

Assessor Portal User Guide

1. Introduction

This is a quick guide on how to enter results, view approved assessment scope, and check previous assessment results using the Assessor portal.

The Assessor portal is only available for Connexis registered assessors who report unit standard results for trainees enrolled in a Connexis **training plan**.

All other assessment results are to be reported using the Connexis Assessment Results Workbook.

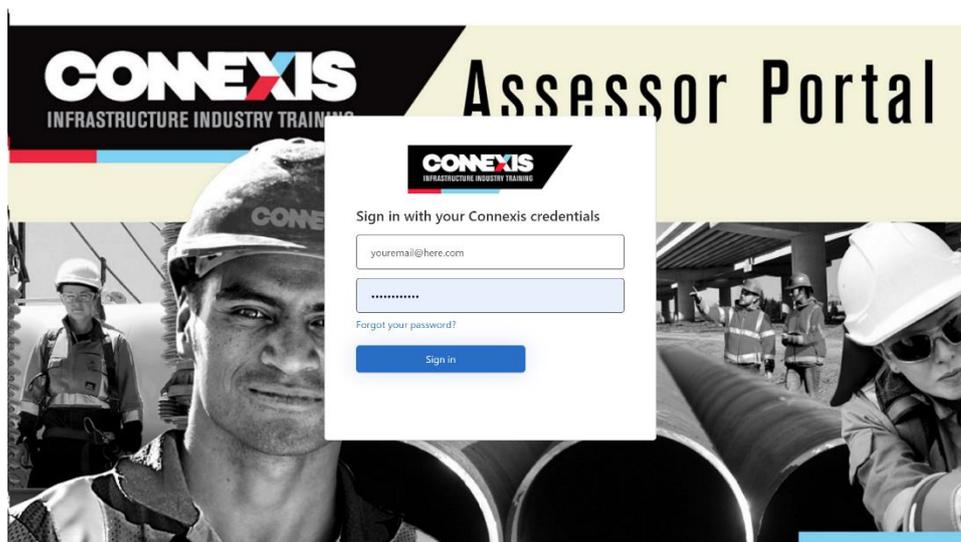
This document walks you through the following:

1. Log in.....p.3
2. Enter results.....p.4
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4. View results you have entered..... p.9
5. Forgotten Password.....p.10

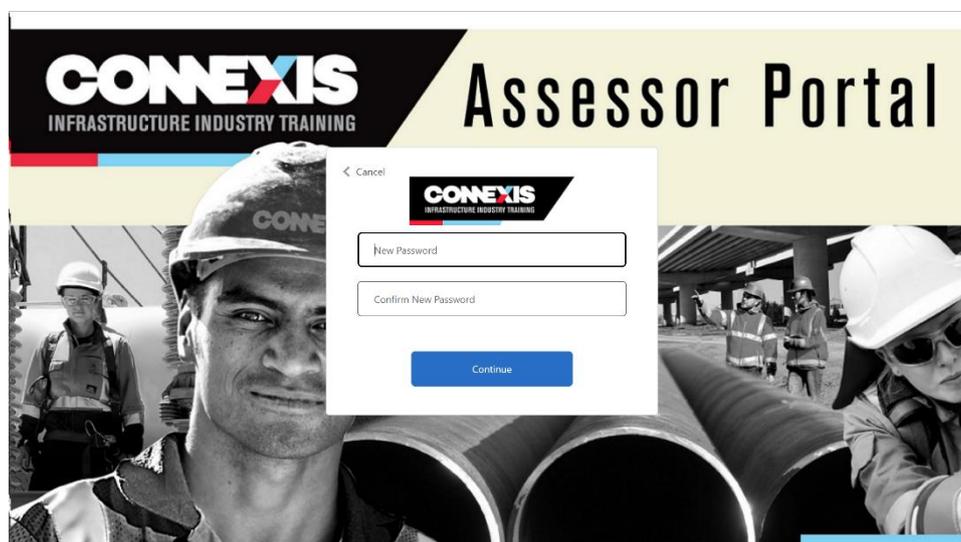
2. Log In

1. With the password provided by our Quality Assurance team, log into AssessorPortal.connexis.org.nz.

If you have not received your password, please contact quality@connexis.org.nz.



