



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.

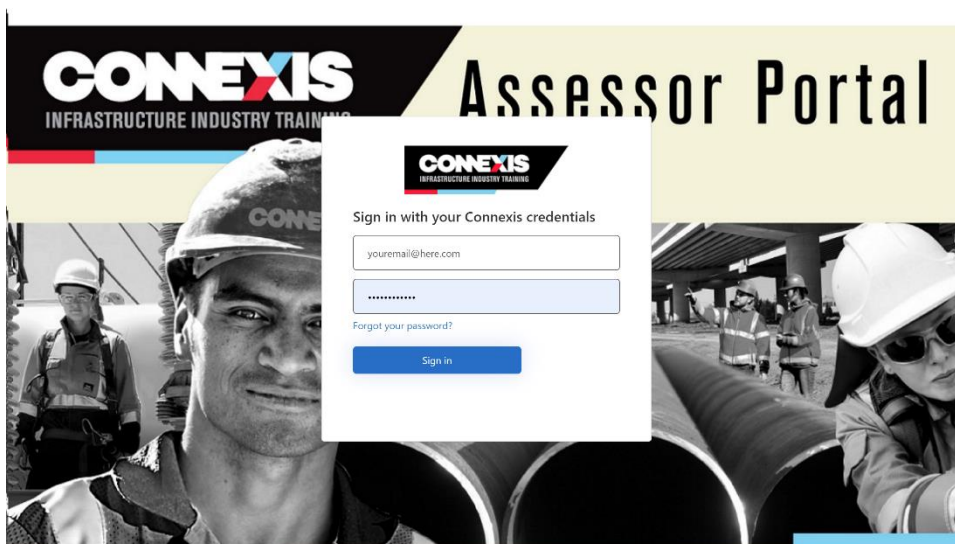
This document walks you through the following:

1. Log in.....p.3
2. Enter results.....p.4
3. View your scope.....p.8
4. View results you have entered..... p.9
5. Forgotten Password.....p.10

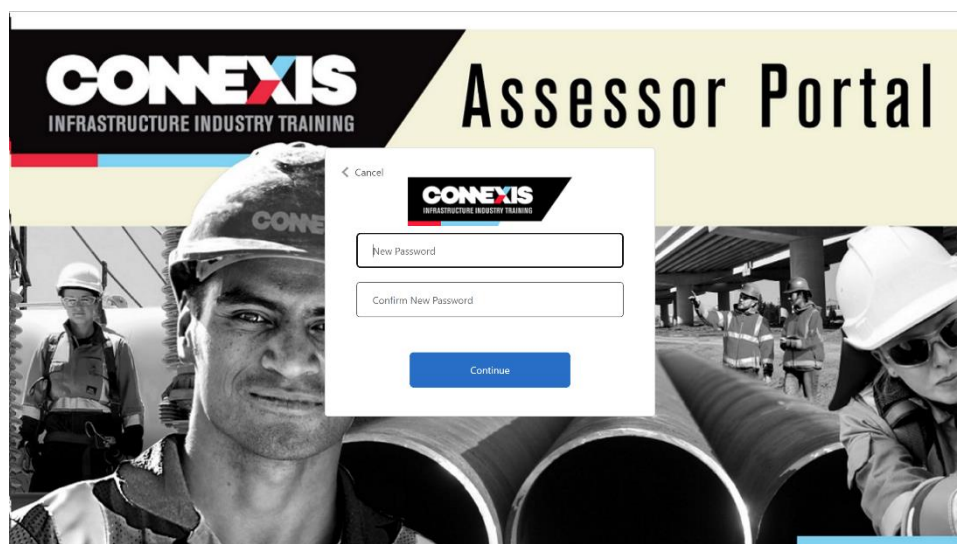
2. Log In

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 RESULTMY SCOPERESULTS

ENTER RESULTS

Trainee details



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'.

