot shows the VQManager dashboard for Marcus Rashford (Student 1781). The top navigation bar includes 'Home', 'My portfolio', and 'Reports'. Below this is a row of icons for 'To do', 'Info', 'My progress summary', 'Calendar', 'File library', 'Personal details', 'My VQManager network', and 'Messages'. The 'To do' icon has a red notification bubble with the number '1', and the 'Messages' icon has a red notification bubble with the number '2'. Below the icons is a section titled 'Audit trail' with a table:

Date	Time	Action	User	Role	Status
23/06/2021	12:42:58	Question bank assigned to student	Rashford, Marcus (1781)	Student	
23/06/2021	16:17:19	Student submitted evidence to Tutor	Rashford, Marcus (1781)	Student	L0000LQ
23/06/2021	16:21:52	Tutor returned evidence to Student for action	Harris, Naomi (1773)	Tutor	L0100QL
23/06/2021	16:22:50	Student saved to continue later	Rashford, Marcus (1781)	Student	L0100LL
23/06/2021	16:25:06	Student submitted evidence to Tutor	Rashford, Marcus (1781)	Student	L0100LQ

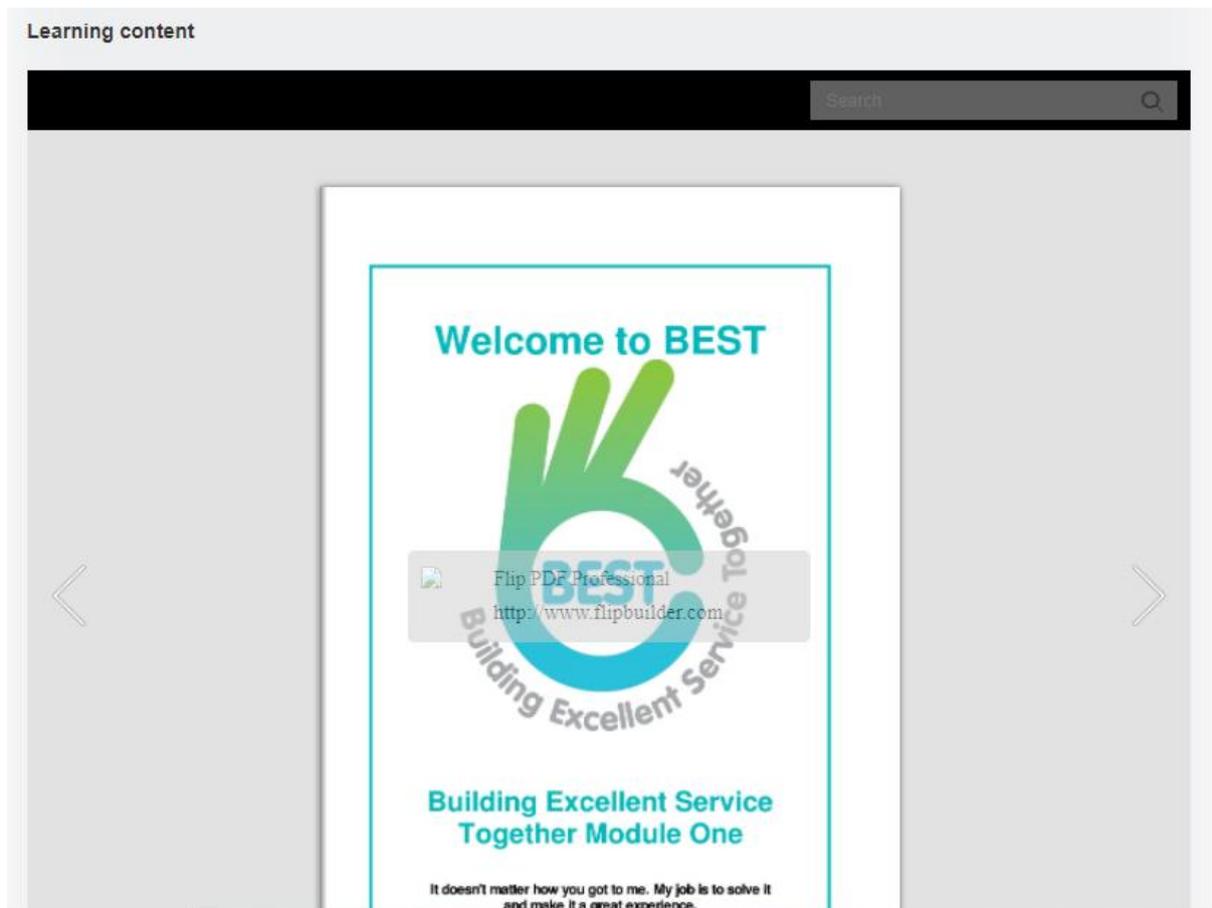
Current work flow status: 95 (L0100LQ)
Last action: Student submitted evidence to Tutor

And the **Notes** section will show any instructions to the learner for completion.