2. Upon your first log in, you will be asked to reset your password. Enter a password you will remember in both boxes. Click 'Continue'.



3. Once you are logged in, you will see the following page.



ENTER RESULTS

Trainee details

Search by NSN or training plan ID

Search

Training Plans

Result

3. Enter Result

Remember: assessment results need to be entered within ten working days after the assessment is completed.

1. To enter results, click 'Enter Result'.



ENTER RESULTS

Trainee details

Training Plans

Result

2. Search for an existing trainee by entering the NSN number or Training Plan ID and select the trainee you would like to enter results for.

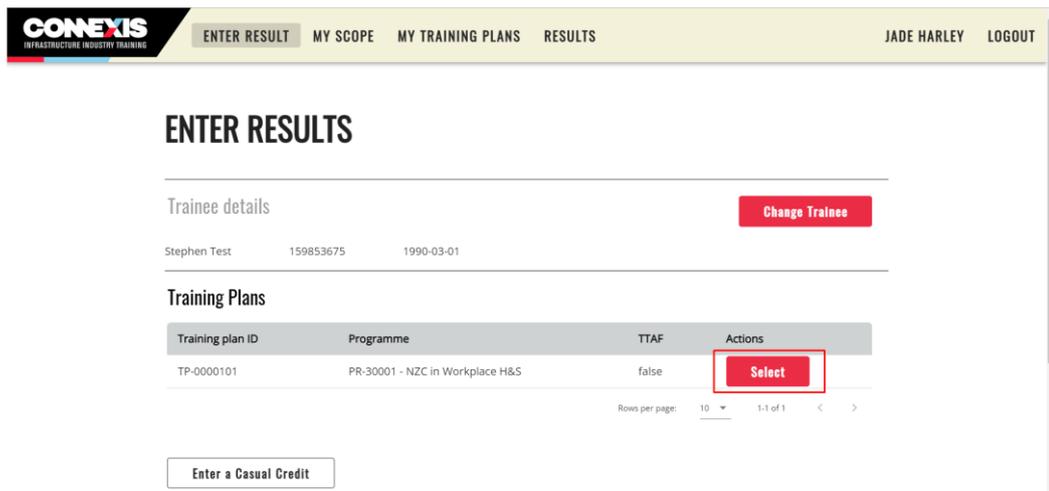
ENTER RESULTS

Trainee details

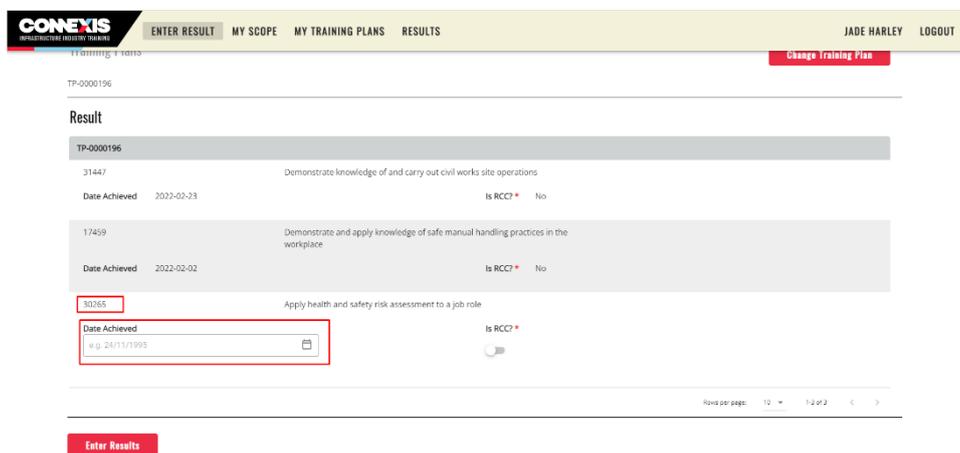
Trainee name	Trainee NSN	Actions
Karl Kavanagh	119433265	<input type="button" value="Select"/>

