iPET Network Assessor E-Portfolio Guide

This user guide will guide you through the key functions of iPET Network's Assessor E-portfolio.

Check out our YouTube training videos on the playlist:
https://www.youtube.com/playlist?list=PLq09TARyQYoyPoDT9Ut3VEhgmfquK_F8a

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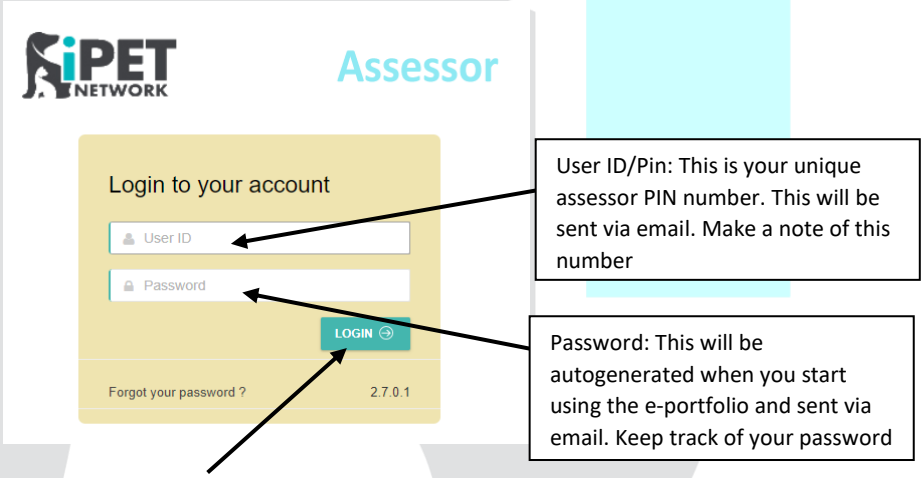
1. Logging in

Logging into the E-portfolio is very easy, just make sure you have an internet connection and you type the correct HTTPS or address in the search bar.

As an Assessor you will need to use: https://aaslep.aptechsystem.co.uk

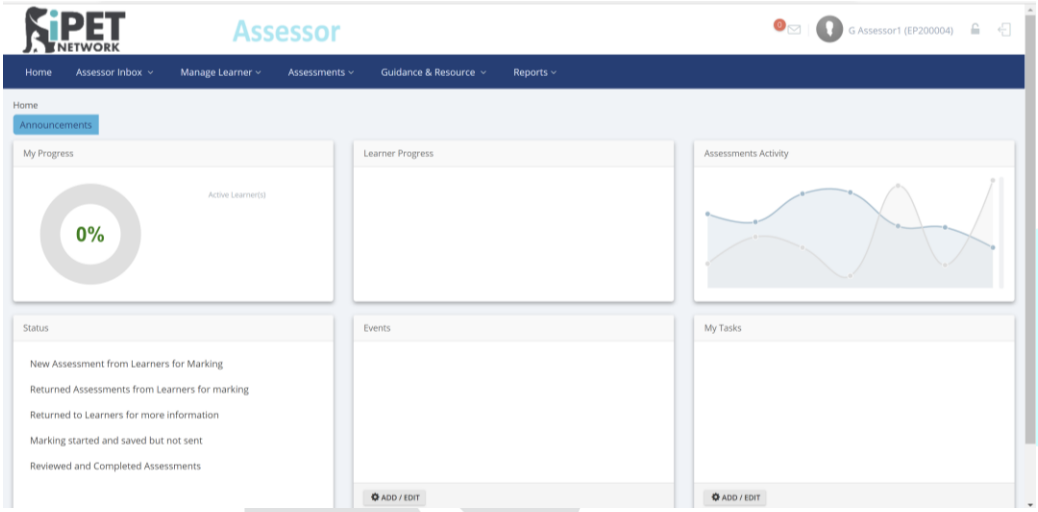
Once you have opened up/clicked on the link, you will see the Assessor login screen pictured below.



Once you have entered these details, click '**Login**'

Tip: Pressing enter doesn't work, you need to click on 'Login' to get into the system

Then you will get access to this screen:



2. Overview of Main Home Screen

On the home screen you will see a blue bar with headings, your name and assessor PIN/user ID in the right hand top corner. You will also see tiles on the home page as follows:

My Progress - Gives an overview of the active learners and the progress overall.

Learner Progress – This gives you an overview of each Learner and where they are on their qualification.

Assessment Activity – This reviews all the assessments completed and your activity as an assessor.

Status – Five key areas on your workflow, this includes both live and completed assessments. It allows you as an assessor to plan your time.

Events – Planning meetings linked with the assessment process which can include other assessors or Learners.

My tasks – This allows you as the assessor to plan in tasks within your role both with Learners or with other assessors / IQA / Colleagues.

The headings on the dark blue bar are as follows:

Assessor Inbox - Allows you to mark work and upload evidence

Manage Learner - Allows you to view Learner Progress, block Learners and reset Learner passwords if they forget theirs.

Assessments – Allows you to give your Learners their work by 'scheduling the assessments' and extend the dates on the assessments to give them more time to complete (within their registration duration)

Guidance & Resource – You can access most documents linked to the qualification here, such as assessment records, and Candidate Resource Handbooks.

Reports – Enables you to produce reports to keep track of the Learners studying with you.

IQA Sampling V2 – You can see the IQA's feedback here, comment on it and confirm that you have completed any actions.

3. New Learner Process

Step 1 – Register the Learner on the web portal

Step 2 - (allow 24 hours) – Log in to the Centre E-Portfolio to assign the Assessor and IQA

Step 3 - (allow 24 hours) – Log in to the Assessor E-Portfolio and allocate units (this is called schedule assessments – see later in this guide for more information)

4. Setting / Scheduling an Assessment

The e-portfolio uses the word assessment. There could be 1 assessment per unit, or you may find units are broken down into a few assessments e.g. there may be a separate candidate induction.

