



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

May 2021

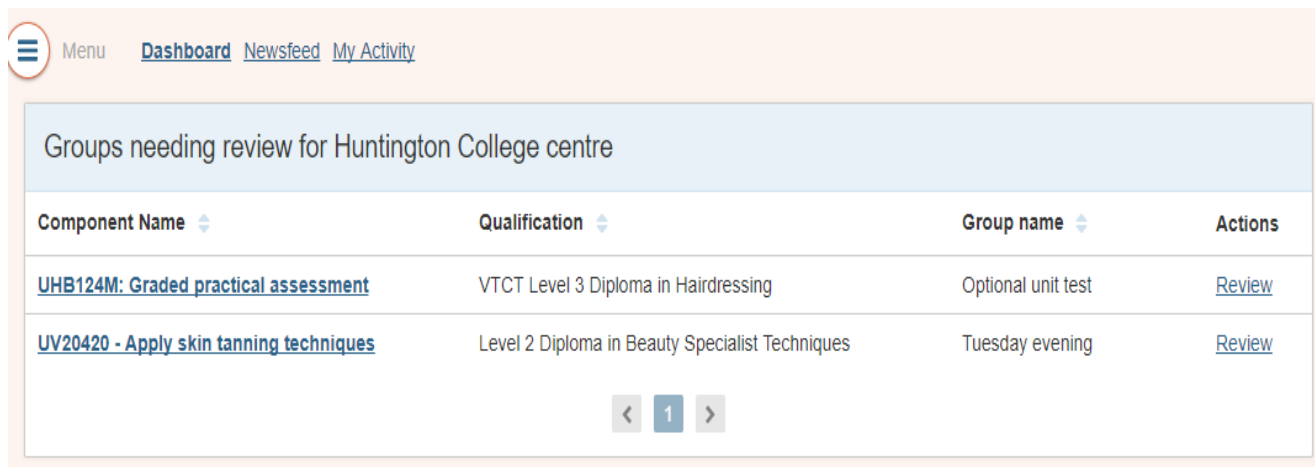


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## 1. The Home page

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

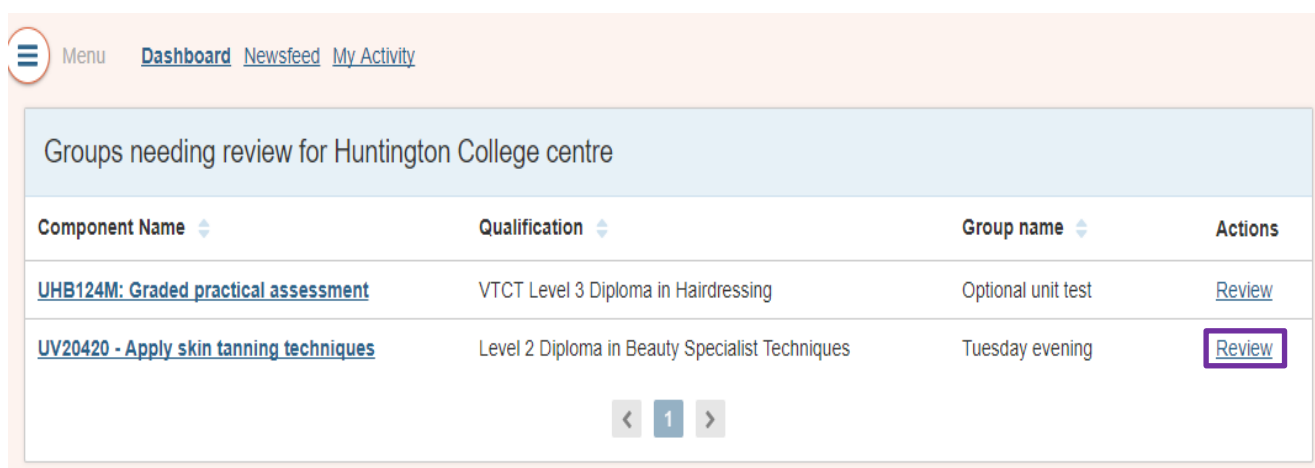
Component Name	Qualification	Group name	Actions
<a href="#">UHB124M: Graded practical assessment</a>	VTCT Level 3 Diploma in Hairdressing	Optional unit test	<a href="#">Review</a>
<a href="#">UV20420 - Apply skin tanning techniques</a>	Level 2 Diploma in Beauty Specialist Techniques	Tuesday evening	<a href="#">Review</a>

