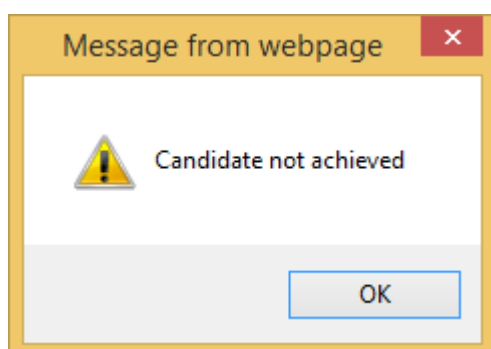


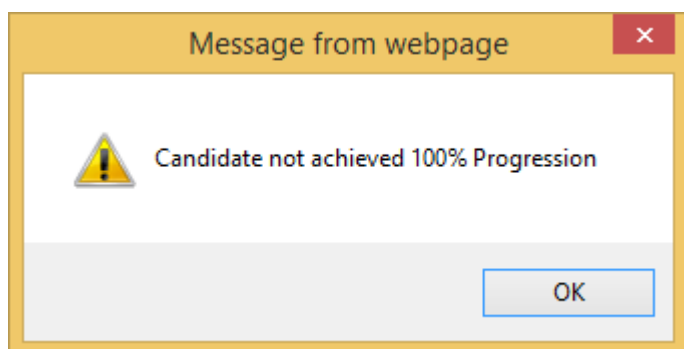
A GUIDE FOR NEW EPORTFOLIO DEVELOPMENTS

Change 1 – Previously the learning outcomes (VCQ) scope of unit, performance objectives and essential knowledge (SVQ) were not mandatory in the eportfolio system, even though these are mandatory parts of the units. The system has been modified so that these sections are now mandatory and the unit cannot be passed without these parts being completed.

As an assessor you will receive an error message if these sections have not been completed as below.



This is different from the error message received when the SPR/Evidence requirements are not completed, this error message is as below.



Change 2 – This is a change for work based assessors, we have received feedback that work based assessors felt it was long winded and difficult for them to get the assessments from the candidates to enable them to work on the units. The new development will mean that once the work based assessments are activated (in the same way as before) the assessments will be sent directly to the assessor's inbox so that the assessors can start populating them as they see fit.

Please note that the work based units will not be able to be passed until all areas are complete and assessors will need to save to draft as they go along adding evidence. If you need to send the unit to



the candidate for comment please use the resubmit option. The system will still show partial progress as the assessor is working on the units.

IMI AWARDS Assessor ePortfolio

Logged in as Nicola Martin | 0 incoming message(s) | eLearning | Resource Library | Forum
Change Font Size | Change Colors

Home Manage Candidates Manage Groups Assessor Inbox Activate Assessments Reports Upload Change Password | Logout

You are here: Home >> Assessor Inbox >> Manage Candidate Workflow

New Assessments From Candidates For Marking (13)

Returned Assessments From Candidates For Marking (0)

Returned To Candidates For More Information (0)

Marking Started And Saved But Not Sent (0)

Reviewed And Completed Assessments (4)

Allocate Candidate Evidence (15)

Show Linked Evidence

Rejected Evidences

Upload Evidence

Online Assessment Status

Linked Assessor Workflow (0)

Practical Tasks

Candidate No.	Candidate Name	Qualification No.	Unit No	Assessment Reference	Assessment Description	Start Date	End Date	Submitted Date	Action
No Records available.									

Written Tasks

Candidate No.	Candidate Name	Qualification No.	Unit No	Assessment Reference	Assessment Description	Start Date	End Date	Submitted Date	Action
No Records available.									