CONEXIS ENTER RESULT MY SCOPE RESULTS
INFRASTRUCTURE INDUSTRY TRAINING

ENTER RESULTS

Trainee details

Search

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

119433265

Search

Trainee name	Trainee NSN	Actions
Karl Kavanagh	119433265	Select

Rows per page: 10 1-1 of 1

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

CONEXIS INFRASTRUCTURE INDUSTRY TRAINING

ENTER RESULT MY SCOPE MY TRAINING PLANS RESULTS JADE HARLEY LOGOUT

ENTER RESULTS

Trainee details Change Trainee

Stephen Test 159853675 1990-03-01

Training Plans

Training plan ID	Programme	TTAF	Actions
TP-0000101	PR-30001 - NZC in Workplace H&S	false	Select

Rows per page: 10 1-1 of 1

Enter a Casual Credit

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

CONEXIS INFRASTRUCTURE INDUSTRY TRAINING

ENTER RESULT MY SCOPE MY TRAINING PLANS RESULTS JADE HARLEY LOGOUT

TP-0000196

Result

TP-0000196

31447 Demonstrate knowledge of and carry out civil works site operations

Date Achieved 2022-02-23 Is RCC? No

17459 Demonstrate and apply knowledge of safe manual handling practices in the workplace

Date Achieved 2022-02-02 Is RCC? No

30265 Apply health and safety risk assessment to a job role

Date Achieved e.g. 24/11/1995 Is RCC? ☐

Rows per page: 10 1-2 of 2

Enter Results

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

CONEXIS INFRASTRUCTURE INDUSTRY TRAINING

ENTER RESULT MY SCOPE MY TRAINING PLANS RESULTS JADE HARLEY LOGOUT

21337 Demonstrate knowledge of sleep and sleep management in relation to work performance

Date Achieved e.g. 24/11/1995 Is RCC? ☐

22311 Demonstrate knowledge of the management of or alcohol-related problems in the workplace

Date Achieved e.g. 24/11/1995 Is RCC? ☐

30265 Apply health and safety risk assessment to a job role

Date Achieved e.g. 24/11/1995 Is RCC? ☐

2022
Mon, Feb 28

February 2022

S M T W T F S