▼ **Notes**

Client customisable comments, e.g.
Please review the document below, and tick the box at the bottom to say when you are done. You can review this information at any time.

The learner completes the **Learning content** section. The below example is a PDF document to read.



When the learning content has been read the learner completes the declaration by ticking the box, and adds any comments before selecting **Submit** or **Save and continue later**. (They can **Save and continue later** without ticking the declaration, if they are coming back to the work later.)

Learner declaration

I have completed this section

To view this learning content again, go to [My portfolio](#), [Learning content](#)

Comments

Student comments to tutor (Rashford, Marcus) (max. 8000 words)

By submitting this evidence for assessment, I confirm that it is the result of my own work.

B I U G " " ☞ ☜ ☰ ☷ Normal ↕ A ✖ T_x

16:32 GMT 05/07/2021:

3/8000 words

Submit
Save and continue later
Cancel

Learning content - Marking and completion - Assessor

The assessor will receive a notification on the **To Do** tab of work submitted as they do for evidence.

▼ Learning content completed by Students

Student	Date received	Task number	Unit number	Qualification	
Gillett, Graham(38)	24/03/2021	38/T/1267	1	Money Management MCQ (DEMO) 1	Review

The assessor selects **Review** to review this work.

Unit assignments

Assessment plans

Log evidence

Evidence list

Learner diary

Learning content

Progress reviews

Unit status, evidence matrix&signoff

Qualification status&signoff

Learner activity log

Student details

Search evidence

[Expand all on page](#)

► **Audit trail**

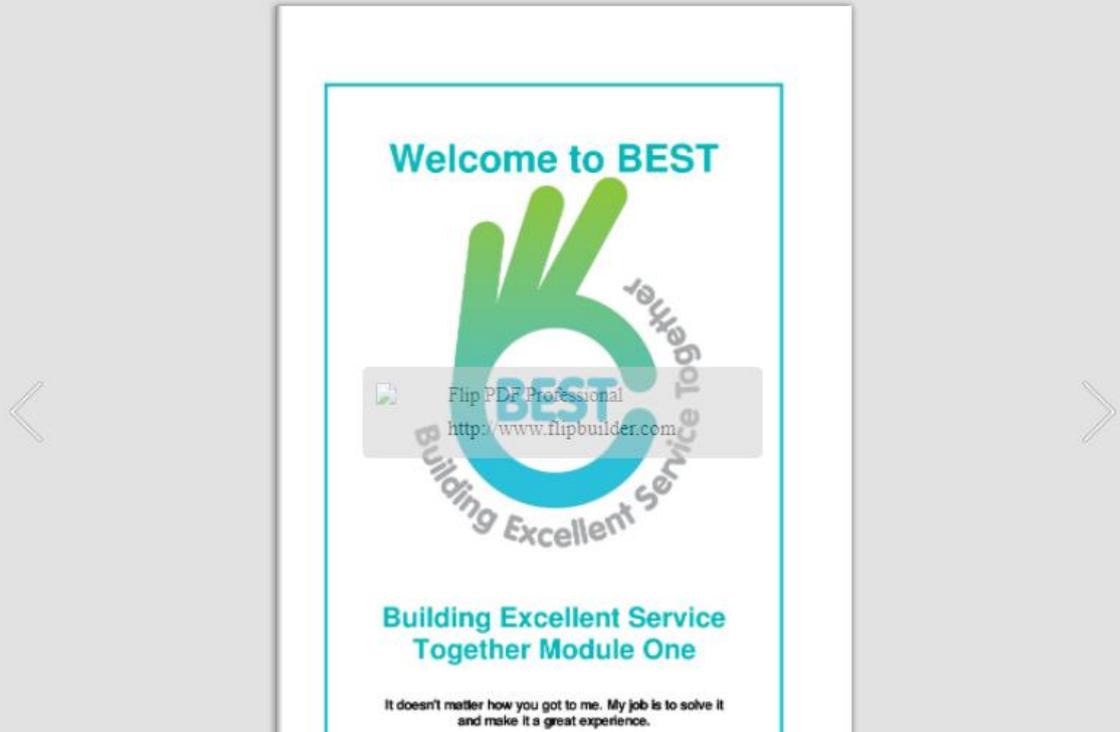
Last action: Tutor saved and marked complete