Work based Tasks

Candidate No.	Candidate Name	Qualification No.	Unit No	Assessment Reference	Assessment Description	Start Date	End Date	Submitted Date	Action
88421015	Caroline Testing1502	500/9819/6	D/601/3769	LV02C	Removing and replacing LV engine units	01-Nov-2015	01-Jan-2020	02-Nov-2015	Review Assessment
88421015	Caroline Testing1502	500/9819/6	L/601/3766	LV01C	Competency in routine LV maintenance	01-Nov-2015	01-Jan-2020	02-Nov-2015	Review Assessment
88421015	Caroline Testing1502	500/9819/6	Y/601/3771	LV03C	Removing and replacing LV electric units	01-Nov-2015	01-Jan-2020	02-Nov-2015	Review Assessment
88421015	Caroline Testing1502	500/9819/6	K/601/3774	LV04C	Removing and replacing LV chassis units	01-Nov-2015	01-Jan-2020	02-Nov-2015	Review Assessment
88421015	Caroline Testing1502	500/9819/6	M/601/3792	LV0506C	Inspecting LV using prescribed methods	01-Nov-2015	01-Jan-2020	02-Nov-2015	Review Assessment
88411015	Nicola Testing1501	GC66 22	SVQ/ScG2/5	ScG2	Reduce Risks to Health & Safety in the Motor Vehicle Environment	02-Nov-2015	01-Jan-2020	02-Nov-2015	Review Assessment
88411015	Nicola Testing1501	GC66 22	SVQ/ScLV01/5	ScLV01	Carry Out Routine Light Motor Vehicle Maintenance	02-Nov-2015	01-Jan-2020	02-Nov-2015	Review Assessment
88411015	Nicola Testing1501	GC66 22	SVQ/ScLV03/5	ScLV03	Remove and Replace Light Vehicle Engine	02-Nov-2015	01-Jan-2020	02-Nov-2015	Review Assessment

Change 3 – Candidate Assessment Summary now available electronically in eportfolio. When a candidate reaches 100% progression in eportfolio the system will generate a candidate assessment summary automatically. This will be fully populated with the date each unit was passed and the assessor that signed off each unit.

We have built in a search function so that you can search for candidates individually by candidate name, candidate number, date completed or load all data for all candidates.

IMI AWARDS Assessor ePortfolio

Logged in as Graham Baker | 0 incoming message(s) | eLearning | Resource Library | Forum
Change Font Size | Change Colors

Home Manage Candidates Manage Groups Assessor Inbox Activate Assessments Reports Upload Change Password | Logout

You are here: Home >> Reports >> View Candidate ePortfolio Report

Search Candidates by

Candidate Number

Candidate Name

Date (Qualification Completed)

Load All

Qualifications Waiting for Signoff

Candidate Number	Candidate Name	Qualification	Completed Date	Sent to IQA for Review	Sent to IQA on	Generate PDF
63961012	Graham Testing16	600/2583/9	02-Nov-2012	201202 - Nicola Martin	28-Jul-2015	<input type="button" value="Generate PDF"/>
63971012	Graham Testing17	600/2584/0	02-Nov-2012	201202 - Nicola Martin	28-Jul-2015	<input type="button" value="Generate PDF"/>
57231112	Graham Testing 18	F440 04	23-Nov-2012	201202 - Nicola Martin	28-Jul-2015	<input type="button" value="Generate PDF"/>
57241112	Graham Testing19	F441 04	23-Nov-2012	201202 - Nicola Martin	28-Jul-2015	<input type="button" value="Generate PDF"/>
57261112	Graham Testing20	F442 04	23-Nov-2012	201202 - Nicola Martin	28-Jul-2015	<input type="button" value="Generate PDF"/>



Each candidate assessment summary will be sent to the IQA for sign off that they are happy with the assessor decisions. The IQA will also be able to search for candidates using the same search options.

Once the IQA is happy with the portfolio he will be able to sign the CAS off which will then populate the IQA details.

