



## **TLM Survival Guide**

**The Survival guide for Teachers and Exams Officers  
How to survive the academic year with TLM.**

**Work Smarter, Not Harder!**

**Specialists in Innovative Technical Qualifications**

**The TLM Team**

**V9 2023 - 2024**

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## **An Introduction to TLM and Assessment Methods**

This guide has been created for Principal Assessors/Assessors/Administrators and Exams Officers by all at TLM HQ.

TLM prides itself on the support it provides to TLM Centres. The decision to create a physical copy of all the basic Centre Management Site and Learning Site processes is to help reduce phone calls and emails, so you become more self-sufficient.

The TLM Assessment model is common throughout all its qualifications. TLM offers true moderation on demand, with an Assessor electronically confirming via the Centre Management Site that internal verification has taken place, and work is ready to be passed to the TLM Moderation team who will then conduct external verification of work received. TLM moderation team will then access the work against the learning objectives and level requested. Coursework work is (currently), graded as PASS/FAIL\*, feedback is then given to the Assessor for any work that has not met the standards required, allowing learners to enhance their work to the required competency.

## **TLM Accredited Qualifications**

Our qualifications include;

IT User Skills from Entry Level 1 through to and including Level 3, which can be found [here](#).

Computer Coding Education with Minecraft, which can be found [here](#).

Advanced Manufacturing Technology, which can be found [here](#).

Cyber Security, which can be found [here](#).

Cloud Based Systems and Services which can be found [here](#).

Skills for Employment, which can be found [here](#).

SENDI (Special Education Needs and Disability Inclusion), can be found [here](#).

**TLM home page can be found [here](#).**

### **Timings for coursework and exams /Planning your Qualification.**

TLM provides moderation on demand.

Moderation of course work is carried out whenever you request it, there are no moderation windows.

We require a minimum of two weeks' notice (although at some times of the year there will be up to 6 weeks notice required), when officially booking an exam through the Learner Assessment Site, so before the exam can be booked your learners' work will have been moderated and approved. You will need to allow at least two weeks for Moderators to either approve, provide feedback or return coursework, hence the extra week for learners to be able to make the possible enhancements to their coursework.

**Moderation - 2 weeks before exam needs booking**

**Booking the exam – requires Maximum of 6 weeks and minimum of 2 weeks notice.**

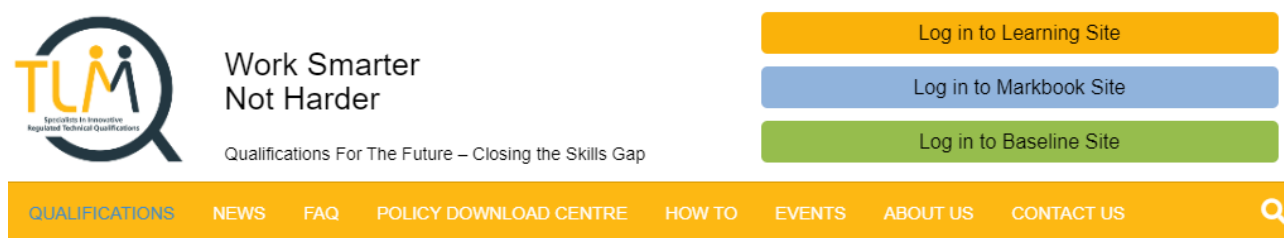
## **Getting Started**

**We aim to provide you with a guide for all the common processes when using the Centre Management Site and the Learner Assessment Site, this will be your first stop when you are adding / editing learners, requesting moderation, booking exams and claiming the awards.**

1. Welcome to TLM! By using [TLM.org.uk](https://www.tlm.org.uk) you will be able to access our main site.



2. Once you have an account from here you will be able to log into the **Centre Management Site** (Assessors) and into the Learner Assessment Site (Assessors and Learners) located in the top right of the page. You will can also apply for an account to the TLM **free Baseline Test Site**
  - a) **Centre Management Site-** To access this you need to speak to your **Principal Assessor who will create you an account.**
  - b) **Learning Site-** To access this as an Assessor you first require a **Centre Management Site account.**
    - i. Once you have a Centre Management Site account, from the main web page in the top right-hand side click on **Log into Learning Site** followed by **Create New Account.**
    - ii. Complete the screen in full and accept the terms and conditions. (The email address here must be the same as the one you have used for the Mark Book)
    - iii. We will then process your application for an Assessors account and email you back on how to login for the first time.
3. Just below where you log into the Learner Assessment Site and Mark Book you will see an orange coloured border and within the border you will be able to find further useful information.



- 1) **Qualifications** - includes information for all TLM Qualifications relating to a specific area of education; Schools, Adult Education and Colleges & Further Education.

Clicking on any of these particular areas of education will take you to the respective qualifications available.

Clicking on any of the qualifications will then display further information including the Level's, which if you click on them will take you to **more detailed information.**

If you then click on the **Unit Bank** you will then see the **Units** which make up that qualification.

- 2) **News-** latest and interesting information concerning TLM and its Qualifications.
- 3) **FAQ-** Which tries to answer any frequently asked questions.
- 4) **Policy Download Centre-** TLM policies.
- 5) **How To;** which are detailed general help guides, which will be updated throughout the year via website updates.
- 6) **Events** - important dates for your diary.

- 7) About; which explains what TLM is about.
- 8) Contact Us- the many ways to contact TLM.

## Logging into the Centre Management Site

Learner Assessment Log in

Centre Management Log in

Baseline / Diagnostic Log in

**The Centre Management Site is for assessors only.**

**Please use your username and password.**

**Logging into the Centre Management Site for the first time?**

**You will be required to 'Sign' the TLM Contract'.**

### TLM Contract

**Please ensure that you read the TLM contract in FULL and totally understand its requirements and importance.**

**The Principal Assessor will formally observe the work of each assessor trainer in the Centre at least once a year.**

**Assessors MUST FULLY understand their responsibilities as per the contract, with particular attention to the following;**

- Conflict of Interest
- Malpractice & Maladministration Policy
- Assessor
- Assessor Trainer
- Terms & Conditions of Service
- Principal Assessor
- Moderator
- GDPR

**Once you fully understand the importance of these TLM policies, you will need to agree to these policies, acknowledge you have read these policies and understood them by electronically signing each of these in order to access the Centre Management Site.**

## TLM Contract

These are the agreements that you have understood and entered into allowing you to request and gain accreditation for your learners from TLM. We use a traffic light system to manage our organisations. It shows your status in terms of training undertaken, quality assurance, etc - for example, if you need to attend a training session your status will reflect this



Red light - Your centre has signed the agreement(s), but has not yet attended a workshop nor paid any outstanding fees.



Amber light - Your centre has now either attended a workshop and understands your obligations, or paid any due fees.



Green light - Your centre has now attended a workshop and understands your obligations, and has paid any due fees.

**I..... have read and understood my obligations in relation to TLM Malpractice and Maladministration Policy.**

**I..... have read and understood my obligations in relation to TLM's Contract.**

**I..... have read and understood my obligations in relation to TLM's Terms and Conditions of Service.**

**I..... have read and understood my obligations in relation to TLM's GDPR Policy.**

## Manage Assessors

Principal Assessors (PA) must understand that it is their sole responsibility to manage ALL Assessors.

PA's have the overall control of the Centre Management Site account. Principal Assessors will be required to add their centres Assessors which is probably the first task they will need to complete when signing into the Centre Management Site. Only one PA\* can be assigned to a school, this will be the person we send all TLM Newsletters/ TLM Tips and any extra changes to TLM Processes.

**\*Unless your school or College is completing multiple qualifications with TLM a PA will be assigned to each subject area, please contact the TLM office if your school or College requires another PA.**

**The Principal Assessor for a Centre must on a yearly basis sign the TLM agreements, attend a yearly workshop for training, ensure that any outstanding fees are paid, also send TLM copies of the Centres Conflict of Interest Policy, Malpractice Policy and Maladministration Policy. Failure to do so could result in the suspension of the Centres status until these requirements are met.**

## Assessor List

Across the top of the screen you will see the Manage Assessors, click on Manage Assessors and under the Assessor List tab you will be able to view all Assessors added to the Centres account.

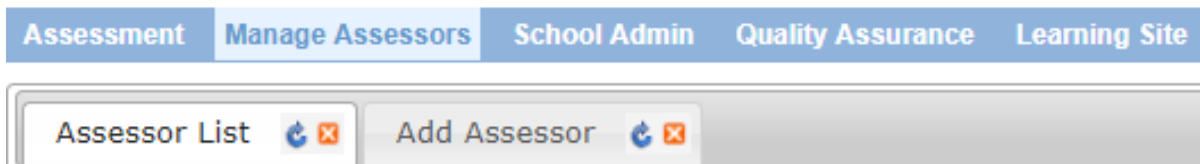


Fig.1

Fig.2

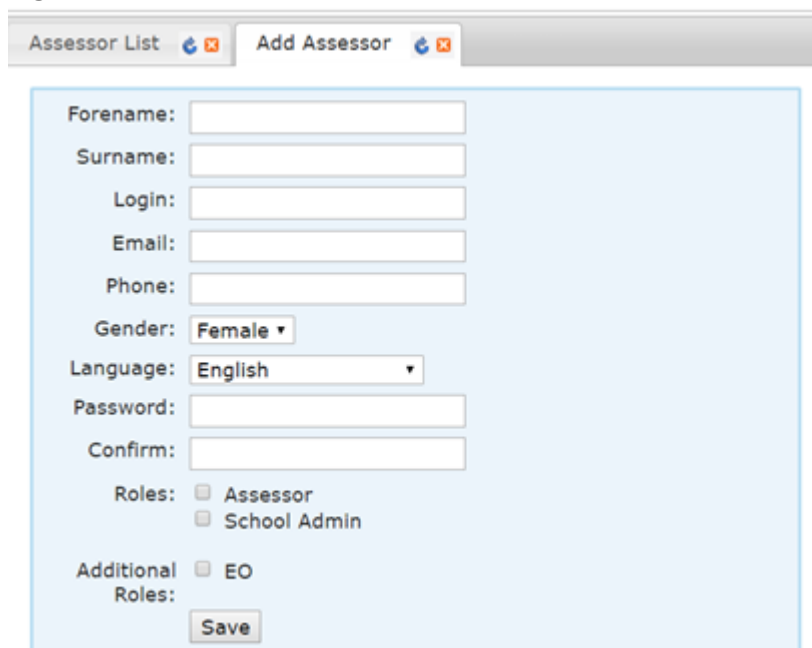
Assessor id	Assessors Name	Roles	Actions
247588	Allison Orr	Assessor School Admin	<a href="#">Edit</a>   <a href="#">Change Password</a>
81456	Award Test	Assessor Principal Assessor School Admin	<a href="#">Edit</a>   <a href="#">Change Password</a>
73666	Darren Physics	Assessor Principal Assessor School Admin	<a href="#">Edit</a>   <a href="#">Change Password</a>
55476	David Head	Assessor Assessor Trainer Head Teacher School Admin	<a href="#">Edit</a>   <a href="#">Change Password</a>

### To Add New Assessors/Exams Officers

(you can add any colleague via this tab)

1. To add new Assessors/Exams Officers; To the right of the Assessor List tab is the **Add Assessor** tab, click on the **Add Assessor** tab.

