

## Enhancements March 2022

### Making the forgotten password link more visible

We have enhanced the wording for the forgotten links so they are much more visible.

Before



**User Login**

User name   
or email

Password

[Forgotten your user name?](#)  
[Forgotten your password?](#)

[Login](#)

After



**User Login**

User name   
or email

Password

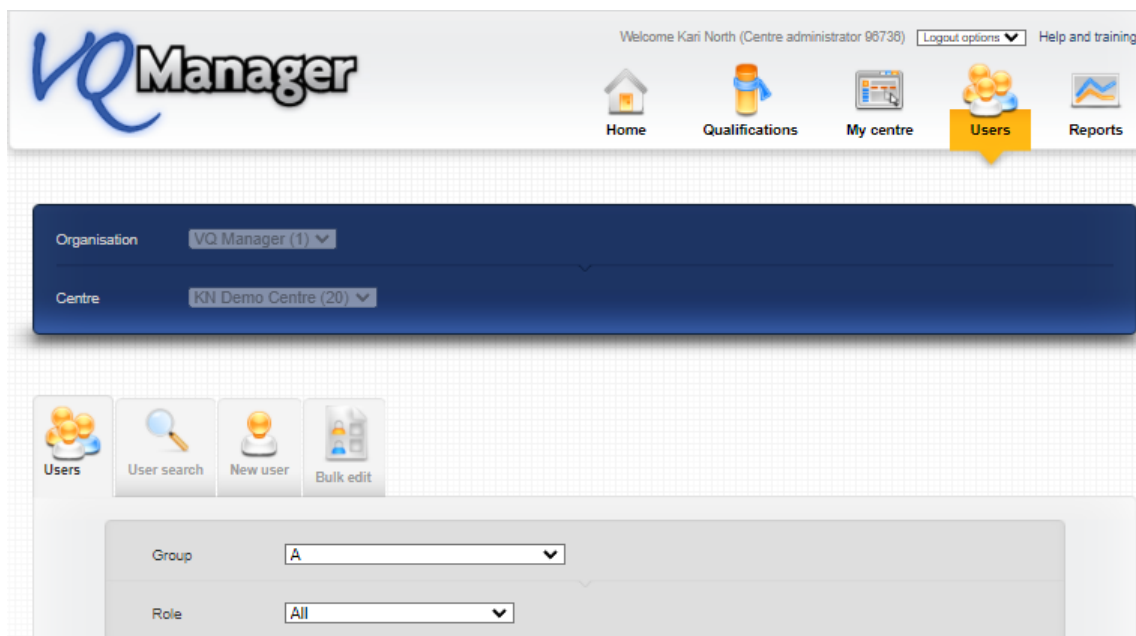
[Forgotten your user name?](#)  
[Forgotten your password?](#)

[Login](#)

### Change to wording in User List

We have clarified a field for the Centre Admin in the User tab so that it reads – “Surname begins with” rather than “Group”.

Before



**VQ Manager**

Welcome Kari North (Centre administrator 96736) [Logout options](#) [Help and training](#)

[Home](#) [Qualifications](#) [My centre](#) [Users](#) [Reports](#)

Organisation: [VQ Manager \(1\)](#)

Centre: [KN Demo Centre \(20\)](#)

[Users](#) [User search](#) [New user](#) [Bulk edit](#)

Group: [A](#)

Role: [All](#)

After

VQ Manager

Welcome vqmtc vqmtc (Centre administrator 5) Logout options Help and training

Home Qualifications My centre Users Reports

Organisation VQ Manager (1) Centre VQM Test Centre (1)

Users User search New user Bulk edit

Surname begins with A Role All

The warning text has also been changed to reflect this and now reads 'Please note: The above selection displays only surnames starting with "[letter selected]"

! Please note: The above selection displays only surnames starting with "A"

### Adding qualification title to Sampling Plan report

We have added the qualification title to the sampling plan for clarity. This is now visible in both the "View" and "Download" versions.

