



Assessors Guide

ePortfolio

Version 06.16

The purpose of this guide is to provide 'Assessors' with instructions on how to access and navigate ePortfolio.

ePortfolio has been designed to offer different levels of permission. To login, you will require a username and password.

Please ensure that you have individual accounts for each user of ePortfolio as this will assist in audit tracking and increase the security of learner data. 'Centre Administrators' will be provided with a unique password. Each centre will need to identify which staff will be using ePortfolio and the levels of permissions they will require depending on their role (Assessor / Internal Verifier etc). They will then also have unique passwords provided. Please do not disclose your password to anyone.

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System Requirements

Section Overview

Centres are required under the terms of their registration under the Data Protection Act to ensure that data subjects are aware of what will be done with the personal data that they supply. This can be done through a privacy notice - please see the relevant guidance available on the Information Commissioners website. The Data Protection Act further stipulates that centres must obtain the explicit consent of a data subject if personal sensitive data is to be collected.

Pearson may require that a centre shows the information supplied to data subjects regarding the use of their data and any relevant privacy notices. Failure to have this information available to Pearson may result in suspension of Pearson approval. Pearson also requires that centres stipulate in their privacy notices that Pearson may process personal and sensitive data to enable us to do the below:

- Fulfill our obligations under the terms of a centres approval
- Provide centres with up to date information on Pearson qualifications
- Approve centre staff for qualifications
- Provide personal and sensitive data to regulatory authorities as required in terms of our registration under the Data Protection Act
- Process requests for Particular Assessment Requirements (PAR)
- Contact learners directly as may be required during a quality auditor visit to ensure compliance with the relevant regulatory codes of practise

1

This section of the guide will outline the system requirements needed to run ePortfolio.

ePortfolio will operate, although a little slower, with a lower specification however, the preferred system requirements are as shown below:

Operating system: Windows Platform

Browser: Internet Explorer 8, Google Chrome, Firefox 3.0 (or above). IE8 is recommended.

Screen Resolution: 1024 * 768 (or above). 1280 * 1024 is recommended.

Client Software: Adobe Flashplayer 10 (or above) and Javascript enabled.

Internet Connection: 1MBPS broadband minimum

Firewall and Proxy Servers: If you are running any type of Firewall or Proxy Server, please allow the following IP Addresses:

- 159.182.72.228

Port 80 (http port) and 443 (SSL port) need to be configured to allow the Pearson web address below:

- <https://pqs.pearson.com>
- <https://pqs.pearson.com/eportfolio>

ePortfolio Explained

Section Overview

This part of the guide will show you how to login to the ePortfolio system and how to navigate around the homepage as an Assessor.

It will also explain what each of the menu functions allows you to do as a user and what all of the icons represent.

2

This part of the guide shows you how to login to ePortfolio.

To Begin, Go To:

Step 1

Enter your username and password. Then select **Login**.

Please note, users will be prompted to change their password the first time they log in to the system.

Password and Account Protection:

Users must have their own username and password. These details should not be generic or shared with other learner(s) and / or colleagues. To prevent compromise or unauthorised exposure to the system, users must inform their Account Specialist or their Centre Administrator if they believe or suspect another user may be accessing the system without authorisation.

PEARSON ALWAYS LEARNING

Welcome to
Pearson ePortfolio

Please enter your
login details to begin.

LOGIN

Username

[Forgot username?](#)

Password

[Forgot password?](#)

Login

Not registered to use ePortfolio? [Click here to learn more](#)

Remote Assistance Accessibility www.pearson.com

This part of the guide shows you how to navigate around the ePortfolio homepage under Assessor access.

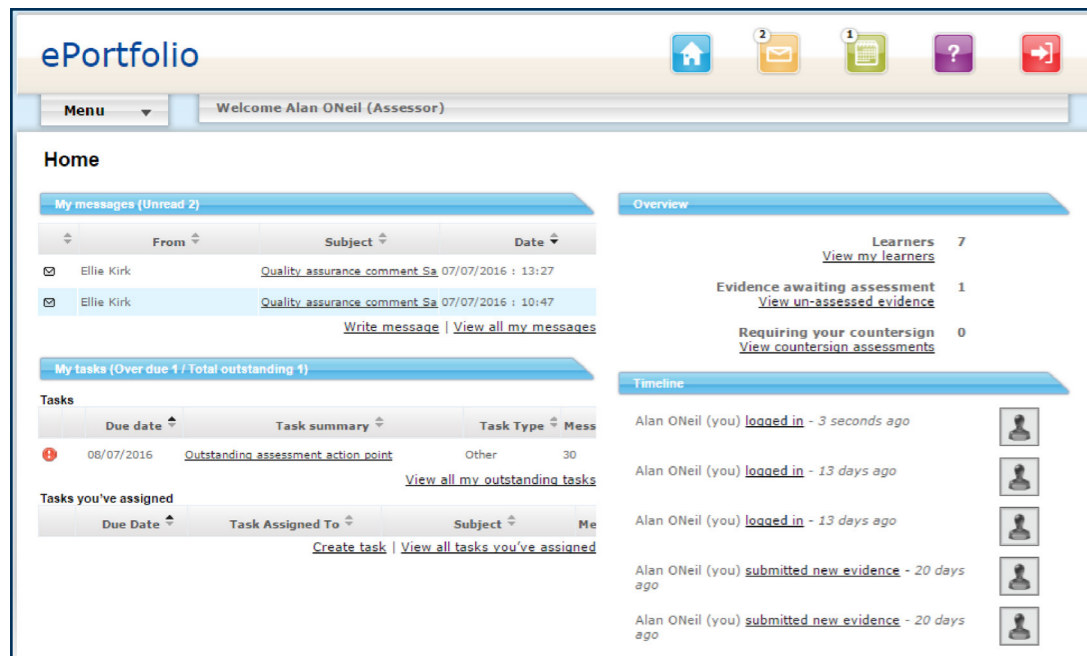
To Begin: Login to ePortfolio

Step 1

Once you have successfully logged in to ePortfolio as the Assessor, the homepage will be displayed, as shown below.

Assessors are able to access a range of features from the home screen. These are: Messages, Tasks, Overview and Timeline. The overview allows the Assessor to quickly view their learners, un-assessed evidence and any assessments that require countersigning. Timeline allows the Assessor to view their recent activity. All of these features have a link below them for you to click on which will navigate you to the relevant part of the system.

You are also able to use the icons located at the top of the screen as well as the drop down menu at top left of the screen. These are explained further under 'ePortfolio Icons'.



This part of the guide explains the functionality of the drop down menu at top left of home screen in further detail.

