




Overview

An Assessment Template can be used to create re-usable tasks that assessors can assign to learners. Once created, they can be linked to assessments plans for an individual learner and assessment plan templates.

Restrictions

Only **Centre Managers** and **Assessors** can create assessment templates. Templates created by a Centre Manager can be used by all Assessors. Templates created by an Assessor can only be used that Assessor. However, it is possible for a Centre Manager to promote the Assessor templates to make them available to all users.

User	Navigation
Centre Manager	 <ol style="list-style-type: none"> 1. Go to the Quality icon. 2. Click the Assessment Templates icon.
Assessor	<ol style="list-style-type: none"> 1. Scroll to the Forms & Templates section. 2. Click the Assessment Templates icon.

Details

To create the assessment template, follow these steps.

1. Navigate to the **Assessment Templates** section.
2. Click the **Create New Assessment Template** button.

Once the template has been created, you can begin to fill in the relevant sections.

Template Name (for your reference only)

Enter the **Template Name** - this will be displayed when assigning the template or linking it to a plan.

Assessment Name (for the Learner's reference)

Enter the **Assessment Name** – this will be the title of the assessment, which will be displayed to the learner.

Task Details (Instructions for the Learner)

The **Task Details** will appear at the top of the assessment page, once it has been assigned to the learner.

Primary Assessment Method

Select a **Primary Assessment Method**.

Lock down availability to learners

Single Standard	Framework (Multiple Standards)
Lock down to a single standard: <input type="text" value="Do not lock down"/>	Lock down to a framework (multiple standards): <input type="text" value="Do not lock down"/>
You will only be able to assign the template to learners working towards the selected standard.	You will only be able to assign the template to learners working towards the standards within the selected framework.

Recording the criteria

Scroll to the **Criteria Evidence Provision** section, which will look like this.

Criteria Evidence Provision

How will the evidence be recorded?

Holistically against multiple criteria
 Separately against individual criteria

Holistically against multiple criteria	Separately against individual criteria								
Holistic assessments allow evidence to be recorded against the criteria as a whole.	Per-criteria assessments allow evidence to be added to individual pieces of criteria.								
Criteria will be displayed like this:	Criteria will be displayed like this:								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #e1eef6;">[C35] Deal with accidents and emergencies</th> <th style="background-color: #e1eef6;">Unit</th> <th style="background-color: #e1eef6;">Criteria</th> <th style="background-color: #e1eef6;">Supporting evidence</th> </tr> <tr> <td style="background-color: #e1eef6;">[C35.1] Deal with injuries and signs of illness</td> <td>C35.1</td> <td> pc[1]</td> <td> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> → remain calm and follow your organisation's procedures </div> </td> </tr> </table>	[C35] Deal with accidents and emergencies	Unit	Criteria	Supporting evidence	[C35.1] Deal with injuries and signs of illness	C35.1	pc[1]	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> → remain calm and follow your organisation's procedures </div>	
[C35] Deal with accidents and emergencies	Unit	Criteria	Supporting evidence						
[C35.1] Deal with injuries and signs of illness	C35.1	pc[1]	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> → remain calm and follow your organisation's procedures </div>						

Setting Criteria

1. Click the **Set Criteria** icon below the **Criteria** section.

(1) Use this menu to find the unit(s) you wish to map the question to:
 1st4sport Level 2 NVQ in Sport, Recreation and Allied Occupations: Coaching, Teaching and Instructing (Sep 2008)

(2) Select one or more units from this list and then click the 'Add selected' button below:

[C35] Deal with accidents and emergencies

[C36] Support the protection of children from abuse

[D416] Evaluate coaching sessions and develop personal coachi

[D43] Plan and prepare a series of coaching sessions

[D44] Maintain an environment in which participants can improv

[D45] Coach participants to improve their performance

Add selected >

(3) Select the criteria you wish to map to this question:
Expand/ Collapse All

Selected units

- Selected units
 - [C35] Deal with accidents and emergencies
 - [C35.1] Deal with injuries and signs of illness
 - Performance Criteria
 - [All] [None]
 - 1) remain calm and follow your organisation's procedures
 - 2) protect the **casualty** and other people involved from fu
 - 3) call for **qualified assistance** that is appropriate to the

1. Select your **standard** from the drop down list.
2. Click the **unit** that you wish to set criteria for.
3. Click the **Add selected >** button.

*Clicking the **Add selected >** button allows the unit to appear here.*

4. Expand the outcomes and select the criteria you would like to add to the template.

Scroll to the bottom of the page and click **Save**. You will be navigated back to the template page.

Assigning the Assessment Template

Only the **Assessor** has the ability to assign the template to a learner. This will send an unplanned assessment to the learner, which contains preselected criteria.

To assign an assessment template to a learner, follow the steps below.

1. Open the **Assessment Templates** page.
2. Scroll to the template you wish to assign.
3. Click the **Assign the Learner(s)** button.

of	Work Product	Edit Assign to Learner(s)
creation g and of	Case Study	Edit Assign to Learner(s)
of	Case Study	Edit Assign to Learner(s)

Assigning the template

When you assign a template, you have the following options.

- Assign to multiple learners
- Assign to a single learner with attachments enabled.

If you can't see a learner in this list, it means that...

- The learner isn't working towards the units selected on the template.
- The method of the assessment template isn't assigned to the learner's class.
- They have already been assigned to the template.

Select Learner(s)

Filter learners by class:

Assign to multiple learners Assign to single learner (attachments enabled)

Hide learners already assigned this template

[Select All](#) [Deselect All](#)

Test, MTemplate Test, MichaelG

NB. Learners are only shown when:

1. they are registered against any of the units that match the criteria covered in the template
2. the primary assessment method is assigned to the learner's class


To assign the template:

1. Select the learner's name from the list.
2. Scroll to the bottom of the page.

If you sign the assessment template and click the **assign** button, the learner will **not be able to provide evidence**.

If you don't sign the assessment template and click the **Assign** button, the learner **will be able to provide evidence**.

Assessor/Verifier Declarations

 **IMPORTANT:** Do not sign yet if learner will provide evidence before you assess

Signed in agreement	Name	Signed	Date
Assessor	Sheldon Cooper	<input type="checkbox"/>	11/04/2014

[Assign](#) [Cancel](#)