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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
<a href="#">UHB124M: Graded practical assessment</a>	VTCT Level 3 Diploma in Hairdressing	Optional unit test	<a href="#">Review</a>
<a href="#">UV20420 - Apply skin tanning techniques</a>	Level 2 Diploma in Beauty Specialist Techniques	Tuesday evening	<a href="#">Review</a>

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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.

Task: UB30B15 - Provide single eyelash extension treatments - New Group - June 2020 <a href="#">View markscheme</a>				
Name	Files	Assignment Due Date	Status	Actions
<a href="#">New Test Learner</a>	0	--	Marked	<a href="#">View Checklist</a>

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

Task: UB30B15 - Provide single eyelash extension treatments - New Group - June 2020 <a href="#">View markscheme</a>				
Name	Files	Assignment Due Date	Status	Actions
<a href="#">New Test Learner</a>	0	--	Marked	<a href="#">View Checklist</a>

5) To view attached/tagged evidence, select View Checklist

Task: UB30B15 - Provide single eyelash extension treatments - New Group - June 2020 <a href="#">View markscheme</a>				
Name	Files	Assignment Due Date	Status	Actions
<a href="#">New Test Learner</a>	0	--	Marked	<a href="#">View Checklist</a>



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

Observation Outcome 1

3 Recorded Performances (minimum of 3 required)			
<ul style="list-style-type: none"> <li>Recorded by Jon Tutor on Fri 17th Jan 2020 at 13:13</li> <li>Recorded by Jon Tutor on Fri 17th Jan 2020 at 13:13</li> <li>Recorded by Jon Tutor on Fri 17th Jan 2020 at 13:13</li> </ul>			
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"/> <a href="#">The home page, signing off and accept...</a> 1 comment	<input type="checkbox"/>
LO1b: Use suitable consultation techniques to identify treatment objectives	<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">The home page, signing off and accept...</a> no comments	<input type="checkbox"/>

7) 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)			
<ul style="list-style-type: none"> <li>Recorded by Jon Tutor on Fri 17th Jan 2020 at 13:13</li> <li>Recorded by Jon Tutor on Fri 17th Jan 2020 at 13:13</li> <li>Recorded by Jon Tutor on Fri 17th Jan 2020 at 13:13</li> </ul>			
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"/> <a href="#">The home page, signing off and accept...</a> 1 comment	<input type="checkbox"/>
LO1b: Use suitable consultation techniques to identify treatment objectives	<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">The home page, signing off and accept...</a> no comments	<input type="checkbox"/>



8) 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"/>	<input checked="" type="checkbox"/> <a href="#">The home page, signing off and acce...</a> 1 comment	<input type="checkbox"/>
LO1b: Use suitable consultation techniques to identify treatment objectives	<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">The home page, signing off and acce...</a> no comments	<input type="checkbox"/>
LO1c: Advise the client on how to prepare for the treatment	<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">The home page, signing off and acce...</a> no comments	<input type="checkbox"/>
LO1d: Identify influencing factors	<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">The home page, signing off and acce...</a> no comments	<input type="checkbox"/>
LO1e: Provide clear recommendations to the client based on factors	<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">The home page, signing off and acce...</a> no comments	<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"/>	<input checked="" type="checkbox"/> <a href="#">The home page, signing off and acce...</a> 1 comment	<input checked="" type="checkbox"/> no comments
LO1b: Use suitable consultation techniques to identify treatment objectives	<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">The home page, signing off and acce...</a> no comments	<input checked="" type="checkbox"/> no comments
LO1c: Advise the client on how to prepare for the treatment	<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">The home page, signing off and acce...</a> no comments	<input checked="" type="checkbox"/> no comments
LO1d: Identify influencing factors	<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">The home page, signing off and acce...</a> no comments	<input checked="" type="checkbox"/> no comments
LO1e: Provide clear recommendations to the client based on factors	<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">The home page, signing off and acce...</a> no comments	<input checked="" type="checkbox"/> no comments

