



# ManageAssess tutor guide - Evidence Record, Checklist and Hand-in

November 2023



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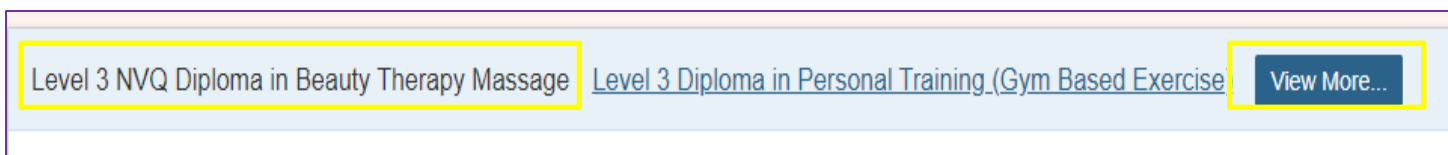
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## 1. Evidence Record

The Evidence Record screen provides a unit breakdown of progress, files uploaded, the unit description and default resources.

- 1) From your Home page, select the relevant qualification. You may need to select View More if you are assigned to multiple qualifications.



Now select View Progress to the right of the learner you wish to view.

Individual Student Progress		Showing: <b>most complete</b> <a href="#">least complete</a>					
Student	Qualification	Unit count	Overall progress	Components to mark	Components completed	Components overdue	Actions
<a href="#">New Test Learner</a>	Level 3 NVQ Diploma in Beauty Therapy Massage	9 / 7	14% <input type="text"/>	0	3/9	1/9	<a href="#">Upload and tag files</a> <a href="#">View Progress</a>

- 2) Select Open to the right of the unit you wish to view.

Unit	
UB300S2 - Monitor clients and the operation of sauna, steam and hydrotherapy treatments	<a href="#">Open (Pass)</a> <input type="text" value="100%"/>
UB300S3 - Provide body wrapping and flotation treatments	<a href="#">Open</a> <input type="text" value="0%"/>
UB30B12 - Plan and provide airbrush make-up	-



3) You are now on the Evidence Record page which displays:

- External exam results
- Files uploaded by the tutor and learner

**ManageAssess** Home Journal **Components** Overview Files Groups Users Jon Assessor (Teacher) Log out

Menu My Components Subscription Bank Qualifications Overview

### Evidence Record

**UB200B4 - Provide facial skin care treatment** for Jon Learner (jsnvqvrqlearner)

Start date: -- End date: -- [Edit Dates](#)

Status: Open Checklist

Title	Result
Exam result	Nothing to display
Exam result	Nothing to display

**Uploaded by Student**

**Uploaded by Teacher**

Client consultation card.pdf

Evidence Type: Not Set

[View/Mark](#)

[Manage tags](#) [Un-tag](#)

[upload new](#) | [manage tagged files...](#)