Rows per page: 10 1-1 of 1

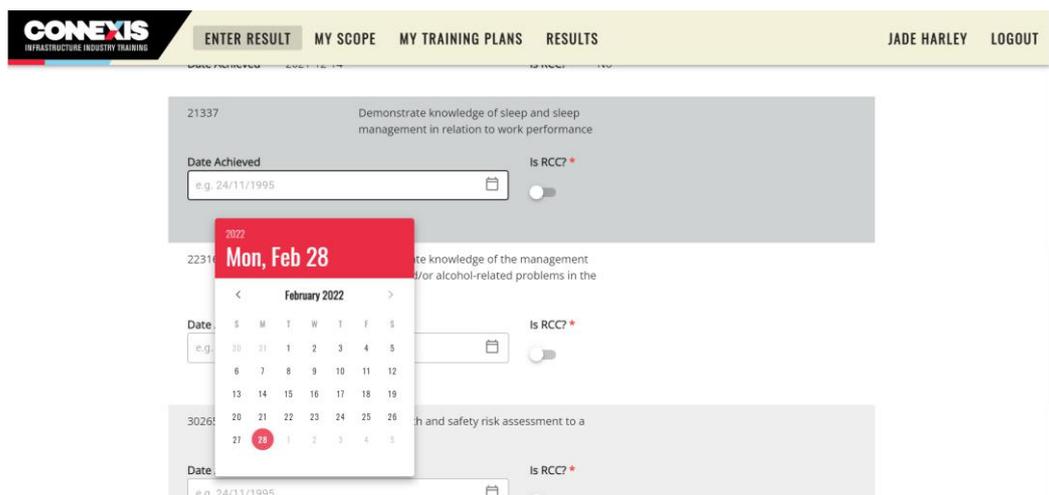
3. Select the training plan you would like to enter results into.



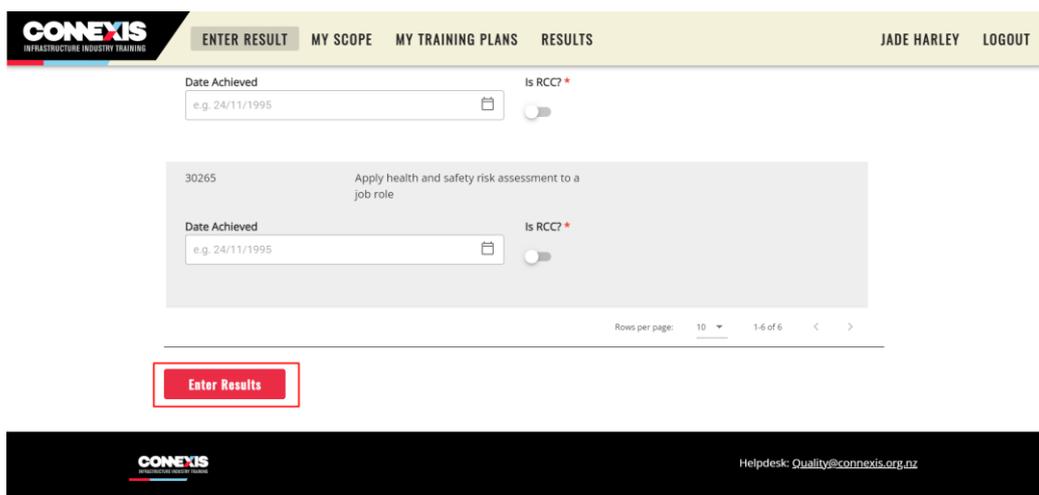
4. Scroll to the unit standard you would like to add results to.



