



Assessing online

An introduction to our online learning and assessment platform



Tēnei te Mauri Te Mauri ka tū Te Mauri ka oho Te Mauri ka rewa

Eke pānuku, eke tangaroa Whakatū tārewa ki-te-rangi Uhi, wero, tau mai te mauri

Hara mai te toki Ko Whakatangatanga-i-te rā Haumi e! Ui e! Taiki e!

The life-force is moving The life-force is active It is alive, it is present It is coherent It is all encompassing

From the spirit realms Place the life-force forward, challenge Give me the adze called "Whakatangatanga-i-te-rā" The Adze of Creator, That holds the supernatural Power to loosen the sun It is done, it is complete I have made my energy one With all that is!

-Nā Te Ngakooterangi Ngaropo

Rārangi upoko Contents

Nau mai, haere mai Welcome					
Logging into the portal					
A typical online course	9				
Grade Me	11				
Overview of learners	13				
Grade quiz activities	15				
• Quiz activities	15				
Assign a grade	17				
Leave a comment	17				
Review your comments	18				
Troubleshoot quiz activities	19				
• Update the progress bar	19				
• Fix 'ghost' attempts	20				

Grade assignment activities	22
Assignment activities	22
Review the learner's submission	22
• Assign a grade	22
Leave a comment	23
Review a grade	24
Messaging your learners	25
Reporting credit	26
Check reported credit	28
Further information	29

Nau mai, haere mai! Welcome

This guide is an introduction to the Te Mahi Ako online assessment and learning platform. It describes the various features and tools you'll use to review and grade your learners' online tasks. It is based on the Moodle™ Learning Management System (LMS), so if you've used Moodle™ before you may find some features familiar.

On the following pages are step by step instruction on what to do. Please read them carefully.

Logging into the portal

1. Go to the Te Mahi Ako homepage **www.temahiako.org.nz** and click on the **Login** button in the top right.



2. When you first log in your **username** will be your email address and the **password** from your welcome letter.

You'll be prompted to change your password after your first log in. If you forget your password, click on **Forgot your password?** and follow the instructions to reset it.

Ο ΤΕ ΜΑΗΙ ΑΚΟ	
	Your Email Address
	≙
	Log in
	Forgot your password? Not a member?

3. Once you're logged in, click on the Assessor Portal button.



4. Click on the **Access Course** button next to the course you're assessing.

Home <u>Overview</u> My Learners Online Learners	earners to Assess Reported Credit More 🗸
Dnline Modules	
Course Name Last Access New Zealand Certificate in Exercise (Level 4)	Access Course Access Course
Course Name Last Access Delivering Exercise Group Training	Access Course Access Course
Te Mahi Ako provides work-based learning in te ahumahi ā the active recreation, leisure and entertainment sectors. W non-profit organisation supporting Actearoa businesses, iv communities to uplift their people through real-life learnin	-rēhia: e are a vi and g.
© 2022 Te Mahi Ako	

1. You'll now be on the landing page of your online course. Check the title to make sure you are in the right course. If you have used Te Mahi Ako online courses before you maybe be used to the legacy format where all the sections are displayed as boxes on the landing page, like the example below.



Courses from 2024 will use a different format where all the sections are in collapsible containers like the examples below.

You can open and close each section at once using the collapse/expand all button,

ENTERTAINMENT & EVENT OPERATIONS L3 - EDITION 3



or individually using the arrows $\rhd \nabla$ in each header.

				OPERATIO		
Course	Participants	Grades	Question bank	Competencies		
>						Expand all
> In	troduction	า				
• м	odule 1 – I	Know i	t			
> M	odule 2 –	Show	it			
> Su	ımmary a	nd fee	dback			
> As	sessor or	ly sect	tion Not available			

A typical online course

All our courses are customised to the needs of the qualification and industry. There are some standard features you'll see in most courses. You'll only need to concentrate on a few key areas as an assessor.

SKILLS ACTIVE My courses Internal -		A O Student PM -
• 1	Course Participants Grades Question bank Competencies	4 (5
	> Expand	all
2	> Introduction	
	> Module I - Know it	
	> Module 2 – Show it	
	Summary and feedback	
3	> Assessor only section Interminister	

- Course index: In the top left of the course page, you will find the course index tab. This will open or close the course index. You can use this to directly navigate to the assessor only section.
- 2. Course sections: These are what the learner uses to complete their assessment. They're available for you to view, but you won't be able to access the activities, and they won't be available to you as an assessor until the learner has submitted them. The tasks/questions and any instructions are available in your assessor guide.