IMI AWARDS Internal Quality Assurer ePortfolio Logged in as Stephen Longworth | 92 incoming message(s)

Home Manage Candidates Resource Library IQA Sampling Plan Reports Change Password | Logout

You are here: Home >> Manage Candidates >> Activated Assessments

Search Candidates by

Qualifications Waiting for Signoff

Candidate Number	Candidate Name	Qualification	Assessor PIN	Assessor Name	Completed Date	Sign Off	Generate PDF
06470313	Candy Training353	500/9818/4	201202	Nicola Martin	17-Jun-2015	<input type="button" value="Sign off"/>	<input type="button" value="Generate PDF"/>

Signoff Completed

Candidate Number	Candidate Name	Qualification	Assessor PIN	Assessor Name	Completed Date	Signoff Date	Show PDF
06490313	Liz Training355	500/9819/6	101985	Jane Allan	05-Jun-2015	01-Jul-2015	<input type="button" value="Show PDF"/>

The CAS will then show in the sign off completed box as below, you will be able to run and print the PDF should this be required. The CAS is a direct replica of the paper version and if you have some completed candidates you will be able to view this now.

IMI AWARDS Assessor ePortfolio Logged in as Graham Baker | 0 incoming message(s) | eLearning | Resource Library | Forum
Change Font Size A A A Change Colors C C C

Home Manage Candidates Manage Groups Assessor Inbox Activate Assessments Reports Upload Change Password | Logout

You are here: Home >> Reports >> View Candidate ePortfolio Report

Search Candidates by

Qualifications Waiting for Signoff

Candidate Number	Candidate Name	Qualification	Completed Date	Sent to IQA for Review	Sent to IQA on	Generate PDF
No Records						

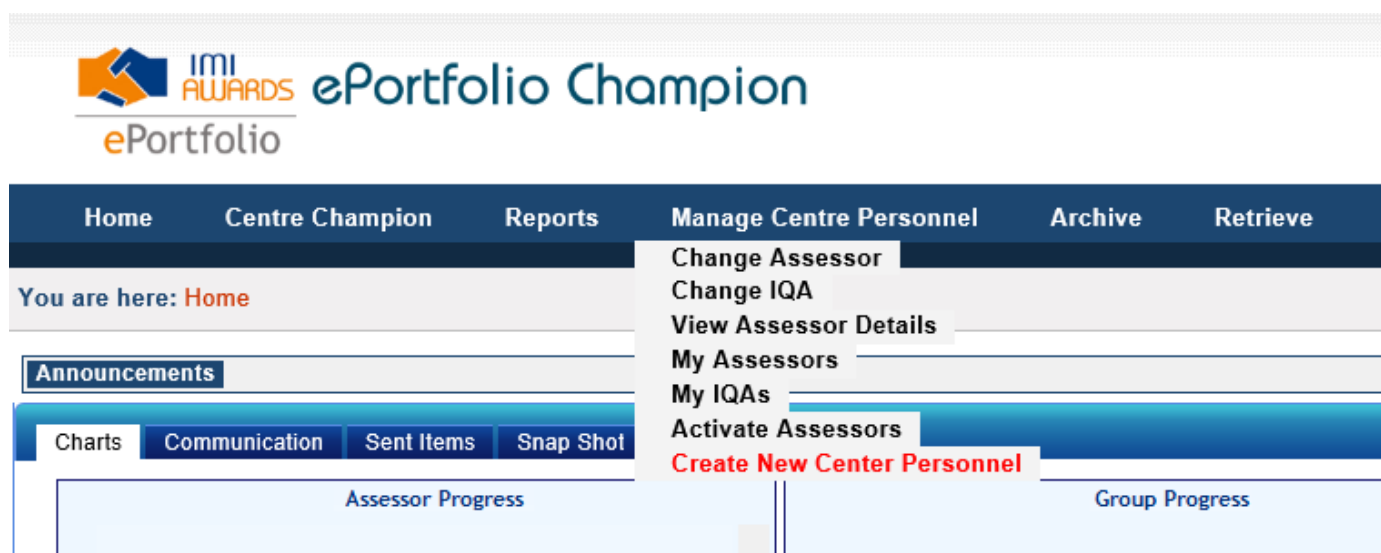
Signoff Completed

Candidate Number	Candidate Name	Qualification	Completed Date	Sent to IQA for Review	Sent to IQA on	Signoff Date	Show PDF
19410812	Graham Testing8	600/2769/1	02-Oct-2012	201202 - Nicola Martin	28-Jul-2015	11-Jun-2015	<input type="button" value="Show PDF"/>



