

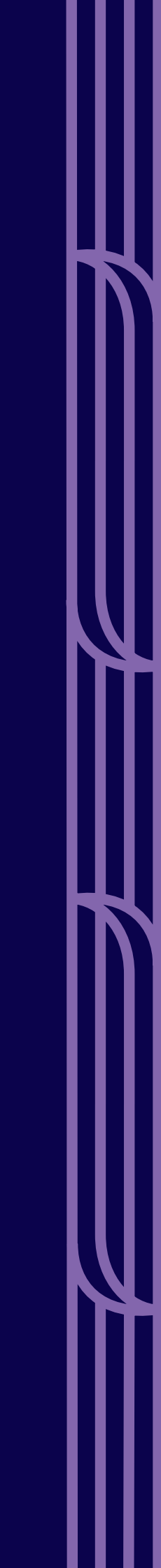


**TE MAHIAKO**

# Assessing online

An introduction to our online  
learning and assessment platform

Edition 3



**Tēnei te Mauri  
Te Mauri ka tū  
Te Mauri ka oho  
Te Mauri ka rewa**

**Eke pānuku, eke tangaroa  
Whakatū tārewa ki-te-rangi  
Uhi, wero, tau mai te mauri**

**Hara mai te toki  
Ko Whakatangatanga-i-te-rā  
Haumi e! Ui e! Taiki e!**

The life-force is moving  
The life-force is active  
It is alive, it is present  
It is coherent  
It is all encompassing

From the spirit realms  
Place the life-force forward,  
challenge  
Give me the adze called  
“Whakatangatanga-i-te-rā”  
The Adze of Creator,  
That holds the supernatural  
Power to loosen the sun  
It is done, it is complete  
I have made my energy one  
With all that is!

-Nā Te Ngakooterangi Ngaropo



# Rārangi upoko

## Contents

<b>Nau mai, haere mai   Welcome</b>	<b>3</b>
<b>Logging into the portal</b>	<b>4</b>
<b>A typical online course</b>	<b>9</b>
<b>Grade Me</b>	<b>11</b>
<b>Overview of learners</b>	<b>13</b>
<b>Grade quiz activities</b>	<b>15</b>
• Quiz activities	15
• Assign a grade	17
• Leave a comment	17
• Review your comments	18
<b>Troubleshoot quiz activities</b>	<b>19</b>
• Update the progress bar	19
• Fix 'ghost' attempts	20

<b>Grade assignment activities</b>	<b>22</b>
• Assignment activities	22
• Review the ākonga submission	22
• Assign a grade	22
• Leave a comment	23
• Review a grade	24
<b>Messaging your ākonga</b>	<b>25</b>
<b>Reporting credit</b>	<b>26</b>
• Check reported credit	28
<b>Further information</b>	<b>29</b>

# Nau mai, haere mai!

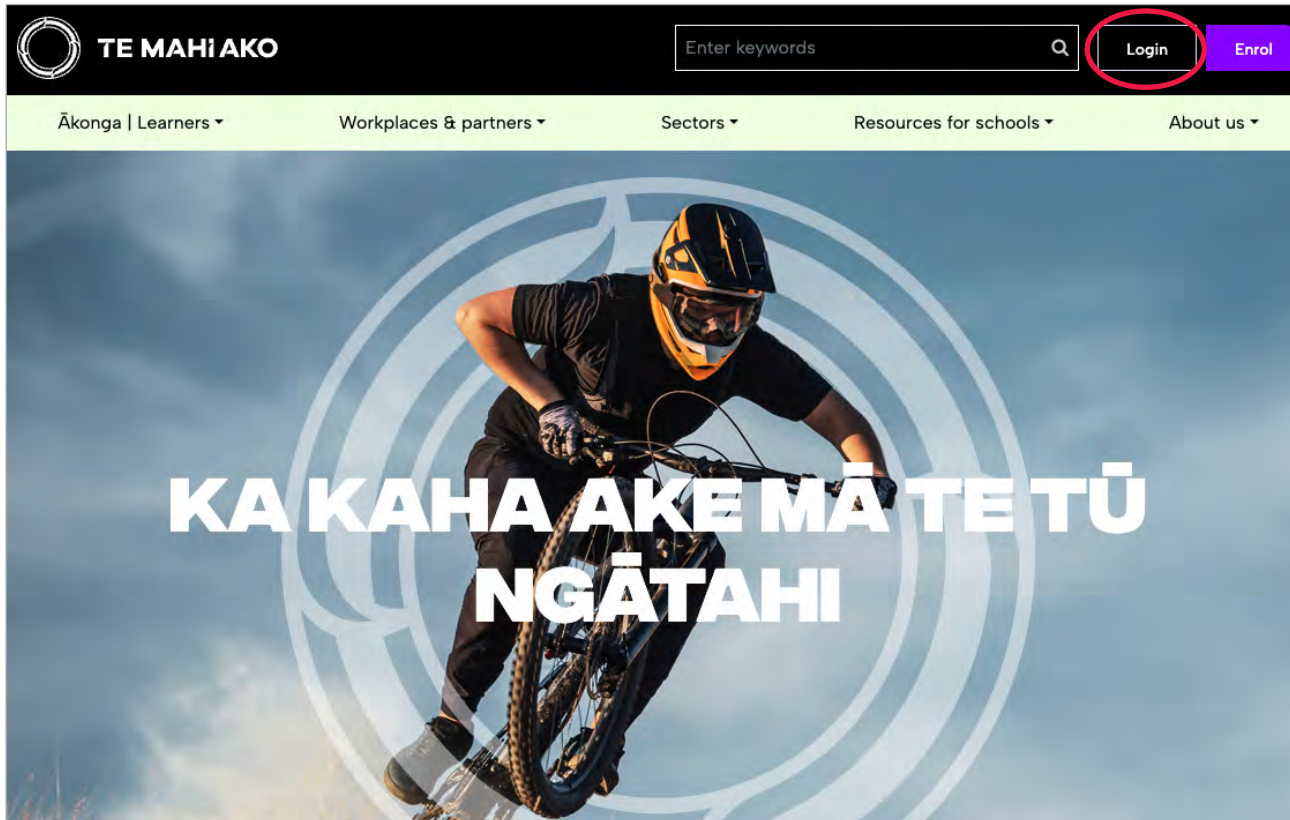
## Welcome

This guide is an introduction to the Te Mahi Ako online assessment and learning platform. It describes the various features and tools you'll use to review and grade your ākonga' (learner's) online tasks. It is based on the Moodle™ Learning Management System (LMS), so if you've used Moodle™ before you may find some features familiar.

On the following pages are step by step instruction on what to do. Please read them carefully.

