

Overview

Assessment plan templates can be created to save Assessors time in having to re-create the same plans for multiple learners. These templates can contain tasks for learners to complete, and planned assessments for the Assessor.

Preparation

Only **Centre Managers** and **Assessors** can create assessment templates.

User	Navigation
Centre Manager	 <ol style="list-style-type: none">1. Go to the Quality icon.2. Click the Assessment Plan Templates icon.
Assessor	<ol style="list-style-type: none">1. Scroll to the Forms & Templates section.2. Click the Assessment Plan Templates icon.

User Restrictions

Only **Centre Managers** and **Assessors** can create assessment plan templates. Templates created by a Centre Manager can be used by all Assessors. Templates created by an Assessor can only be used that Assessor. However, it is possible for a Centre Manager to promote the Assessor templates to make them available to all users.

Details

To create the assessment plan template, follow the steps below.

1. Navigate to the **Assessment Plan Templates** section.
2. Click the **Create New Template** button.



Once the template has been created, you can begin to fill in the relevant sections

3. Enter the **Template Name** and **Assessment Plan** name.

Template Name	The template name will be displayed when assigning the template to a learner.
<input type="text" value="New Template"/>	
Assessment Plan	The Assessment plan name will be the title of the plan which will be displayed to the learner.
<input type="text" value="Assessment Plan"/>	

Tasks and Future Planned Assessments

To create a task/future planned assessment, follow the steps below.

1. Click on the **Add Task** or **Add Planned Assessment** button.
2. Select a primary assessment method from the **Set assessment as task** drop down list.
3. Click the **Units/ Outcomes:** button and select the units that you plan to cover.
4. Enter a **Description of task** into the text box.
5. Click the **Save** button.

Tasks To Complete Before Next Assessment Plan (All Learners)

Tasks listed here will be automatically generated after the Learner signs this Assessment Plan and should be completed before the next Assessment Plan

No tasks set

Set assessment as task: Case Study

Unit/ Outcomes: [CT183] [CT183.1] [CT183.2] [D45] [D45.2]

Description of task: Please complete your task and explain how to...

Save Cancel

From template: None available

Holistic assessment

Per-criteria assessment

You can also add the following to your assessment plan template if you wish to. Remember that everything added to the assessment plan will be sent to the learner, once assigned.

- Attachments
- Feedback
- Issues Arising

Any of these sections which have been filled in, will be visible when the plan template is assigned to the learner.

6. Click the **Save** button at the bottom of the page.

Assigning Assessment Plan Templates

Only Assessors have the ability to assign assessment plan templates.

To assign the plan template, please follow these steps.

1. Locate the template from the list.
2. Click **Assign to Learners(s)** button, from the options column.
3. Select the learner's **Class** from the drop down list.

Assign to Learner(s)

Assign Assessment Plan to Learner(s)

Default Class Only classes that use the assessment method(s) set in this Assessment Plan are shown

Show learners studying at least one unit set in this Assessment Plan (remove tick to show all learners)

Only show learners who have not been set any of the Written Questions or Assessment Templates set in this Assessment Plan

Select All Deselect All

Fowler, Amy Farrah

Moore, Jennifer

Choosing these options will determine which learners appear in the list.

4. Choose which learners the plan template should be sent to by adding a tick into the checkboxes.

When you have selected a learner, the **Assessment Plan** section will appear below.

Assessment Plan

Carrying out...

Date of this Assessment Plan: 21/05/2014  **Time:** 12:00 

Date for next Assessment Plan: 28/05/2014  **Time:** 12:00 

Type of visit: Not specified 

Here you can edit the name of the assessment plan which will be generated, enter your dates, and select the type of visit.

You can also edit the feedback and issues arising. You cannot edit the tasks or future planned assessments.

5. Scroll to the bottom of the page.
6. Add a tick into the highlighted check box.
7. Click the **Assign** button.

Once assigned, the assessment plan will work like any normal assessment plan.

Signatures

Signed in agreement	Name	Signed	Date
Assessor	Sheldon Cooper	<input type="checkbox"/>	21/05/2014

Assign **Cancel**