

Connexis Assessment Results Reporting Workbook Userguide

Accessing the information required for the Results Reporting Workbook (RRW)

To find the information required for the workbook a coversheet will be provided with the trainee's assessment material by the CSAM. This sheet will have all of the information required to fill in the Results Reporting Workbook.

TRAINEE ASSESSMENTS REQUIRING ASSESSMENT COVERSHEET							CO	NEXIS	
Assessor: Jasmin	ssessor: Jasmine Conroy Date: 01/04/2020				INFRASTRUCTURE INDUSTRY TR				
Trainee Name: Charlie Wick	А				Trainee Comp Park Ltd	pany Name:			
Trainee NSN: C 456789 C Trainee Date of Birth: B					Qualification, Strand and Level: N2C in Infrastructure (Piling) (L4)				
Trainee Mobile 027 654 9824					Connexis Trai TP-0076258	ning Programme N	iumber:	F	
Fee Free Eligible	e: Y/ <mark>N</mark>				CSAM Details (name and phone) Dominic Mitchell 04 165 2486				
Send invoice to invoices@park.	-								
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23637	5	3	20	14/03/2020					

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i also accept t	hat any Casual Credits	that are reported without a	an NSN number will requir	e me to send through	h a copy of the rel	evant ide	ntificatio	n documents to allo	W NZQA
registration o	r identification for the c	andidate i.e. bith certifica	te, passport, drivers licen	ce.					
This report m	ist be emailed to: result	s∉connexis.org.nz ▲	в	C	р	F			F
Assessor	Sumane (Trainee)	first Name (Trainee)	D.O.B.	NSN	Unit Standard	Version	Result	Assessment Date	Training Plan Id
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						-	-		TP-0076528
12345	wick	Charlie	28/06/1985	456789	17310	8	c	1/04/2020	TP-0076528 TP-0076528

The key points of information that you need to fill in the workbook are:

- Trainees legal name
- Trainees NSN number
- Training Plan ID
- Unit Standard and version number



Accessing the Connexis Assessment Results Reporting Workbook (RRW)

Each assessor will be sent an individualised workbook by the Quality Assurance team which will be pre-populated with your new assessor number and scope.

By using this Workbook to report the Unit Standard Assessment Results I am agreeing that assessments have been completed in line with Connexis Consent, Moderation and Assessment Policies and Procedures. I also accept that if the Training Plan ID Is not identified in this workbook that I will be charged for all credits reported at the current Connexis Casual Reporting Rate. I also accept that any Casual Credits that are reported without an NSN number will require me to send through a copy of the relevant identification documents to allow NZQA registration or identification for the candidate i.e. bith certificate, passport, drivers licence. This report must be emailed to: results@connexis.org nz	CC	MEX	S			nexis Assess Reporting W				
I also accept that any Casual Credits that are reported without an NSN number will require me to send through a copy of the relevant identification documents to allow NZQA registration or identification for the candidate i.e. bith certificate, passport, drivers licence. This report must be emailed to: results@connexis.org nz Assessor Surname (trainee) f(trainee) D.O.B. NSN Unit standard Version Result Assessment Date Training P 12345 Example 1/05/2019 12345 497 2 C 21/10/2019 1P=00734 12345 Example 1/05/2019 12345 497 2 C 21/10/2019 1P=00734 12345 Example 1/05/2019 12345 497 2 C 21/10/2019 1P=00734 12345 Example 1/05/2019 12345 497 2 C 21/10/2019 1P=00734 12345 Example 1/05/2019 12345 497 2 C 21/10/2019 1P=00734 12345 Example 1/05/2019 12345 497 2 C 21/10/2019 1P=00734 12345 Example 1/05/2019 </td <td></td> <td></td> <td>Unit Standard Assessment R</td> <td>esults I am agreeing th</td> <td>at assessments have bee</td> <td>en completed in line wit</td> <td>h Connexi</td> <td>s Consent, Moderat</td> <td>ion and</td> <td></td>			Unit Standard Assessment R	esults I am agreeing th	at assessments have bee	en completed in line wit	h Connexi	s Consent, Moderat	ion and	
registration or identification for the candidate i.e. bith certificate, passport, drivers licence. This report must be emailed to: results@connexis.org nz Assessor Surname First Name (Trainee) D.O.B. NSN Unit standard Version Result Assessment Date Training P 12345 Learnale Example 1/05/2019 12345 497 2 C 21/20/2018 TP-00734 12345 12545 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	also accept tha	t if the Training Plan	ID is not identified in this w	orkbook that I will be a	charged for all credits re	ported at the current Co	onnexis Ca	sual Reporting Rate	2.	
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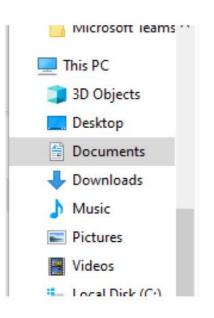


