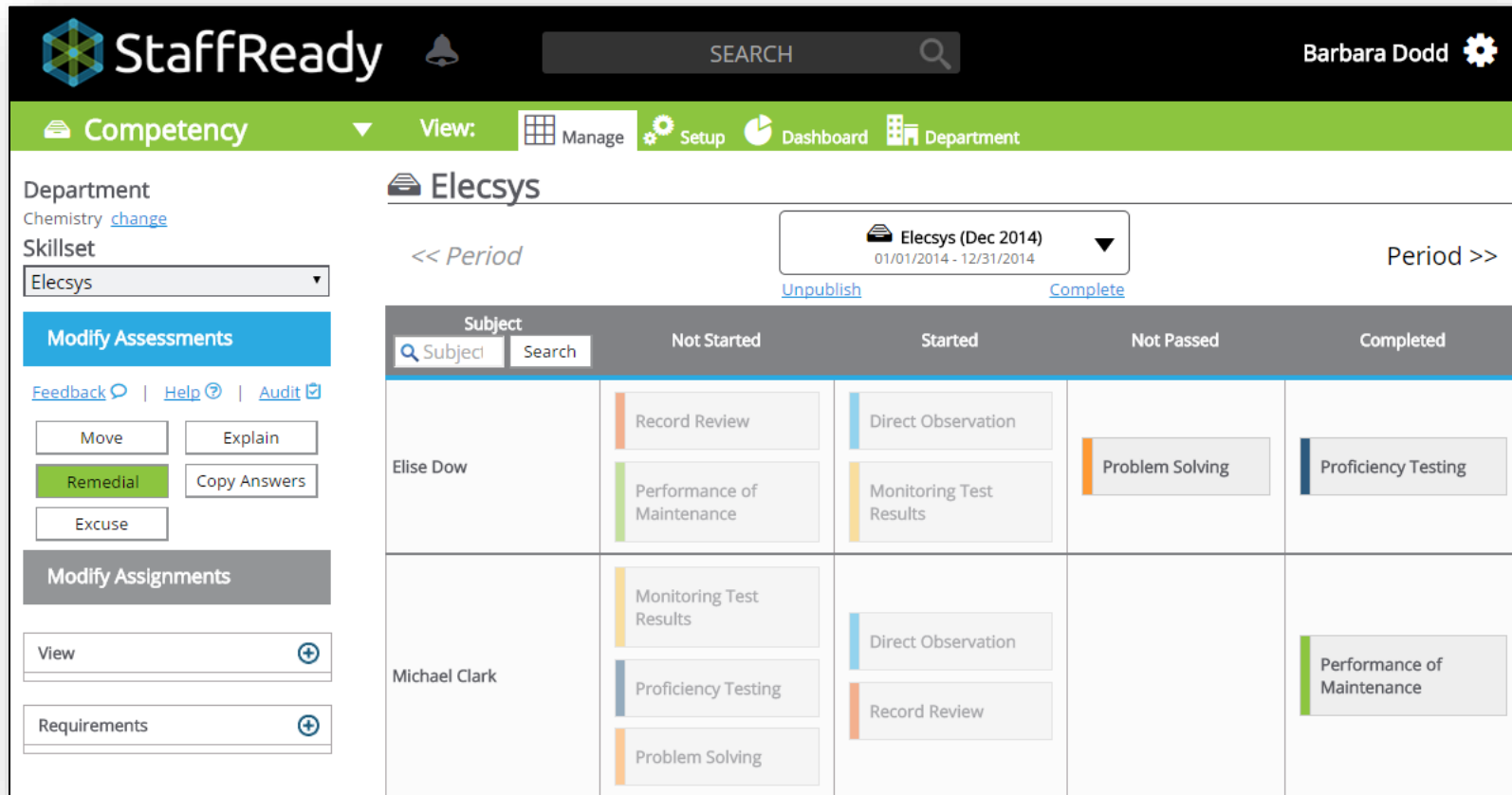


## Manage View – Competency Grid Remediate Assessments

This reference guide provides a process overview of the **Remedial mode** within the **Manage** view's **Modify Assessments** menu. The following process steps and instructional information are provided within this document:

- **Assessment Remediation Setup**



The screenshot displays the StaffReady interface for managing assessments. The top navigation bar includes the StaffReady logo, a search bar, and the user name 'Barbara Dodd'. The main navigation bar shows 'Competency' and 'View: Manage', with sub-links for 'Setup', 'Dashboard', and 'Department'.