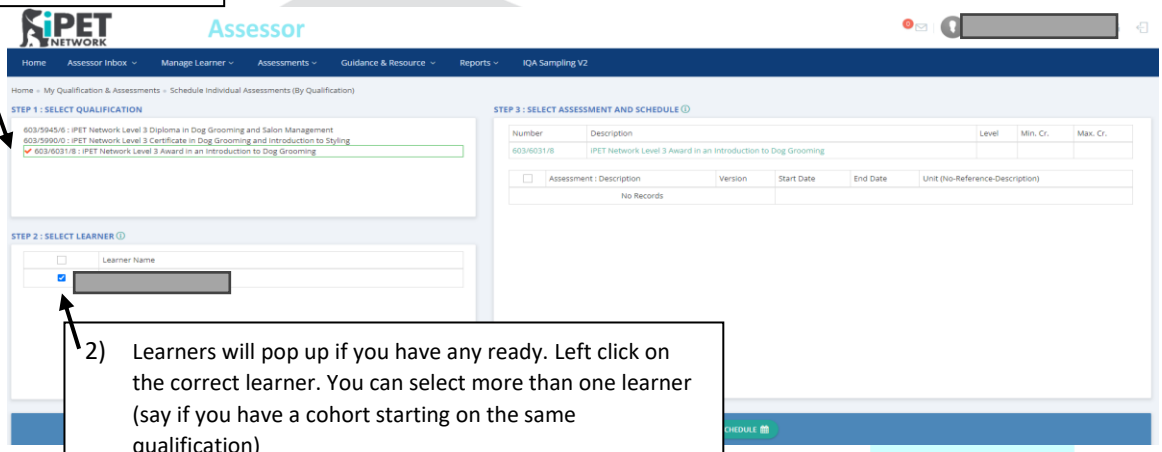
Each assessment/unit will need to be set/given to the learner. Once the Learner e-portfolio account is generated by assigning an Assessor and IQA in the centre e-portfolio and waiting up to 24 hours, the Learner e-portfolio account will exist but it won't have any work in it. They can log in but won't have any tasks to start.

To do this, hover over assessments, then schedule individual assessments. The options you will be given will be:

By Qualification* – This will give the assessor the option to select the qualification, any learners that are registered and then assign them their assessments. It will ask you to select the qualification and click in the tick box, then select the learner and then the assessments you wish to schedule.
**We recommend you try this option first*
By Learner – This will give the assessor the option to select a learner and individual assessments.
By Assessment – This will give the assessor the option to select assessments then identify the learner / learners that it will apply to.

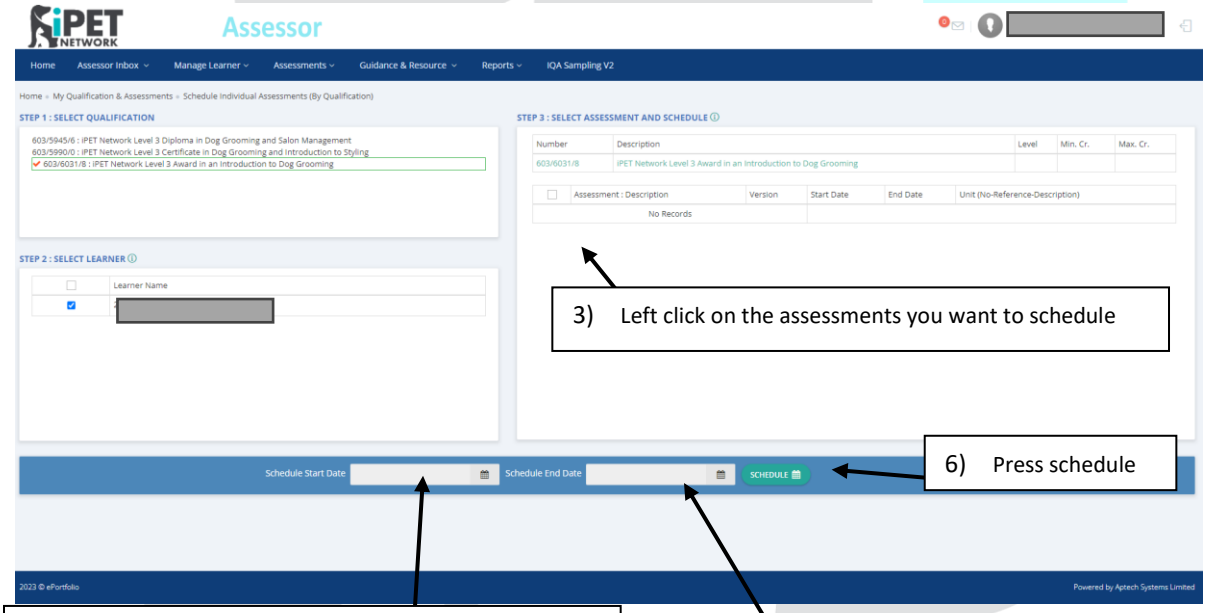
For by Qualification -

1) Left click on the qualification you are looking for



2) Learners will pop up if you have any ready. Left click on the correct learner. You can select more than one learner (say if you have a cohort starting on the same qualification)

If there are any assessments to schedule, they will then come up in the 'Step 3' box



3) Left click on the assessments you want to schedule

6) Press schedule

4) Enter the start date, this is the date the assessment will open to the learner and the learner will receive it as a 'task' within their e-portfolio

5) Enter the end date, this is the date the assessment will close.

For each of the methods above, the assessor will need to set the scheduled start and end date. This will make the assessment live and plan the time frame for the Learner.

You can give all the assessments/units at once by setting the same dates for all, please note the dates you set are the dates both the learner and you as the assessor will be able to work on that unit. If the date expires, this can be extended and don't worry as all work on there originally is still saved. You may wish to schedule all units at the start for the quickest option, or you may prefer, particularly if you are offering a payment plan, to give one unit at a time.

If the assessments have already been scheduled, it will say 'No records':

5. Extending Assessment Dates

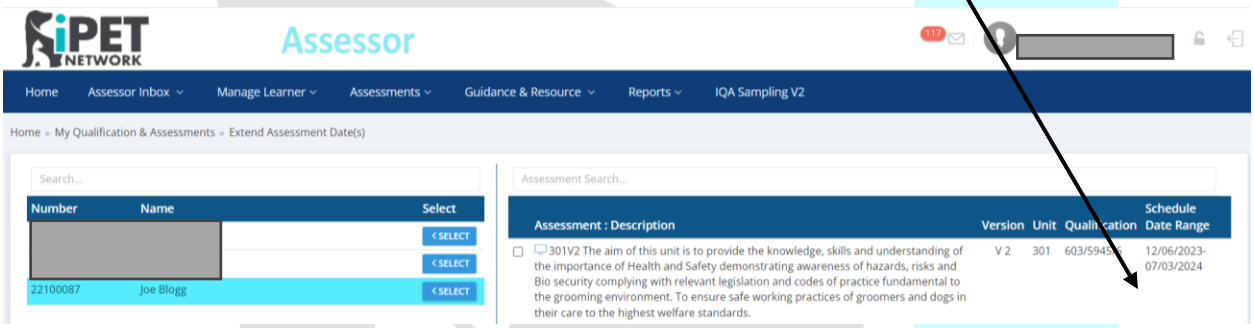
If you have scheduled assessment dates initially and the learner has not completed all the tasks within that time frame, then the assessment(s) will become locked and they will not be able to go in and complete any more work, nor will you be able to mark work.

To extend the assessment date, go to 'assessments', then 'extend assessment dates':

Then it will bring up the below screen:

Select a learner on the left, then select the unit you want to extend on the right

These are the dates the unit is currently open for



Add the schedule start date and end date and click schedule (the unit will open and close on these dates).

Tip: Unsure if it has worked? Go back into the same section and see if the 'date range' has changed.