Fig.3



2. Please be aware when completing these field's, that this login may be used in the presence of learners and you may not wish to use first and middle names as this is what is displayed at the top of the screen.



3. **Roles and Additional Roles;**
  - a. **Assessor** - assigning this to a member of staff will give them access to the Marksheets enabling them to request moderation.
  - b. **School Admin** - This role can be assigned to Principal Assessors/ Assessors/Admin Assistants and Exam Officers. The School Admin role gives the user the ability to create groups.
  - c. **Exams Officer** - TLM **likes** to be in contact with Exams Officers and this information is very useful. An Exam Officer normally (in our experience), needs access to all roles, this will be beneficial to the School Admin role as EO's often create the exam groups as well as administering those exams.
4. Complete the fields and at the bottom of the page click on **Save**. You must then inform the member of staff of their username and password.

## School Admin

The **School Admin** is useful for many reasons, when you click on this tab it will first display the **View Groups** screen which gives an overview of all groups attached to the Centres account and the second column lists which assessor is attached to each group. You can also see learners who are not in a group by clicking on the prompt.

Assessment   Manage Assessors <b>School Admin</b> Quality Assurance   Learning Site   Verify Award   Request		
View Groups   View Learners   Group Overview   Add Learners   Add Group   Print Awards		
View learners who are not in any group		
Group	Assessor	Actions
11DP 1617	Darren Physics	Edit   Print Awards   Delete
Year 11 Master 1617	Survival Guide	Edit   Print Awards   Delete
Year 11 Master 1718	Survival Guide	Edit   Print Awards   Delete

## Add Group

Adding a group will keep all your learners in a visible space, without this Assessors will not be able to use the Marksheets correctly and not be able to request moderation in order for these learners to build the credits from the units created to submit for exams and/ or certification.

1. To add a group, click on the **School Admin**.
2. Click on the **Add Group** tab.

View Groups	View Learners	Group Overview	Add Learners	Add Group
-------------	---------------	----------------	--------------	-----------

Group:

Assessor:

3. Name the group something relevant to your class - i.e. class, group name, the year group or academic year.
4. Select the **Assessor** who requires the access to the group by going to the **Assessor** field and clicking on the drop-down menu.

- Click **Save**.

Assessment Manage Assessors **School Admin** Quality Assurance Learning Site

View Groups View Learners Group Overview Add Learners Add Group

Group: 11DP 1617  
 Assessor: Darren Physics  
 Save

## Adding Learners

You have two options to add learners to the Centre Management Site. The first option is for a small number of learners to be inputted manually, the second is to import them from a CSV file.

### Adding Learners Manually

- Click on the **School Admin**.
- Click on the **Add Learners** tab.

Assessment Manage Assessors **School Admin** Quality Assurance Learning Site

View Groups View Learners Group Overview Add Learners Add Group Print Awards

**How do I add learners?** You can upload a CSV file, or you can add learners manually.  
**How do I make a CSV file?** Use your favourite spreadsheet (such as MS Excel or OpenOffice Calc). Make a file like the example below and "save as" CSV.

**Insert learners manually**

Mandatory fields: Forename, Surname, Gender, DoB.

Forename	Surname	Gender	DoB	ULN

Save

[Click here to put learners into groups.](#)

**Upload pupils with a CSV file**

Upload CSV file:

Download template.

1. Choose file No file chosen  
 2. choose group  
 3. Upload

0%

- Complete all the fields.
- Located below the last forename field is **Save**, click on **Save**.
- Below the word Save is a link '**Click here to put learners into groups**', click on this link, a new screen/tab will appear entitled No Group. (fig.9)
- You will see listed all those learners who have not been assigned to a Group, (this is also known as the corridor).

Select All

MOVE learners to group: 11234  
 MOVE

Learner Id	Forename	Surname
60933	John	Bull
278201	Sam	Smith
358530	Bobby	Test

7. You can either on the left-hand side click on **Select All** (to select all the learners in the list), or to the left of their details is a tick box for **you to select** individual learners.
8. On the right-hand side is the sentence '**MOVE learners to group**', click on the drop-down menu and select the correct group.
9. Click on the **Move** button.

### Adding Learners via CSV

If you create your own CSV file then you **MUST** create it with the mandatory columns of Forename, Surname, Gender, DOB, alternatively you can download a template which TLM has created for you.

1. Click on the **School Admin**.
2. Click on the **Add Learners** tab.
3. Click on **Download Template** and a CSV will appear with all the relevant columns.
- a) If the last two columns of ULN and UPN are not going to be completed then you **MUST** delete these two columns from the CSV, otherwise the upload will not work.
4. Complete the CSV and save it to an appropriate location.
5. Return to the **Centre Management Site** and **School Admin, Add Learners** tab.
6. Move down to the **Upload CSV** section, click on **Choose File** and locate and select your CSV file.

**Upload pupils with a CSV file**

**Upload CSV file:**

[Download template.](#)

1.  No file chosen

2.

3.

0%

7. Click on **Choose Group** and select the group you require.
8. Click on **Upload**.
9. The bar below the upload button will notify you that the upload is complete by going green and it will say 100%.

**Upload CSV file:**

[Download template.](#)

1.  uploadlearners (1).csv

2.

3.

100%

	Forename	Surname	Gender	Dob	ULN	UPN
1	Sue	Bloggs1234	Female	2016-08-24		
2	Phil	Bloggs1234	Male	2014-09-02		

**OR**

- a) You may see the screen below if the learners are already on the Centre Management Site.
  - i. If you see the screen below under the Action column you must select either Don't upload or Copy.

**Upload CSV file:**  
[Download template.](#)  
 1.  uploadlearners (2).csv  
 2. 11DP 1617  
 3.

100%

Please ensure the data listed below is correct. If correct please scroll to the end of the list of learners to "Add Learners" button.

	Forename	Surname	Gender	Dob	ULN	UPN	action
1	bob	bloggs1234	Female	1997-08-13			learner exist with id 66532: <input type="radio"/> Don't upload   <input type="radio"/> Copy

10. The learners will still be available to edit before the learners are moved to the group. If you notice any mistakes, you will be able to change these before pressing the 'Add Learners' button by clicking in the field and correcting the mistake.
11. Click on the **Add Learners** button.
12. When the learners have been moved to the group, you will see this confirmation.

**Upload CSV file:**  
[Download template.](#)  
 1.  uploadlearners (1).csv  
 2. 11DP 1617  
 3.

100%

2 learner(s) is(are) added to **11DP 1617** group. 0 learner(s) is(are) copied to **11DP 1617** group. 0 learner(s) is(are) ignored

## View Groups

From the School Admin, the View Groups tab will contain all groups under the school account and the Assessors who have been attached to the Groups.

Assessment	Manage Assessors	School Admin	Quality Assurance	Learning Site	Verify Award	Request Baseline project
View Groups	View Learners	Group Overview	Add Learners	Add Group	Print Awards	
View learners who are not in any group						
Group	Assessor	Actions				
11DP 1617	Darren Physics	Edit   Print Awards   Delete				
Year 11 Master 1617	Survival Guide	Edit   Print Awards   Delete				
Year 11 Master 1718	Survival Guide	Edit   Print Awards   Delete				

On the far right is the Actions column, you have the option to Edit each group by clicking on the word Edit.

From Edit you can do any of the following;

Change Group Name

Or

Change Assessor Assigned to a Group

Or

Remove/Copy/Move Learners in a Group

From here (clicking on School Admin./ View Groups/ Edit), you can change the name of the group/change the assessor assigned to the group and move/copy these learners to other groups.

Group:

Learner Id	Forename	Surname
<input type="checkbox"/> 402881	Bob	Bulder

**Actions**

Once an exam group has been created there can be NO CHANGES (Change group name, move/remove learners) made to the group as this will delay results. If you require a learner to be in another group, please use the copy function.

[Edit learners in this group](#)

☐ REMOVE learners from this group.  
☐ COPY learners to another group.  
☐ MOVE learners to another group.  
☐ ADD learners to this group.

## Change Group Name

1. Towards the top left-hand side, you will see the **Group** name.
2. Click in the field of Group name and delete the current Group name.
3. Type in a new Group name.
4. Click on **Save**.

## Change Assessor Assigned to a Group

1. Towards the top left-hand side, you will see the current Assessors name.
2. Click inside this field and select the new Assessor.
3. Click on **Save**.

## Remove/Copy/Move/ Add Learners in a Group

1. Towards the top left (above the list of learners), you have the option to use the **'Select All'** button, or you can use the tick boxes on the left of each learner's details to select individual learners.
2. Using the options on the right of the list of learners, select the action you wish to carry out;
  - a) **REMOVE** - Learners cannot be deleted from the Centre Management Site once they have been uploaded. These learners will be moved into the corridor (View Groups - 'View learners who are not in any group'). Once you have selected your learners click Remove.
  - b) **COPY** - A single learner can be in as many groups as you wish. Meaning the learner can remain in a master group.
    - i. Select the Learner(s).
    - ii. To the right of 'Copy learners to another group' use the drop-down menu to find the Group you wish to Copy them to.
    - iii. Click **COPY** to confirm the action.

### Edit learners in this group

☐ REMOVE learners from this group.  
☒ COPY learners to another group.   
☐ MOVE learners to another group.  
☐ ADD learners to this group.

