VTCT Skills

ManageAssess Tutor-Assessor guide

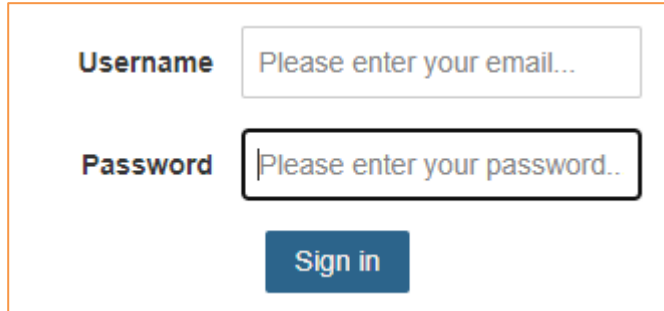November 2024

Version 2.0

Contents

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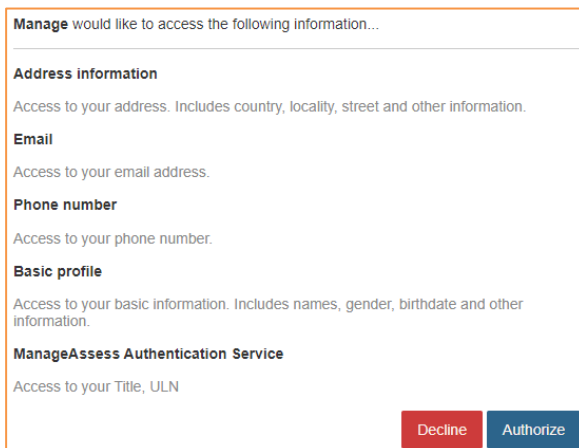
1. Logging in and password reset

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.

Username	Please enter your email...
Password	Please enter your password..

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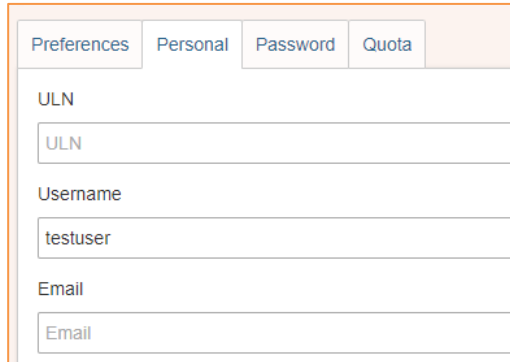
   If you decline then you will be unable to access ManageAssess.

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

Decline   Authorize

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

Jon   Teacher 👤

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

f. Providing you have an email address associated with your account then you can reset your password anytime via the ManageAssess login page.
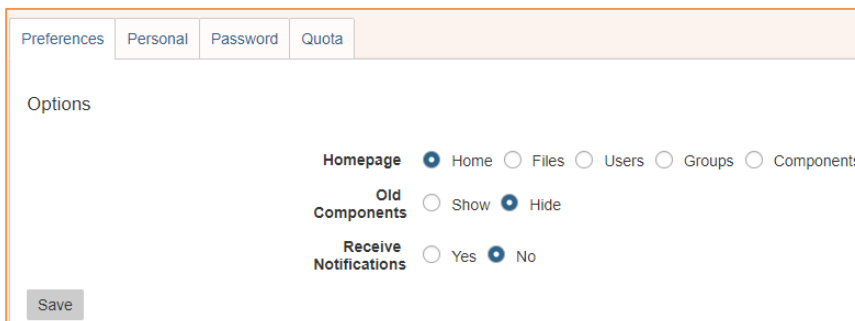

2. Your profile

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

b. The Preferences tab
    a. you can set which page will open upon logging in to ManageAssess
    b. show/hide old components (units)
    c. Toggle on notifications
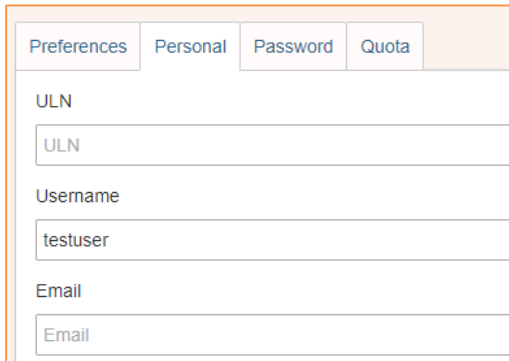
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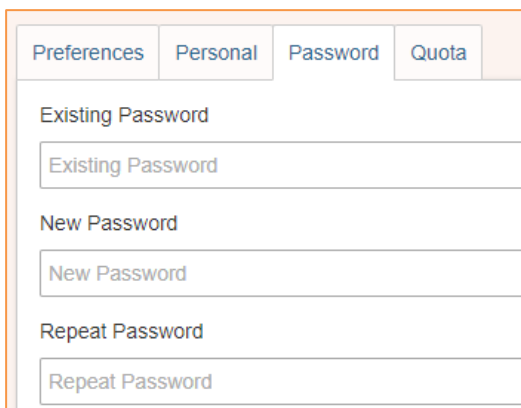
c. The Personal tab
   a. add or amend personal details such as email address