6. Marking Work

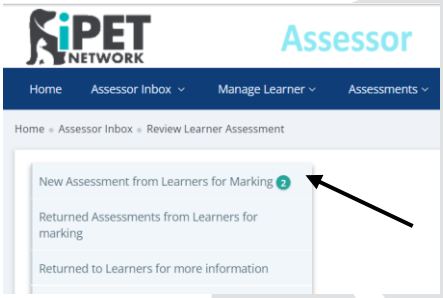
Assessor Inbox

The assessor inbox will allow you to review and manage learner workflow. This is the section of the e-portfolio that you will use to mark work and look at evidence. The e-portfolio refers to work as 'assessments' and for the learner calls these 'tasks'. Depending on the qualification, there is usually at least one 'assessment' per unit. You can also use this section to return assessments back to the Learner if they need improvement and review completed assessments (See Marking an Assessment).

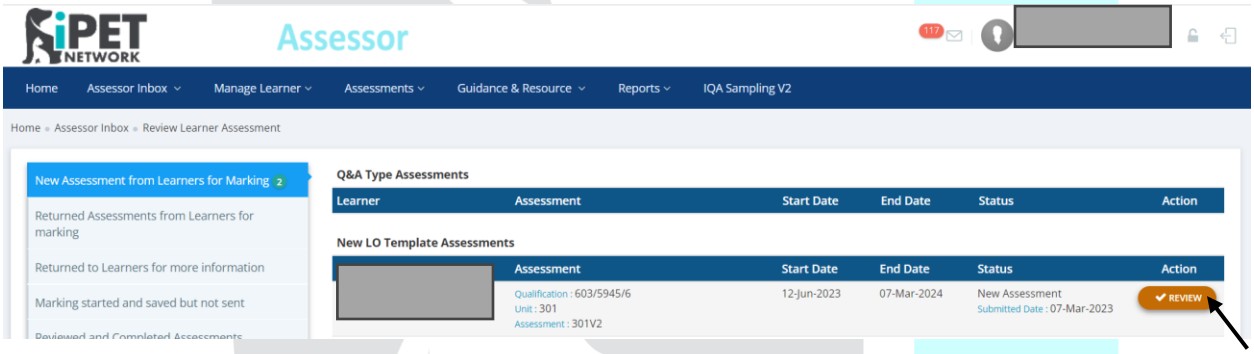
Marking an Assessment

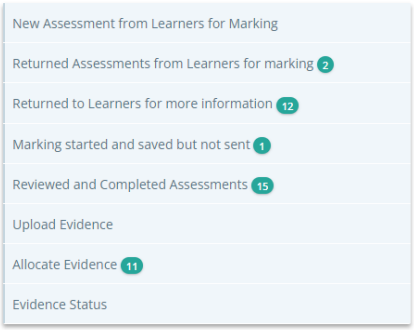
Click on ‘Assessor Inbox’ then ‘Manage Learner Workflow’

In this section, you can then see an icon showing this assessor has two new assessments for marking



Find the assessment you want to mark and click on review





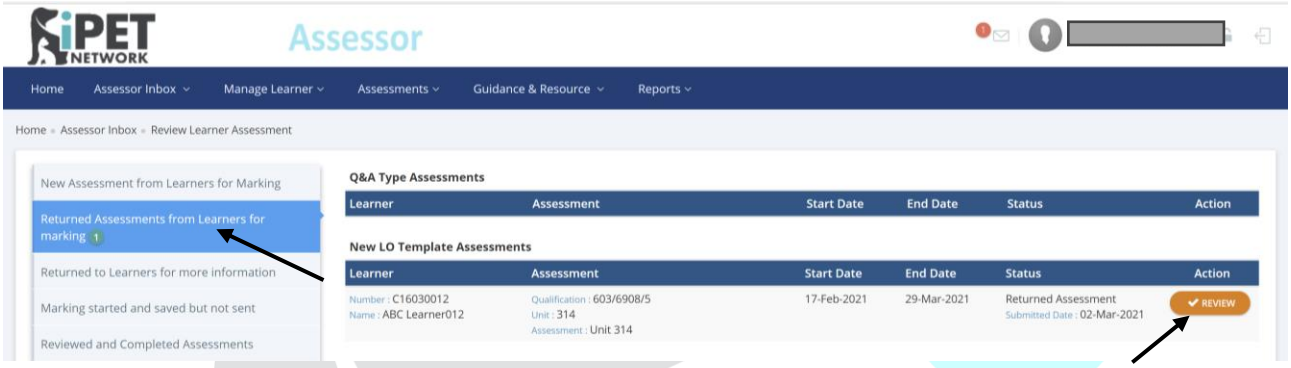
There e-portfolio will put assessments into different categories. For example, if you have marked a new assessment and then returned it to the learner for more information, then this will go into ‘Returned to learners for more information’

Completed assessments – these are assessments that you have marked as a pass/complete

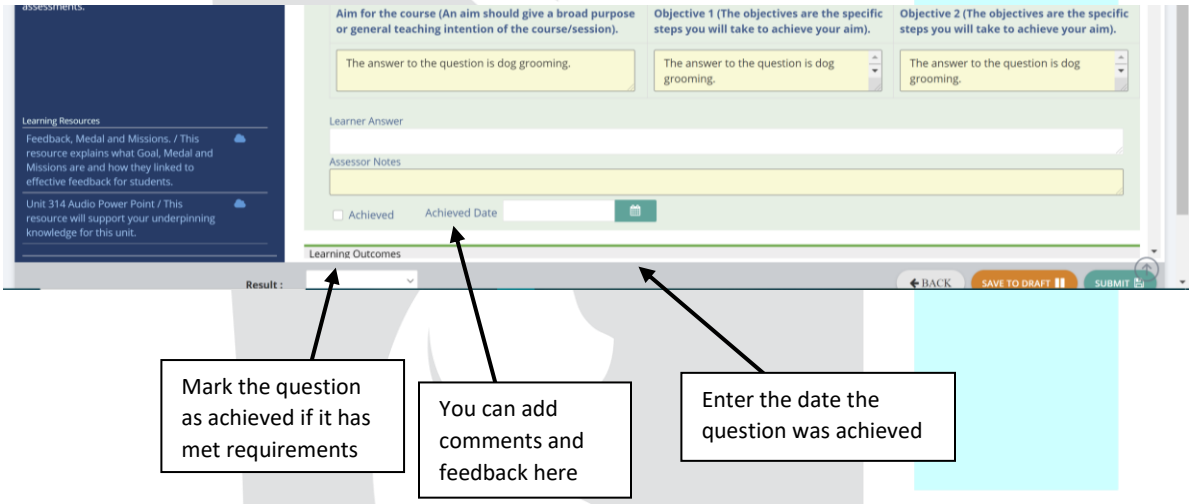
For example, to mark work sent back from the learner:

Got to ‘assessor inbox’, then ‘manage learner workflow’

Then click on ‘returned assessments from learners for marking’. Then click the orange ‘review’ button



Review the assessment, you can use the yellow assessor boxes to add comments as well as the overall box at the bottom.

