

# **ManageAssess IQA guide**

October 2024

Version 6.0

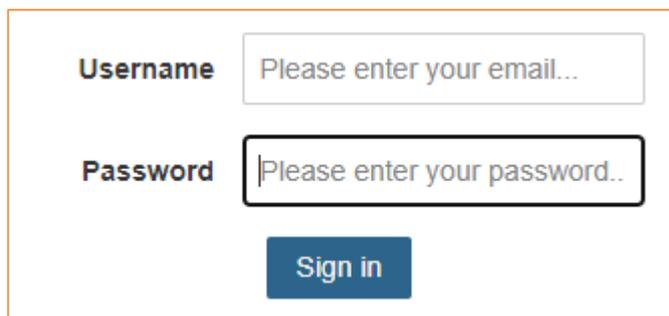
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## 1. Logging in and password reset

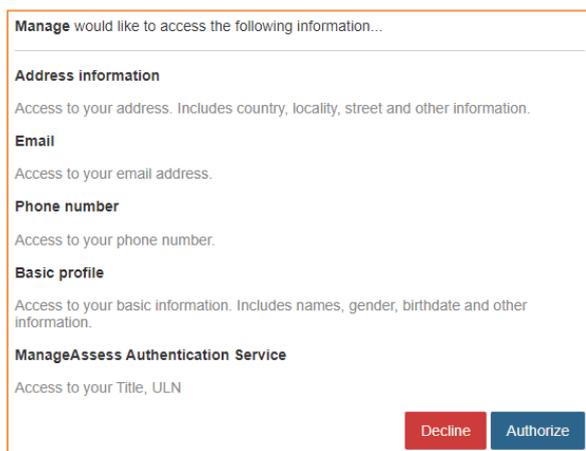
- a. To log in to ManageAssess access the [login page](#).
- b. Enter your login credentials and select 'Sign in'.
  - i. Your login credentials will have been supplied to you via email or in person.



The screenshot shows a login form with two input fields. The first field is labeled 'Username' and contains the placeholder text 'Please enter your email...'. The second field is labeled 'Password' and contains the placeholder text 'Please enter your password..'. Below the fields is a blue button labeled 'Sign in'.

- c. Upon first login you will be prompted to create a new password.
- d. You will need to authorise access to ManageAssess on the next screen. You will only need to perform this action once.

If you decline then you will be unable to access ManageAssess.



The screenshot shows an authorization screen with the following content:

- Manage** would like to access the following information...
- Address information**  
Access to your address. Includes country, locality, street and other information.
- Email**  
Access to your email address.
- Phone number**  
Access to your phone number.
- Basic profile**  
Access to your basic information. Includes names, gender, birthdate and other information.
- ManageAssess Authentication Service**  
Access to your Title, ULN

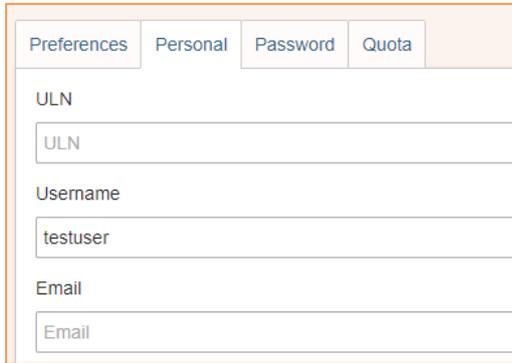
At the bottom right, there are two buttons: 'Decline' (red) and 'Authorize' (blue).

- e. After logging in, you can check and/or add an email address. Having an email address within the system will mean you can reset your password anytime:
  - i. select your name link in the top right of the screen



The screenshot shows a user profile bar with the name 'Jon' and the role 'Internal Quality Assurer' next to a user icon.

- ii. select the 'Personal' tab and check and/or add your email address



Preferences Personal Password Quota

ULN

ULN

Username

testuser

Email

Email

- f. Providing you have an email address associated with your account then you can reset your password anytime via the ManageAssess [login page](#).

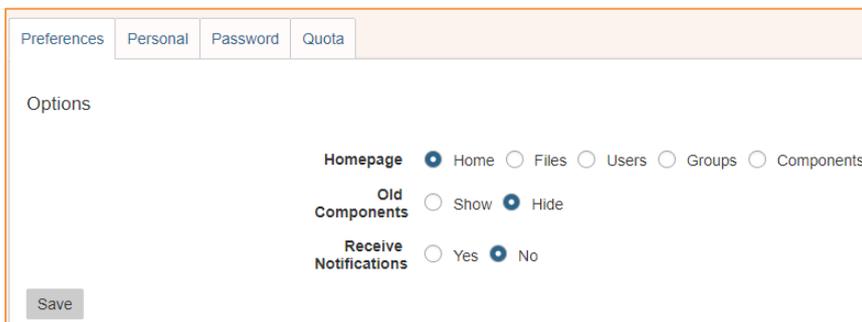
Forgot your password? You can reset it here.