3. Assessor only section: Some courses have a dedicated assessor only section with information and links for you as an assessor. Only you, as an assessor, can view this section. If the course has no assessor only section or if you need a copy of the assessor guide, please contact assessor liaison at: assessors@temahiako.org.nz

- **4.** The messages and notifications icons: These will tell you if you have messages from your learner or notification from the system. Click on the message speech bubble to open the message dialogue box and the bell icon for notifications.
- **5. The block drawer:** the block drawer tab is on the top right of the course page. This will open or close the block drawer. Here you will find the most useful features as an assessor:
- Grade me: This is your "inbox" as an assessor. Any work that's due to be graded by you will appear here. Once you've given it a grade it will disappear from this view. We'll go into more detail on how to use this feature later in this guide.
- **Completion Progress:** This is where a learner can see their progress through a course. As an assessor, this box will always be blue since you aren't submitting any work to assess. The most important part of this feature for you is the **Overview of learners** button which allows you to check the progress of and access a learner's submitted work. We'll go into more detail on how to use this feature later in this guide.
- Useful resources and links: These are intended to help learners. How-to videos
 The How-to videos may be useful for assessors. They're a series of My game plan
 instructional videos showing the learner how to submit and resubmit
 evidence online. You may wish to watch them to understand what a
 learner needs to do or direct the learner to them if they're having trouble submitting evidence.

ò	Grade Me
	Collapse / Expand All
	Freestyle GRX L4 – Core
	Completion Progress
	Exercise principles assessment
	Not completed 🚫
	Overview of learners
	Useful resources and links
	How-to videos

Grade Me

Grade Me is a feature that shows you all the assignments and manual quiz questions that have been submitted to you by a learner that you need to grade. Think of it as your 'assessor inbox'.

You'll find the **Grade Me** box in the right-hand block drawer of the course you're assessing. This is the fastest way to access and grade learner submissions. Tasks that have been submitted and need to be graded will appear in the Grade Me block. Auto-marked questions won't appear, as they've already achieved a grade.

1. The first level is the course itself – you can use the Collapse/Expand All button to reveal all or click the black triangles to open each level.

Grade Me
Collapse / Expand All
Freestyle GRX L4 – Core

2. The next level is each individual task – the number beside each task indicates how many submissions in each one. You can also see which type of task it is, either a quiz (questions) or assignment (upload).

Collapse / Expand All	
 Freestyle GRX L4 – 	Core
 Work professional assessment 	ly 2
 Anatomy and physiology assess 	7 ment
 Health and wellnes assessment 	ss 1
Administration tas	iks 1
Feedback	2
 Review products a services 	and 3
Arketing tools	3

3. Clicking on the task name will take you to the task itself. As an assessor you won't be able to attempt the task, but you can view all your learners' attempts by clicking the **Attempts** link. This will take you to the grading report which in this case is a quiz. We'll cover these reports in more detail later in this guide. You will have the option of grading every learners' attempt at the task or going to one more level and grading each learner's task individually.



4. The next level is the learner's submission – To grade a task using Grade Me, click the tick beside the learner's name to go to the activity and give it a grade. Clicking on the learners' name will open their profile.



Overview of learners

Click **Overview of learners** under the **Completion Progress** bar in the block drawer to the right of the sceen.



This will take you to your '**Overview of learners'** report which shows the completion progress of all learners assigned to you.

SKLLS ACTIVE Home Dashboar	d My courses Site administration In	ternal 🗸		₽ ₽ (AU	- Edit mode
×					
~	OVERV	IEW OF LEARI	NERS		
✓ Introduction	Course Se	ttings Participants Grad	es Reports More 🗸		
Programme information					
First week checklist	Overview of learne	rs			
Legislation	Role Choose +				
 Instruct a Core Condition 	First name All A B C D E F	G H I J K L M N O	P Q R S T U V W X Y Z		
 Core Conditioning techni 	Last name All A B C D E F	G H I J K L M N O	P Q R S T U V W X Y Z		
 Plan your Core Condition 	First name 🔺 / Last name	Last in course	Completion Progress		Progress
 Instruct your Core Co Instruct your Core Co 	-	-	-		-
○ Review your Core Co ▲	AU Admin User	Monday, 9 October 2023,			0%
 Summary and feedback 		10:02 AM			
Learner feedback	Download table data as Comma s	eparated values (.csv) 🔹 🛙	Download		
 Assessor only section 					

Each learner's progress bar will automatically update to show their status for each task:





A green box indicates the activities that have been graded as correct.