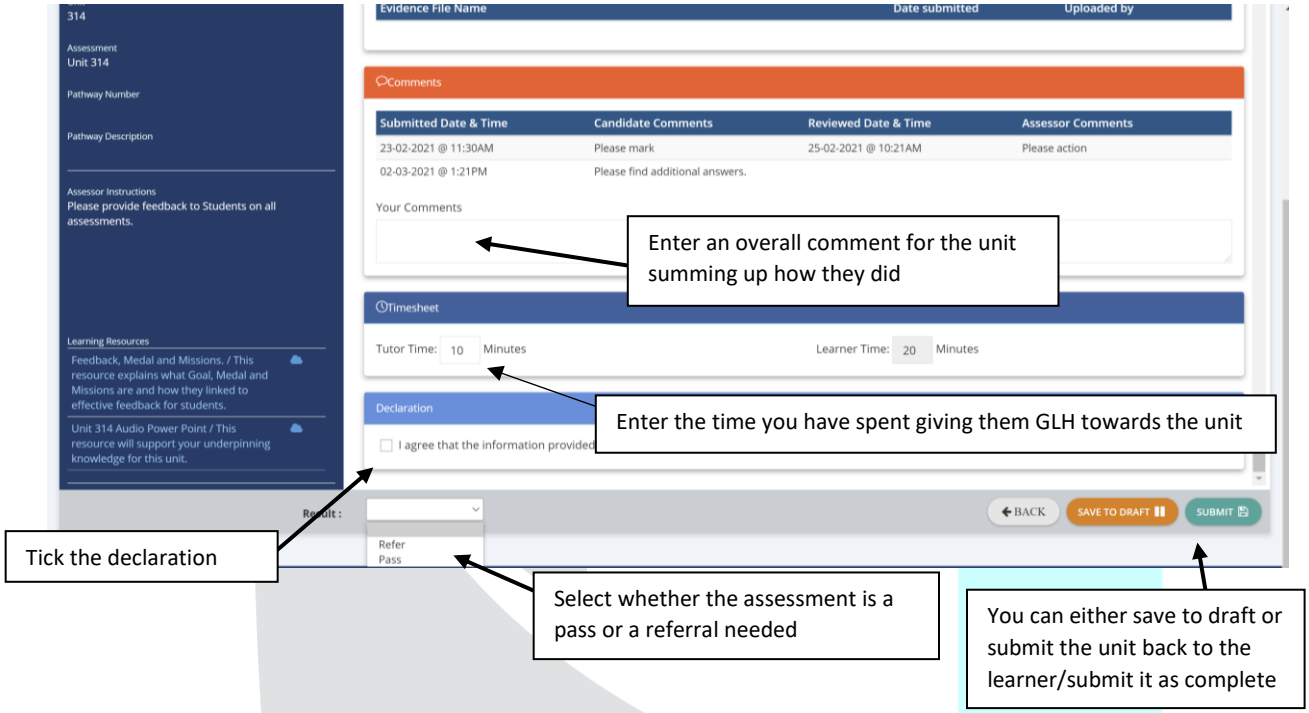


Mark the question as achieved if it has met requirements

You can add comments and feedback here

Enter the date the question was achieved

Once the assessment has been reviewed it can be either referred back to the Learner for further work or passed if the content meets the level required. Please make sure that you select either Pass or Refer and have added feedback. Tick the declaration to confirm the work and marking is accurate.

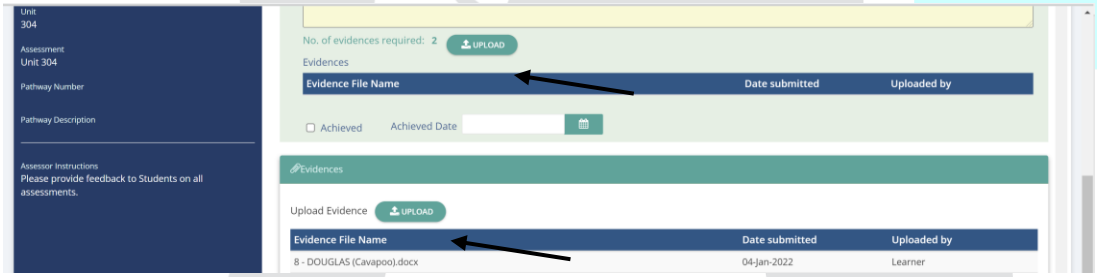


Try it: Now review the assessments as an assessor that you have received, check the content and provide feedback.

Adding evidence to an assessment

When marking an assessment evidence e.g. word document, image, PDF, can be added by the assessor before it is signed off or referred back for additional content.

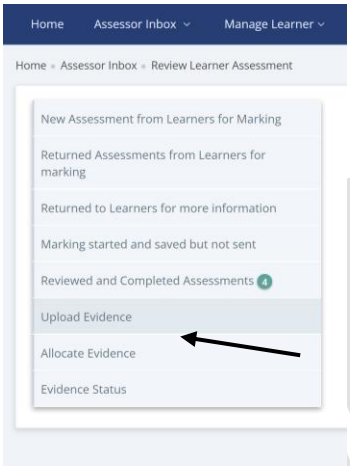
If you scroll to the bottom of the assessment, look out for the green evidence upload button

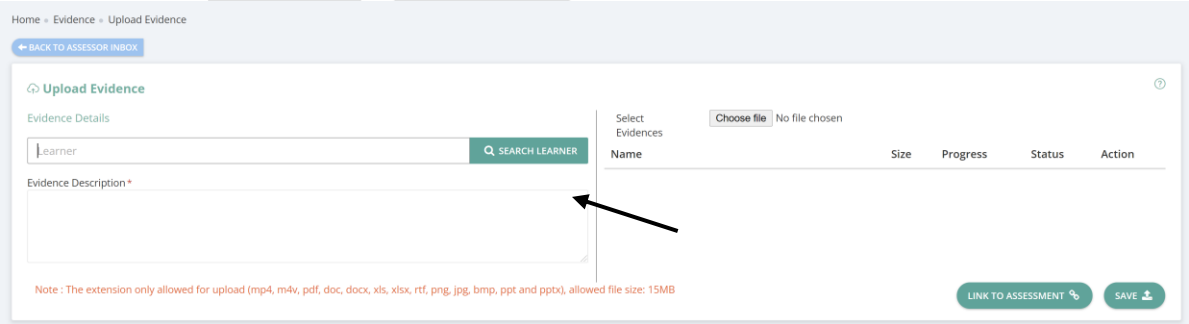


This is done within the assessment when marking, either at the relevant question with the green button or at the end of the assessment in the evidence section again using the green button.