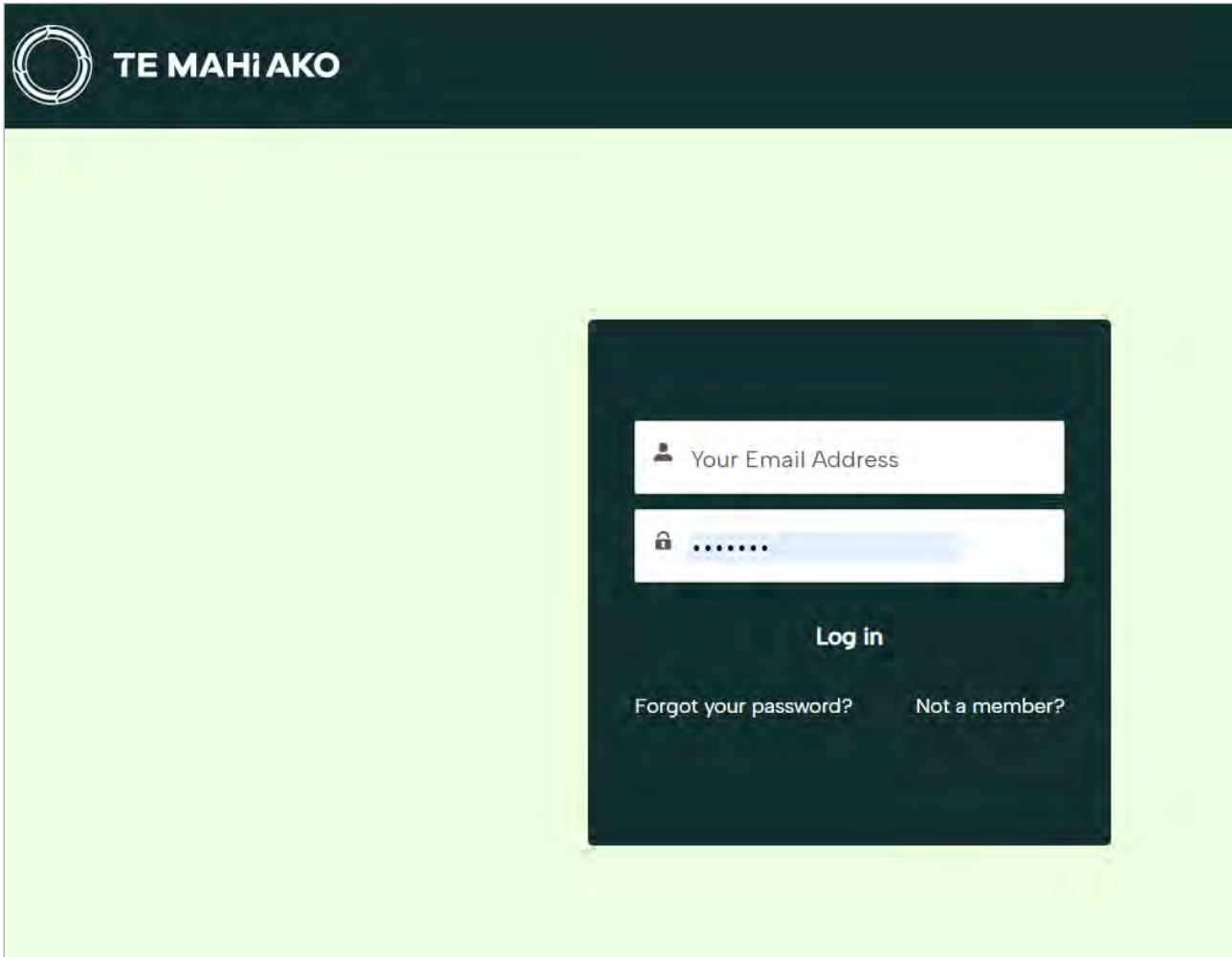
# Logging into the portal

1. Go to the Te Mahi Ako homepage [www.temahiako.org.nz](http://www.temahiako.org.nz) and click on the **Login** button in the top right.



2. When you first log in your **username** will be your email address and the **password** from your welcome letter.

You'll be prompted to change your password after your first log in. If you forget your password, click on **Forgot your password?** and follow the instructions to reset it.



TE MAHI AKO

Your Email Address

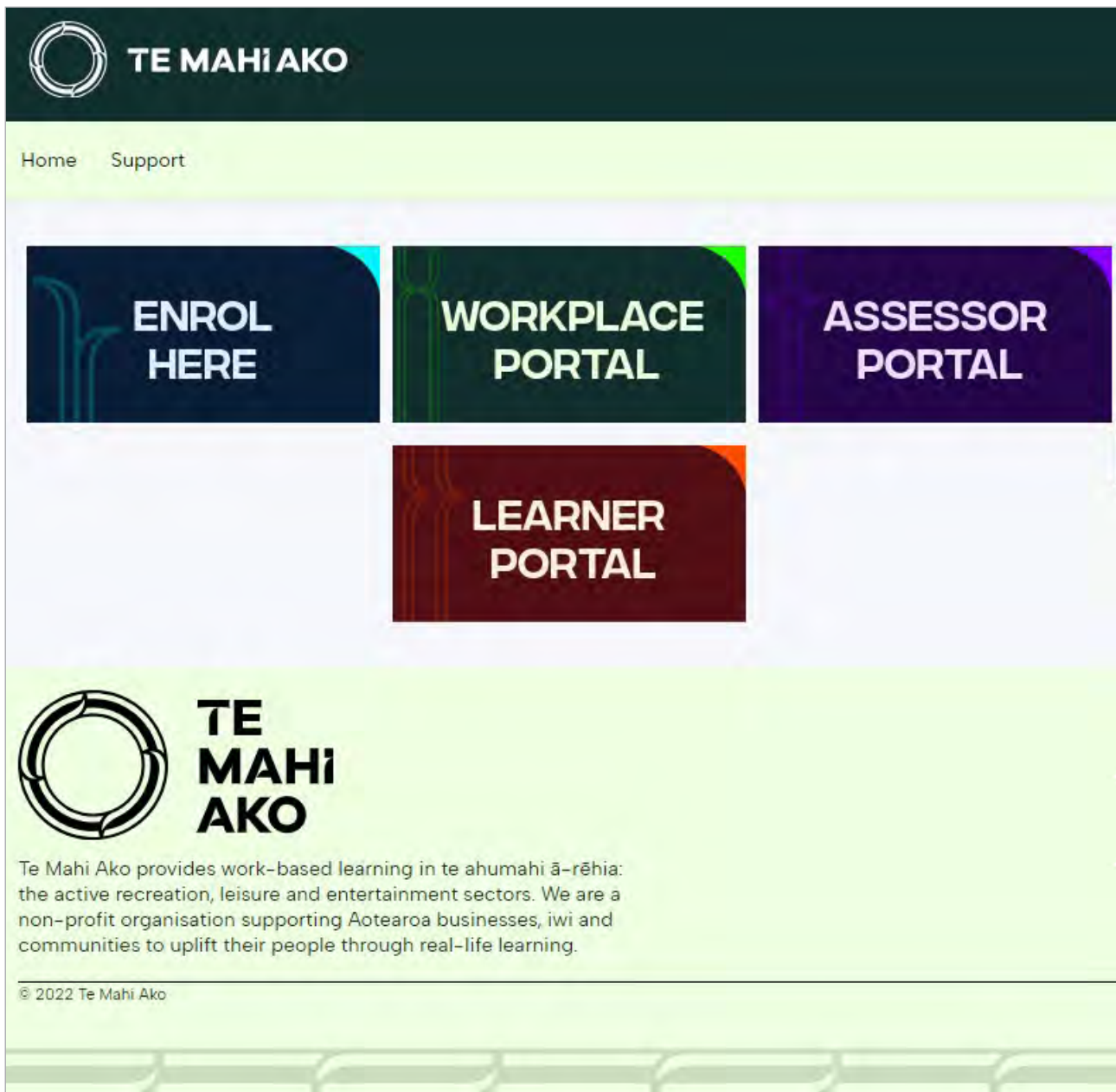
.....

Log in

[Forgot your password?](#) [Not a member?](#)

