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 your 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’.

If you are having problems with your login, please contact: linx2help@vtct.org.uk
If you require any further assistance, please call: 02380 684500 or email: exams@vtct.org.uk