## Marking Assessment Items

There are 3 different types of assessment to be marked in LaDIS

- 1. Marking Training Event Assessments
- 2. Marking Capability Assessments
- 3. Marking Validation Assessments

#### Marking Training Events, Capability and Validation Assessments

#### Go to Training Records>Result Manager.

The page opens on the Schedules Tab (however if marking one person, you can also use the People Tab within the Results Manager).

Untick 'Enrolling' from the **Status** drop down menu. Untick 'Training Event' from the **Tag** drop down menu. Search in the **Course** Filter for the Course Schedule you want to result e.g. Crew Leader. Click **Filter** button.

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Actions -	<u>TEI59</u>	General Firefighter	<u>TEI59-2054</u>	Actual	12/11/2018	16/11/2018		\$0.00	0	20	Port Phillip	10	2		Healesville Healesville Sporting Complex	Port Phillip			Face to Face	•
Actions •	<u>182</u>	Aerial Driptorch Operator	TE12-2015	Actual	09/10/2018	09/10/2018		\$0.00	0	100	State	1	10		Alexandra Alexandra Adventure Resort	Hume			eLearning	•
Actions -	TE228	Regional Pre Season Briefing	TE1228-2012	Actual	11/09/2018	11/09/2018		\$0.00	12	88	Grampians	1	10		CFA HQ - Midlands	Grampians			Face to Face	•
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	772202	Home: Tanker																		
Actions -	101497	Driver/Operator (Unimog)	TE1297-2003	Actual	13/08/2018	17/08/2018		\$0.00	24	76	State	1	10		Eldon, Holmesglen TAFE	Hume			hace to hace	
Actions +	<u>TEL24</u>	Driver/Operator (Unimog) Team Leadership (Fireline)	TE1297-2003 TE1124-2007	Actual	13/08/2018	17/08/2018		\$0.00	24 23	76	State	1 23	10	Carl Donelson & Joe Bistryski	Eldon, Holmesplen TAFE Creswick, The School of Ecrestry	Hume Grampians			Face to Face	
Actions - Actions - Actions -	<u>16297</u> <u>TE1124</u> <u>TE143</u>	Driver/Operator (Unimog) Team Leadership (Fireline) Fire Weather 2	TEI297-2003 TEI124-2007 TEI43-2008	Actual Actual Actual	13/08/2018 13/08/2018 31/07/2018	17/08/2018 17/08/2018 02/08/2018		\$0.00 \$0.00 \$0.00	24 23 11	76 0 89	State	1 23 11	10 2 10	Carl Donelson & Joe Bistryski Kevin Parlyn	Eldon, Holmesgian TAFE Creswick The School of Ecrestry East Melbourne 8 Nicholcon St	Hume Grampians State			Face to Face Face to Face Face to Face	•
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Actions - Actions - Actions - Actions - Actions - Actions -	10124 10124 10143 101289 101297	Diver/Operator (Unimog) Team Leadership (Fireline) Fire Weather 2 Ultra-Light Tanker (G Wagen) Train-the-Trainer Heavy Tanker Diver/Operator (Unimog)	T81297-2008 T81124-2007 T8143-2008 T81289-2013 T81289-2013	Actual Actual Actual Actual Actual	13/08/2018 13/08/2018 31/07/2018 30/07/2018 23/07/2018	17/08/2018 17/08/2018 02/08/2018 03/08/2018 27/07/2018		\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	24 23 11 0 1	76 0 89 100 99	State State State	1 23 11 1 1	10 2 10 10 10	) Carl Donelson & Joe Bistryski Kevin Parkyn	Eldon, Holmasolan TAFE Creasitic: The School of Ecessitic: East Melibourne & Nicholson St Alexandra, Alexandra Adventure Resort Eldon, Holmasolan TAFE	Hume Grampians State Hume Hume			Face to Face Face to Face Face to Face Face to Face Face to Face	•
<ul> <li>Actions -</li> </ul>	10237 10224 10228 102289 102289 102297	Team Leadership (Fireline) Fire Weather 2 Ultra-Light Tanker (G Wagen) Train-the-Trainer Heavy Tanker Diver/Operator (Unimog) Incident Controller Level 1.	TE1297-2008 TE124-2007 TE143-2008 TE1289-2018 TE1297-2002 TE158-2006	Actual Actual Actual Actual Actual Actual	13/08/2018 13/08/2018 31/07/2018 30/07/2018 23/07/2018 18/07/2018	17/08/2018 17/08/2018 02/08/2018 03/08/2018 27/07/2018 18/07/2018		\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	24 23 11 0 1 0	76 0 89 100 99 100	State State State	1 23 11 1 1 1	10 2 10 10 10 10	Carl Donelson & Joe Bistryski Kevin Parlojn	Eldon, Islimasolan TAFE Creanick, The School of Foxsitol, East Melbourne, S Michelson S Alexandra, Alexandra Adrenure Resort Eldon, Holmeiglen TAFE Foxwerdale, Etatte Berraat	Hume Grampians State Hume Hume			Face to Face Face to Face Face to Face Face to Face Face to Face elearning	
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Select the correct course (check location and region) and hover over the Actions button. Click on **Mark Results** to display the list of enrolled students. Click the chevron icon for the relevant student to reveal their assessment information.