9) 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"/>	<input checked="" type="checkbox"/> <a href="#">The home page, signing off and acce...</a> 1 comment	<input type="checkbox"/>
LO1b: Use suitable consultation techniques to identify treatment objectives	<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">The home page, signing off and acce...</a> no comments	<input type="checkbox"/>
LO1c: Advise the client on how to prepare for the treatment	<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">The home page, signing off and acce...</a> no comments	<input type="checkbox"/>
LO1d: Identify influencing factors	<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">The home page, signing off and acce...</a> no comments	<input type="checkbox"/>
LO1e: Provide clear recommendations to the client based on factors	<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">The home page, signing off and acce...</a> no comments	<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 2 of 5 - 3 more needed
LO1a: Prepare yourself, the client and work area for a self tanning treatment	<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">The home page, signing off and acce...</a> 1 comment	<input checked="" type="checkbox"/> no comments
LO1b: Use suitable consultation techniques to identify treatment objectives	<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">The home page, signing off and acce...</a> no comments	<input type="checkbox"/>
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LO1d: Identify influencing factors	<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">The home page, signing off and acce...</a> no comments	<input type="checkbox"/>
LO1e: Provide clear recommendations to the client based on factors	<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">The home page, signing off and acce...</a> no comments	<input type="checkbox"/>



10) 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"/>	<a href="#">The home page, signing off and acce...</a> 1 comment	<a href="#">no comments</a>
LO1b: Use suitable consultation techniques to identify treatment objectives	<input type="checkbox"/>	<a href="#">The home page, signing off and acce...</a> no comments	<input type="checkbox"/>
LO1c: Advise the client on how to prepare for the treatment	<input type="checkbox"/>	<a href="#">The home page, signing off and acce...</a> no comments	<a href="#">no comments</a>
LO1d: Identify influencing factors	<input type="checkbox"/>	<a href="#">The home page, signing off and acce...</a> no comments	<input type="checkbox"/>
LO1e: Provide clear recommendations to the client based on factors	<input type="checkbox"/>	<a href="#">The home page, signing off and acce...</a> no comments	<input type="checkbox"/>

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

Evidence Record Checklist

**UB30B15 - Provide single eyelash extension treatments** for New Test Learner

Start date: **Sat 1st Aug 2020** End date: --

Status: **Marked**

Evidence Record

12) 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.

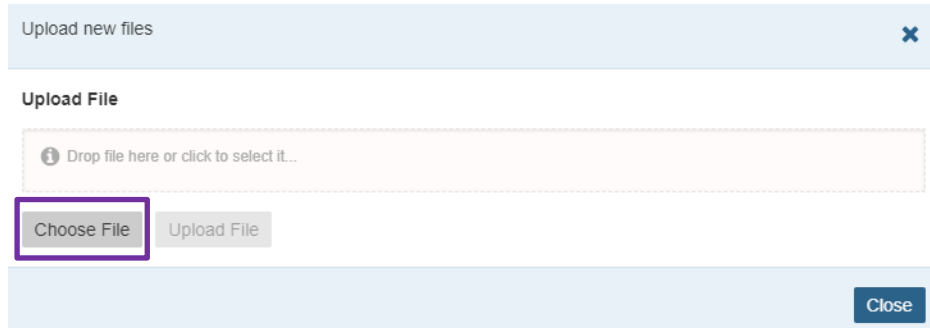
**It is recommended that files attached by the IQA only relate to the learner which the IQA is uploading to.**

