

Manage Assessments Quick Reference Guide

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.

Result Manager

Course: [Select Course Filter] Status: [Enrolling] Schedule Start Date: []
Active: [] Schedule End Date: []
Tag: [Training Event] Clear Filters Filter

Actions	Course Code	Course Name	Schedule Name	Schedule Type	Start Date	End Date	Census Date	Cost	Booked	Available	Ownership	Min Trainees	Max Trainees	Trainer	Location	Region	District	Delivery Mode	Status
Actions	TS99	General Firefighter	TS99-2014	Actual	10/11/2018	28/11/2018		\$0.00	0	20	Port Phillip	10	20		Healesville Healesville Training Centre	Port Phillip		Face to Face	Enro
Actions	TS9	Aerial Dismount Operator	TS9-2015	Actual	09/10/2018	09/10/2018		\$0.00	0	100	State	1	100		Alexandra Alexandra Adventure Resort	Hume		eLearning	Enro
Actions	TS218	Regional Fire Season Briefing	TS218-2012	Actual	11/09/2018	11/09/2018		\$0.00	12	88	Grampians	1	100		CHA HQ - Midlands	Grampians		Face to Face	Enro
Actions	TS80	FRS Operator	TS80-2012	Actual	05/09/2018	05/09/2018		\$0.00	7	13	Geelong	1	20		Balmuccia Office Main St, Balmuccia	Geelong		Face to Face	Enro
Actions	TS207	Heavy Tanker Driver Operator (Unimog)	TS207-2003	Actual	13/08/2018	17/08/2018		\$0.00	24	76	State	1	100		Eldon, Holmesdale TAS	Hume		Face to Face	Enro
Actions	TS224	Team Leadership (Fireline)	TS224-2007	Actual	13/08/2018	17/08/2018		\$0.00	23	0		23	23	Carl Donelson & Joe Bityzki	Census: The School of Ecology	Grampians		Face to Face	Enro
Actions	TS41	Fire Weather 2	TS41-2008	Actual	31/07/2018	02/08/2018		\$0.00	11	89		11	100	Kevin Paton	East Melbourne & Hobsonville	State		Face to Face	Enro
Actions	TS219	Ultra-Light Tanker (5 Tonne) Train-the-Trainer	TS219-2013	Actual	30/07/2018	03/08/2018		\$0.00	0	100	State	1	100		Alexandra Alexandra Adventure Resort	Hume		Face to Face	Enro
Actions	TS202	Heavy Tanker Driver Operator (Unimog)	TS202-2004	Actual	23/07/2018	27/07/2018		\$0.00	1	99	State	1	100		Eldon, Holmesdale TAS	Hume		Face to Face	Enro
Actions	TS68	Incident Controller Level 1	TS68-2006	Actual	18/07/2018	18/07/2018		\$0.00	0	100	State	1	100		Rowena's State Garage			eLearning	Enro

Print Course Enrollment Sheet

Export to TXT (tab delimited) Export to EXCEL Schedule List Report

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.

Manage Assessments Quick Reference Guide

Result Manager | Home > Result Manager

Schedule: 180691 TE1198-2005

Course: Sector Commander | Dates: 17/09/2018 - 21/09/2018 | Course Schedule Status: Enrolling

Buttons: Mark All Completed, Save All Changes, Set Schedule Status To Completed, Bulk Actions

Enrolment ID	Person Name	Date of birth	Result	NYC reason	Completed date	Res.
208578	ARABALDO, OSCAR	28/02/1960	CNC			

Notes: Add Notes

Assessments: Add New Assessment

Category	Assessment	Type	Due Date	Marking Date	Status	Mark	Trainer	RPL	RCC	Update	Delete
Training event E	Attendance at a Training E	Attendance				Not Graded				Update	Delete
208578	Alper, Gök	18/09/1988	CNC								
208578	Anthony, Vance	22/09/1970	CNC								

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** 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**.

Manage Assessments Quick Reference Guide

Schedule: 115059 TE1109-2006

Course: Sector Commander Dates: 17/09/2018 - 21/09/2018 Course Schedule Status: Enrolling

Mark All Completed Save All Changes Set Schedule Status To Completed Bulk Actions

Enrolment Id	Person Name	Date of birth	Result	NYC reason	Completed date	Files
108874	ANDREW DEMPSEY	29/01/1980	CANC...	ALL		

Notes:

Add Notes

Notes Created By Date Time Created

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 event	Attendance at a Training E	Attendance				Not Graded					
108875	Alister Giles	18/09/1988	CANC...								
108876	Anthony Jones	22/09/1970	CANC...								

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.

Schedule: 115059 TE1144-2007

Course: Fire Weather Outpost Level 1 (RWAS) Dates: 11/09/2018 Course Schedule Status: Enrolling

Mark All Completed **Save All Changes** Set Schedule Status To Completed Bulk Actions

Enrolment Id	Person Name	Date of birth	Result	NYC reason	Completed date	Files
108853	Andrew Doshan	10/01/1971	Satisfactory	ALL	11/09/2018	

Notes:

Manage Assessments Quick Reference Guide

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 screenshot shows the 'Result Manager' interface. At the top, there's a breadcrumb trail: 'Home > Result Manager'. Below that, a header bar contains 'Result Manager' and a navigation icon. The main content area shows a course schedule for '16004 Heavy Tanker Driver/Operator (Unimog) Validation-2006'. Below the schedule, there are several buttons: 'Mark All Completed', 'Save All Changes', 'Set Schedule Status To Completed', and 'Bulk Actions'. The 'Bulk Actions' button is highlighted with a red box. A dropdown menu is open from this button, showing options: 'Apply Assessment Status/Mark', 'Assign Assessment Validator', 'Change Outcome Identifier', and 'Send Email'. The 'Apply Assessment Status/Mark' option is also highlighted with a red box. Below the dropdown, a table lists students with columns for 'Enrolment Id', 'Person Name', 'Date', 'Result', and 'NYC reason'. Three students are listed: Andrew Brown, CAMM EVERETT, and Christopher Leary. The first two students have their 'Apply Assessment Status/Mark' checkboxes checked, and these checkboxes are highlighted with red boxes.

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.

The screenshot shows the 'APPLY ASSESSMENT STATUS/MARK' pop-up window. On the left, under 'Selected Students', two students are listed: 'CAMM EVERETT [16252]' and 'Christopher Leary [16342]'. Both names are highlighted with red boxes. On the right, there are three dropdown menus: 'Select a status' (with 'Please select...' selected), 'Select a mark' (with 'Please select...' selected), and 'Choose a marking date' (with a date field). Below these dropdowns are 'Apply' and 'Close' buttons. The 'Apply' button is highlighted with a red box.

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

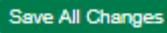
Manage Assessments Quick Reference Guide

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 .

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).

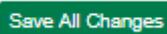
Manually change the **Completed date**, if required, and then click . This ensures that if a certificate is generated for this Capability that the correct date/s will appear on the certificate and that the correct date is linked in their training profile.



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 .

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.