# Onefile

Assessor Basics

Scheduling reviews

Scheduling reviews

Assessors/Tutors can schedule, start and complete reviews for their learners. The reviews can be customised by removing the default sections and by inserting your own custom fields.

Make all new learners automatically reviewable

A Centre Manager can enable the following Centre setting to make all new learners automatically reviewable.
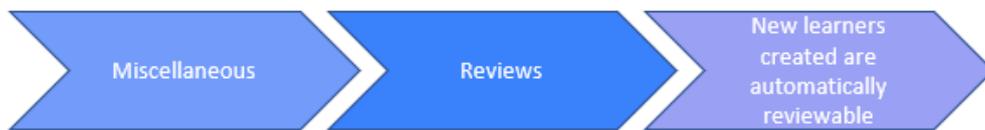
Manually make existing learners reviewable

A Centre Manager can make existing learners reviewable, by following these steps.

1.   Search the learner's name from the Users section.
2.   Click the Learner button below the Learner Options column.
3.   Scroll to the Reviews section.
4.   Tick the setting: This learner is reviewable.
5.   Click the Save button at the bottom of the page.

Assessors with the "*This user can manage learner accounts*" role enabled can follow the steps below.

1.   Scroll to the Assessor – Options section.
2.   Click the Manage Learners link.
3.   Follow steps 2-5 shown above.

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Scheduling reviews

Both Assessors and Centre Managers can schedule reviews that are to be completed in the future.

Assessors can see if any reviews are scheduled by viewing their Learner dashboard.

The **next review date** column will show when reviews have been **scheduled**.

Colours will indicate.

- If no reviews are scheduled.
- If the review is overdue.
- If the review is scheduled to be carried out soon.
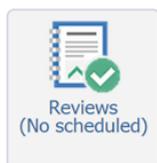
You can also open reviews by.
1. Selecting your learners name from your dashboard
2. Clicking the Reviews icon.

To schedule your review you will need to create a New Visit or link the review to an Existing Visit.

You can select existing visits (Visits that have already been created on an Assessment Plan) from a drop down list.

When creating a New Visit, you will need to specify:
- Date of the visit.
- Visit type (Will the review be completed remotely or face-to-face with the learner?)
- Location (If the visit will be face to face)
- Start and End times of the visit.
- The Assessor that will be completing the review.

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