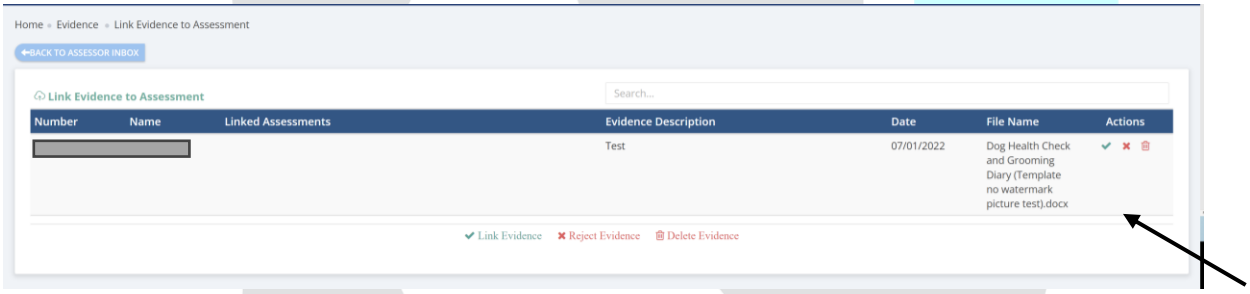
Tip: Make sure that you name your file e.g. *Joe Blogg Assessment Record 3 Mar 24 Fluffy Bichon.* Check the relevant Qualification Handbook for guidance on naming documents.

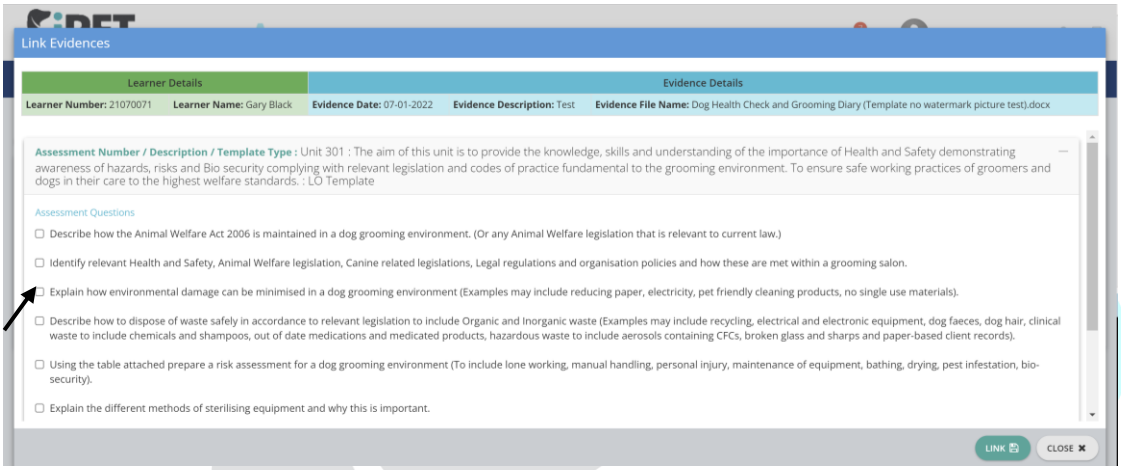
Another way to upload evidence is within the assessor account, 'assessor inbox' 'manage learner workflow' and 'upload evidence'. Select 'upload evidence', then search for a learner, add evidence description and then choose a file to upload.





Once this has been done it can be linked to the unit by selecting the green tick, this will bring up the units. Select the unit, the assessment criteria will then be available to match to the evidence.





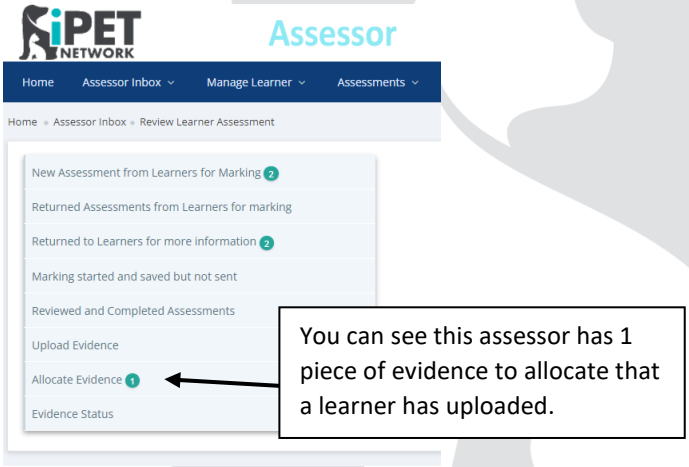
Once this is completed select link and this piece of evidence will then be linked on the E-portfolio to that Learner. Note – this may not show up if the unit is sat with the Learner for editing currently, it will show up once it is sent over to you.

Evidence that has been uploaded by the Learner

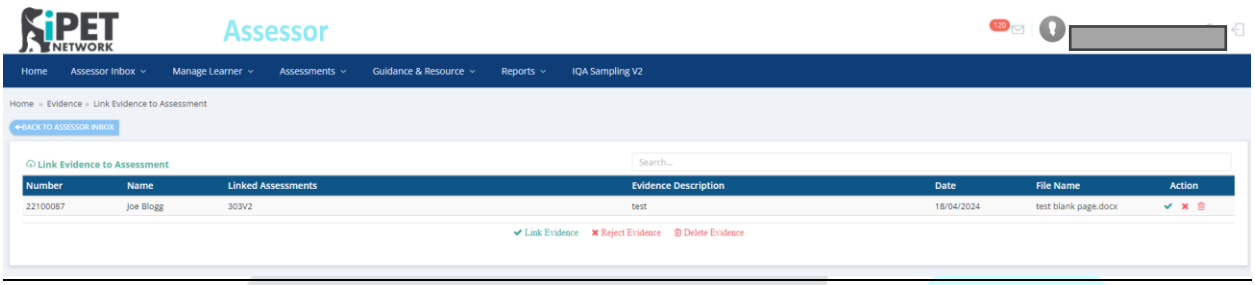
Learners can upload their own evidence to the e-portfolio. They also can do it in two ways either using the green button within the assessment, or, go to an upload evidence section outside of the assessment.

When a learner uploads a piece of evidence, you need to check it is uploaded to the correct assessment/unit.

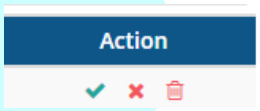
Go to assessor inbox, manage learner workflow then click on allocate evidence.



The below screen will then show up. Pay attention to the file name as this will show up within the assessment. Unclear file names make it hard for you to figure out what each document is when marking and make it difficult for the quality assurers. If a portfolio has lots of documents or images without clear file names, the IQA might ask you to re-upload them with clear names.



You can either accept (green tick), reject (red cross) or delete the evidence (red bin).



