

## Managing Assessments Context

Overview: After publishing, there will often need to be changes made to individual assessments. This is done in the manage tab and includes items like excusing assessments, remediation, and editing dates.

What to expect: Training PDFs and Walk-Thru's

What you should learn:

- How to excuse an assessment
- How to remediate a failed assessment
  - o Document Review
  - o Observation
  - o Take the exam again
    - Full Exam
    - Missed Questions
  - o Sign-off
- Change assessment dates
- Mass copy answers

Level: System Admin and Qualified Personnel

Useful Walk-Thru's:

- Modify Assessments Menu Navigation
- Move Assessment
- Explain Assessment
- Copy Answers Assessment
- Excuse Assessment
- Edit Assessment
- Remedial Assessment