



Centre Manager Basics

How to create assessment templates



Assessment templates

An Assessment Template can be used to create a template of preset tasks that assessors can assign to learners. Once created, they can be linked to assessments plans for an individual learner and assessment plan templates.

User Restrictions

Only Centre Managers and Assessors can create assessment templates. Templates created by a Centre Manager can be used by all Assessors. Templates created by an Assessor can only be used that Assessor. However, it is possible for a Centre Manager to promote the Assessor templates to make them available to all users.

User	Navigation
Centre Manager	<ol style="list-style-type: none">1. Go to the Quality icon.2. Click the Assessment Templates icon.
Assessor	<ol style="list-style-type: none">1. Scroll to the Forms & Templates section.2. Click the Assessment Templates icon.

Creating Assessment Templates

To create the assessment template, follow these steps.

1. Navigate to the Assessment Templates section under 'Quality'.
2. Click the Create New Assessment Template button.

Once the template has been created, you can begin to fill in the relevant sections.

Tick if a completion task should be sent to the learner on completion.

You have the ability to customise the text that will appear as a task for the learner. You can use this to send the learner a link to a survey or to download a document from the resources.

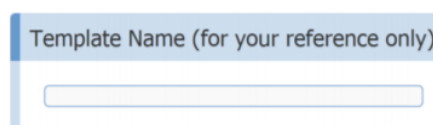
Continued...

Assessment Methods

Tick if a completion task should be sent to the learner on completion.

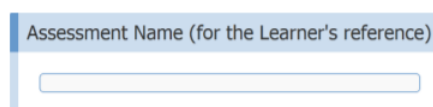
You have the ability to customise the text that will appear as a task for the learner. You can use this to send the learner a link to a survey or to download a document from the resources.

Enter the [Template Name](#) - this will be displayed when assigning the template or linking it to a plan.



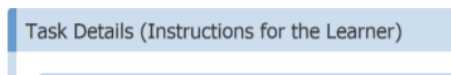
Template Name (for your reference only)

Enter the [Assessment Name](#) – this will be the title of the assessment, which will be displayed to the learner



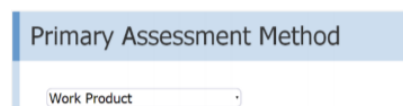
Assessment Name (for the Learner's reference)

The [Task Details](#) will appear at the top of the assessment page, once it has been assigned to the learner



Task Details (Instructions for the Learner)

Select a [Primary Assessment Method](#).



Primary Assessment Method

Work Product

Lock down availability to learners

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Continued...


Recording the criteria

Scroll to the Criteria Evidence Provision section, which will look like this

Criteria Evidence Provision

How will the evidence be recorded?

Holistically against multiple criteria Separately against individual criteria

Holistically against multiple criteria	Separately against individual criteria	
Holistic assessments allow evidence to be recorded against the criteria as a whole.	Per-criteria assessments allow evidence to be added to individual pieces of criteria.	
Criteria will be displayed like this:	Criteria will be displayed like this:	
[C35] Deal with accidents and emergencies	Unit	Criteria
[C35.1] Deal with injuries and signs of illness	C35.1	Supporting evidence
pc[1] remain calm and follow your organisation's procedures pc[2] protect the casualty and other people involved from fu	 pc[1]	→ remain calm and follow your organisation's procedures

Setting Criteria



Click the Set Criteria icon below the Criteria section.

(1) Use this menu to find the unit(s) you wish to map the question to:
1st4sport Level 2 NVQ in Sport, Recreation and Allied Occupations: Coaching, Teaching and Instructing (Sep 2008)

(2) Select one or more units from this list and then click the 'Add selected' button below:

[C35] Deal with accidents and emergencies

[C36] Support the protection of children from abuse

[D416] Evaluate coaching sessions and develop personal coachi

[D43] Plan and prepare a series of coaching sessions

[D44] Maintain an environment in which participants can improv

[D45] Coach participants to improve their performance

Add selected >

(3) Select the criteria you wish to map to this question:
Expand / Collapse All

Selected units

1. Select your standard from the drop down list.
2. Click the unit that you wish to set criteria for.
3. Click the Add selected > button

Selected units

- ▣ [C35] Deal with accidents and emergencies
 - ▣ [C35.1] Deal with injuries and signs of illness
 - ▣ Performance Criteria
 - [All] [None]
 - 1) remain calm and follow your organisation's procedures
 - 2) protect the **casualty** and other people involved from fu
 - 3) call for **qualified assistance** that is appropriate to the

Clicking the [Add selected >](#) button allows the unit to appear here

Expand the outcomes and select the criteria you would like to add to the template.

Scroll to the bottom of the page and click Save. You will be navigated back to the template page.

To learn more see our full guides

<https://live.onefile.co.uk/userguides/>



info.onefile.co.uk/onboarding