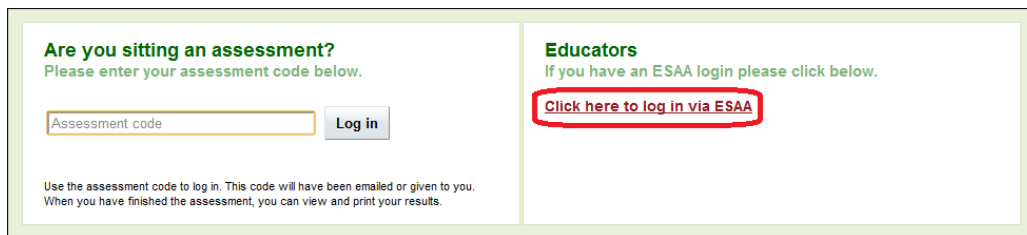


How to remove a Learner from the Assessment Tool

A Learner may only be removed from the Assessment Tool by the Organisation Administrator.

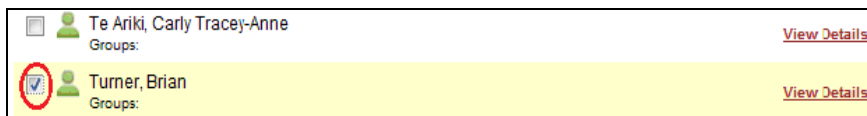
1. Log into the Assessment Tool using your ESAA username and password:



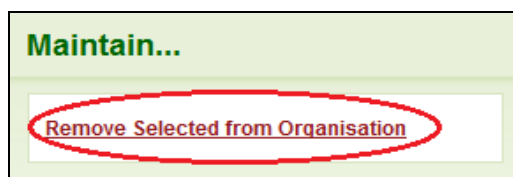
2. Click on the 'Learners' tab:



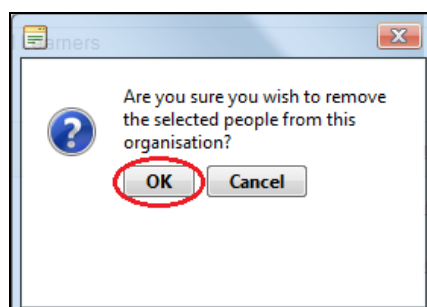
3. Select the Learner to be removed from the organisation:



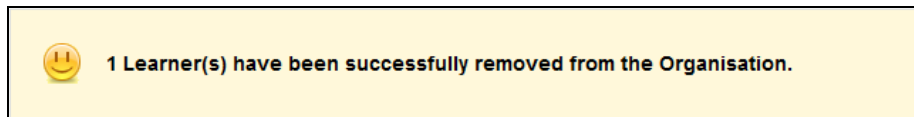
4. Then click on 'Remove Selected from Organisation' in the 'Maintain' box on the right hand side of the screen:



5. The following message will appear, if you are sure you want to remove the Learner click on 'OK':



6. You will receive the following message to confirm the removal has been successful:



Note: if the Learner has sat any assessments prior to the removal from the organisation the assessment record(s) for the individual will still be able to be viewed within the Assessment Tool.