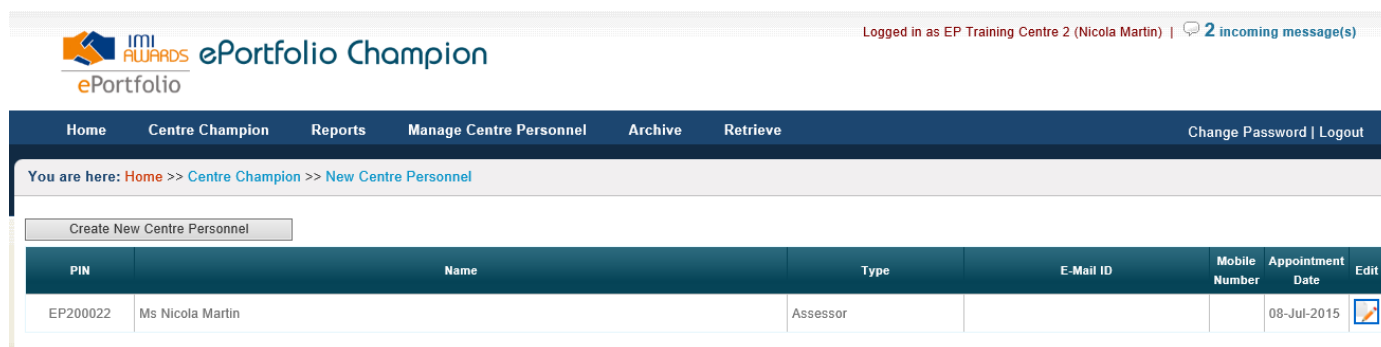
Change 4 – New assessors and IQA’s can now be created in eportfolio, form 61’s will still be required to add new qualifications to existing pin numbers for the time being.

New assessors and IQA’s will be created by the centre champion. As below there is a new option under the ‘Manage Centre Personnel’ tab.



To create a new assessor/IQA the centre champion will need to go to the ‘Create New Centre Personnel’ and click on it, you will then be taken to page below.

Step one will be to click on the ‘create new centre personnel’ button.



You will then see the page below;



Centre Personnel Information	Address Information
<p>* Title <input type="text"/></p> <p>* Surname <input type="text"/></p> <p>* Firstname(s) <input type="text"/></p> <p>Qualifications <input type="text"/></p> <p>* Type <input type="text"/></p> <p>* Approved Date <input type="text"/></p>	<p>Address 1 <input type="text"/></p> <p>Address 2 <input type="text"/></p> <p>City / Town <input type="text"/></p> <p>County <input type="text"/></p> <p>Country <input type="text"/></p> <p>Postcode <input type="text"/></p> <p>Tel <input type="text"/></p> <p>Mobile <input type="text"/></p> <p>* E-Mail <input type="text"/></p>
<p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> <p>Note : Center Personnel Password will be sent to the corresponding Email address.</p>	

You will need to complete all boxes marked with * as these are mandatory fields. When setting the type you can chose assessor, assessor and IQA or IQA making it very simple to set up new members of staff. The new staff member will be emailed their eportfolio pin and password once candidates have been allocated to them. The eportfolio pin with always start with EP and will be different to the pin for the IMI Awards website.

Once set up the new assessor/IQA's EP pin will be available for you to allocate candidates to, the assessor/IQA will be linked to all qualifications.

Please note it is important to get the email address correct in this section otherwise the e-mail will be sent to the wrong place. You will be able to edit information for assessors/IQA's once set up.

Any assessors and IQAs already set up on eportfolio will keep their current pin and password and will require a form 61 should the need to be linked to additional qualifications for the time being.

Please note the 'Qualifications' section in create new centre personnel set up is a space for you to put the assessors qualifications i.e. A1, V1, D32, D33 etc.



Change 5 – Previously the data in the assessor inbox was sorted by the date a unit was submitted. This has been changed and the data will now show in candidate name A-Z by first name and the second sort option will be by date. You can still reorder the information by using the headings to reorder by candidate number, qualification number etc.