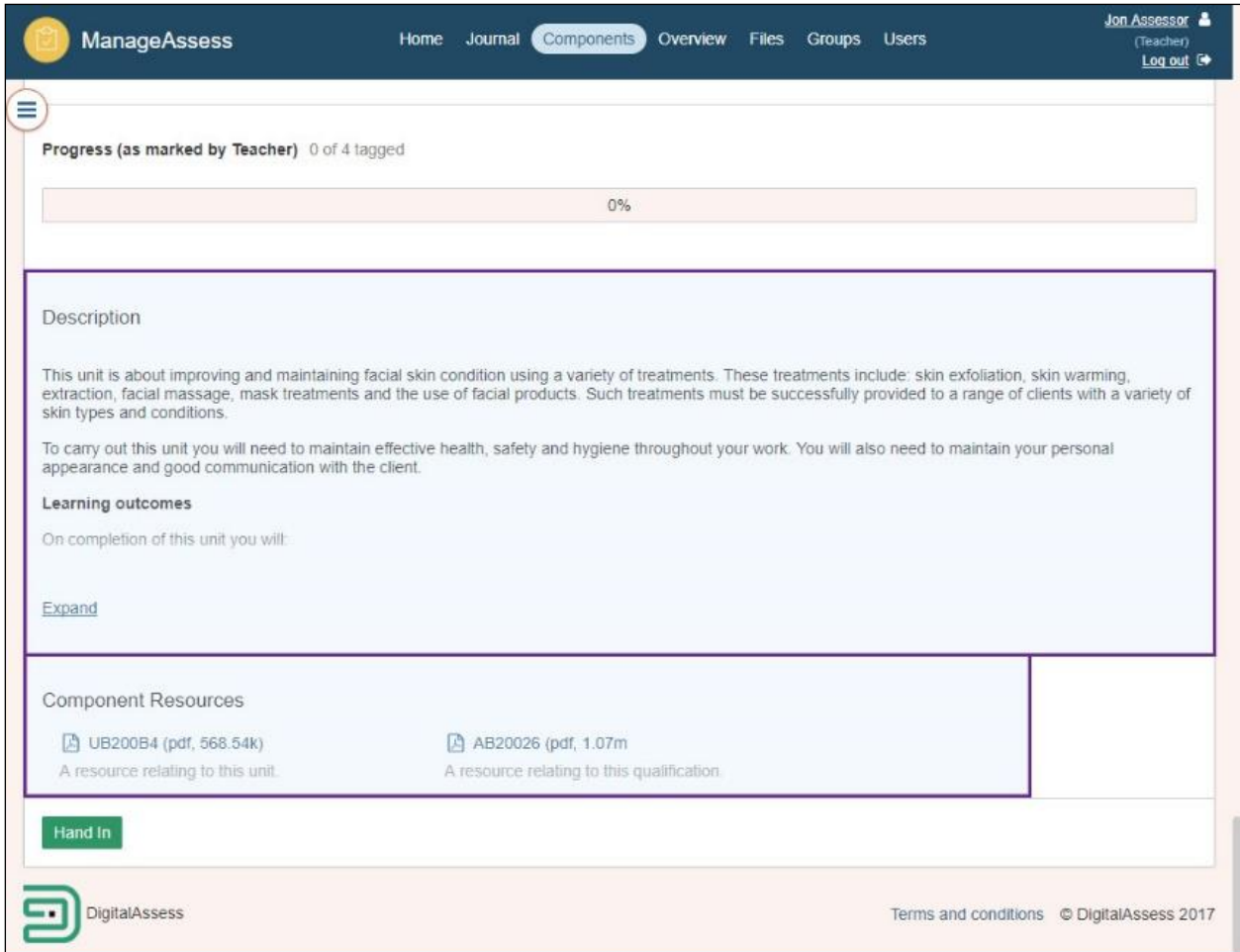
**Uploaded by Internal Quality Assurer**



- Posts made against the unit by the learner
- Progress, per learning outcome, by learner self-assessment
- Progress, per learning outcome, as marked by tutor

The screenshot shows the ManageAssess interface. At the top, there is a navigation bar with 'Home', 'Journal', 'Components', 'Overview', 'Files', 'Groups', and 'Users'. The user is logged in as 'Jon Assessor (Teacher)' with a 'Log out' button. A hamburger menu icon is on the left. Below the navigation bar, there is a section for 'Related posts' and a section for 'Observation Outcome 1'. Under 'Observation Outcome 1', there are two progress bars: 'Progress (as tagged by Student) 0 of 10 tagged' and 'Progress (as marked by Teacher) 0 of 10 tagged', both showing 0%. Below this is 'Observation Outcome 2', with two progress bars: 'Progress (as tagged by Student) 0 of 9 tagged' and 'Progress (as marked by Teacher) 0 of 9 tagged', both showing 0%.

- Unit description
- Default resources



The screenshot shows the ManageAssess interface. At the top, there is a navigation bar with 'Home', 'Journal', 'Components', 'Overview', 'Files', 'Groups', and 'Users'. The user is identified as 'Jon Assessor (Teacher)' with a 'Log out' button. The main content area shows 'Progress (as marked by Teacher) 0 of 4 tagged' with a progress bar at 0%. Below this is a 'Description' section with text about facial skin condition treatments and learning outcomes. There is an 'Expand' link. The 'Component Resources' section lists two PDF files: 'UB200B4 (pdf, 568.54k)' and 'AB20026 (pdf, 1.07m)'. A 'Hand In' button is visible at the bottom left. The footer includes the DigitalAssess logo and 'Terms and conditions © DigitalAssess 2017'.

