Connexis Assessment Results Reporting Workbook
User Guide

Assessor	Surname (Trainee)	First Name (Trainee)	D.O.B.	NSN	Unit Standard	Version	Assessment Date
12345	Example	Example	1/05/2019	12345	497	2	21/10/2018

The key points of information that you need to fill in the workbook are:
- Learner's full legal name (First and Last Name)
- Learner's NSN number
- Learner's Date of Birth
- Unit standard and version number (please ensure the version matches the one you assessed the learner for).

## 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. Do not change the workbook or worksheet structure.

Please contact the quality team if you have any issues at quality@connexis.org.nz.

How to open and save the Results Reporting Workbook (RRW)

When you first receive the workbook, we highly recommend that you save a Masterfile, that way you will always have a blank copy of the RRW to submit results in.
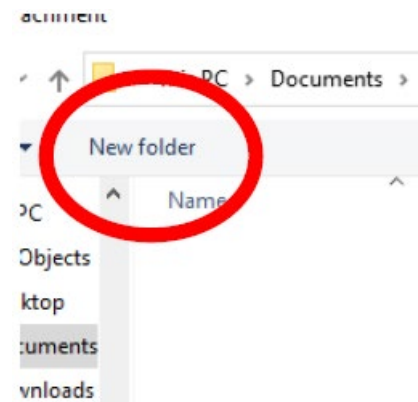
1. To open the RRW, click the arrow next to the attachment on the email sent to you from quality@connexis.org.nz and click **Save As.**
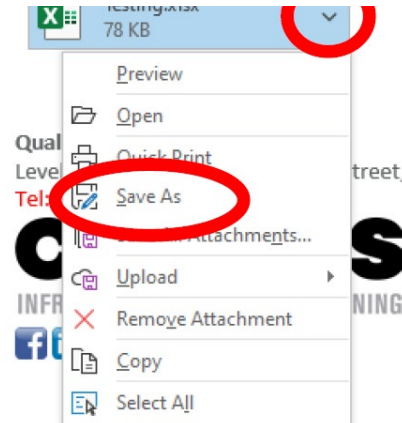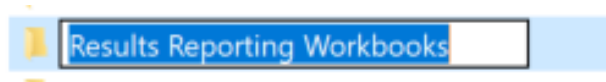
2. Click **Documents (or your preferred save location)**
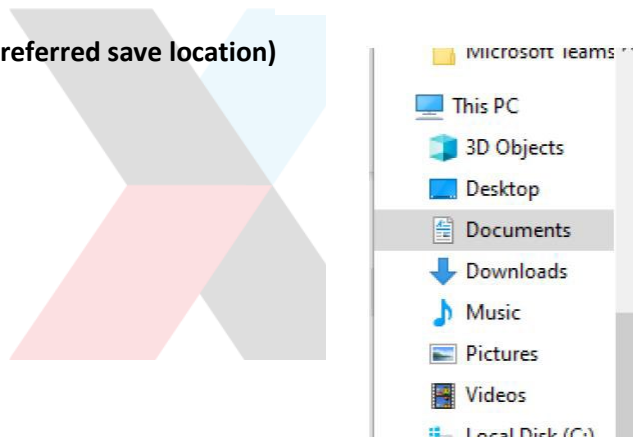
3. Click **New Folder**

4. Type in new folder name
   i.e. 'Results Reporting Workbooks',
   and then double click on the folder to
   open it.

   Results Reporting Workbooks

5. Type in File Name *
   We suggest using your
   name such as
   "MASTER Results Reporting
   Workbook – Assessor
   FirstName LastName".

   MASTER Results Reporting Workbook - AssessorFirstName LastName
   Microsoft Excel Worksheet

6. Click **Save**

   Tools ▾ | Save | Canc
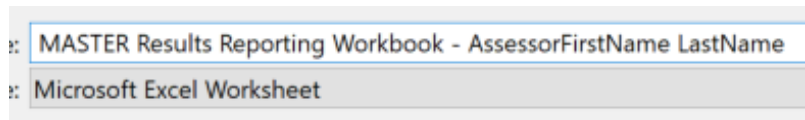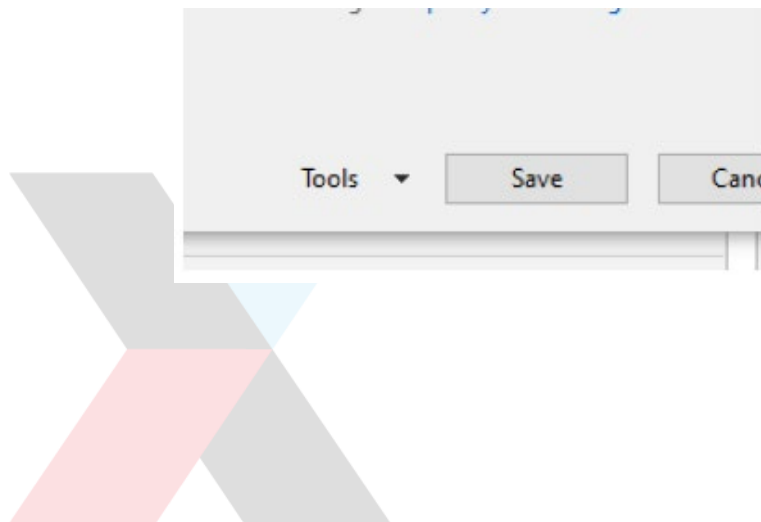
How to create a copy of the RRW

1. Open up the file by double clicking the
   Masterfile

   ☑ MASTER Results Reporting Workbook - John Doe

2. Click **File**

   AutoSave ● Off

   File   Home   Insert   Dr

   Calibri

   Paste

   B
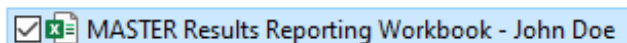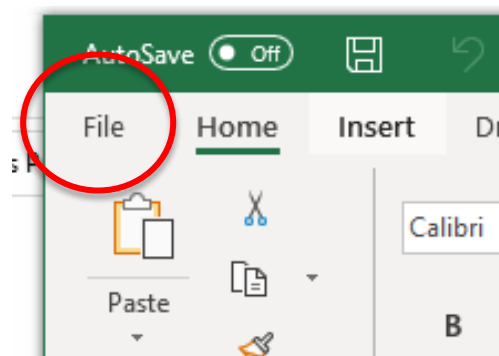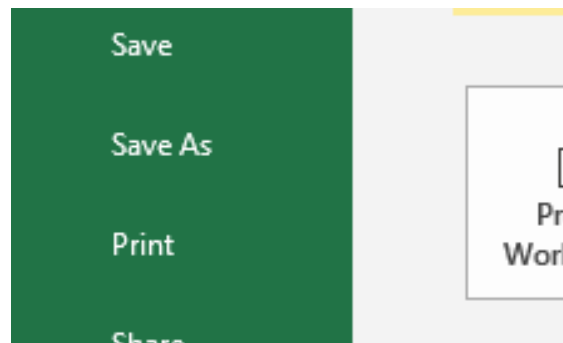
3. Click **Save As**

4. Update the name of the file. You must label it in the following format to keep track of what you have submitted: "Assessor #, Assessor First Name Last Name – Date Submitted".

CON-12345 John Doe - 01.01.2024

5. Click **Save**.
You now have the current copy saved of the workbook you will submit.
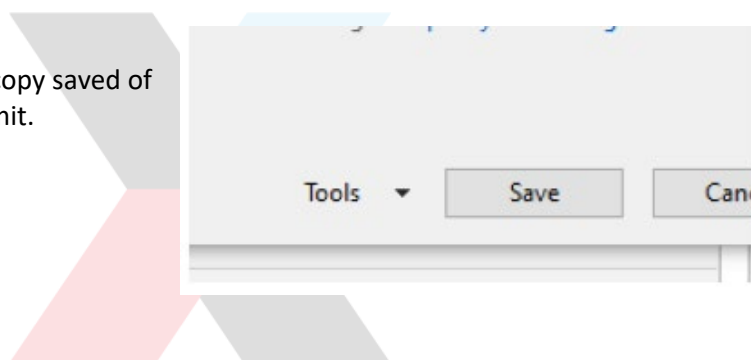
Entering results into the workbook

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

2. Enter the learner's surname i.e. Richie McCaw would be McCaw.

Surname (Trainee)	First Name (Trainee)
Example	Example
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.

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

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.

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

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. The date field must be filled in DD/MM/YYYY

st Name (ainee)	D.O.B.	NSN
ample	1/05/2019	12345
:hard	4/03/1980	

6. 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.

.B.	NSN	
2019	12345	

7. Type in the NSN number as one number e.g. 123456789 not 12 345 6789 or 123-456-789.
   *If no NSN number is provided, ID must be sent in with the workbook.

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

8. 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.
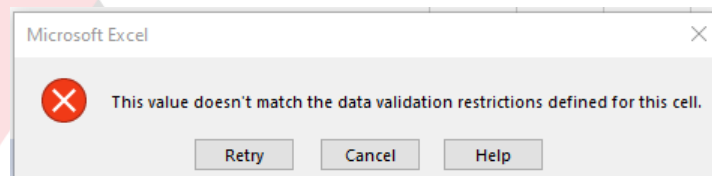
NSN	Unit Standard	Version
12345	497	2
12345		

9. Enter the Unit Standard number.

	NSN	Unit Standard	Version
019	12345	497	2
980	12345	497	

10. If the Unit Standard number is not able to be entered, an error message will appear: 'this value doesn't match the data validation restrictions defined for this cell'. The Unit Standard number has either been incorrectly entered, or not included on your scope.
    Please contact quality@connexis.org.nz.

Microsoft Excel ✕

❌ This value doesn't match the data validation restrictions defined for this cell.

Retry   Cancel   Help

11. 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 auto-populate. If the version assessed is not the latest version, please check NZQA to ensure the version is valid/current.

NSN	Unit Standard	Version
12345	497	2
12345	497	10

12. If the version you are assessing is a previous version, ensure that the cell is outlined in green and type in the correct version number.

NSN	Unit Standard	Version
12345	497	2
		8

13. 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.

ersion	Assessment Date
2	21/10/2018
8	

14. Enter the date you assessed the material, **not the date that you are entering the result**. The date field must be filled in as DD/MM/YYYY.

Unit Standard	Version	Assessment Date
497	2	21/10/2018
497	8	1/01/2024

15. If entering another result, click in the Surname field in the row straight below and repeat the above steps. You may use the same spreadsheet to report multiple learners.

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

16. *ALL* fields must be completed for each result.

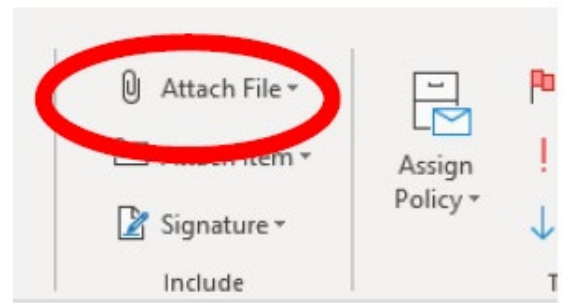| 5	*Example*	*Example*
5	McCaw	Richard
5	McCaw	
5		

Saving and Submitting the RRW

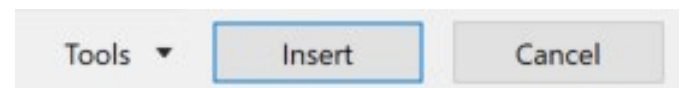1. Once you have entered all the results you would like to submit click Save.
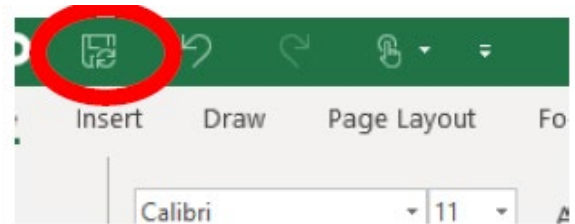
2. Create an email to results@connexis.org.nz

To   results@connexis.org.nz

Cc

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

4. Locate the file in your computer and click the file to highlight it, then click Insert to attach the file. The file must be in excel document format: (.xlsx).

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

6. Once you have attached all the documents, type the subject in the subject line.
The subject line should be the document name.

Subject   CON-12345 John Doe - 01.01.2024

CON-12345 John Doe - 01.01.2024.xlsx   Driver's Liscense File.jpg

7. In the body of the email, feel free to add any notes, such as identification for learners with no NSN. Any notes should be in the body of the email, not the workbook.

Identification for Trainee with no NSN number attached
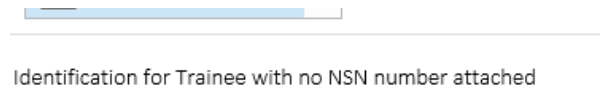
8. Upon completion of the email, notes, and any relevant attachments, press send.

Send