VQ Manager

Welcome vqmiv vqmiv (IQA 14) Logout options Help and training

Home Verify IQA tools IQA collaboration Reports

Student details Progress Qualification tracker Progression tracker User activity Dormancy

Unit not assigned Unit assigned Tutor signed-off IQA signed-off Sample planned Interim sample Final sample Sample completed Not sampled

IQA sampling report

Apprenticeship Operations/Departmental Manager L5 ST0385\_01 Standards Version 1

		Whole qualification	1	2	3
Student: Anderson06 Charles (1695)					
Tutor: Krabbappel Edna (6)	1%				

## Report on Line Manager (employer) activity

We have created a new report showing Line Manager (employer) activity in the system. This report is available to assessors, IQAs, EQAs, OSUs and Centre Admins.

Centre Admins will select a Line Manager (employer) and a date range.

Welcome vqmtc vqmtc (Centre administrator 5) Logout options Help and training

Home Qualifications My centre Users Reports

Student details Student status details Student entry details Progress Qualifications & frameworks Progression tracker User activity Dormancy User list

☐ Users who logged in  
☐ EQA system activity  
☐ Tutor performance  
☐ Tutor activity  
☐ Student activity  
☐ IQA sampling  
☐ Student evidence  
☐ Learner activity log entries  
☒ Line manager activity

Line managers: Bryson, Billy (1722)

Start date (inc): 14/02/2022

End date (inc): 14/03/2022

There is an area in yellow at the top of the report when run saying the following:

*Please note:*

*Actions done for students who are no longer assigned to the employer won't show up in the report.*

*Actions related to deleted items may display incomplete data in the report.*

*Where the Line Manager is an Expert Witness on evidence, this won't show up in the report, because the user doesn't log in to perform that action.*

### Line manager activity report (14/03/2022, Bryson, Billy (1722))

Please note:

Actions done for students who are no longer assigned to the line manager won't show up in the report.

Actions related to deleted items may display incomplete data in the report.

Where the line manager is the workplace training supervisor on evidence, this won't show up in the report, because the user doesn't log in to perform that action.

Date	Time	Student	Activity	Comment
19/01/2022	15:52:26		Logged in	
19/01/2022	15:55:57	Gould, Elliot (1250)	Progression tracker evaluation completed (34)	
19/01/2022	15:55:57	Gould, Elliot (1250)	Progression tracker evaluation edited (34)	
19/01/2022		Jennings, Patrick (918)	OTJT confirmed: Log for Jan (666)	LM comments
19/01/2022		Krabbappel, Edna (748)	Progress review confirmed: New progress review (364)	Employer comments
19/01/2022		Krabbappel, Edna (748)	Progress review confirmed: Review 1 (440)	LM comments

### Adding option for learners and line managers to confirm qualification sign off

VQManager already allows for the learner to confirm a unit which has been signed off when requested by the assessor. This development adds the option for learner and also the line manager to confirm and add comments when the qualification is signed off.

As it is for the unit, this will be triggered by a tick box when the assessor signs the qualification off. The option to request sign off from a Line Manager will only appear if a Line Manager is assigned to the learner.

▼ Tutor

**Summative Assessment**

13:07 GMT 14/03/2022:

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

☒ Request student to confirm qual sign off?  
If this box is checked when the qual is signed off, the student will be requested to acknowledge the sign off and leave comments.

☒ Request student's line manager to confirm qual sign off?  
If this box is checked when the qual is signed off, the student's line manager will be requested to acknowledge the sign off and leave comments.

**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.

When the assessor requests their contribution, this is what the learner and the line manager (employer) sees:

Learner view:

**VQManager** Welcome Kari Notification (Student 1640) Logout options Help and training

Home My portfolio Reports

To do Info My progress summary Calendar File library Personal details My VQManager network Messages

▼ Confirmation of qual sign-off

Date confirmation requested	Qualification	Date of tutor sign-off	
14/03/2022	Customer Services NVQ - L2 (1)	14/03/2022	Confirm this qual

▼ Student

**Feedback**

13:11 GMT 14/03/2022:

☐ Please tick this box to confirm this qualification sign off, and leave any comments in the box above.

