



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 | | to the Quality icon. k the Assessment Templates icon. |
| Assessor | | oll to the Forms & Templates section. k 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.

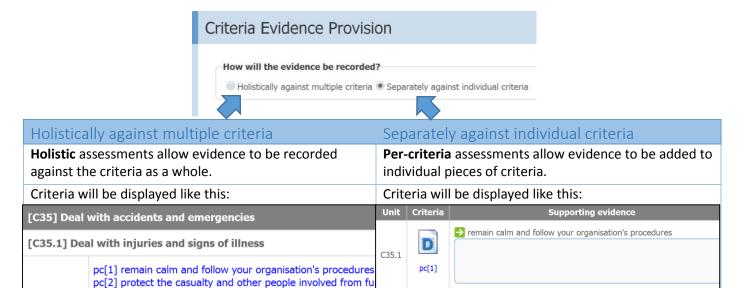
| Template Name (for your reference only) | Enter the Template Name - this will be displayed when | |
|---|--|--|
| | assigning the template or linking it to a plan. | |
| Assessment Name (for the Learner's reference) | Enter the Assessment Name – this will be the title of the | |
| | assessment, which 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. | |
| Work Product | | |

Lock down availability to learners

| Single Standard | Framework (Multiple Standards) |
|--|---|
| Lock down to a single standard: Do not lock down | Lock down to a framework (multiple standards): Do not lock down |
| You will only be able to assign the template to learners working towards | You will only be able to assign the template to learners working towards the standards within |
| the selected standard. | the selected framework. |

Recording the criteria

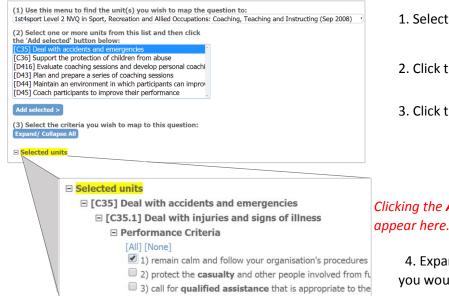
Scroll to the **Criteria Evidence Provision** section, which will look like this.



Setting Criteria



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



- 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.

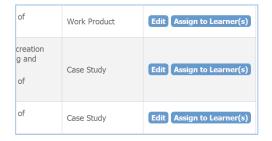
Scroll to the bottom of the page and click **Save.** You will be navigated back to the template page.

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.



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.

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.