- c) **MOVE** - You may have **accidentally** uploaded a learner into the wrong group so this function can help assessors keep their class/exam groups in order. Select the group and click the **MOVE** button.
- d) **ADD** - Will bring up the list of learners currently in the corridor (learners not in a Group), so if you think you may have missed a learner from the group you do not have to leave this tab to find the missing learner.
  - i. You can under column heading of Learners in the Academy type in the name of the learner to try and find them or just go down the list and place a tick in the box next to their name.
  - ii. Click on **Add**.

Edit learners in this group

☐ REMOVE learners from this group.  
☐ COPY learners to another group.  
☐ MOVE learners to another group.  
☒ ADD learners to this group.

**ADD**

Select learners to add:

Learners in the academy
<input type="checkbox"/> Sally Jones
<input type="checkbox"/> Apple Stephenson
<input type="checkbox"/> Jamie Young
<input type="checkbox"/> Steven Jones

### Change Learners Details (Centre Management Site)

If a learner has incorrect learner information attached to their learner ID on the Centre Management Site you must make sure you replace it with the correct information, as TLM requires the learners Legal name.

You **MUST** then change the learners' details on the Learner Assessment Site otherwise the Centre Management Site will not be able to validate the learners' exam results without this information. (See Editing Learner's Details on page 24 of this guide, on how to edit learners' details on the Learner Assessment Site)

1. Click on **School Admin./ View Groups/ Edit**.
2. To change learners personal information, please click on the blue hyperlink '**Edit Learners in this group**'.

Edit learners in this group

☐ REMOVE learners from this group.  
☐ COPY learners to another group.  
☐ MOVE learners to another group.  
☐ ADD learners to this group.

**Go**

3. The Edit Learners screen will open into a new Centre Management Site tab. From here you can edit the raw data (personal details), associated with the learners.

4. Click inside any of the fields to change the details.
5. Click **Save**.

The school Centre Management Site account will accumulate many year groups/class groups and exam groups throughout the academic year, we recommend Assessors create an 'Archive' group and those learners who have completed the course in the previous years should be moved into this group. Please follow steps from 'Add Group' on page 9 of this guide to do this.

### Multiple Assessor's need Access to the Same Group

The Centre Management Site does not contain the feature to have two Assessors attached to the same group.

You can however create a new Group which has almost the same name as the original with the same learners in it, except you add to the name of the group the initials of the second Assessor who requires access to it.

1. To add a group, click on **The School Admin**.
2. Click on the **View Groups** tab.
3. In the middle of the screen is the **Assessor** column. Below the word Assessor is a blank field, type in the name of the Assessor and you will see the Groups that Assessor has access to.
4. Make a note of the Groups name.
5. Click on the **Add Group** tab.
- a) **Create a new** group with almost the same name as the original, but this time with the other/ second Assessors initials at the end.
6. Go to the **Assessor** field and select the name of the second Assessor.
7. Click **Save**.
8. Make a note of the new Group name.
9. Then go to the **View Groups** tab, find the name of the original group and click on **Edit**.
10. Click on **Select All** or select individual learners.
11. On the right select the **Copy** function.
12. To the right of **Copy**, using the dropdown menu, select the new group's name and click on the **Copy** button.

### View Learners

You will be able to look for a specific learner via this tab on the Centre Management Site.

1. Click on **School Admin** and then **View Learners**.

**View Groups** **View Learners** **Group Overview** **Add Learners**

**Search for Learners**

id:  Group:

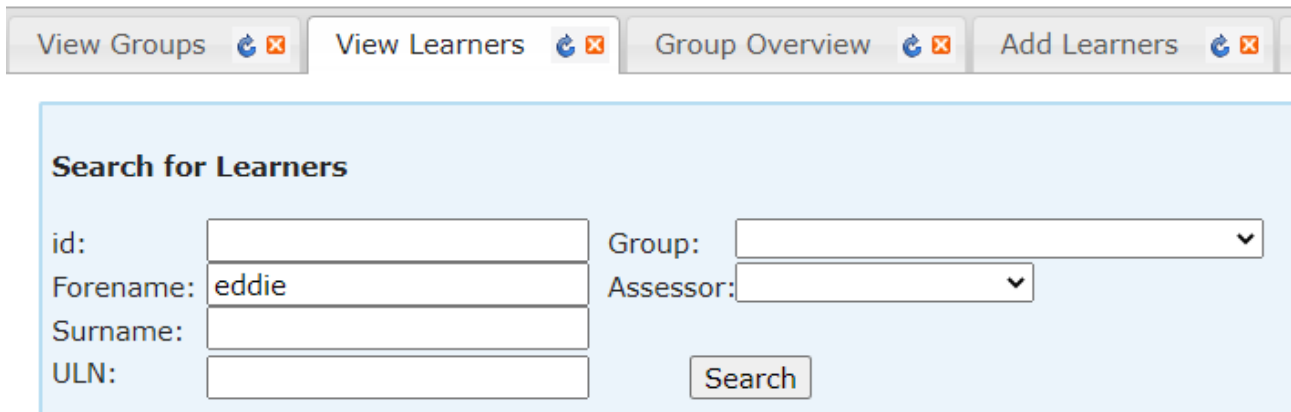
Forename:  Assessor:

Surname:

ULN:

2. You can search with minimal information. You can type in the learners Forename or Surname and click on the **Search** button.

**The search results will include Learner ID, Full Name, DOB, Group(s), UPN, ULN, awards and the assessor attached to each group.**



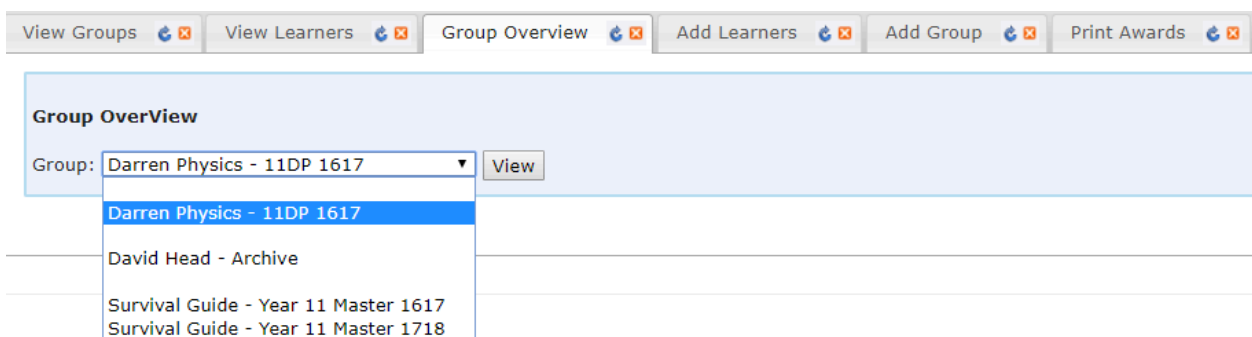
There is also the facility in this screen to see ALL learners at your centre by leaving all the fields blank and clicking on Search.

**Those learners who are in red are duplicate learners and you should contact the TLM office to resolve these.**

## Group Overview

**The Group Overview tab (accessed via School Admin) gives an overview of all requested moderation and units approved for all learners in one place for a particular Group. The group name will be listed next to the name of the Assessor.**

1. To select the Group, you require, click inside the Group field and move down the list until you locate the Group and Assessor required and click on the one required.



2. Click on the **View** button.

Below is a list of some of the information you can see via this tab:

- Moderation requested dates, ('Requested', column)
- Moderation approval dates, ('Approved', column)
- Grade.
- Credit.

***If you have selected a group to view its progress and the list is empty, this will mean no units have been requested for moderation.***



To see if a moderation request has been approved, then in this screen on the right you will see a column which is entitled Credit. If on the same line under the Approved column there is also a date, then moderation for this Unit has been approved and the learner has that number of credits awarded to them for that particular qualification.

## Assessment

**Assessment is located in the Centre Management Site in the top left-hand side.**

**This is where you can access the Marksheetworks and Awards Jobs tabs.**

**Marksheetworks are for Assessors to register learners on to a course or to request formative sampling. This tab will not be available for anyone who has only been given the role of 'School Admin'.**

**The Awards Jobs tab will collect all past and present moderation requests in one place.**

### **\*NEW\* Registering Learners on to a Qualification**

To register learners to their qualification

1. Go to **Assessment**
2. Using the groups listed on **Marksheetworks**, **click** on the group with the learners you want to register.
3. In categories, **select the qualification**.
4. In levels, **select the level** that learners will complete.

Groups	Categories	Levels
2nd Oct 2023	Centre Awards	Entry Level 1
6006688X 05062035	Construction	Entry Level 2
ALP Oct 2023	Continuing Professional Development	Entry Level 3
cyber oct 2022	Digital Functional Skills	ITQ Level 1
EDSQ - Examples 2	EmploymentCare	ITQ Level 2
EDSQ - Group 1a	Essential Digital Skills	ITQ Level 3
EDSQ - Group 1b	Fine Art	
EDSQ - Group 1c	Health and Safety within the Construction	
EDSQ - TEST	Life, Work and Well-being	
Elcas Testing Nov 2022	Material Handling Equipment	
IAEB test	Online Music Exams Percussion	
ict 23	STEM	
Sept ICT 2023	TLM IT User Skills	
Teaching group R2022		

- Click on **Unit R - Registration**.

You can either select singular learners to register or select all learners in the group.

### Single(s) Learner Registration:

- Click on the **learner ID**, this will highlight in yellow.
- On your keyboard, **press S**.
- Then click the **Save** button.
- Refresh the window (blue arrow at the top of the marksheet tab), then click on **Request Registration**.

☒ Standard mode  
☐ One-Click edit

ID	Note	Forename	Surname	Status	Registration
478966		Fred	Smith	1/2 - Learner needs S or H in every criterion.	N
478967		Jim	Smith	1/2 - Learner needs S or H in every criterion.	N
478968		Kevin	Smith	1/2 - Learner needs S or H in every criterion.	N

### Select all Learners Registration:

- Click on the **Select all** button above your list of learners (all rows will highlight in blue).
- On your keyboard, **press S**.
- Then click on the **Save** button
- Refresh the window (blue arrow at the top of the marksheet tab), then click on **Request Registration**.