30 31 1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31

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

CONEXIS
INFRASTRUCTURE INDUSTRY TRAINING

ENTER RESULT MY SCOPE MY TRAINING PLANS RESULTS

JADE HARLEY LOGOUT

Date Achieved
e.g. 24/11/1995

Is RCC? *

30265 Apply health and safety risk assessment to a job role

Date Achieved
e.g. 24/11/1995

Is RCC? *

Rows per page: 10 1-6 of 6

Enter Results

CONEXIS
INFRASTRUCTURE INDUSTRY TRAINING

Helpdesk: Quality@connexis.org.nz

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

CONEXIS
INFRASTRUCTURE INDUSTRY TRAINING

ENTER RESULT MY SCOPE MY TRAINING PLANS RESULTS

JADE HARLEY LOGOUT

30266 Demonstrate knowledge of workplace health and safety culture and practices

Date Achieved 2021-12-14 Is RCC? No

Rows per page: 10 1-3 of 3

Results

TP-0000101

21337 Demonstrate knowledge of sleep and sleep management in relation to work performance

Date Achieved 2022-02-28 Is RCC? No

Rows per page: 10 1-1 of 1

Confirm

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

CONEXIS
INFRASTRUCTURE INDUSTRY TRAINING

ENTER RESULT MY SCOPE MY TRAINING PLANS RESULTS

JADE HARLEY LOGOUT

30266 Demonstrate knowledge of workplace health and safety culture and practices

Date Achieved 2021-12-14 Is RCC? No

Rows per page: 10 1-3 of 3

Results

TP-0000101

21337 Demonstrate knowledge of sleep and sleep management in relation to work performance

Date Achieved 2022-02-28 Is RCC? No

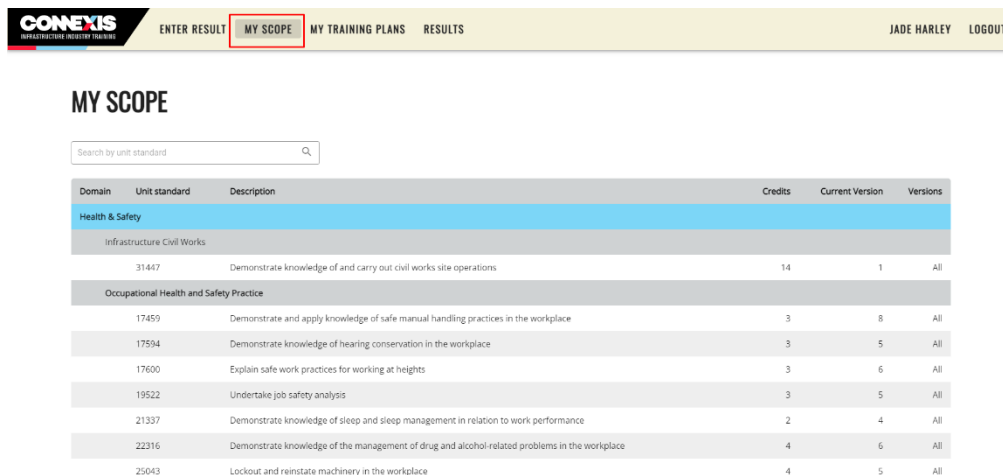
Rows per page: 10 1-1 of 1

Confirm

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'.



CONEXIS INFRASTRUCTURE INDUSTRY TRAINING

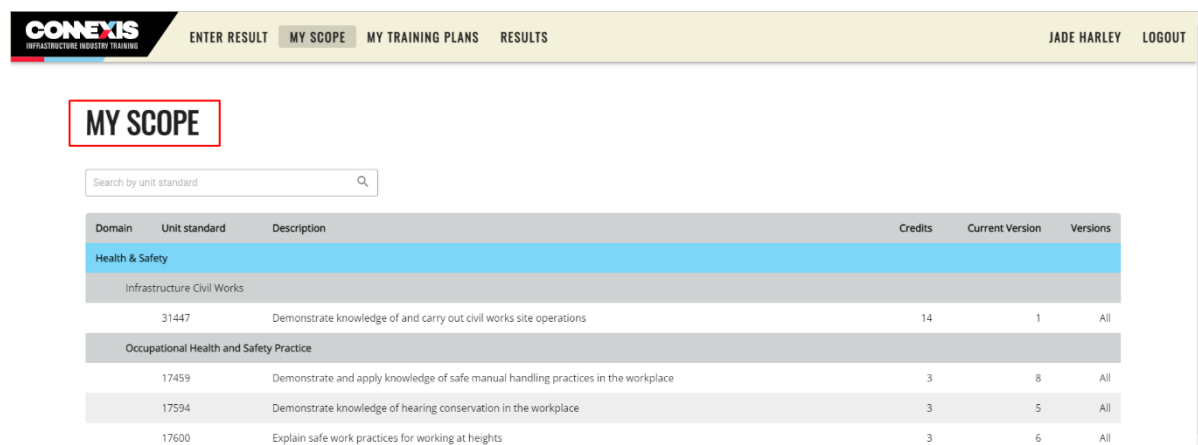
ENTER RESULT **MY SCOPE** MY TRAINING PLANS RESULTS JADE HARLEY LOGOUT

MY SCOPE

Search by unit standard

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.



