

OVERVIEW

This guide will explain how to create your own assessments. Usually, assessments will be sent to you by your Assessor as a task, but there may be instances where you need to start your own. Doing this will allow you to add written/attached evidence, set criteria and leave feedback to your Assessor.

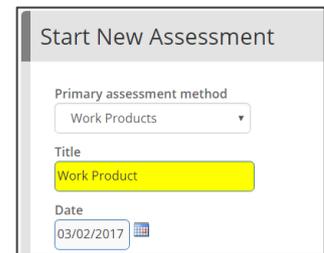
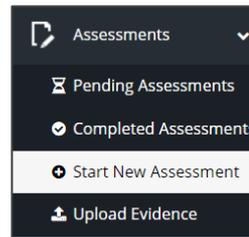
USER RESTRICTIONS

The ability for learners to create assessments is controlled by a Centre Setting. If you don't see the option to start a new assessment, your centre has prevented you from doing so.

DETAILS

To start a new assessment, follow the steps below:

1. Click on the **Assessments** icon in the menu bar
2. Click on the **Start New Assessment** option
3. Select a **Primary Assessment Method**
4. Enter a title and date
5. Click the **Start** button.



You may also see a section titled "How will the evidence be recorded?". The following table shows how the option affects how the assessment will look and function once started.

Option	Description	Preview
Holistically against multiple criteria	One area to add evidence, which maps to all the selected criteria.	
Separately against individual criteria	A separate area to map evidence to each individual selected criteria.	

Criteria

Setting criteria is optional for "Holistic" assessments. If you don't set criteria, your Assessor will do this for you when assessing your evidence.

However, you must set criteria for per-criteria assessments. This is required so that you can add evidence against each selected criteria. [Click here for guidance on setting criteria.](#)

Evidence

Evidence can be typed or attached to the assessment. [Click here for guidance on uploading and attaching evidence.](#)

Feedback and Comments

Any feedback you add will be sent as a message to the Assessor when you sign the assessment.

Assessment Details

Enter the **Learner Assessment Time**, the number of minutes you have worked on the assessment.

Declaration & Signatures

Once you have finished with the assessment, you will need to sign the declaration box by checking the tick box which is highlighted in yellow. You can save the assessment at any point, by clicking either of the save buttons.

Declaration & Signatures			
Only sign here when you have finished with this assessment and wish to send it to the next person.			
Declaration	Name	Signed on Completion	Date
I agree that the information provided here is an accurate account of what has taken place	Gemma Hall (Learner)	<input type="checkbox"/>	27/07/2014 18:50
I agree that the information provided here is an accurate account of what has taken place	Assessor	<input type="checkbox"/>	

Button	Description
Save & Refresh	Save the assessment and remain on the current page
Save & Quit	Save the assessment and navigate away from the assessment page
Delete	Delete the assessment. <i>Warning: the assessment cannot be recovered</i>
Cancel	Discard any changes on the page and return to the previous page