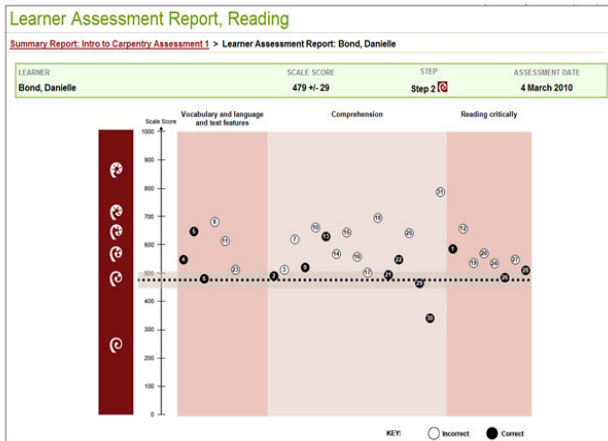


How to reallocate completed assessments from one Learner to another Learner

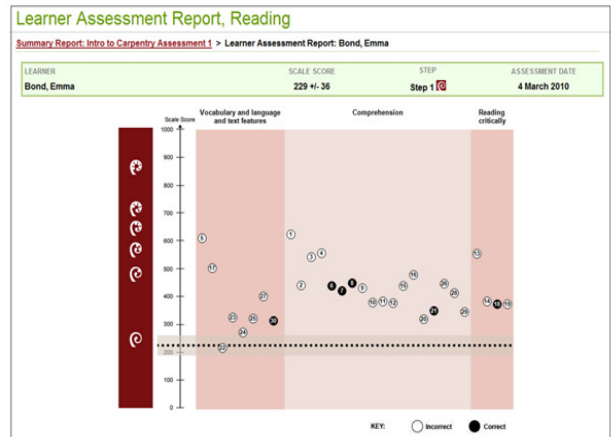
In the event of two Learners accidentally completing each other's assessment (i.e. the individuals are given each other's assessment code in error), below is the method for allocating the assessment data to the correct Learner's records. **Note: If both Learners are in the same assessment group, a 3rd Learner from outside the assessment group must be used to help the assessment data transfer, as the Tool will view the target Learner as having completed the assessment if only the two Learners are used.**

In the example below, Danielle Bond and Emma Bond accidentally sat each other's assessment, causing the results generated by each Learner to be attributed to the other:

Danielle's original results before reallocation:



Emma's original results before reallocation:



1. Log into the Assessment Tool using your Organisation Administrator ESAA username and password:

Are you sitting an assessment?
Please enter your assessment code below.

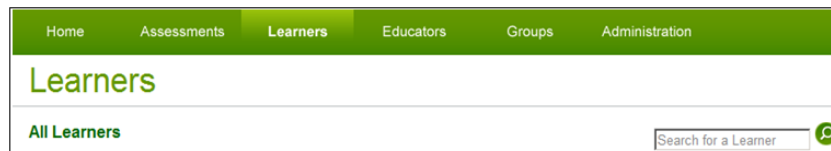
Assessment code

Use the assessment code to log in. This code will have been emailed or given to you. When you have finished the assessment, you can view and print your results.

Educators
If you have an ESAA login please click below.

[Click here to log in via ESAA](#)

2. Click on the 'Learners' tab:



3. Click 'View Details' on the name of one of the affected Learner's:

All Learners in Intermediate Carpentry 201 2010 (16) Selected (1)

Select: [Everyone](#), [All on Page](#), [None](#)

<input type="checkbox"/>	<p> Atkins, Shannon Groups: Intermediate Carpentry 201 2010.</p>	View Details
<input checked="" type="checkbox"/>	<p> Bond, Danielle Groups: Intermediate Carpentry 201 2010.</p>	View Details
<input type="checkbox"/>	<p> Bond, Emma Groups: Intermediate Carpentry 201 2010.</p>	View Details

- Select the assessment to be reallocated (in this example: 'Intro to Carpentry Assessment 1 – Reading'), then click on the 'Reallocate selected assessments to another learner' link at the bottom of the screen:

Assessment Reports

Select: [All Assessments](#), [None](#)