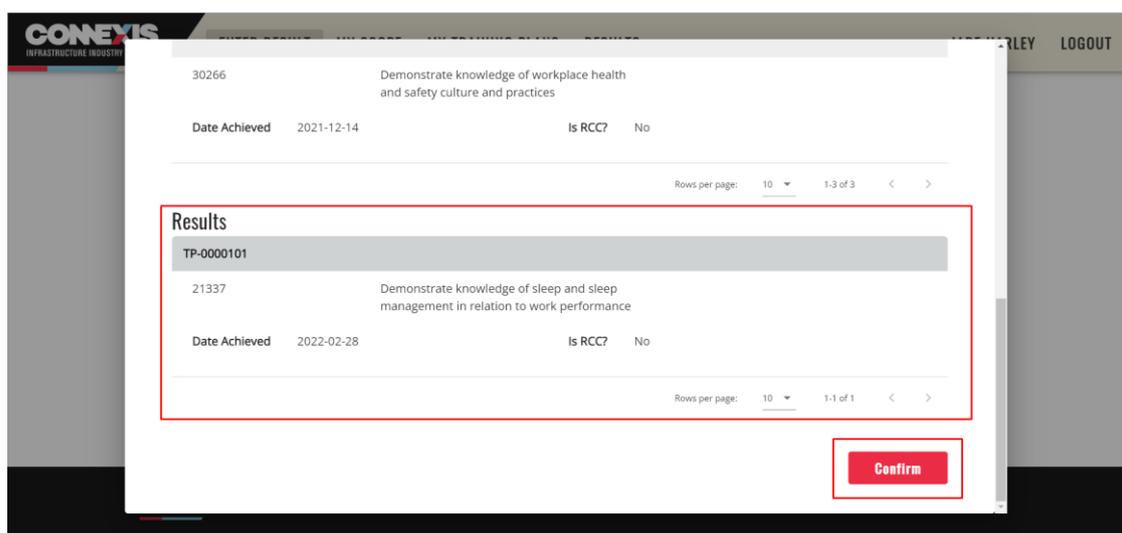
5. To add a Date Achieved, click on the date field and select the date you would like to enter.



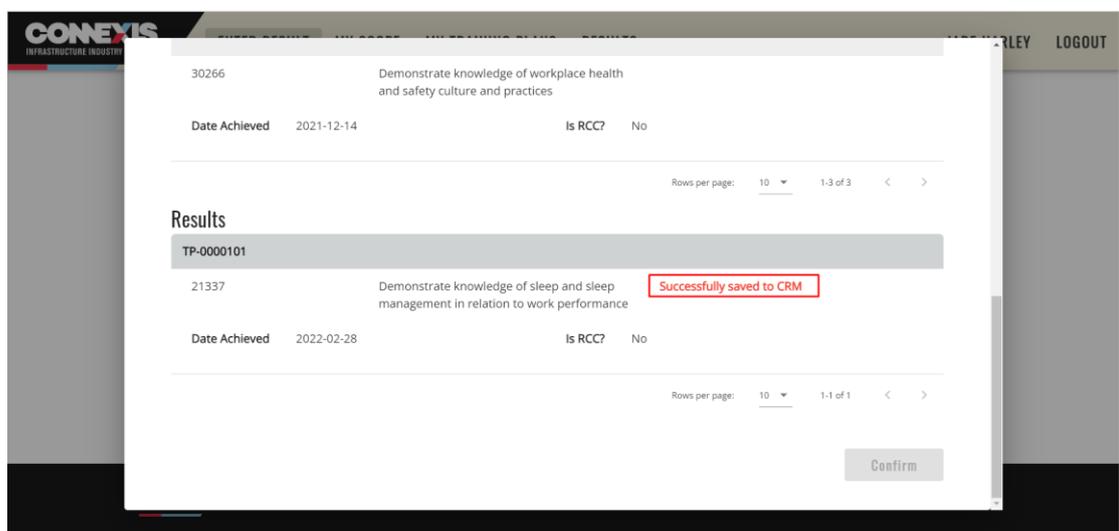
- Once you have entered the correct dates, click 'Enter Results'.



- Once you have reviewed the results you've entered, click 'Confirm'.