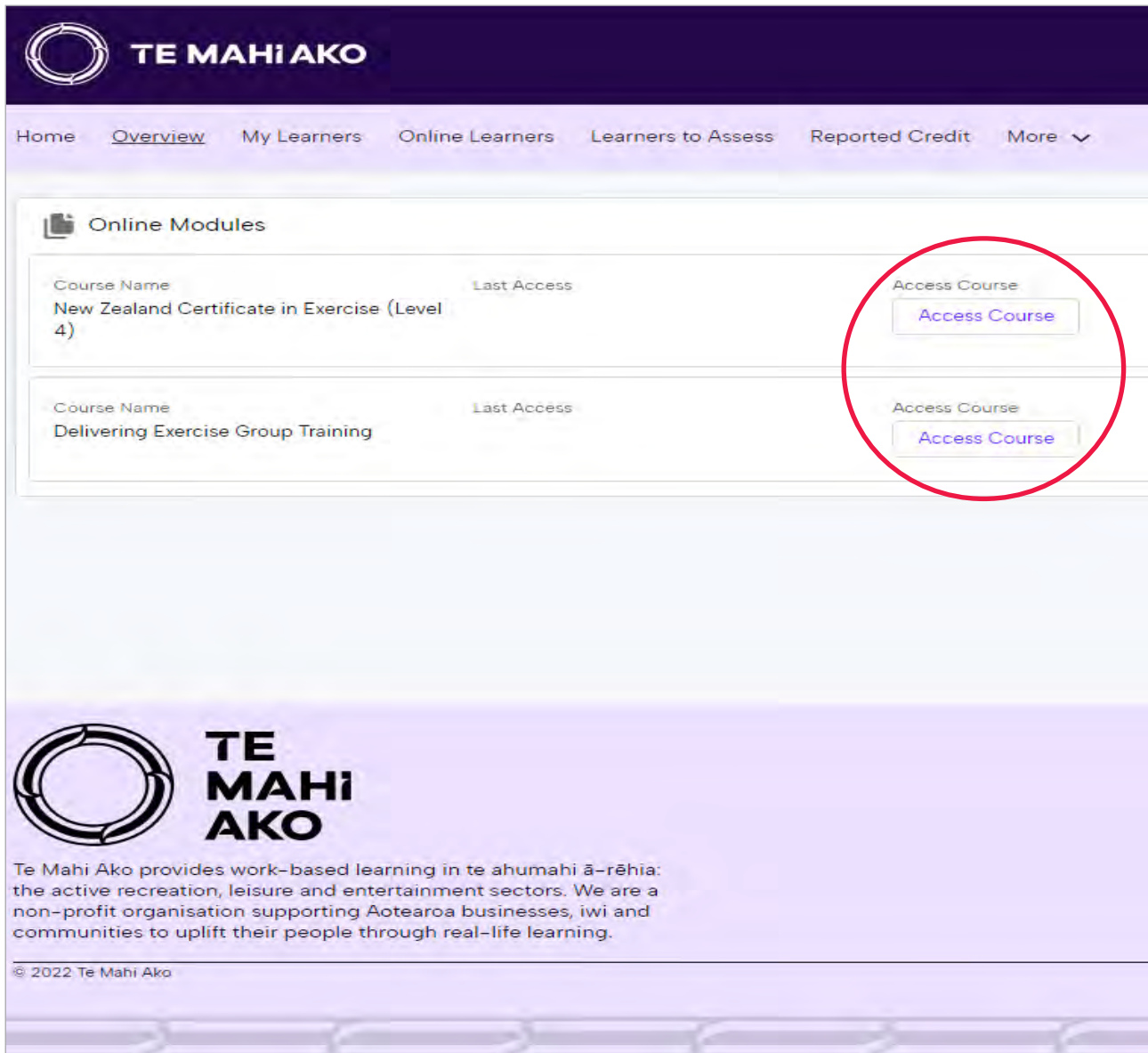


3. Once you're logged in, click on the **Assessor Portal** button.





4. Click on the **Access Course** button next to the course you're assessing.

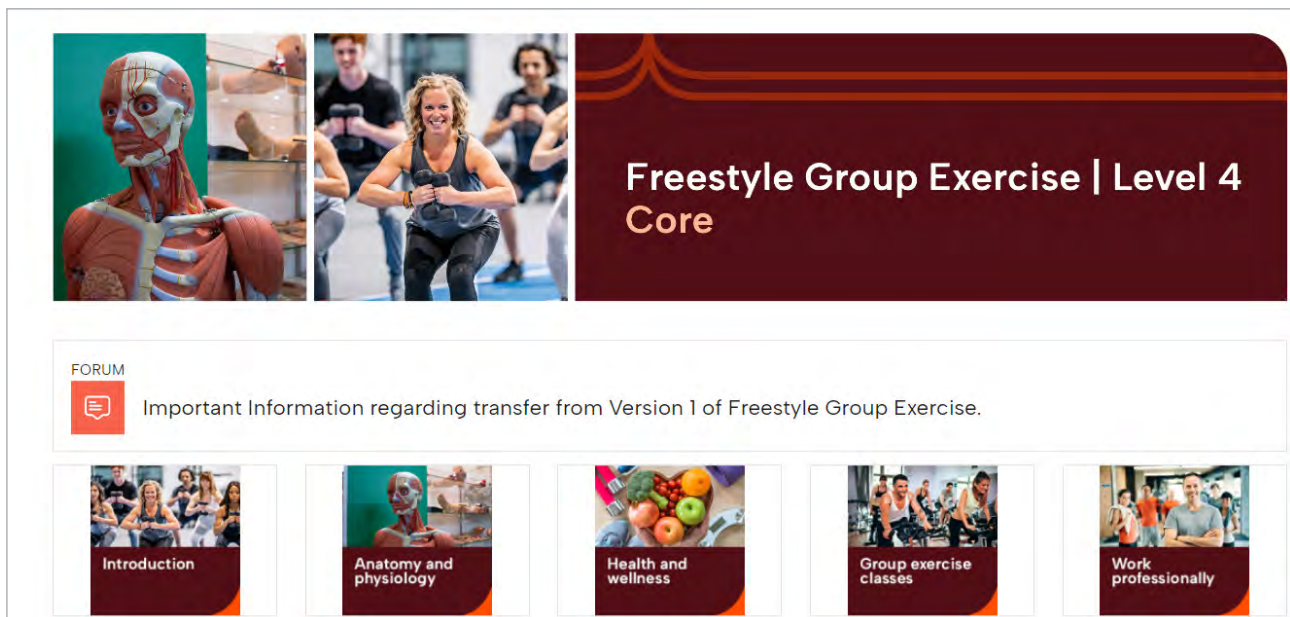


The screenshot shows the Te Mahi Ako website interface. At the top is a dark purple header with the Te Mahi Ako logo and name. Below this is a navigation bar with links: Home, Overview, My Learners, Online Learners, Learners to Assess, Reported Credit, and More. The main content area is titled 'Online Modules' and contains a table with two rows of course information. The first row is for 'New Zealand Certificate in Exercise (Level 4)' and the second is for 'Delivering Exercise Group Training'. Each row has columns for 'Course Name', 'Last Access', and 'Access Course'. The 'Access Course' column for the first row contains a button labeled 'Access Course', which is circled in red. The footer of the page features the Te Mahi Ako logo, name, and a paragraph about their mission, followed by a copyright notice for 2022.

Course Name	Last Access	Access Course
New Zealand Certificate in Exercise (Level 4)		<a href="#">Access Course</a>
Delivering Exercise Group Training		<a href="#">Access Course</a>

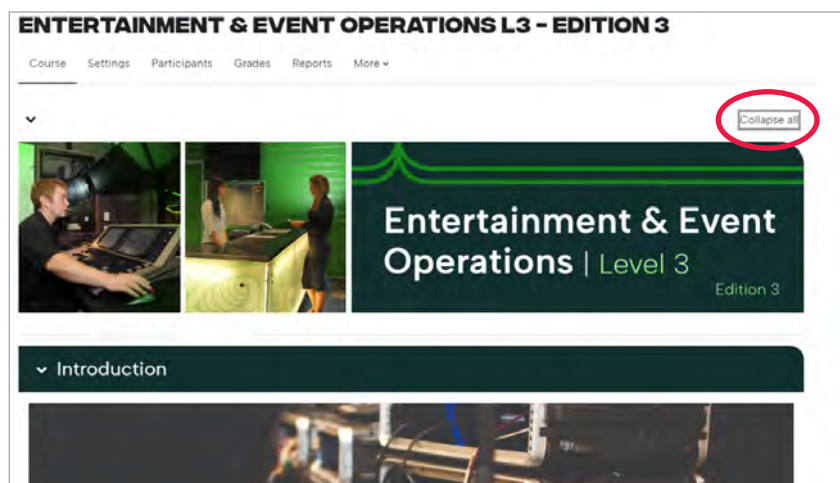
© 2022 Te Mahi Ako

1. You'll now be on the landing page of your online course. Check the title to make sure you are in the right course. If you have used Te Mahi Ako online courses before you maybe be used to the legacy format where all the sections are displayed as boxes on the landing page, like the example below.

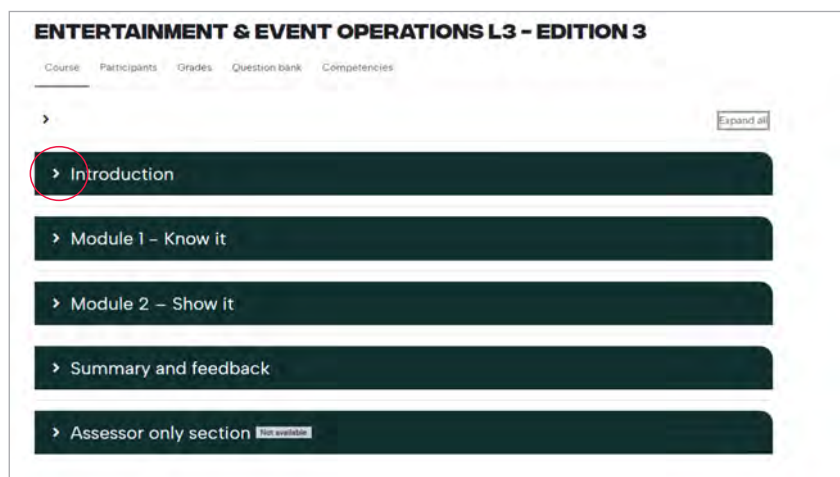


Courses from 2024 will use a different format where all the sections are in collapsible containers like the examples below.