d. Password tab
   a. Change your password
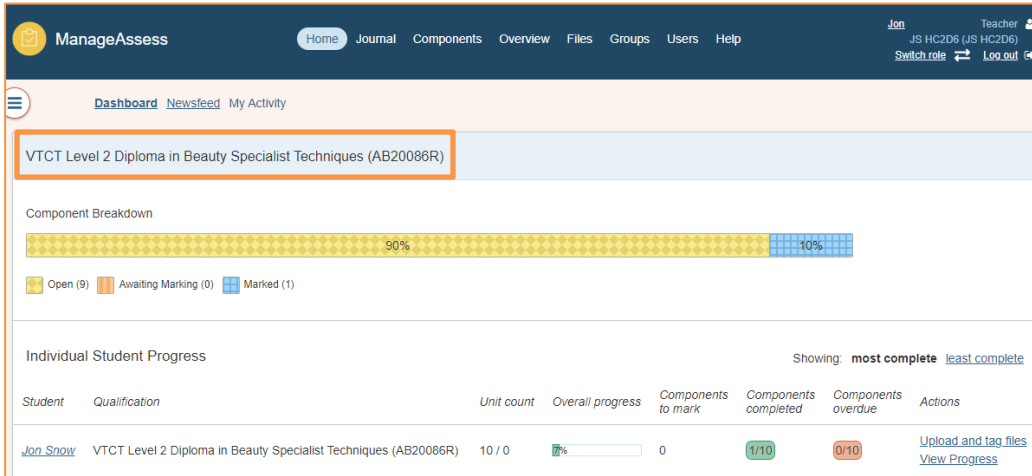
e. Quota tab
   a. ignore this tab

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3. The Homepage

a. Title(s) of qualifications you have been assigned to. If you are assigned to more than one qualification these will be listed separately.
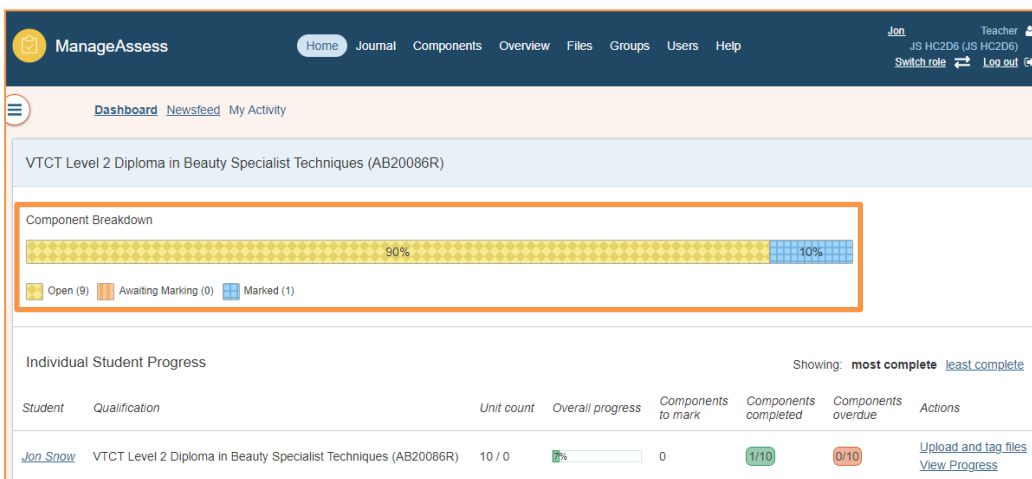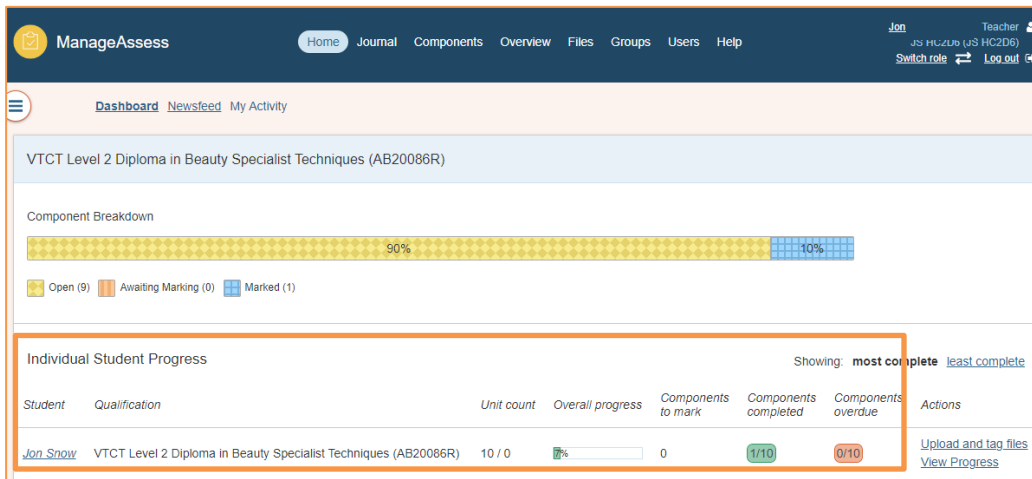

b. The component (unit) breakdown provides you with a quick view of the overall component status for your learners.