How to open and save the RRW

When you first receive the workbook, I highly recommend that you save a Masterfile, that way you will always have a blank copy of the RRW to submit results in.

sent to you from <u>quality@connexis.org.nz</u> and click Save As . Qual Level Tel: WPreview Open Ouick Print Evel Save As Upload NING Copy Select All	1.	To open the RRW, click the arrow next to the attachment on the email		Testing.xlsx 78 KB	
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2. Click Documents





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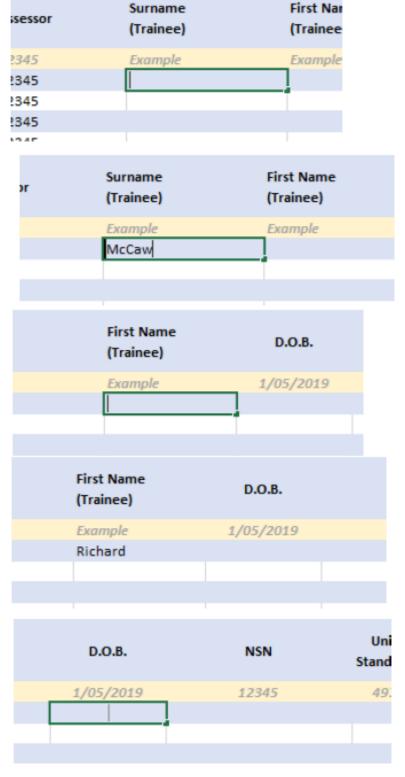


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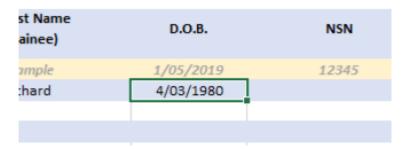
Entering results into the workbook

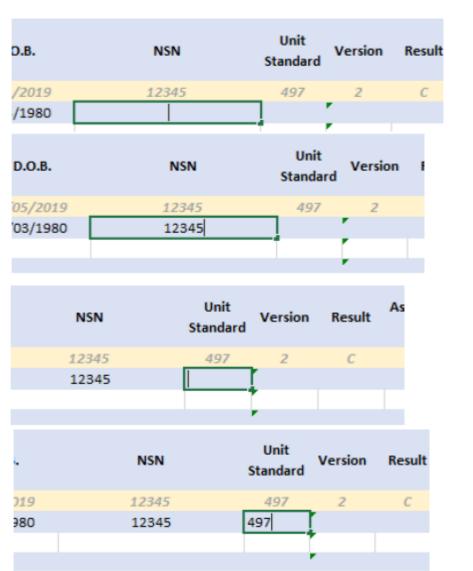
- Enter the surname into the field by clicking the cell, a green border will appear
- Enter the trainees surname i.e. Richie McCaw would be McCaw
- 3. To fill in the First Name field you can press the Tab key on your keyboard OR use the arrows to move to the next cell OR click the next field so a green box appears.
- To fill in the first name field start typing *Please note this must be the legal name rather then a nickname i.e. Richie will be entered as Richard as this is his legal name.
- To fill in the date of birth (D.O.B.) field you can press the Tab key on your keyboard OR use the arrows to move to the next cell OR click the next field so a green box appears.

