

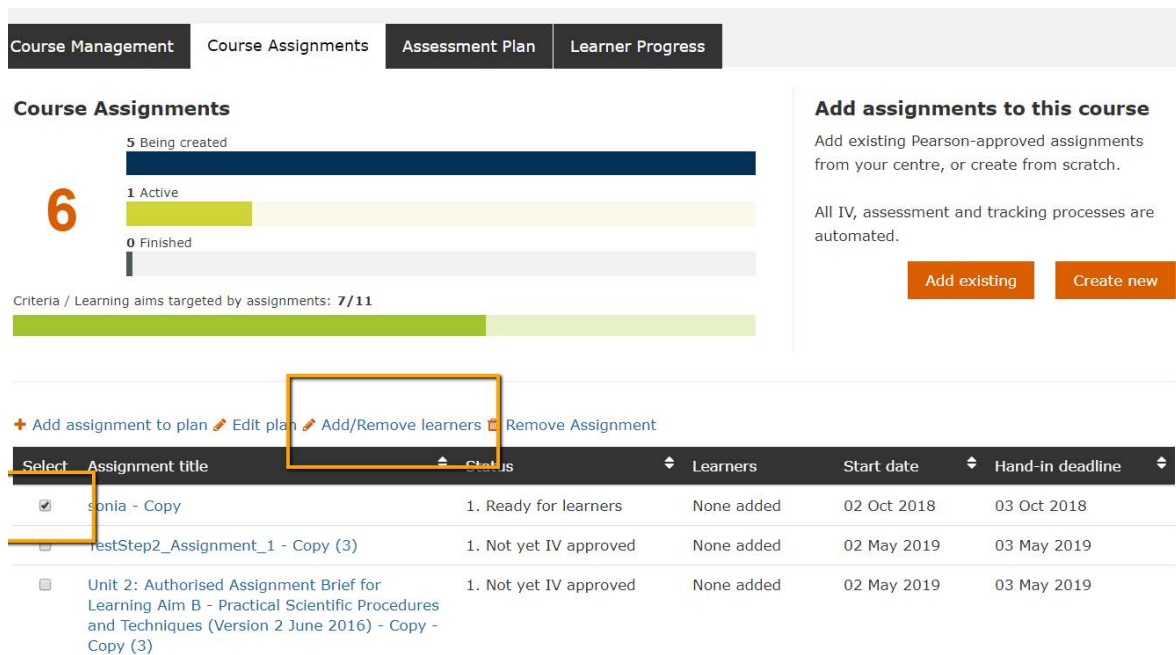
## 8. How to assess learners using myBTEC's automated assessment record sheets.

### Step-by-step process

#### How to add learners to assignments

**Step 1** – Within your course, select the **'course assignments'** tab.

**Step 2** – Once an assignment has been approved by an Internal Verifier, the status of the assignment will show as **'ready for learners'**. Select the assignment you want and click **'Add/Remove learners'**.



**Course Assignments**

5 Being created

**6** 1 Active

0 Finished

Criteria / Learning aims targeted by assignments: 7/11

**Add assignments to this course**

Add existing Pearson-approved assignments from your centre, or create from scratch.

All IV, assessment and tracking processes are automated.

[Add existing](#) [Create new](#)

[+ Add assignment to plan](#) [✎ Edit plan](#) [✎ Add/Remove learners](#) [✎ Remove Assignment](#)

Select	Assignment title	Status	Learners	Start date	Hand-in deadline
<input checked="" type="checkbox"/>	sonia - Copy	1. Ready for learners	None added	02 Oct 2018	03 Oct 2018
<input type="checkbox"/>	TestStep2_Assignment_1 - Copy (3)	1. Not yet IV approved	None added	02 May 2019	03 May 2019
<input type="checkbox"/>	Unit 2: Authorised Assignment Brief for Learning Aim B - Practical Scientific Procedures and Techniques (Version 2 June 2016) - Copy - Copy (3)	1. Not yet IV approved	None added	02 May 2019	03 May 2019

**Step 3** – A pop-up will appear showing all the learners that you added to the course. Select the learners you wish to assess with this assignment and press **'save'**.

myBTEC has now made a digital assessment record sheet for each learner.

## How to assess learners

Find out how to use the assessment record sheets in myBTEC.

**Step 1** – Click into the **assignment** in your course and go to the '**Assessment record sheets**' sub-tab. The mark sheet is active for the Assessor chosen in the assessment plan for this assignment. It is also active for all course team members apart from the Internal Verifier.