A **pink box** indicates the activities that have been **graded as incomplete and resubmission is required.**

A **blue box** indicates the activities they have **not yet submitted** to you for assessment.

A **yellow box** indicates activities they have **submitted**, **and require grading**. These activities will also show up in Grade Me. When you click on an a yellow box, the task will open ready for you to grade or review

Grade quiz activities

Quiz activities

The quiz activity can comprise questions of various types, including multi-choice questions, matching pairs, short answer and essay-type (longer form questions).

Some of these activities, such as multi-choice questions, may be auto-marked. In these cases you don't have to do anything – the system will allocate the mark for you.

The majority of quiz activities you'll mark are the long answer type, where a question has been asked and the learner responds with either text, audio, video or file upload,

depending on the evidence required. For these types of quiz activities, you'll need to allocate a mark and give feedback.

When you click on a task name in **Grade Me** or a yellow box in the **Overview of learners** you'll be taken to a report for that task. Beside the learner's name is the status of each question in the quiz task. In the example below, Questions 1 and 2 are auto-marked, so they've automatically been graded. Question 3 needs to be marked manually by you.

Comma :	eparated values (.csv) 🗘	Download								
	First name / Surname	Email address	State	Started on	Completed	Time taken	Grade/10.00	Q. 1 /3.33	Q. 2 /3.33	Q. 3 /3.33
•	Gini Wijnaldum Review attempt	gini@null.org	Finished	25 October 2019 8:20 AM	25 October 2019 8:21 AM	50 secs	Not yet graded	✔ 3.33	✓ 3.33	Requires grading
	Overall average						-	3.33 (1)	3.33 (1)	-
				Select all / Deselect all	Regrade selected attempts					

You can click **Review attempt** under the learner's name to see all questions in that task. This is the view when you click on the tick in **Grade Me**.





Then click Assign Grade, to get to the grading box for this question.



The grading box will open in a new window.

🖲 Marualiy gradi	e question 3 in bia	rple Ouc by Gin Nyraidum - Scogle Chrome			- 1	3)
Not secure	solitactivator.	xg.rz imodique;icomment.php?attempt=	253288slot=3			
	Gn M	raidum				
	Quiz Eerpi	Quit				
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	Patra					2
	Vax	aut of 1.00				
	Respon	e history				
	Step	Time	Action	State	Marka	
		25/00/19 (06:00	Sated	Not yet answered		
	2	25/10/19, 08:21	Saved: To save for a trip to Ball To learn how to scalar dive	Acover saved		
	3	25/10/18 0821	Attent frished	Complete		
	1	25/05/28 (8/34	Manula malad built research daal scale diri Manuland a fan menal	Overlage	0.00	
	5	31/10/19, 10:14	Commented Great goals Gini Hew about a few more?	Complete		
	6	31/10/19, 1241	Commented:	Complete		
Sale Ca	noi					

Alternatively, you can click **Requires grading** to directly open the question's grading box.

Grade/10.00	Q. 1 /3.33	Q. 2 /3.33	Q. 3 /3.33
Not yet graded	✓ 3.33	✓ 3.33 (Requires grading
-	3.33 (1)	3.33 (1)	-



In a quiz, every box that say **Requires gradin** must get a grade for the system to update as complete.

Assign a grade

- 1. Read through the learner's submission.
- 2. Use your assessor guide for the model answers and judgement statements.



Once you've determined whether their answer is correct, you have a choice of two **and only two** marks to give:

- 1 = Entire question has been submitted correctly and the learner is competent
- **0** = The learner hasn't provided sufficient evidence and is not yet competent.



If they've answered any part of the question(s) incorrectly, you need to mark it 0. Do not leave questions unmarked or give partial marks (e.g. 0.5) or the completion progress bar won't update correctly – even if all questions are marked correctly on a later attempt.

3. Enter your mark in the mark field out of 1, add a comment and then click **Save** or hit the **Enter** key.

Write your comment here
Path: p
Mark
Grade here: 1 or 0 out of 100
Orade here: For O

Leave a comment

Remember to always leave a specific comment!

Comments should include clear, relevant and specific feedback on the learner's evidence. Non-specific comments such as "Good," or "The learner did the task really well," aren't sufficient.

If the learner is not yet competent, specific feedback gives them the guidance they need to resubmit their evidence successfully.

If they're competent, and the question is marked as correct, a specific comment is still required, explaining why you agree with them. Auto-marked questions don't require comments, as they're automatically graded by the system.

Review your comments

When a learner begins a new attempt, their original answers will carry through to the new attempt, in effect they are carrying on from where they left off. However, your grades and comments stay with each attempt.

	First name 🔺 / Surname	Email address	State	Started on	Completed
	Learner name Review attempt	@gmail.com	Finished	2 July 2021 9:35 PM	16 August 2021 1:57 PM
	Learner name Review attempt		Finished	16 August 2021 1:58 PM	16 August 2021 1:58 PM
	Overall average				

Click **Review attempt** on any open attempt to get started.

You can click through all the attempts quickly by clicking on the attempt link at the top of the page.

From here you can access any marks or feedback from a previous attempt. In this case there have been two attempts and you're currently looking at the second one. If your feedback was for the first attempt, you can click on the 1 and your feedback will be there.

Time taken is a good indicator of whether any work has actually been done – 14 seconds looks like a quick glance and probably means the learner hit re-attempt accidently when all they wanted was to see the feedback.

Also, check the response history – it will let you know if a response has been changed since the last attempt.

State	Marks
Not changed since last attempt	
Complete	

2.	Learner name
Attempts	1,2
Started on	Monday, 16 August 2021, 1:58 PM
State	Finished
Completed on	Monday, 16 August 2021, 1:58 PM
Time taken	14 secs
Grade	Not yet graded

Troubleshoot quiz activities

Sometimes things don't go quite as expected when assessing online. Here are a few common issues that may arise and what you can do about them.

Update the progress bar

Because your grades and comments stay with each attempt, **every question must be marked in every attempt**, even if you marked it correctly in a previous attempt. An unmarked question tagged as "requires grading" will be regarded by the system as incomplete and show on the progress bar as yellow even though you may have marked it all correctly on a previous attempt.

In the example below, the learner has submitted a first attempt that required more evidence. They then submitted a new attempt and have been marked competent in all of the questions. However, because the learner wanted to see their feedback they accidently clicked on **Start new attempt** rather than **Review attempt** and they have submitted a new attempt. This means their progress bar will be yellow instead of green.

Finished	21 June 2020 2:14 PM	29 June 2020 6:11 PM	8 days 3 hours	2.00	× 0.00	× 0.00	✓ 1.00	✓ 1.00
Finished	30 June 2020 9:31 PM	30 June 2020 9:50 PM	19 mins 34 secs	4.00	✓ 1.00	✓ 1.00	✓ 1.00	✓ 1.00
Finished	16 October 2020 12:31 PM	31 October 2020 1:43 PM	15 days 1 hour	Not yet graded	Requires grading	Requires grading	Requires grading	Requires grading

To fix this, you can go into the third attempt and give each question a **'0'** mark where it says **Requires** grading. The progress bar will take the highest mark of all three attempts and turn green.

Note: As a default, all attempts are ordered by the time/date they come in. To easily find if a learner has made multiple attempts, click on the first name/surname link to sort by their name. This will group all their attempts together in the order they come in. Look for any questions that "Requires grading" and assign them a mark to keep the learner's progress bar up to date.





Remember, the learner's answers will carry through to their next attempt, but your feedback and grade stay with the attempt.

This ensures your evidence of assessing (i.e. grade and comments), is saved in the system for moderation purposes against the attempt that warranted the grade.

Fix 'ghost' attempts

When checking Grade Me, you may find multiple attempts at the same quiz. There should only be one attempt until you grade it.

Once you have graded the attempt, it will disappear from the Grade Me list, so this means the learner is hitting the re-attempt quiz button instead of reviewing the quiz. We can fix this by following a few steps.

Step 1

Send a message to the learner to let them know they're sending multiple attempts and direct them to the **How-to video: Resubmitting a quiz 3**.



