



CAPTURING ASSESSMENTS MANUAL





Save Button – Saves your information after capturing all the required fields



Close Button – Cancel and closes the process

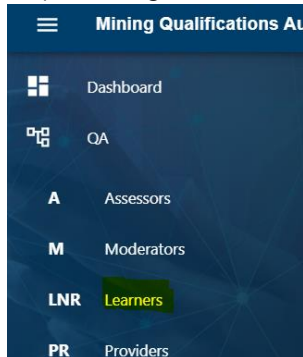


Asterisk – Marks the compulsory fields, All the compulsory fields must be filled in before saving



Edit/Update Button – Allows you to update any information

Step 1: Navigate to Learners under the QA menu



Step 2: Search for the learner using one one of the following criteria: ID Number, Surname, First Name or Middle Name then click the search button

Learner

ID Number Surname First Name Aaron Middle Name

+

First Name	Middle Name	Surname
Mpho	Aaron	Tshidzivhe
Mpho	Aaron	Tshidzivhe
Mpho	Nemukula	Mashudu
Mpho	Aaron	Gift

Step 3: Select the learner and click Update Current Learner

+

Update Current Learner	Middle Name
Mpho	Aaron
Mpho	Aaron
Mpho	Nemukula
Mpho	Aaron

Step 4: Click on Assessments and select the programme the learner is linked to on the list

Learner > Abdullah Sujee



REGISTRATIONS

ASSESSMENTS

Title *

Mr

First Name *

Abdullah

Skills Programme

Learnerships

Artisans

AET

Step 5: Select the programme and click the View button

Learner > Skills Programme Assessments > Abdullah Sujee

Skills Programme Code Skills Programme Title

Skills Programme Code Skills Programme Title Student Number Commencement Date Completion Date Contract Number Programme Status Certificate Number Date Certificate Created

MQA/SP/2022/09	MQA Safety	S1234	01/08/2022	22/10/2023	C12345	Registered		
----------------	------------	-------	------------	------------	--------	------------	--	--

Step 6: Capture the Assessor and the Assessment date and the Moderator and Moderation date

Learner Name * Abdullah Sujee Learner ID Number * 8312285156080 Programme Title * MQA Safety Required Credits * 120 Achieved Credits * 22

Update Assessment Below:

Assessor * Love Maja Assessment Date * 01/12/2022

Moderator Lethabo Poopedi Moderation Date 05/12/2022

☐ Competent ☐ RPL

CLOSE OFF QA APPROVAL

SAQA Unit Standard Code	SAQA Unit Standard Title	Credits	Unit Standard Type	RPL	Previously Achieved	Assessor	Assessment Date	Moderator	Moderation Date
202202	TestingUS	10	Core	Yes	Yes	124-Lethabo Poopedi	04/12/2022	50-Love Maja	06/12/2022

Step 7: Check the competent box if the learner is competent, select the Unit Standard(s) then click the Update Unit standards button

CLOSE OFF QA APPROVAL

UPDATE UNIT STANDARDS

SAQA Unit Standard Code	SAQA Unit Standard Title	Credits
202202	TestingUS	10

Then the assessment details will be updated accordingly

Assessment/s updated successfully!

	SAQA Unit Standard Code	SAQA Unit Standard Title	Credits	Unit Standard Type	RPL	Previously Achieved	Assessor	Assessment Date	Moderator	Moderation Date	Status
☐	202202	TestingUS	10	Core	No	No					
☐	202203	Unittest	7	Core	Yes	Yes	121-Sharlotte Matsha	08/12/2022	51-Lethabo Poopedi	08/12/2022	Competent
☐	20220628	OHS test	5	Core	No	No					

Once all the compulsory Units Standards are competent and the learner has reached the minimum required credits the learner can be QA approved by clicking on the QA Approval button.

CLOSE OFF QA APPROVAL

	SAQA Unit Standard Code	SAQA Unit Standard Title	Credits	Unit Standard Type	RPL	Previously Achieved	Assessor	Assessment Date	Moderator	Moderation Date	Status
☒	202202	TestingUS	10	Core	Yes	Yes	124-Lethabo Poopedi	04/12/2022	50-Love Maja	06/12/2022	Competent
☒	202203	Unittest	7	Core	Yes	Yes	121-Sharlotte Matsha	08/12/2022	51-Lethabo Poopedi	08/12/2022	Competent
☒	20220628	OHS test	5	Core	Yes	Yes	124-Lethabo Poopedi	04/12/2022	50-Love Maja	06/12/2022	Competent