CONEXIS INFRASTRUCTURE INDUSTRY TRAINING

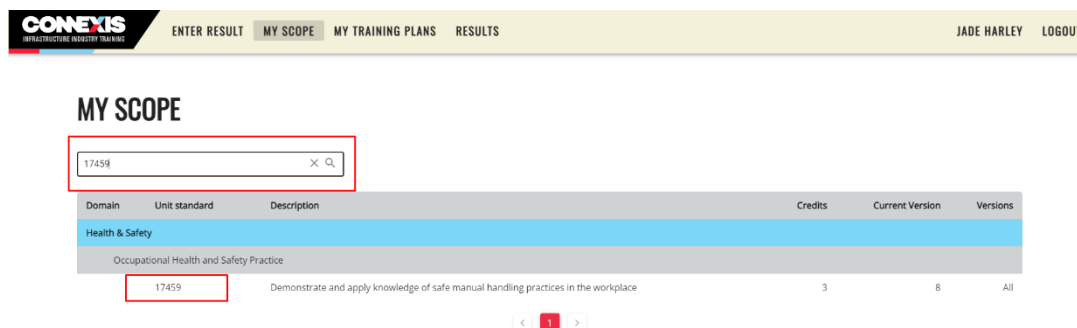
ENTER RESULT **MY SCOPE** MY TRAINING PLANS RESULTS JADE HARLEY LOGOUT

MY SCOPE

Search by unit standard

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

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



CONEXIS INFRASTRUCTURE INDUSTRY TRAINING

ENTER RESULT **MY SCOPE** MY TRAINING PLANS RESULTS JADE HARLEY LOGOUT

MY SCOPE

17459

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

< 1 >

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'.

CONEXIS INFRASTRUCTURE INDUSTRY TRAINING

ENTER RESULT MY SCOPE MY TRAINING PLANS **RESULTS** JADE HARLEY LOGOUT

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
Emilia 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.

CONEXIS INFRASTRUCTURE INDUSTRY TRAINING

ENTER RESULT MY SCOPE MY TRAINING PLANS **RESULTS** JADE HARLEY LOGOUT

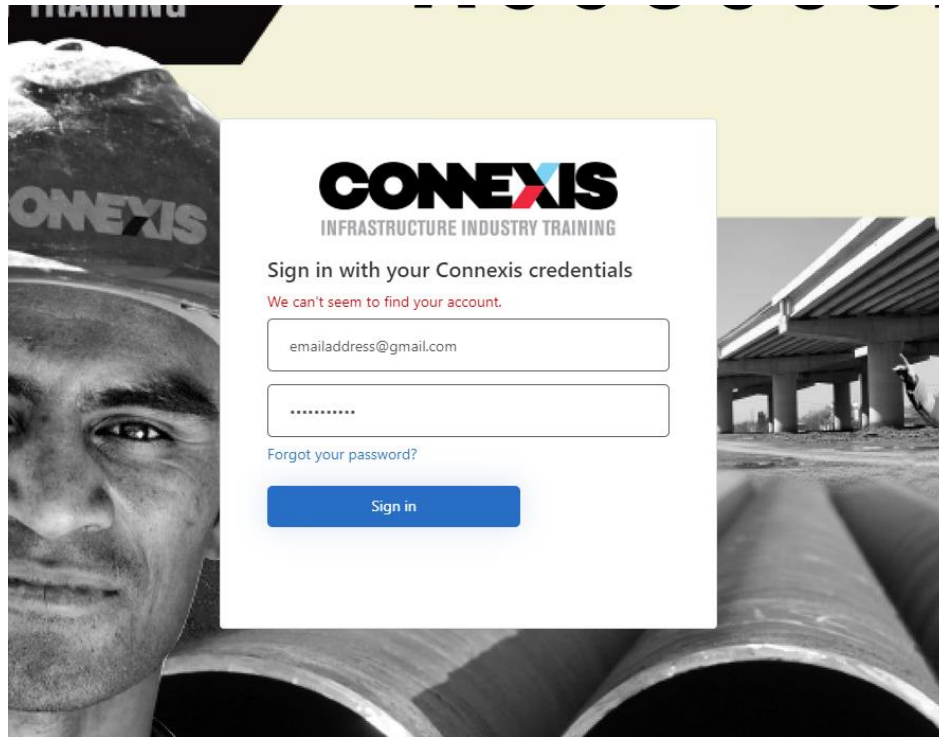
RESULTS ENTERED

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
Emilia 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 Dumpsie		17459		2022-02-22	2022-02-22