ID	Note	Forename	Surname	Status	Registration
478966		Fred	Smith	1/2 - Learner needs S or H in every criterion.	N
478967		Jim	Smith	1/2 - Learner needs S or H in every criterion.	N
478968		Kevin	Smith	1/2 - Learner needs S or H in every criterion.	N

Once the registration unit has been requested, a member of the TLM will approve the registration of learners.

### N.B.

#### IT User Skills

If learners are completing units at different levels to achieve one overall qualification then these learners need to be registered at each level.

**For example:**

For learners completing Level 2 certificate but they complete unit 4 at Level 1.  
Learners must be registered at both Level 2 and Level 1. You will not be able to request any units that the learner isn't registered to at that level.

## Requesting Formative Sampling

(how to use Marksheetworks)

The Process;

As long as a learner has finished a Unit and the teacher has internally moderated the work (the work fulfils all the criteria for that particular Unit and is up to the Level/ standard required), the Unit can be submitted for the external moderation procedure by the TLM moderation team.

The next step is to provide the evidence for the external moderation by the TLM moderation team by using one of the following options:

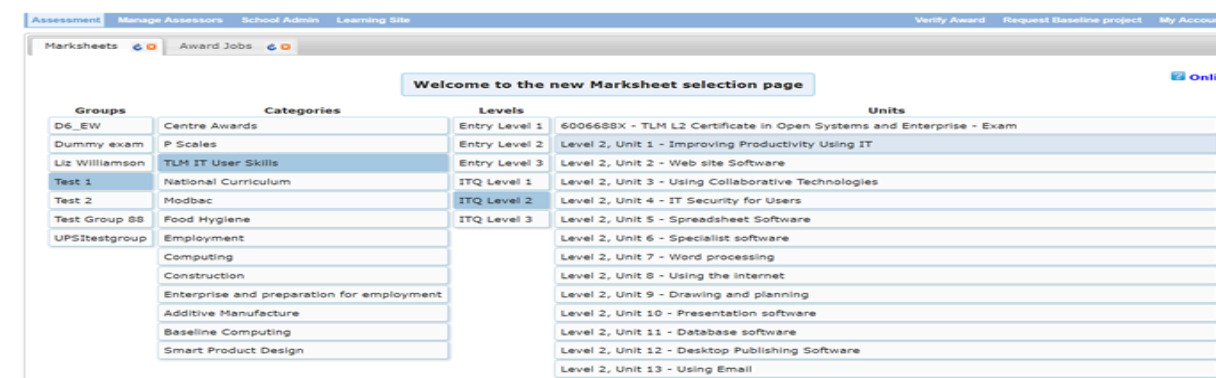
The TLM Learning Site (VLE), email the work to the person who has requested it, sharing the work via any of the cloud based storage options, giving TLM access to your local VLE or via USB (which we do not return).

The moderator will provide feedback if the work requires amendments.

**The TLM moderation team recommends you do not leave moderation until the last moment. The Learners must follow the specifications of the course and complete the coursework before they can sit the examination, (if an exam is applicable to that qualification.)**

How to Request Formative Sampling;

1. In the Centre Management Site in the top left-hand corner click on **Assessment**.
- a) This will have selected the Marksheetworks tab automatically, listed in this tab will be the Groups which have been assigned to you.
2. **Click on the name of the Group you require.**
3. Move across to the right and from the list of **Categories** select the qualification you require for formative sampling.
4. Move across to the **Level**, followed by the **Unit** you require and click on the name of **Unit**.



5. The screen below will then appear.

Marksheets Award Jobs Marksheet: Level 2, Unit 28 - Optimise IT System Performance

Markbook for Level 2, Unit 28 - Optimise IT System Performance for teaching group 11234.

CSV Files: Choose file No file chosen Upload marks Download Marks

Standard mode One-Click edit Select all Save Request Moderation

ID	Note	Forename	Surname	Status	1.1	1.2	1.3	1.4	1.5	1.6	2.1	2.2	2.3	2.4
19		Joe	Bloggs	2/2 - Ready to Request Moderation	S	S	S	S	S	S	S	S	S	S
9778		Test	Pupil	1/2 - Learner needs S or H in every criterion.	N	N	N	N	N	N	N	N	N	N
60933		John	Bull	1/2 - Learner needs S or H in every criterion.	N	N	N	N	N	N	N	N	N	N

<< Prev Page Next Page >>

6. To select the learner's, you require you can either;
  - a) Click on **Select All** or;
  - b) If individual Learners are required, in the first column on the far left, click on the Learners own **ID number**.
7. The Learners selected need to be changed from the 'N' to either 'S' or 'H'.  
(S - Secure, **the work you are submitting for moderation has been internally verified** by you / the Assessor and you are sure the learner has fulfilled all the criteria for the chosen Level)
  - a) Then using your keyboard press S for Secure or H for Higher depending on **your** professional judgement of the work.

- b) Then in the middle of the screen click on the **Save** button. (Fig.23)

Marksheets Award Jobs Marksheet: Level 2, Unit 28 - Optimise IT System Performance

Markbook for Level 2, Unit 28 - Optimise IT System Performance for teaching group 11234.

**Selected:** Criterion 2 - Take appropriate steps to protect computer hardware from loss or damage

CSV Files: Choose file No file chosen Upload marks Download Marks

Standard mode One-Click edit Select all Save Request Moderation

ID	Note	Forename	Surname	Status	1.1	1.2	1.3	1.4	1.5	1.6	2.1	2.2	2.3	2.4
19		Joe	Bloggs	2/2 - Ready to Request Moderation	S	S	S	S	S	S	S	S	S	S
9778		Test	Pupil	2/2 - Ready to Save	S	S	S	S	S	S	S	S	S	S
60933		John	Bull	2/2 - Ready to Save	S	S	S	S	S	S	S	S	S	S

<< Prev Page Next Page >>

8. Click on **Request Moderation**.

Once you have clicked on 'Request Moderation', the Assessor who requested the work will receive an email from the Centre Management Site.

This process sends a message to the Formative Sampling team informing them that you have requested formative sampling for the Unit concerned.

9. You will receive an email requesting the coursework. You can upload the learners' work onto the Learner Assessment Site (this is not mandatory), but if you have uploaded the work onto the Learner Assessment Site you must inform TLM, otherwise we may not know that you have done this. If you do not use the Learner Assessment Site for uploading learners' work then you can either send it **directly** to the person who has asked for it via email, or use any file sharing system such as Google Drive, Drop Box, **OneDrive** etc. You can send the work via USB stick, but we will not return the USB stick.

**When providing work and in all communication pertaining to moderation the job number/ ID of that particular request MUST be quoted.**

***PLEASE BE AWARE - we will not moderate work from Centres/ Assessors without the moderation request through the Centre Management Site.***

## Award Jobs

**Next to the Marksheets tab is the Award Jobs tab.**

Here you will find the Job ID which will be your reference number together with the name of your School, if you contact TLM. The Job ID will be requested by TLM staff regarding the moderation of coursework in all communication, either by phone or email.

Marksheets

Award Jobs

Jobs requested and approved

- Each time you request an award, it is added to an ongoing Job for that Level/Unit.
- When the Job is approved, it is closed and recorded permanently.
- You can track your past and ongoing Jobs from this page.
- NB: Jobs have only been tracked since summer 2010. Any awards approved before them will not appear here.

Job ID	Job	Requested	Moderator	Approved	Status	Action
31732	Level 2, Unit 1	2017-08-29				<a href="#">View Job</a>

When a moderator has been attached to the moderation request the moderators' name will appear in the moderator column.

The Assessor will receive an email from the moderator regarding access to the work unless TLM has been informed that it is on the Learner Assessment Site.

approved before them will not appear here.

Moderator	Approved	Status	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Adeva Hopkins		Waiting for Evidence	<a href="#">View Job</a>

**Waiting for Evidence** – This will be seen in the Status column when TLM do not have the learners work required for that moderation request and the member of staff at TLM who has requested the work is waiting to be sent the work or given access to the work.

Moderator	Approved	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>
Adeva Hopkins		Waiting for Evidence

**Evidence received, awaiting moderation** – Once the work has been received the status of the request will then be changed to, 'Evidence received, awaiting moderation'. The work will then be assigned to a moderator for moderation.

Status
<input type="text"/>
Evidence received, awaiting moderation

**Waiting for Assessor response** - This will be applied to the status column and you will either receive an email with a request to make some enhancements to all/ to a few of the learners work or advice to possibly switch to a lower level.

Moderator	Approved	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>
Adeva Hopkins		Waiting for Assessor response

**When the moderator has finished and is happy with the standard of the work, you will receive the approval email for that particular moderation request and it will say 'Approved' in the status column.**

### Providing the Evidence

TLM can access coursework through all cloud based options, alternatively it can be emailed direct to the TLM member of staff who has requested the work or sent to TLM on a memory stick (which we do not return). **Providing the learners coursework to TLM is solely the Assessor's decision**, as to whether they would like the work uploaded or if the moderators can access the work then we will be happy to access the work in bulk or through the Learner Assessment Site for a single learners' work.

### Creating an Assessor account on the Learner Assessment Site

**The Centre Management Site and the Learner Assessment Site are two separate websites, so the need to create an Assessor/EO account on the Learner Assessment Site is required**

for Assessors to give them access to Learners for their exams and if you wish for your learners to use this as an Evidence Management System.

1. From the main website in the top right-hand corner click on the '**Log in to Learner Assessment site**'.

Learner Assessment Log in

Centre Management Log in

Baseline / Diagnostic Log in

2. Select '**Create new account**'.
3. Fill in the form with EXACTLY the same information you have supplied to create your Centre Management Site account.

## User account

Create new account

Log in

Request new password

### Information needed to complete this form -

- Username.
- Email Address (must be the same email you have used for the Centre Management Site).
- Agree to the Acceptable Use Policy and to the Terms & Conditions.
- Centre.
- Full Name - This is a common mistake, please use YOUR name and not the Centre name.

4. At the bottom of the screen Complete the Captcha and click on **Create New Account**.

Once you have completed the request form for a Learning Site account the TLM support team will inspect the information you provided for the account. If the account has been approved the Assessor will receive a confirmation email with a link to the Learner Assessment Site. When you have followed the link, you will be able to create a password.

### [Logging into the Learner Assessment Site](#)

Both your username or email address will give you access to the Learner Assessment Site.

