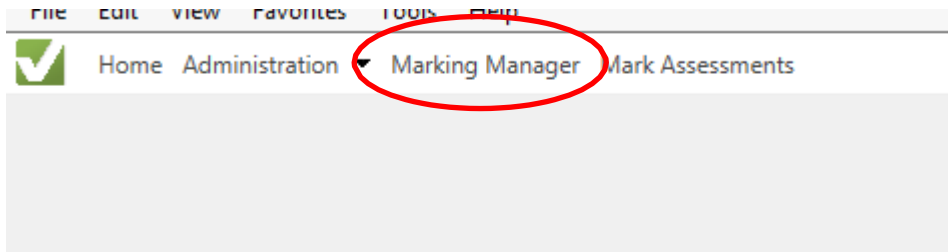
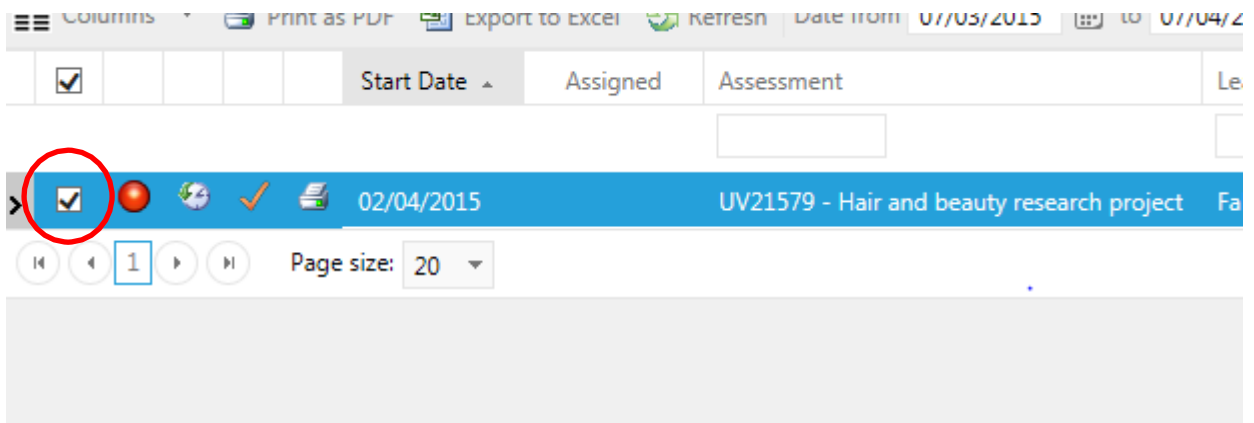


Once logged in to the E-Testing system with your marker/moderator login, click on 'Marking Manager'



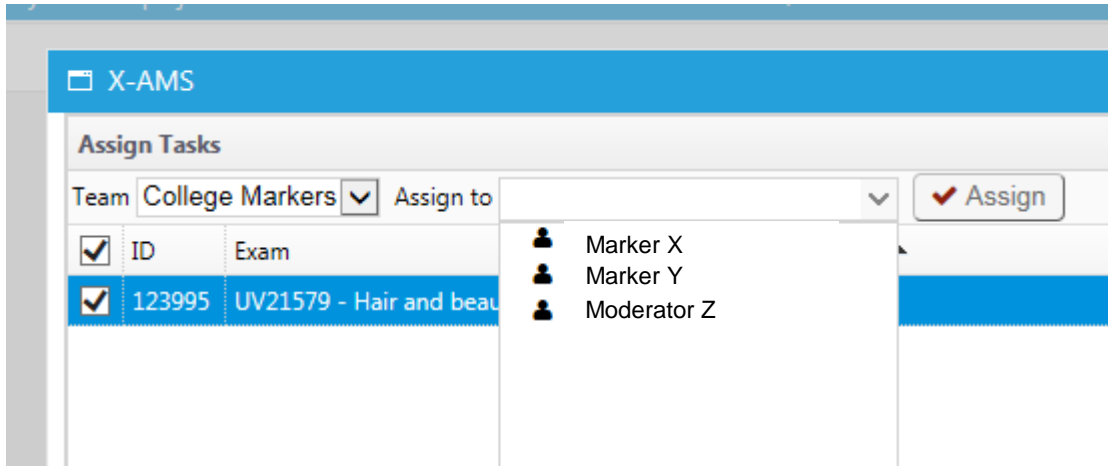
First you need to tick the learner(s) who you want to assign:



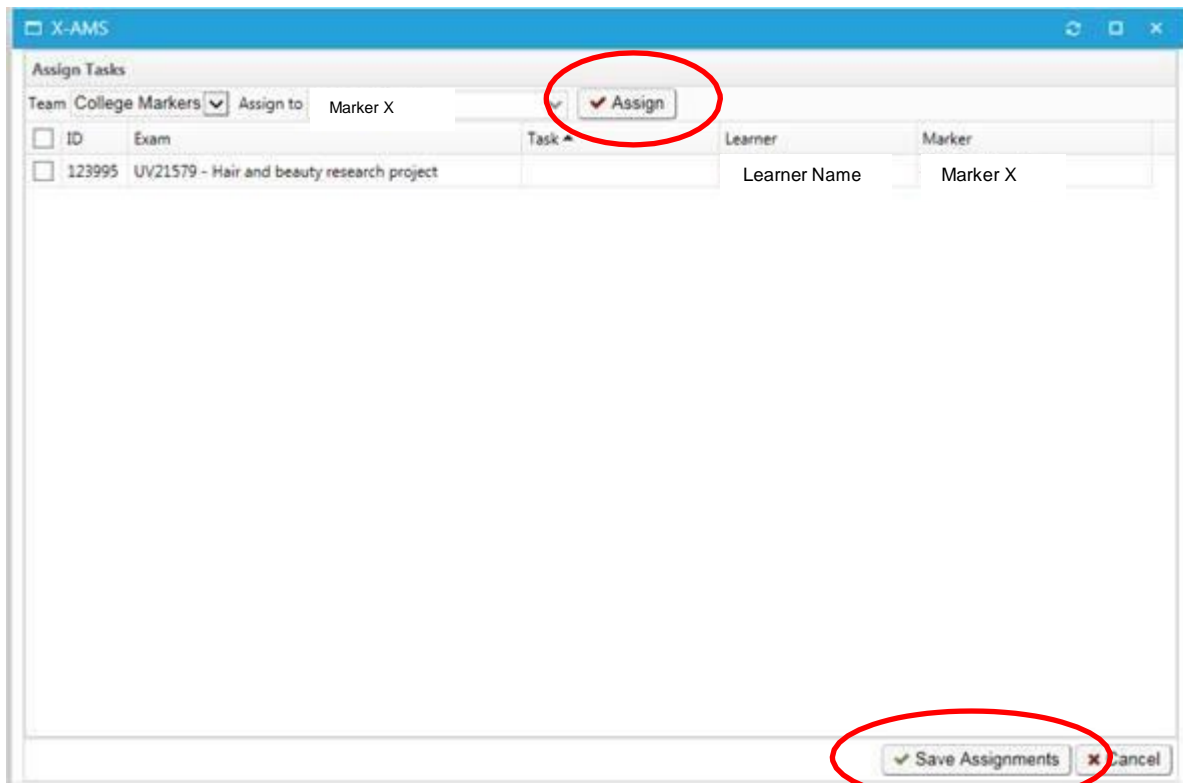
Then click assign:



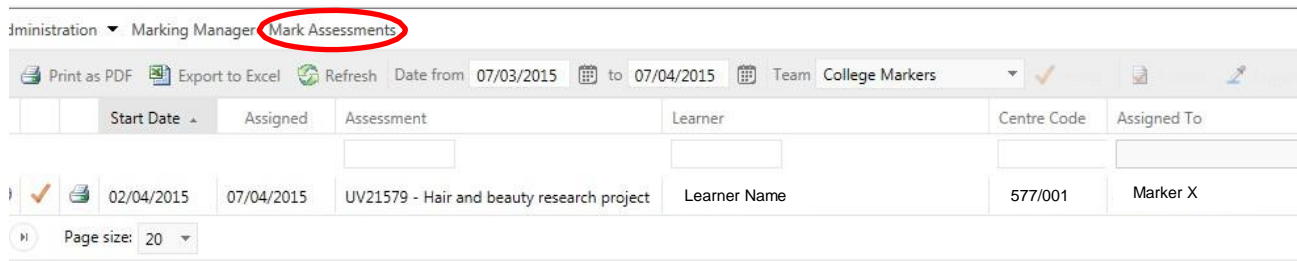
Tick the learner(s) again and drop down the box to select who to assign these assignments to:



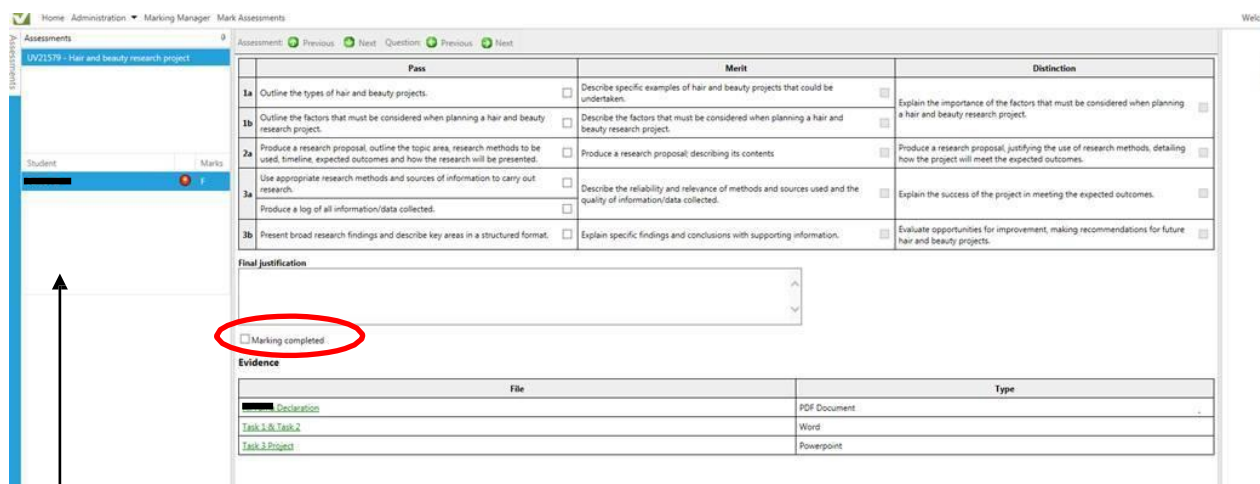
Click 'Assign' and this will populate the marker name next to the learner(s) name. Then click 'Save Assignments' down at the bottom of the box:



You should then see that the learners are assigned to you, so you can now click on 'Mark Assessments' to view the learner's work and enter your marks.



That will take you to the following page where you should be able to open the uploaded documents (bottom of the page) and input your 'marks' using the tick boxes:

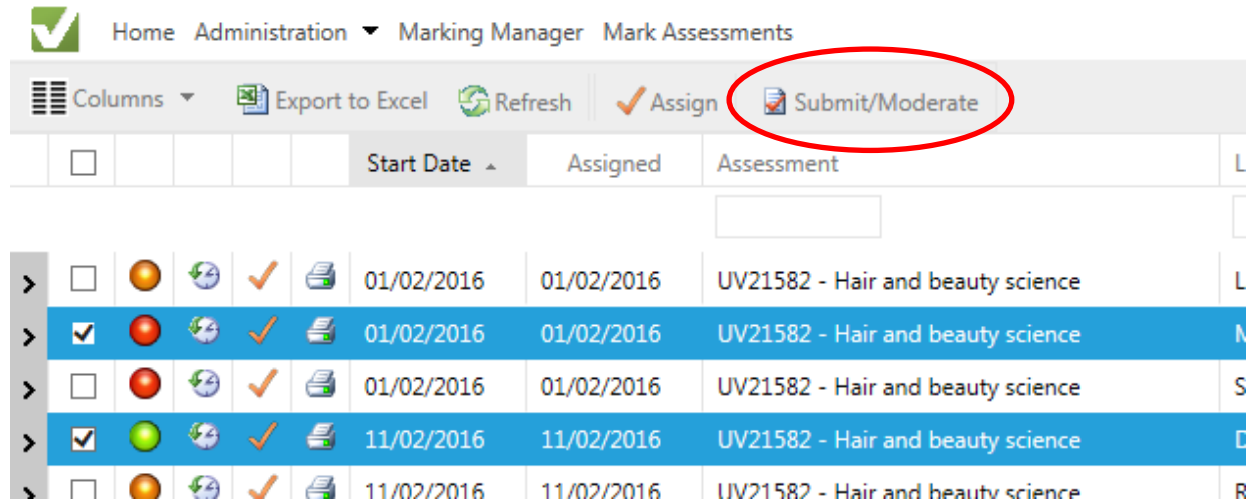


You can browse through different learners and assignments using the navigation pane on the left hand side.

Once completed remember to **check that you marks are correct**, and tick the 'Marking completed' box.

You then need to repeat the 'assigning' process, to assign all marked assessments to your moderator.

When the moderator has completed their marking, they need to go back to the 'Marking Manager' screen, tick all completed learners and click 'Submit/Moderate'.



The screenshot shows the 'Marking Manager' interface. At the top, there is a navigation bar with 'Home', 'Administration', 'Marking Manager', and 'Mark Assessments'. Below this is a toolbar with 'Columns', 'Export to Excel', 'Refresh', 'Assign', and 'Submit/Moderate' (circled in red). The main area contains a table with columns for 'Start Date', 'Assigned', and 'Assessment'. The table lists five rows of assignments for 'UV21582 - Hair and beauty science' with dates ranging from 01/02/2016 to 11/02/2016. Each row has a checkbox in the first column, and the second and third rows are highlighted in blue, indicating they are selected.

					Start Date	Assigned	Assessment	
>	<input type="checkbox"/>				01/02/2016	01/02/2016	UV21582 - Hair and beauty science	L
>	<input checked="" type="checkbox"/>				01/02/2016	01/02/2016	UV21582 - Hair and beauty science	N
>	<input type="checkbox"/>				01/02/2016	01/02/2016	UV21582 - Hair and beauty science	S
>	<input checked="" type="checkbox"/>				11/02/2016	11/02/2016	UV21582 - Hair and beauty science	D
>	<input type="checkbox"/>				11/02/2016	11/02/2016	UV21582 - Hair and beauty science	R

If you are having problems with your login, please contact: [linx2help@vtct.org.uk](mailto:linx2help@vtct.org.uk)

If you require any further assistance, please call: 02380 684500 or email: [exams@vtct.org.uk](mailto:exams@vtct.org.uk)