- For each result you enter, it will confirm that it has been successfully saved. You can close the pop up to enter more results.



4. My Scope

The 'My Scope' page displays all the programmes with the unit standards that you can assess.

To get to the 'My Scope' page, from the top navigation, click 'My Scope'.

The screenshot shows the 'MY SCOPE' page with a search bar and a table of unit standards. The table has columns for Domain, Unit standard, Description, Credits, Current Version, and Versions. The 'Health & Safety' domain is highlighted in blue. The table lists several unit standards, including 31447, 17459, 17594, 17600, 19522, 21337, 22316, and 25043.

Domain	Unit standard	Description	Credits	Current Version	Versions
Health & Safety					
Infrastructure Civil Works					
	31447	Demonstrate knowledge of and carry out civil works site operations	14	1	All
Occupational Health and Safety Practice					
	17459	Demonstrate and apply knowledge of safe manual handling practices in the workplace	3	8	All
	17594	Demonstrate knowledge of hearing conservation in the workplace	3	5	All
	17600	Explain safe work practices for working at heights	3	6	All
	19522	Undertake job safety analysis	3	5	All
	21337	Demonstrate knowledge of sleep and sleep management in relation to work performance	2	4	All
	22316	Demonstrate knowledge of the management of drug and alcohol-related problems in the workplace	4	6	All
	25043	Lockout and reinstate machinery in the workplace	4	5	All

Each page displays a programme along with the included unit standards.

The screenshot shows the 'MY SCOPE' page with a search bar and a table of unit standards. The search bar is empty. The table is the same as in the previous screenshot, showing unit standards under the 'Health & Safety' domain.

You can search for specific unit standards by typing their numbers in.

The screenshot shows the 'MY SCOPE' page with the search bar containing the number '17459'. The table below shows the results for this search, with the row for unit standard 17459 highlighted in red. The table has columns for Domain, Unit standard, Description, Credits, Current Version, and Versions.

Domain	Unit standard	Description	Credits	Current Version	Versions
Health & Safety					
Occupational Health and Safety Practice					
	17459	Demonstrate and apply knowledge of safe manual handling practices in the workplace	3	8	All

5. Results

Remember: Assessment material (either the original or a copy) is required to be retained for a minimum of 12 months from the date of completion.

To get to the 'Results' page, from the top navigation, click 'Results'.

RESULTS ENTERED

Date entered from: to Date entered to:

Trainee name	Trainee NSN	Unit Standard	Training Plan	Achieved	Entered
Gerald Smeagol		30269	TP-0000192	2022-03-01	2022-03-06
Betty Basics		30269	TP-0000177	2022-03-02	2022-03-04
John Wright	159966962	30264	TP-0000191	2022-03-03	2022-03-04
John Wright	159966962	30264	TP-0000460	2022-03-03	2022-03-04
John Wright	159966962	22316	TP-0000191	2022-03-03	2022-03-04
John Wright	159966962	22316	TP-0000460	2022-03-03	2022-03-04
Jasmine Baker		16701		2022-03-04	2022-03-04
Stephen Test	159853675	30265	TP-0000101	2022-03-04	2022-03-04
Webportal Trainee 1	111111111	10507		2022-03-01	2022-03-02
Emila Clark		17459	TP-0000196	2022-02-23	2022-02-23

The 'Results' page displays the results you have entered in the last three months. You can expand this by entering parameters in the 'Date entered from' and 'Date entered to' fields.