▼ **Notes**

Client customisable comments, e.g.
Please review the document below, and tick the box at the bottom to say when you are done. You can review this information at any time.

Learning content

Search 



Learner declaration

I have completed this section (23/06/2021)

Comments

Student comments to tutor (Rashford, Marcus)

By submitting this evidence for assessment, I confirm that it is the result of my own work.

13:38 GMT 23/06/2021:

learner comments

Tutor comments (Harris, Naomi) (max. 8000 words)

B I U     Normal    

13:41 GMT 23/06/2021:

Please re-read

Thank you.

14:42 GMT 05/07/2021:

10/8000 words

Save and mark complete

Return to Student for further work

Save and continue later

Cancel

If the assessor is satisfied, they should mark the work complete. Work can also be returned to the learner if necessary, and also resubmitted in the same way evidence can currently. Returning the work to the learner is useful where an assessor feels the learner needs to review the content, and wants them to have a **To Do** list reminder to do that.

▼ Questions re-submitted following action

Student	Date resubmitted	Question number	Unit number	Qualification	
Rashford, Marcus(1781)	24/06/2021	1781/Q/1340	2	Money Management MCQ (DEMO) 2	Review

The assessor has a notification in the **Info** tab to show what work has been returned to the learner and when.

▼ Learning content awaiting action by Student

Student	Date returned	Task number	Unit number	Qualification	
Rinder, Robert(1774)	27/05/2021	1774/T/1319	1	Money Management MCQ (DEMO) 1	View / Review

MCQs - Learner

The learner is assigned the units as per the learning content as above. They will receive a notification on the **To Do** tab in the **Questions to answer** table.