Reviewed And Completed Assessments (54)	Work based Tasks									
	Candidate No.	Candidate Name	Qualification No.	Unit No	Assessment Reference	Assessment Description	Start Date	End Date	Submitted Date	Action
Allocate Candidate Evidence (18)	04010712	Angela Training240	500/9819/6	K/601/6366	G3C	Competency in supporting job roles	25-Jun-2015	25-Dec-2016	29-Jul-2015	Review Assessment
Show Linked Evidence	04010712	Angela Training240	500/9819/6	L/601/3766	LV01C	Competency in routine LV maintenance	25-Jun-2015	25-Dec-2016	29-Jul-2015	Review Assessment
Rejected Evidences	04010712	Angela Training240	500/9819/6	M/601/3792	LV0506C	Inspecting LV using prescribed methods	25-Jun-2015	25-Dec-2016	29-Jul-2015	Review Assessment
Upload Evidence	03990712	Brenda Training238	500/9819/6	D/601/3769	LV02C	Removing and replacing LV engine units	25-Jun-2015	25-Dec-2016	29-Jul-2015	Review Assessment
Online Assessment Status	03990712	Brenda Training238	500/9819/6	K/601/6366	G3C	Competency in supporting job roles	25-Jun-2015	25-Dec-2016	29-Jul-2015	Review Assessment
Linked Assessor Workflow (0)	03990712	Brenda Training238	500/9819/6	L/601/3766	LV01C	Competency in routine LV maintenance	25-Jun-2015	25-Dec-2016	29-Jul-2015	Review Assessment
	03990712	Brenda Training238	500/9819/6	Y/601/3771	LV03C	Removing and replacing LV electric units	25-Jun-2015	25-Dec-2016	29-Jul-2015	Review Assessment
	03990712	Brenda Training238	500/9819/6	M/601/3792	LV0506C	Inspecting LV using prescribed methods	25-Jun-2015	25-Dec-2016	29-Jul-2015	Review Assessment
	88421015	Caroline Testing1502	500/9819/6	D/601/3769	LV02C	Removing and replacing LV engine units	01-Nov-2015	01-Jan-2020	02-Nov-2015	Review Assessment
	88421015	Caroline Testing1502	500/9819/6	L/601/3766	LV01C	Competency in routine LV maintenance	01-Nov-2015	01-Jan-2020	02-Nov-2015	Review Assessment
	88421015	Caroline Testing1502	500/9819/6	Y/601/3771	LV03C	Removing and replacing LV electric units	01-Nov-2015	01-Jan-2020	02-Nov-2015	Review Assessment
	88421015	Caroline Testing1502	500/9819/6	K/601/3774	LV04C	Removing and replacing LV chassis units	01-Nov-2015	01-Jan-2020	02-Nov-2015	Review Assessment
	88421015	Caroline Testing1502	500/9819/6	M/601/3792	LV0506C	Inspecting LV using prescribed methods	01-Nov-2015	01-Jan-2020	02-Nov-2015	Review Assessment



Change 6 – Previously when a piece of evidence was rejected by the assessor there was no audit trail for this. There is now a new section in the assessor website for rejected evidence and the reason it was rejected. As below there is a new option in the list called ‘rejected evidence’

The screenshot shows the IMI Awards Assessor ePortfolio interface. At the top, there is a navigation bar with links: Home, Manage Candidates, Manage Groups, and Assessor In. Below this is a breadcrumb trail: You are here: Home >> Assessor Inbox >> Manage Candidate W. The main content area is divided into two columns. The left column contains a list of menu items: New Assessments From Candidates For Marking (28), Returned Assessments From Candidates For Marking (0), Returned To Candidates For More Information (0), Marking Started And Saved But Not Sent (3), Reviewed And Completed Assessments (54), Allocate Candidate Evidence (18), Show Linked Evidence, Rejected Evidences, Upload Evidence, and Online Assessment Status. The right column displays three task lists: Practical Tasks, Written Tasks, and Work based Tasks. Each task list has a table with columns for Candidate No. and Candidate Name.

