



ManageAssess IQA guide - Home page, signing off and accepting / rejecting units

March 2020

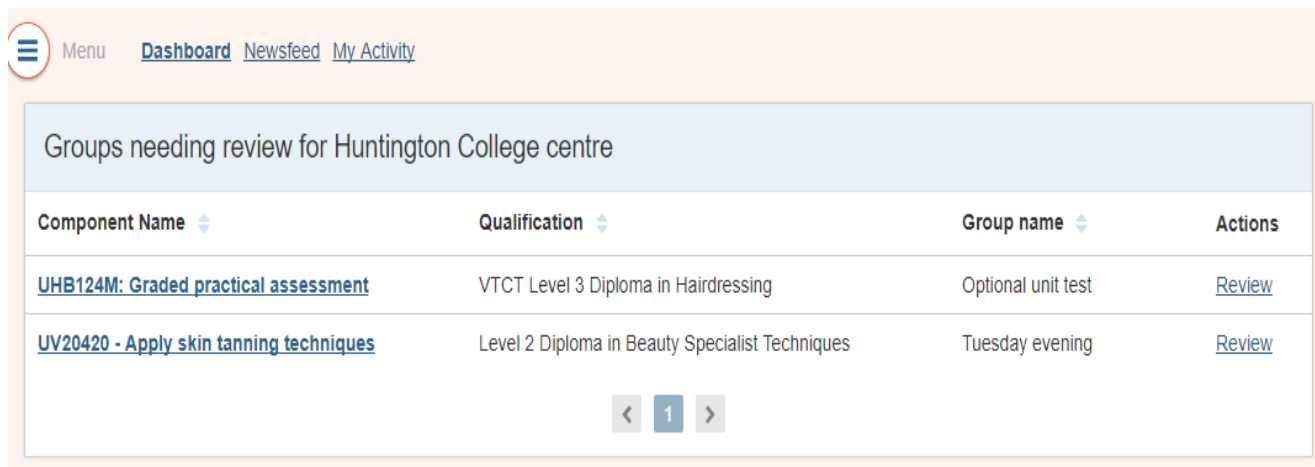


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1. The Home page

1) Units that have been handed in for IQA review by an assessor/tutor will be displayed on the IQA home page.



Menu [Dashboard](#) [Newsfeed](#) [My Activity](#)

Groups needing review for Huntington College centre

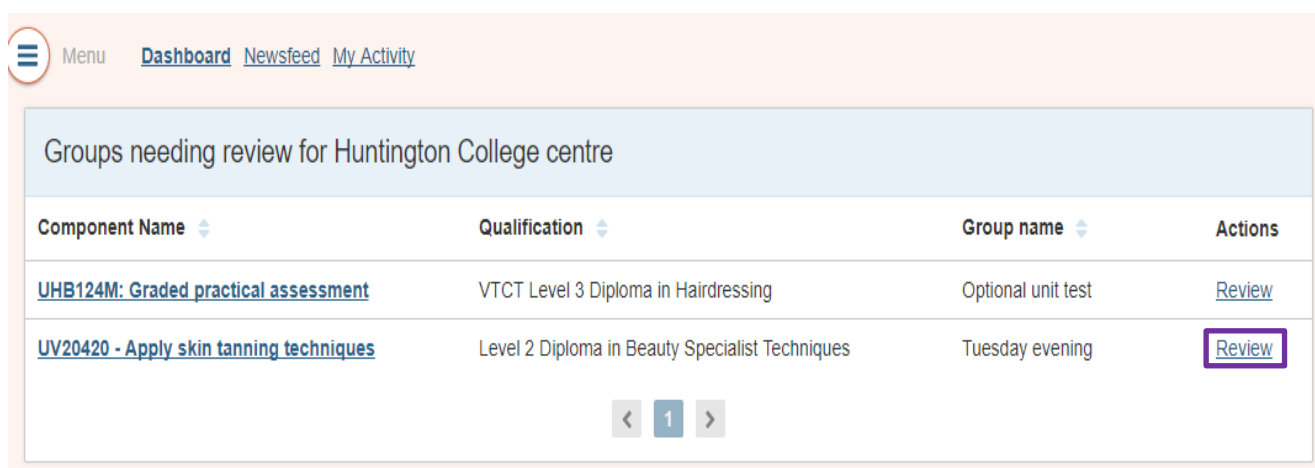
| Component Name | Qualification | Group name | Actions |
|---|---|--------------------|------------------------|
| UHB124M: Graded practical assessment | VTCT Level 3 Diploma in Hairdressing | Optional unit test | Review |
| UV20420 - Apply skin tanning techniques | Level 2 Diploma in Beauty Specialist Techniques | Tuesday evening | Review |

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1.1. Sampling evidence and Signing off

1) The home page may display same unit multiple times. If this happens then each unit will apply to a different group of learners. The group name is displayed within the Group name column.

2) To review a unit, select the Review link for the unit and group that you want to sample.



Menu [Dashboard](#) [Newsfeed](#) [My Activity](#)

Groups needing review for Huntington College centre

| Component Name | Qualification | Group name | Actions |
|---|---|--------------------|------------------------|
| UHB124M: Graded practical assessment | VTCT Level 3 Diploma in Hairdressing | Optional unit test | Review |
| UV20420 - Apply skin tanning techniques | Level 2 Diploma in Beauty Specialist Techniques | Tuesday evening | Review |

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3) For the group selected, all learners within that group will be displayed. Learners with a status of 'Marked' have been handed in for IQA review by the assessor/tutor.

Menu

Task: UV20420 - Apply skin tanning techniques - Tuesday evening

| Name | Files | Assignment Due Date | Markscheme | Status | Actions |
|--------------------------------|-------|---------------------|---------------------------------|--------|--------------------------------------|
| Jon EQAlearner | 0 | -- | View markscheme | Marked | View Evidence Record |

4) The markscheme for the unit can be viewed by selecting the View markscheme link.

Menu

Task: UV20420 - Apply skin tanning techniques - Tuesday evening

| Name | Files | Assignment Due Date | Markscheme | Status | Actions |
|--------------------------------|-------|---------------------|---------------------------------|--------|--------------------------------------|
| Jon EQAlearner | 0 | -- | View markscheme | Marked | View Evidence Record |

5) To view attached/tagged evidence, select View Evidence Record.

Menu

Task: UV20420 - Apply skin tanning techniques - Tuesday evening

| Name | Files | Assignment Due Date | Markscheme | Status | Actions |
|--------------------------------|-------|---------------------|---------------------------------|--------|--------------------------------------|
| Jon EQAlearner | 0 | -- | View markscheme | Marked | View Evidence Record |

6) Scrolling to the bottom of the Evidence Record will allow you to view unit resources (such as unit and full qualification Record of Assessment book) and any comment made by the assessor/tutor when the unit was handed in for IQA review.

Component Resources

JV20420 (pdf, 630.15k)
A resource relating to this unit.

AB20086 (pdf, 1.20m)
A resource relating to this qualification.

IQA/Teacher Comments

For your review please.
by *Jon Tutor (Teacher)* 15 minutes ago
[Reply](#)

7) From the top of the Evidence Record screen select Checklist.

The screenshot shows the 'Evidence Record' interface. At the top left is a 'Menu' icon. The main content area displays 'UV20420 - Apply skin tanning techniques for Jon EQAlearner (learnereqatest)'. Below this, it shows 'Start date: -- End date: -- Edit Dates' and 'Status: Marked'. A 'Checklist' button is located in the bottom right corner of the main content area and is highlighted with a red rectangular box.

8) You can now review the evidence and assessor/tutor sign-off.

Observation Outcome 1

The screenshot shows 'Observation Outcome 1' with '3 Recorded Performances (minimum of 3 required)'. A list of three recordings is shown, all by 'Jon Tutor' on 'Fri 17th Jan 2020 at 13:13'. Below this is a table with columns for 'LO1 Be able to prepare for self tanning techniques', 'Jon EQAlearner (Student)', 'Teacher', and 'Internal Quality Assurance'. The 'Teacher' column is highlighted with a red box. The table shows two rows of evidence, both marked as complete by the teacher.

| LO1 Be able to prepare for self tanning techniques | Jon EQAlearner (Student) 0 of 5 - 5 more needed | Teacher 5 of 5 ✓ | Internal Quality Assurance 0 of 5 - 5 more needed |
|---|--|--|--|
| LO1a: Prepare yourself, the client and work area for a self tanning treatment | <input type="checkbox"/> | <input checked="" type="checkbox"/> The home page, signing off and acce... 1 comment | <input type="checkbox"/> |
| LO1b: Use suitable consultation techniques to identify treatment objectives | <input type="checkbox"/> | <input checked="" type="checkbox"/> The home page, signing off and acce... no comments | <input type="checkbox"/> |



9) To open evidence files attached/tagged by the assessor/tutor or learner, and comments added by the assessor/tutor, select the applicable link.

Observation Outcome 1

3 Recorded Performances (minimum of 3 required)

- Recorded by Jon Tutor on Fri 17th Jan 2020 at 13:13
- Recorded by Jon Tutor on Fri 17th Jan 2020 at 13:13
- Recorded by Jon Tutor on Fri 17th Jan 2020 at 13:13

| LO1 Be able to prepare for self tanning techniques | Jon EQAlearner (Student) 0 of 5 - 5 more needed | Teacher 5 of 5 ✓ | Internal Quality Assure 0 of 5 - 5 more needed |
|---|--|---|---|
| LO1a: Prepare yourself, the client and work area for a self tanning treatment | <input type="checkbox"/> | The home page, signing off and acce... 1 comment | <input type="checkbox"/> |
| LO1b: Use suitable consultation techniques to identify treatment objectives | <input type="checkbox"/> | The home page, signing off and acce... no comments | <input type="checkbox"/> |

10) To sign off a Learning Outcome, select the Learning Outcome checkbox. Signing off at Learning Outcome level will sign off all Assessment Criteria within that Learning Outcome.

| LO1 Be able to prepare for self tanning techniques | Jon EQAlearner (Student) 0 of 5 - 5 more needed | Teacher 5 of 5 ✓ | Internal Quality Assurer 0 of 5 - 5 more needed |
|---|--|---|--|
| LO1a: Prepare yourself, the client and work area for a self tanning treatment | <input type="checkbox"/> | The home page, signing off and acce... 1 comment | <input type="checkbox"/> |

| LO1 Be able to prepare for self tanning techniques | Jon EQAlearner (Student) 0 of 5 - 5 more needed | Teacher 5 of 5 ✓ | Internal Quality Assurer 5 of 5 ✓ |
|---|--|---|--|
| LO1a: Prepare yourself, the client and work area for a self tanning treatment | <input type="checkbox"/> | The home page, signing off and acce... 1 comment | <input checked="" type="checkbox"/> no comments |
| LO1b: Use suitable consultation techniques to identify treatment objectives | <input type="checkbox"/> | The home page, signing off and acce... no comments | <input checked="" type="checkbox"/> no comments |
| LO1c: Advise the client on how to prepare for the treatment | <input type="checkbox"/> | The home page, signing off and acce... no comments | <input checked="" type="checkbox"/> no comments |
| LO1d: Identify influencing factors | <input type="checkbox"/> | The home page, signing off and acce... no comments | <input checked="" type="checkbox"/> no comments |
| LO1e: Provide clear recommendations to the client based on factors | <input type="checkbox"/> | The home page, signing off and acce... no comments | <input checked="" type="checkbox"/> no comments |



11) Sign off can also be completed at individual Assessment Criteria level.