Welcome kari MCQ (Student 1785) Logout options Help and training

VQManager

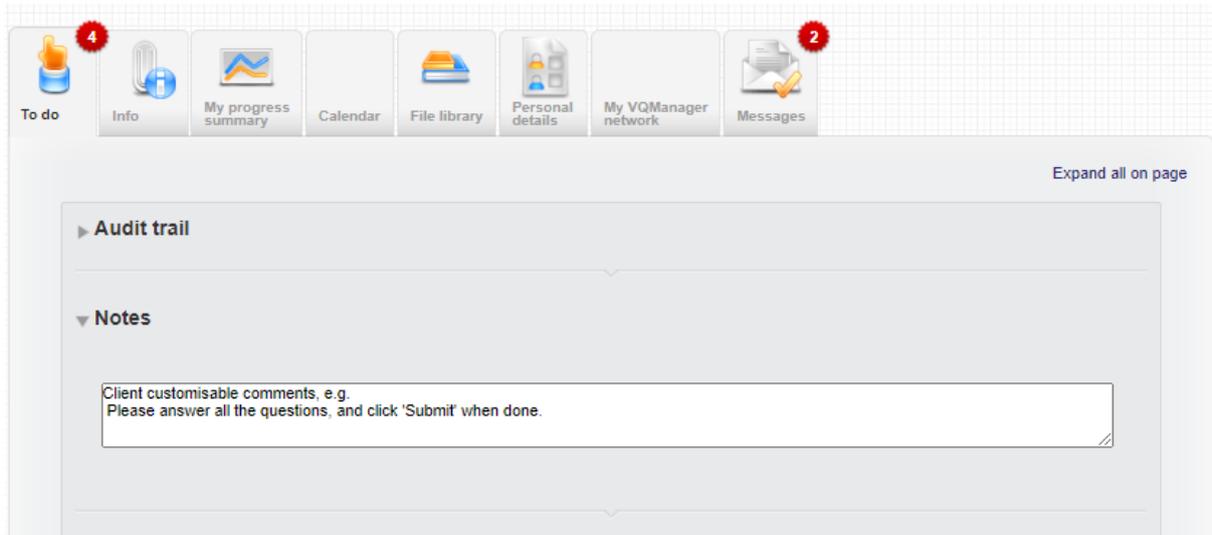
Home My portfolio Reports

▼ Learning content to complete

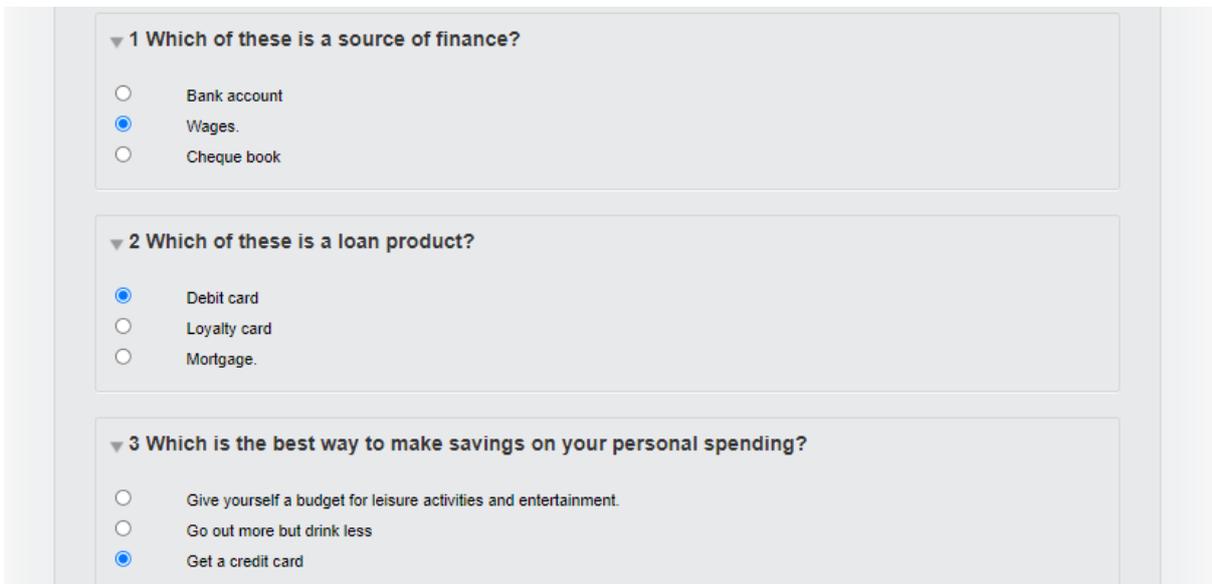
▼ Questions to answer

Date created	Question number	Unit number	Summary	
06/07/2021	1785/Q/1373	2	Section 2: Personal Finance Test (DEMO)	Answer
06/07/2021	1785/Q/1375	2	Section 2: MCQs	Answer

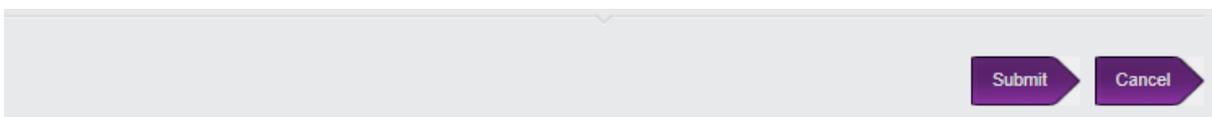
The learner selects **Answer** to view the questions.



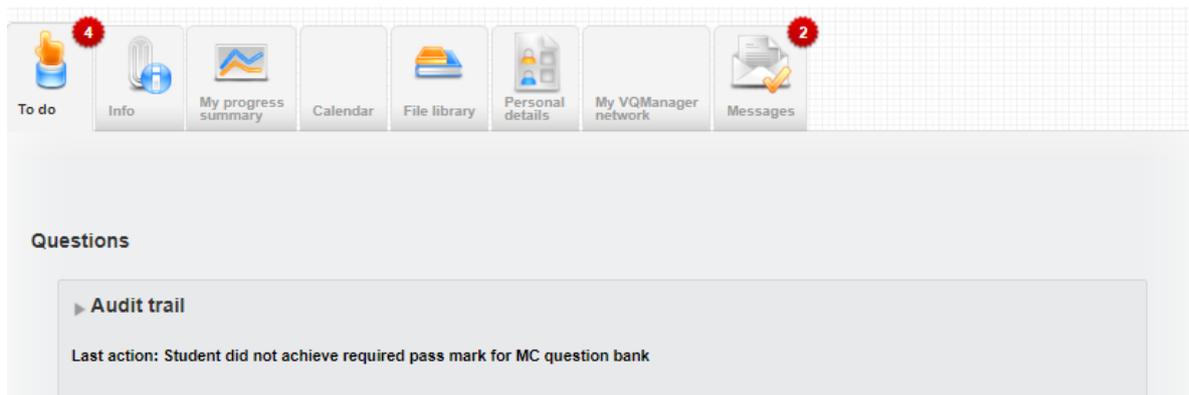
Questions are completed by selecting the radio button next to the answer the learner thinks is correct.