Line Manager (employer) view:

Welcome Lineman Lineman (Line manager 21) [Logout options](#) [Help and training](#)

**VQ Manager**

Home Reports

Associates To do (26) Info (59) Dashboard File library Messages Personal details

► Confirmation of progress reviews

► Confirmation of OTJT hours

▼ Confirmation of qual sign-off

Date confirmation requested	Student	Qualification	Date of tutor sign-off	Date student confirmed	
14/03/2022	Notification, Kari (1640)	Customer Services NVQ - L2 (1)	14/03/2022	Requested	Confirm this qual

▼ Line manager

Feedback

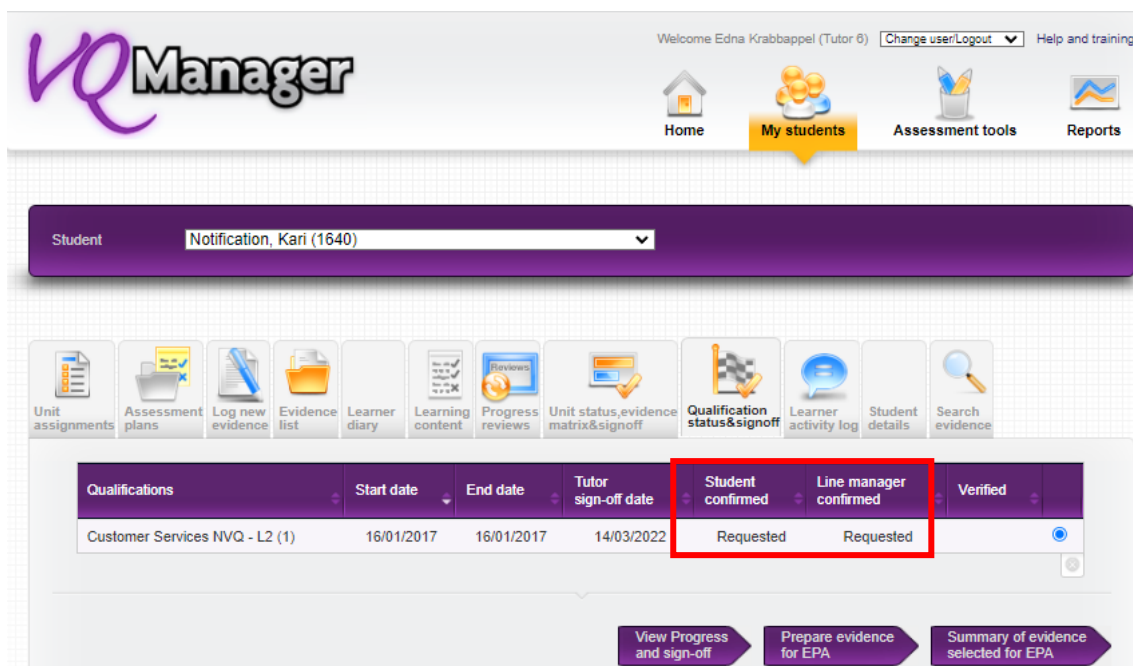
13:32 GMT 14/03/2022:

☐ Please tick this box to confirm this qualification sign off, and leave any comments in the box above.

Save Cancel

These new confirmations will have no effect on the completion status of a learner's qualification. When the assessor signs off, the completion status and progress percentage will be updated as usual.

Two new columns now appear in the qualification sign off table:



Welcome Edna Krabbappel (Tutor 6) [Change user/Logout](#) [Help and training](#)