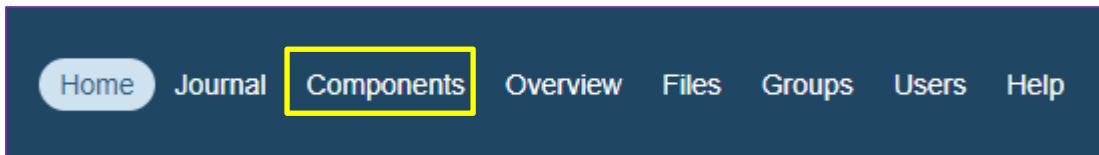
## 1.1. Checklist

The Checklist is where you:

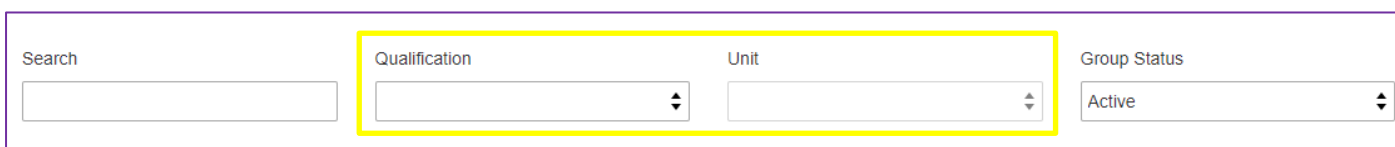
- Mark/Sign off criteria
- Record observations
- Add comments



1) Select Components.



2) You can filter by Qualification and then Unit. This is recommended as some units cross over different qualifications.



3) Once you have located the unit, select View to the right of the appropriate group (you may be assigned to multiple groups for the selected qualification/unit).

Unit	Group	Actions
UB30B20 - Provide body massage treatments	Test group assessor	<a href="#">View</a>
UB30B20 - Provide body massage treatments	New Group - June 2020	<a href="#">View</a>

4) To view the Checklist, select the View Checklist link to the right of the applicable learner.

Name	Files	Assignment Due Date	Status	Progress	Actions
<a href="#">Journal Test2</a>	1	--	Open	0%	<a href="#">View Checklist</a>

5) In the Checklist you can record observations.

**Observation Outcome 1**

---

0 Recorded Performances (minimum of 3 required)

*No recorded performances.*

Record 1st performance

From 1<sup>st</sup> December 2023 you will be able to click in to the date/time field to choose a different date and/or time if required; select 'Confirm' to add the observation.

**Record Performance** ✕

You are about to record a performance record for UHB19 - Shampoo and condition hair for fileuploadtestLR fileuploadtestLR - is this correct?

Performance Date Defaults to today

28/11/2023 14:12

Cancel
Confirm

6) Criteria that you have uploaded and tagged files to will already be marked/signed-off.

You can add a comment to any marked/signed-off criteria.

The screenshot shows the ManageAssess interface with a checklist. The top navigation bar includes Home, Journal, Components, Overview, Files, Groups, Users, and a user profile for Jon Assessor (Teacher). The main content area shows 3 Recorded Performances (minimum of 3 required) and a 'Record 4th performance' button. Below this is a table of criteria with columns for Jon Learner (Student), Teacher, and Internal Quality Assurer. Two criteria, LO1a and LO1b, are marked as completed by the Teacher. For each, a comment box is visible containing 'Client consultation card.pdf' and 'no comments'. The other criteria (LO1c, LO1d, LO1e, LO1f) are not yet marked.





7) You can also add comments to any criteria that hasn't yet been signed off.

LO1 Be able to maintain safe and effective methods of working when providing body massage treatments	Journal Test2 (Student) 0 of 11 - 11 more needed	Teacher 0 of 11 - 11 more needed
LO1a: Set up and maintain the treatment area to meet legal, hygiene and service requirements	<input type="checkbox"/>	<input type="checkbox"/> <a href="#">no comments</a>
LO1b: Maintain personal hygiene, protection and appearance that meets accepted industry and organisational requirements	<input type="checkbox"/>	<input type="checkbox"/> <a href="#">no comments</a>
LO1c: Clean all tools and equipments using the correct methods	<input type="checkbox"/>	<input type="checkbox"/> <a href="#">no comments</a>
LO1d: Position equipment and massage mediums for safety and ease of use	<input type="checkbox"/>	<input type="checkbox"/> <a href="#">no comments</a>

8) You can mark/sign-off remaining criteria by selecting the applicable check box(es).

