



Centre Manager Basics

Grading



Grading

Individual grades can be grouped together into a “Grade Range”, which will be displayed to the assessor when setting the grade.

Grading is enabled as default, but can be turned on and off by toggling the “Enable Grading” centre setting.

User Restrictions

Only Centre Managers with the “Can create and manage grades” permission can access the “Grades” icon in the “Quality” area.

Creating Grades

If this is the first time using the “Grading” feature, you will only be able to create a grade.

Follow the steps below to create a grade:

1. Click on the Quality icon
2. Click on the Grading icon
3. Click on the Create Grade button
4. Enter the Reference e.g. [P]
5. Enter the Description e.g. [Pass]
6. Click the Save button

Repeat steps 3-6 until you have created all the grades that you require.

Creating Grade Ranges

Grade ranges can be created to group grades together. This determines which grades are available in a drop-down list, when the grades are selected by the assessor.

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Follow the steps below to create a grade range:

1. Click on the Grade Ranges tab
2. Click on the Create Grade Range button
3. Enter a title
4. Tick the checkbox of the grades you want to include within the grade range
5. Use the Up and Down arrows to control the order of the grades
6. Click the Save button

Select	Ref	Description	Order
<input checked="" type="checkbox"/>	Pas	Pass	↑ ↓
<input checked="" type="checkbox"/>	Dis	Distinction	↑ ↓
<input checked="" type="checkbox"/>	Mer	Merit	↑ ↓

Assessment Grading by Method

Now that the grade ranges have been created, you need to specify which assessment methods should be graded. Doing this will make the grade range visible on all assessments of the selected method.

To do this, follow the steps below:

1. Click on the Assessment Grading tab
2. Click on the Assign Grade Range button (in the "Assessment Grading by Method" section)
3. Select the Method from the drop-down list
4. Select the Grade Range from the drop-down list
5. Choose whether it should be mandatory for the assessor to select a grade
6. Click the Save button

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Assessment Grading by Class Method

It is also possible to link assign grade ranges to assessment methods for a specific class. Doing this will make the grade range visible on all assessments of the selected method, but only for learners in the specified class.

To do this, follow the steps below:

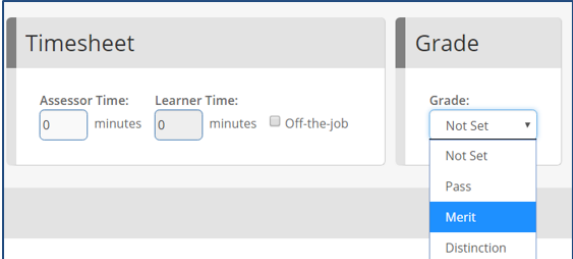
1. Click on the Assessment Grading tab
2. Click on the Assign Grade Range button (in the “Assessment Grading by Class Method” section)
3. Select the Class from the drop-down list
4. Select the Method from the drop-down list
5. Select the Grade Range from the drop-down list
6. Choose whether it should be mandatory for the assessor to select a grade
Click the Save button

Selecting a Grade

When a grade range has been assigned to a method, a “Grade” section will be displayed towards the bottom of the assessment page.

The grade can only be set by the assessor, but will be visible to the learner once signed.

If flagged as being mandatory, the assessor will be unable to sign-off the assessment without setting a grade.



The screenshot shows two side-by-side panels. The left panel, titled 'Timesheet', contains two input fields: 'Assessor Time:' with a value of '0' and 'minutes', and 'Learner Time:' with a value of '0' and 'minutes'. There is also a checkbox labeled 'Off-the-job'. The right panel, titled 'Grade', contains a dropdown menu labeled 'Grade:' with the following options: 'Not Set', 'Not Set', 'Pass', 'Merit', and 'Distinction'. The 'Merit' option is currently selected and highlighted in blue.

Viewing Selected Grades

Assessment grades will be displayed on the “Assessment” grid on the learner’s portfolio and can also be viewed in the “Assessment Grading” report.

To learn more see our full guides

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



info.onefile.co.uk/onboarding