You will only need to delete or reject the evidence if it is not necessary or not relevant. If it is uploaded but needs some tweaking, then accept the evidence and link it and then provide your feedback within the individual assessment, to keep a clear log of the learner's progress.

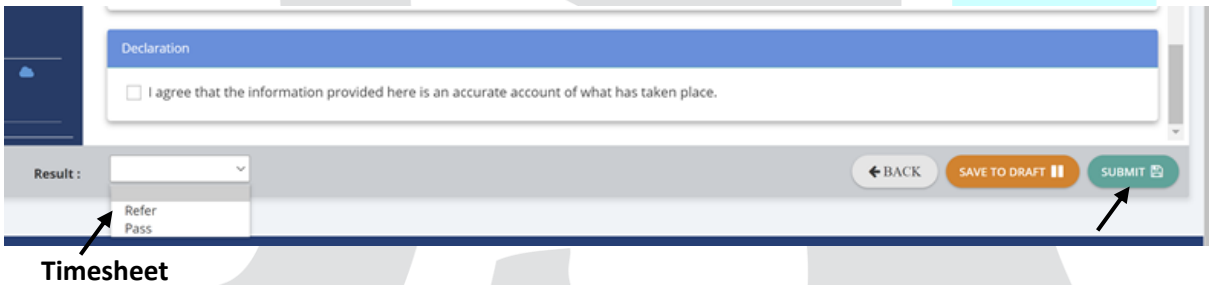
If you would like to accept the evidence click the green button. It will bring up the screen getting you to select which unit and assessment question you would like to link the evidence to (check the table within the Qualification Handbook if you are unsure) and click the little box to the left of the relevant assessment question. Then click link.

The system will then give you confirmation that the evidence has been linked by popping up on the screen.

Referring an Assessment back if it has not met requirements

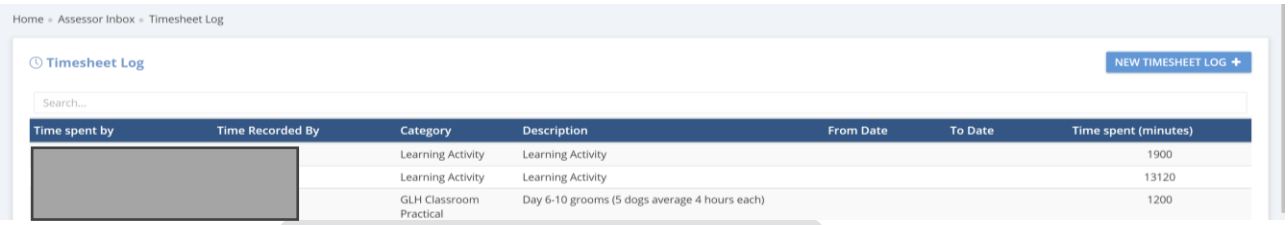
With any assessment, if the Learner has not provided the level of knowledge or attached the correct amount of evidence then this will need to be returned to them to action. As above make sure that the assessor selects Refer, this will then return it to the Learner. Some key points, make sure that the learner fully understands what they need to do to pass, feedback is vital and using language the learner can relate to will reduce any further actions.

If the assessor wants to add feedback but reflect before sending then the Save to Draft button can be selected. This will then add the assessment back into assessors workflow to be actioned at a later date.



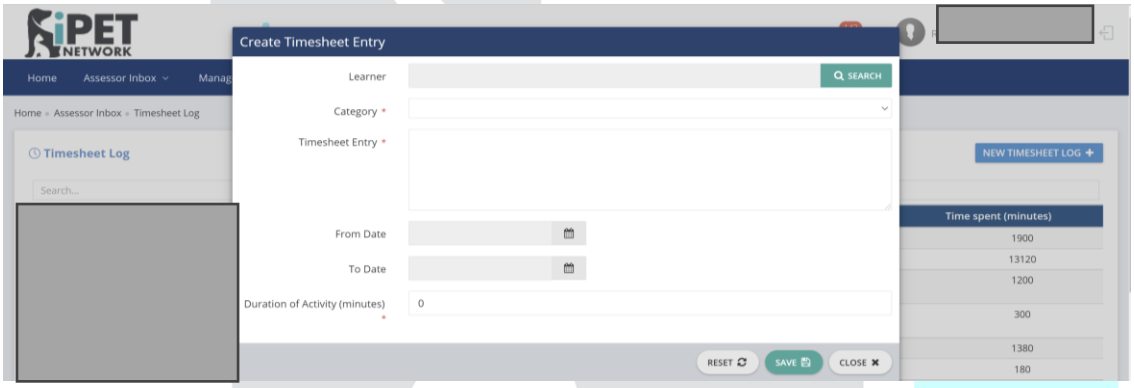
Timesheet

Within assessor inbox you can also review Timesheet Categories (different categories of work towards the qualification) and review the Timesheet Logged by the Learner. As an assessor you can also add timesheets to Learner's e-portfolio for practical / theory work.

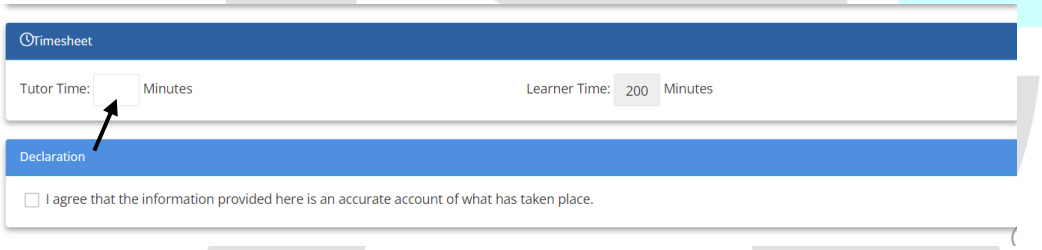


Adding a Timesheet:

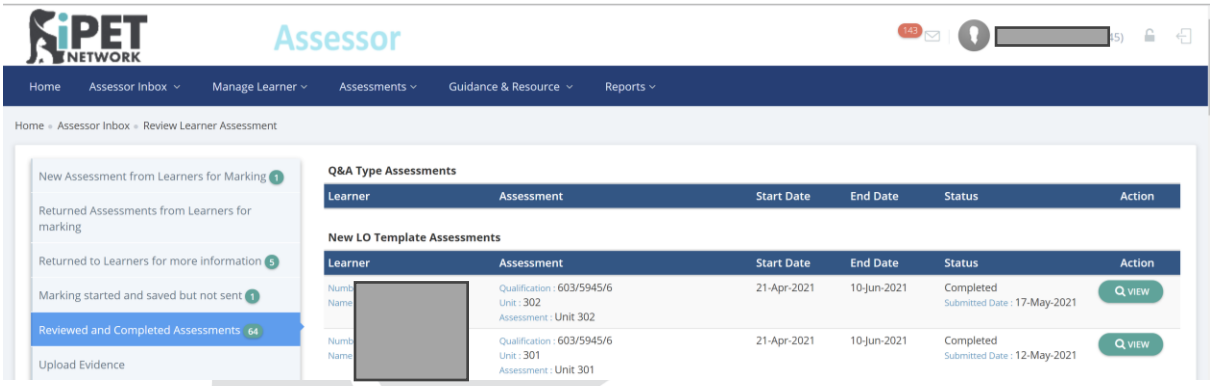
- Select New Timesheet
- Select your Learner
- Choose a Category
- Brief Description
- Dates and Duration (in minutes)



You can also log time within each 'assessment' at the bottom of each assessment. This will log the time spent towards the unit but not ask for specific categories.



