



Centre Manager Basics

How to create assessment methods



Creating assessment methods

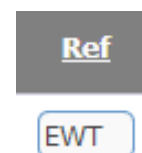
The assessment methods page allows you to customise the methods that can be used within the assessment process for your Centre. You can create new, edit existing and configure each method to work differently. Each method has a set of additional settings that centre can use to further customise how they are used.

User Restrictions

Only a Centre Manager can access the Assessment Methods page.

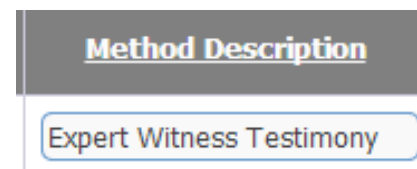
Reference

The Assessment Method reference is used throughout the system to easily identify which method has been used for each assessment. When an assessment is created, the reference will be used and a digit will be suffixed on the end. The digit is based on the number of previous assessments of that method for the learner (e.g. EWT4, OB1).



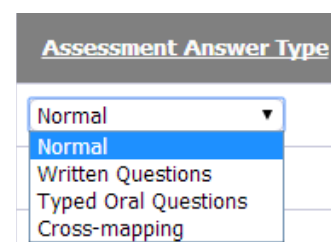
Method Description

The Assessment Method Description is displayed in a drop down list when the Assessor or Learner starts a new assessment.



Assessment Answer Type

The Assessment Method Answer Type determines how the assessment is configured.

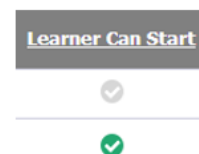


Answer Type	Description
Normal	This is the most common type of answer type. The criteria can be Holistic or Per-criteria and can be started by the Assessor or the Learner.
Written Questions	Assessments of this type can only be set on an assessment plan by the Assessor. Only the learner is able to complete these types of assessments. The banks of questions must be created separately by a Centre Manager or Assessor.
Typed Oral Questions	Assessments of this type can only be started by the Assessor. This gives the Assessor the ability to type their questions, the learner's answers and set the criteria.

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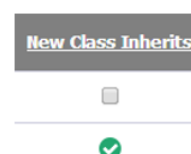
Learner Can Start

When enabled, the method is visible for learners to start their own assessments and also for Assessors to set tasks for the learner. When a method can't be started by the learner, only the Assessor will be able to start the assessment and add evidence.



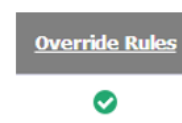
New Class Inherits

It's possible to choose which methods will be available for each class of learners. When a new class is created, any methods with this setting enabled will automatically be assigned to the class.



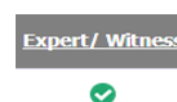
Override Rules

When this column is checked Consistency rules will automatically be overwritten when this method is used.



Expert / Witness

When creating an assessment that has the 'Expert/ Witness' option enabled, the user will see a drop down box where they can select which Expert or Witness is referenced to the assessment. This person doesn't log into OneFile and is simply used as a reference.



Employer Must Sign Before Assessor

When this option is enabled, assessments started by the Learner will be sent to their Employer before the Assessor. The Employer only has the ability to sign the assessment. When an assessment of this method has been started by the Assessor, no Employer signature is required. If a learner doesn't have a Default Employer the task will go straight to the Assessor.



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Creating a new method

1. Click on the Create new method button.
2. Add a reference to the Ref column.
3. Enter a method description in the Method Description text box.
4. Tick any boxes that are relevant to your new method from the columns described above.
5. Click the Save button

Ref	Method Description	Assessment Answer Type	Support Method Only (non-Assessment)	Learner Can Start	New Class Inherits	Override Rules	Expert/Witness	Employer Must Sign Before Assessor	TV Sampling Colour	Options
<input type="text" value="Ref"/>	<input type="text" value="New Assessment"/>	<input type="text" value="Normal"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Save"/> <input type="text" value="Cancel"/>

Assigning methods to a class

When a new method has been created it doesn't automatically get assigned to the classes on the Centre. The Centre Manager must assign the new method(s) to the existing classes before they can be used by the Assessors.

1. Click the Assign methods to Classes button.
2. Select a class from the Class name column.
3. Tick the check boxes of the methods you want to assign.
4. Click the Save button at the bottom of the page.

Assign methods to Class

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