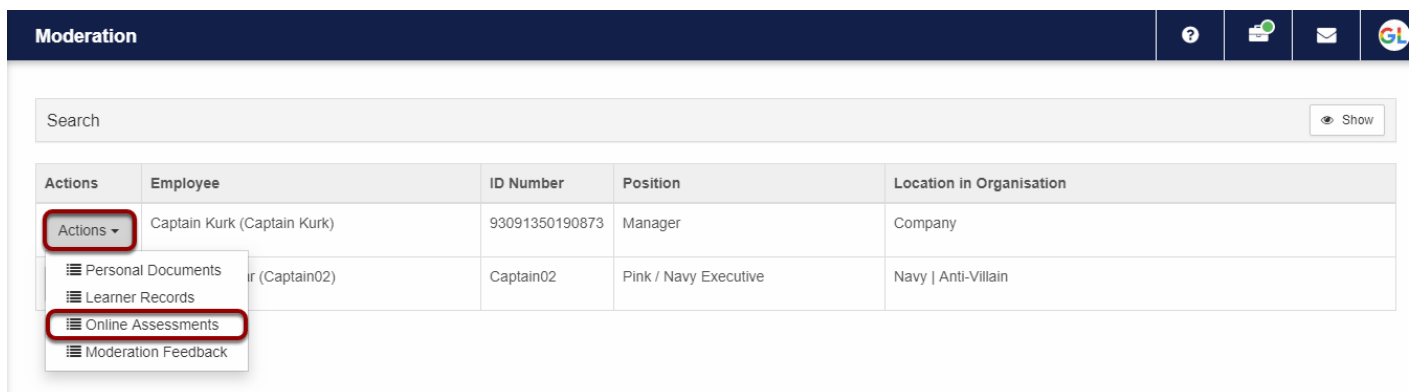


# How to Moderate a Learner's Online Assessments

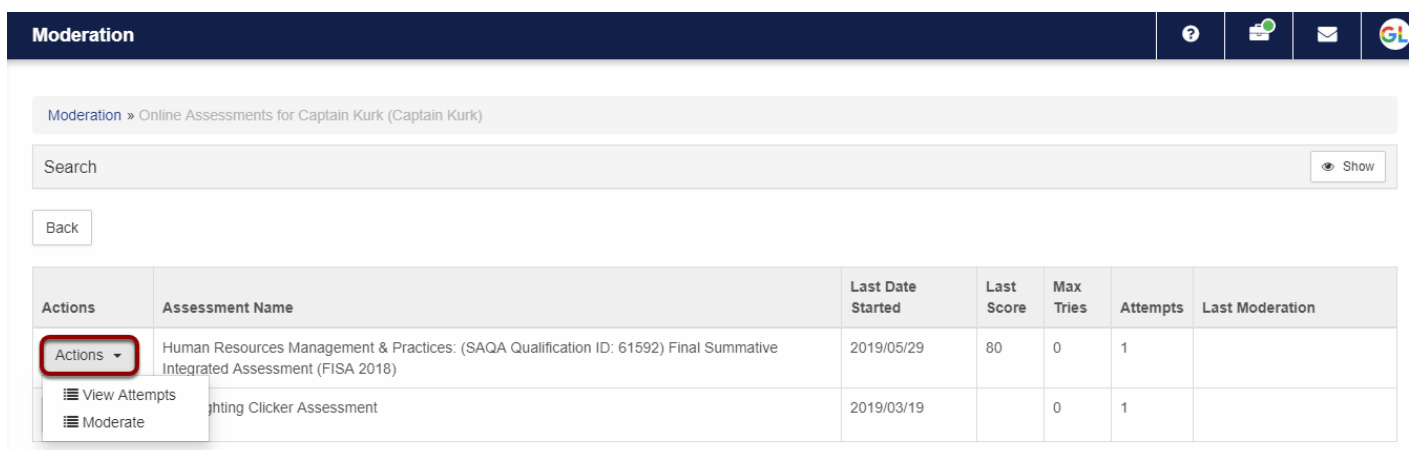
- Open the Moderation Dashboard and click on **Online Assessments** in the **Actions** drop down.



The screenshot shows the 'Moderation' dashboard. At the top is a dark blue header with the word 'Moderation' and several icons. Below the header is a search bar with the text 'Search' and a 'Show' button. The main content area contains a table with the following 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'.

Actions	Employee	ID Number	Position	Location in Organisation
Actions	Captain Kurk (Captain Kurk)	93091350190873	Manager	Company
	Captain02	Captain02	Pink / Navy Executive	Navy   Anti-Villain

- 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 with the breadcrumb 'Moderation » Online Assessments for Captain Kurk (Captain Kurk)'. Below the breadcrumb is a search bar with the text 'Search' and a 'Show' button. A 'Back' button is also visible. 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 'Actions' column has a dropdown menu open, 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	
	Lighting Clicker Assessment	2019/03/19		0	1	

- 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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