Step 2

Click into the **Overview of Learners** and find the learner with multiple attempts, then click on the bar for the question where the multiple attempts are coming from.

Student name	Monday, 16 August 2021, 2:42 PM 🔽 🗸 🖉	40%

Step 3

Find the learner's name by clicking the first name/surname sorting link.

(First name / Surname	Email address	State	Started on	Completed	Time taken	Grade/2.00	Q. 1 /1.00	Q. 2 /1.00
	Learner name Review attempt	@gmail.com	Finished	2 July 2021 9:35 PM	16 August 2021 1:57 PM	44 days 16 hours	Not yet graded	Requires grading	Requires grading
	Learner name Review attempt		Finished	16 August 2021 1:58 PM	16 August 2021 1:58 PM	14 secs	Not yet graded	Requires grading	Requires grading
	Overall average						1.82 (157)	0.94 (157)	0.88 (158)



Step 4

Only mark the latest attempt. The learner's answers carry over between attempts, but your grades and feedback stay with the attempt for moderation purposes. By only marking the latest attempt the previous attempts become moot and can be sorted out by you putting in a zero (0) as a grade.

	First name [▲] / Surname	Email address	State	Started on	Completed	Time taken	Grade/2.00	Q. 1 /1.00	Q. 2 /1.00
	Learner name Review attempt	@gmail.com	Finished	2 July 2021 9:35 PM	16 August 2021 1:57 PM	44 days 16 hours	Not yet graded	Requires grading	Requires grading
	Learner name Review attempt		Finished	16 August 2021 1:58 PM	16 August 2021 1:58 PM	14 secs	Not yet graded	Requires grading	Requires grading
	Overall average						1.82 (157)	0.94 (157)	0.88 (158)

Any attempt that has a **Requires grading** instruction in the question will show up on the **Grade Me** block. If none of the open attempts reach the required grade i.e. 2.00/2.00 then the completion box will stay yellow, which may lead to more attempts.

Learners should only re-attempt a quiz if the box is pink and marked as not yet complete, but there's no way to prevent multiple attempts when an attempt is pending marking. Most of the time when this has occurred in other courses it's just the learner looking for feedback. In which case, they should be clicking the **Review** link instead of starting a new attempt. This is covered in the learner instruction video.

Attempt	State	Grade / 2.00	Review
1	Finished Submitted Monday, 16 August 2021, 1:57 PM	Not yet graded	Review
2	Finished Submitted Monday, 16 August 2021, 1:58 PM	Not yet graded	Review
	Highest grade: Not yet graded / 2.00.		
	Po et a contra		



In a quiz, every box that say **Requires grading** must get a grade for the system to update as complete.

Grade assignment activities

Assignment activities

The assignment activity enables a learner to submit any digital files i.e. Word documents, spreadsheets, images, audio and video clips. Alternatively, or in addition, the assessment may ask the learner to type directly into the text editor.

An assignment can only be graded for one task at a time, but it may collect multiple files as evidence.



When you open the assignment task for grading, you'll be able to open and review the learner's evidence and make your judgement.

Submission status	
Attempt number	This is attempt 2.
Submission status	Submitted for grading
Grading status	Not graded
Due date	Friday, 15 November 2019, 12:00 AM
Time remaining	14 days 7 hours
Editing status	Trainee cannot edit this submission
Last modified	Thursday, 31 October 2019, 4:01 PM
File submissions	Task 2 assessment.docx
Submission comments	Comments (0)

Assign a grade

When you've made your judgement, select the appropriate grade from the three options in the drop-down list:

- **No grade:** Is the default—it reverts the submission status back to blue on the learner's progress bar. Try to avoid this option.
- Achieved: All evidence is present and correct. The submission on the progress bar will turn green.
- Not yet achieved: The evidence is incomplete. The submission on the progress bar will turn red. Don't forget to leave a comment with this option so the learner knows what else they need to do to complete.

Note: The grade for this activity type requires a word grade as opposed to the quiz activity that only requires a 1 or a 0.

Leave a comment

You can use the **Feedback comments** field to congratulate the learner on achieving the task, with specific comments on how their evidence met the marking criteria. If the evidence is incomplete, use this field to leave further instructions.

You may also wish to mark up your comments directly onto a learner's uploaded file, and send it back to them via the **Feedback files** upload box. This feedback files can also be used to upload files on the learner's behalf.