Sending a Completed Assessment back to the Learner



If you have reviewed and completed an assessment with Learner but then need to unlock this and send it back to them either because you have made a mistake or from Internal Quality Assurance feedback.

Select reviewed and completed assessments, then select the Learner and unit assessment you need to refer back. Once you have done this you can review the assessment and at the bottom refer type a comment in 'Refer comments' then the refer assessment button will change to a darker colour and you can refer this back to the Learner. This will allow the assessment to be active again so any actions can be made. You must leave a comment as to why you are referring it back, it won't let you refer without it.

Multi Assessor Option

Useful to know - Learners have the option when submitting their assessments, to submit to either the default assessor (assessor that was assigned at the centre e-portfolio stage), or they can submit their unit to any active assessor who is linked to the qualification at that Training Provider. This can be useful if you have multiple assessors. Discuss with your learners when doing e-portfolio training, who you want them to submit their units to.

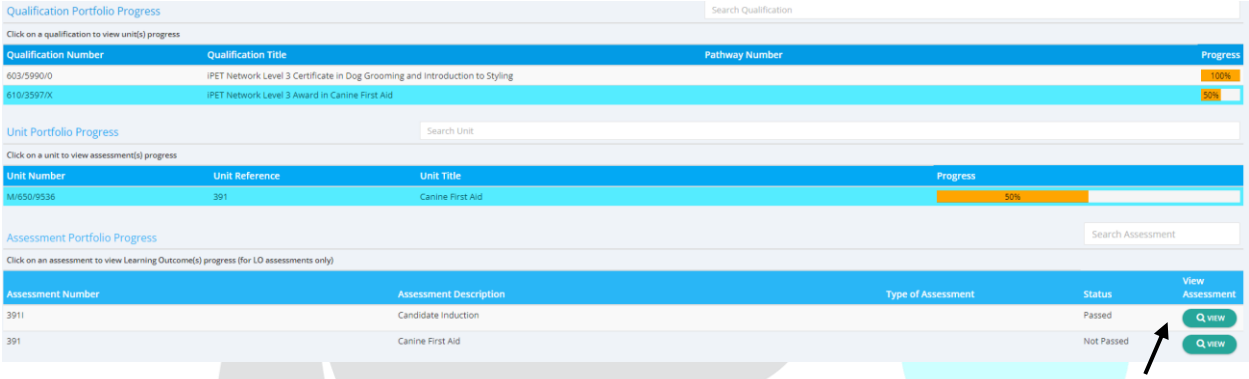
7. Manage Learner

Looking at learner progress/work completed so far

This section will allow you to review Learner progress, view the E-portfolio, block / active Learners and reset Learner passwords.

Learner Portfolio Progress, this gives the assessor a very quick overview on the progress both by the Learner and for the whole qualification.

By selecting the Learner, the qualification they are studying and the unit you can view the learner's work at any point.



This section can be used as a viewing platform. Click on the green 'View' button for each assessment/unit and see what work the learner has done so far. You can't mark work from here but it is helpful to look at learner progress. This section is helpful if your learner has their unit/assessment sat with them, but you want to check in and see how they are getting on.

If a unit/assessment is not showing as at 100% but you know the learner has done all of the work, this may be because some units are made up of an assessment. For example: a unit that contains 1 set of theory questions/workbook on the e-portfolio but also contains a practical assessment, each is worth 50%. You will need to upload assessment results to the web portal to get this bar to show as 100%.

Activate / Blocking a Learner

You can use this section in the scenario where you need to block a Learner, then activate them to remove the block. The Centre can also activate or block a Learner. Go to 'manage learner' then 'block/activate learners'

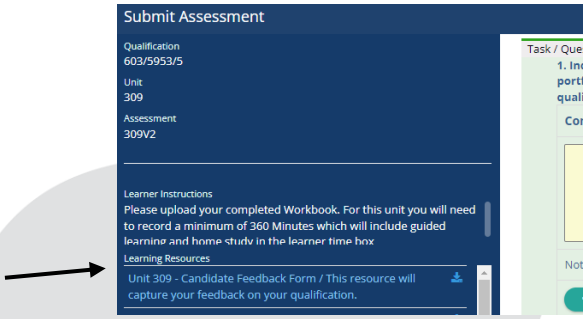
Reset a Learner's Password

If the Learner forgets their password then the assessor can reset this. Make sure that the learner's email and details are correct before doing this. Go to 'manage learner' then 'reset learner password'. Search for the learner then click reset password.

8. Guidance & Resources

Using Resources

Within the E-portfolio a range of resources have already been added to the relevant Qualification to support the Learner with their underpinning knowledge. These include documents such as Grooming Diaries, templates, Candidate Resource Handbooks, depending on the qualification. The learner can view the resources linked to an individual unit/assessment within the unit itself, on the left hand side on the dark blue section.



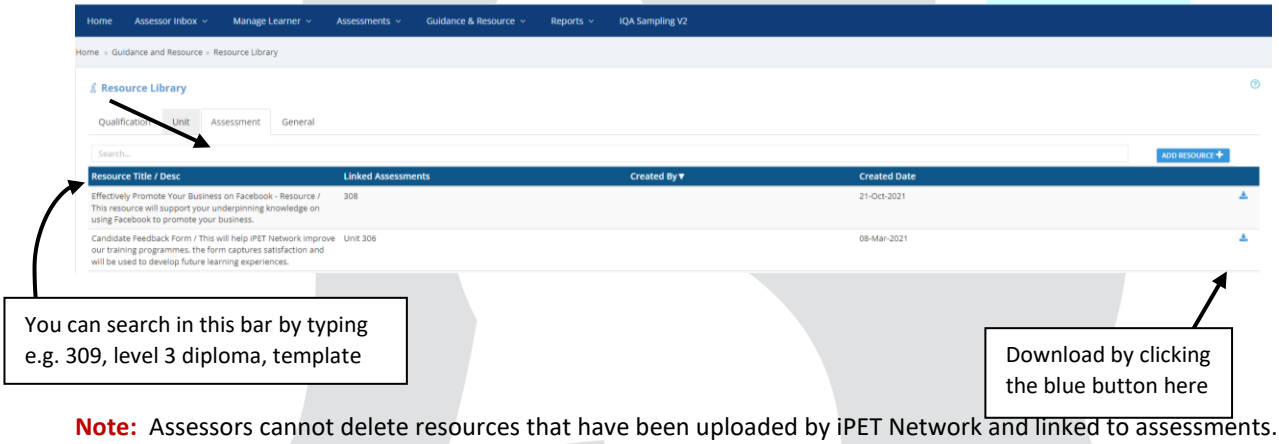
Resources fall into two sections:

- eLearning - which iPET Network have added which are online resources, websites or videos. This section is less commonly used
- Resource Library – resources e.g. grooming diaries, assessment records, templates, Candidate Resource Handbooks that have been added by iPET Network

Resource Library

The resource library has been prepopulated with resources, websites and videos linked to the units and assessments.