| LO1 Be able to prepare for self tanning techniques | Jon EQAlearner (Student) 0 of 5 - 5 more needed | Teacher 5 of 5 ✓ | Internal Quality Assurer 0 of 5 - 5 more needed |
|---|--|---|--|
| LO1a: Prepare yourself, the client and work area for a self tanning treatment | <input type="checkbox"/> | The home page, signing off and accepting / rejecting units 1 comment | <input type="checkbox"/> |
| LO1b: Use suitable consultation techniques to identify treatment objectives | <input type="checkbox"/> | The home page, signing off and accepting / rejecting units no comments | <input type="checkbox"/> |
| LO1c: Advise the client on how to prepare for the treatment | <input type="checkbox"/> | The home page, signing off and accepting / rejecting units no comments | <input type="checkbox"/> |
| LO1d: Identify influencing factors | <input type="checkbox"/> | The home page, signing off and accepting / rejecting units | <input type="checkbox"/> |
| LO1a: Prepare yourself, the client and work area for a self tanning treatment | <input type="checkbox"/> | The home page, signing off and accepting / rejecting units 1 comment | <input checked="" type="checkbox"/> no comments |
| LO1b: Use suitable consultation techniques to identify treatment objectives | <input type="checkbox"/> | The home page, signing off and accepting / rejecting units no comments | <input type="checkbox"/> |
| LO1c: Advise the client on how to prepare for the treatment | <input type="checkbox"/> | The home page, signing off and accepting / rejecting units no comments | <input checked="" type="checkbox"/> no comments |
| LO1d: Identify influencing factors | <input type="checkbox"/> | The home page, signing off and accepting / rejecting units no comments | <input type="checkbox"/> |
| LO1e: Provide clear recommendations to the client based on factors | <input type="checkbox"/> | The home page, signing off and accepting / rejecting units no comments | <input type="checkbox"/> |

12) To add a comment select the applicable 'no comments' link

| LO1 Be able to prepare for self tanning techniques | Jon EQAlearner (Student) 0 of 5 - 5 more needed | Teacher 5 of 5 ✓ | Internal Quality Assurer 2 of 5 - 3 more needed |
|---|--|---|--|
| LO1a: Prepare yourself, the client and work area for a self tanning treatment | <input type="checkbox"/> | The home page, signing off and accepting / rejecting units 1 comment | <input checked="" type="checkbox"/> no comments |
| LO1b: Use suitable consultation techniques to identify treatment objectives | <input type="checkbox"/> | The home page, signing off and accepting / rejecting units no comments | <input type="checkbox"/> |
| LO1c: Advise the client on how to prepare for the treatment | <input type="checkbox"/> | The home page, signing off and accepting / rejecting units no comments | <input checked="" type="checkbox"/> no comments |
| LO1d: Identify influencing factors | <input type="checkbox"/> | The home page, signing off and accepting / rejecting units no comments | <input type="checkbox"/> |
| LO1e: Provide clear recommendations to the client based on factors | <input type="checkbox"/> | The home page, signing off and accepting / rejecting units no comments | <input type="checkbox"/> |



13) Once sampling is complete, go back to the Evidence Record screen (this can be done from either the top or bottom of the Checklist screen)

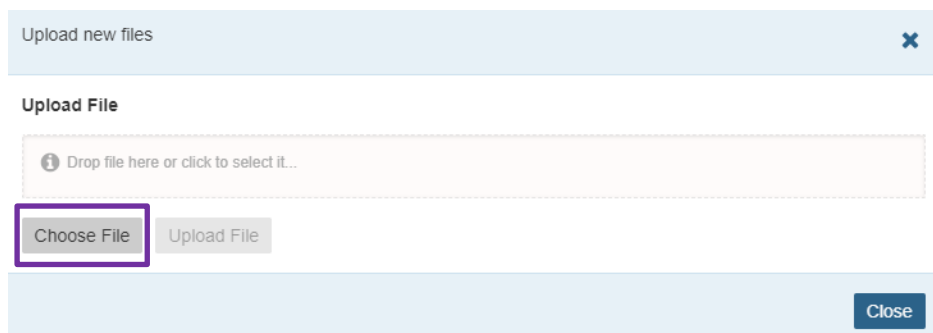
14) If an IQA sampling report has been completed (this will have been completed outside of ManageAssess) it can be Uploaded and attached to the unit. From the Evidence Record screen, select the 'upload new' link within the 'Uploaded by Internal Quality Assessor' section.

