

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 header with a search bar and a 'Show' button. Below the search bar is a table with columns: Actions, Employee, ID Number, Position, and Location in Organisation. The 'Actions' column has a dropdown menu open, showing options: Personal Documents, Learner Records, Online Assessments (highlighted with a red box), and Moderation Feedback. The table contains two rows of data for 'Captain Kurk (Captain Kurk)' and 'Captain02'.

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 header with a search bar and a 'Show' button. Below the search bar is a 'Back' button. The main content area shows a list of online assessments for 'Captain Kurk (Captain Kurk)'. The table has columns: Actions, Assessment Name, Last Date Started, Last Score, Max Tries, Attempts, and Last Moderation. The 'Actions' column has a dropdown menu open, showing options: View Attempts, Moderate, and a third option (partially obscured). The table contains two rows of data for 'Human Resources Management & Practices: (SAQA Qualification ID: 61592) Final Summative Integrated Assessment (FISA 2018)' and 'Lighting Clicker Assessment'.

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	Lighting 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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