You can then save your mark and have the choice of either returning to another learner's work or continuing with the current learner's next submission.

Grade	
Grade	
Grade:	No grade +
Current grade in gradebook	No grade Achieved
Feedback comments	Notyet achieved
	Write your comments here
Feedback files	Maximum size for new files: Unlimited
	Upload files here



If the learner sends you evidence via email, it's important to remind them to submit it online through their assessment.

This ensures the learner's evidence, and your evidence of assessing (i.e. grade and comments), is saved in the system for moderation purposes. It also enables the learner to officially complete the course and be awarded their certificate.

The **attempt settings** determine how many attempts the learner can make on the task. As a default, they're set on **Automatically until pass**. This means the learner will only be able to resubmit if they've been given a **Not yet achieved** grade. If they accidentally send you the wrong file, let them know in the comments and set the grade as **Not yet achieved** to allow them to resubmit.

Finally, click **Save changes** to record the grade you assigned to this task. The system will then update the learner's progress completion bar. Once you've saved changes, you'll be taken to the grading review page.

Review a grade

In the **Review grade** window you can review the actions you've taken, with the time and details of the grade given. Once you've done this, if you wish to return to the main page, you can choose one of two paths:

1. Click on the **main course page** link at the top of the page, to take you back to the start.

	маніако	Internal 🗸										
Cycen course adver												
Back										D	ownload all sub	omissions
Sub	omissions											
Gradin	g action Choose	\$										
Separa	te groups All particip	ants ¢										
First n	ame All A B C D	E F G H I J K L M N O P (R S T U	V W X Y	Z							
Last na	ame All A B C D	E F G H I J K L M N O P G	RSTU	V W X Y	Z							
			I	1 2 3	4 5 6 7	8 9 3	•					
User pictu	First name / Ire Last name —	Email address —	Status —	Grade	Last modified (submission) —	Online text	File submissions —	Submission comments	Last modified (grade)	Feedback comments	Feedback files —	Final grade
0	Admin User	info@skillsactivator.org.nz	No submission	Grade	-	Q		Comments(0)	-			-

2. Or use the side menu to choose where to go.

О ТЕ І	ианіако	Internal 🗸										
Open cour	e index	Freestyle GRX L4 - Core / Review REVIEW PROD Assessment Settings Advanced	products and service	res / Grad ND SI	ing ERVICES							
Back	1									De	ownload all sub	missions
Sub	missions											
Gradin	g action Choose	\$										
Separa	e groups All particip	ants ¢										
First na	me All A B C D	E F G H I J K L M N O P O	R S T U V	W X Y	Z							
Last na	me All A B C D	E F G H I J K L M N O P G	RSTUV	W X Y	Z							
			1	2 3	4 5 6 7	8 9 ,	0					
User pictu	First name / re Last name —	Email address —	Status Gi	Frade	Last modified (submission) –	Online text	File submissions —	Submission comments	Last modified (grade)	Feedback comments	Feedback files —	Final grade
•	Admin User	info@skillsactivator.org.nz	No submission	Grade	-	Q		Comments	-			-

Messaging your learners

You can use the messages feature to introduce yourself to your learner and give general comments or feedback on their assessment. Comments or feedback on a particular task will need to stay with that task for moderation purposes.

There are a few way you can message your learner. The easiest way is to simply reply when they message you. You can access your messages and toggle the message sidebar on and off by clicking the message icon in the top right corner of the page.

Most messages will appear in the private messaging section.

You can also search for contacts in the contacts section.

↓ 4 ⊘ ∭ ×	
	×
Search Q	٥
& Conta	acts
► Starred (0)	
• Group (0)	
• Private (35)	

To add a learner to your contacts you can click on their name wherever it appears. This will open their profile. You can message them directly from here or add them to your contacts using the icons at the top of the profile next to the learner's name.

FREESTYLE GROUP EXERCISE L4 - CORE



Reporting credit

Once you have graded a learner's evidence, please refer to the matrix to check when you can report achievement of the unit standard:

• within the assessor only section online

Credit reporting
Once all assessment has been completed you need to download and complete the following outcome forms for your records.
These are the learner's record of assessment and final result. They can also be used to report the credits for the learner if you cannot report them via your portal.
To report credit for a learner, log into your assessor portal and report the credits electronically.
Report credit
Assessment outcome forms
Assessment matrix

• or your assessor guide.