Assessment Date	Assessment Name	Assessment Area
<input type="checkbox"/>	hazels numeracy demo	Numeracy
<input type="checkbox"/>	Intro to Carpentry assessment 2	Numeracy
<input type="checkbox"/>	Exit assessment for Intro Carpentry class	Reading
<input type="checkbox"/>	Intro to Carpentry assessment 2	Reading
<input type="checkbox"/>	Intro to Carpentry Assessment 1	Numeracy
<input checked="" type="checkbox"/>	Intro to Carpentry Assessment 1	Reading

Ethnicity 2: Not Specified
 Ethnicity 3: Not Specified
 Email Address: Not Specified
 National Student Number: 1919390722
 External Learner Reference: 99990108
 Is English the Learner's First Language? Yes

[Edit Details](#)

Assessment History

[Show Learner's Past Assessment History](#)
[Reallocate selected assessments to another learner](#)

- The next screen displayed will list all Learners. Click on a Learner **who is not a member of the same assessment group** and click on the 'Move assessments to selected learner' button:

[Cancel](#)

[Move assessments to selected learner](#)

Search Results Selected (1)

<input checked="" type="checkbox"/>	Bates, Daniel Groups: Introduction to Electrical 100 2010.	National Student Number 1732823699	External Learner Reference 99990039	View Details
<input type="checkbox"/>	Bond, Danielle Groups: Intermediate Carpentry 201 2010.	National Student Number 1919390722	External Learner Reference 99990108	View Details

- The screen is then returned to the list of assessments sat by first Learner (Danielle Bond in this example), displaying their updated records and advising successful assessment transfer to the 3rd Learner (Daniel Bates):

Learner

1 assessments have been successfully reallocated to learner **Bates, Daniel**

Bond, Danielle

Progress Reports

Numeracy	Reading	Writing
View Report	View Report	
3 Assessment(s)	2 Assessment(s)	0 Assessment(s)

Please Note: Only the latest five assessments will be included in each progress report

Assessment Reports

Select: [All Assessments](#), [None](#)

Assessment Date	Assessment Name	Assessment Area
<input type="checkbox"/>	hazels numeracy demo	Numeracy
<input type="checkbox"/>	Intro to Carpentry assessment 2	Numeracy
<input type="checkbox"/>	Exit assessment for Intro Carpentry class	Reading
<input type="checkbox"/>	Intro to Carpentry assessment 2	Reading
<input type="checkbox"/>	Intro to Carpentry Assessment 1	Numeracy

7. To confirm that the assessment has successfully transferred to the correct Learner, click on the Learners tab and View Details of the 3rd Learner (Daniel Bates). Below is the updated list of Daniel's assessment results now that the 'Intro to Carpentry Assessment 1 – Reading' assessment result has been temporarily allocated to him:

Learner

Bates, Daniel

Progress Reports

Numeracy 0 Assessment(s)	Reading 1 Assessment(s)	Writing 0 Assessment(s)
------------------------------------	-----------------------------------	-----------------------------------

Please Note: Only the latest five assessments will be included in each progress report

Assessment Reports

Select : [All Assessments](#) , [None](#)

Assessment Date	Assessment Name	Assessment Area
<input type="checkbox"/> 04 Mar 10	Intro to Carpentry Assessment 1	Reading

8. The second reallocation would now be from Learner Emma Bond over to Danielle Bond. This is now possible as Danielle's data no longer shows a record of her having taken the 'Intro to Carpentry Assessment 1 – Reading'. Repeat steps 3-7 above to transfer Emma's results over to Danielle as illustrated below:

Search Results Selected (1)

Select : [Everyone](#) , [All on Page](#) , [None](#)

<input type="checkbox"/>	Bond, Danielle <small>Groups: Intermediate Carpentry 201 2010.</small>	View Details
<input checked="" type="checkbox"/>	Bond, Emma <small>Groups: Intermediate Carpentry 201 2010.</small>	View Details

Assessment Reports

Select : [All Assessments](#) , [None](#)

Assessment Date	Assessment Name	Assessment Area	Organisation Name
<input type="checkbox"/> 10 Mar 10	hazel's numeracy demo	Numeracy	Ace Academy Limited
<input type="checkbox"/> 05 Mar 10	Intro to Carpentry assessment 2	Numeracy	Ace Academy Limited
<input type="checkbox"/> 05 Mar 10	Exit assessment for Intro Carpentry class	Reading	Ace Academy Limited
<input type="checkbox"/> 05 Mar 10	Intro to Carpentry assessment 2	Reading	Ace Academy Limited
<input type="checkbox"/> 05 Mar 10	Intro to Carpentry Assessment 1	Numeracy	Ace Academy Limited
<input checked="" type="checkbox"/> 04 Mar 10	Intro to Carpentry Assessment 1	Reading	Ace Academy Limited

Not Specified

Email Address

Not Specified

National Student Number

80180077

External Learner Reference

99990117

Is English the Learner's First Language?

