Manage Assessments Quick Reference Guide

Marking Assessment Items

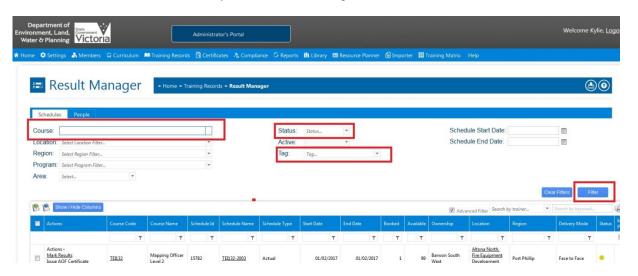
There are 3 different types of assessment to be marked in LaDIS

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

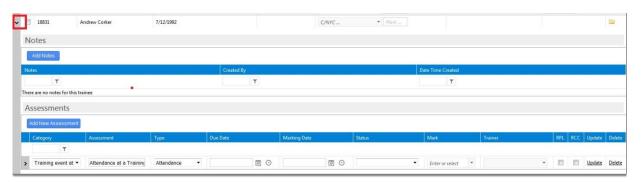
Marking Training Events, Capability and Validation Assessments

GO to **Training Records>Results Manager**

Uncheck'enrolling' from the **Status drop down menu**. Uncheck 'training event' from the **Tag** drop down menu. **SEARCH** 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 Results to display the list of enrolled students. Click the chevron icon for the relevant student to reveal their assessment information.



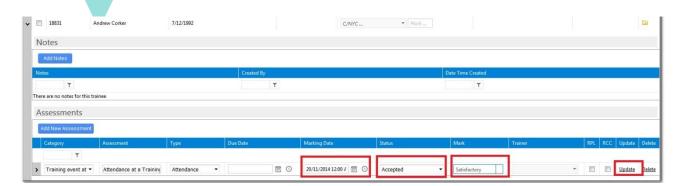
Click **Status** and select relevant option. Click **Mark** and select relevant option. Select **Marking Date** using the calendar. Leave **Trainer** field blank, this is added at the course schedule stage. Click **Update**.

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



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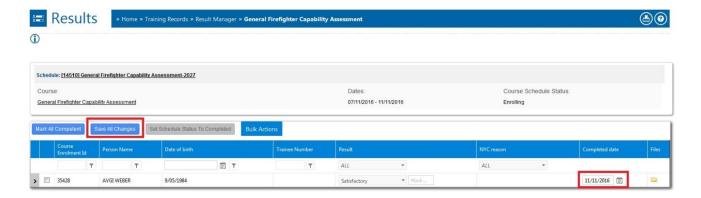
** When marking a Validation Click Validator field and select relevant option (optional.) If the Validator you wish to add is not in the list, contact the Workforce Development and Coordination Unit.Click Update.



REPEAT steps for any other students **SAVE** all changes

When you successfully mark an assessment, the overall result for the student automatically updates to **satisfactory**

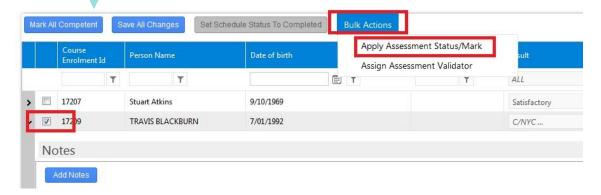
Once marked you need to check to ensure that the correct marking date has been saved to the completed date. Manually change this is if it hasn't and then click **Save All Changes**.



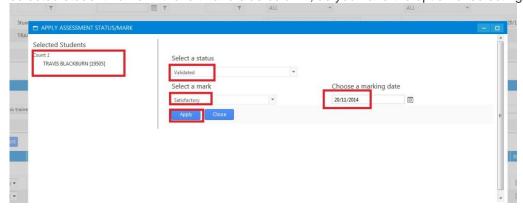
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Bulk Actions

If there are multiple assessments to update, you can also use the bulk Actions button. Simply click the check box next to the student 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 only see the selected student name in the left hand side column, as you have the option of selecting multiple students at once.



Click **Apply** then once confirmation appears in the window, click **Close.** The overall result next to the student should automatically update to **Satisfactory**, and all their units should have updated too. You will still need to manually update the **Validator** name if you wish to.

REPEAT steps for any other students **SAVE** all changes

The **Completion Date** will appear in the overall result for the Assessment. Amend the **Completion Date** to the same date as the **Marking Date**. 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. This step does NOT apply to Assessments for Readiness and Response Roles.

The table below describes how to mark a **validation** item:

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



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Attended Training Mark field = Satisfactory

Event Status field = Completed Attendance

Did Not Attend
Training Event

Mark field = Unsatisfactory
Status field = Did Not attend

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

- The capability displays in the Capabilities panel on their Training & Capabilities tab 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 and Coordination Unit, Strategy, Capability and Innovation Division
- The student will display in IRIS as a deployable in the role associated with the capability