It is recommended that files attached by the IQA only relate to the learner which the IQA is uploading to.

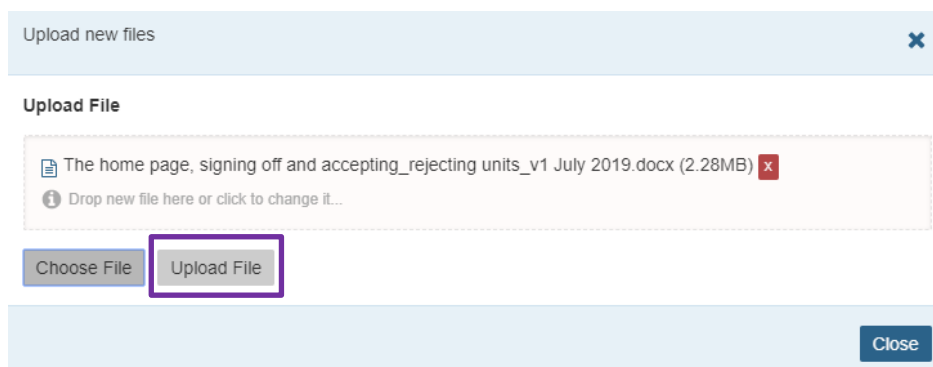
Uploaded by Internal Quality Assurer

[upload new](#) [manage tagged files...](#)

15) Select Choose Files to navigate your local folders and select the file for upload; or you can drag and drop files



16) Once you have selected the file to be uploaded, select Upload File.





1.1.1 Requesting EQA review / Rejecting the unit

1) Once sampling has been completed for a unit it can be handed in for EQA review. The IQA can also reject the unit which will hand the unit back to the assessor/tutor.

From the Evidence Record screen, scroll down to the bottom of the page.

2) The IQA can add a comment if required.

Add comment

Optional. If reject, comment goes to the teacher. If accepting, comment goes to the EQA.

Your comment..

3) To accept the unit and hand it in for EQA review, select Accept and then select Confirm.

Add comment

Optional. If reject, comment goes to the teacher. If accepting, comment goes to the EQA.

Sampled.

Are you sure you want to approve this work? ✕

You will not be able to make further changes. The Student and Teacher(s) will also not be able to make further changes.

Comment to EQA

Sampled.



4) To reject the unit and hand it back to the assessor/tutor, select Reject and then select Confirm

Add comment

Optional. If reject, comment goes to the teacher. If accepting, comment goes to the EQA.

Sampled.

Accept Reject

Are you sure you want to hand this work back to the Teacher?

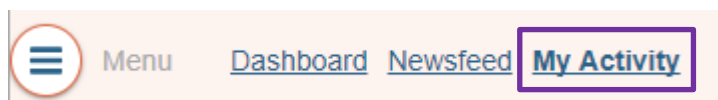
The Teacher will then be able to add additional evidence and re-submit this Evidence Record.

Comment to Teacher

Sampled.

Cancel Confirm

5) All accept/reject activity is recorded and be viewed via the 'My Activity' link on the IQA Home page.



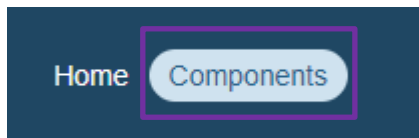
1.1.2 Reviewing units that have not been handed in for IQA review

Whilst the recommended process is for assessor/tutor users to request IQA review for each unit, an IQA can view a unit even if it has not been handed in.