## 2. Your profile

- a. Select your name link in the top right of the screen.



- b. The Preferences tab
- you can set which page will open upon logging in to ManageAssess
  - show/hide old components (units)
  - Toggle on notifications



Preferences Personal Password Quota

Options

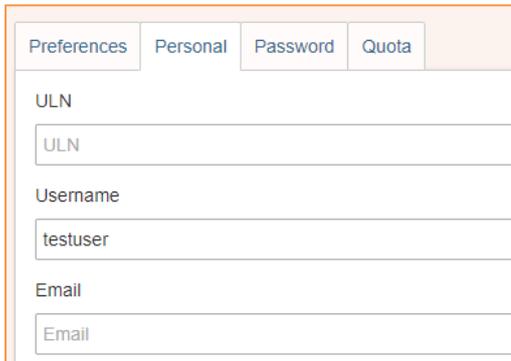
Homepage  Home  Files  Users  Groups  Components

Old Components  Show  Hide

Receive Notifications  Yes  No

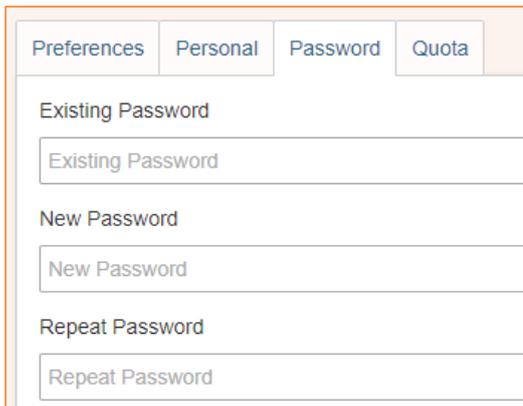
Save

- c. The Personal tab
  - a. add or amend personal details such as email address



The screenshot shows a user profile interface with four tabs: Preferences, Personal, Password, and Quota. The Personal tab is selected. Below the tabs are three input fields: 'ULN' with the value 'ULN', 'Username' with the value 'testuser', and 'Email' with the value 'Email'.

- d. Password tab
  - a. Change your password



The screenshot shows the same user profile interface with the Password tab selected. Below the tabs are three input fields: 'Existing Password' with the value 'Existing Password', 'New Password' with the value 'New Password', and 'Repeat Password' with the value 'Repeat Password'.

- e. Quota tab
  - a. ignore this tab

### 3. The Homepage

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

Groups needing review for JS HC2D6 centre			
Component Name	Qualification	Group name	Actions
<a href="#">UHB24 - Advise and consult with clients</a>	Level 2 NVQ Diploma in Barbering	TransferTestGroup-2	<a href="#">Review</a>

### 4. Sampling evidence and signing off

#### 4.1. Sampling evidence

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.

- a. To review a unit, select the ‘Review’ link for the unit and group that you want to sample.

Groups needing review for JS HC2D6 centre			
Component Name	Qualification	Group name	Actions
<a href="#">UHB24 - Advise and consult with clients</a>	Level 2 NVQ Diploma in Barbering	TransferTestGroup-2	<a href="#">Review</a>

- b. 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: UHB24 - Advise and consult with clients - TransferTestGroup-2 <a href="#">View markscheme</a>				
Name	Files	Assignment Due Date	Status	Actions
<a href="#">TransferTest Learner</a>	0	--	Marked	<a href="#">View Checklist</a>

- c. The mark scheme for the unit can be viewed by selecting the ‘View markscheme’ link.

Task: UHB24 - Advise and consult with clients - TransferTestGroup-2 <a href="#">View markscheme</a>				
Name	Files	Assignment Due Date	Status	Actions
<a href="#">TransferTest Learner</a>	0	--	Marked	<a href="#">View Checklist</a>

d. To view attached/tagged evidence, select 'View Checklist'.

Task: UHB24 - Advise and consult with clients - TransferTestGroup-2 <a href="#">View markscheme</a>				
Name	Files	Assignment Due Date	Status	Actions
<a href="#">TransferTest Learner</a>	0	--	Marked	<a href="#">View Checklist</a>

e. 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 acceptance...</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 acceptance...</a> no comments	<input type="checkbox"/>

f. 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>			
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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 acceptance...</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 acceptance...</a> no comments	<input type="checkbox"/>

## 4.2. Sampling evidence

- a. To sign off select the checkbox within the Internal Quality Assurance column.

