

# How To View a Users Assessment Attempts/Results

## How to get there?

Click on System Administration (1), then with your cursor hover over Modules (2) | Manage Employees (3).

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## What to do?

- Use the search criteria to search for the user (1).
- Click on Action (2) for the relevant user.
- Then click on View / Edit (3)

Search Employees

☒ Current Employees
 ☐ Previous Employees
 ☐ All

Employee Number 
 Name 
 Surname 
 ID Number

Job Code 
 Position

Number of Employees in All Employees: 1710

Actions	Employee Number	Surname	Name	ID Number	Position	Location in organisation	Schema
<input type="button" value="Action"/>	<input type="button" value="View / Edit"/>	<input type="button" value="Terminate Employee"/>	<input type="button" value="View Employee Profile"/>	<input type="button" value="View Learner Records"/>	<input type="button" value="View Licences"/>		
	Captain Kurk	Kurk	Captain	93091350190873	Learner	TRS One   Coal RSA	[4] Orange / Purple

- Click on Employee Development (4).
- Then Navigate to and click on Assessment List (5).
- On this screen all the users assessments that were attempted are displayed.
- Click on the Please select (6) drop down and click on View attempts for more detailed information.

Home

Employees

Employee Profile

Organisational Assignment

Employee Development

Career Conversation

Talent Assessment

Assessment List

Learner Details

Learner Records

Performance Manage

PDP

PDP Qualifications

Professional Membership

Training Roles

Employee Assessments (Captain Kurk, Captain Kurk)

A register of all online assessments that an employee is currently INVOLVED in - both completed or in progress.  
NOTE: Selecting Reset attempt count will completely reset this assessment as if the employee had never attempted it.

Action	Assessment Name	Last Date Started	Last Score	Maximum Number of Tries	Number of Attempts
Please select	Fire Fighting Clicker Assessment	2019/03/19		0	1
Please select	Active Listening - Assessment	2019/05/21	53.33	0	1

- Here you can print the assessment attempt by clicking on Export to PDF (7).
- Click on View Details (8) to view the users answers.

View Attempts Report

Employee Current Schema	[4] Orange / Purple
Employee Number	Captain Kurk
Employee Name	Captain Kurk
Position Title	Learner
Transcript For Assessment	Active Listening - Assessment

Action	Assessment Name	Start Date	End Date	Invigilator Name	Invigilator Number	Total Attempts	Competent	Completed	%	Score	
										Raw	Max
View Details	Active Listening - Assessment	2019/05/21	2019/05/21			1	Not Yet Competent	Completed	53.33	8	15

Candidate name: \_\_\_\_\_ Candidate signature: \_\_\_\_\_  
 Assessor name: \_\_\_\_\_ Assessor signature: \_\_\_\_\_

There are various reports that can be loaded to view assessment attempts. Please contact [support@signify.co.za](mailto:support@signify.co.za) to ask for assistance.