To Begin, Click: **Menu**

Home

Will return you to the homepage

News

Displays the latest Pearson news articles

Help Articles

Loads the Pearson ePortfolio support materials and query submission form

Account

Tasks

Displays any outstanding tasks you've set and where applicable, will allow you to create tasks

My Tasks

Displays any outstanding tasks you have to complete

User Details

Allows the Centre Administrator to modify their personal user information

Logout

Securely logs the user out of ePortfolio

ePortfolio

Learners

Displays the learners linked via qualification to the selected assessor

Un-assessed Evidence

Displays a list of un-assessed evidence

Support Materials

Allows the assessor to view assigned support materials (e.g. internal policies and procedures)

Programme Details

Will allow the assessor to view a list of products and associated content assigned to them by their Centre Administrators

Messages

Will display your inbox and sent items within ePortfolio

Reports

Allows you to generate reports for statistic data

This part of the guide explains the functionality of each icon in more detail.



The Home icon will return you to the homepage regardless of where you are in the system.



The Message icon will show all messages sent by or to you.



The Task icon will show a list of tasks that you have outstanding. You can also view any completed tasks.



The Help icon will direct you to a page where you will be able to access online FAQ's as well as web form to submit queries directly to Pearson Account Services.



The Role Selection button will allow users with multiple roles to switch to another role.



The Logout icon will securely log you out of ePortfolio.

Creating a Learner

Section Overview

This section of the guide shows you how to create a learner account as an Assessor.

In order to create a learner, you will need to have been given permission from your Centre Administrator to do this and have at least one qualification assigned to you.

Creating a Learner

To Begin, Click: [Overview](#) (located on home page) > [View my learners](#) > [Add learners](#)

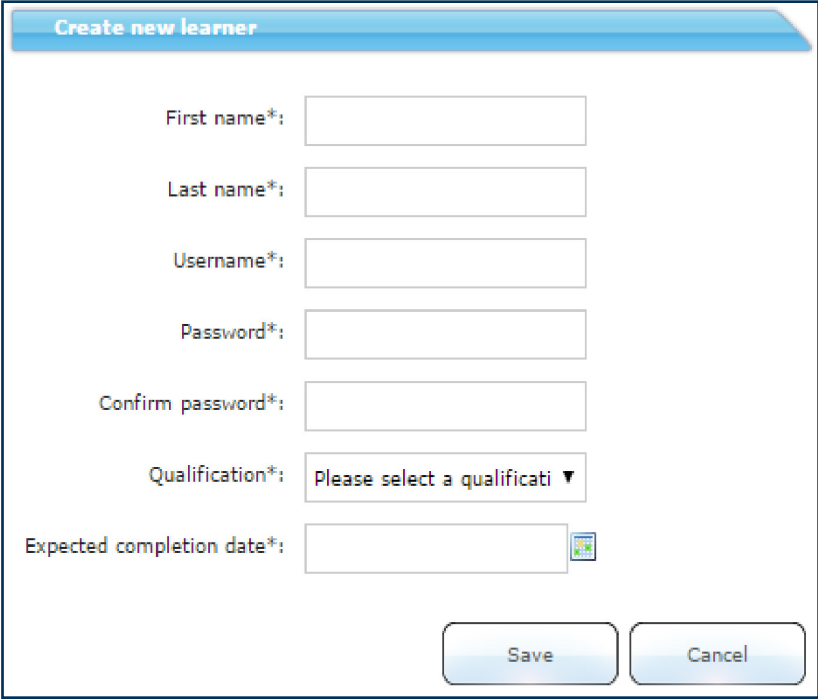
The 'Create new learner' page will now be displayed.

Please note that all fields are mandatory. Usernames are automatically generated by using the first and last name. Passwords must contain letters and numbers and be at least seven characters in length.

As an Assessor, you can only create learners and assign qualifications you are approved to deliver.

Complete all fields and select 'Save'.

You are able to add or update additional user information at a later date.



The screenshot shows a web form titled "Create new learner" with a blue header bar. The form contains the following fields and controls:

- First name*:
- Last name*:
- Username*:
- Password*:
- Confirm password*:
- Qualification*: (dropdown menu)
- Expected completion date*: (calendar icon)

At the bottom right of the form are two buttons: "Save" and "Cancel".

Reviewing & Updating Learner Details

Section Overview

This section of the guide explains how to review and update learners personal details. You will need to have created or have been assigned a new learner.

Learners are linked to both Assessors and Internal Verifier's by qualifications. A learner must be allocated to a qualification in order to be linked to an Assessor.

Reviewing & Updating Learner Details

To Begin, Click: [Overview \(located on homepage\)](#) > [View my learners](#)

Step 1

Select the learners name you wish to update and then click on **'Personal Details'** from the menu at left



Step 2

To specify whether a learner has any particular assessment requirements, update the **'Learner Disability'** section of the **'User/Personal Details'** screen.

The information selected can be edited by the assessor and / or learners at this point.

Personal details	
Username: SamanthaStokes	Last Login: 29/06/2016
Created by: akirk	Created on: 21/06/2016
Organisation: Training centre	
<hr/>	
First name : Samantha	Middle name :
Last name : Stokes	Learner Disability: <input type="text" value="No info provided by th"/>

Assigning Qualifications & Units

Section Overview

This section explains how assign qualifications and units to learners.

In order to do both of the above, you will need to have created or have been assigned a new learner. You will need to have been given permission by your centre administrator to create learners and assign units.

The selected learner will need to have been assigned a qualification.

Assigning Qualifications


To Begin, Click: Overview (located on homepage) > View my learners

Step 1

Select the learners name you wish to update and click on 'Assign / Assigned qualifications' from the menu at left in the 'User Details' area.

Step 2

Select the relevant qualification the learner is to be enrolled on by clicking 'Enrol' next to the qualification. See example at right. Please note that the list will only display qualifications you are approved to deliver.



[Learner messages](#)

[Assign qualifications to Samantha](#)

[Assign units to Samantha](#)

Qualifications			
Search: <input type="text"/>			
Code	Accreditation Ref	Qualification	
10038413	100/3841/3	Pearson Edexcel Level 1 Key Skills in Improving Own Learning and Performance	Enrol
60134835	601/3483/5	Pearson BTEC Level 2 Award for Personal Licence Holders (QCF)	Enrol
60016346	600/1634/6	Pearson BTEC Level 3 Diploma in IT User Skills (ITQ) (QCF)	Enrol
60012262	600/1226/2	Pearson Edexcel Level 3 NVQ Diploma in Contact Centre Operations (QCF)	Enrol
50112910	501/1291/0	Pearson BTEC Level 3 Diploma in Professional Competence for IT and Telecoms Profes	Enrol
50115868	501/1586/8	Pearson BTEC Level 2 Certificate in Preparing to Work in Adult Social Care (QCF)	Enrol

Step 3

Confirm yourself as the 'Lead Assessor'.