Home My students Assessment tools Reports

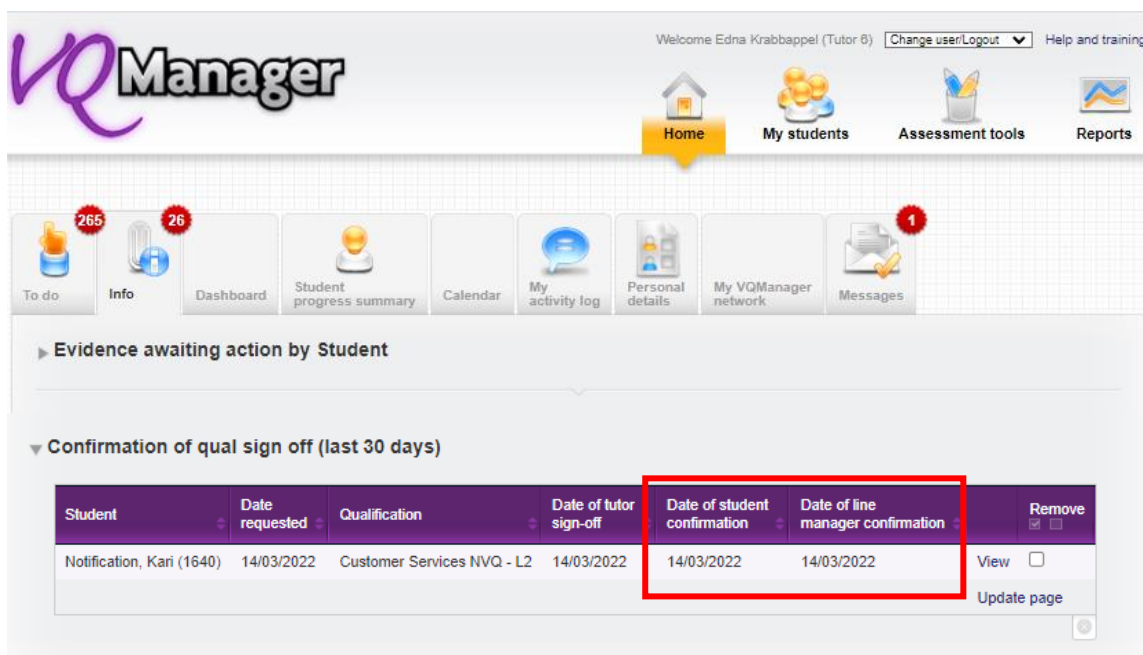
Student: Notification, Kari (1640)

Unit assignments Assessment plans Log new evidence Evidence list Learner diary Learning content Progress reviews Unit status, evidence matrix & sign off **Qualification status & sign off** Learner activity log Student details Search evidence

Qualifications	Start date	End date	Tutor sign-off date	Student confirmed	Line manager confirmed	Verified
Customer Services NVQ - L2 (1)	16/01/2017	16/01/2017	14/03/2022	Requested	Requested	<input type="radio"/>

View Progress and sign-off Prepare evidence for EPA Summary of evidence selected for EPA

Assessors will also receive a notification in the **Info** tab that learners and line managers have responded to requests to confirm qualification sign off.



Welcome Edna Krabbappel (Tutor 6) [Change user/Logout](#) [Help and training](#)

Home My students Assessment tools Reports

To do 265 Info 26 Dashboard Student progress summary Calendar My activity log Personal details My VQManager network Messages 1

► Evidence awaiting action by Student

▼ Confirmation of qual sign off (last 30 days)