- There are some work (evidence) waiting for you to mark for 376 days.
- Once you have registered a group for an exam, you cannot make any alterations to the group or its learners. You cannot edit the group name, you cannot edit any of the learners details. This is because a hidden copy of a group and its learners is created once you register a group for an exam, and the booked group must exactly match this hidden copy. Alterations made will affect your booking and will likely delay your results.

My Groups	Pending Evidence	Returned Evidence	Finalised Work	Flagged Work
11234	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export
6006688X 05062305	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export
base line test 1	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export
base line test 2	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export
Test 10	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export
Test 5	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export

When you have logged into the Learner Assessment Site, this will be the screen you will see.

**My Learners - (the menu down the right handside)** and the menu across the top **My Groups - are the same thing**, clicking either of these buttons will get you back to the page above.

**My Account** - From here you will be able to edit details for your Learning Site account. **If you make changes to this account, you will need to log into the Centre Management Site to edit your account on here too otherwise the accounts will not update with the new information.**

**My Assessors** - Principal Assessors (PA) will be able to access the assessor's account which is attached to their school account, from here the PA will be able to Masquerade as Assessors (log on as though they were the Assessor), to either book exams or upload learners work.

**Ongoing Online Exams - Useful tool for all. When administering exams, you may come across a learner getting 'kicked' out from the exam e.g. due to a drop in the internet signal, the mouse being too sensitive etc. From here you will be able to Unblock learners from the exam so they may continue from where they left off. (Same day, same exam session, answered questions' will NOT have been lost!!)**

## Creating Accounts for my Learners

**Adding learners to the Learner Assessment Site and creating their accounts. Don't worry, you will not be required to input every learner onto the Learner Assessment Site manually.**

1. From the menu on the right hand side click on **My Learners** and you will see all your Groups.
2. Click on the name of the Group (highlighted in blue).



Once an exam group has been created there can be NO CHANGES (Change group name, move/remove learners) made to the group as this will delay results.

We have changed the wording of 'Test' to be 'Exam' site wide.

My Groups

Pending Evidence

Returned Evidence

Finalised Work

Flagged Work

11234	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export
6006688X 05062305	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export
base line test 1	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export
base line test 2	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export

**You will possibly be faced with this message. 'You have uploaded your Learners to the Centre Management Site! the Learner Assessment Site will not check the Centre Management Site for new learners without being prompted.'**  
Click 'Check Accounts'.

You do not have any learners in this group. Please go to the MarkBook (Award) site and add learners to this group.

If you are sure that you have learners in this group on the Markbook (Award) site, then please click the "Check accounts" button.

Check accounts

The following message will appear and your learners who are yet to be created on the Learner Assessment Site will be listed below the message.

- There are 2 learners in this group, who do not have accounts on this site. If your learners, who already have accounts on this site, are listed below, the chances are that they have not registered their unique Learner (pupil) ID in their profile page (my account->edit->profile->pupil id or assessor id).
- Please make sure all your learners, who already have an account on this site, have registered their unique Learner ID before you proceed with creating their accounts automatically (for detailed information about registering Learner ID please open the "Pupil ID Letter" link). If you don't do this new accounts will be created for them using their unique Learner IDs.
- Please click the "Create accounts" button if you are sure you want to automatically create accounts for them. The generated usernames and passwords are stored in the page, which opens when you click the "Pupil ID Letter" link for your group.



HELP

1. Sue Bloggs1234
2. Phil Bloggs1234

Create accounts

3. Click 'Create accounts'.

**You have created the Learners accounts on the Learner Assessment Site.**

***The Learner Assessment Site will only recognise 50 learners (in one group) in one click of 'Create Accounts'. If you are creating accounts for large cohorts, please be aware you may have to go through this process again until they appear on the list. You will need to click 'Check accounts' and 'Create accounts' again to make sure the system has picked up all the Learners from the Centre Management Site Group under these circumstances.***

### Editing Learners Details

1. Learners may change their name at any time during the chosen course(s). The first point of call when changing a Learner's details would be to check what details have

been uploaded to the Centre Management Site then change the details there first. (please refer to **Change Learners Details (Centre Management Site)** on page 14 of this guide).

2. **Then on the Learner Assessment Site**, you will need to click on **My Learners**.
3. Then click on the name of the Group.
4. **Click on the learners Username** (in the screenshot below in the red box). (Fig.34)

**Fig.34**

No.	Full name▲	Username	Tracker	E-evidence	e-Portfolio URL
1	Joe Bloggs	learner 19	TLM	E-evidence	
2	John Bull	learner 60933	TLM	E-evidence	
3	Test Pupil	learner 9778	TLM	E-evidence	

5. This will open as the learners account.
6. Below My Account click on the **Edit** tab (in the screenshot below in the red box). (Fig.35)

**Fig.35**

**My Account**

View **Edit** My Learners My Pages My results

Online Exam

7. From here you can change the name, correct a mistake or change their password.

## My Account

View Edit My Learners My Pages Evidence Tracker E-evidence Online Test

**Username** ▼

learner 349251

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

**E-mail address** ▼

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

**Password**

Password strength: \_\_\_\_\_

**Confirm password**

To change the current user password, enter the new password in both fields.

**Status**

☐ Blocked

☒ Active

Language settings

Language

8. Before you click on Save you need to enter an email address for the learner. We do not wish to know the learners real email address as we will never need to email a Learner. TLM will only communicate with the Assessor.

- a) In the learners' email address field please use the Learner ID followed by the @ and a made up email address e.g. @pretendemail.com.
9. Once you have done this, in the bottom left hand corner click on **Save**.

**NOTE:** If you need to change the password for a learner,  
In the learners' email address field please use the Learner ID followed by the @ and a made up email address e.g. @pretendemail.com.

### Finding your Learners Login Details

1. On the Learner Assessment Site, you will need to click on **My Learners**.
2. Find the Group you require and third column along click on **Pupil ID Letter** for the whole group (as in the screenshot below in the green box).

**Fig.37**

My Groups				
Pending Evidence				
Returned Evidence				
Finalised Work				
Flagged Work				
11234	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export

3. You will then see the screen below.

## Welcome

To the TLM Learner site. The Learner ID information shown below is important and you should keep this information sheet in a safe and secure place.

Name	Group	Learner ID/UPN/ULN	Username	Password
Jeff Michael Biggs	11234	9662//	learner 9662	pehYruquH
Joe Bloggs	11234	19//	learner 19	7esusADuP
John Bull	11234	60933//	learner 60933	QeWE6yqad
Brendan Eddyshaw	11234	117//	learner 117	na\$a#aje#
Test Pupil	11234	9778//	learner 9778	qEnYNYXyB

## ACCEPTABLE USE POLICY

### Being a responsible citizen

The INGOT community site is provided for use by all but as with any social group we need a few rules :-). Why? Because the great majority of people like to work co-operatively and its unfair on them if one or two people spoil things.

1. Please post in appropriate places. Blogs are for describing projects and should not be used for advertising, showing off, attention seeking or general discussion. Discussions should take place in the forums. (Look for forums on the community menu list) General

chat should be in the Cafe. If a discussion becomes general chat move it to the cafe.

2. Please refrain from bad language, persistent offenders will have their accounts blocked. Use good and formal English for Blogs as these will be used in your assessment. SMS text styles etc are fine in forums but not for formal writing in eportfolios and blogs.
3. Inappropriate images or links to inappropriate web sites will result in your account being blocked.
4. Bullying will not be tolerated. Bear in mind its the perception from outside that matters not what you think you meant. If a reasonable person reading a post from outside might consider the writing offensive or inappropriate it could cause your account to be blocked so think

carefully before posting anything.

5. Remaining anonymous. You do not have to use your real name and it might be a good idea to have a "pen name" or nick name. It is also a good idea not to give out details of where you live, for example, or if you are going on holiday, burglars might find this type of information very useful!

### General Advice

- Be nice to people and in most cases they will be nice back.
- Don't post when angry
- The person that obviously loses their temper first usually loses the argument.
- What you write is on view to everyone. Try to give a good impression of yourself through what you write and be careful before revealing your real identity or details of where you are located.
- Finally, take care of your password and don't attempt to use anyone else's account under any circumstances.

4. Scroll to the bottom of the page - you can print these details which contains Username and Password for the Learner Assessment Site and the TLM Acceptable Use Policy.

OR

Export the learner login details to a spreadsheet and pass on to each learner.



*These icons are quite small, located in the bottom right of the page.*

Please note as soon as you give these details to a learner they will be able to access their own account on the Learner Assessment Site and will be able to change their username and password. We have had numerous occasions when on the day of an exam the learner has not been able to log in and start the online exam. The learner would deny all knowledge of either changing their username or password. We at TLM then have to carry out an investigation which can take up to 20 minutes of exam time while the learner is waiting to log in, disrupting the exam room and other learners in the exam, and on every occasion the learner had in fact either changed their username and/ password.

## Using the Learner Assessment Site as an Evidence Management System, Tracker and Registering the Units

**Using the TLM Tracker is not mandatory** but if you would like to use this TLM have created this VLE within the Learner Assessment Site.

You will be required to register the units before Learners can upload their evidence to the Learner Assessment Site.

It is your choice, if you wish to supply the evidence using another system, we only ask that we have **full access** to the work when the work has been requested for moderation, **this can be via email, Google Drive, OneDrive Dropbox etc. or even sending a memory stick, but we do not return memory sticks.**

1. Go to **My Learners**.
2. Click on the name of the **Group**.
3. In the **Tracker** column click on **TLM**. (as in the screenshot below)

No.	Full name▲	Username	Tracker	E-evidence	e-Portfolio URL
1	Joe Bloggs	learner 19	<b>TLM</b>	E-evidence	

4. Across the top select the **Tracker tab**. (as in the screenshot below)
5. Then on the second menu below this, click on the **Register Units tab**

The screenshot shows the top navigation bar with tabs: View, Edit, My Learners, My Pages, My results, Relationships, Roles, Evidence, Track page visits, and Tracker. The Tracker tab is highlighted with a green box. Below this is a sub-menu with options: E-evidence, Online Exam, IEP/Targets, Track By Criterion, Track By Unit, Written Reports, and Register Units. The Register Units option is highlighted with a green box.