Step 4


Input the 'Expected completion date' for the learner / qualification by selecting the calendar icon. You can also enter the date manually (dd/mm/yyyy).

Step 5

Select 'Save' when complete and the selected qualification will be assigned to the learner. Please note that the expected completion date can be changed at any time.

Enrolment

Lead assessor:

Expected completion date: 

Reg Number:

Assigning Units

To Begin, Click: [Overview](#) (located on homepage) > [View my learners](#)

Step 1

Select the learners name you wish to update and click on **'Assign / Assigned units'** from the menu at left in the **'User Details'** area.

Step 2

Select the units that the learner will be working towards by selecting **'Assign unit'**. Alternatively you can assign a combination of units by ticking the boxes at left of the qualification code and then select **'Assign multiple units'**.

Step 3

If the learner has only one qualification assigned to them, the system will automatically select this for you. If the learner has multiple qualifications assigned to them then you can select the relevant **'Qualification'** from the drop down menu and the associated units for that qualification will be displayed.

Units are listed in descending order and mandatory units will be displayed at the top of the list. When units are selected the total number of credits will tally at the top of the page.



	Code	Credits	Title	Group	Level	Date assigned	Expected	
<input type="checkbox"/>	L6013251	10	Software Design Fundamentals	Mandatory A	Level 3	Not assigned	Not assigned	Assign Un
<input type="checkbox"/>	F6017278	10	Systems Analysis and Design	Mandatory A	Level 3	Not assigned	Not assigned	Assign Un

Export Page 1 of 3 15 View 1 - 15 of 31

	Code	Credits
<input type="checkbox"/>	L6013251	10
<input type="checkbox"/>	F6017278	10

Export

Step 4

Assuming you have chosen to assign a single unit or multiple units to the associated learner the below screen will appear.

Input the expected completion date.

Select 'Save' to update the learners records.

Assign Unit

Qualification Pearson BTEC Level 3 Certificate in ICT Systems and Principles (QCF)

Units Software Design Fundamentals

Expected Within: Days ▼

Or by:

Save Cancel

Un-assigning Units

Section Overview

This section explains how to un-assign units from learners.

Following on from the previous section you will need to have been given permission from your centre administrator to be able to assign units.


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Unassigning Units

To Begin, Click: Overview (located on homepage) > View my learners

Step 1

Select the learners name you wish to update and click on 'Assign / Assigned units' from the menu at left in the 'User Details' area.



[Learner messages](#)

[Assign qualifications to Samantha](#)

[Assign units to Samantha](#)

Step 2

Click 'Edit unit' beside the unit that you wish to un-assign.

Assigned units Qualification:

Total credits assigned: 59

Samantha Stokes has assigned on the following units for qualification "Pearson BTEC Level 3 Certificate in ICT Systems..."

	Code	Credits	Title	Group	Level	Date assigned	Expected	
	F6017233	10	Communication and Employability Skills For it	Mandatory A	Level 3	21/06/2016	21/12/2016	Edit Unit
	F6017264	10	Communication Technologies	Mandatory A	Level 3	21/06/2016	21/12/2016	Edit Unit
<input type="checkbox"/>	L6013251	10	Software Design Fundamentals	Mandatory A	Level 3	Not assigned	Not assigned	Assign Un

Step 3

Select 'Save' to confirm you want to un-assign the unit. Click 'Cancel' if you wish to cancel the un-assign action.

Edit Unit

Qualification Pearson BTEC Level 3 Certificate in ICT Systems and Principles (QCF)

Unit Communication Technologies

Expected by Within: Days

Or by:

Un-assign Communication Technologies from learner

When units are un-assigned the total number of credits will be amended at the top of the page.

Assigned units

Total credits assigned: 59

Samantha Stokes has assigned

Support Materials

Section Overview

This section explains how to view support materials in ePortfolio. The functionality to upload support materials is within the drop down menu. This can only be done by a Centre Administrator but allows unlimited amounts of documents to be uploaded and made available to either specific user roles or everyone within the system.

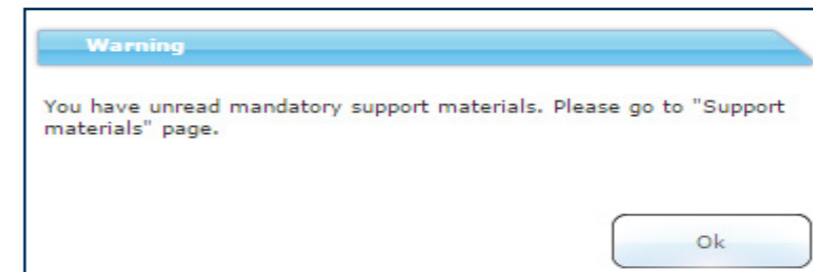
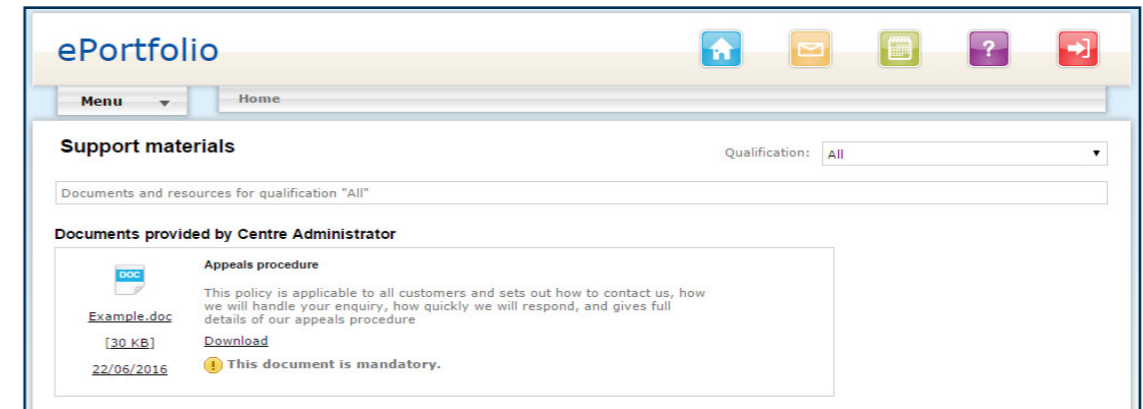
Support materials can be mandatory and will prompt the user every time they login that unread support materials are available.

To Begin, Click: Support Materials (from the drop down menu)

Step 1

The screen at right will be displayed and will show any support materials the centre administrator has uploaded.

