myBTEC
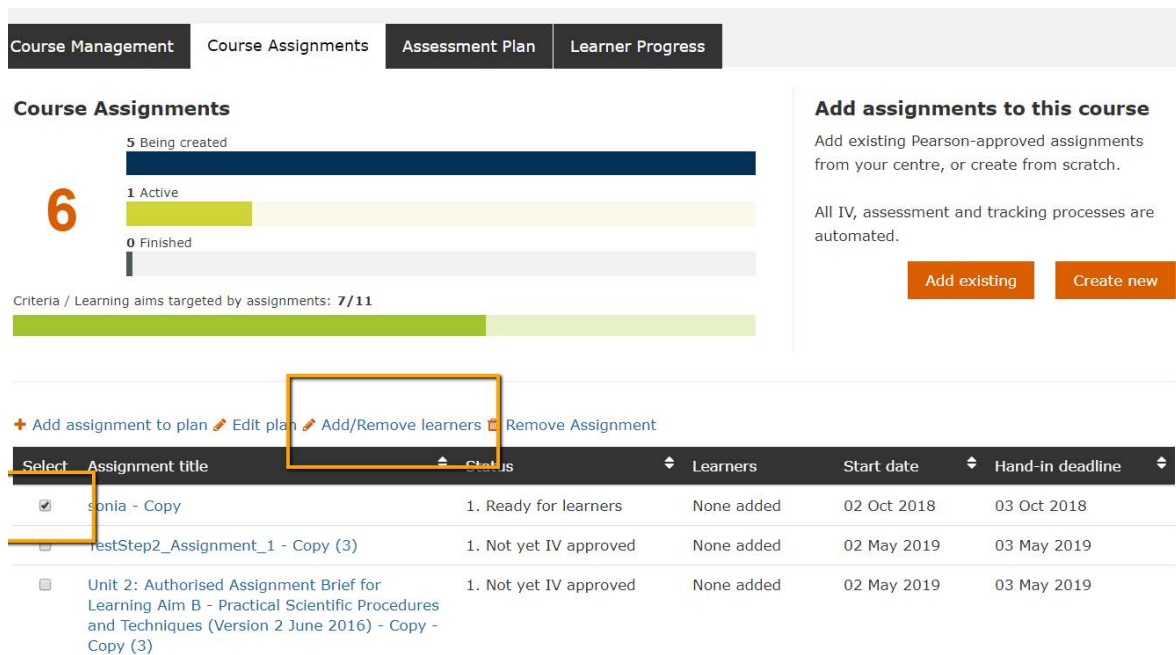
8. How to assess learners using myBTEC's automated assessment record sheets.
Step-by-step process

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 Management	Course Assignments	Assessment Plan	Learner Progress

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
☑	sonia - Copy	1. Ready for learners	None added	02 Oct 2018	03 Oct 2018
☐	TestStep2_Assignment_1 - Copy (3)	1. Not yet IV approved	None added	02 May 2019	03 May 2019
☐	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.

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.

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.

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

Next Steps

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