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.

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.

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 Event	**Mark** field = Satisfactory **Status** field = Completed Attendance
Did Not Attend Training Event	**Mark** field = Unsatisfactory **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 c**lick 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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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.

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.**

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.

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.

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

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

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| 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.
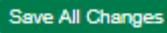
Importantly, click on [Save All Changes].

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 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.

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].
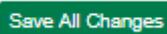
Additionally, the capability should be automatically accredited to the student once marked successfully. This means:
- The training event attendance or capability displays in the Training Events or Capabilities panel in their Training History in their **Training Profile.**
- The date acquired, expires 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.

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