- o Open = incomplete
- o Awaiting Marking = handed-in to you by learner
- o Marked = Sent for IQA sampling
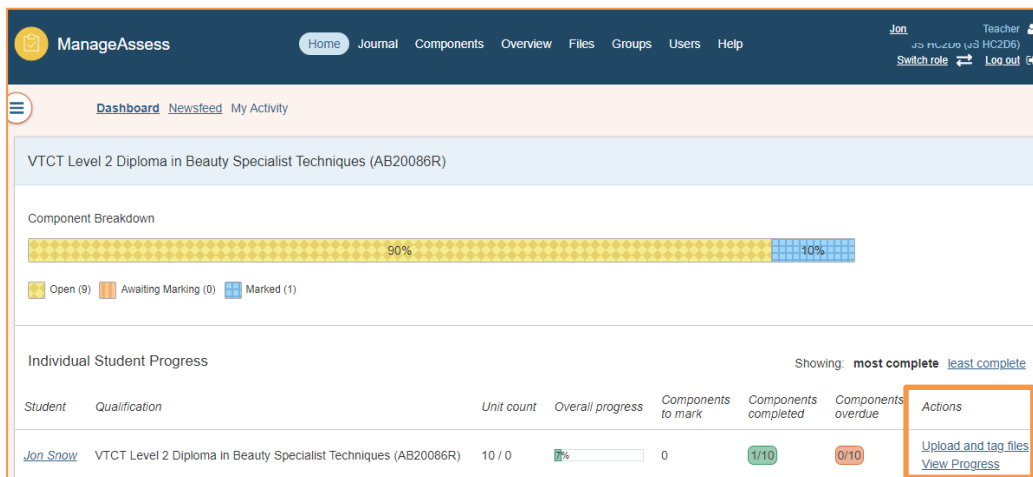
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c. Individual Learner Progress. This is an individual learner component (unit) breakdown.
   a. learner name
   b. qualification
   c. unit count (number of units assigned against the minimum requirement)
   d. overall progress as marked by tutor/assessor
   e. components to mark (handed-in to you by learner)
   f. components completed (sent for IQA sampling)
   g. components overdue (end date set for component reached)

d. Under Actions you can quickly upload and tag evidence files or view the individual learner progress.

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4. Editing a group and assigning/editing optional units

4.1. Editing a group

As a tutor/assessor user you will be assigned to a group(s); a group consists of:

- Group name
- Group description (optional)
- Tutors/Assessors
- Internal Quality Assurers
- Learners

Generally Centre Administrator users will create groups and assign them to a qualification.

Tutor/assessor users can edit certain elements of groups:

- Group name
- Group description (optional)
- Learners

To edit a group:

a. Select 'Groups' from the main menu

Home   Journal   Components   Overview   Files   Groups   Users   Help
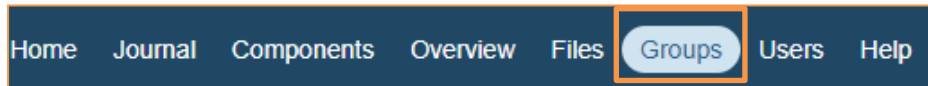
b. Select 'View' to the right of the group you want to edit.

View

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4.2. Assigning/editing optional units

When a qualification is created and assigned to a group, all mandatory units for that qualification are automatically assigned to the learners. Optional units need to be manually assigned.

a. Select 'Components' from the main menu.

| Home | Journal | Components | Overview | Files | Groups | Users | Help |

b. Select 'Qualifications'.

My Components   Subscription Bank   **Qualifications**   Overview

c. To the right of the applicable qualification select 'Manage'.
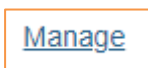
Manage

d. To the right of the applicable group select 'Manage Qualification'.

Manage Qualification
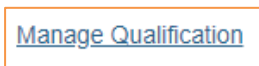
e. All mandatory units are listed in the 'Assigned Units' section.

