



Learner Basics

Completing Assessments

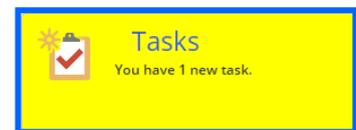
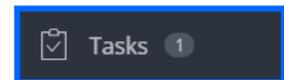
Completing Assessments

During your learning you will be required to provide evidence of learning within an Assessment. This guide will take you through how to accept and complete Assessments sent to you by your Tutor.

How to open an Assessment

1. On your **Homepage**, there are three ways to open your **Tasks** and begin an **Assessment**;

- Selecting **Tasks** from the top-right hand side of any page.
- Selecting **Tasks** from the left-hand menu.
- Selecting **Tasks** from the Tasks icon on your **Homepage**.



2. From your task-list you will be able to see all tasks that are currently overdue or due within the next few weeks.

Tasks in RED text are currently overdue

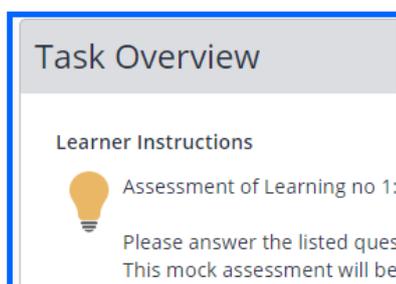
Any task that start with "Please complete your new assessment" will be Assessments

3. To open an Assessment, select one of the tasks

Tip:
You can use the filters on the top right-hand side of the page to change what tasks currently display. This can be filtered by due-date and what tasks are currently; Pending, Completed or Future Planned tasks



How to complete an Assessment



Task Overview

Here you will see the instructions for the activity, as given by your Tutor along with any resources they have provided.

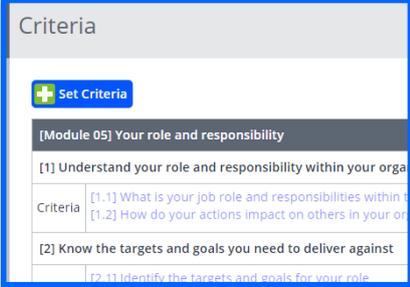
Continued..

Assessment

This section will display Assessment details, such as its title.



Assessment			
Details			
Primary Method:	Reference:	Date:	Title:
Underpinning Knowledge	UKW2	19/02/2020	UKW2



Criteria	
+ Set Criteria	
[Module 05] Your role and responsibility	
[1] Understand your role and responsibility within your orga	
Criteria	[1.1] What is your job role and responsibilities within
	[1.2] How do your actions impact on others in your or
[2] Know the targets and goals you need to deliver against	
	[2.1] Identify the targets and goals for your role

Criteria

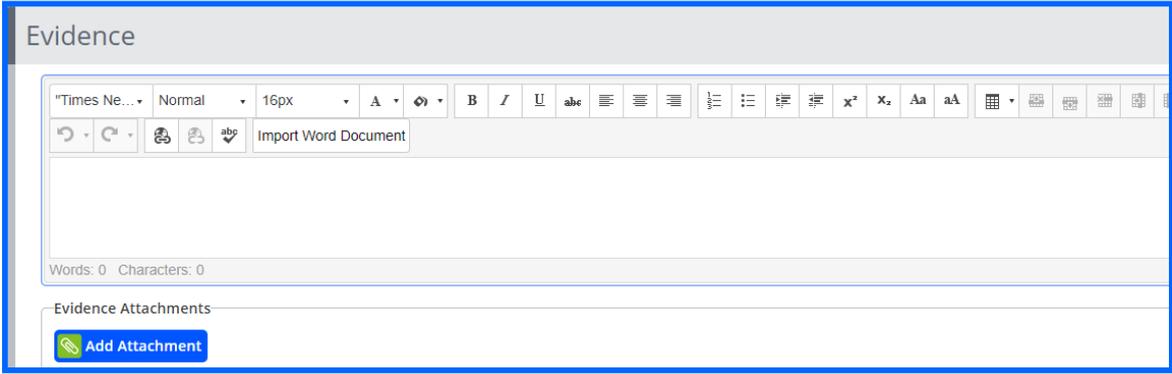
Here will display what criteria your Tutor has mapped to this Assessment. These will be marked off as completed and add progress in your portfolio once the task has been completed.

Evidence

Here you will provide evidence for the task as stated in the learner instructions.

-You can type directly into the text box and use the formatting tools across the top.

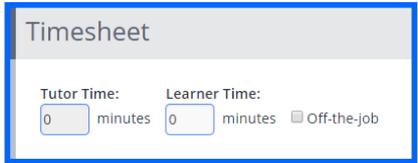
-Alternatively, you can upload attachments as evidence by selecting **Add Attachment**.



Evidence	
"Times Ne... Normal 16px A B I U abc [Rich Text Editor Icons]	
Words: 0 Characters: 0	
Evidence Attachments	
+ Add Attachment	

Timesheet

In this box you will be able to state how long you have taken to complete the task along with selecting whether or not this task was a part of your **Off-the-Job**.



Timesheet	
Tutor Time:	Learner Time:
<input type="text" value="0"/> minutes	<input type="text" value="0"/> minutes
<input type="checkbox"/> Off-the-job	

Declaration & Signatures

Once you have completed the assessment and are happy to send it back to your Tutor, tick the '**Signed on Completion**' checkbox which is currently highlighted in yellow and select **Save**.

Declaration	Name	Signed on Completion	Date
I agree that the information provided here is an accurate account of what has taken place.	Pete Blue (Learner)	<input checked="" type="checkbox"/>	19/02/2020 14:15

Tip: If you wanted to come back to your work at a later date without sending it to your Tutor, just select **Save** and don't **Sign** until you are ready.

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<https://live.onefile.co.uk/userguides/>



info.onefile.co.uk/onboarding