Once completed, the learner clicks 'Submit' at the bottom of the page. There is no option to save partially completed work and return to it later, so the learner must complete the test in one sitting.

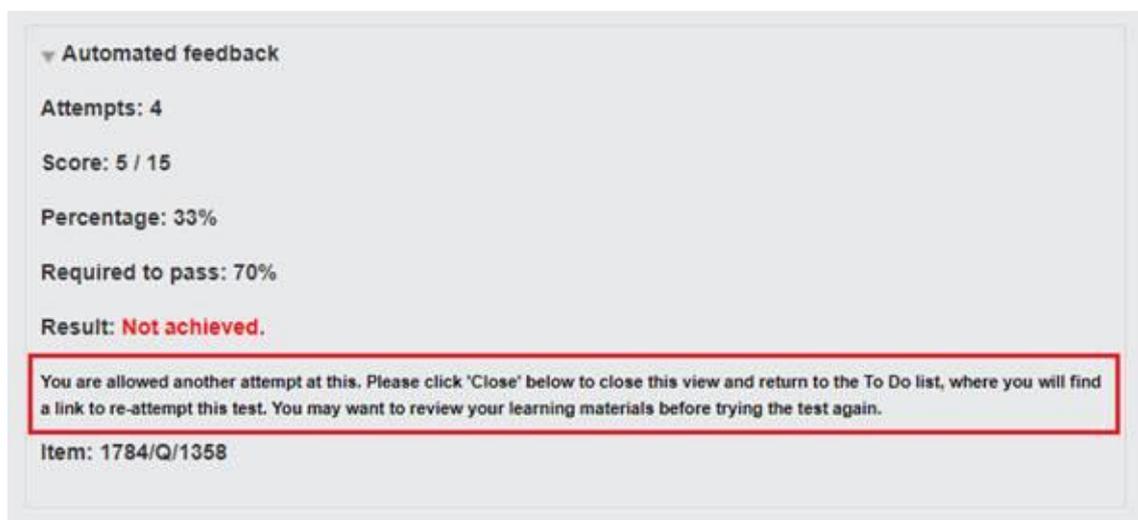


When **Submit** is selected, the page will refresh, and the learner sees how successful they were, with the appearance on screen of the results pane.