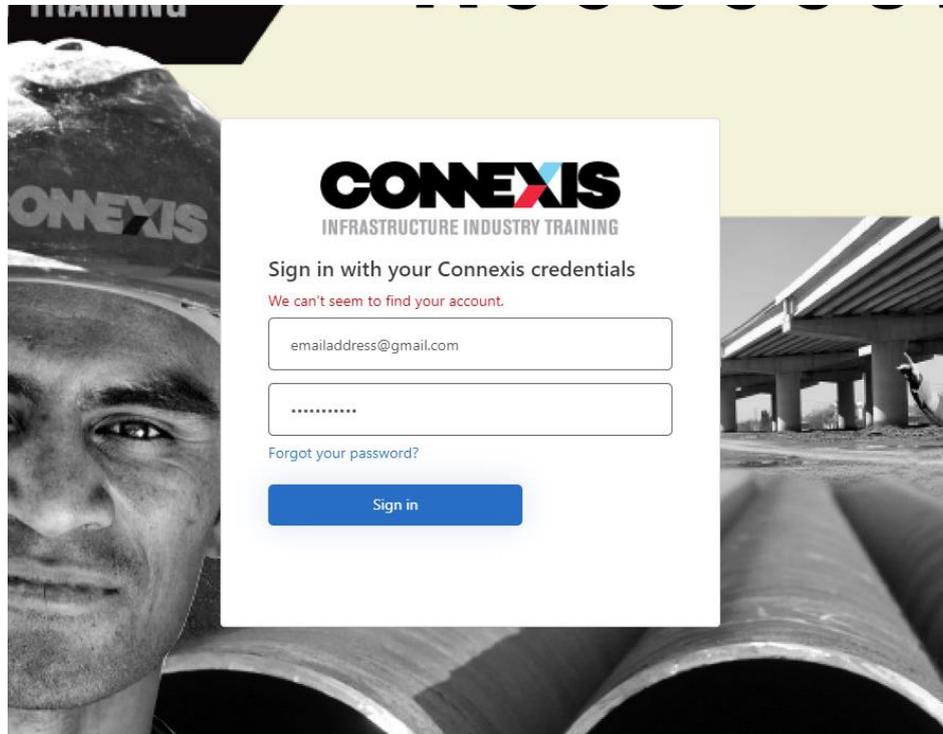
RESULTS ENTERED

Date entered from: to Date entered to:

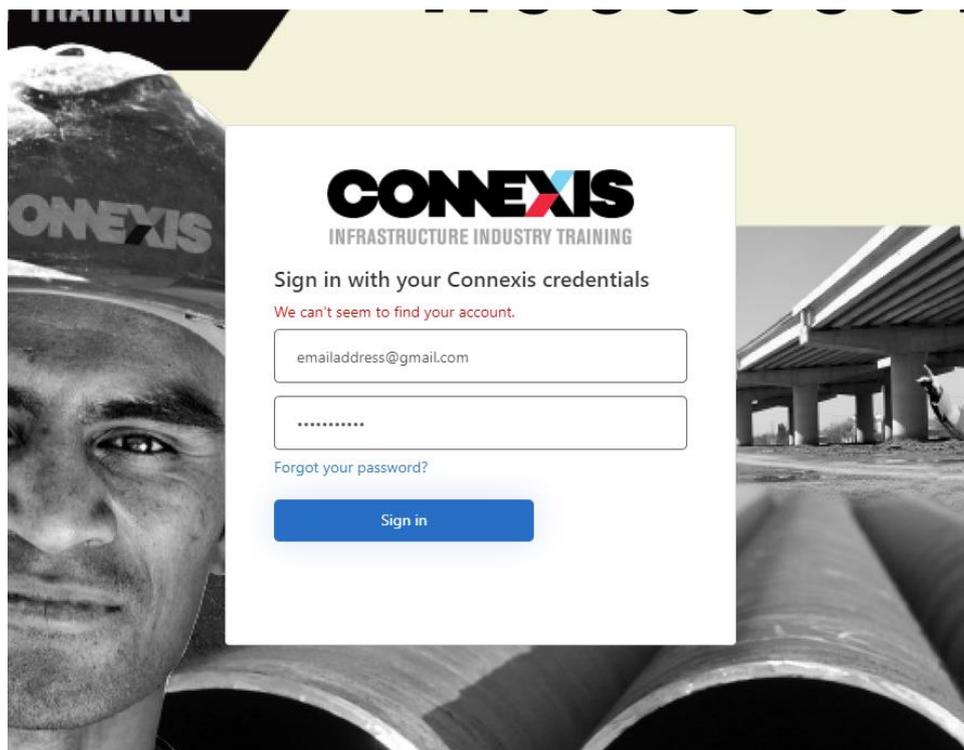
Trainee name	Trainee NSN	Unit Standard	Training Plan	Achieved	Entered
John Doe		31447		2022-02-08	2022-02-28
Stephen Test	159853675	21337	TP-0000101	2022-02-28	2022-02-28
Jimmy Page	159002888	17459	TP-0000043	2022-02-01	2022-02-25
Marni Kemp	120360631	17459		2022-01-03	2022-02-25
Emila Clark		31447	TP-0000196	2022-02-23	2022-02-23
Stephen Test	159853675	31447		2022-02-22	2022-02-23
Joe Walsh	158794967	30269	TP-0000155	2022-02-15	2022-02-22
Joe Dempisie		17459		2022-02-22	2022-02-22

