

# How to Start with the Moderation Process

The moderation functionality allows internal and external moderators to easily access, open and moderate personal document and various training history records e.g. online assessments, practical assessments and POE documentation.

- The number of learners accessible by a moderator will be determined by his active subgroup e.g. a specific group/pipeline or other defined search criteria.
- Moderation results can be captured and stored by the moderator. The following accompanying information is also captured: moderation date, moderation outcome and comments.
- The Internal Moderator will be able to send email notifications to the assessor containing the outcome of the moderation process.
- The External Moderator will be able to send email notifications to the Internal Moderator containing the outcome of the moderation process.
- The moderator has access to the following information:
  - Personal learner documentation e.g. copies of ID books.
  - All documents uploaded by the different role players on a learner's training history record e.g. POE documents.
  - Online assessment attempts and transcripts.
  - Practical Assessment results e.g. assessment date, score, number of attempts and comments.
  - Training history records displaying the following information: Complete and competent status, Assessed status, Moderated status (Final or Mid-Year).
  - All the comments made on a learner's training history record by the assessor and moderator.

**WHO:** *Internal or External Moderators.*

**WHY:** *To open the Moderation Dashboard in order to moderate items on a learner's profile.*

**WHERE:** *Main Portal Menu| Moderation*

- Click on the **Moderation** menu item on the Main Portal.
- A list of all learners in your subgroup will be displayed.

**Signify SOFTWARE**

**My Details**

GL **CAPTAIN KURK**  
Learner | View Profile

Your profile is 0% complete, click here to continue.

My Personal Details	
Surname	Kurk
Maiden Name	
First Name	Captain
Known As	
ID Number	93091350190873
Title	

# How to Access The Information on a Learner's Profile

- Use the Search functionality to find a specific employee by entering search criteria and click **Search**.
- Click on the **Actions** drop-down to view the three information categories available for moderation i.e. Personal Documents, Learner Records and Online Assessments.

**Moderation**

Search Show

Actions	Employee	ID Number	Position	Location in Organisation
Actions ▾	Madson Antonio (001MM7)	8912120194186	Administrator	KYB Trading   KYB Trading Asia
<ul style="list-style-type: none"> <li>Personal Documents</li> <li>Learner Records</li> <li>Online Assessments</li> <li>Moderation Feedback</li> </ul>	o (0823908333)	8704032150186	Compliance Officer	Citik Lda 01   Citik Kilamba   Vistoria   Armazenação   Controlo   Drawing   Inspection
	unge (10002571)	10002571	Learner	Life EHS   EOH Holdings   EOH - Intake 2   Western Cape
Actions ▾	Thembani Akim Akim (10003328)	10003328	Learner	Life EHS   EOH Holdings   EOH - Intake 2   Western Cape

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