You can open and close each section at once using the collapse/expand all button,

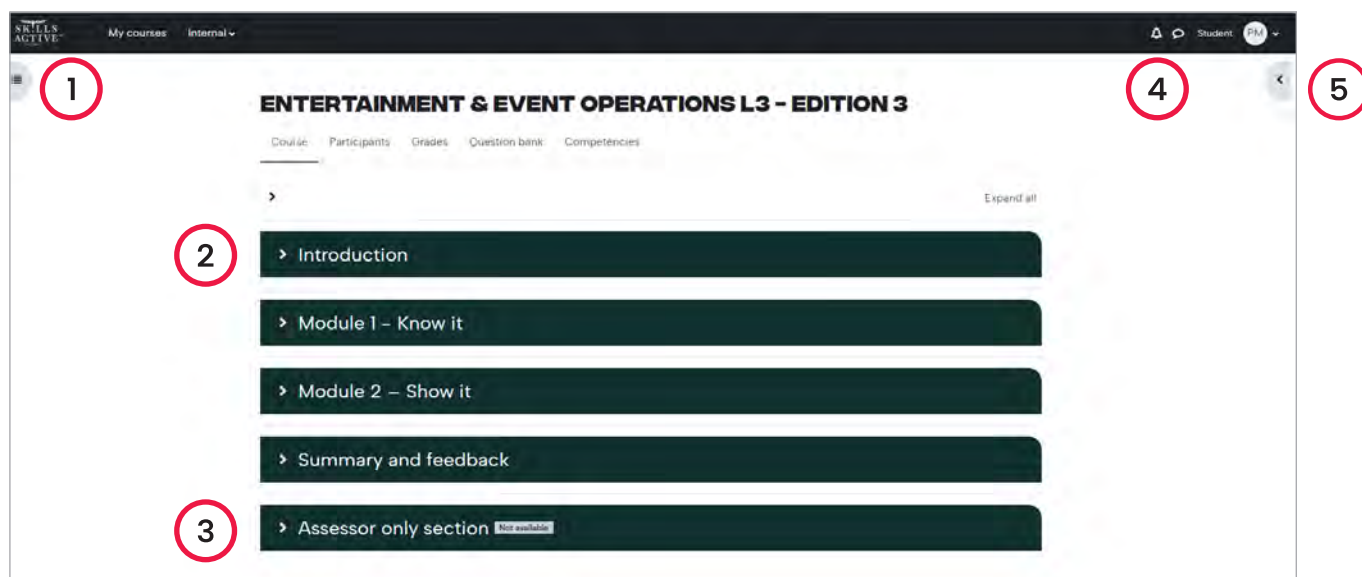


or individually using the arrows ▷▽ in each header.



# A typical online course

All our courses are customised to the needs of the qualification and industry. There are some standard features you'll see in most courses. You'll only need to concentrate on a few key areas as an assessor.



- 1. Course index:** In the top left of the course page, you will find the course index tab. This will open or close the course index. You can use this to directly navigate to the assessor only section.
- 2. Course sections:** These are what the ākonga uses to complete their assessment. They're available for you to view, but you won't be able to access the activities, and they won't be available to you as an assessor until the ākonga has submitted them. The tasks/questions and any instructions are available in your assessor guide.



- 3. Assessor only section:** Some courses have a dedicated assessor only section with information and links for you as an assessor. Only you, as an assessor, can view this section. If the course has no assessor only section or if you need a copy of the assessor guide, please contact assessor liaison at: [assessors@temahiako.org.nz](mailto:assessors@temahiako.org.nz)

**4. The messages and notifications icons:** These will tell you if you have messages from your ākonga or notification from the system. Click on the message speech bubble to open the message dialogue box and the bell icon for notifications.

**5. The block drawer:** the block drawer tab is on the top right of the course page. This will open or close the block drawer. Here you will find the most useful features as an assessor:

- **Grade me:** This is your “inbox” as an assessor. Any work that’s due to be graded by you will appear here. Once you’ve given it a grade it will disappear from this view. We’ll go into more detail on how to use this feature later in this guide.
- **Completion Progress:** This is where a ākonga can see their progress through a course. As an assessor, this box will always be blue since you aren’t submitting any work to assess. The most important part of this feature for you is the **Overview of learners** button which allows you to check the progress of and access submitted work. We’ll go into more detail on how to use this feature later in this guide.
- **Useful resources and links:** These are intended to help ākonga. The **How-to videos** may be useful for assessors. They’re a series of instructional videos showing the ākonga how to submit and resubmit evidence online. You may wish to watch them to understand what a ākonga needs to do or direct the ākonga to them if they’re having trouble submitting evidence.

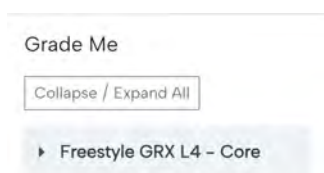
The screenshot shows the 'Grade Me' section of a course page. At the top, there's a 'Grade Me' header with a 'Collapse / Expand All' button. Below this is a button labeled 'Freestyle GRX L4 – Core'. The next section is 'Completion Progress', which features a progress bar with 10 blue segments. Below the bar, there's a checkbox icon, the text 'Exercise principles assessment', and 'Not completed' with a red circle icon. An 'Overview of learners' button is positioned below this. The final section is 'Useful resources and links', which contains two sub-sections: 'How-to videos' and 'My game plan'.

# Grade Me

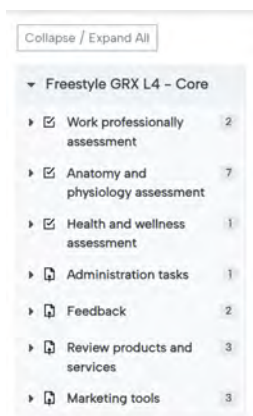
**Grade Me** is a feature that shows you all the assignments and manual quiz questions that have been submitted to you by a ākonga that you need to grade. Think of it as your 'assessor inbox'.

You'll find the **Grade Me** box in the right-hand block drawer of the course you're assessing. This is the fastest way to access and grade ākonga submissions. Tasks that have been submitted and need to be graded will appear in the Grade Me block. Auto-marked questions won't appear, as they've already achieved a grade.

1. **The first level is the course itself** – you can use the **Collapse/Expand All** button to reveal all or click the black triangles to open each level.



2. **The next level is each individual task** – the number beside each task indicates how many submissions in each one. You can also see which type of task it is, either a quiz (questions) or assignment (upload).



3. **Clicking on the task name will take you to the task itself.** As an assessor you won't be able to attempt the task, but you can view all your ākonga' attempts by clicking the **Attempts** link. This will take you to the grading report which in this case is a quiz. We'll cover these reports in more detail later in this guide. You will have the option of grading every ākonga' attempt at the task or going to one more level and grading each ākonga task individually.



4. **The next level is the ākonga submission** – To grade a task using Grade Me, **click the tick** beside the ākonga name to go to the activity and give it a grade. Clicking on the ākonga' name will open their profile.

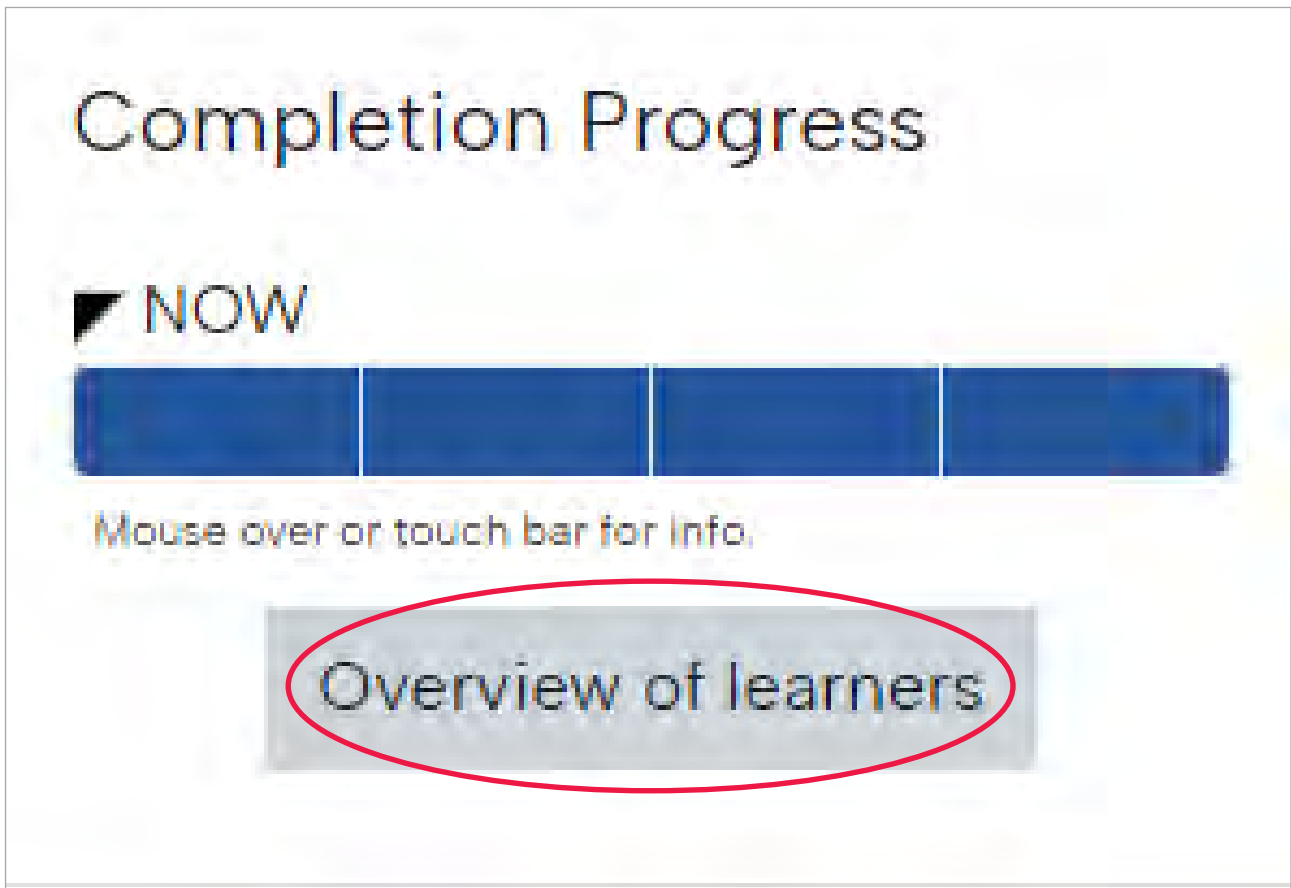
## Grade Me

Collapse / Expand All

▼ Freestyle GRX L4 - Core		
▼	☑ Work professionally assessment	2
	✓	September 15, 4:12 PM
	✓	November 8, 3:06 PM
▶	☑ Anatomy and physiology assessment	7

# Overview of learners

Click **Overview of learners** under the **Completion Progress** bar in the block drawer to the right of the screen.



This will take you to your '**Overview of learners**' report which shows the completion progress of all ākonga assigned to you.

SKILLS ACTIVE

Home Dashboard My courses Site administration Internal

Overview of learners

Course Settings Participants Grades Reports More

Role Choose...

First name A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name * / Last name	Last in course	Completion Progress	Progress
AJ Admin User	Monday, 9 October 2023, 10:02 AM		0%

Download table data as Comma separated values (.csv) Download



Each ākonga progress bar will automatically update to show their status for each task:



A **green box** indicates the activities that have been **graded as correct**.



A **pink box** indicates the activities that have been **graded as incomplete and resubmission is required**.



A **blue box** indicates the activities they have **not yet submitted** to you for assessment.



A **yellow box** indicates activities they have **submitted, and require grading**. These activities will also show up in Grade Me. When you click on an a yellow box, the task will open ready for you to grade or review

# Grade quiz activities

## Quiz activities


The quiz activity can comprise questions of various types, including multi-choice questions, matching pairs, short answer and essay-type (longer form questions).

Some of these activities, such as multi-choice questions, may be auto-marked. In these cases you don't have to do anything – the system will allocate the mark for you.

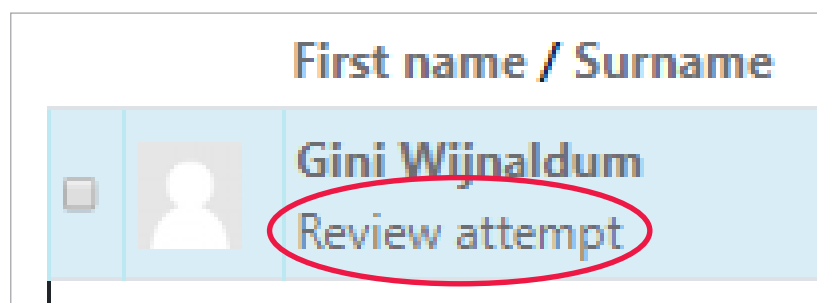
The majority of quiz activities you'll mark are the long answer type, where a question has been asked and the ākonga responds with either text, audio, video or file upload, depending on the evidence required. For these types of quiz activities, you'll need to allocate a mark and give feedback.

When you click on a task name in **Grade Me** or a yellow box in the **Overview of learners** you'll be taken to a report for that task. Beside the ākonga name is the status of each question in the quiz task. In the example below, Questions 1 and 2 are auto-marked, so they've automatically been graded. Question 3 needs to be marked manually by you.

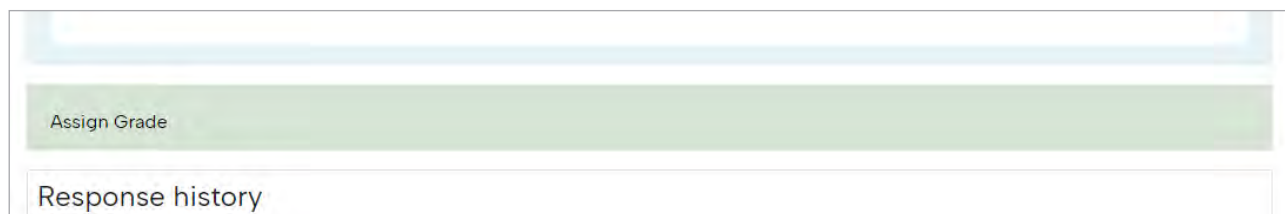


Comma separated values (.csv) ▾		Download								
	First name / Surname	Email address	State	Started on	Completed	Time taken	Grade/10.00	Q. 1 /3.33	Q. 2 /3.33	Q. 3 /3.33
<input type="checkbox"/>	 Gini Wijnaldum Review attempt	gini@null.org	Finished	25 October 2019 8:20 AM	25 October 2019 8:21 AM	50 secs	Not yet graded	✓ 3.33	✓ 3.33	Requires grading
Overall average							-	3.33 (1)	3.33 (1)	-
Select all / Deselect all <a href="#">Regrade selected attempts</a>										

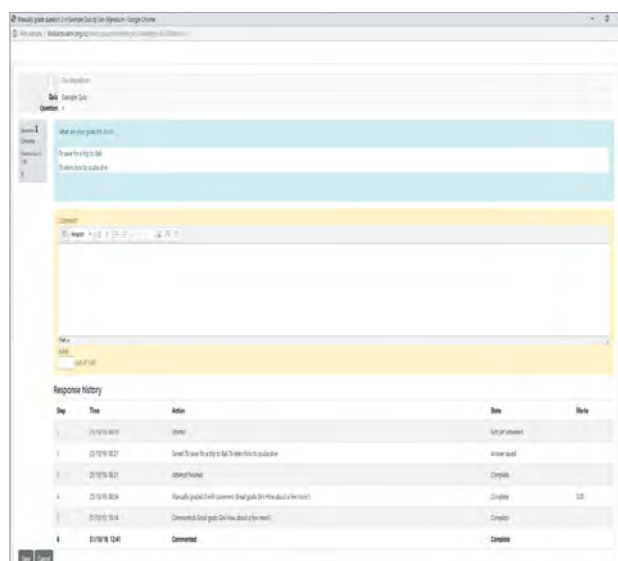
You can click **Review attempt** under the ākonga name to see all questions in that task. This is the view when you click on the tick in **Grade Me**.



