

How to retrieve a Learner Assessment Code

If an assessment has been created but the Learners have not received notification of their Assessment Codes they can be located by the Organisation Administrator or Educator.

1. Log into the Assessment Tool with your 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 Assessments tab:

Home **Assessments** Learners Educators Groups Administration

Assessments

3. Select the assessment by clicking on the relevant assessment name:

Assessments

1-19 of 19 Assessments

All Assessments > Date Created (14/05/2009 - 14/05/2010)

All Assessments Selected (0)

Select: All Assessments, All on Page, None

Assessment Name	Learners Completed (Set)	Area	Assessment Type	Assessment Status
<input type="checkbox"/> Business Studies literacy initial assessment	0 (5)	Reading	Adaptive	Active

4. The Learner Assessment Code is located next to each Learner's name:

Assessment

Business Studies literacy initial assessment

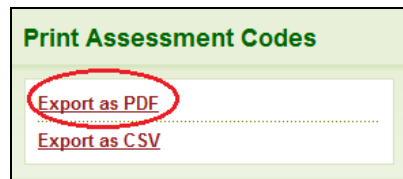
1 - 5 of 5 Learners

Assigned Learners (5) Selected (0)

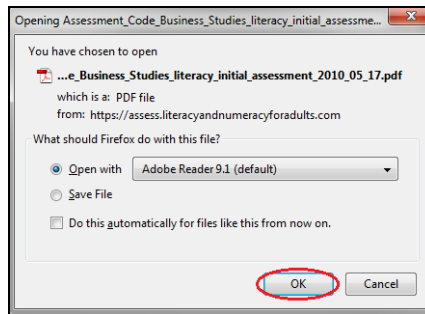
Remove Selected Learner(s) Select: Everyone, All on Page, None

<input type="checkbox"/> Fenchurch, Roger Groups: Reading Assessment Group.	Assessment Code qu762y	Expiry Date 25 Jun 10	View Details
<input type="checkbox"/> Gaskin, Michael Groups: Reading Assessment Group, Web Design.	Assessment Code 9k08a3	Expiry Date 25 Jun 10	View Details

5. To **print** the Assessment Codes select 'Export as PDF' from the 'Print Assessment Codes' box on the right hand side of the screen:



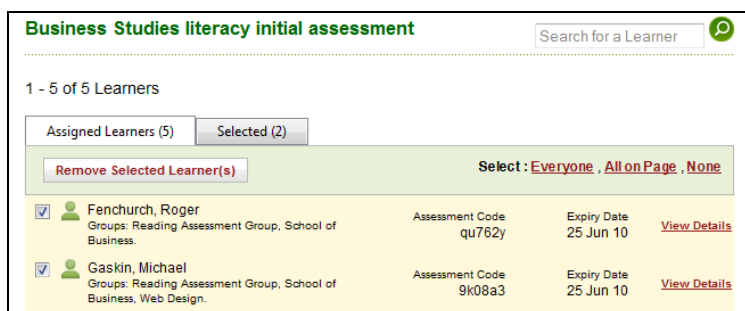
6. You will receive the following message and should click 'OK':



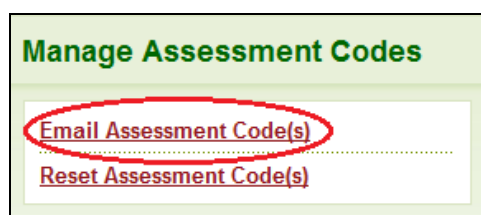
7. The PDF document will open and provide you with the Learner Assessment Codes for printing:

Assessment Codes: Business Studies literacy initial assessment		Page 1 of 1	
Fenchurch, Roger		Gaskin, Michael	
Assessment:	Business Studies literacy initial assessment	Assessment:	Business Studies literacy initial assessment
ELR:	DEMO0279	ELR:	DEMO0278
Assessment Code:	qu762y	Assessment Code:	9k08a3

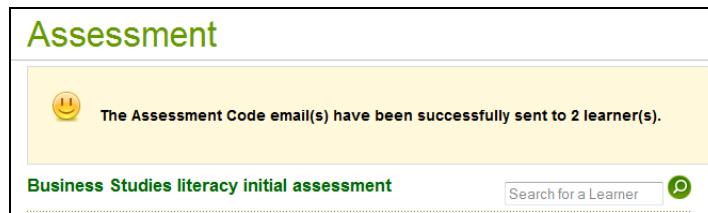
8. To **email** the Assessment Codes, select the appropriate Learner(s):



9. Select 'Email Assessment Code(s)' from the 'Manage Assessment Codes' box on the right hand side of the screen:



10. You will then receive the following message:



Note: Assessment Codes can only be emailed Learners if email addresses have been included within their details in the Learners tab.