You will receive notifications for any mandatory support material when you log in to ePortfolio. Once you have viewed these materials, notifications will stop. Please see example at right.



Message Functionality

Section Overview

This section explains how to create, send and view messages.

You can access the message functionality by either selecting the 'Write Messages' option from the homepage or 'My Messages' icon at top of screen.



Message Functionality

When you have selected either the 'Write Messages' option or clicked on the 'My Messages' icon from top of page, the following 'New Message' screen will be displayed.

Step 1

Select the recipient you would like to contact from the 'To:' drop down menu. Please note that the drop down menu will display all recipients associated to you.

By holding down the 'CTRL' key on the keyboard, multiple recipients can be selected. When the relevant recipients have been selected, click 'OK'.

Step 2

Complete the relevant fields (any fields marked with a * are mandatory).

Step 3

Attach any additional / supporting documents by clicking the 'Select' icon and browsing to relevant files.

Step 4

When your message is complete, select 'Send'. You can also view the messages sent to or by you by simply selecting the 'View all my messages' option from the homepage. Or you can select the 'My messages' icon at top of page.

By selecting the tabs at the top of the page, you will be able to view your 'Inbox', 'Sent' and 'Thread View'.

Please note, messages cannot be sent externally and can only be viewed in ePortfolio.

Tasks

Section Overview

This section explains how to create and assign tasks to your learners. It will also show you how to view your outstanding tasks.

The assign task feature enables assessors to assign learners tasks that will count towards the completion of their qualification(s). E.g. Assessment Plans or Workbooks.



To Begin, Click: My Tasks (from the drop down menu) > Create Task

Step 1

The 'New Task' screen will appear and allow you to enter the necessary information. Any field with an asterisk is mandatory and requires information to be added.

Assign task to*

Select the user you want to assign the task

Due date*

Can be entered in days / weeks / months or a specific date can be entered

Task type*

Select the type of task from the pre-defined list

Task summary*

Provide a brief description of the task being set out

Task detail

A more detailed description of the required task can be entered here. Features such as formatting and spell checking can also be used within the task detail area as shown below

Attachments

Attachments can also be uploaded to tasks. There are no limits to the type, size or amount of files that can be uploaded.

Step 2

Select 'Create' to assign the task to the selected user

Tasks (continued)

This part of the guide explains how to view any tasks you have assigned to your learners.

To Begin, Click: **My Tasks** (located left side of homepage) > **View all tasks you've assigned**

The screen shown at right will be displayed. From this screen you will have the ability to view any tasks you have assigned.

Only tasks that have not been marked as completed will be visible. If you want to view tasks that have been completed, select '**Show completed tasks**' at the top of the screen.

Where a red exclamation mark is visible, the task due date has passed. To view details of the task select the underlined task summary and the task will open in a new window.

The screenshot shows the 'Tasks you've assigned' page in ePortfolio. At the top, there are navigation icons for Home, Messages (2), Calendar (1), Help, and Logout. Below the navigation bar, there's a 'Menu' dropdown and a 'Home' link. The main heading is 'Tasks you've assigned' with links for 'Show completed tasks' and 'Create task', and a search box. A sub-heading reads 'Outstanding tasks you have assigned'. Below this is a table with columns: Due date, Task Assigned To, Task summary, Task Type, and Message. A task is listed with a due date of 28/07/2016, assigned to Samantha Stokes, and a summary that is underlined: 'Please complete / provide a claim to competence'. To the right of the table is a calendar for July 2016. At the bottom of the table, there are pagination controls showing 'Page 1 of 1' and 'View 1 - 1 of 1'.

The following options will be available until the task is complete:

Message ***** regarding this task:

Allows the assessor to message the learner regarding the task. A trail of these message will be available within the task details

Change task type:

Allows the assessor to change the task type

Change due date:

Allows the assessor to amend the due date for this specific task

Close task:

Allows the assessor to close the task once it is complete or no longer required

Log learner support hours:

Allows the assessor to log learner support hours against the task

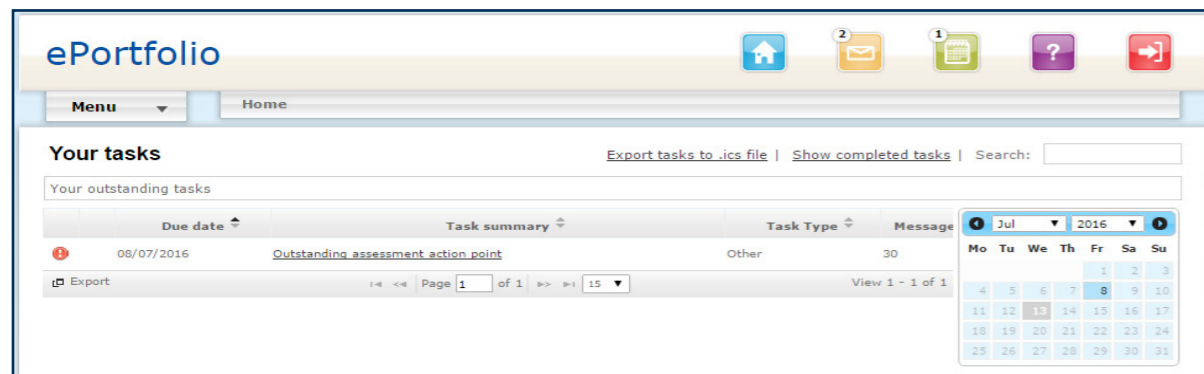
The screenshot shows the task details page in ePortfolio. At the top, there are navigation icons for Home, Messages (2), Calendar (1), Help, and Logout. Below the navigation bar, there's a 'Menu' dropdown and a 'Home \ Assigned tasks' link. The main heading is 'Please complete / provide ...'. Below this is a summary of task information: Assigned to: Samantha Stokes, Status: Pending, Task Type: Claim to competence, Due: 28/07/2016 00:00:00, Created on: 13/07/2016 09:40:08, Subject: Please complete / provide a claim to competence. Below the summary are several action links: Message Samantha regarding this task, Change Task Type, Change due date, Close Task, and Log learner support hours. The page also displays a message from the assessor to the learner: 'Hi Sam, Please can you provide a claim to competence for unit you've just completed? I've attached a template so you can fill this in, save it to your machine, complete it offline and then upload it back into ePortfolio (My Evidence) Thanks'. Below the message is an attachment named 'Example.doc'.

Tasks (continued)

This part of the guide explains how to view any tasks you have been assigned by your centre administrator or internal verifier.