Assigned Units

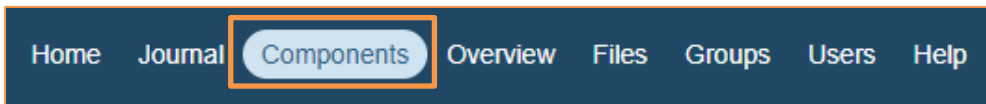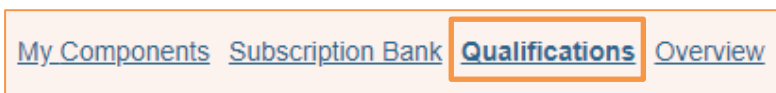| Name	Mandatory Unit?	Actions
UV20398 - Provide facial skin care	Mandatory	Manage
UV20418 - Remove hair using waxing techniques	Mandatory	Manage
UV20419 - Provide eyelash and eyebrow treatments	Mandatory	Manage

f. All other units are listed in the 'Unassigned Units' section.

Unassigned Units

Name	Actions
UBT461 - Provide eyelash lifting	Assign
UV20438 - Instruction on make-up application	Assign
UV20439 - Provide ear piercing	Assign

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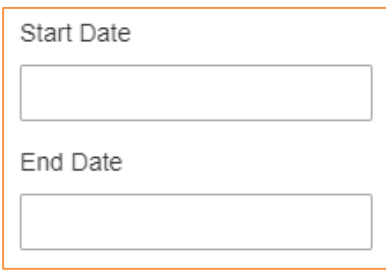
g. To assign an optional unit select 'Assign' to the right of the applicable unit.

Assign
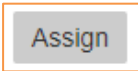
h. You can set a Start and End (hand-in) Date for the unit. If the end date is reached, the unit will become overdue. This will not prevent any user accessing the unit, it is just a notification tool.

These dates can be amended at anytime.

Any start/end date set will apply to all learners and groups assigned to this version of the qualification.

Start Date

End Date

i. To assign learners to the unit select the check box to the right of the learner name.

j. Once all applicable learners have been assigned select 'Update'.

Update
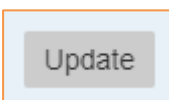
k. The unit will now move to the 'Assigned Units' section.

l. To amend an assigned unit select 'Manage' to the right of the applicable unit.

Manage

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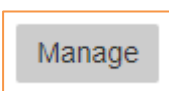
5. The Journal

You can use the journal to make posts to your groups.

    a. Select 'Journal' from the main menu.
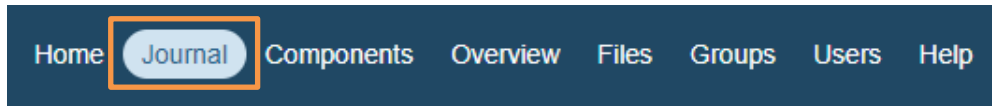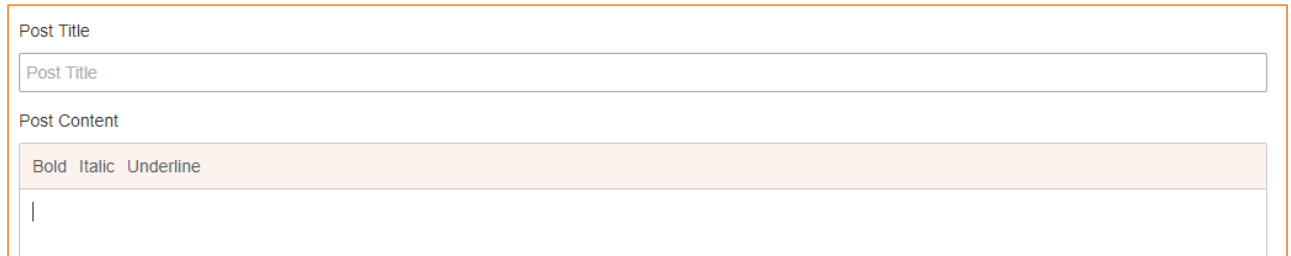
    b. Previous journal posts will be displayed. To make a new post select 'Add New Entry'.

    c. From the 'Group' dropdown select which group this post is aimed at..

    d. Give the post a title and add the post content.

    e. You can also:
        a. Tag new files to the post
        b. Tag files previously uploaded
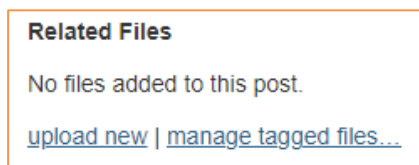
    f. Once your post is complete select 'Add Post'.