Then click **Assign Grade**, to get to the grading box for this question.



The grading box will open in a new window.



Alternatively, you can click **Requires grading** to directly open the question's grading box.

	Q. 1	Q. 2	Q. 3
<b>Grade/10.00</b>	<b>/3.33</b>	<b>/3.33</b>	<b>/3.33</b>
<b>Not yet graded</b>	✓ 3.33	✓ 3.33	Requires grading
-	3.33 (1)	3.33 (1)	-



In a quiz, every box that say **Requires grading** must get a grade for the system to update as complete.

## Assign a grade

1. Read through the ākonga submission.
2. Use your assessor guide for the model answers and judgement statements.



Once you've determined whether their answer is correct, you have a choice of two **and only two** marks to give:

- **1** = Entire question has been submitted correctly and the ākonga is competent
- **0** = The ākonga hasn't provided sufficient evidence and is not yet competent.



If they've answered any part of the question(s) incorrectly, you need to mark it 0. Do not leave questions unmarked or give partial marks (e.g. 0.5) or the completion progress bar won't update correctly – even if all questions are marked correctly on a later attempt.

3. Enter your mark in the mark field out of 1, add a comment and then click **Save** or hit the **Enter** key.

## Leave a comment

### Remember to always leave a specific comment!

Comments should include clear, relevant and specific feedback on the ākonga evidence. Non-specific comments such as "Good," or "The ākonga did the task really well," aren't sufficient.


If the ākonga is not yet competent, specific feedback gives them the guidance they need to resubmit their evidence successfully.

If they're competent, and the question is marked as correct, a specific comment is still required, explaining why you agree with them. Auto-marked questions don't require comments, as they're automatically graded by the system.

## Review your comments

When a ākonga begins a new attempt, their original answers will carry through to the new attempt, in effect they are carrying on from where they left off. However, your grades and comments stay with each attempt.

Click **Review attempt** on any open attempt to get started.


<input type="checkbox"/>	First name ^ / Surname	Email address	State	Started on	Completed
<input type="checkbox"/>	 <b>Ākonga name</b> Review attempt	@gmail.com	Finished	2 July 2021 9:35 PM	16 August 2021 1:57 PM
<input type="checkbox"/>	<b>Ākonga name</b> Review attempt		Finished	16 August 2021 1:58 PM	16 August 2021 1:58 PM
	<b>Overall average</b>				

You can click through all the attempts quickly by clicking on the attempt link at the top of the page.

From here you can access any marks or feedback from a previous attempt. In this case there have been two attempts and you're currently looking at the second one. If your feedback was for the first attempt, you can click on the 1 and your feedback will be there.

**Time taken** is a good indicator of whether any work has actually been done – 14 seconds looks like a quick glance and probably means the ākonga hit re-attempt accidentally when all they wanted was to see the feedback.

Also, check the response history – it will let you know if a response has been changed since the last attempt.

	<b>Ākonga name</b>
<b>Attempts</b>	1, 2
<b>Started on</b>	Monday, 16 August 2021, 1:58 PM
<b>State</b>	Finished
<b>Completed on</b>	Monday, 16 August 2021, 1:58 PM
<b>Time taken</b>	14 secs
<b>Grade</b>	Not yet graded

State	Marks
Not changed since last attempt	
Complete	

# Troubleshoot quiz activities

Sometimes things don't go quite as expected when assessing online. Here are a few common issues that may arise and what you can do about them.

## Update the progress bar

Because your grades and comments stay with each attempt, **every question must be marked in every attempt**, even if you marked it correctly in a previous attempt. An unmarked question tagged as "requires grading" will be regarded by the system as incomplete and show on the progress bar as yellow even though you may have marked it all correctly on a previous attempt.

In the example below, the ākonga has submitted a first attempt that required more evidence. They then submitted a new attempt and have been marked competent in all of the questions. However, because the ākonga wanted to see their feedback they accidentally clicked on **Start new attempt** rather than **Review attempt** and they have submitted a new attempt. This means their progress bar will be yellow instead of green.

Finished	21 June 2020 2:14 PM	29 June 2020 6:11 PM	8 days 3 hours	2.00	✗ 0.00	✗ 0.00	✓ 1.00	✓ 1.00
Finished	30 June 2020 9:31 PM	30 June 2020 9:50 PM	19 mins 34 secs	4.00	✓ 1.00	✓ 1.00	✓ 1.00	✓ 1.00
Finished	16 October 2020 12:31 PM	31 October 2020 1:43 PM	15 days 1 hour	Not yet graded	Requires grading	Requires grading	Requires grading	Requires grading

To fix this, you can go into the third attempt and give each question a '0' mark where it says **Requires grading**. The progress bar will take the highest mark of all three attempts and turn green.

**Note:** As a default, all attempts are ordered by the time/date they come in. To easily find if a ākonga has made multiple attempts, click on the first name/surname link to sort by their name. This will group all their attempts together in the order they come in. Look for any questions that "Requires grading" and assign them a mark to keep the ākonga progress bar up to date.

First name / Surname	Email address	State	Started
----------------------	---------------	-------	---------



Remember, the ākonga answers will carry through to their next attempt, but your feedback and grade stay with the attempt.

This ensures your evidence of assessing (i.e. grade and comments), is saved in the system for moderation purposes against the attempt that warranted the grade.

## Fix 'ghost' attempts

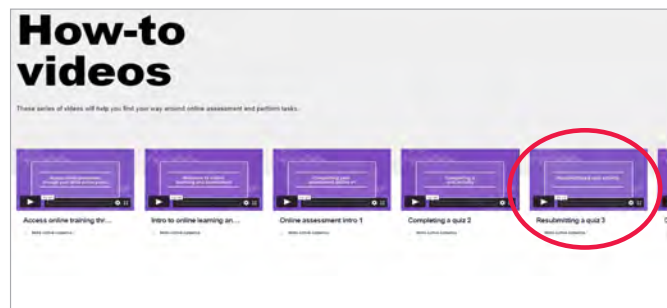
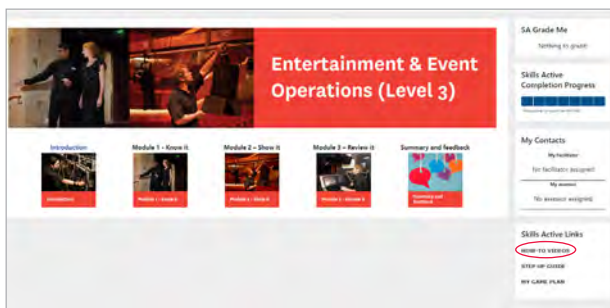
When checking Grade Me, you may find multiple attempts at the same quiz. There should only be one attempt until you grade it.

Once you have graded the attempt, it will disappear from the Grade Me list, so this means the ākonga is hitting the re-attempt quiz button instead of reviewing the quiz. We can fix this by following a few steps.

### Step 1

Send a message to the ākonga to let them know they're sending multiple attempts and direct them to the **How-to video: Resubmitting a quiz 3**.

Part 2 - Health and wellness framework	5
February 11, 4:08 PM	
February 16, 11:00 PM	
August 12, 8:27 PM	
Ākonga name	August 16, 1:57 PM
Ākonga name	August 16, 1:58 PM



### Step 2

Click into the **Overview of Learners** and find the ākonga with multiple attempts, then click on the bar for the question where the multiple attempts are coming from.

	Student name	Monday, 16 August 2021, 2:42 PM		40%
--	--------------	---------------------------------	--	-----

### Step 3

Find the ākonga name by clicking the first name/surname sorting link.

<input type="checkbox"/>	First name / Surname	Email address	State	Started on	Completed	Time taken	Grade/2.00	Q. 1 /1.00	Q. 2 /1.00
<input type="checkbox"/>	Ākonga name Review attempt	@gmail.com	Finished	2 July 2021 9:35 PM	16 August 2021 1:57 PM	44 days 16 hours	Not yet graded	Requires grading	Requires grading
<input type="checkbox"/>	Ākonga name Review attempt		Finished	16 August 2021 1:58 PM	16 August 2021 1:58 PM	14 secs	Not yet graded	Requires grading	Requires grading
	Overall average						1.82 (157)	0.94 (157)	0.88 (158)



## Step 4

Only mark the latest attempt. The ākonga answers carry over between attempts, but your grades and feedback stay with the attempt for moderation purposes. By only marking the latest attempt the previous attempts become moot and can be sorted out by you putting in a zero (0) as a grade.