To Begin, Click: [View all my outstanding tasks \(option from homepage\)](#) or [My Tasks icon at top of page](#)

From the below screen you will be able to view any 'Tasks you've been assigned'.
Only tasks that have not been marked as completed will be visible. If you want to view tasks that have been completed, select 'Show completed tasks' at top of page.
Where a red exclamation mark is visible the task due date has passed. To view details of the task, select the underlined task summary and the task will open in a new window.



The following option will be available until the task is complete:
Message *** regarding this task:**
Allows the assessor to message the centre administrator or internal verifier regarding the task. A trail of these messages will be available within the task details.



Adding Learner Evidence

Section Overview

This section explains how to add and upload evidence to a learners portfolio on their behalf.

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Adding Learner Evidence

To Begin, Click: [View my learners \(from the homepage\)](#)

Step 1

A list of learners and their assigned qualifications will appear. Select the learner you wish to view in more detail.

Step 2

From the menu at left select '[Add evidence to portfolio](#)'. You will then be presented with the '[Learner Evidence](#)' screen.

Step 3

Enter the '[Evidence title](#)' and any supporting comments / feedback.

Step 4

Select the relevant qualification from the drop down menu. If the learner is only enrolled on to one qualification then this is all you will see.

Step 5

Attach any supporting evidence by clicking on '[Select](#)' (whilst your attachments are uploading the send button is displayed).

Step 6

If you wish to remove an attachment before submitting the evidence simply click on the icon displayed at right. Select '[Send](#)'.

Learner	Employer	Last Login	Enrolment date	Reg No.	Qualification	Assessor	Achieved
Barry Antonelli		05/07/2016 12:42	05/07/2016 10:44		Pearson BTEC Level 3 Certificate in ICT S Lead		<input type="checkbox"/>
Darmash Nijjar	Penguin Random		21/06/2016 11:17	987654321	Pearson BTEC Level 3 Diploma in Profess Lead		<input type="checkbox"/>
Joe Bloggs			05/07/2016 10:44		Pearson BTEC Level 3 Certificate in ICT S Lead		<input type="checkbox"/>
John Smith			05/07/2016 10:44		Pearson BTEC Level 3 Certificate in ICT S Lead		<input type="checkbox"/>
Kirsty Richardson	Penguin Random		30/06/2016 15:35	12345678	Pearson BTEC Level 3 Diploma in IT User Lead		<input type="checkbox"/>
Peter Darroch	Edexcel	29/06/2016 09:18	21/06/2016 11:15	12345678	Pearson Edexcel Level 3 NVQ Diploma in Lead		<input type="checkbox"/>
Samantha Stokes		29/06/2016 09:18	21/06/2016 11:18	54321	Pearson BTEC Level 3 Certificate in ICT S Lead		<input type="checkbox"/>

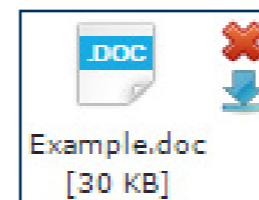
Evidence title*:

Qualification: Pearson BTEC Level 3 Certificate in ICT Systems and Principles (QCF)

Comment:

B Bold *I* Italic U Underline Align Left Centre Align Right Justify
A Text Colour A Background Colour ABC Spell Check As You Type
Size Size Font Font Format Format

Attachments:



Assessing Evidence

Section Overview

This section explains how to assess evidence uploaded by or on behalf of a learner in ePortfolio.

Assessing learner evidence is an option only available to the assessor. When the assessor is logged in to ePortfolio there are various ways to assess evidence.

To Begin, Click: [View un-assessed evidence \(from the homepage\)](#)

Step 1

If you have evidence awaiting assessment this will be indicated with a number. The page will load a list of un-assessed evidence. Select the piece of evidence you want to assess by selecting the underlined subject.

Step 2

The following screen will display the evidence and any associated content.

Here are a breakdown of the features:

Re-classify as message

By selecting 'Re-classify as message' the evidence will be re-classified as a general message. It will appear in your inbox and no longer appear in your list of un-assessed evidence.

Assess this evidence

Allows the assessor to assess any evidence that has been uploaded by or on behalf of the learner.

Log learner support hours

Allows the assessor to log learner support hours against the selected piece of evidence.

Use evidence with other qualification

Enables the assessor to re-use a piece of evidence against another qualification.



Witness Testimony

From: Samantha Stokes (Learner)	Message ID: 252
To: Alan O'Neil	Sent: 22/06/2016 12:37:24
Category: Additional Learner Evidence	Subject: Witness Testimony
Qualification: 50114360 - Pearson BTEC Level 3 Certificate in ICT Systems and Principles (QCF)	

[Re-classify as message](#) [Assess this evidence](#) [Log learner support hours](#) [Use evidence with other qualification](#)

Today I visited Sam at her employers - during my visit I was able to meet with her line manager and obtain several witness testimony's in support of the evidence recently submitted by Sam as well as the observations I carried out on the 21/06/2016
See attached DVRs

Attachments:

 Example.aif  Example.iff


Witness Testimony

From: Samantha Stokes (Learner)	Message ID: 252
To: Alan O'Neil	Sent: 22/06/2016 12:37:24
Category: Additional Learner Evidence	Subject: Witness Testimony
Qualification: 50114360 - Pearson BTEC Level 3 Certificate in ICT Systems and Principles (QCF)	

[Re-classify as message](#) [Assess this evidence](#) [Log learner support hours](#) [Use evidence with other qualification](#)

Today I visited Sam at her employers - during my visit I was able to meet with her line manager and obtain several witness testimony's in support of the evidence recently submitted by Sam as well as the observations I carried out on the 21/06/2016
See attached DVRs

Attachments:

 Example.aif  Example.iff

Step 3

Select 'Assess this evidence' from the available options.

Step 4

You will be asked whether you want to carry out the assessment in a new tab / window. Select 'Yes' or 'No'.

'Yes' will open the assessment in a new tab / window allowing you to refer back to the learners comments and any attachments during the assessment.

'No' will begin the assessment in the current tab / window.

Step 5

Select at least one method of assessment and click 'Next'.

Select at least one

<input type="checkbox"/> Guided Discussion	<input type="checkbox"/> Learner Statement	<input type="checkbox"/> Observation
<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Product Evidence	<input type="checkbox"/> Questioning
<input checked="" type="checkbox"/> Witness testimony		

The qualification name can be seen at the top of the page and a list of units can be seen at left.

Place the cursor in the assessment criteria box you want to add weightings / contributions to.

When assessment criteria is selected, the full details will be displayed at right.