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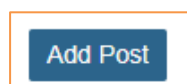
6. Uploading and tagging files

There are multiple ways to upload and tag evidence files to a learner's portfolio. The following steps detail the quickest and simplest way.

    a. From your home screen, select the 'Upload and tag files' link to the right of the learner you want to upload files for.

    b. Select 'Choose Files' to navigate your local folders to locate the applicable file. You can also drag and drop files on to the 'Drop files here' area.
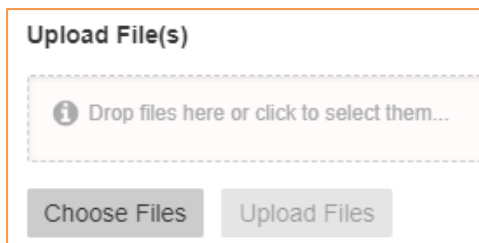
    c. Once the applicable file has been select/dropped it will be displayed.
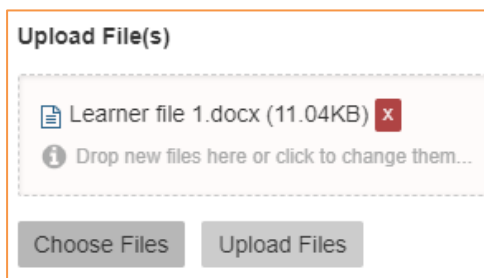
    d. Select 'Upload Files'

    e. You will now be presented with units for the applicable learner. To tag the file you can:
        a. Tag the file at unit level – this will not sign off any criteria within the checklist.

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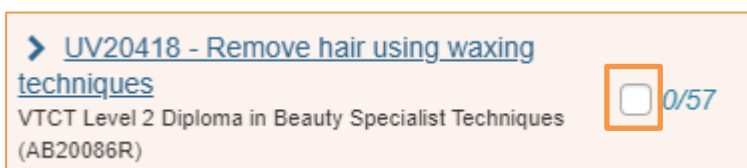
b. Tag the file at Outcome level – this will tag the file, and sign off within the checklist, all criteria within the outcome.

c. Tag the file at individual criteria level – this will sign off the applicable criteria within the checklist.

d. Once the applicable tags have been chosen select 'Submit'.

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7. Evidence record, checklist and hand-in

7.1. Evidence record

a. The Evidence Record provides you with a unit breakdown of progress, files uploaded, the unit description and any default resources.

b. To access the Evidence Record, from your Home page select 'View Progress' to the right of the applicable learner.

View Progress

c. To the right of the applicable unit select the status link – the link name will be one of the following:
   a. Open
   b. Handed in
   c. Marked
   d. Awaiting QA
   e. Passed IQA
   f. Passed EQA

Open

d. You are now on the Evidence Record page.

7.2. Checklist

The Checklist is where you:

- Mark/Sign off criteria
- Record observations
- Add comments

a. To access the Checklist, from your Home page select 'View Progress' to the right of the applicable learner.

View Progress

b. To the right of the applicable unit select the status link – the link name will be one of the following:
   a. Open
   b. Handed in
   c. Marked
   d. Awaiting QA
   e. Passed IQA
   f. Passed EQA

Open

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c. Select the 'Checklist' button

d. To record observation performances select the 'Record [applicable #] performance' button.
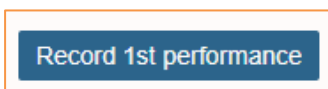
    a. The default date/time will always be current. If the observation took place at a different date/time click in to the date/time field to amend it.

e. To sign off criteria select the applicable sign off box.

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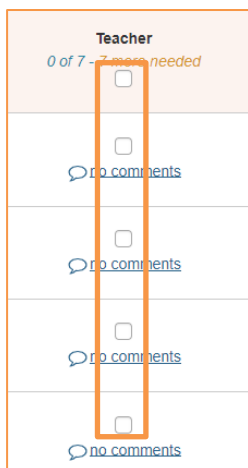
f. Criteria that files have been tagged to will already be signed off, and a link to the file displayed.
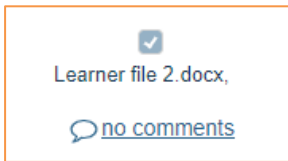
g. If a unit contains external exams, and the learner sat and passed the exam online the result and applicable report will be automatically tagged.
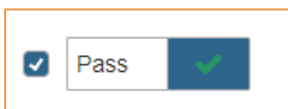
h. To manually sign off an exam result, if for example the learner sat and passed a paper based paper, then enter the applicable Result and select 'Save'; then select the sign off box.
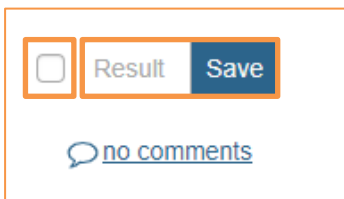
i. Comments can be added to any criteria by select the 'no comments' link.

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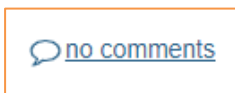
8. Hand-in and request IQA review

8.1. Hand-in

You can hand-in a unit, which locks it down for the learner, preventing further interaction.
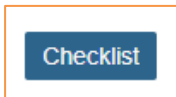
a. From your Home page select 'View Progress' to the right of the applicable learner.