**Units already registered.**

The screenshot shows a list of units already registered: Level 2, Unit 10 - Presentation software; Level 2, Unit 13 - Using Email; Level 2, Unit 14 - Audio Software; and Level 2, Unit 15 - Imaging Software. Below this is a section titled 'Register Units' with a dropdown menu labeled 'Select category'.

6. As in the screenshot below, click in the field below **Register Units** and select the category (qualification), required.

Register Units

TLM IT User Skills ▼

IT User Skills ▼

ITQ Level 2 ▼

☐ Level 2, Unit 1 – Improving Productivity Using IT

☐ Level 2, Unit 2 – Web site Software

☐ Level 2, Unit 3 – Using Collaborative Technologies

7. Then in the field below this, click inside the box and select the subject.
8. Next go to the field named **Select Level** and choose the Level.
9. Then place a tick in the box relating to **Level(s) and Unit(s) you require**.
10. For example, in the screenshot below - registering for IT User Skills Level.
11. Scroll to the bottom of the units list and tick the box for **Register for everyone in the group** and click on the blue **Register** button. (as in the screenshot below)

☐ Level 2, Unit 73 – Extended Project: Defending an Online System

**Register** ☐ Register for everyone in the group

### Tracking Evidence

1. From the menu on the right, click on **My Learners**.
2. Click on **Pending Evidence** (as in the picture below).

My Groups Pending Evidence Returned Evidence Finalised Work Flagged Work

Here you will be able to see evidence submitted from your learners.

Here you will be able to see the evidence which you have returned to the learner.

Here you will be able to see the evidence which you have approved.

Click on the evidence that you are looking for

My Groups Pending Evidence Returned Evidence Finalised Work

Filter By Group  
All Filter

Evidence Title	Full name	Learner Name	Submitted ▼	Return to a learner	Assessment completed
Level 2, Unit 1	Becky Bloggs1234	learner 332202	2017-01-06 12:04	Return to a learner	Assessment completed
title	Apple Stephenson	applestephenson	2016-11-01 11:54	Return to a learner	Assessment completed

3. You will now notice below the **Pending Tab** is a field named **Filter by Group**. Click inside this field and select the group you require and click on **Filter**.
4. In the first column is the title of the Evidence which is Pending. **Click on the title of the Evidence you are looking for.**

View Edit Outline Track

SUBMITTED BY LEARNER 350059 ON MON, 2018-07-30 12:50

returned date:  
Monday, July 30, 2018 - 12:50

☐ Agree to all not approved self-assessed marks

**Level 2, Unit 9 – Drawing and planning**

Code	Criterion	Self-Assessed Mark	Approved	Current Mark
1.1	I can identify what types of shapes and other elements will be needed.	Mark-S ▼	<input type="checkbox"/>	S
1.2	I can review templates and describe how they need to be changed to meet needs.	Mark-S ▼	<input type="checkbox"/>	S
1.3	I can select, input and use the appropriate shapes to meet needs, including importing shapes from other sources.	Mark-S ▼	<input type="checkbox"/>	S
1.4	I can select, adapt and use appropriate templates or blank documents.	Mark-S ▼	<input type="checkbox"/>	S
1.5	I can identify what copyright constraints apply to the use of shapes or other elements.	Mark-S ▼	<input type="checkbox"/>	S
1.6	I can combine information for drawings or plans including importing software.	Mark-S ▼	<input type="checkbox"/>	S
1.7	I can store and retrieve drawing files effectively, in line with local guidelines.	Mark-S ▼	<input type="checkbox"/>	S
2.1	I can identify what drafting guides to use so that the shapes and other elements are appropriately prepared.	Mark-S ▼	<input type="checkbox"/>	S
2.2	I can select and use appropriate software tools to manipulate and edit shapes and other elements with precision.	Mark-S ▼	<input type="checkbox"/>	S
2.3	I can select and use appropriate software tools to format shapes and other elements, including applying styles and colour schemes.	Mark-S ▼	<input type="checkbox"/>	S
2.4	I can check drawings or plans meet needs, using IT tools and making corrections as necessary.	Mark-S ▼	<input type="checkbox"/>	S
2.5	I can identify and respond to any quality problems with drawings or plans to make sure they meet needs.	Mark-S ▼	<input type="checkbox"/>	S

Here you will see and download files.

Add a comment to let learner know your feedback.

If you are not happy with the work, return to the learner for improvements (you will be able to see this in the tab 'Returned Evidence').

If you approve of the self-assessment marks/ happy with the work, click 'Assessment completed'.

Upload file:  
Copy of IT L2 Moderation Workshop presentation 13th October (1).pptx

Add new comment 7 reads

Return to a learner

Assessment completed

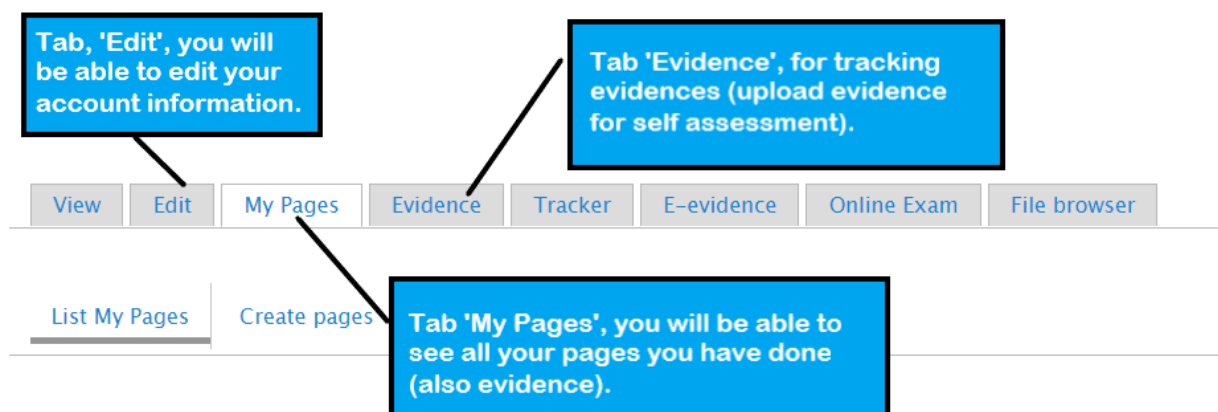
5. Select the evidence, along this row you will be able to see when the learner submitted the evidence for the Assessor to IV.
6. After approving the Unit by clicking on '**Assessment completed**' (bottom right hand side), the system will ask – 'Are you sure you want to mark the evidence as finalised?' Click '**Assessment completed**' if you are going to approve it. Click '**Cancel**' if not.



## Uploading Coursework to the Learner Assessment Site

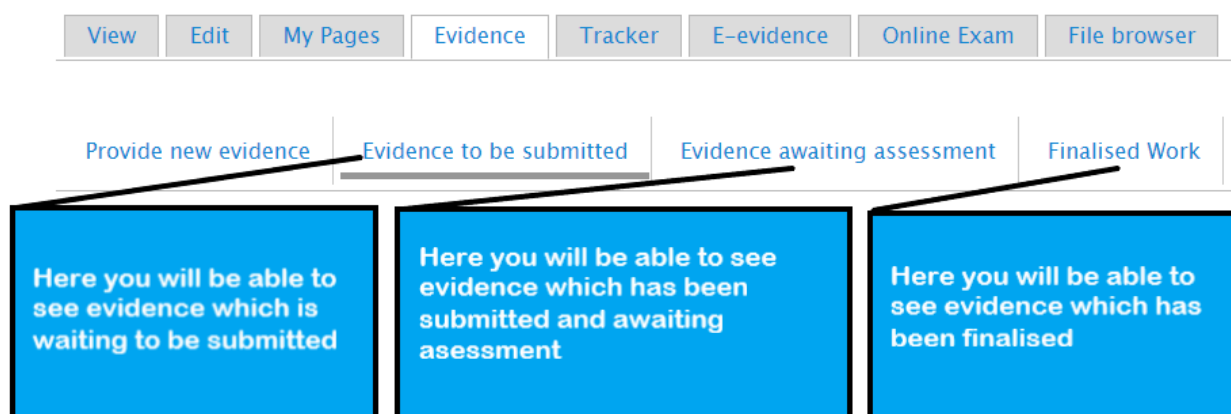
### Useful information for Learners -

Once a learner has logged into the Learner Assessment Site, they will be able to see the following options across the top menu.



### Evidence Management

1. To provide new evidence - click on the tab '**Evidence**'.
2. Then below that click on the '**Provide new evidence**' tab.



TO UPLOAD EVIDENCE, PLEASE FOLLOW THE DIALOGUE BOXES IN THE SCREENSHOT BELOW



View Edit My Pages Evidence Tracker E-evidence Online Exam File browser

Provide new evidence Evidence to be submitted Evidence awaiting assessment

**1. Click on Provide new evidence.**

Evidence Title: \*

**2. Provide a title for the evidence e.g. L1, Unit 5.**

\* It is mandatory to provide the level and Unit for the title when submitting new evidence. E.g. Level 1, Unit 5.

Body (Edit summary)

**3. You can type here any further information about your evidence e.g. files attached.**

Switch to plain text editor

**4. Click on 'Choose file', and select your evidence.**

**4.a If you have more than 1 file click on 'Choose file again etc....'**

More information about text formats ?

Add a new file

Choose file No file chosen

Files must be less than 32 MB.