Assess Samantha Stokes 's evidence

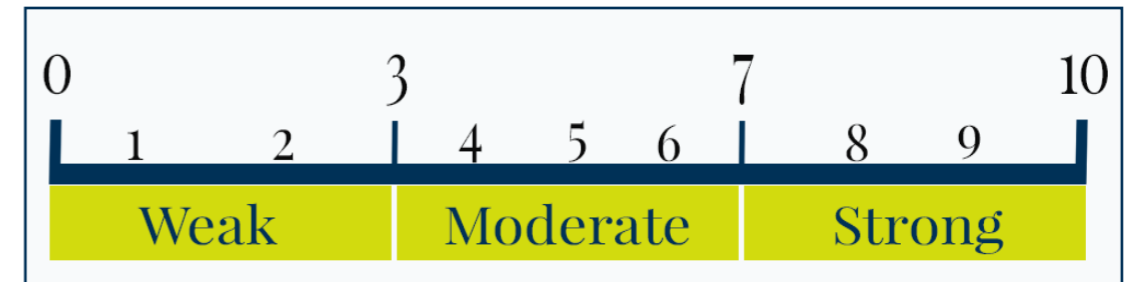
Assessment for evidence "Witness Testimony " (50114360 - Pearson BTEC Level 3 Certificate in ICT Systems and Principles (QCF))

<ul style="list-style-type: none"><input checked="" type="radio"/> Assessment Methods <p>Units</p> <ul style="list-style-type: none">Communication and Employability Skills For itNetworking PrinciplesCommunications Equipment Installation TechniquesE-CommerceIT Technical SupportCommunication TechnologiesComment and submit	<p>Assessment</p> <p>F6017233: Communication and Employability Skills For it</p> <p>1: LO1 understand the personal attributes valued by employers</p> <p><i>Assessment Criteria</i></p> <p>1.1 <input type="checkbox"/></p> <p>2: LO2 Understand the principles of effective communication</p> <p><i>Assessment Criteria</i></p> <p>2.1 <input type="checkbox"/> 2.2 <input type="checkbox"/> 2.3 <input type="checkbox"/></p> <p>3: LO3 Be able to use IT to communicate effectively</p> <p><i>Assessment Criteria</i></p> <p>3.1 <input type="checkbox"/> 3.2 <input type="checkbox"/></p> <p>4: LO4 Be able to address personal development needs</p> <p><i>Assessment Criteria</i></p> <p>4.1 <input type="checkbox"/> 4.2 <input type="checkbox"/></p>	<p>1.1 explain the personal attributes valued by employers</p>
---	---	--

Weightings / contributions

Assessors should judge evidence using a sliding scale of 1-10. As shown at right, a scale can be used to help assessors make a more accurate judgement.

Please note that by selecting the space bar, the number 10 will be entered in to the criteria box - all other weighting / contributions will need to be entered manually.



By hovering the cursor over an assessment criteria box, previous weightings will be visible.

Contribution - displays how much the selected piece of evidence contributes towards the total.

Total - displays a list of weightings / contributions from other pieces of evidence.

4: LO4 Be able to address personal development needs

Assessment Criteria

4.1 4.2

Contribution: 0
Total: 0

When all the assessment criterias within a unit have been met and a equal total of at least 10, you will be prompted to complete a claim to competence.

The claim to competence can be added at a later date - if you wish to add the claim to competence, place a tick in the box and enter your comments.

Assessment Criteria

4.1 4.2

Claim To Competence

Claim To Competence

B I U **A** **ABC**

Size Font Normal

Step 6

Select **'Next'** if you want to holistically assess the evidence in to more than one unit. Repeat these steps until the assessment is complete.

Step 7

Click **'Finish'** when all of the weightings / contributions have been added. You will be prompted to add any additional assessment comments. This field is mandatory and information must be added.

Step 8

Select **'Finish'** to complete the assessment.

Please note, a unit can be assessed more than once however, once the assessment criteria has reached 10, it will be deemed as complete and the box within that unit will appear blue.

If weightings / contributions have been added and equate to 10 or more, the additional weightings will not contribute to the overall completion of the unit / qualification, but will still be visible to users.

A reason for overweighting may be due to an additional piece of evidence being too strong to discount therefore, the assessor or learner may wish to add this to their portfolio.

Re-assessing Evidence

This part of the guide explains how to re-assess evidence that has previously been assessed. Re-assessing a learners evidence is an option available only to the assessor. This can be done at any point but may be prompted following internal verification.

To Begin, Click: [View my learners \(from the homepage\)](#)

You will see a list of learners and their assigned qualifications appear as shown at right.

Step 1

Select the learner you want to re-assess.

Learners Incomplete ▾ | [Add Learners](#) | Search:

Learners for which you are the lead or specialist assessor. Select a learner to view learner progress and evidence.

Learner	Employer	Last Login	Enrolment date	Reg No.	Qualification	Assessor	Achieved
Barry Antonelli		05/07/2016 12:42	05/07/2016 10:44		Pearson BTEC Level 3 Certificate in ICT	Lead	<input type="checkbox"/>
Darmash Nijjar	Penguin Random		21/06/2016 11:17	987654321	Pearson BTEC Level 3 Diploma in Profess	Lead	<input type="checkbox"/>
Joe Bloggs			05/07/2016 10:44		Pearson BTEC Level 3 Certificate in ICT	Lead	<input type="checkbox"/>
John Smith			05/07/2016 10:44		Pearson BTEC Level 3 Certificate in ICT	Lead	<input type="checkbox"/>
Kirsty Richardson	Penguin Random		30/06/2016 15:35	12345678	Pearson BTEC Level 3 Diploma in IT User	Lead	<input type="checkbox"/>
Peter Darroch	Edexcel	29/06/2016 09:18	21/06/2016 11:15	12345678	Pearson Edexcel Level 3 NVQ Diploma in	Lead	<input type="checkbox"/>
Samantha Stokes		29/06/2016 09:18	21/06/2016 11:18	54321	Pearson BTEC Level 3 Certificate in ICT	Lead	<input checked="" type="checkbox"/>

Export Page 1 of 1 View 1 - 7 of 7


Step 2

Select 'View ***** evidence' at right side of the learner summary page.

ePortfolio Home \ Learners

Samantha Stokes Qualification: Pearson BTEC Level 3 Certificate in ICT ▾

Summary of your learner, Samantha Stokes



[Learner messages](#)

[Learner progress](#)

[Skill scan](#)

[Whats left to achieve](#)

[Online portfolio](#)

Un-assessed evidence **0**
[View Samantha's evidence](#)

Total achieved **40%**
[View Samantha's portfolio](#)

What's left to achieve **60%**
[View what Samantha needs to achieve](#)

Learner support hours **0h 0m**
[View learner support hours](#)

[View opened tasks](#) | [View completed tasks](#) | [View all tasks](#)

Incomplete tasks assigned to Samantha Stokes

Due date	Task summary	Task Type	Message
28/07/2016	Please complete / provide a claim to competence	Claim to competence	31

Export Page 1 of 1 View 1 - 1 of 1

Step 3

Select the piece of evidence you want to re-assess from the list.