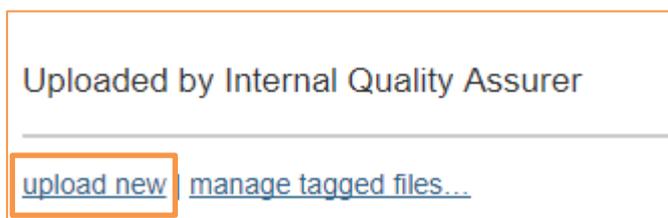
LO1 Be able to prepare for self tanning techniques	Jon EQAlearner (Student) 0 of 5 - 5 more needed	Teacher 5 of 5 ✓	Internal Quality Assurer 5 of 5 ✓
LO1a: Prepare yourself, the client and work area for a self tanning treatment	<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">The 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

## 5. Evidence record

- a. Once sampling/sign off is complete, go to the Evidence Record screen (this can be done from either the top or bottom of the Checklist screen).



- b. 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.

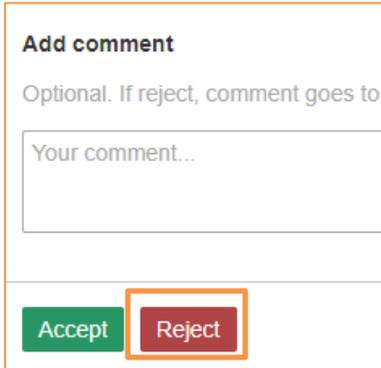


## 6. Rejecting unit and EQA review

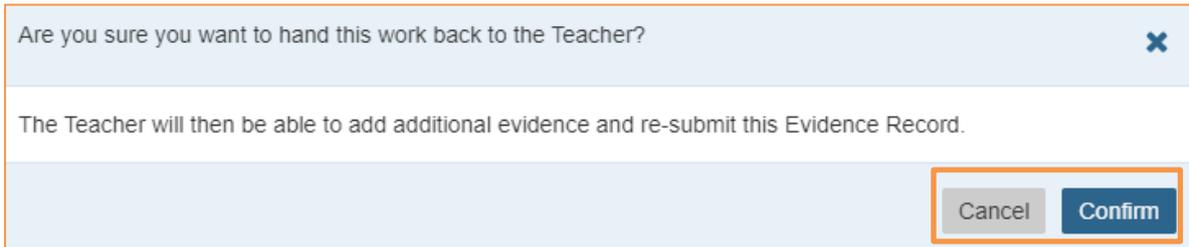
### 6.1. Rejecting unit

Units that have been handed in for IQA review can be rejected back to the tutor/assessor.

- a. Scroll to the bottom of the Evidence Record screen.
- b. Add a comment if required and then select 'Reject'.



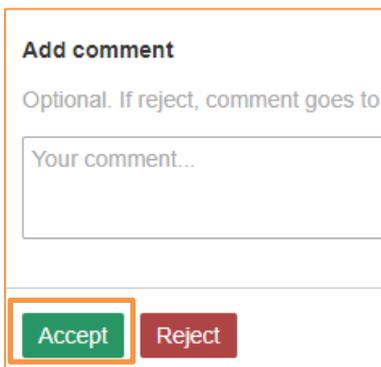
- c. Select 'Confirm' to complete the rejection or 'Cancel' to go back.



### 6.2. EQA review

Once sampling has been completed for a unit it can be handed in for EQA review.

- a. Scroll to the bottom of the Evidence Record screen.
- b. Add a comment if required and then select 'Accept'.



- c. Select 'Confirm' to complete the review request or 'Cancel' to go back.

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.

## 7. Reviewing units not handed in

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

It is important to note that whilst an IQA can view a unit that has not been handed in for review, if the IQA requests EQA review then the assessor/tutor and learner will not be able to interact with the unit. If this happens, and the assessor/tutor/learner require further access to the unit then 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

## 8. 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.

<b>stage</b>	<b>Unit</b>	Open with learner	Handed in by assessor or learner	Assessor requested IQA review	IQA requested EQA review	EQA accepted unit
<b>User</b>	<b>Status</b>	<b>Status</b>	<b>Status</b>	<b>Status</b>	<b>Status</b>	<b>Status</b>
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	

## 9. Help and support

- System enquires: [linx2logins@vtct.org.uk](mailto:linx2logins@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
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
6.0	Customer Support Manager	15/10/2024	All previous IQA guides aligned; Doc title change; Contact transferred to re-brand template	Customer Support Manager

Document Review

Role	Review Status
Customer Support Associated	Reviewed

Document Owner

Document Owner	Document shared with
Customer Support Associate	Customer Support Manager

Document Sign-off

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