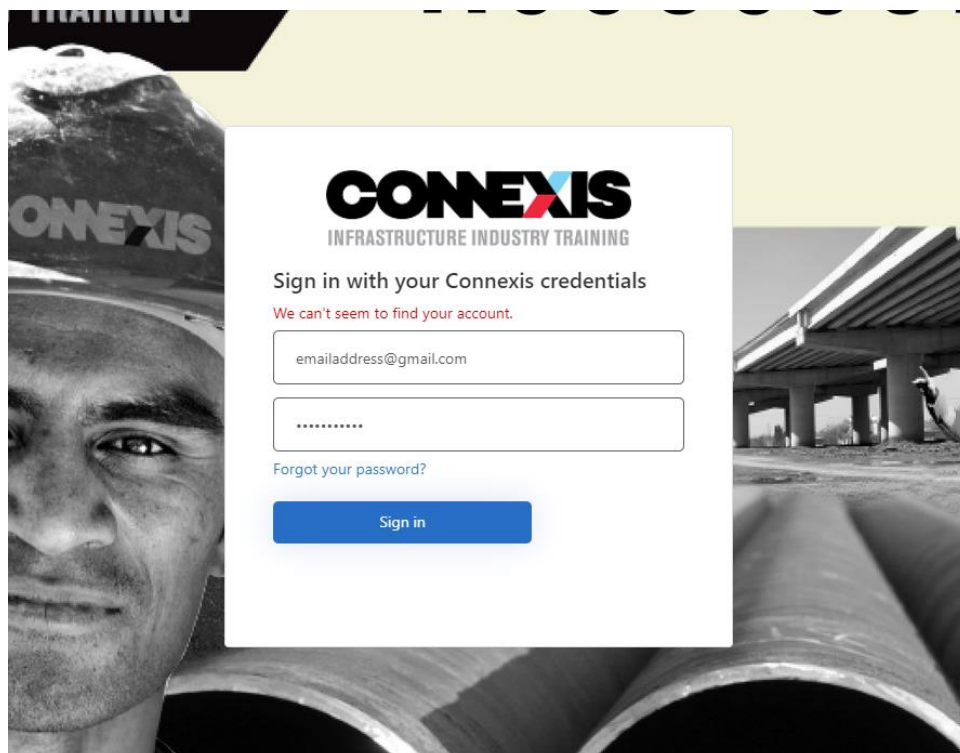
6. Forgotten Password

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.



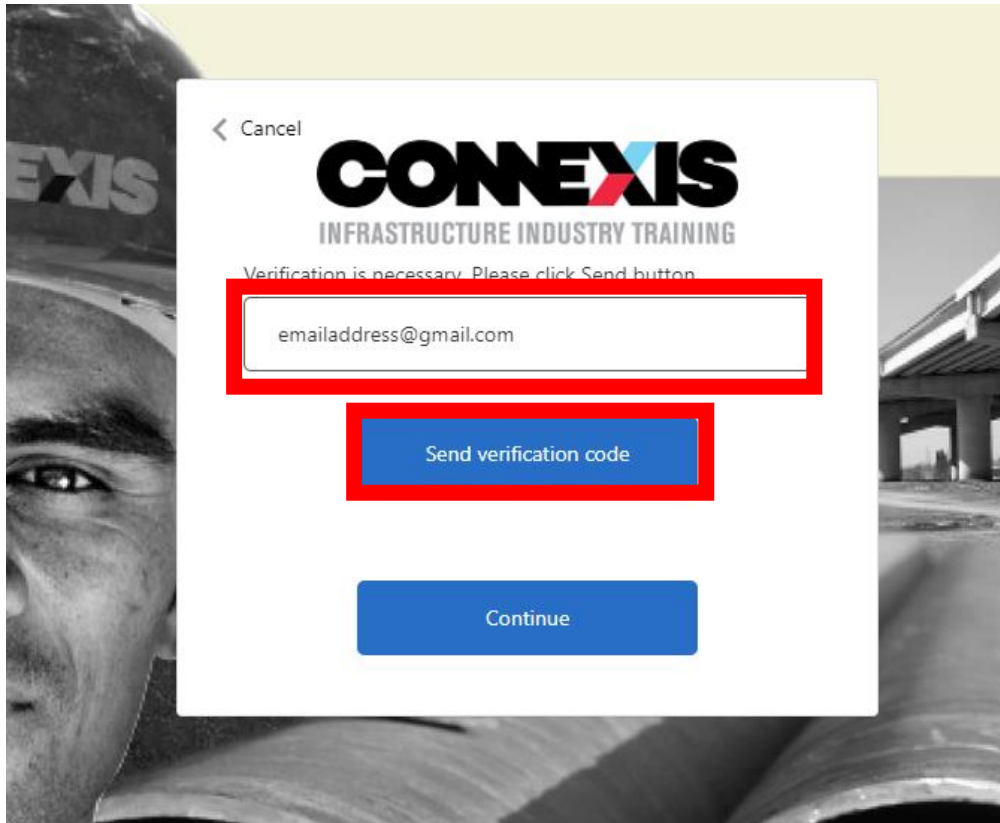
The screenshot shows the Connexis login interface. On the left is a large image of a construction worker wearing a hard hat with the 'CONNEXIS' logo. On the right is a background image of a bridge under construction. In the center is a white login box with the Connexis logo and the text 'INFRASTRUCTURE INDUSTRY TRAINING'. Below this, it says 'Sign in with your Connexis credentials'. A red error message reads 'We can't seem to find your account.' There are two input fields: the first contains 'emailaddress@gmail.com' and the second contains masked characters '*****'. Below the fields is a blue link that says 'Forgot your password?'. At the bottom of the box is a blue 'Sign in' button.