### Uploaded by Internal Quality Assurer

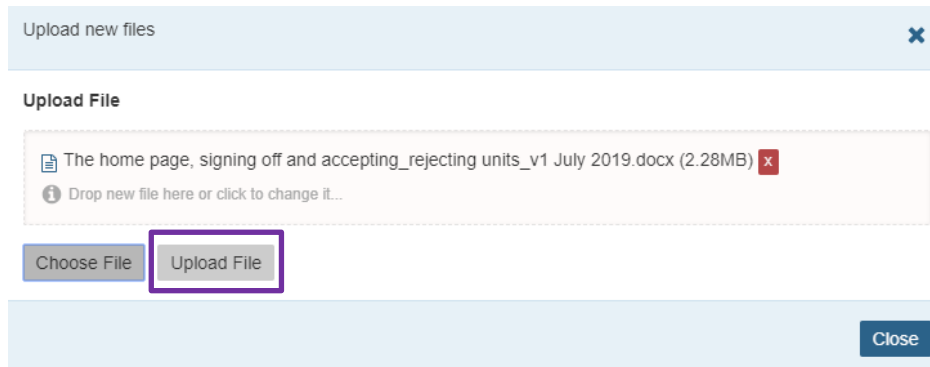
[upload new](#) [manage tagged files...](#)



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



14) 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...

**Accept** **Reject**

3) To accept the unit and hand it in for EQA review, select Accept, read the warning message and then select Cancel or 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 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.

**Cancel** **Confirm**

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.

Menu Dashboard Newsfeed My Activity

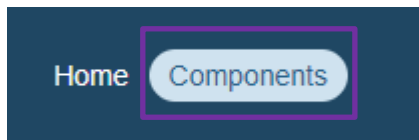
**1.1.2 Reviewing units that have not been handed in for IQA review**

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) To review a learner portfolio that has not been handed in by the assessor, 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
<a href="#">UV20398 - Provide facial skin care</a>	Tuesday evening	Level 2 Diploma in Beauty Specialist Techniques	<a href="#">Review</a>
<a href="#">UV20418 - Remove hair using waxing techniques</a>	Tuesday evening	Level 2 Diploma in Beauty Specialist Techniques	<a href="#">Review</a>
<a href="#">UV20419 - Provide eyelash and eyebrow treatments</a>	Tuesday evening	Level 2 Diploma in Beauty Specialist Techniques	<a href="#">Review</a>
<a href="#">UV20420 - Apply skin tanning techniques</a>	Tuesday evening	Level 2 Diploma in Beauty Specialist Techniques	<a href="#">Review</a>
<a href="#">UV20437 - Apply make-up</a>	Tuesday evening	Level 2 Diploma in Beauty Specialist Techniques	<a href="#">Review</a>
<a href="#">UV20439 - Provide ear piercing</a>	Tuesday evening	Level 2 Diploma in Beauty Specialist Techniques	<a href="#">Review</a>
<a href="#">UV20442 - Provide threading services for hair removal</a>	Tuesday evening	Level 2 Diploma in Beauty Specialist Techniques	<a href="#">Review</a>
<a href="#">UV20453 - Client care and communication in beauty-related industries</a>	Tuesday evening	Level 2 Diploma in Beauty Specialist Techniques	<a href="#">Review</a>
<a href="#">UV20470 - Provide manicure treatments</a>	Tuesday evening	Level 2 Diploma in Beauty Specialist Techniques	<a href="#">Review</a>
<a href="#">UV20471 - Provide pedicure treatments</a>	Tuesday evening	Level 2 Diploma in Beauty Specialist Techniques	<a href="#">Review</a>

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

Task: UB30B15 - Provide single eyelash extension treatments - New Group - June 2020				<a href="#">View markscheme</a>
Name	Files	Assignment Due Date	Status	Actions
<a href="#">New Test Learner</a>	0	--	Marked	<a href="#">View Checklist</a>

### 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](mailto:linx2help@vtct.org.uk)
- General enquires: [customersupport@vtct.org.uk](mailto: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
5	Customer Support Manager	17/05/2021	How to access a unit updated in section 1.1	Customer Support Manager

## Document Review

Role	Review Status
QA and Technical Manager	Reviewed

## Document Owner

Document Owner	Document shared with
Customer Support Manager	

## Document Sign-off

Role	Sign-off Date
Customer Support Manager	10/07/2019