Onefile

IQA Basics

Sampling Assessments

Onefile

Sampling Assessments

Overview

There are multiple ways to sample assessments on OneFile. It is good practice for the IQA to create a sampling plan which will determine who and what should be sampled on specific dates. If sampling task reminders have been set, the IQA will receive a task reminder and can use the task to navigate to the assessments that they have planned to sample. The IQA can also manually open and sample assessments in the learner's portfolio.

Planned IQA Activity Reminder

The IQA will be sent a task reminding them to sample a unit for a learner, if they have utilised the "Task Reminder" feature when creating their sampling plan. The task will also show which methods were planned to be sampled as well as any processes, if selected.

Clicking into this task will open the unit summary for the specified learner. Underneath the progress bars, you will see a section titled **Related Assessments**. This section will confirm which methods are planned to be sampled and will show any planned processes.

A list of assessments that cover criteria within the unit will also be displayed.

Click onto the reference to open the assessment.

Continued...

Sampling Assessments

When you have opened an assessment that you would like to sample, scroll down to the **Evidence** section to view the evidence provided by the learner or assessor. The **Criteria** section, located above the evidence, will show you which criteria has been selected by the assessor.

As you sample the assessment, tick the criteria that you have verified. When you do this, the criteria will change colour to red, to indicate that you have verified the criteria. Be aware that a Centre Manager can change the IQA sampling colour.

Once you have finished sampling the assessment, you need to specify whether to **Accept** or **Resubmit** back to the Tutor.
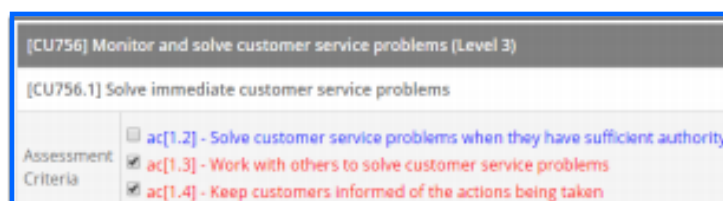
Manually Sampling Assessments

If you would like to sample an assessment that isn't part of your sampling plan, you have multiple options:

- Open a learner's **Portfolio** and scroll down to their **Assessments** section. This will show a list of completed assessments. You can easily identify the assessments you have sampled, as they will be highlighted in red.
- Open a learner's **Portfolio** and scroll down to their **Unit Summaries** section. You will then be able to see a list of assessments that have criteria that have been referenced to the selected unit.
- Open an **Assessment Report**. Click on the assessment reference.

Manually Sampling Assessments

If you would like to sample an assessment that isn't part of your sampling plan, you have multiple options:

- Open a learner's **Portfolio** and scroll down to their **Assessments** section. This will show a list of completed assessments. You can easily identify the assessments you have sampled, as they will be highlighted in red.
- Open a learner's **Portfolio** and scroll down to their **Unit Summaries** section. You will then be able to see a list of assessments that have criteria that have been referenced to the selected unit.
- Open an **Assessment Report**. Click on the assessment reference.

One of the most useful IQA reports is the **IQA Ready Assessments** report, which can be found in the **More IQA Options** section of the **IQA homepage**.

Select Report Criteria

Clicking **Submit** will display a list of assessments ready to sample. If you click on the reference, you will be taken straight to the assessment.

Date from: 01/07/2014   Date to: 18/07/2014   Report Groups: Select a report group...   Assessor: All assessors   Current status: Any status

☐ Show anything ever rejected   Submit

Assessment Ref	Learner Name	Was Rejected	Current Status	IV Name	IV Date Signed
WP5	Shelton, Nicola	No	Pending		
WP4	Shelton, Nicola	Yes	Accepted	Chris Hoy	16 May 2013
WP1	Shelton, Nicola	No	Pending		

To learn more see our full guides
https://live.onefile.co.uk/userguides/

Onefile

info.onefile.co.uk/onboarding