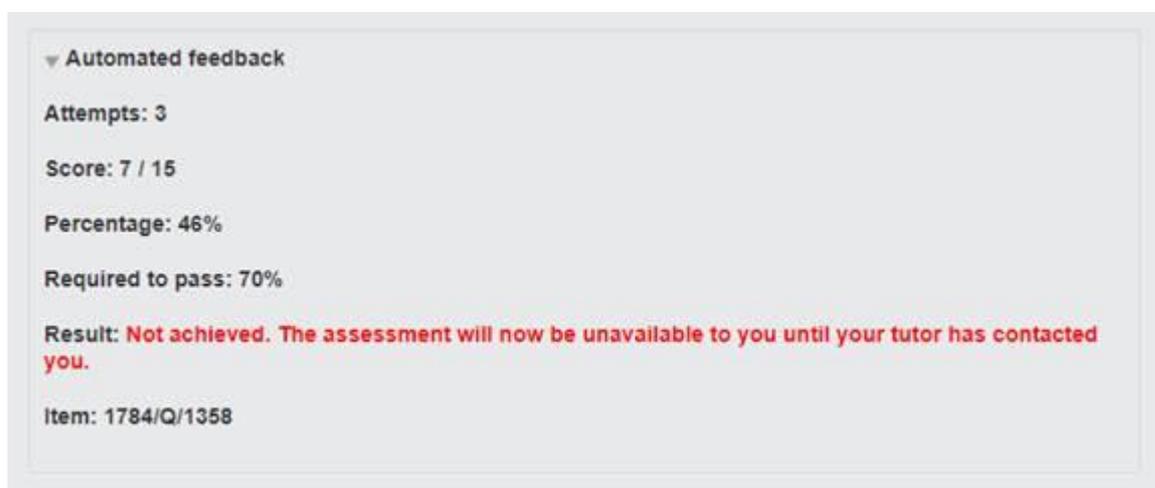


The results pane shows how many attempts the learner has had at the questions, their score and % mark, along with instructions about subsequent attempts if they have not succeeded this time.

If the learner gets another attempt, they will see these instructions:



If the learner has no attempts left, but has not achieved a passing mark, they will see:



If the learner is successful, this is what they see:

Questions

▶ **Audit trail**

Last action: Student achieved required pass mark for MC question bank

▼ **Notes**

Client customisable comments, e.g.
Please answer all the questions, and click 'Submit' when done.

▼ **Automated feedback**

Attempts: 2

Score: 12 / 15

Percentage: 80%

Required to pass: 70%

Result: Passed

Item: 1785/Q/1373

Below the results pane, the learner will also see feedback on each question, letting them know which ones they got wrong.

▼ **1 Which of these is a source of finance?**

Your answer → Bank account

Correct answer → Wages.

Cheque book

▼ **2 Annual percentage rate is known as:**

Your answer → APR.

AP

PR

The learner can return to an MCQ they have passed, and review the answers they gave, by looking in the **Learning content** tab.

The screenshot shows the 'Learning content' tab interface. At the top, there is a navigation bar with icons for Assessment plans, Log evidence, Evidence list, My diary, Learning content (selected), Progress reviews, Unit status, evidence matrix & signoff, Qualification status & signoff, and My activity log. Below the navigation bar, there are two dropdown menus: 'Qualification' set to 'All' and 'Unit' set to 'All units'. The main content area is titled 'Learning content and MCQs (DEMO)' and contains a section for 'Money Management MCQ (DEMO)'. Below this, it says 'Sort by oldest first' and displays a table of MCQs.

Date created	06/07/2021	Number	1785/T/1372	
Qualification	Money Management MCQ (DEMO) 1			Edit / Submit
Description	Section 1: Personal Finance Learning (DEMO)			
Last action	06/07/2021 - Learning content assigned to student			
Date created	06/07/2021	Number	1785/Q/1373	
Qualification	Money Management MCQ (DEMO) 2			View
Description	Section 2: Personal Finance Test (DEMO)			
Last action	06/07/2021 - Student achieved required pass mark for MC question bank			

MCQs - Marking and completion - Assessor

When the learner completes a unit, “completing” means answering sufficient questions correctly to get a passing mark, whether this is the first or subsequent attempt. A notification appears on the assessor’s To Do list at this point. Clicking on the link will enable the assessor to review the questions and answers. Tests failed after the maximum number of attempts are also presented here.

The screenshot shows a section titled 'Unreviewed multiple choice questions'. Below the title is a table with columns for Student, Date received, Question number, Unit number, and Qualification. The table contains one row of data.

Student	Date received	Question number	Unit number	Qualification	
Reed, Mike(1779)	07/06/2021	1779/Q/1335	2	Learning content and MCQs (DEMO) 2	Review

On opening the MCQ to review it, the assessor will see the results pane, as well as the feedback per question, just as the learner does.

The assessor then moves the work on as normal, either by marking it complete, saving it for later, or returning it to the learner for another attempt.

The screenshot shows a row of four action buttons: 'Save and mark complete', 'Return to Student for another attempt', 'Save and continue later', and 'Cancel'.

Unit sign off

The unit sign off page functions as it does for other units. Assessors can sign off any units that they deem complete, leave comments, and ask the learner to confirm.

Once this is done, the IQA can also sign off units and leave comments. (This is the only time the IQA can leave comments on learning Modules. They can view each learner's work in the Learning content tab, but not interact with it.)

