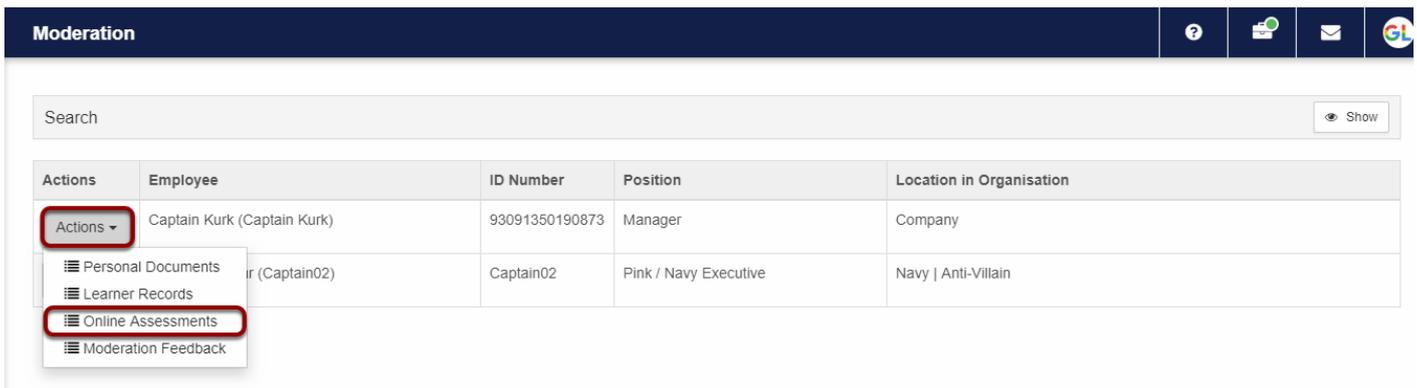


# How to Moderate a Learner's Online Assessments

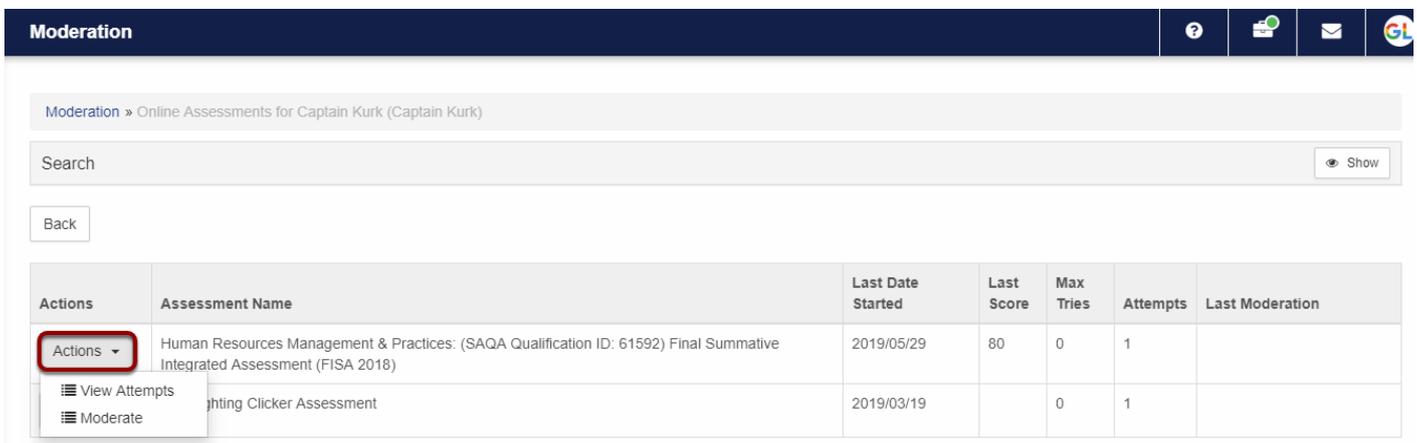
- Open the Moderation Dashboard and click on **Online Assessments** in the **Actions** drop down.



The screenshot shows the Moderation Dashboard interface. At the top, there is a dark blue header with the word "Moderation" and several utility icons. Below the header is a search bar with a "Show" button. The main content area contains a table with the following columns: "Actions", "Employee", "ID Number", "Position", and "Location in Organisation". The first row shows "Captain Kurk (Captain Kurk)" with ID "93091350190873" and position "Manager". A dropdown menu is open for the "Actions" column of this row, showing options: "Personal Documents", "Learner Records", "Online Assessments" (highlighted with a red box), and "Moderation Feedback".

Actions	Employee	ID Number	Position	Location in Organisation
Actions ▾	Captain Kurk (Captain Kurk)	93091350190873	Manager	Company
Personal Documents	... (Captain02)	Captain02	Pink / Navy Executive	Navy   Anti-Villain
Learner Records				
Online Assessments				
Moderation Feedback				

- A list of online assessments will be displayed.
- Click on the **Actions** drop-down on the Assessment record to view the options available.



The screenshot shows the Moderation Dashboard interface, specifically the "Online Assessments for Captain Kurk (Captain Kurk)" page. At the top, there is a dark blue header with the word "Moderation" and several utility icons. Below the header is a breadcrumb trail "Moderation > Online Assessments for Captain Kurk (Captain Kurk)", a search bar with a "Show" button, and a "Back" button. The main content area contains a table with the following columns: "Actions", "Assessment Name", "Last Date Started", "Last Score", "Max Tries", "Attempts", and "Last Moderation". The first row shows "Human Resources Management & Practices: (SAQA Qualification ID: 61592) Final Summative Integrated Assessment (FISA 2018)" with "Last Date Started" of "2019/05/29", "Last Score" of "80", "Max Tries" of "0", and "Attempts" of "1". A dropdown menu is open for the "Actions" column of this row, showing options: "View Attempts" and "Moderate".

Actions	Assessment Name	Last Date Started	Last Score	Max Tries	Attempts	Last Moderation
Actions ▾	Human Resources Management & Practices: (SAQA Qualification ID: 61592) Final Summative Integrated Assessment (FISA 2018)	2019/05/29	80	0	1	
View Attempts	...ighting Clicker Assessment	2019/03/19		0	1	
Moderate						

- When any of the Actions options are clicked, a screen will be displayed showing three tabs with the following functionality:
  1. Assessments Attempts: View all assessment attempts and a transcript report.
  2. Internal Moderations: Create, Edit or Delete Internal moderations
  3. External Moderations: Create, Edit or Delete External moderations

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