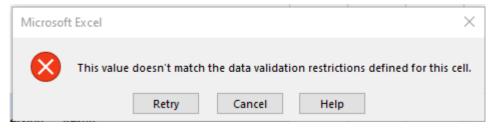


- Enter the trainees D.O.B. This field is recommended however optional **unless** the assessment is a casual credit and you don't have the NSN number *Please note that the date field must be filled in DD/MM/YYYY
- To fill in the NSN field you can press the Tab key on your keyboard OR use the arrows to move to the next cell OR click the next field so a green box appears.
- Type in the NSN number as one number e.g. 12345 not 12 345. *If the assessor has not provided a NSN number for a casual credit, additional information will need to be sent in alongside the workbook.
- 9. To fill in the Unit Standard field you can press the Tab key on your keyboard OR use the arrows to move to the next cell OR click the next field so a green box appears.
- 10. Enter the Unit Standard number

11. If the Unit Standard number is not able to be entered and the error message appears 'this value doesn't match the data validation restrictions defined for this cell' the Unit Standard number is either incorrect or not included on your scope.





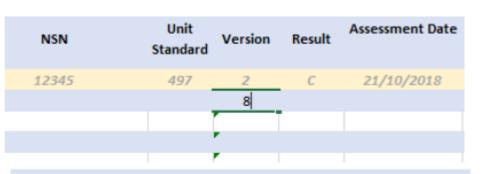




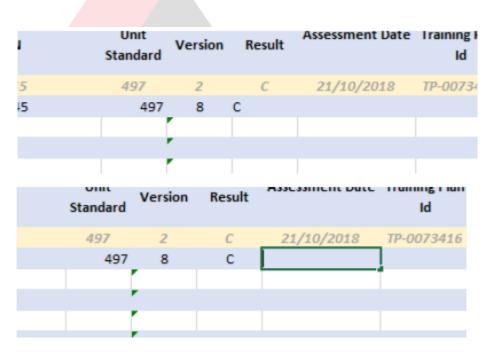
- 12. To fill in the Version field you can press the Tab key on your keyboard OR use the arrows to move to the next cell OR click the next field so a green box appears. *Please note the latest version of the Unit Standard will automatically appear
- If the version you are assessing it older, ensure that the cell is outlined in green and type in the correct version number.
- 14. To fill in the Result field you can press the Tab key on your keyboard OR use the arrows to move to the next cell OR click the next field so a green box appears.*Please note the latest version of the Unit Standard will automatically appears.
- 15. Enter C into the field *C stands for completed

16. To fill in the Assessment Date field you can press the Tab key on your keyboard OR use the arrows to move to the next cell OR click the next field so a green box appears.

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NSN	Unit Standard	Version	Result	Assessment Date	Tr
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12345	497	8]	





- 17. Enter the date you assessed the material, not the date that you are entering the result, or the trainee completed the material.*Please note the date field must be filled in as DD/MM/YYYY
- 18. To fill in the Training Plan ID field you can press the Tab key on your keyboard OR use the arrows to move to the next cell OR click the next field so a green box appears.
- 19. Enter the Training Plan ID, this will always the format of TP-#####

- 20. If entering another result click in the Surname field in the row straight below and repeat the above steps.
- 21. If you are entering the result for the same trainee you can copy the information from the cell above by holding Ctrl and D on your keyboard

	Unit Standard	Version	Result	Assess	sment Date	Trai
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	497	8	С	04/03/	2020	
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 Saving and Submitting the RRW 1. Once you have entered all the results you would like to submit click Save 	Insert Draw Page Layout	- Fo
 Create an email to results@connexis.org.nz 	Calibri • 11 To results@connexis.org.nz Cc	* <u>A</u>
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5. Click Insert	→ All Fil Tools ▼ Insert	Cancel
 Repeat steps three to five if you need to attach any personal identification for a trainee with no NSN number Once you have attached all the documents, you can 	□ Name ☑ À I.D. I.D.	Date modified Typ 16/04/2020 11:41 AM Ac 16/04/2020 8:41 AM Mi
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- In the email itself, feel free to add any notes, such as identification for Trainee with no NSN number attached. The email itself is where you should advise of any notes rather then the workbook itself.
- 9. Once you have completed all notes, press send.

Identification for Trainee with no NSN number attached