Allowed file types: txt doc docx docm pdf ppt pptx pptm xls xlsx xslm rtf odt odsb sb2 sprite sprite2 py psd

Upload

**5. Click on, 'Upload'.**

Add criteria

Select units

**6. Select the Unit for which you are uploading evidence for.**

URL path settings  
No alias

URL alias

Optionally specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

Save

***\*Please remind Learners to provide suitable headers when uploading their work, as finding the evidence when the unit is not obvious can cause delays in moderation being approved / feedback being given.***

- After selecting a Unit, you will be able to see all the criteria for this Unit. Now you need to select the criteria which your evidence cover's.
- PLEASE FOLLOW THE DIALOGUE BOXES IN THE SCREENSHOT BELOW.**

Level 2, Unit 10 – Presentation software

☐ Select all criteria

**7. You can either click on, 'Select all' or select them one by one.**

Select	No.	Code	Description	Current Mark
<input type="checkbox"/>	1	1.1	I can identify what presentation software to use.	S
<input type="checkbox"/>	2	1.2	I can enter text and other information using layouts appropriate to type of information.	S
<input type="checkbox"/>	3	1.3	I can insert charts and tables into presentation slides.	S
<input type="checkbox"/>	4	1.4	I can insert images and video or sound to enhance the presentation.	S
<input type="checkbox"/>	5	1.5	I can identify any constraints which may affect the presentation.	S
<input type="checkbox"/>	6	1.6	I can organise and combine information of different forms or from different sources for presentations.	S
<input type="checkbox"/>	7	1.7	I can store and retrieve presentation files effectively, in line with local guidelines and conventions where available.	S
<input type="checkbox"/>	8	2.1	I can identify what slide structure and themes to use.	S
<input type="checkbox"/>	9	2.2	I can select, change and use appropriate templates for slides.	S
<input type="checkbox"/>	10	2.3	I can select and use appropriate techniques to edit slides and presentations to meet needs.	S
<input type="checkbox"/>	11	2.4	I can select and use appropriate techniques to format slides and presentations.	S
<input type="checkbox"/>	12	2.5	I can identify what presentation effects to use to enhance the presentation.	S
<input type="checkbox"/>	13	2.6	I can select and use animation and transition effects appropriately to enhance slide sequences.	S
<input type="checkbox"/>	14	3.1	I can describe how to present slides to meet needs and communicate effectively.	S
<input type="checkbox"/>	15	3.2	I can prepare slideshow for presentation.	S
<input type="checkbox"/>	16	3.3	I can check presentation meets needs, using IT tools and resources.	S
<input type="checkbox"/>	17	3.4	I can identify and respond to any quality problems with presentations to ensure that presentations meet needs.	S

**8. After you have selected the criteria click on, 'Add selected criteria'**

## 5. PLEASE FOLLOW THE DIALOGUE BOXES IN THE SCREENSHOT BELOW.

1.6	I can organise and combine information of different forms or from different sources for presentations.	<input type="button" value="Remove"/>	S	No
1.7	I can store and retrieve presentation files effectively, in line with local guidelines and conventions where available.	<input type="button" value="Remove"/>	S	No
2.1	I can identify what slide structure and themes to use.	<input type="button" value="Remove"/>	S	No
2.2	I can select, change and use appropriate templates for slides.	<input type="button" value="Remove"/>	S	No
2.3	I can select and use appropriate techniques to edit slides and presentations to meet needs.	<input type="button" value="Remove"/>	S	No
2.4	I can select and use appropriate techniques to format slides and presentations.	<input type="button" value="Remove"/>	S	No
2.5	I can identify what presentation effects to use to enhance the presentation.	<input type="button" value="Remove"/>	S	No
2.6	I can select and use animation and transition effects appropriately to enhance slide sequences.	<input type="button" value="Remove"/>	S	No
3.1	I can describe how to present slides to meet needs and communicate effectively.	<input type="button" value="Remove"/>	S	No
3.2	I can prepare slideshow for presentation.	<input type="button" value="Remove"/>	S	No
3.3	I can check presentation meets needs, using IT tools and resources.	<input type="button" value="Remove"/>	S	No
3.4	I can identify and respond to any quality problems with presentations to ensure that presentations meet needs.	<input type="button" value="Remove"/>	S	No

**Add criteria**

Select units

**9. You are able to add more Units if you are going to provide evidence for more than one Unit.**

**URL path settings**  
No alias

**URL alias**

**10. Click on, 'Save' once you have finished.**

Optionally specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

6. Now you are ready for self-assessment. For a pass, there are two marks – **S** – secure (you have done the work which you are providing evidence for) and - **H** – high (which means that the work that you have done is of a high level) - Similar process as the requesting moderation through the Centre Management Site.  
**(PLEASE FOLLOW THE DIALOGUE BOXES IN THE SCREEN SHOT BELOW)**

Self-Assess for all criteria Select Mark ▼

**Level 2, Unit 9 – Drawing and planning**

Code	Criterion	Self-Assessed Mark	Approved	Current Mark
1.1	I can identify what types	Mark-S ▼	<input type="checkbox"/>	S
1.2	I can review templates a	Mark-S ▼	<input type="checkbox"/>	S
1.3	I can select, input and use the appropriate shapes to meet needs, including importing shapes from other sources.	Mark-S ▼	<input type="checkbox"/>	S
1.4	I can select, adapt and use appropriate templates or blank documents.	Mark-S ▼	<input type="checkbox"/>	S
1.5	I can identify what copyright constraints apply to the use of shapes or other elements.	Mark-S ▼	<input type="checkbox"/>	S
1.6	I can combine information for drawings or plans including importing information produced using other software.	Mark-S ▼	<input type="checkbox"/>	S
1.7	I can store and retrieve drawing files effectively, in line with local guidelines and conventions where available.	Mark-S ▼	<input type="checkbox"/>	S
2.1	I can identify what drafting guides to use so that the shapes and other elements are appropriately prepared.	Mark-S ▼	<input type="checkbox"/>	S
2.2	I can select and use appropriate software tools to manipulate and edit shapes and other elements with precision.	Mark-S ▼	<input type="checkbox"/>	S
2.3	I can select and use appropriate software tools to format shapes and other elements, including applying styles and colour schemes.	Mark-S ▼	<input type="checkbox"/>	S
2.4	I can check drawings or plans meet needs, using IT tools and making corrections as necessary.	Mark-S ▼	<input type="checkbox"/>	S
2.5	I can identify and respond to any quality problems with drawings or plans to make sure they meet needs.	Mark-S ▼	<input type="checkbox"/>	S
2.6	I can select and use appropriate presentation methods and accepted page layouts.	Mark-S ▼	<input type="checkbox"/>	S

Upload file:  
 Copy of IT L2 Moderation Workshop presentation 13th October (1).pptx

**11. Here you will be able to see files which you have uploaded.**

**12. Here you can add comments for your tutor.** Add new comment

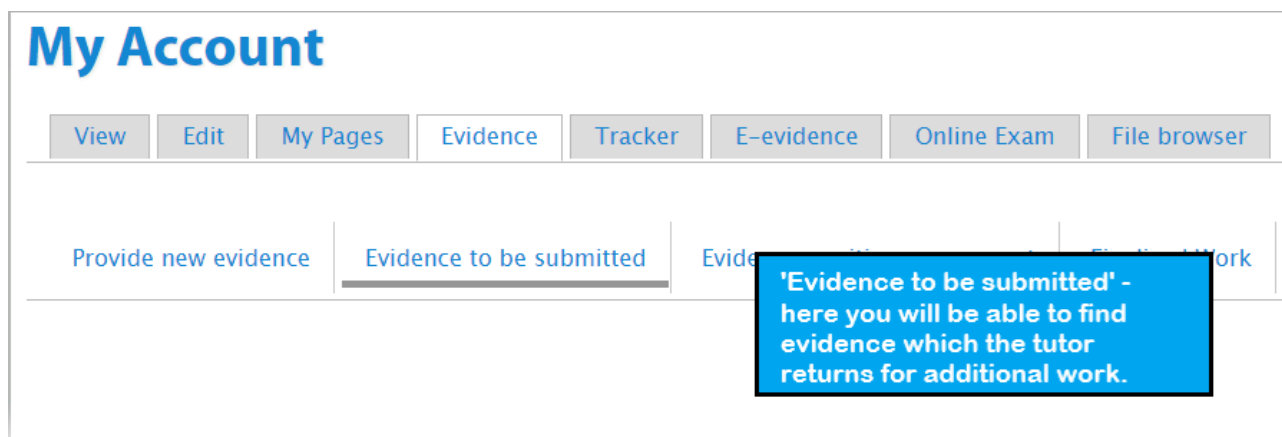
**13. When you have finished, click on 'Submit for assessment'.** Submit for assessment

- After approving the Unit by clicking on '**Submit for assessment**', the system will ask you if you are sure that you want to submit the evidence, click on '**Submit for assessment**' or '**Cancel**' if you are unsure.
- After this you will be able to see that your evidence has been submitted for assessment.
- If the tutor returns your evidence for additional work, you will need to go to the tab '**Evidence to be submitted**' to see if there are any comments from your tutor.
- If you need to do additional work (upload new evidence/file,) for your tutor, click on the **Evidence Title**.
  - Click on the '**Edit**' tab to upload your additional work and repeat the process for submitting your evidence.
- If your tutor has approved your evidence, you will find it by clicking on the **Evidence** tab and then clicking on the '**Finalised Work**' tab.

### How to edit the evidence?

- Under the **Evidence** tab you will find **Evidence to be submitted**.

(PLEASE FOLLOW THE DIALOGUE BOX IN THE SCREENSHOT BELOW)



If you are happy with additional work, click 'Save' and afterwards 'Submit for assessment'.

## Booking Exams

### How does the Mock, Real, Re-Sit Triage work?

TLM offers a Triage exam system, with learners eligible to sit one TLM Mock, one Real Exam and then a single resit if required.

We also publish in the respective handbooks, model exams and also on the TLM Moodle site retired papers, which can save you paying for a 'real' mock exam.

The advantage of a TLM Real Mock is the feedback given from the TLM exam marking team, that shows the general areas of strengths and weaknesses for your learners. Allowing you to concentrate on areas of weakness and have true exam preparation.

### How do I administer the exam?

First you need to set up the exam group on the Centre Management Site.

1. **Create an Exam group on the Centre Management Site.**
  - a) Go to the **School Admin** tab and then click on the **Add Group** tab.
  - b) Using the date of the exam and the QAN code for the name create a new group and put yourself as the assessor. -This is how to avoid trying to register learners who haven't yet finished their coursework.
2. Copy learners over from their master/class group. Learners can be copied to other groups, with all the same details.
3. Under the **School Admin** tab, click on **View Groups**.
4. From the list find the **Group** you want to copy and then click on **Edit** for that **Group** (the Group the learners are in now).
5. You have the option to use the '**Select All**' button, or you can use the tick boxes on the left of each learner's details to select them individually. (they turn red when selected).
6. Select '**Copy learners to another group**'.
7. To the right of 'Copy learners to another group' use the drop-down menu to find the Group you wish to copy them to.
8. Click **COPY** to confirm the action.