6. Forgotten Password

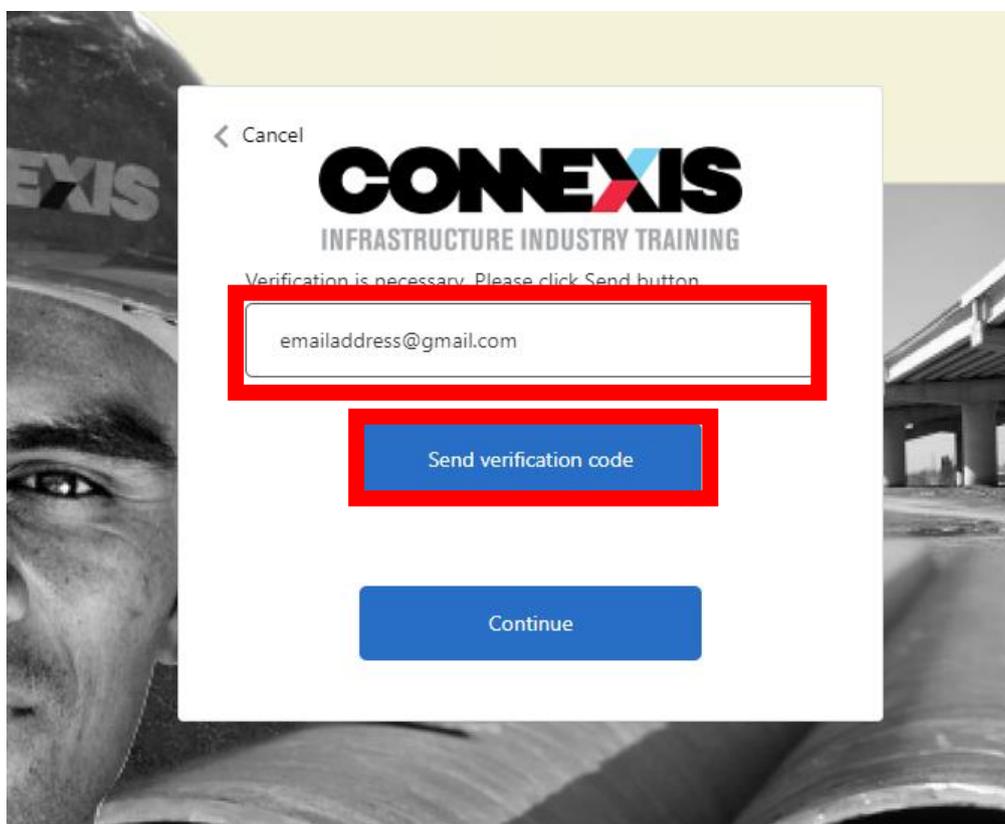
If you are unable to login and see the message “We can't seem to find your account” the incorrect password may have been used.