The screenshot shows the ManageAssess interface with a navigation bar at the top containing 'Home', 'Journal', 'Components', 'Overview', 'Files', 'Groups', and 'Users'. The user is logged in as 'Jon Assessor (Teacher)'. The main content area shows '3 Recorded Performances (minimum of 3 required)' and a 'Record 4th performance' button. Below this is a table of criteria for 'LO1 Be able to use safe and effective methods of working when improving and maintaining facial skin condition'. The table has columns for 'Jon Learner (Student)', 'Teacher', and 'Internal Quality Assurer'. The 'Teacher' column has checkboxes for each criterion, and a vertical purple box highlights this column. The 'Teacher' column also shows 'Client consultation card.pdf' and 'no comments' for the first two criteria.

LO1 Be able to use safe and effective methods of working when improving and maintaining facial skin condition	Jon Learner (Student) 0 of 10 - 10 more needed	Teacher 2 of 10 - 8 more needed	Internal Quality Assurer 0 of 10 - 10 more needed
LO1a: Set up and maintain the work area to meet legal, hygiene and treatment requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">Client consultation card.pdf</a> <a href="#">no comments</a>	<input type="checkbox"/>
LO1b: Maintain personal standards of appearance, hygiene and protection that meets accepted industry and organisational requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">Client consultation card.pdf</a> <a href="#">no comments</a>	<input type="checkbox"/>
LO1c: Clean tools and equipment using the correct methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LO1d: Use accepted industry hygiene and safety practices throughout the treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LO1e: Position equipment, materials, yourself and the client to meet the need of the treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LO1f: Maintain the client's modesty and privacy at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



9) If the unit has external exams, the result should be populated automatically (if the learner passed).

Select the checkbox to sign these off.

The screenshot shows the ManageAssess interface. At the top, there are navigation tabs: Home, Journal, Components (selected), Overview, Files, Groups, Users. The user is logged in as Jon Assessor (Teacher). The main content area is divided into three sections:

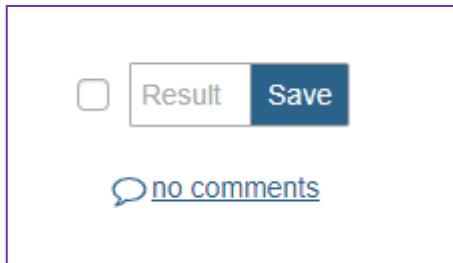
- External exam 1:** A pass mark of 70% must be achieved. Teacher: 0 of 1 - 1 more needed. Internal Quality Assurer: 0 of 1 - 1 more needed. Exam result:  Pass Save
- External exam 2:** A pass mark of 70% must be achieved. Teacher: 0 of 1 - 1 more needed. Internal Quality Assurer: 0 of 1 - 1 more needed. Exam result:  Result Save
- Knowledge Outcome 4:** A table with columns for Jon Learner (Student), Teacher, and Internal Quality Assurer. Rows include LO4 Understand organisational and legal requirements, LO4a: Describe own responsibilities under relevant health and safety legislation, LO4b: Explain why minors should not be given treatments without informed and signed parental or guardian consent, and LO4c: Describe why it is important, when treating.

10) You can add a comment if you wish, for example if oral questioning has been used.

The screenshot shows the ManageAssess interface. At the top, there are navigation tabs: Home, Journal, Components (selected), Overview, Files, Groups, Users. The user is logged in as Jon Assessor (Teacher). The main content area is divided into three sections:

- External exam 1:** A pass mark of 70% must be achieved. Teacher: 1 of 1 ✓. Internal Quality Assurer: 0 of 1 - 1 more needed. Exam result:  Pass Save  no comments
- External exam 2:** A pass mark of 70% must be achieved. Teacher: 0 of 1 - 1 more needed. Internal Quality Assurer: 0 of 1 - 1 more needed. Exam result:  Result Save
- Knowledge Outcome 4:** A table with columns for Jon Learner (Student), Teacher, and Internal Quality Assurer. Rows include LO4 Understand organisational and legal requirements, LO4a: Describe own responsibilities under relevant health and safety legislation, LO4b: Explain why minors should not be given treatments without informed and signed parental or guardian consent, and LO4c: Describe why it is important, when treating.

11) The exam result can be added manually if required. To do this enter the result, select Save and then select the checkbox.