It is important to note that whilst an IQA can view a unit that has not been handed in for review, if the IQA hands in a unit for EQA review the assessor/tutor and learner will not be able to make any changes. If this happens, and the assessor/tutor/learner require further access to the unit, the following steps will need to be completed:

1. The EQA will need to reject the unit back to the IQA
2. The IQA will need to reject the unit back to the assessor/tutor

1) Select the Components link from the top menu bar



2) Use the filters to narrow your search criteria and display the units you want to view

Qualification: Group: Group Status:

3) Once located select Review to the right of the applicable unit

| Component | Group | Qualification | Actions |
|--|-----------------|---|------------------------|
| UV20398 - Provide facial skin care | Tuesday evening | Level 2 Diploma in Beauty Specialist Techniques | Review |
| UV20418 - Remove hair using waxing techniques | Tuesday evening | Level 2 Diploma in Beauty Specialist Techniques | Review |
| UV20419 - Provide eyelash and eyebrow treatments | Tuesday evening | Level 2 Diploma in Beauty Specialist Techniques | Review |
| UV20420 - Apply skin tanning techniques | Tuesday evening | Level 2 Diploma in Beauty Specialist Techniques | Review |
| UV20437 - Apply make-up | Tuesday evening | Level 2 Diploma in Beauty Specialist Techniques | Review |
| UV20439 - Provide ear piercing | Tuesday evening | Level 2 Diploma in Beauty Specialist Techniques | Review |
| UV20442 - Provide threading services for hair removal | Tuesday evening | Level 2 Diploma in Beauty Specialist Techniques | Review |
| UV20453 - Client care and communication in beauty-related industries | Tuesday evening | Level 2 Diploma in Beauty Specialist Techniques | Review |
| UV20470 - Provide manicure treatments | Tuesday evening | Level 2 Diploma in Beauty Specialist Techniques | Review |
| UV20471 - Provide pedicure treatments | Tuesday evening | Level 2 Diploma in Beauty Specialist Techniques | Review |

4) The learner(s) within the selected qualification/group will be displayed. You can now [review](#) the portfolio

Task: UV20398 - Provide facial skin care - Tuesday evening

| Name | Files | Assignment Due Date | Markscheme | Status | Actions |
|--------------------------------|-------|---------------------|---------------------------------|--------|--------------------------------------|
| Jon EQAlearner | 0 | -- | View markscheme | Open | View Evidence Record |

1.1.3 Unit status

Units go through stages, and various screens within ManageAssess will display a status for the unit depending on which stage the unit is at. The below table will help you to understand the various stages and the status each user type will see.

| Unit stage | Open with learner | Handed in by assessor or learner | Assessor requested IQA review | IQA requested EQA review | EQA accepted unit |
|-------------|-------------------|----------------------------------|-------------------------------|--------------------------|-------------------|
| User | Status | Status | Status | Status | Status |
| Student | Open | Handed in | Awaiting QA | Awaiting QA | Passed QA |
| Assessor | Open | Handed in | Awaiting QA | Awaiting QA | Passed QA |
| IQA | Open | Handed in | Marked | Passed IQA | Passed EQA |
| EQA | Open | Handed in | Marked | Passed IQA | Passed EQA |

1.1.4 Further support and information

- [ManageAssess support page](#)
- System enquires: linx2help@vtct.org.uk
- General enquires: customersupport@vtct.org.uk
- +44 (0) 2380 684500
 - Mon-Thurs: 08:45 – 17:00 GMT
 - Fri: 08:45 – 16:30 GMT



Document amendment history page

| Version | Document Owner | Issue Date | Changes | Role |
|---------|--------------------------|------------|---|--------------------------|
| 1 | Customer Support Manager | 24/06/2019 | New document | Customer Support Manager |
| 2 | Customer Support Manager | 17/01/2020 | All screen shots changed; 1.1.2 added; information classification added | Customer Support Manager |
| 3 | Customer Support Manager | 04/03/2020 | 1.1.3 and 1.1.4 added; title change; 1.1 step 14 updated | Customer Support Manager |
| 4 | Customer Support Manager | 13/03/2020 | Page #s corrected | Customer Support Manager |

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