Practical Tasks	
Candidate No.	Candidate

Written Tasks	
Candidate No.	Candidate N
06470313	Candy Training3!

Work based Tasks	
Candidate No.	Candidate N
04010712	Angela Training2!
04010712	Angela Training2!
04010712	Angela Training2!
03990712	Brenda



Reasons for rejecting evidence can now be seen by the assessor as below.

<p>New Assessments From Candidates For Marking (28)</p> <p>Returned Assessments From Candidates For Marking (0)</p> <p>Returned To Candidates For More Information (0)</p> <p>Marking Started And Saved But Not Sent (3)</p> <p>Reviewed And Completed Assessments (54)</p> <p>Allocate Candidate Evidence (18)</p> <p>Show Linked Evidence</p> <p>Rejected Evidences</p>	<p>Candidate Name/Number <input type="text"/> Period for Last 1 month <input type="button" value="Show Data"/></p>														
<table border="1"> <thead> <tr> <th>Rejected Comments</th> <th>Candidate No.</th> <th>Candidate Name</th> <th>Linked Assessments</th> <th>Evidence Description</th> <th>Evidence Date</th> <th>File Name</th> </tr> </thead> <tbody> <tr> <td>I'm sorry but this evidence does not meet the criteria</td> <td>88421015</td> <td>Caroline Testing1502</td> <td></td> <td>test</td> <td>05-Nov-2015</td> <td>brake & clutch fluid.jpg</td> </tr> </tbody> </table>		Rejected Comments	Candidate No.	Candidate Name	Linked Assessments	Evidence Description	Evidence Date	File Name	I'm sorry but this evidence does not meet the criteria	88421015	Caroline Testing1502		test	05-Nov-2015	brake & clutch fluid.jpg
Rejected Comments	Candidate No.	Candidate Name	Linked Assessments	Evidence Description	Evidence Date	File Name									
I'm sorry but this evidence does not meet the criteria	88421015	Caroline Testing1502		test	05-Nov-2015	brake & clutch fluid.jpg									

The IQA can now see reasons for evidence being rejected as well and the new tab to access this is as below.

Home Manage Candidates Resource Library IQA Sampling Plan

You are here: |

- View Progress by Assessor
- View Progress by Group
- View Progress by Candidate
- View Portfolio
- View CAS by Candidate
- View Rejected Evidences**

Announcements

Charts Communication Seminars Snap Shot Events My Tasks

Assessor Progress

The IQA will see the same information as the assessor.

Logged in as Stephen Longworth | 92 incoming message(s)

Home Manage Candidates Resource Library IQA Sampling Plan Reports Change Password | Logout

You are here: Home >> Manage Candidates >> Rejected Evidences

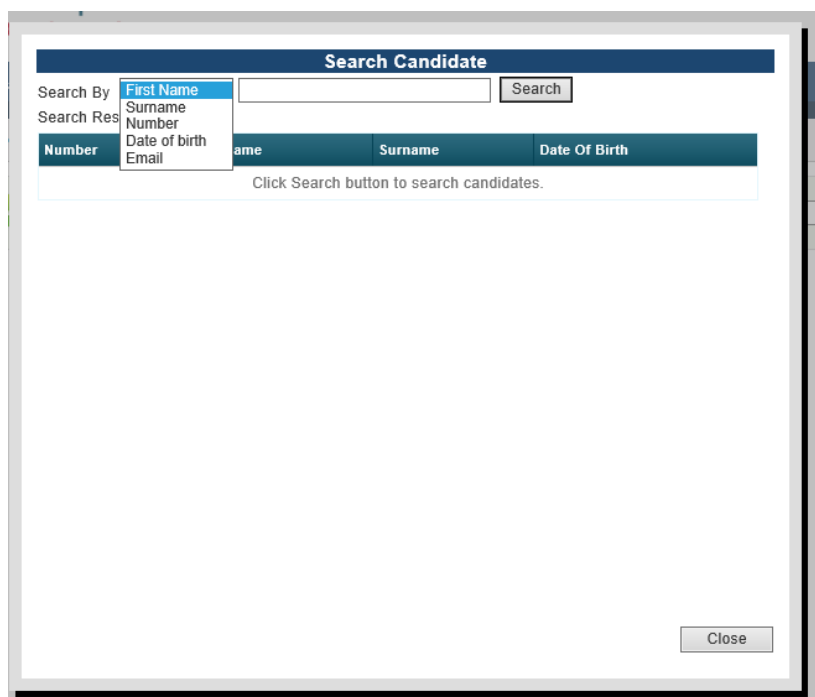
Candidate Name/Number <input type="text"/>		Period for Last 1 month <input type="button" value="Show Data"/>					
Rejected Comments	Candidate No.	Candidate Name	Assessor Name	Linked Assessments	Evidence Description	Evidence Date	File Name
I'm sorry but this evidence does not meet the criteria	88421015	Caroline Testing1502	Nicola Martin		test	05-Nov-2015	brake & clutch fluid.jpg