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

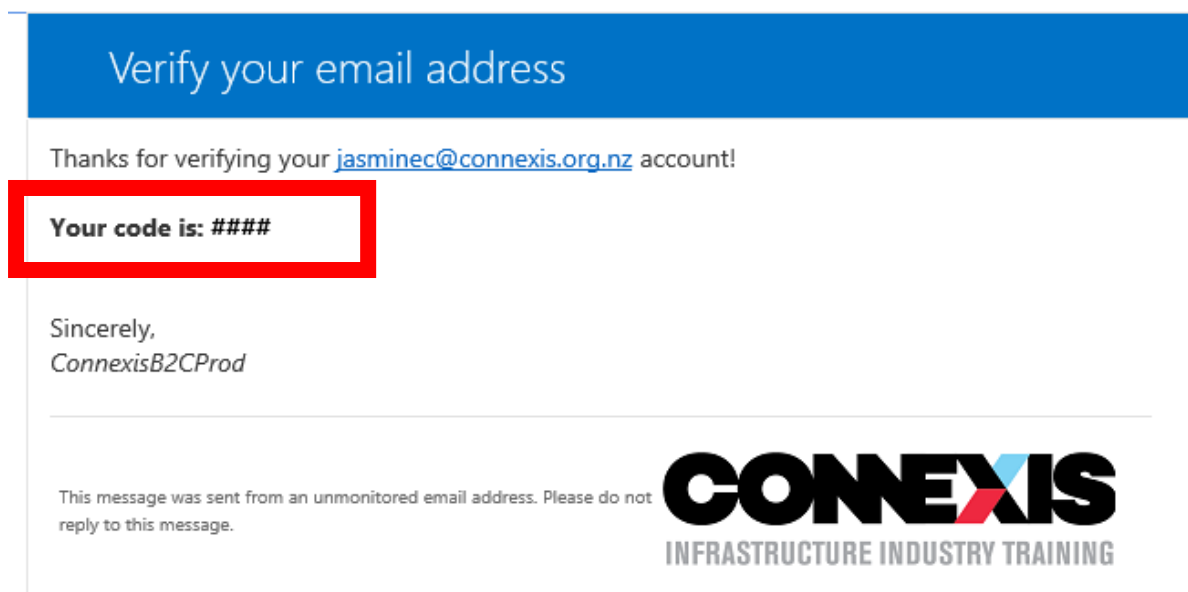


This screenshot is identical to the one above, showing the Connexis login page with the error message 'We can't seem to find your account.' and the 'Forgot your password?' link highlighted.

