

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>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.

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Result Manager | Home > Training Records > Result Manager

Schedules People

Course: [Text Box] Status: Status... Active: Tag: Tag... Schedule Start Date: Schedule End Date:

Location: Select Location Filter... Region: Select Region Filter... Program: Select Program Filter... Area: Select...

Clear Filters Filter

Show/Hide Columns Advanced Filter Search by trainer... Search by keyword...

Actions	Course Code	Course Name	Schedule Id	Schedule Name	Schedule Type	Start Date	End Date	Booked	Available	Ownership	Location	Region	Delivery Mode	Status
Actions - Mark Results Issue AOF Certificate	TEEL32	Mapping Officer Level 2	15782	TEEL32-2003	Actual	01/02/2017	01/02/2017	1	99	Barwon South West	Altona North, Fire Equipment Development	Port Phillip	Face to Face	

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.

18831 Andrew Corker 7/12/1992 C/NYC... Mark

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 at	Attendance at a Training	Attendance				Enter or select				Update	Delete

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**.

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 at	Attendance at a Training	Attendance		20/11/2014 12:00	Accepted	Satisfactory				Update	Delete

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**.

Results

> Home > Training Records > Result Manager > General Firefighter Capability Assessment

Info

Schedule: 1145101 General Firefighter Capability Assessment 2027

Course: General Firefighter Capability Assessment

Dates: 07/11/2016 - 11/11/2016

Course Schedule Status: Enrolling

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

Course Enrolment Id	Person Name	Date of birth	Trainee Number	Result	NYC reason	Completed date	Files
35428	AVGI WEBER	9/05/1984		Satisfactory		11/11/2016	

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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 screenshot shows a table with columns: Course Enrolment Id, Person Name, Date of birth, and Result. The first row shows Stuart Atkins with a Satisfactory result. The second row shows TRAVIS BLACKBURN with a C/NYC ... result. A red box highlights the checkbox next to TRAVIS BLACKBURN. Another red box highlights the Bulk Actions button. A third red box highlights the Apply Assessment Status/Mark dropdown menu, which also shows an option for Assign Assessment Validator. Below the table is a Notes section with an Add Notes button.

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.

The screenshot shows the 'APPLY ASSESSMENT STATUS/MARK' pop-up window. On the left, under 'Selected Students', it shows 'Count: 1' and 'TRAVIS BLACKBURN [19905]'. On the right, there are three fields: 'Select a status' with a dropdown menu showing 'Validated', 'Select a mark' with a dropdown menu showing 'Satisfactory', and 'Choose a marking date' with a date picker showing '20/11/2014'. At the bottom are 'Apply' and 'Close' buttons.

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

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

Status	Combination
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Attended Training Event	Mark field = Satisfactory 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