No

[Edit Details](#)

Assessment History

[Hide Learner's Past Assessment History](#)

[Reallocate selected assessments to another learner](#)

<input checked="" type="checkbox"/>	Bond, Danielle <small>Groups: Intermediate Carpentry 201 2010.</small>	National Student Number 1919390722	External Learner Reference 99990108	View Details
<input type="checkbox"/>	Bond, Emma <small>Groups: Intermediate Carpentry 201 2010.</small>	National Student Number 80180077	External Learner Reference 99990117	View Details
<input type="checkbox"/>	Boyle, Jamie <small>Groups: Demonstrations group, Introduction to Electrical 100 2010.</small>	National Student Number 1576712958	External Learner Reference 99990089	View Details
<input type="checkbox"/>	Briggs, Evan <small>Groups: Demonstrations group, Introduction to Electrical 100 2010.</small>	National Student Number 548679632	External Learner Reference 99990037	View Details

1 2 3 4 5 6 7

[Cancel](#) Move assessments to selected learner

Learner

1 assessments have been successfully reallocated to learner **Bond, Danielle**

Bond, Emma

This learner's assessment details includes assessment history at other organisations.

Progress Reports

Numeracy 3 Assessment(s)	View Report	Reading 2 Assessment(s)	View Report	Writing 0 Assessment(s)
------------------------------------	-----------------------------	-----------------------------------	-----------------------------	-----------------------------------

Please Note: Only the latest five assessments will be included in each progress report

Assessment Reports

Select : [All Assessments](#) [None](#)

Assessment Date	Assessment Name	Assessment Area	Organisation Name
<input type="checkbox"/> 10 Mar 10	hazels numeracy demo	Numeracy	Ace Academy Limited
<input type="checkbox"/> 05 Mar 10	Intro to Carpentry assessment 2	Numeracy	Ace Academy Limited
<input type="checkbox"/> 05 Mar 10	Exit assessment for Intro Carpentry class	Reading	Ace Academy Limited
<input type="checkbox"/> 05 Mar 10	Intro to Carpentry assessment 2	Reading	Ace Academy Limited
<input type="checkbox"/> 05 Mar 10	Intro to Carpentry Assessment 1	Numeracy	Ace Academy Limited

9. Danielle Bond now has the correct assessment results for 'Intro to Carpentry Assessment 1 – Reading' assigned to her records. Emma is currently without her results for this assessment as the reallocation process still needs to be performed a 3rd time to transfer to her the results temporarily stored under Daniel Bate's name. Repeat steps 3-7 again to complete this:

Learner

1 assessments have been successfully reallocated to learner **Bond, Emma**

Bates, Daniel

Progress Reports

Numeracy 0 Assessment(s)	Reading 0 Assessment(s)	Writing 0 Assessment(s)
------------------------------------	-----------------------------------	-----------------------------------

Please Note: Only the latest five assessments will be included in each progress report

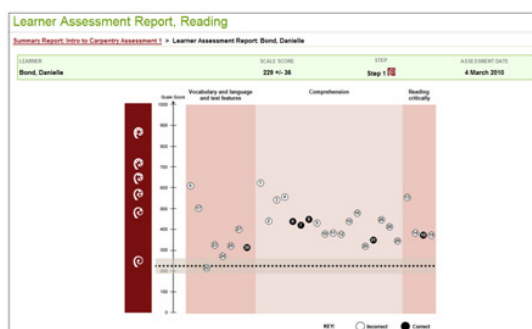
Assessment Reports

Select : [All Assessments](#) [None](#)

Assessment Date	Assessment Name	Assessment Area
No records to display.		

10. Once the above processes have been performed, the Learners will have their correct assessment data allocated to them as demonstrated below:

Danielle's results after reallocation:



Emma's results after reallocation:

