

Connexis Assessment Results Reporting Workbook User Guide

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 if the trainee is on a training plan. This sheet will have all of the information required to fill in the Results Reporting Workbook. If a trainee is not registered on a training plan, please make sure you have all of the required information to report the results.

TRAINEE ASSESSMENTS REQUIRING ASSESSMENT COVERSHEET



Assessor: Jasmine Conroy Date: 01/04/2020

Trainee Name: Charlie Wick A	Trainee Company Name: Park Ltd																																								
Trainee NSN: 456289 C	Qualification, Strand and Level: NZC in Infrastructure (Piling) (L4)																																								
Trainee Date of Birth: 28/06/1985 B	Connexis Training Programme Number: TP-0076258 F																																								
Trainee Mobile: 027 654 9824	CSAM Details (name and phone) Dominic Mitchell 04 165 2486																																								
Fee Free Eligible: Y/N	Send invoice to: invoic@park.co.nz																																								
List Trainee Assessments Requiring Assessing																																									
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 10%;">Unit No</th> <th style="width: 10%;">Version</th> <th style="width: 10%;">Level</th> <th style="width: 10%;">Credit</th> <th style="width: 10%;">Date Reported</th> <th style="width: 10%;">Unit No</th> <th style="width: 10%;">Version</th> <th style="width: 10%;">Level</th> <th style="width: 10%;">Credit</th> <th style="width: 10%;">Date Reported</th> </tr> </thead> <tbody> <tr> <td>17309</td> <td>3</td> <td>3</td> <td>20</td> <td>4/03/2020</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>17310</td> <td>3</td> <td>3</td> <td>20</td> <td>6/03/2020</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>23637</td> <td>5</td> <td>3</td> <td>20</td> <td>14/03/2020</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Unit No	Version	Level	Credit	Date Reported	Unit No	Version	Level	Credit	Date Reported	17309	3	3	20	4/03/2020						17310	3	3	20	6/03/2020						23637	5	3	20	14/03/2020						
Unit No	Version	Level	Credit	Date Reported	Unit No	Version	Level	Credit	Date Reported																																
17309	3	3	20	4/03/2020																																					
17310	3	3	20	6/03/2020																																					
23637	5	3	20	14/03/2020																																					

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. birth certificate, passport, drivers license.

This report must be emailed to: results@connexis.org.nz

	A	A	B	C	D	E		F	
Assessor	Surname (Trainee)	First Name (Trainee)	D.O.B.	NSN	Unit Standard	Version	Result	Assessment Date	Training Plan Id
12345	Example	Example	1/05/2010	12345	407	2	C	21/10/2018	TP-0073418
12345	Wick	Charlie	28/06/1985	456789	17309	3	C	1/04/2020	TP-0076528
12345	Wick	Charlie	28/06/1985	456789	17310	3	C	1/04/2020	TP-0076528
12345	Wick	Charlie	28/06/1985	456789	25857	5	C	1/04/2020	TP-0076528
12345									
12345									

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.





Connexis Assessment Results Reporting Workbook

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. birth certificate, passport, drivers licence.

This report must be emailed to: results@connexis.org.nz

Assessor	Surname (Trainee)	First Name (Trainee)	D.O.B.	NSN	Unit Standard	Version	Result	Assessment Date	Training Plan Id
12345	Example	Example	1/05/2019	12345	497	2	C	21/10/2018	TP-0073416
12345									
12345									
12345									
12345									
12345									
12345									
12345									
12345									
12345									
12345									
12345									
12345									
12345									
12345									
12345									
12345									
12345									

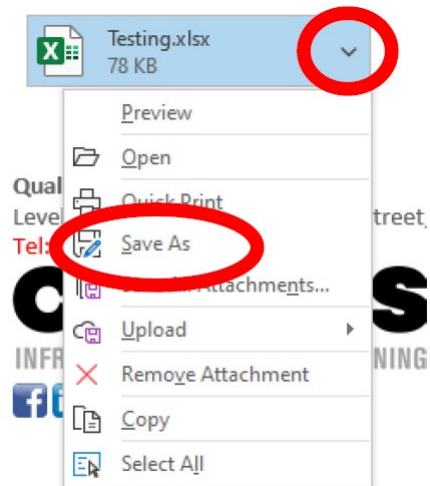


How to open and save the RRW

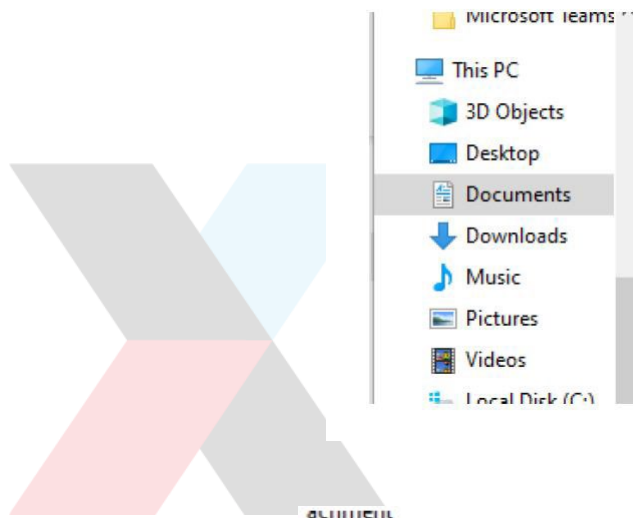
When you first receive the workbook, I highly recommend that you save a Masterfile, that way you will always have a blank copy of the RRW to submit results in.



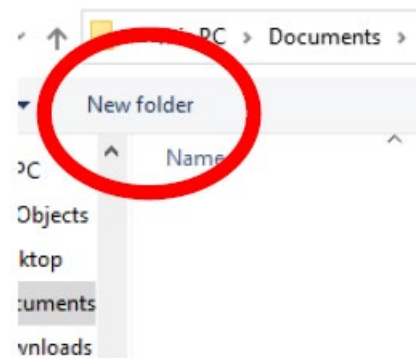
1. To open the RRW, click the arrow next to the attachment on the email sent to you from quality@connexis.org.nz and click **Save As**.



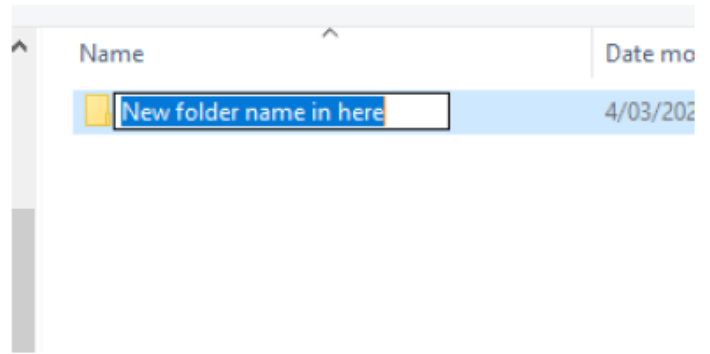
2. Click **Documents**



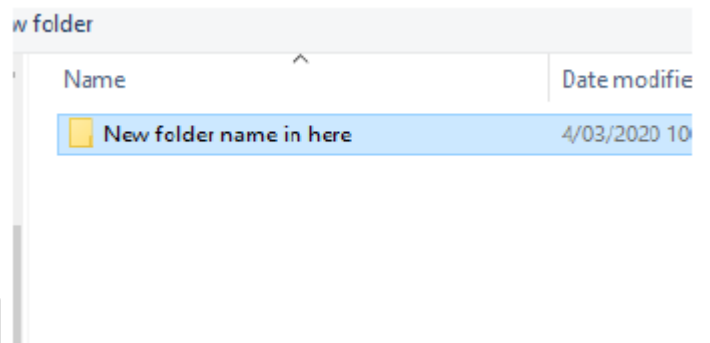
3. Click **New Folder**



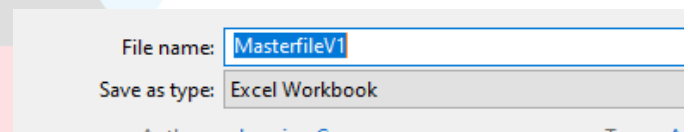
4. Type in new folder name i.e. 'ConnexisResultsWorkbook'



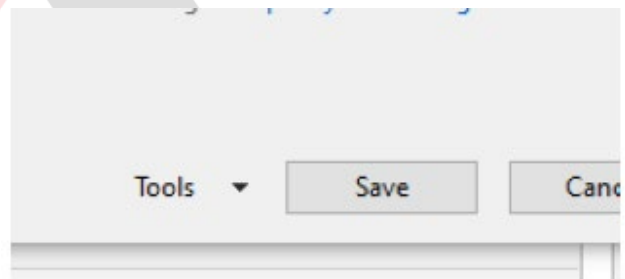
5. Double click on folder



6. Type in File Name * I suggest using a name such as MasterfileV# and this will be updated as scopes change and when resources become available.

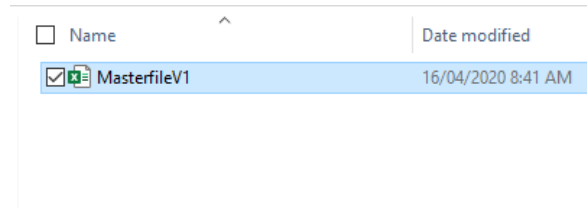


7. Click **Save**



How to create a copy of the RRW

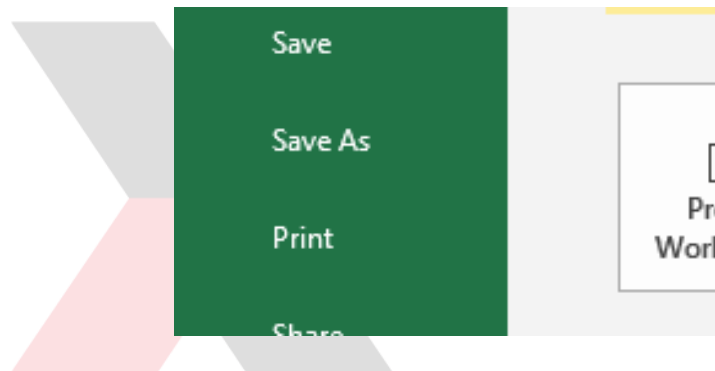
1. Open up the file by double clicking the Masterfile



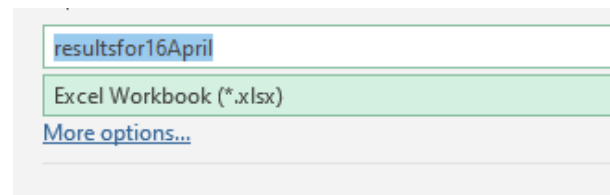
2. Click **File**



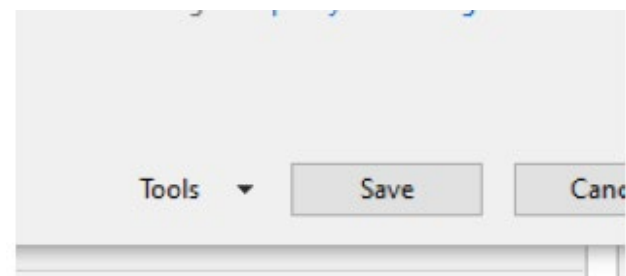
3. Click **Save As**



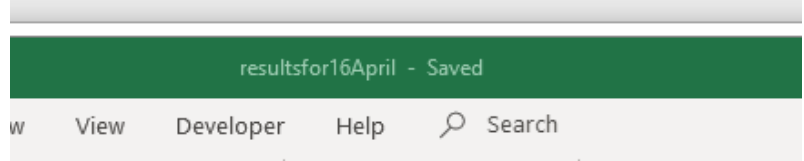
4. Update the name of the file *I suggest incorporating the date into the name e.g. resultsfor16April



5. Click **Save**



6. Check the name has saved at the top of the page, this will mean it has saved a new copy



Entering results into the workbook

1. Enter the surname into the field by clicking the cell, a green border will appear

Processor	Surname (Trainee)	First Name (Trainee)
2345	Example	Example
2345	<input type="text"/>	
2345		
2345		

2. Enter the trainees surname i.e. Richie McCaw would be McCaw

Processor	Surname (Trainee)	First Name (Trainee)
2345	Example	Example
2345	McCaw	
2345		
2345		

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.

Processor	First Name (Trainee)	D.O.B.
2345	Example	1/05/2019
2345	<input type="text"/>	
2345		
2345		

4. To fill in the first name field, start typing. *Please note, this must be the legal name rather than a nickname i.e. Richie will be entered as Richard as this is his legal name.

Processor	First Name (Trainee)	D.O.B.
2345	Example	1/05/2019
2345	Richard	
2345		
2345		



5. 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.

D.O.B.	NSN	Unit Standard
1/05/2019	12345	497

6. 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

Trainee Name	D.O.B.	NSN
Example	1/05/2019	12345
Richard	4/03/1980	

7. 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.

D.O.B.	NSN	Unit Standard	Version	Result
1/05/2019	12345	497	2	C
4/03/1980				

8. 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.

D.O.B.	NSN	Unit Standard	Version	Result
1/05/2019	12345	497	2	C
03/1980	12345			

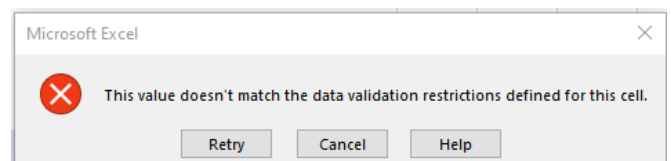
9. To fill in the Unit Standard field you can press the Tab key on your keyboard OR use the arrows to move to the next cell OR click the next field so a green box appears.

NSN	Unit Standard	Version	Result	Assessment
12345	497	2	C	
12345				

10. Enter the Unit Standard number

NSN	Unit Standard	Version	Result
12345	497	2	C
12345	497		

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

NSN	Unit Standard	Version	Result	Assessment Date	Training Plan Id
12345	497	2	C	21/10/2018	TP-0073416
12345	497	10			

13. If the version you are assessing is older, ensure that the cell is outlined in green and type in the correct version number.

NSN	Unit Standard	Version	Result	Assessment Date	Training Plan Id
12345	497	2	C	21/10/2018	TP-0073416
		8			

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 appear.

NSN	Unit Standard	Version	Result	Assessment Date	Training Plan Id
12345	497	2	C	21/10/2018	TP-0073416
12345	497	8			

15. Enter C into the field *C stands for completed

NSN	Unit Standard	Version	Result	Assessment Date	Training Plan Id
5	497	2	C	21/10/2018	TP-0073416
5	497	8	C		

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.

Unit Standard	Version	Result	Assessment Date	Training Plan Id
497	2	C	21/10/2018	TP-0073416
497	8	C		

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

Unit Standard	Version	Result	Assessment Date	Training Plan Id
497	2	C	21/10/2018	TP-0073416
497	8	C	04/03/2020	

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.

Unit Standard	Version	Result	Assessment Date	Training Plan Id
497	2	C	21/10/2018	TP-0073416
497	8	C	4/03/2020	



19. Enter the Training Plan ID, this will always be the format of TP-####

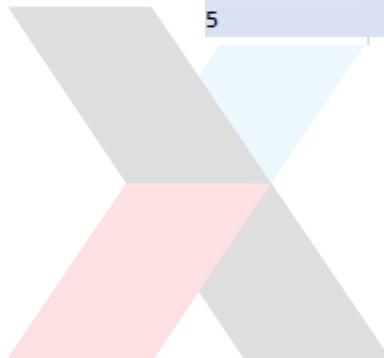
id	Version	Result	Assessment Date	Training Plan Id
	2	C	21/10/2018	TP-0073416
97	8	C	4/03/2020	TP-123456

20. If entering another result click in the Surname field in the row straight below and repeat the above steps.

Assessor	Surname (Trainee)	First Name (Trainee)
12345	Example	Example
12345	McCaw	Richard
12345		
12345		

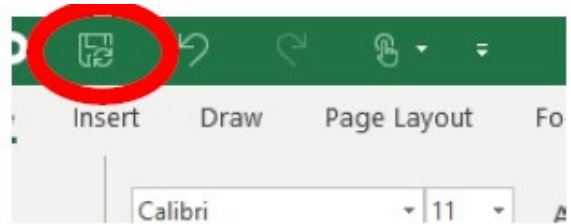
21. If you are entering the result for the same trainee you can copy the information from the cell above by holding Ctrl and D on your keyboard

5	Example	Example
5	McCaw	Richard
5	McCaw	
5		

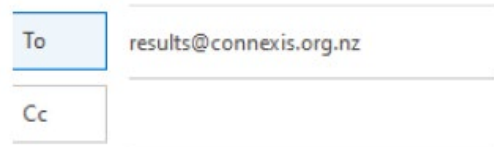


Saving and Submitting the RRW

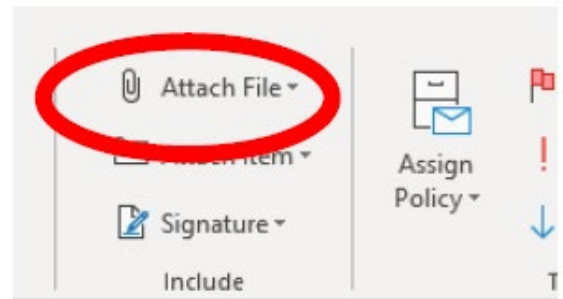
1. Once you have entered all the results you would like to submit click Save



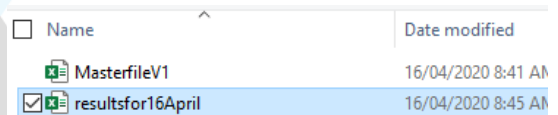
2. Create an email to results@connexis.org.nz



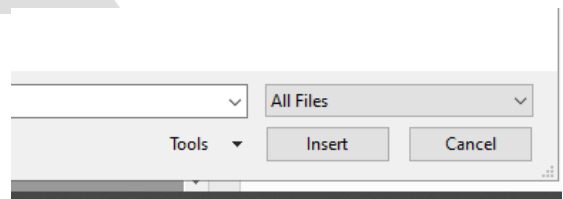
3. Attach the document by clicking **Attach File**



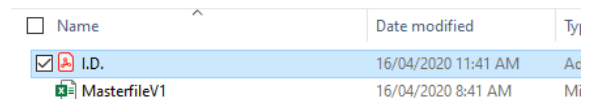
4. Locate the file in your computer and click the file to highlight it



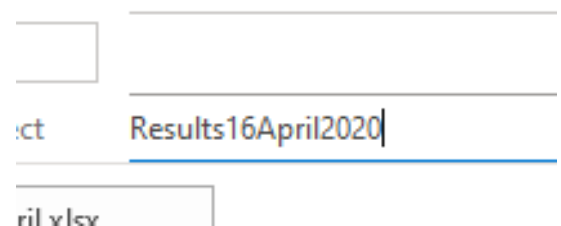
5. Click **Insert**



6. Repeat steps three to five if you need to attach any personal identification for a trainee with no NSN number



7. Once you have attached all the documents, you can add a subject to the email, I suggest that you use something will enable you to locate this email later if need be.



8. 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 than the workbook itself.

Identification for Trainee with no NSN number attached

9. Once you have completed all notes, press send.