The assessed column will display the current status of that piece of evidence. Examples can be found on the next page.

ePortfolio Home \ Learners

Samantha Stokes's assessm ... Submit new evidence | Qualification: **Pearson BTEC Level 3** ▾ | Search:

Samantha Stokes assessment evidence for qualification "Pearson BTEC Level 3 Certificate in ICT Systems..."

Title	Submitted	Assessed	Sampled
Evidence towards my qualification	21 Jun 2016 12:00	21/06/2016 12:02:36	07/07/2016 13:27:38
Observation 21/06/2016	21 Jun 2016 11:44	21/06/2016 11:49:24	
Witness Testimony	22 Jun 2016 12:37	13/07/2016 09:51:22	

Export Page 1 of 1 View 1 - 3 of 3

Date

Where a date is visible, an assessment has previously been carried out against that piece of evidence and can now be re-assessed.

Awaiting your assessment

Suggests that no assessments have previously been carried out against that piece of evidence.

Incomplete assessment

Will be visible when an assessment has been cancelled during the actual assessment and requires re-assessment before it will count towards the completion of a qualification.

Step 4

Review previous comments from either the learner, assessor or internal verifier as well as any previous weightings / contributions towards units, learning outcomes and assessment criteria. Select **'Re-assess evidence'**.

Step 5

You will be asked whether you want to carry out the assessment in a new tab / window. Select **'Yes'** or **'No'**.

'Yes' will open the assessment in a new tab / window allowing you to refer back to the learner's comments and any attachments during the assessment.

'No' will begin the assessment in the current tab / window.

Step 6

Enter the reason(s) for the re-assessment and select **'Next'**. The previous methods of assessment will be displayed. Confirm the methods of assessment or amend accordingly. Again, click **'Next'**.

Select at least one

<input type="checkbox"/> Guided Discussion	<input type="checkbox"/> Learner Statement	<input type="checkbox"/> Observation
<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Product Evidence	<input type="checkbox"/> Questioning
<input checked="" type="checkbox"/> Witness testimony		

Previous Next Finish

Step 7

Amend the previous weightings / contributions for that particular assessment - the relevant assessment criteria boxes will be highlighted in yellow.

The weighting / contributions shown are those for that particular assessment and not other pieces of evidence. Therefore, the figure shown is the **'contribution'** and not the **'total'**.

Assess Samantha Stokes 's evidence

Assessment for evidence "Witness Testimony " (50114360 - Pearson BTEC Level 3 Certificate in ICT Systems and Principles (QCF))

<input checked="" type="checkbox"/> Re-assessment	Assessment	
<input checked="" type="checkbox"/> Assessment Methods	F6017233: Communication and Employability Skills For it	
Units	1: LO1 understand the personal attributes valued by employers	1.1 explain the personal attributes valued by employers
Communication and Employability Skills For it	Assessment Criteria	
	1.1	
	10	
Networking Principles	2: LO2 Understand the principles of effective communication	
Communications Equipment Installation Techniques	Assessment Criteria	
	2.1 2.2 2.3	
	10 10 10	
E-Commerce	3: LO3 Be able to use IT to communicate effectively	
IT Technical Support	Assessment Criteria	
Communication Technologies	3.1 3.2	
	10 10	
Comment and submit	4: LO4 Be able to address personal development needs	

Step 8

Select **'Next'** if you want to holistically re-assess the evidence across more than one unit, repeat these steps until the re-assessment is complete.

Step 9

Select **'Finish'** when all the relevant weightings / contributions have been added. The assessor will be prompted to add their comments. This field is mandatory and information must be added.

Step 10

Select **'Finish'** to complete the assessment.

Learner Progress Explained

Section Overview

This section explains how to view learner progress against their programme(s) of study / qualifications.

12

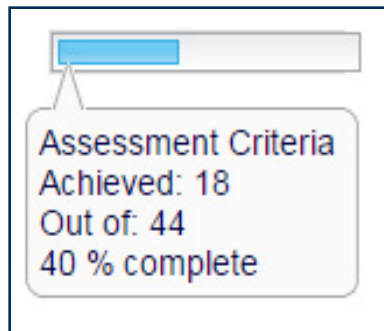
Learner Progress Explained

To Begin, Click: [View my learners \(from the homepage\)](#)

Step 1

You will see a list of learners and their assigned qualifications as shown at right. Hover over the 'progress bar' below the 'achieved' tab.

The below information will be displayed.



Learners							
Learners for which you are the lead or specialist assessor. Select a learner to view learner progress and evidence.							
Learner	Employer	Last Login	Enrolment date	Reg No.	Qualification	Assessor	Achieved
Barry Antonelli		05/07/2016 12:42	05/07/2016 10:44		Pearson BTEC Level 3 Certificate in ICT E Lead		<div style="width: 40%;"></div>
Darmash Nijjar	Penguin Random		21/06/2016 11:17	987654321	Pearson BTEC Level 3 Diploma in Profess Lead		<div style="width: 40%;"></div>
Joe Bloogs			05/07/2016 10:44		Pearson BTEC Level 3 Certificate in ICT E Lead		<div style="width: 40%;"></div>
John Smith			05/07/2016 10:44		Pearson BTEC Level 3 Certificate in ICT E Lead		<div style="width: 40%;"></div>
Kirsty Richardson	Penguin Random		30/06/2016 15:35	12345678	Pearson BTEC Level 3 Diploma in IT User Lead		<div style="width: 40%;"></div>
Peter Darroch	Edexcel	29/06/2016 09:18	21/06/2016 11:15	12345678	Pearson Edexcel Level 3 NVQ Diploma in Lead		<div style="width: 40%;"></div>
Samantha Stokes		29/06/2016 09:18	21/06/2016 11:18	54321	Pearson BTEC Level 3 Certificate in ICT E Lead		<div style="width: 40%;"></div>

Export Page 1 of 1 15 View 1 - 7 of 7

The progress bar shows the learners progress against the total amount of assessment criteria assigned.

Achieved

Where assessment criteria have reached a weighting / contribution of 10 or more, they are deemed as completed.

Out of

Lists the total amount of assessment criteria for all of the units / learning outcomes assigned to the learner. For standalone qualifications, the progress bar is worked out as follows: A/C achieved, divided by A/C assigned, times by 100.

E.g. $3 / 74 \times 100 = 4\%$ complete

Step 2

Select the learner you wish to view in more detail. From the learner summary page, the learners progress can be viewed in more detail.