Result Manager * Home * Result Manager	nager		۵0
0			
Schedule: [16060] TEI109-2005			
Course:		Dates:	Course Schedule Status:
Sector Commander		17/08/2018 - 21/08/2018	Enrolling
Mark All Competent Save All Changes Set Schedule Status To Completed	Bulk Actions		
Enrolment Id Person Name	Date of birth	Result	NYC reason Completed date Files
T	III T	ALL *	ALL *
108524 AIDAN CODEMPSEY	29/01/1980	C/NC • Mark	5a
Notes			
Add Notes			
Notes	Created By		Date Time Created
T	T		Τ
There are no notes for this trainee			
Assessments			
Add New Assessment			
Category Assessment	Type Due Date	Marking Date Status	Mark Trainer RPL RCC Update Delete
Training events	Attentione T	m T	Nacionaled V V V Distance Datase
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108575 Alister Kirk	16/09/1986	C/NC Mark	Sec. 20
108576 Anthony Venes	22/09/1970	C/NC V Mark	Sec. 19

Click **Status** and select relevant option. See the table below for what value to select, depending on the type of assessment you are marking.

Click **Mark** and select relevant option. See the table below for what value to select, depending on the type of assessment you are marking.

The table below describes how to mark a training event assessment item:

Status	Combination
Attended Training	Mark field = Satisfactory
Event	Status field = Completed Attendance
Did Not Attend	Mark field = Unsatisfactory
Training Event	Status field = Did Not attend

The table below describes how to mark a capability assessment or validation assessment item:

Status	Combination
Validated	Mark field = Satisfactory
	Status field = Completed
Not Yet Validated	Mark field = Unsatisfactory
	Status field = In Progress

Select Marking Date using the calendar

Leave Trainer field blank, this is added at the course schedule stage. Click Update.

When marking a **Capability Assessment** click the **Assessor** field and select the relevant option **(optional)**. If the Assessor you wish to add is not in the list, contact the Workforce Development Unit. Click **Update**.

When marking a **Validation Assessment click** the **Validator** field and select the relevant option (optional.) If the Validator you wish to add is not in the list, contact the Workforce Development Unit.Click **Update**.



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Result IVIanager » Home » Result Manager	r			
0				
Schedule: (16060) TEI109-2005				
Course:		Dates:	Course Schedule Status:	
Sector Commander		17/09/2018 - 21/09/2018	Enroling	
Mark All Competent Save All Changes Set Schedule Status To Completed B	Bulk Actions			
Enrolment Id Person Name D	Date of birth	Result	NYC reason	Completed date Files
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▼         □         108574         AIDAN O'DEMPSEY         21	19/01/1980	C/NC_ * Plank_		<b>1</b>
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Add Notes				
Notes	Created By		Date Time Created	
T	Т		T	
There are no notes for this trainee				
Assessments				
Add New Assessment				
Category Assessment	Type Due Date	Marking Date Status	Mark Trainer	RPL RCC Update Delete
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> 0 108575 Alister Kirk 14	.6/09/1986	C/NC Mark		<b>a</b>
▶         ■         108576         Anthony Venes         2	12/09/1970	C/NC Mark		<b>6</b>

**REPEAT** steps for any other students.

Importantly, click on Save All Changes

When you successfully mark an assessment, the overall result for the student's overall Result automatically updates to **Satisfactory** and a **Completed Date** will appear.

Once marked you need to check to ensure that the **Completed date** shows the same date as the **Marking Date** (except for Training Event Assessments or Validation Asseessments for Readiness and Response Roles).