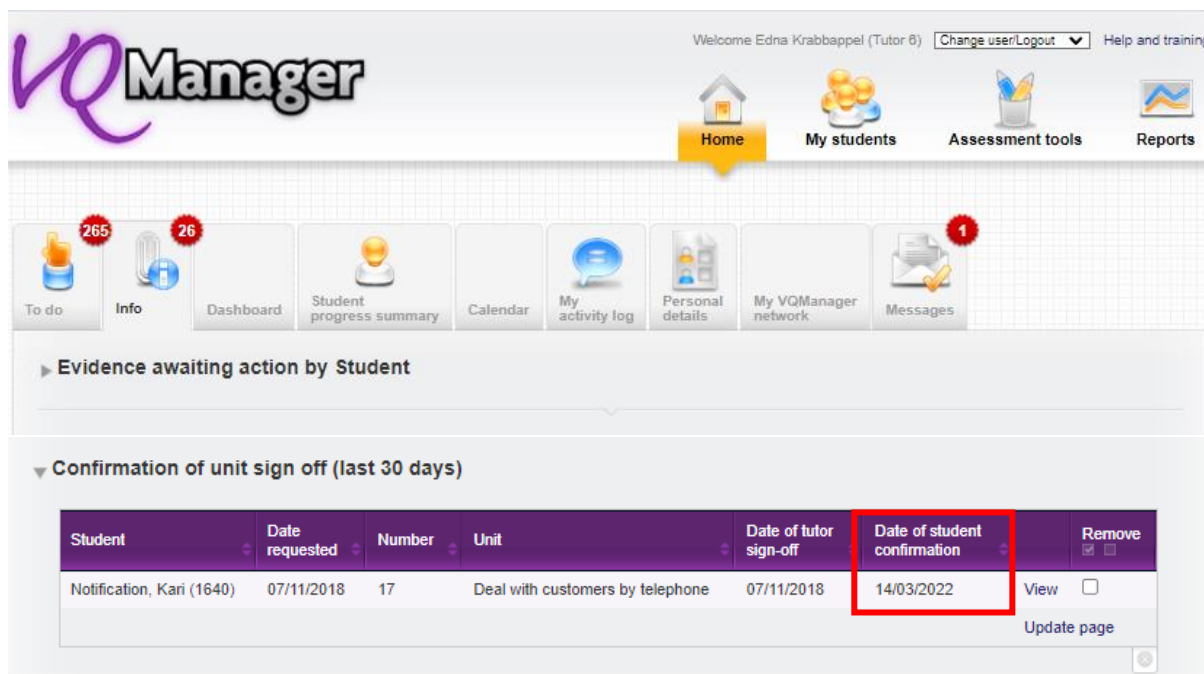
Student	Date requested	Qualification	Date of tutor sign-off	Date of student confirmation	Date of line manager confirmation	Remove
Notification, Kari (1640)	14/03/2022	Customer Services NVQ - L2	14/03/2022	14/03/2022	14/03/2022	View <input type="checkbox"/>

Update page

The assessor can make these new requests at the point when they sign off the qualification, or they can go back afterwards and add the requests. The assessor is not able to withdraw the requests once they have been responded to; or once the IQA has signed off the qual. The learners or line managers can confirm the sign off and add comments at any time after they have been requested. This might be before or after IQA sign off. IQAs may choose to hold off from signing off a qualification until the responses come in, but it remains up to them. This matches the way learner confirmation of unit sign off works. The continuity will help keep things simple for users.

### Add notification to assessors that learners have confirmed unit sign off

We have added a table to the assessor **Info** tab (in line with the above development) so the assessor can see that learners have confirmed unit sign off. The assessor would click **View** to open the unit and see the comments of the learner in the normal way.



The screenshot shows the VQ Manager dashboard. The top navigation bar includes 'Home', 'My students', 'Assessment tools', and 'Reports'. The main navigation bar includes 'To do' (265), 'Info' (26), 'Dashboard', 'Student progress summary', 'Calendar', 'My activity log', 'Personal details', 'My VQManager network', and 'Messages' (1). The 'Info' tab is selected, showing a section titled 'Confirmation of unit sign off (last 30 days)'. Below this is a table with the following data:

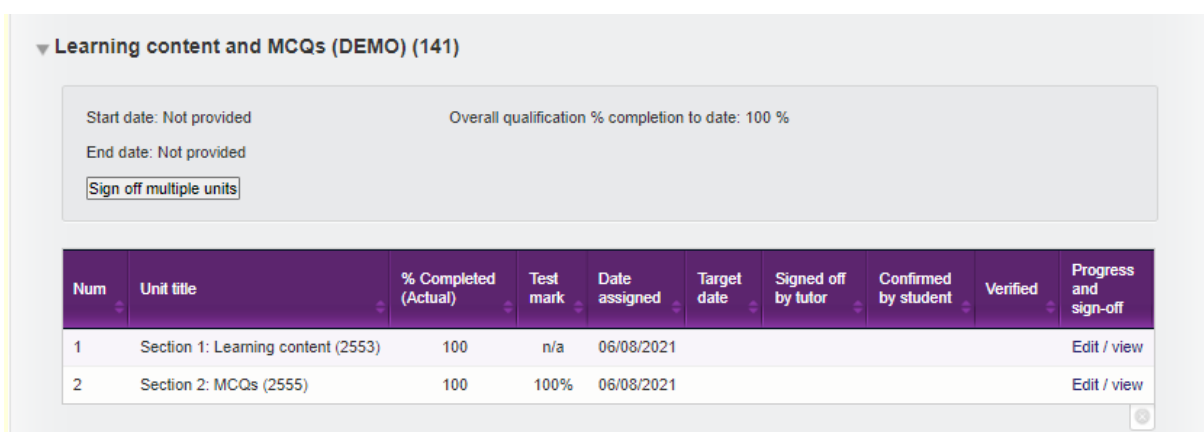
Student	Date requested	Number	Unit	Date of tutor sign-off	Date of student confirmation	Remove
Notification, Kari (1640)	07/11/2018	17	Deal with customers by telephone	07/11/2018	14/03/2022	<a href="#">View</a> <input type="checkbox"/>

There is a red box around the 'Date of student confirmation' column and the 'View' link in the first row. Below the table is an 'Update page' button.

### New report for multiple choice and short answer question banks and learning content

We have added a new report for the, MCQs, SAQs and learning content items. The report is available for assessors, IQAs, EQAs, Line Manager / OSU and Centre Admin.

The report is reflective of the table in the **Unit sign off** tab – see below.



The screenshot shows the 'Learning content and MCQs (DEMO) (141)' report. It includes a summary section with the following information:

- Start date: Not provided
- End date: Not provided
- Overall qualification % completion to date: 100 %
- [Sign off multiple units](#)

Below this is a table with the following data:

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	06/08/2021					<a href="#">Edit / view</a>
2	Section 2: MCQs (2555)	100	100%	06/08/2021					<a href="#">Edit / view</a>

The report is located in the **Reports >> Progress tab**. And is available in both “**View**” and “**Download**” versions. You have the usual filters available to define your report parameters.



Home

Qualifications

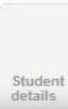
My centre



Users



Reports



Student details



Student status details



Student entry details



Progress



Qualifications & frameworks



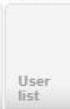
Progression tracker



User activity



Dormancy



User list

☒ Learning content progress

Qualifications

Tutors

Employers

Institutions

Curriculum areas

View:

☐ Unit not assigned ☐ Unit assigned ☐ Tutor signed-off ☐ IQA signed-off

## Learning content progress

		1	2
Radwan Adam (1790)	40%	Type: MCQ 66% Test mark: 66% Not achieved 05/11/2021	Type: Short answer questions 0% Test mark: n/a 05/11/2021
Start: 05/11/2021 End: 05/11/2021			
		1	2
Rowden Daniel (1787)	60%	Type: MCQ 33% Test mark: 33% Not achieved 25/10/2021	Type: Short answer questions 100% Test mark: n/a 25/10/2021 07/12/2021
Start: 25/10/2021 End: 25/10/2021			



Download:

	A	B	C	D
1	Student	Progress	1	2
2	Gillett; Graham; (38)	Current completion: %; Tutor sign-off date: ; IQA sign-off date: ;	Type: Learning content Type: MCQ; Current completion: 0%; Test mark: n/a; Not achieved; Tutor assigned date: 26/04/2020	
3	Rae; Derek; (1788)	Current completion: 100%; Tutor sign-off date: ; IQA sign-off date: ;	Type: Learning content Type: MCQ; Current completion: 100%; Test mark: 100%; Passed - Distinction; Tutor assigned date: 26/04/2020	
4	Robinson; George; (1789)	Current completion: 83%; Tutor sign-off date: ; IQA sign-off date: ;	Type: Learning content Type: MCQ; Current completion: 80%; Test mark: 80%; Passed - Merit; Tutor assigned date: 21/04/2020	

**All of these enhancements have been automatically added to VQManager for you.**