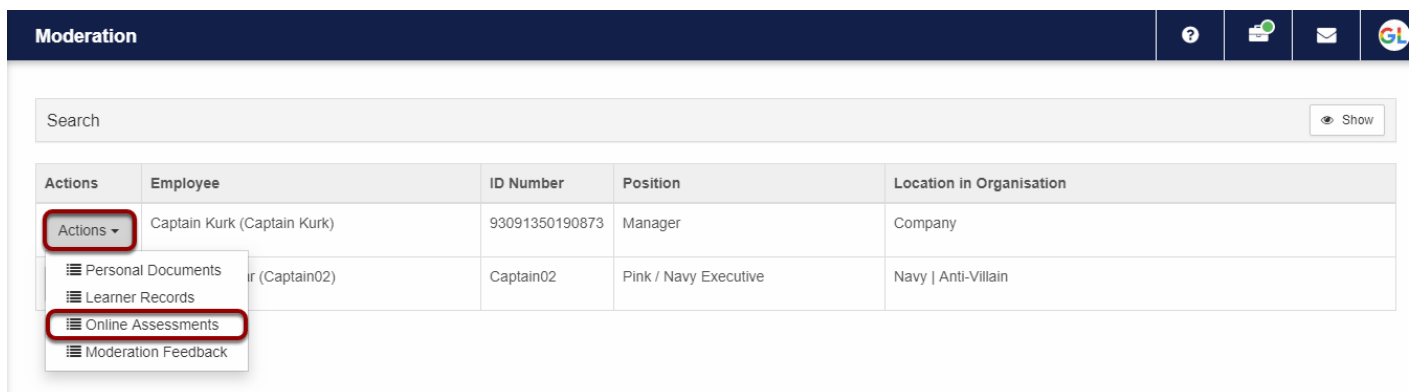


# How to Moderate a Learner's Online Assessments

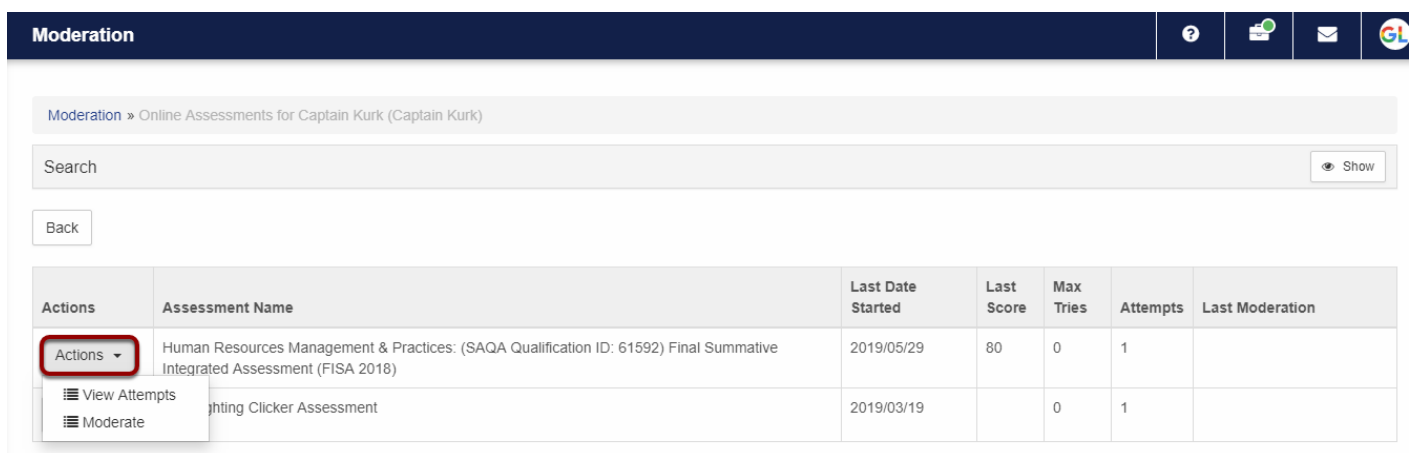
- Open the Moderation Dashboard and click on **Online Assessments** in the **Actions** drop down.



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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