View Progress

b. To the right of the applicable unit select the status link – the link name will be one of the following:
   a. Open
   b. Handed in
   c. Marked
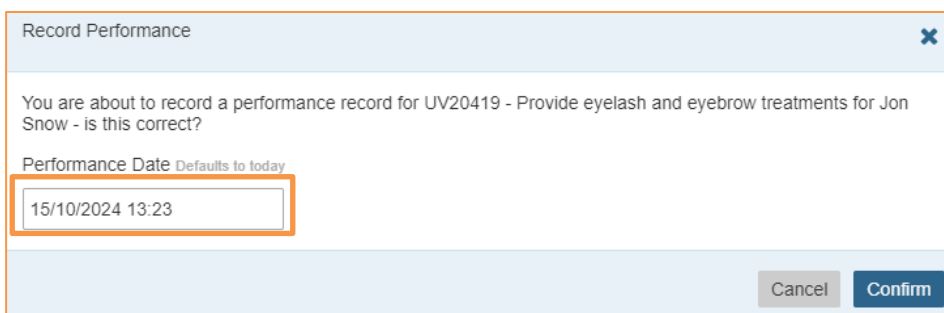   d. Awaiting QA
   e. Passed IQA
   f. Passed EQA

Open

c. Scroll to the bottom of the evidence screen and select 'Hand In'.

Hand In

d. Select 'Hand in' to complete the request or 'Cancel' to go back.

Are you sure you want to hand in all work for this Component, to be marked, on behalf of this Student?

The Student will not be able to add additional work if you do this.

Cancel   Hand in

e. If there is a need to reverse hand in follow the above steps and select 'Re-open' at step c.

Re-open

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8.2.Request IQA review

IQA review can be requested at any time, whether or not the unit has been handed in.

Requesting IQA review for a unit locks it down for both the Tutor/Assessor and learner, preventing further interaction.

a. From your Home page select 'View Progress' to the right of the applicable learner.

View Progress

b. To the right of the applicable unit select the status link – the link name will be one of the following:
    a. Open
    b. Handed in
    c. Marked   Open
    d. Awaiting QA
    e. Passed IQA
    f. Passed EQA

d. Scroll to the bottom of the evidence screen.
e. Add a comment if required.

Add comment

Optional

Your comment...

f. Select 'Request IQA review'.

Request IQA review

g. Select 'Mark' to complete the request or 'Cancel' to go back.

Are you sure you want to set this work as marked?   ✖

You will not be able to mark it further.

Cancel   Mark

h. If there is a need to reverse IQA review the IQA will need to login and reject the unit.

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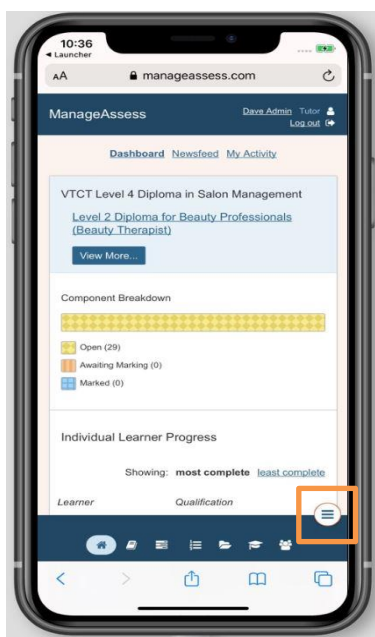
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9. Unit status'

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

10. Uploading and tagging files on a mobile device

10.1. Uploading files

a. [Login](#) to ManageAssess in the usual way via the applicable internet browser on your device.
b. Once logged in, select the flyout menu button.

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c. Select 'Add Files'.

d. Select 'Upload Files'.

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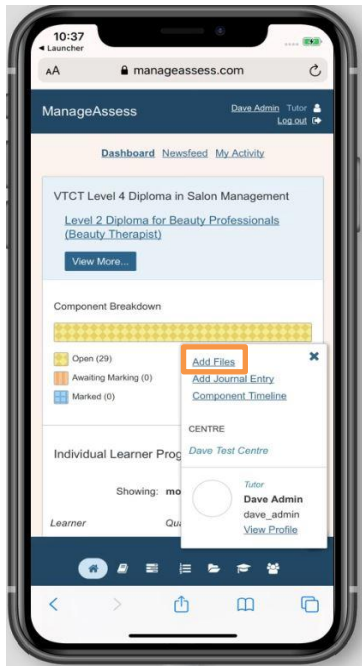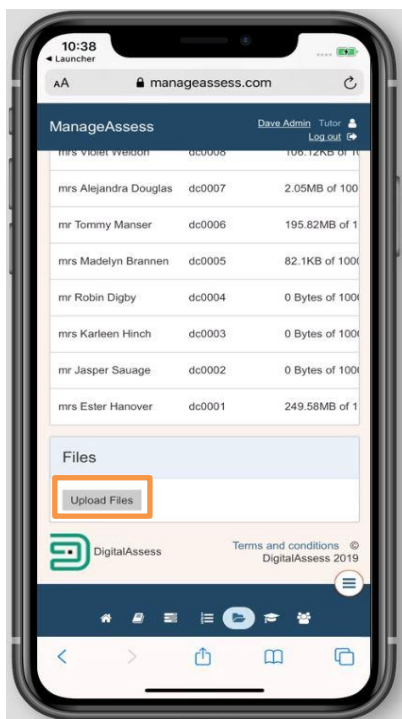
e. Search for and select the learner you want to upload for.

f. Select 'Choose Files'.