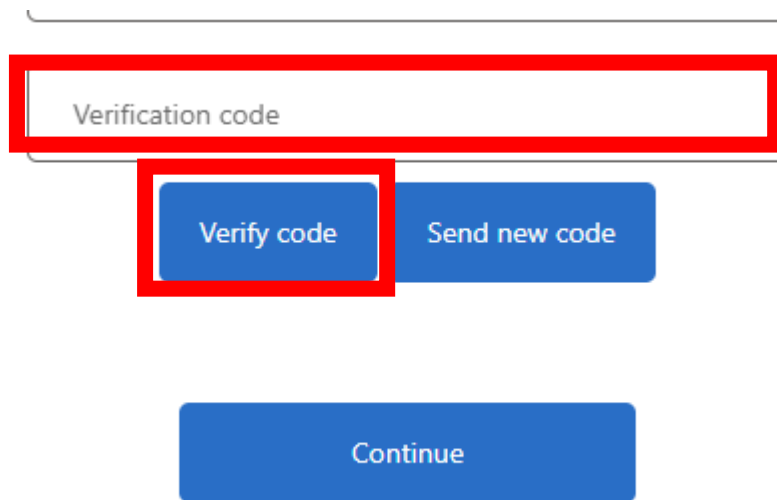
2. Enter your email address and click "Send verification code".



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

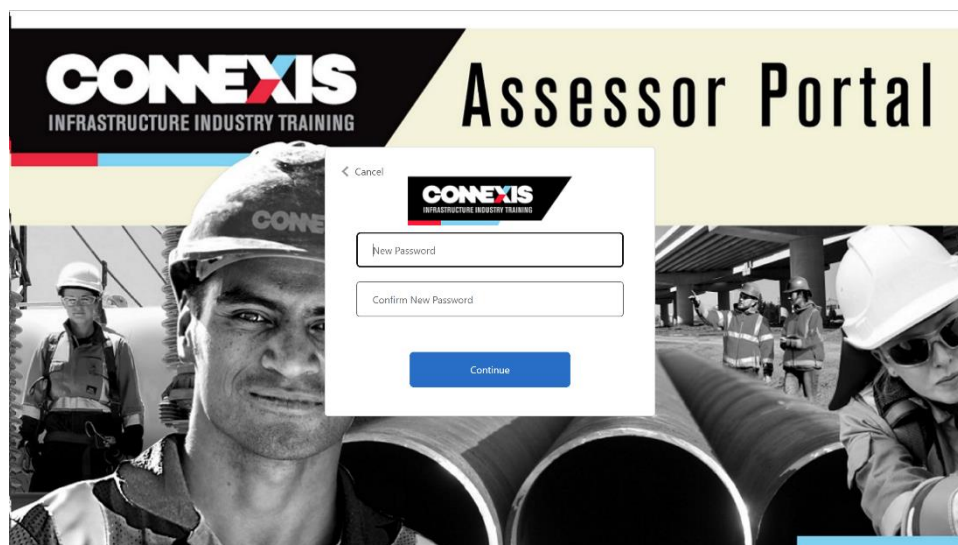


4. Enter the code into the Verification code box and click verify code.



A screenshot of a verification code input form. At the top is a long, thin rectangular box. Below it is a larger white box with the text "Verification code" in a grey font. This box is surrounded by a thick red border. Below the "Verification code" box are two blue buttons: "Verify code" and "Send new code". The "Verify code" button is also surrounded by a thick red border. Below these buttons is a single blue button labeled "Continue".

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



A screenshot of the Connexis Assessor Portal. The background features a collage of construction workers in hard hats and safety gear. Overlaid on this is a white modal window for password reset. The modal has a "Cancel" link at the top left, the Connexis logo, and two input fields labeled "New Password" and "Confirm New Password". A blue "Continue" button is at the bottom of the modal.