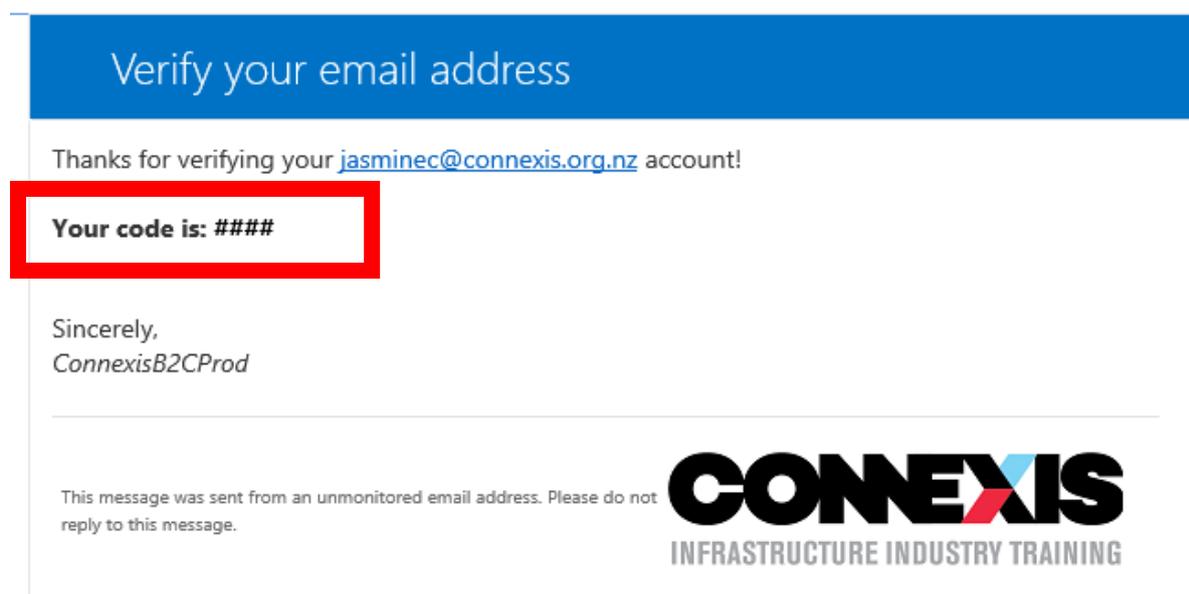
1. To reset your password, click “Forgot your password?”.



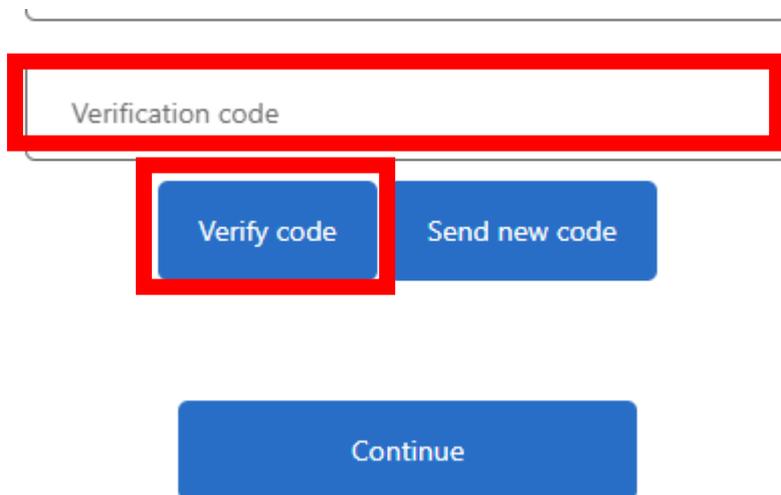
2. Enter your email address and click "Send verification code".



3. The verification code will be sent to the email address, check your emails and a message will appear such as this:



4. Enter the code into the Verification code box and click verify code.



A screenshot of a verification code input form. At the top, there is a horizontal line. Below it is a white rectangular box with a red border containing the text "Verification code". Below this box are two blue buttons: "Verify code" and "Send new code". The "Verify code" button is also highlighted with a red border. Below these buttons is a larger blue button labeled "Continue".

5. Enter a password you will remember in both boxes. Click 'Continue' and login as usual.