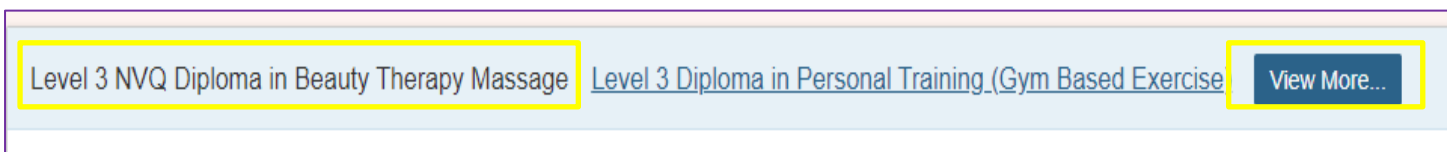


### 1.1.1. Hand-in and Request IQA review

#### Hand In

Handing a unit in locks it down for the learner, preventing further interaction.

1) From your Home page, select the relevant qualification. You may need to select View More if you are assigned to multiple qualifications.



Now select View Progress to the right of the learner you wish to view.

Individual Student Progress								Showing: <b>most complete</b> <a href="#">least complete</a>
Student	Qualification	Unit count	Overall progress	Components to mark	Components completed	Components overdue	Actions	
<a href="#">New Test Learner</a>	Level 3 NVQ Diploma in Beauty Therapy Massage	9 / 7	<div style="width: 13%;"><div style="width: 13%;"></div></div> 13%	0	<span style="background-color: #28a745; border-radius: 50%; padding: 2px;">3/9</span>	<span style="background-color: #dc3545; border-radius: 50%; padding: 2px;">1/9</span>	<a href="#">Upload and tag files</a> <a href="#">View Progress</a>	

2) Select Open to the right of the unit you wish to hand-in.

Unit	Progress
UB300S2 - Monitor clients and the operation of sauna, steam and hydrotherapy treatments	<a href="#">Open (Pass)</a> <div style="width: 100%;"><div style="width: 100%;"></div></div> 100%
UB300S3 - Provide body wrapping and flotation treatments	<a href="#">Open</a> <div style="width: 0%;"><div style="width: 0%;"></div></div> 0%
UB30B12 - Plan and provide airbrush make-up	-



3) Scroll to the bottom of the Evidence Record screen and select Hand In.

A screenshot of the 'Add comment' section. It has a title 'Add comment' and a subtitle 'Optional'. Below is a text input field with the placeholder text 'Your comment...'. At the bottom, there are two buttons: 'Hand In' and 'Request IQA review'. The 'Hand In' button is highlighted with a yellow border.

4) Select Hand In.

A screenshot of a confirmation dialog box. The text reads: 'Are you sure you want to hand in all work for this Component, to be marked, on behalf of this Student?' followed by a close icon. Below this, it says 'The Student will not be able to add additional work if you do this.' At the bottom right, there are two buttons: 'Cancel' and 'Hand in'. The 'Hand in' button is highlighted with a yellow border.

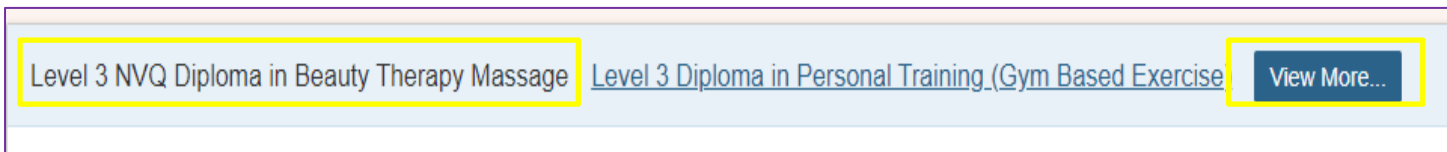
The unit can be re-opened by following steps 1-3 and then selecting Re-open.



**Requesting IQA review**

IQA review can be requested at anytime, whether or no the unit has been handed in. Requesting IQA review for a unit in locks it down for both the Assess and learner, preventing further interaction.

1) From your Home page, select the relevant qualification. You may need to select View More if you are assigned to multiple qualifications.



Now select View Progress to the right of the learner you wish to view.

Individual Student Progress							Showing: <b>most complete</b> <a href="#">least complete</a>	
Student	Qualification	Unit count	Overall progress	Components to mark	Components completed	Components overdue	Actions	
<a href="#">New Test Learner</a>	Level 3 NVQ Diploma in Beauty Therapy Massage	9 / 7	<div style="width: 14%;"><div style="width: 14%;"></div></div> 14%	0	<span style="background-color: #c6e0b4; border-radius: 50%; padding: 2px;">3/9</span>	<span style="background-color: #f4cccc; border-radius: 50%; padding: 2px;">1/9</span>	<a href="#">Upload and tag files</a> <a href="#">View Progress</a>	

2) Select Open to the right of the unit you wish to hand-in.