Poukapa aromatawai Assessment matrix

This matrix shows which assessment tasks relate to each performance criteria in this unit standard.

Unit standard	22772							
Exercise principles assessment								
Q1	1.1							
Q2	1.1							
Q3	1.2							
Q4	1.2							
Q5	1.3							
Q6	1.4							
Choreographic p	rinciples							
assessment								
Q1	2.1							
Q2	2.2							
Q3	2.3							
REPORT US 22772								

Reporting credit

Once you have marked the learner's assessment as competent and these boxes in the online progress bar turn green, you may report credit for unit standard **22772** (v2).

The online assessment and learning platform does not report achievement to Te Mahi Ako. To do this you need to return to your assessor portal and click on the learners to assess tab. When this page loads, it will only show one unit standard per person.

To see all of the unit standards for a learner, click on the see more button.

TRAINEE	WORKPLACE	MODULE	UNIT	STANDARD	ASSESSMENT DATE	ACHIEVED	
A K	Pool & Leisure Centre	Facility Operations (Level 4) (Online)	31145	Operate, maintain, and recommend acquisition of, facility resources and spaces to meet the needs of users			See more
S G	Aquatic Centre	Facility Operations (Level 4) (Online)	31145	Operate, maintain, and recommend acquisition of, facility resources and spaces to meet the needs of users			See more

Only standards which have not yet been assessed will show here too. To report the credit follow these steps:

- 1. Enter an assessment date for the unit standard you want to report.
- 2. Tick the achieved box.
- 3. Select save.

						Search		
TRAINEE	WORKPLACE		MODULE	UNIT	STANDARD	ASSESSMENT	ACHIEVED	
A K	Po Leisure Centre	ool &	Facility Operations (Level 4) (Online)	31145	Operate, maintain, and recommend acquisition of, facility resources and spaces to meet the needs of users		2	3 save
A K	Po Leisure Centre	001 &	Facility Operations (Level 4) (Online)	29847	Demonstrate knowledge of a recreation workplace and its contribution to individuals and communities in New Zealand	ĺ		Save

Repeat this action for all of the unit standards you want to assess for the learner. To go back to the list of all learners click on the X in the search box.



Check reported credit

If you need to see information on credit, you have already reported, you can find it and the reported credits tab.

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TRAINEE WORKPLAG	CE MODULE	UNIT 30123	STANDARD Recognise and respond to simulated emergencies and apply rescue techniques as a pool lifeguard in an aquatic facility	ASSESSMENT ASSESSME DATE ENTRY DAT	NT E see more	

Again, you only see one row per learner but if you click on the see more button you will be able to see all unit standards you have reported for that learner.

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TRAINEE	WORKPLACE	MODULE	UNIT	STANDARD	ASSESSMENT DATE	ASSESSMENT ENTRY DATE	
A S	Pool and Leisure Centre	Pool Lifeguard Skills Award	30123	Recognise and respond to simulated emergencies and apply rescue techniques as a pool lifeguard in an aquatic facility	14/10/2022		9.010
A S	Pool and Leisure Centre	Pool Lifeguard Practising Certificate	29848	Demonstrate knowledge of the health and safety procedures and practices in a recreation workplace	1/11/2022		Save
A S	Pool and Leisure Centre	Pool Lifeguard Practising Certificate	30124	Supervise customers and maintain safety as a pool lifeguard in an aquatic facility	1/11/2022		5849
Showing 1 to 3 of 3 records							Prev Next
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МАН АКО	1	info@temahia 0508475455	w.org.nz	• •			
Mahi Ako provides work-base a active recreation, leisure and n-profit organisation supporti mmunities to uplift their peop	ed learning in te ahumahi I entertainment sectors. V ng Aotearoa businesses, Ile through real-life learni	ā-rēhia: Ve are a iwi and ng.			14 Sages Lane Te Aro Welling New Zealand	gton, 6011 Pip Ne	9 Box 2183 pitea Wellington, 6140 w Zealand
2022 Te Mahi Ako							contact us

Further information



Assessing online module

This quick online course takes you through a step-by-step guide on how to assess online:



https://activecv.co.nz/external/o360-2019-11-14/#/



Contact our help desk

helpdesk@temahiako.org.nz | 0508 475 455

Available: 9am – 5pm | Monday to Friday

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