

Assessment Online
Specific instructions

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Specific Instructions

- Administration, storage and retrieval
- Non-assessment activities

Policy Area	FET Division
Version	1.6
Date	Created: August 2020 Revision: January 2021 Revision: May 2021 Revision: September 2021 (2) Revision: June 2022
Revision Details	Jan 2021: Additional information added including links to support videos. May 2021: Information added - Delete or Not to Delete Learners. September 2021: approved ETB platforms outlined for the storage of evidence. Addition of FET to naming convention when setting up a course June 2022: Updates to Access to digital assessment material and links to recordings
Monitored	
Responsibility	Director of FET
Approval	Quality Council
This policy document is an uncontrolled copy. Each staff member should consult StaffCONNECT for the latest version of this document.	

Administration, Storage and Retrieval

All Instructional Support Recordings can be found here:

[Teams Training Videos | Microsoft Stream](#)

[Moodle Moments | Microsoft Stream](#)

Storage

All learner evidence must be securely stored in-line with the ETB's [08 Secure Storage Procedure \(Part-time\)](#) and [08 Secure Storage Procedure \(Full-time\)](#).

Assessment evidence will be stored on either Moodle, MS Teams, or OneDrive (ETB approved platforms). The following outlines the administration and retrieval (by Internal Verification staff and External Authenticators) of assessment evidence.

Administration – Online Course

1. Setting up a Course

When creating a course on **Moodle** or **MS Teams** the course should be named using the following naming convention -

FET - Module Name - Module Code – Provision - Assessor Name

For example – FET - Communications 5N0690, VTOS Kilrush, Joe Bloggs

2. Video Evidence

Video evidence can be stored in OneDrive.

OneDrive

Videos recorded through Teams e.g., recording of a meeting may be automatically saved to OneDrive in a folder called Recording. If saving video evidence to this folder you must make sure that it is available for Internal Verification (IV) and External Authentication (EA).

3. For video evidence in **Moodle**, please refer to the Moodle Moments Recording above.
4. Submitting learner evidence for certification.

Delete or Not to Delete Learners

The following will give guidance on what you must do if you wish to delete learners from a team or leave learners in a team before submitting for Internal Verification (IV) or External Authentication (EA).

1. Keep Learners in a Team

If you choose to leave learners in a Team and submit the Team for IV and EA, it must be remembered that learners will continue to have access to the Team. Therefore, you must make sure that any QQI documentation is in a folder or channel with restricted access (learners should not be able to view or access any QQI documentation e.g., Learner marking sheets, Module Results Summary sheet etc.). Learner video evidence should also have restricted access. Learners should not be able to view other learner's video evidence.

If you choose to **leave** learners in a Team you must make sure the folder with all the QQI documentation has restricted access or upload all QQI documentation to a private channel.

2. Delete Learners from a team

By deleting learners from a Team, you are removing their access to the Team. They will no longer be able to view class notes and resources, their assessment evidence or chats.

When you delete learners from a Team the information in the **Grades** screen will no longer be available.

Due before Jan 27th					
Search students	8. Skills Demonstration 4 – Jan 27th · 10 points	7. Skills Demonstration 3 – Jan 27th · 10 points	6. Skills Demonstration 2 – Jan 27th · 15 points	5. Skills Demonstration 1 – Jan 27th · 15 points	
SM McDonald, Sheila	10	9	11	14	
CO O'Tiarnalgh, Cian	10	6	11	12	
MT Tuttle, Marie	10	5	11	15	

All categories

- Drafts
- Assigned
 - 6. Skills Demonstration 2 - Interview
Due 27 January 2021 16:13
3/4 handed in · 3 returned
 - 7. Skills Demonstration 3 - Debate
Due 27 January 2021 16:14
3/4 handed in · 3 returned

However, the IV and EA will be able to access learner's assessment evidence through the **Assignment** screen.

Due before Jan 27th

Search students	8. Skills Demonstration 4 – Jan 27th · 10 points	7. Skills Demonstration 3 – Jan 27th · 10 points	6. Skills Demonstration 2 – Jan 27th · 15 points	5. Skills Demonstration 1 – Jan 27th · 15 points	
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Prior to deleting the learner, you must export the information in the **Grades** section to Excel.

The Excel document contains the information in the Grades screen which will be used by the IV team and EA as part of the authentication process. The Excel file consolidates the learner's marks and overall feedback into one place.

1	First Name	Last Name	Email Addr	8. Skills Dei Points	Feedback	7. Skills Dei Points	Feedback	6. Skills Dei Points	Feedback	5. Skills Dei Points
2	Cian	O'Tiarnalgh Cian.O'Tiarr		10	10	6	10	11	15	12
3	Marie	Tuttle marie.tuttle		10	10	5	10	11	15	15
4	Sheila	McDonald sheila.mcdk		10	10	9	10	11	15	14
5										
6										

If you choose to **delete** learners in a Team you must Export the information in the Grades section of Teams to Excel and Save the Excel file in the QQI Documentation folder (with restricted access) or a private channel you have created.

Note: You can easily add the learners back to the Team as members once IV and EA is complete.

Storage of Assessment Material

Assessment material must be submitted to and remain in one platform. Assessment material is not to be transferred from one platform to another.

1. Moodle and MS Teams

Assignments should be uploaded through assignment feature on the online platform.
Any video evidence should be labelled as follows:

Learner's Surname, First name – Assessment Title.

For example – Doyle, Mary - Interview or Doyle, Mary - SD1

2. OneDrive

Assessment evidence should be stored and labelled as follows:

Provision - Assessor Name – Module Name – Module Code – Learner folders organised by Learner's Surname, First Name

For Example – VESD Clare - Joe Bloggs – Communications 5N0690 – Doyle, Mary
Eagan, Thomas
Lynch, Patrick

Retrieval

Internal Verification (IV) staff and External Authenticators (EAs) will need to access learner's assessment evidence. Assessors will need to give IV staff and EAs access to view the assessment evidence in their courses. Therefore, they will need to give access rights to courses on Moodle or MS Teams and to evidence stored. For example, with MS Teams IV staff and the EA will need to be added as a member of the team. It is the responsibility of the provision to ensure that IV personnel have been granted access to the required platforms.

Access to Digital Assessment Material

In the event of the requirements to gain access to digital versions of learner and assessor work for certification purposes if the assessor is out of the workplace for any reason and is uncontactable for passwords. This could be due to illness, annual leave, an unforeseen emergency etc.

For Teams access – the provision manager/co-ordinator/principal will contact IT and request access to the assessment material

Email IT@lcetb.ie with request

For Moodle access – the provision manager/coordinator/principal will contact the Moodle Administrator and request access to the assessment material

Email tel@lcetb.ie with request