Unit	Progress
<b>UB300S2 - Monitor clients and the operation of sauna, steam and hydrotherapy treatments</b>	<a href="#">Open (Pass)</a> <span style="background-color: #c6e0b4; padding: 2px;">100%</span>
<b>UB300S3 - Provide body wrapping and flotation treatments</b>	<a href="#">Open</a> <div style="width: 0%;"><div style="width: 0%;"></div></div> 0%
<b>UB30B12 - Plan and provide airbrush make-up</b>	-



3) Scroll to the bottom of the Evidence Record screen and select Request IQA review.

**Add comment**

Optional

Your comment...

**Hand In** **Request IQA review**

4) Select Mark.

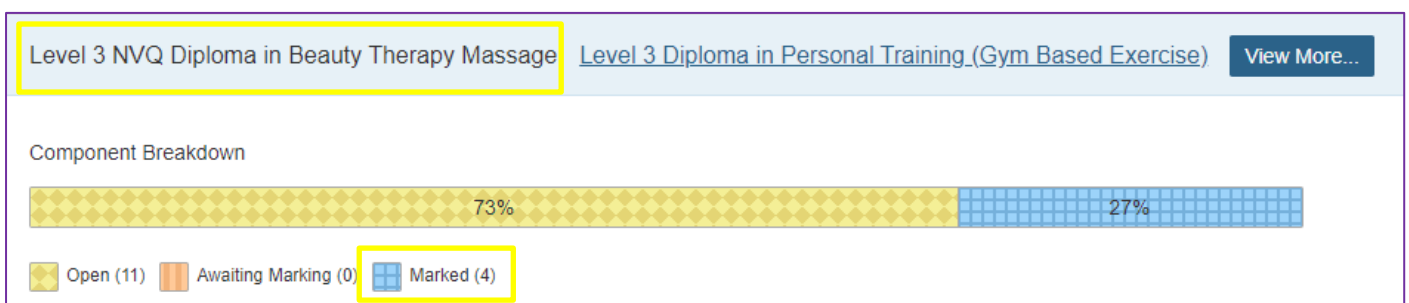
Are you sure you want to set this work as marked? ✕

You will not be able to mark it further.

**Cancel** **Mark**

If you need to access the unit again the IQA will need to reject the unit back you.

5) You can see how many units have been sent for sampling (marked) on your homepage.



### 1.1.2. Unit status

Units go through stages, and various screens within ManageAssess will display a status for the unit depending on which stage the unit is at. The below table will help you to understand the various stages and the status each user type will see.

Unit stage	Open with learner	Handed in by assessor or learner	Assessor requested IQA review	IQA requested EQA review	EQA accepted unit
User	Status	Status	Status	Status	Status
Student	Open	Handed in	Awaiting QA	Awaiting QA	Passed QA
Assessor	Open	Handed in	Awaiting QA	Awaiting QA	Passed QA
IQA	Open	Handed in	Marked	Passed IQA	Passed EQA
EQA	Open	Handed in	Marked	Passed IQA	Passed EQA

### 1.1.3 Further support and information

- [ManageAssess support page](#)
- System enquires: [linx2logins@vtct.org.uk](mailto:linx2logins@vtct.org.uk)
- General enquires: [customersupport@vtct.org.uk](mailto:customersupport@vtct.org.uk)
- +44 (0) 2380 684500
  - Mon-Thurs: 08:45 – 17:00 GMT
  - Fri: 08:45 – 16:30 GMT



Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
1	Customer Support Manager	11/07/2019	New document	Customer Support Manager
2	Customer Support Manager	04/03/2020	1.1.2 and 1.1.3, and information classification added; title updated	Customer Support Manager
3	Customer Support Manager	25/09/2020	Minor page format adjustments	Customer Support Manager
4	Customer Support Manager	17/05/2021	Screen shots updated	Customer Support Manager
5.0	Customer Support Manager	28/11/2023	1.1 step 5 updated	Customer Support Manager

Document Review

Role	Review Status
QA and Technical manager	Reviewed

Document Owner

Document Owner	Document shared with
Customer Support Manager	

Document Sign-off

Role	Sign-off Date
Customer Support Manager	11/07/2019