	First name ^ / Surname	Email address	State	Started on	Completed	Time taken	Grade/2.00	Q. 1 /1.00	Q. 2 /1.00
<input type="checkbox"/>	ākonga name Review attempt	@gmail.com	Finished	2 July 2021 9:35 PM	16 August 2021 1:57 PM	44 days 16 hours	Not yet graded	Requires grading	Requires grading
<input type="checkbox"/>	ākonga name Review attempt		Finished	16 August 2021 1:58 PM	16 August 2021 1:58 PM	14 secs	Not yet graded	Requires grading	Requires grading
	Overall average						1.82 (157)	0.94 (157)	0.88 (158)

Any attempt that has a **Requires grading** instruction in the question will show up on the **Grade Me** block. If none of the open attempts reach the required grade i.e. 2.00/2.00 then the completion box will stay yellow, which may lead to more attempts.

Ākonga should only re-attempt a quiz if the box is pink and marked as not yet complete, but there's no way to prevent multiple attempts when an attempt is pending marking. Most of the time when this has occurred in other courses it's just the ākonga looking for feedback. In which case, they should be clicking the **Review** link instead of starting a new attempt. This is covered in the ākonga instruction video.

Summary of your previous attempts			
Attempt	State	Grade / 2.00	Review
1	Finished Submitted Monday, 16 August 2021, 1:57 PM	Not yet graded	<a href="#">Review</a>
2	Finished Submitted Monday, 16 August 2021, 1:58 PM	Not yet graded	Review
Highest grade: Not yet graded / 2.00.			
<div>Re-attempt quiz</div>			



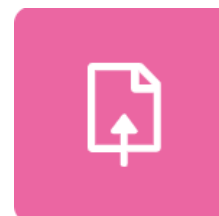
In a quiz, every box that say **Requires grading** must get a grade for the system to update as complete.

# Grade assignment activities

## Assignment activities



The assignment activity enables a ākonga to submit any digital files i.e. Word documents, spreadsheets, images, audio and video clips. Alternatively, or in addition, the assessment may ask the ākonga to type directly into the text editor.

An assignment can only be graded for one task at a time, but it may collect multiple files as evidence.



## Review the ākonga submission

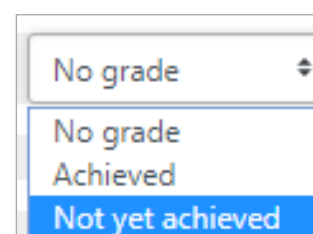
When you open the assignment task for grading, you'll be able to open and review the ākonga evidence and make your judgement.

Submission status	
Attempt number	This is attempt 2.
Submission status	Submitted for grading
Grading status	Not graded
Due date	Friday, 15 November 2019, 12:00 AM
Time remaining	14 days 7 hours
Editing status	Trainee cannot edit this submission
Last modified	Thursday, 31 October 2019, 4:01 PM
File submissions	 Task 2 assessment.docx
Submission comments	 Comments (0)

## Assign a grade

When you've made your judgement, select the appropriate grade from the three options in the drop-down list:

- **No grade:** Is the default—it reverts the submission status back to blue on the ākonga progress bar. Try to avoid this option.
- **Achieved:** All evidence is present and correct. The submission on the progress bar will turn green.
- **Not yet achieved:** The evidence is incomplete. The submission on the progress bar will turn red. Don't forget to leave a comment with this option so the ākonga knows what else they need to do to complete.



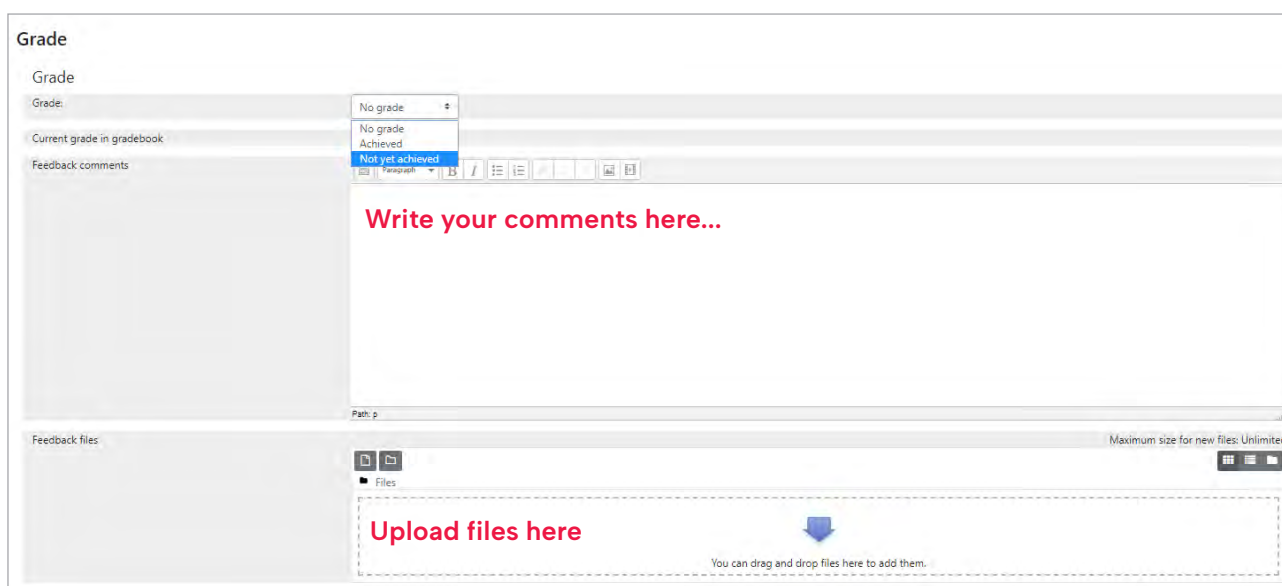
**Note:** The grade for this activity type requires a word grade as opposed to the quiz activity that only requires a 1 or a 0.

## Leave a comment

You can use the **Feedback comments** field to congratulate the ākonga on achieving the task, with specific comments on how their evidence met the marking criteria. If the evidence is incomplete, use this field to leave further instructions.

You may also wish to mark up your comments directly onto a ākonga uploaded file, and send it back to them via the **Feedback files** upload box. This feedback files can also be used to upload files on the ākonga behalf.

You can then save your mark and have the choice of either returning to another ākonga work or continuing with the current ākonga next submission.



The screenshot shows a grading interface. At the top, there's a 'Grade' section with a dropdown menu currently showing 'No grade'. Below this is a 'Current grade in gradebook' field. The main area is divided into two sections: 'Feedback comments' and 'Feedback files'. The 'Feedback comments' section has a large text area with the prompt 'Write your comments here...'. The 'Feedback files' section has a file upload box with the prompt 'Upload files here' and a note 'You can drag and drop files here to add them.'.



If the ākonga sends you evidence via email, it's important to remind them to submit it online through their assessment.

This ensures the ākonga evidence, and your evidence of assessing (i.e. grade and comments), is saved in the system for moderation purposes. It also enables the ākonga to officially complete the course and be awarded their certificate.

The **attempt settings** determine how many attempts the ākonga can make on the task. As a default, they're set on **Automatically until pass**. This means the ākonga will only be able to resubmit if they've been given a **Not yet achieved** grade. If they accidentally send you the wrong file, let them know in the comments and set the grade as **Not yet achieved** to allow them to resubmit.

Finally, click **Save changes** to record the grade you assigned to this task. The system will then update the ākonga progress completion bar. Once you've saved changes, you'll be taken to the grading review page.

## Review a grade

In the **Review grade** window you can review the actions you've taken, with the time and details of the grade given. Once you've done this, if you wish to return to the main page, you can choose one of two paths:

1. Click on the **main course page** link at the top of the page, to take you back to the start.

The screenshot shows the 'REVIEW PRODUCTS AND SERVICES' page. At the top, the breadcrumb 'Freestyle GRX L4 - Core' is circled in red. Below the breadcrumb, there are tabs for 'Assessment', 'Settings', 'Advanced grading', and 'More'. The 'Submissions' section includes filters for 'Grading action' (Choose...), 'Separate groups' (All participants), and alphabetical lists for 'First name' and 'Last name'. A table of submissions is displayed below, with columns for User picture, First name / Last name, Email address, Status, Grade, Last modified (submission), Online text, File submissions, Submission comments, Last modified (grade), Feedback comments, Feedback files, and Final grade. The first row shows 'Admin User' with 'No submission' and a 'Grade' button.