The screenshot shows the 'Assessment record sheets' tab in the myBTEC system. It features a navigation bar with tabs for 'Assignment brief', 'Assignment IV', 'Assessment record sheets', and 'Assessment IV'. The main content area is divided into two sections: 'Assessment Record Sheets' and 'MARKING HISTORY'. The 'Assessment Record Sheets' section contains instructions on how to use the marking tool, including a note about saving time by asking a Standards Verifier. The 'MARKING HISTORY' section explains that BTEC flexibility allows for amendments and provides a 'View marking history' button. Below these sections is a table with columns for 'Assignment title', 'Learners', 'Start date', 'Hand-in deadline', and 'Current status'. The table shows one entry: '03\_18\_08\_12\_Assignment' with 3 learners, a start date of 12 Feb 2019, a hand-in deadline of 14 Feb 2019, and a status of '2. Assessment started'. Below the table are several action buttons: 'Add/Remove learners', 'Send for IV Sampling', 'View unit specification(s)', and 'Export assessment record sheets'. On the left, there is a 'Choose learner' dropdown menu with 'TESTUSER ONE' selected. Below this, there are two rows of learner information: 'TESTUSER ONE Not Marked' and 'TESTUSER THREE Not Marked'. On the right, there is a 'Date submitted' field with a placeholder 'dd/mm/yyyy' and a 'Not yet submitted' checkbox. At the bottom, there is a unit selection dropdown menu showing 'Unit 1 - Government, Policies and the Public Services'.

**Step 2** – Select the learner that you would like to mark.

**Step 3** – Complete the assessment record sheet as you normally would. Start by adding the date that the learner work was handed in.

**Step 4** – Click on the arrows to expand or hide each unit and each assessment criterion.

**Step 5** – When you award a criterion the assessment feedback comment is automated, however you are encouraged to add to this.

**Step 6**– When you have completed the first learner’s assessment record sheet the grade will appear next to the learner’s name.

Choose learner

TESTUSER ONE  
Not Marked

TESTUSER THREE  
✔ Completed (D)

TESTUSER TWO  
Not Marked

D2  Yes  No Well done Testuser you have met: Evaluate the impact of government policies on public services and the communities they serve.

General comments

Well done Testuser you have.. In future assignments you should...

**Declaration**

I certify that the evidence that I have awarded criteria for is the learner’s own, or the learner has referenced any sources used. I understand that false declaration is a form of malpractice. Where plagiarism was a reason not to award a criterion I have stated so in my feedback.

I agree to this declaration

**Resubmission authorisation**

Lead IV resubmission Authorisation ⓘ

No resubmission is required as the learner has met all of the criteria in this assessment.

The learner submitted their work after the hand-in deadline, a resubmission should only be authorised if there was an agreed extension.

Clear form ▶ Next learner

**Step 7**– Do **NOT** click ‘Complete assessment’ yet. Select the next learner that you wish to mark, and repeat!

**Step 8**– For any learner that has not handed in their work tick the ‘Not yet submitted’ box next to the submitted date box. You can assess these learners later.

you click finish myBTEC will help you to send the marking for IV sampling if required. You can save even more time by asking your Standards Verifier to view this without you having to lift a finger!

version history is available here.

[View marking history](#)

[Edit plan](#)

Assignment title	Learners	Start date	Hand-in deadline	Current status
03_18_08_12_Assignment	3	12 Feb 2019	14 Feb 2019	3. Marking in Progress

✔ Add/Remove learners Send for IV Sampling  View unit specification(s)  Export assessment record sheets

Choose learner

TESTUSER ONE  
Work Not Submitted

TESTUSER THREE  
✔ Completed (D)

TESTUSER TWO  
Work Not Submitted

TESTUSER ONE

Date submitted: dd/mm/yyyy

Not yet submitted:

Unit 1 Government, Polices and the Public Services

Criterion	Achieved	Assessment comments
P1	<input type="radio"/> Yes <input type="radio"/> No	Please enter your comments here...
P2	<input type="radio"/> Yes <input type="radio"/> No	Please enter your comments here...

**Step 9**– When all learners in the list are either graded or ‘not yet submitted’ you can click ‘Complete assessment’ below.

**Step 10**– You will then see a popup to confirm that you want the assessment to be checked by the Internal Verifier, choose this option and myBTEC will email the IV and issue a task to him to verify a sample of your marking.

## Previous steps

1. How to find your way around
2. How to claim a role
3. How to create a course
4. How to create an assignment
5. How to create assessment plans
6. How to go about internal verification
7. How to use the tracking grid

## Next Steps

9. How to find out what qualifications are available