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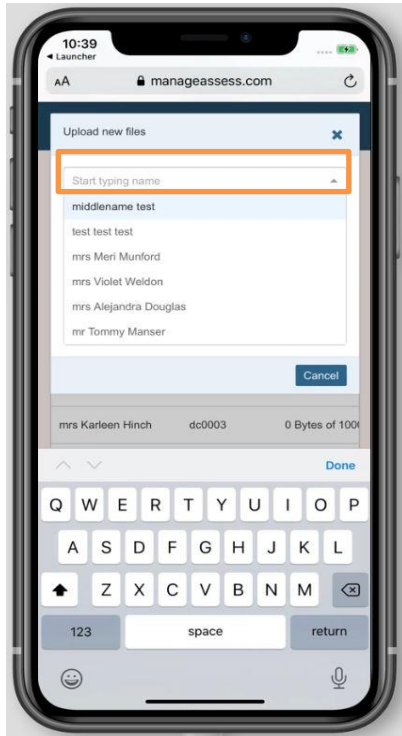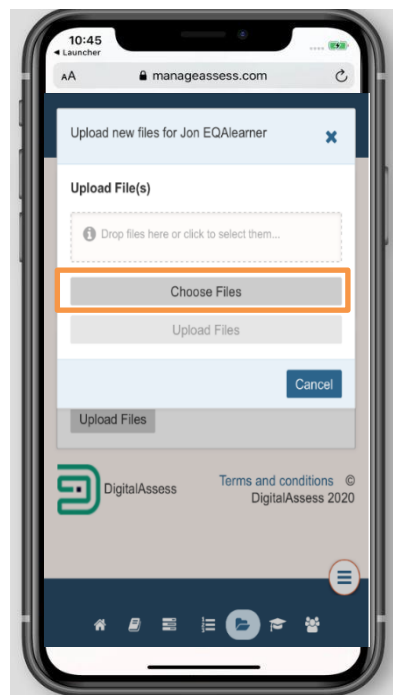
g. Select whether you want to take a photo or video or select from your existing photo library. You can only upload one file at a time.

The wording of the options may vary depending on your operating system.
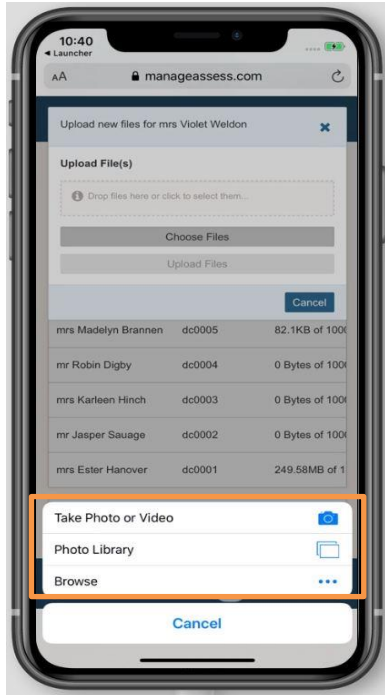
h. Once you have selected your file, select 'Upload Files'.

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10.2. Tagging files

After uploading a file you will have the option to tag it to the learner portfolio. If you choose not to tag the file at this stage then it will be saved in the learner's Files area.
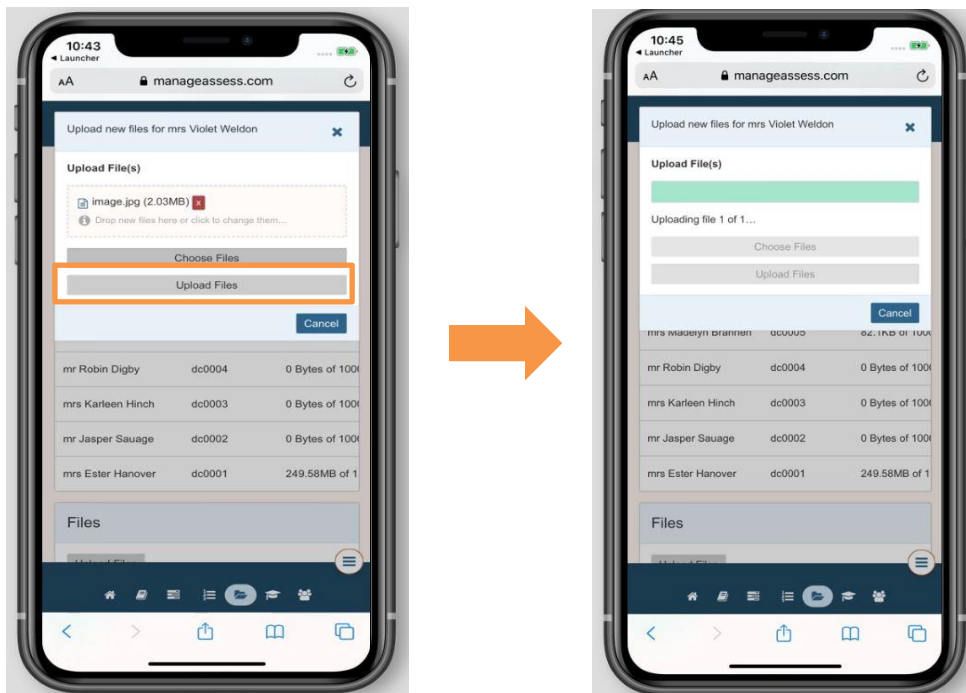
    a. Select which unit you want to tag the file to. You can tag a file to a unit by selecting the relevant check box. You can also tag a file to specific criteria within a unit. First expand the unit, and then select the relevant criteria check box.
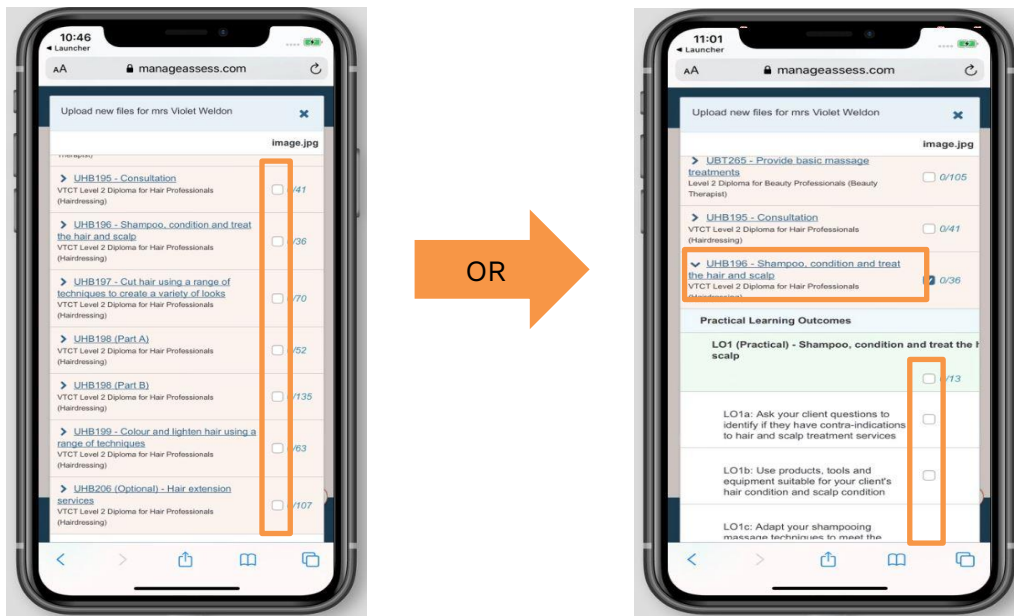
    b. After making your tagging choices select 'Submit'.

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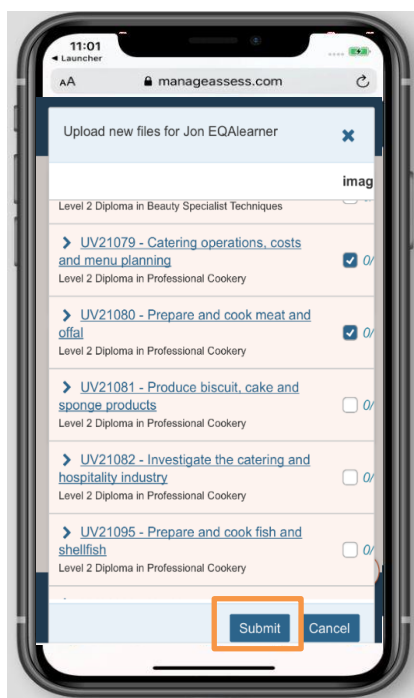
11. Help and support

- System enquires: linx2logins@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

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Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
1.0	Customer Support Manager	15/10/2024	All previous tutor-assessor guides aligned; Contact transferred to re-brand template	Customer Support Manager
2.0	Customer Support Manager	12/11/2024	Text alignment update, page 9	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	15/10/2024

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