Num	Unit title	% Completed (Actual)	Test mark	Date assigned	Target date	Signed off by tutor	Confirmed by student	Verified	Progress and sign-off
1	Section 1: Learning content (2553)	100	n/a	23/06/2021	23/06/2021	23/06/2021	23/06/2021		Edit / view
2	Section 2: MCQs (2555)	100	100%	23/06/2021	23/06/2021	23/06/2021	23/06/2021		Edit / view

Qualification sign off

The assessor signs off the module as they would a qualification, and there is the option for an IQA to also sign off the module and leave comments.

Qualifications	Start date	End date	Tutor sign-off date	Verified
Customer Services NVQ - L2 (1)	23/06/2021	23/06/2021		<input type="radio"/>
Learning content and MCQs (DEMO) (141)	23/06/2021	23/06/2021		<input checked="" type="radio"/>
Money Management MCQ (DEMO) (140)	23/06/2021	23/06/2021		<input type="radio"/>
SVQ2 Food and Drink Operations {Craft Bakery Skills} L5 Question Bank (122)	23/06/2021	23/06/2021		<input type="radio"/>

▼ Learning content and MCQs (DEMO)

Start date: Not provided Overall qualification % completion to date: 100 %
 End date: Not provided

Num	Unit title	% Completed (Actual)	Test mark	Date assigned	Target date	Signed off by tutor	Confirmed by student	Verified
1	Section 1: Learning content (2553)	100	n/a	23/06/2021		23/06/2021	23/06/2021	
2	Section 2: MCQs (2555)	100	100%	23/06/2021		23/06/2021	23/06/2021	

▼ Tutor

Summative Assessment

16:50 GMT 05/07/2021:

I confirm that this candidate has achieved all the requirements for the units listed.

Please Note:

- Signing off a qualification will notify your Centre Administrator that it is ready for certification.
- You are allowed to reverse your signing off of a qualification at any time before it has been signed off by an IQA.

Progress Summary

The assessor is able to see the learner's progress in some of the normal ways:



To do



Info



Dashboard



Student progress summary



Calendar



My activity log



Personal details



My VQManager network



Messages

▼ Rashford, Marcus (1781)

Qualification	Current completion	Target start date	Target end date	Estimated further days	GLH on the job	GLH off the job
Customer Services NVQ - L2 (1)	0 %	23/06/2021	23/06/2021		0:00 / 3:00	0:00 / 1:30
Learning content and MCQs (DEMO) (141)	100 %	23/06/2021	23/06/2021	0	Not required	Not required
Money Management MCQ (DEMO) (140)	81 %	23/06/2021	23/06/2021	2	Not required	Not required
SVQ2 Food and Drink Operations (Craft Bakery Skills) L5 Question Bank (122)	86 %	23/06/2021	23/06/2021	1	Not required	Not required

Student	Tutor	Qualification	Unit	Date started	Last submission	Sign-off date
Rashford, Marcus (1781)	Harris, Naomi (1773)	Customer Services NVQ - L2 (1)	Prepare yourself to deliver good customer service (1)	23/06/2021	23/06/2021	
Rashford, Marcus (1781)	Harris, Naomi (1773)	Learning content and MCQs (DEMO) (141)	Section 1: Learning content (2553)	23/06/2021	23/06/2021	23/06/2021
Rashford, Marcus (1781)	Harris, Naomi (1773)	Learning content and MCQs (DEMO) (141)	Section 2: MCQs (2555)	23/06/2021	23/06/2021	23/06/2021

Further reporting is scheduled for development in the near future.

Learner progress summary:

The learner is able to see Module and unit progress as they would qualification and unit progress.

Off the job training

Overall off the job training to date **8%**

Total hours required: 300:00
 Hours required to date: 300:00
 Hours logged to date: 24:00