The vast majority of resources have been linked to the 'assessment's section as this makes them show up within the assessment for the learner.



You can search in this bar by typing e.g. 309, level 3 diploma, template

Download by clicking the blue button here

Note: Assessors cannot delete resources that have been uploaded by iPET Network and linked to assessments. This section is mainly to be used by iPET Network

Assessor Policies

Also within the **guidance and resource** option are **Assessor Policies**, these can link to the centre and be seen by the learner, IQA and other assessors.

9. Reports

Running a report

Assessors can run a range of reports to support them when working with Learners. Find these under the 'reports' section. E.g.:

List of Assigned Learners – Learners that have been assigned to the assessor, this is good to check for any problems or missing learners.

Learner Progress by LO – This report will review which LO are have been achieved for each unit and you can look at the progress %

Try it: Now run a report on Learner, how are they progressing and are they on target.

10. Internal Quality Assurance Sampling

Internal Quality Assurance (IQA) is the process for checking the quality and accuracy of assessments. Formative IQA will check the progress of Learners and review any assessment decision whereas Summative IQA will review completed units / assessments to check if they meet the required standard.

It is important to communicate with your IQA, the IQA does not currently receive a notification when you a unit/assessment has been marked as a pass by the Assessor. The e-portfolio, therefore, does not automatically inform the IQA.

IQA Sampling V2

All new sampling will be carried out on the V2 forms. Click on 'IQA sampling V2'.

You can then see different categories including feedback you have received from the IQA, IQA sampling in draft that you have started commenting on, IQA feedback you have sent back to the IQA and view all sampling plans that are ongoing and haven't been completed.

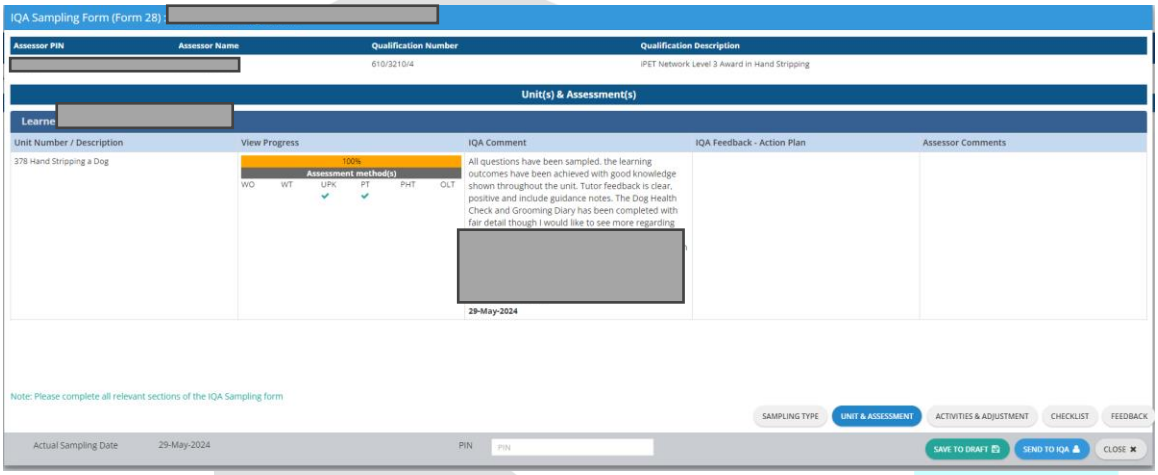
You can see this Assessor has some green numbers next to the options - The assessor has received 1 sampling form that they haven't looked at yet, has sent 5 forms back to the IQA and has 6 outstanding total plans for students who are either undergoing formative or summative sampling.

If you click on IQA Sampling Feedback Received it will look as below

The IQA's name will be listed, they will name the plan after the learner's name/cohort name, usually including the assessor's name and risk rating. You can see the actual date of sampling, when the form was started and when the last update was made to it. The status is received from IQA – IQA has sent it to the Assessor. You can click on view/edit to go into the plan.

IQAs will complete both formative and summative on the same report form where formative is required. This form can go back and forth between the Assessor and the IQA.

On the report form there are various pages. See the picture below, the assessor comments box opens when the IQA provides feedback.



Tip: Watch the YouTube video linked on the web portal on the V2 IQA Sampling Report Form to understand more and see the different pages

IQA Sampling V1

If you are an assessor who has been with iPET Network for longer (2022 and earlier), you may have sampling on the old IQA forms under assessor inbox. Please discuss this with your IQA if you need support.

11. FAQs

Will Learners automatically get an E-portfolio as soon as they are added on the web portal? **No, the process is - learner is registered in the web portal. Then once the assessor activates the learner by 'assigning an assessor and IQA in the centre e-portfolio' – the learner will get an automated mail with details to login. See section 3 for more information.**

Will there be a document for us or the Learner to find to do the risk assessment etc? **Yes documents are available attached to the assessment, within the resource library or on SharePoint depending on the type of document. All documents are available in SharePoint.**

If the learners receive log-in email directly to themselves, do we have access to reset passwords etc? **Yes, the assessor can reset the password if the learner either forgets or loses it. This is located in 'Manage Learner' and look at Section 7 for more information.**

With the time sheets, do the Learners need to log this on each day or add it after they have completed their written tasks on hours undertaken? **For each assessment the learner will be prompted to update the time spent. Also the learner can complete timesheets at any time of the day when completing GLHs within the classroom / school.**

Can we upload the Assessment Videos and pictures at ease from a mobile phone to the E-portfolio? **For the most effective experience using the E-portfolio then either a PC, Laptop or tablet would the greatest user experience. You can use a phone but the visual experience will be compromised.**

Where do Learners upload evidence for assessments? **Each assessment that requires evidence will have an upload link to attach evidence. The Learner can upload from their device.**

For their qualification, my learner needs to upload a video. How do they do this? **The e-portfolio has a maximum file size, so we recommend that they upload a link to the video. See the document '*Video Upload Guidance*' in SharePoint.**

Getting help and advice

Contact your IQA/EQA

Look on the web portal for guides and videos

YouTube Playlist helpful videos

E-portfolio helpful videos