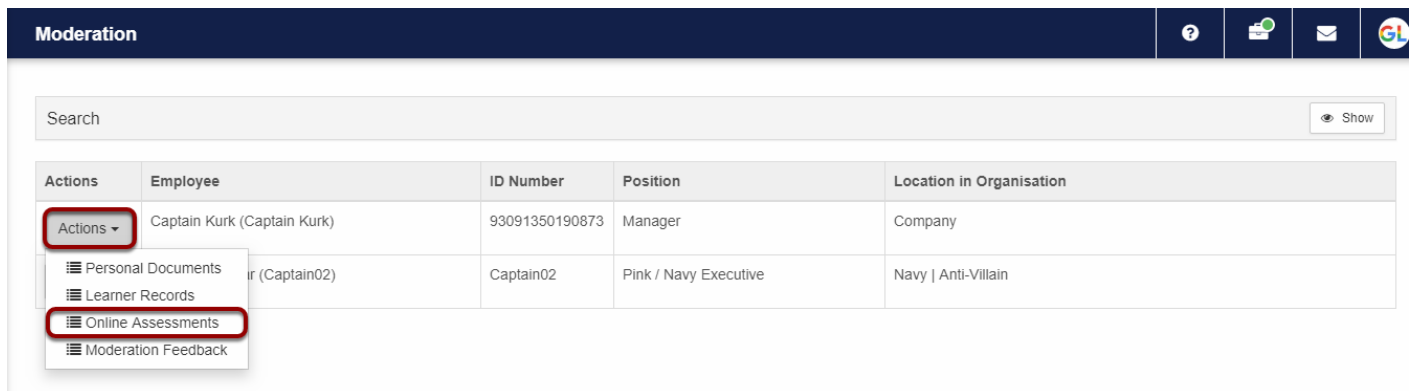


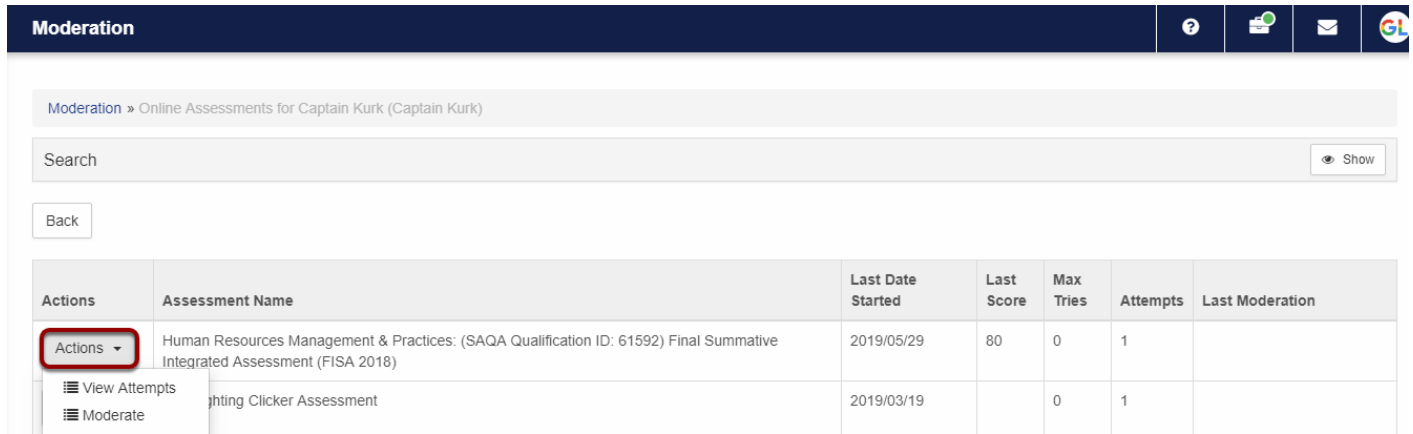
How to Moderate a Learner's Online Assessments

- 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". The second row shows "Captain02" with ID "Captain02" and position "Pink / Navy Executive". A dropdown menu is open for the "Actions" column of the first row, showing options: "Personal Documents", "Learner Records", "Online Assessments", and "Moderation Feedback". The "Online Assessments" option is highlighted with a red box.

- 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" "2019/05/29", "Last Score" "80", "Max Tries" "0", and "Attempts" "1". The second row shows "Lighting Clicker Assessment" with "Last Date Started" "2019/03/19", "Max Tries" "0", and "Attempts" "1". A dropdown menu is open for the "Actions" column of the first row, showing options: "View Attempts" and "Moderate". The "Actions" dropdown is highlighted with a red box.

- 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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