Change 7 – Shared unit fix, we are aware of problems with shared units on eportfolio in particular the G units. This new fix will enable you as the centres to move shared units between assessors without contacting the IMI. In the centre champion site you will need to go to the ‘Centre Champion’ tab then down to ‘Shared Units’ and select that option.



Once you are in the page you will need to search for the candidate in question. You will need to use the green search button which will bring up a new search page as below which you should be familiar with, please use this box to search for the candidate with the shared units in the normal way.





Once you have found the candidate the drop down box will populate with all of the units that are currently shared between two (or more) assessors

IMI AWARDS ePortfolio Champion

Logged in as EP Training Centre 2 (Nicola Martin) | 2 incoming message(s)

Home Centre Champion Reports Manage Centre Personnel Archive Retrieve Change Password | Logout

You are here: Home >> Centre Champion >> Shared Units

Candidate Number: 88421015 Search & Select Candidate Select Shared Assessment

- LV12K - Removing and replacing transmission and driveline units
- G0102K - Health and Safety
- LV0506K - Inspecting LVs using prescribed methods
- LV04K - Removing and replacing LV chassis units
- LV03K - Removing and replacing LV electrical units and components
- LV02.1K - LV eng, mech, lube and cooling systems
- LV01K - Routine LV Maintenance
- G4K Written - Materials and tools
- G4S - Skills in Materials, Fabrication, Tools and Measuring Devices used in the Automotive Environment
- LV02.2K - LV fuel, ignition, air and exhaust systems
- G3K - Knowledge of Support for Job Roles in the Automotive Work Environment

When you select the unit from the list that is causing the problem any assessors currently involved with that particular unit will appear below. You can then use the button to select the assessor that you would like the unit to move too and click the 'Swap Qualification' button

This will then give the assessor access to that unit to work with and sign off or just view.

IMI AWARDS ePortfolio Champion

Logged in as EP Training Centre 2 (Nicola Martin) | 2 incoming message(s)

Home Centre Champion Reports Manage Centre Personnel Archive Retrieve Change Password | Logout

You are here: Home >> Centre Champion >> Shared Units

Candidate Number: 88421015 Search & Select Candidate Select Shared Assessment: G0102K - Health and Safety

Source Qualification

Qualification	Assessor Name
500/9819/6	Nicola Martin - 201202

Destination Qualification

Qualification	Assessor Name	Select
500/9818/4	Stephen Longworth - 1897	<input checked="" type="radio"/>

Swap Qualification

Change 8 - System error fix, previously the eportfolio was showing 100% completion for some qualifications before they were finished. This was down to the system adding up the number of units complete as opposed to the number of credits. This has now been rectified and tested. If you find any qualification you feel is still showing 100% before it is complete please contact us using the contacts at the bottom of the document.



Change 9 – All systems will now automatically save your work after 30 minutes.

Change 10 – Update to evidence upload button, this button was previously a flash element which meant it wasn't compatible with apple products. This has now been updated to a non-flash button so it will be able to be used with apple products.