2. Or use the side menu to choose where to go.

This screenshot is identical to the one above, but the side menu icon (a small square with a plus sign) is circled in red, indicating the alternative path to navigate back to the main course page.

# Messaging your ākonga

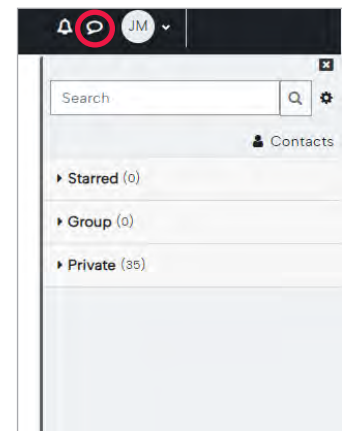
You can use the messages feature to introduce yourself to your ākonga and give general comments or feedback on their assessment. Comments or feedback on a particular task will need to stay with that task for moderation purposes.

There are a few way you can message your ākonga. The easiest way is to simply reply when they message you. You can access your messages and toggle the message sidebar on and off by clicking the message icon in the top right corner of the page.

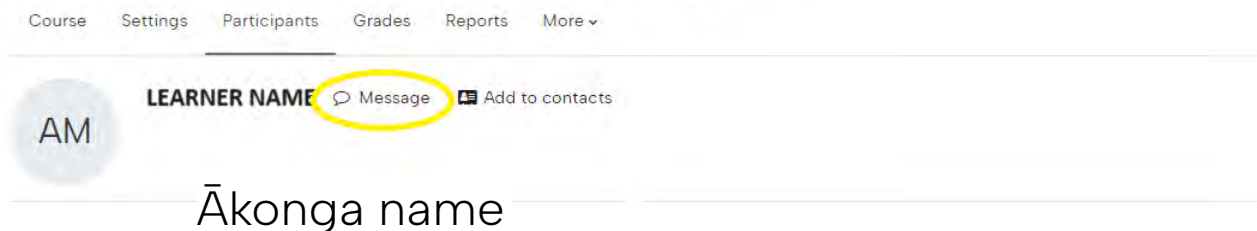
Most messages will appear in the private messaging section.

You can also search for contacts in the contacts section.

To add a ākonga to your contacts you can click on their name wherever it appears. This will open their profile. You can message them directly from here or add them to your contacts using the icons at the top of the profile next to the ākonga name.



## FREESTYLE GROUP EXERCISE L4 - CORE



# Reporting credit

Once you have graded a ākonga evidence, please refer to the matrix to check when you can report achievement of the unit standard:


- within the assessor only section online


**Credit reporting**


Once all assessment has been completed you need to download and complete the following outcome forms for your records.

These are the learner's record of assessment and final result. They can also be used to report the credits for the learner if you cannot report them via your portal.

To report credit for a learner, log into your assessor portal and report the credits electronically.

 **Report credit**

 **Assessment outcome forms**

 **Assessment matrix**

- or your assessor guide.

## Poukapa aromatawai Assessment matrix

This matrix shows which assessment tasks relate to each performance criteria in this unit standard.

Unit standard	22772
<b>Exercise principles assessment</b>	
Q1	1.1
Q2	1.1
Q3	1.2
Q4	1.2
Q5	1.3
Q6	1.4
<b>Choreographic principles assessment</b>	
Q1	2.1
Q2	2.2
Q3	2.3
REPORT US 22772	

### Reporting credit

Once you have marked the learner's assessment as competent and these boxes in the online progress bar turn green, you may report credit for unit standard **22772 (v2)**.

The online assessment and learning platform does not report achievement to Te Mahi Ako. To do this you need to return to your assessor portal and click on the report credit tab. When this page loads, it will only show one unit standard per person.

To see all of the unit standards for a ākonga, click on the see more button.

TRAINEE	WORKPLACE	MODULE	UNIT	STANDARD	ASSESSMENT DATE	ACHIEVED	
A K	Leisure Centre	Pool &	Facility Operations (Level 4) (Online)	31145	Operate, maintain, and recommend acquisition of facility resources and spaces to meet the needs of users	<input type="checkbox"/>	<a href="#">see more</a>
S B	Aquatic Centre		Facility Operations (Level 4) (Online)	31145	Operate, maintain, and recommend acquisition of facility resources and spaces to meet the needs of users	<input type="checkbox"/>	<a href="#">see more</a>

Only standards which have not yet been assessed will show here too. To report the credit follow these steps:

1. Enter an assessment date for the unit standard you want to report.
2. Tick the achieved box.
3. Select save.

TRAINEE	WORKPLACE	MODULE	UNIT	STANDARD	ASSESSMENT DATE	ACHIEVED	
A K	Leisure Centre	Pool &	Facility Operations (Level 4) (Online)	31145	<input type="text"/>	<input type="checkbox"/>	<a href="#">Save</a>
A K	Leisure Centre	Pool &	Facility Operations (Level 4) (Online)	29847	<input type="text"/>	<input type="checkbox"/>	<a href="#">Save</a>

Repeat this action for all of the unit standards you want to assess for the ākonga. To go back to the list of all ākonga click on the X in the search box.



## Check reported credit

If you need to see information on credit, you have already reported, you can find it and the reported credits tab.

TE MAHI AKO assessor

Home Overview My Learners Online Learners Learners to Assess **Reported Credit** More

Search

TRAINEE	WORKPLACE	MODULE	UNIT	STANDARD	ASSESSMENT DATE	ASSESSMENT ENTRY DATE	
A S	Pool and Leisure Centre	Pool Lifeguard Skills Award	30123	Recognise and respond to simulated emergencies and apply rescue techniques as a pool lifeguard in an aquatic facility	14/10/2022		see more

Again, you only see one row per ākonga but if you click on the see more [see more](#) button you will be able to see all unit standards you have reported for that ākonga.

TE MAHI AKO assessor

Home Overview My Learners Online Learners Learners to Assess **Reported Credit** More

Search

TRAINEE	WORKPLACE	MODULE	UNIT	STANDARD	ASSESSMENT DATE	ASSESSMENT ENTRY DATE	
A S	Pool and Leisure Centre	Pool Lifeguard Skills Award	30123	Recognise and respond to simulated emergencies and apply rescue techniques as a pool lifeguard in an aquatic facility	14/10/2022		see more
A S	Pool and Leisure Centre	Pool Lifeguard Practising Certificate	29848	Demonstrate knowledge of the health and safety procedures and practices in a recreation workplace	1/11/2022		see more
A S	Pool and Leisure Centre	Pool Lifeguard Practising Certificate	30124	Supervise customers and maintain safety as a pool lifeguard in an aquatic facility	1/11/2022		see more

Showing 1 to 3 of 3 records

Previous Next

TE MAHI AKO

Te Mahi Ako provides work-based learning in te ahumahi ā-rēhia: the active recreation, leisure and entertainment sectors. We are a non-profit organisation supporting Aotearoa businesses, iwi and communities to uplift their people through real-life learning.

info@temahiako.org.nz  
0508475455

14 Sages Lane  
Te Aro Wellington, 6011  
New Zealand

PO Box 2183  
Pipitea Wellington, 6140  
New Zealand

© 2022 Te Mahi Ako contact us

# Further information



## Assessing online module

This quick online course takes you through a step-by-step guide on how to assess online:

<https://activecv.co.nz/external/o360-2019-11-14/#/>



## Contact our help desk

[helpdesk@temahiako.org.nz](mailto:helpdesk@temahiako.org.nz) | 0508 475 455

Available: 9am – 5pm | Monday to Friday

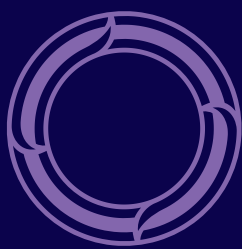




# My notes







**TE  
MAHI  
AKO**

[www.temahiako.org.nz](http://www.temahiako.org.nz)