Manually change the **Completed date**, if required, and then click Save All Changes. This ensures that if a certificate is generated for this Capability that the correct date/s will appear on the certificate and that the correct date is linked in their training profile.

Result Manager * Home * Result Manager				۲
0				
Schedule: (16058) TE144-2007				
Course:	Dates:	Course Schedule Status:		
Fire Weather Outgosting Level 1 (PAWS)	11/09/2018	Enrolling		
Mark All Competent Save All Changes Set Schedule Status To Completed Bulk Actions				
Enrolment Id Person Name Date of birth	Result	NYC reason	Completed date	Files
T T	ALL *	ALL *		
✓ □ 108553 Andrew Drohan 10/01/1971	Satisfactory		11/09/2018	<b>E</b>
Notes				



#### Bulk Actions

If there are multiple assessments to update in the same Course Schedule, you can also use the Bulk Actions button. Simply click the tick box next to the students you wish to mark, then hover over the Bulk Actions button to reveal **Apply Assessment/Status Mark.** 

Result Manager • Home • Result M	anager		
Schedule: (16004) Heavy Tanker Driver/Operator (Unimog) Validation-2006			
Course:		Dates:	
Heavy Tanker Driver/Operator (Unimog) Validation		13/08/2018 - 17/08/2018	
Mark All Competent Save All Changes Set Schedule Status To Completes	Bulk Actions Apply Assessment Status/Mark	1 Series	NVC sources
	Assign Assessment Validator		All
> 108150 Andrew Brown	Change Outcome Identifier	Satisfactory  Mark	
> 2 108176 <u>CAMM EVERETT</u>	2/12, 2005	C/NC Mark	
> Christopher Leary	7/08/1959	C/NC	

The bulk actions pop up window appears and you can make your changes there. Make sure you can see the selected students names in the left hand side column, as you have the option of selecting multiple students at once.

APPLY ASSESSMENT STATUS/MARK		
Selected Students	Select a status	
CAMM EVERETT [16252] Christopher Leary [16342]	Please select	
	Select a mark	Choose a marking date
	Please select	(fi)

Click **Select a Status** and select relevant option. See the table below for what value to select, depending on the type of assessment you are marking.

Click **Select a Mark** and select relevant option. See the table below for what value to select, depending on the type of assessment you are marking.

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Attended Training	Mark field = Satisfactory
Event	Status field = Completed Attendance
Did Not Attend	Mark field = Unsatisfactory
Training Event	Status field = Did Not attend

The table below describes how to mark a capability assessment or validation assessment item:

Status	Combination
Validated	Mark field = Satisfactory
	Status field = Completed



Environment, Land, Water and Planning

# Manage Assessments Quick Reference Guide

 Not Yet Validated
 Mark field = Unsatisfactory

 Status field = In Progress

Select Choose a Marking Date using the calendar

Click **Apply** then once confirmation appears in the window, click **Close.** 

**REPEAT** steps for any other students.

Importantly, click on Save All Changes

When you successfully mark an assessment, the overall result for the student's overall Result automatically updates to **Satisfactory** and a **Completed Date** will appear.

Once marked you need to check to ensure that the **Completed date** shows the same date as the **Marking Date** (except for Training Event Assessments or Validation Assessments for Readiness and Response Roles).

Manually change the **Completed date**, if required, and then click Save All Changes. This ensures that if a certificate is generated for this Capability that the correct date/s will appear on the certificate and that the correct date is linked in their training profile.

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HARD BREAK					
Carrier Contraction Contraction		2014	Course Birtuin	e Diman	
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You may also add an Assessor or Validator name to each Assessment by selecting **Assign Assessment Assessor or Validator** in the Bulk Actions feature but this is optional.

When marking a **Capability Assessment** click the **Assessor** field and select the relevant option. If the Assessor you wish to add is not in the list, contact the Workforce Development Unit. Click **Apply.** 

When marking a Validation Assessment click the Validator field and select the relevant option. If the Validator you wish to add is not in the list, contact the Workforce Development Unit. Click Apply.

Importantly, click on Save All Changes

Additionally, the capability should be automatically accredited to the student once marked successfully. This means:

- The training event attendance or capability displays in the Training Events or Capabilities panel in their Training History in their Training Profile.
- The date acquired, expires and currency expires dates for the capability will display, calculated using settings set at the program level by the Workforce Development Unit.
- The student will display in DRAC as a deployable in the role associated with the capability.