Change 11 – IQA site development as an IQA you can now add multiple candidates and multiple units to your form 28's. The initial set up of the sampling plans will remain the same however once you have created the plan you will notice an addition to the next step.

As below you will now see that tick boxes appear next to each unit and candidate chosen by selecting the units here you will add them all to one form 28.

IMI AWARDS Internal Quality Assurer ePortfolio

Logged in as Stephen Longworth | 92 incoming message(s)

Home Manage Candidates Resource Library IQA Sampling Plan Reports Change Password | Logout

You are here: Home >> IQA Sampling Plan >> IQA Sampling Plans in Progress

IQA Sampling Plans (Form 25) In Progress

Plan Name	From Date	To Date	Created Date	Qualification	Close
hoihihuh	03/04/2012	14/07/2012	18/04/2012	500/08147: IMIAL Level 3 Diploma in Light Vehicle Maintenance and Repair Principles (VRQ)	Complete the Plan
29MarTest1	01/01/2013	06/06/2013	29/03/2013	500/08184: IMIAL Level 2 Diploma in Light Vehicle Maintenance and Repair Principles (VRQ)	Complete the Plan
test for archiving candidates	01/01/2014	01/12/2015	11/07/2014	500/08184: IMIAL Level 2 Diploma in Light Vehicle Maintenance and Repair Principles (VRQ)	Complete the Plan
test nic 123	08/06/2015	08/09/2015	08/06/2015	500/08184: IMIAL Level 2 Diploma in Light Vehicle Maintenance and Repair Principles (VRQ)	Complete the Plan

IQA Sampling Plan Details (In progress)

Select	Assessor	Candidate	Unit	WO	WT	UPK	PT	PHT	OLT	Planned Date	Actual Date	IQA Report	Status	Progress
<input type="checkbox"/>	Andy Frouns	Evan Training011	G0102K	✗	✗	✓	✓	✗	✗	01/12/2015				50% Completed
<input type="checkbox"/>	Andy Frouns	Evan Training011	LV01K	✗	✗	✓	✗	✗	✓	01/12/2015				50% Completed
<input type="checkbox"/>	Andy Frouns	Evan Training011	LV01S	✓	✗	✗	✓	✗	✗	01/12/2015				100% Completed
<input type="checkbox"/>	Andy Frouns	Evan Training011	LV04S	✗	✗	✗	✗	✓	✓	01/12/2015				33% Completed
<input type="checkbox"/>	Jane Allan	Sean Training007	G0102K	✗	✗	✓	✓	✗	✓	01/01/2016				100% Completed
<input type="checkbox"/>	Jane Allan	Sean Training007	G3K	✗	✗	✓	✓	✗	✓	01/01/2016				50% Completed
<input type="checkbox"/>	Jane Allan	Sean Training007	G3S	✗	✗	✓	✓	✗	✓	01/01/2016				100% Completed

IV Report No: Report No. :

Internal Quality Assurer Sampling/Observation Report

Sampling of Assessor Decisions: Observation of Assessor:

Assessment method(s) verified (Please tick):

Workplace Observation Witness Testimony Underpinning Knowledge

Practical Tests Phase Tests On-line Tests

* Description of activity observed:

Candidate No	Candidate Name	Unit Ref.	Assessment Ref.	Submitted Date	Reviewed Date	Show Assessment
09270911	Evan Training011	G0102K	G0102K	22/09/2011	22/09/2011	Show Assessment
09270911	Evan Training011	LV01S	LV01s Task1	22/09/2011	22/09/2011	Show Assessment
anil	Sean Training007	G0102K	G0102K	14/09/2011	14/09/2011	Show Assessment
anil	Sean Training007	G3K	G3K	03/10/2011	03/10/2011	Show Assessment

ASSESSMENT CHECKLIST



Still to come....

Downloadable progression data – this is being worked on at the moment a will be going live soon

Multiple assessors – this is a huge change to the system and is being looked into at the moment

Flexible movement between groups for assessors – this is being looked into at the moment and we hope this will be available soon.

If you have any questions regarding the above information please call 01992 511 521 or email eportfolio@theimi.org.uk