By hovering over different parts of the progress bar, you will see the following information.

What's achieved

Is the percentage of the qualification / assessment criteria that have been completed (has weightings / contributions of 10 or more).

What's working on

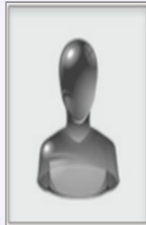
Is the percentage of the qualification / assessment criteria that have contributions - but do not equate to 10 or more.

What's left to achieve

Is the percentage of the qualification that has no weightings / contributions to any of the assessment criteria or that does not equate to 10 or more (a combined total of 'what's working on' and 'what's left to achieve').

Samantha Stokes Qualification: Pearson BTEC Level 3 Certificate in ICT

Summary of your learner, Samantha Stokes



Un-assessed evidence 0
[View Samantha's evidence](#)

Total achieved 40%
[View Samantha's portfolio](#)

What's left to achieve 60%
[View what Samantha needs to achieve](#)

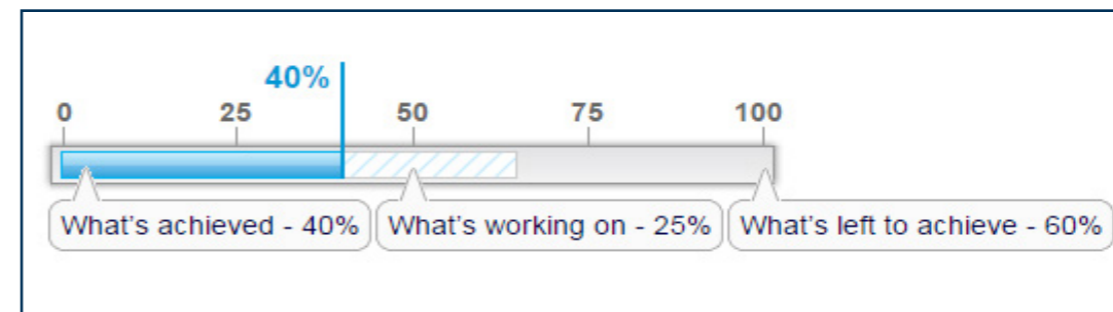
Learner support hours 0h 0m
[View learner support hours](#)

[View opened tasks](#) | [View completed tasks](#) | [View all tasks](#)

Incomplete tasks assigned to Samantha Stokes

Due date	Task summary	Task Type	Message
28/07/2016	Please complete / provide a claim to competence	Claim to competence	31

Export Page 1 of 1 15 View 1 - 1 of 1



Creating Reports

Section Overview

This section explains how to generate learner reports and learner progress reports.

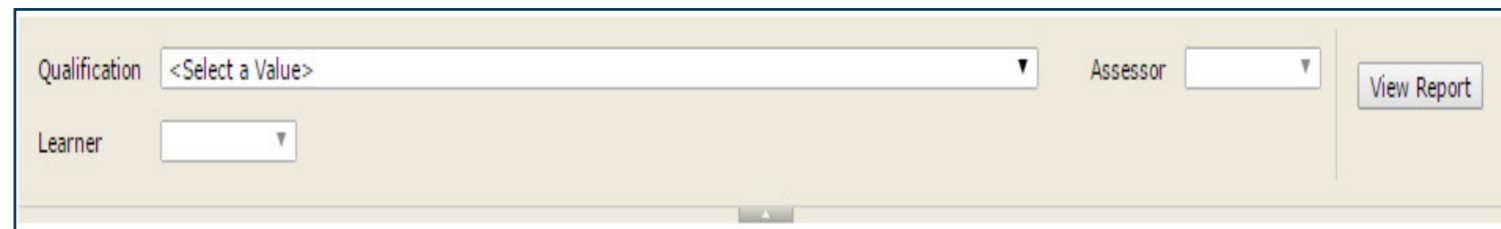
13

To Begin, Click: Reports (from the drop down menu on homepage)

The next screen will display the following list of reports:

- ePortfolio Learners report
- ePortfolio Learner Assignment report
- ePortfolio Learner Progress report

Select the required report. Depending on your connection speed this may take several seconds to generate. The next screen will display the below options.



The screenshot shows a light beige form with three dropdown menus and a button. The first dropdown is labeled 'Qualification' and has the text '<Select a Value>' inside. To its right is a smaller dropdown labeled 'Assessor'. Below the 'Qualification' dropdown is another dropdown labeled 'Learner'. To the right of the 'Assessor' dropdown is a button labeled 'View Report'.

Step 1

Select the relevant qualification from the drop down menu or select all. You can also tailor the search to only display specific learners. Please note, by default the 'assessor' and 'learner' fields will be selected as 'All'. When the relevant fields have been selected click 'View report'.

Please note that the speed in which reports are generated will vary due to the selected criteria and network / internet connection speeds.

When the report has been generated you will see the following screen as shown at right.

Icons explained:



Page



Export the report to XML, CSV, PDF, MHTML, Excel, Tiff and Word



Printing the report

If you wish to amend or query the report details export to .CSV and review the details using a third party application.

Qualification:

Learner:

Assessor:

[View Report](#)

1 of 1

Find | Next

EDI ePortfolio Learners report

Centre details

Centre code : HLON26

Centre name : Training centre

Report generated:

Date : 05/07/2016

Time : 13:06

Learner Name	Employer	Enrolment Date	Reg No	Qualification	Assessor	Completion Date	Achieved
Barry Antonelli		05/07/2016		Pearson BTEC Level 3 Certificate in ICT Systems and Principles (QCF)	Alan O'Neil		0%
Darmash Nijar	Penguin Random House	21/06/2016		Pearson BTEC Level 3 Diploma in Professional Competence for IT and Telecoms Professionals (QCF)	Alan O'Neil		0%
Joe Bloggs		05/07/2016		Pearson BTEC Level 3 Certificate in ICT Systems and Principles (QCF)	Alan O'Neil		0%
John Smith		05/07/2016		Pearson BTEC Level 3 Certificate in ICT Systems and Principles (QCF)	Alan O'Neil		0%
Kirsty Richardson	Penguin Random House	30/06/2016		Pearson BTEC Level 3 Diploma in IT User Skills (ITQ) (QCF)	Alan O'Neil		0%
Peter Darroch	Edexcel	21/06/2016		Pearson Edexcel Level 3 NVQ Diploma in Contact Centre Operations (QCF)	Alan O'Neil		0%
Samantha Stokes		21/06/2016		Pearson BTEC Level 3 Certificate in ICT Systems and Principles (QCF)	Alan O'Neil		<div style="width: 22%; height: 10px; background-color: #0070C0;"></div> 22%

ALWAYS LEARNING