Training Module - Safeguarding

Overall qualification % completion to date **15%**

Section 1 Introduction to Safeguarding video **100%**

Section 2 Establishing Safe Personal Boundaries video

Section 3 Investigating Harassment document

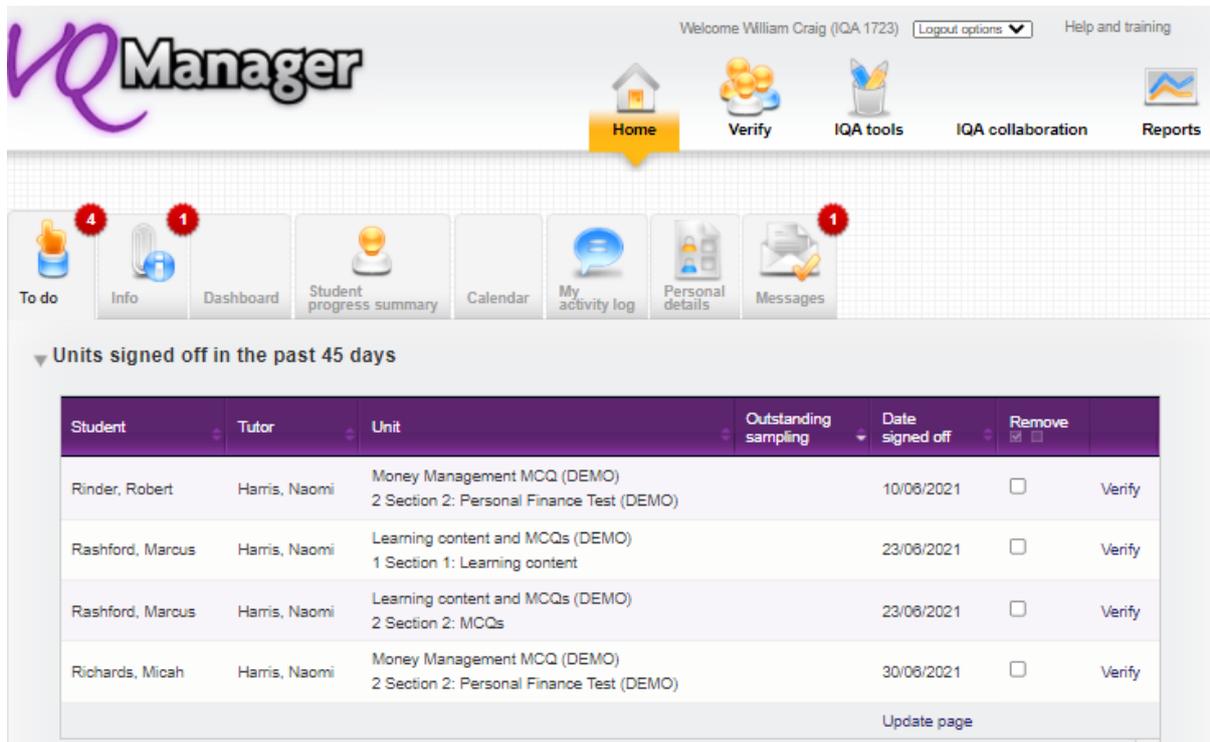
Section 4 Multiple Choice Test

Trainee Assessor

The trainee assessor function works in exactly the same way as you process normal evidence.

IQA

There is no expectation for the IQA to verify the work as such as each piece of work constitutes the whole unit. They will be able to verify the whole unit in the normal way (see above).



The screenshot displays the VQManager web application interface. At the top, the logo 'VQManager' is on the left, and the user 'Welcome William Craig (IQA 1723)' is on the right with a 'Logout options' dropdown and 'Help and training' link. Below this is a navigation bar with icons for 'Home', 'Verify', 'IQA tools', 'IQA collaboration', and 'Reports'. A secondary navigation bar contains icons for 'To do' (4), 'Info' (1), 'Dashboard', 'Student progress summary', 'Calendar', 'My activity log', 'Personal details', and 'Messages' (1). The main content area is titled 'Units signed off in the past 45 days' and contains a table with the following data:

Student	Tutor	Unit	Outstanding sampling	Date signed off	Remove	
Rinder, Robert	Harris, Naomi	Money Management MCQ (DEMO) 2 Section 2: Personal Finance Test (DEMO)		10/06/2021	<input type="checkbox"/>	Verify
Rashford, Marcus	Harris, Naomi	Learning content and MCQs (DEMO) 1 Section 1: Learning content		23/06/2021	<input type="checkbox"/>	Verify
Rashford, Marcus	Harris, Naomi	Learning content and MCQs (DEMO) 2 Section 2: MCQs		23/06/2021	<input type="checkbox"/>	Verify
Richards, Micah	Harris, Naomi	Money Management MCQ (DEMO) 2 Section 2: Personal Finance Test (DEMO)		30/06/2021	<input type="checkbox"/>	Verify

An 'Update page' link is located at the bottom right of the table area.

If you are interested in using this function of VQManager, please contact SkillWise.