Group: 11234 Andrew Chamberlain

Save

Unselect All

Learner Id	Forename	Surname	Actions
19	Joe	Bloggs	<p>Once an exam group has been created there can be NO CHANGES (Change group name, move/remove learners) made to the group as this will delay results. If you require a learner to be in another group, please use the copy function.</p> <p><a href="#">Edit learners in this group</a></p> <p> <input type="radio"/> REMOVE learners from this group.  <input checked="" type="radio"/> COPY learners to another group. 6006688X 05062305  <input type="radio"/> MOVE learners to another group.  <input type="radio"/> ADD learners to this group.         </p> <p>COPY</p>
9778	Test	Pupil	
60933	John	Bull	

Once an exam group has been created **YOU MUST NOT MAKE CHANGES TO THAT EXAM GROUP** i.e. change the group name, move, add or remove learner's, as this will cause adverse problems to **YOUR TLM SYSTEMS** and **WILL DELAY YOUR LEARNERS RESULTS**. If you require a learner to be added to the exam then **YOU MUST CREATE ANOTHER EXAM GROUP** and place that learner in that new exam group.

- Then over on the Learner Assessment Site, go to **My Learners**, go into the Group by clicking on the **Groups name**.
- Click **'Check Accounts'**. If learners appear, click **Create Accounts**.

My Groups / 6006688X 05062035 /

- The following learners, who have already got accounts on this site, were added to this group.
- Sophie bloggs1234

My groups Pending Evidence Returned Evidence Finalised work

To create accounts for your learners, please click the "Check accounts" button to check if there is any learner in this group who does not have an account on this site. **IMPORTANT!**: Learner (pupil) ID is used to identify the learners not having accounts on this site.

Check accounts

HELP

#### Learners in the group 6006688X 05062035

No.	Full name▲	Username	Tracker	E-evidence	Online Test	e-Portfolio URL
1	Sophie delet123	learner 91276	TLM	E-evidence	Online Test	

- Go back to **'My Learners'**.
- For that exam Group Select **'Manage Exams'**.
- IF WHILE BOOKING THE EXAM YOU SEE ANY MESSAGES 'POP UP', PLEASE READ THEM, if you have any questions please contact any of the TLM team.

My Groups	Pending Evidence	Returned Evidence	Finalised Work	Flagged Work
11234	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export
6006688X 05062305	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export

- Click on **'Register Online Exam'**.

15. Then select from the field under **Available Online Tests** select the test required.
16. Next below this choose **Paper** or **Online**.
17. Select from the calendar the **Exam Date** and click '**Register**'.

Registered Tests Past Tests

Register Online Tests

Available Online Tests

601/1111/2 - TLM L2 Certificate in Open Systems Computing - Exam

☒ Online ☐ Paper

Level: 2

Cost per learner: £6

Exam Time Slot ☒ 8am - 12pm ☐ 12pm - 4pm

Exam Date 29/09/2017

Register

No Online Tests registered for this group

18. The following message will pop up.

Registered Tests Past Tests

Register Online Tests

Available Online Tests

6006688X - TLM L2 Certificate in Open Systems and Enterprise - Exam

☒ Online ☐ Paper

Level: 2

Cost per learner: £6

Exam Date 3

Exam Registration

The total bill for registration for this group of 1 learners is £6.

I agree, continue exam registration

Cancel exam registration

No Online Tests registered for this group

19. If you agree to the above, then the message on the left will appear.  
(The minimum request is 2 weeks' notice.)

theingots.org says:

The exam request may be rejected as the registered date is within 6 weeks, nevertheless, the exam request will be considered.

OK

**TLM will no longer be approving exam requests made on the day of the exam. We require a minimum of TWO WEEKS notice for your exam. If your exam request is below the minimum required notice period of two weeks, we will reject your exam request.**

#### Registered Online Exams for this group

60111987 – TLM L1 – Certificate in Designing, Engineering and Constructing – Mock Exam ▾

#### List of learners registered to take the Exam.

The bill of £9 must be paid before any candidate is able to take the exam

**Remove All**

No.	Full Name	Exam Date	Exam Request Status	Exam Type	Remove
1	Joe Bloggs	2018-07-31	Pending Approval	ONLINE	<b>Remove</b>
2	John Bull	2018-07-31	Pending Approval	ONLINE	<b>Remove</b>
3	Test Pupil	2018-07-31	Pending Approval	ONLINE	<b>Remove</b>

**TLM will then receive your request and then where appropriate approve the exam request.**

20. For learner log in details (please do this after 3pm on the day before the exam), go back to **'My Learners'**.
  - a) Click **'Pupil ID Letter'** on that whole group. (This may take a few minutes to load).

My Groups	Pending Evidence	Returned Evidence	Finalised Work	Flagged Work	
11234	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export	
6006688X 05062305	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export	

- b) Scroll all the way to the bottom and click on the **'Export to Spreadsheet'** button.

### On The Day of The Exam

**ASSESSORS / EOs - Remember to login to the Learner Assessment Site on the day of the exam to start the exam.**

1. Go to **Manage Exams** (for the whole group).
2. Select the exam from the dropdown menu and click the **'Start Exam'** button on the top right of the list of learners. (note; the 'Start Exam' button will only be available if TLM has approved the request)

Registered Exams
Past Exams

Register Online Exams

Registered Online Exams for this group

6006688X – TLM L2 Certificate in Open Systems and Enterprise – Exam

List of learners registered to take the Exam.

Change Exam Date:
Change Date
Start Exam

No.	Full Name	Exam Date	Exam Request Status	Exam Type	Remove
1	Becky Bloggs1234	2018-04-27	Approved	ONLINE	Remove

If on the day of the exam due to any unforeseen circumstances (e.g. fire alarm), you need to change the date of the exam, click inside the Change Date field.

If on the day on the exam you have any issues with the exam itself (Online), please call the TLM office.

## General Exam Information

**TLM will approve both Online and Paper exam requests when the official request has been completed through the Learner Assessment Site.**

All examinations whether online or on paper are considered to be 'live' exams until such time as TLM states otherwise and therefore no copy of the exam can be used for training or to support development. They must not be seen by IT staff and must not be used for revision purposes. These are 'live' exams because they will be available to other schools on dates of their choice. TLM will make available to IT teachers specific 'retired' exams that can be used as 'past papers'. These exam papers are copyright of TLM and may not be reproduced in whole or in part by any means unless the prior consent of TLM has been obtained.

### Who can be present when an exam is taking place?

Only Exams Officers/admin staff/invigilators can be present in the room when a TLM Exam is taking place.

### Paper exam information

If it is a paper exam we will email the exams officer (please make sure we have the email address of the exams officer), with the pdf of the exam shortly before the exam date (three days before), with the exam officer instructions. You can then print the exam and give it to the students under suitably controlled conditions. You must keep the examination paper secure and all candidates in that sitting should sit the exam at the same time under normal controlled exam conditions with seating arrangements that will minimise any likelihood of copying between candidates. At the end collect the papers, make a photocopy of all the papers and send the originals to TLM using a registered post. Please use suitable envelopes - plastic / jiffy bag.



Keep the copies in a secure place until the marks and grades have been finalised and then destroy them with a shredder.

### Online exam information

With the Online exam, on the date of the approved exam you will need to log into the Learner Assessment Site and Start the exam. We recommend someone who has access to both the Centre Management Site and Learning Site (either the EO / Administrator in the exam room or the assessor in the next room), who can deal with missing learners or unblocking learners. You need to make sure that screens are positioned to prevent neighbouring pupils copying from others close to them with the same principle as spacing out paper exam candidates.

#### How do I deal with problems that may arise?

Students start the exam on the day the exam is booked. There is no specific time in which the exam must be completed, however students must remain in the room and supervisors must ensure that students click on the finish button before leaving the room. Normally the exam session should be completed for the whole group at the same time.

A learner may be blocked/ 'kicked' out of the exam if the internet signal has dropped or the learner has clicked out of the green area. All is not lost, the learners previous answers will have all been saved, so when you unblock the learner, they will continue the exam from where they have left off.

#### If the Learner is blocked/ locked out of the Online Exam

1. Ask the learner to close the browser.
2. A member of staff who **has access** to the exam group to log onto the Learner Assessment Site.
3. From the Menu in blue on the right hand side click on, **Ongoing Online Exams**.
4. Find the learners name and place a tick in the box at the start of the line where the learners name is.
5. Click on **Unblock**.
6. Ask the Learner to log back in and continue.
- a) The learners' previous answers will have all been saved, so when you unblock the learner, they will continue the exam from where they left off.

#### How will I receive the grades for a regulated exam?

When an exam is completed and marked the results are uploaded to the Centre Management Site in the Assessment/ Marksheets/ Category/ Level and click on the QAN Code.

Forename	Surname	Status	Mock	Exam
Joe	Bloggs		-	-
Bobby	Test		-	-
helen	bloggs		-	-
Forename	Surname	Status	Mock	Exam

On the Learner Assessment Site/ My Learners/ Manage Exam/ Past Exams, from the drop down menu select the examination. (Fig.62)

(Fig.62)

Registered Exams
Past Exams

Past Online Exams for this group

TLM Level 1 SPDM Examination 1 ▾

**List of learners who have taken the exam.**

Marking in progress. You may not see all learners' results.

Full Name	Started	Ended
Joe Bloggs	2018-04-16 11:30:38	2018-04-18 14:04:07

### Request Results

Log in to your Centre Management Site account.

1. Go to the '**Assessment**' tab.
2. Select the tab '**Marksheets**'.
3. Select the group you wish to claim the learners grade from the completed exam.
4. Select the qualification, then select the level.
5. Every qualification at every level will have the exam unit at the top of the unit list, select this exam unit.
6. Check the grades are available to claim (marking may still be in process for some of the later exams taken) click 'Request Results' (this will claim all the results for the whole group).
7. TLM moderators will approve this request and you will receive an email confirming the approval of this exam unit.

### Printing Certificates

To print out the certificates.

1. **School Admin.**
2. **View Groups.**
3. '**Print Awards**' for a group.
4. You will be able to see a list with **learners and a list of qualifications.**
5. Select the relevant Award that carries the grading - if you are unsure of the QAN code for a qualification please refer to the Qualifications menu button on the homepage of the Learner Assessment Site.
6. You can select all learners in the group to print the certificates or click for a single learner and then click on '**Print**'.