The left sidebar contains the following sections:

- Department:** Chemistry [change](#)
- Skillset:** Elecsys
- Modify Assessments:** A blue button with sub-links for [Feedback](#), [Help](#), and [Audit](#). Below are buttons for 'Move', 'Explain', 'Remedial' (highlighted in green), 'Copy Answers', and 'Excuse'.
- Modify Assignments:** A grey button with sub-links for 'View' and 'Requirements'.

The main content area is titled 'Elecsys' and shows a period selection dropdown set to 'Elecsys (Dec 2014)' with the date range '01/01/2014 - 12/31/2014'. Below this are 'Unpublish' and 'Complete' links.

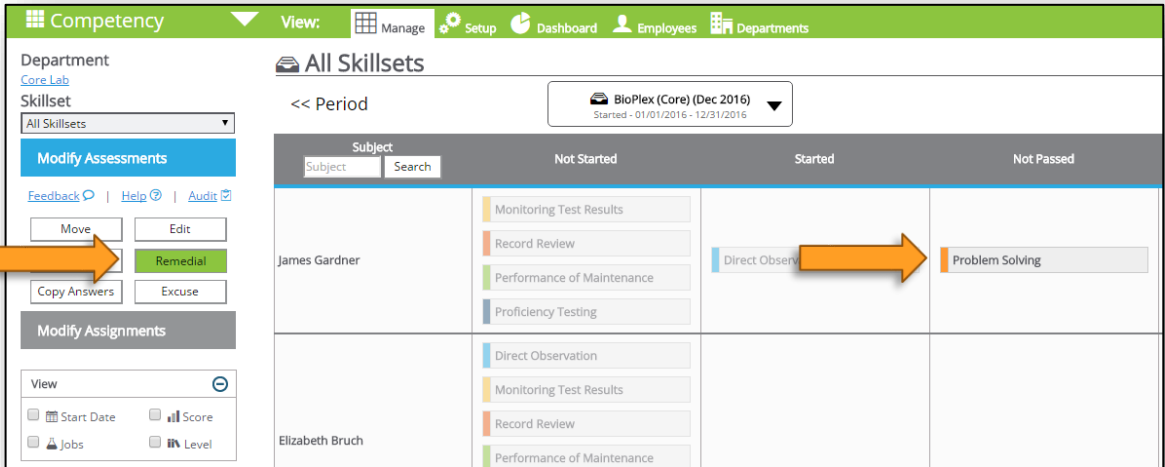
The assessment grid is structured as follows:

Subject	Not Started	Started	Not Passed	Completed
Elise Dow	Record Review Performance of Maintenance	Direct Observation Monitoring Test Results	Problem Solving	Proficiency Testing
Michael Clark	Monitoring Test Results Proficiency Testing Problem Solving	Direct Observation Record Review		Performance of Maintenance

# Assessment Remediation Setup

## Assessment Remediation Setup

- 1. Click **Remedial**.
- 2. Click the **Assessment** within the Not Passed column to remediate.



### Based on remedial preferences...

3. Check **Remedial Checklist**.

4. Check **Remedial Document Review**.

5. Check **Take the Exam Again**.

- **Full Exam:** employee will be responsible for demonstrating competency for each item within the assessment.
- **Missed Questions:** employee will only be responsible for demonstrating competency on those items initial not passed (causing remediation).

6. Select **Remediation Sign Off** option.

7. Click **Setup Pathways**.

The screenshot shows a 'Remediate Assessment' window with the following sections and options:

- Choose Remediation Pathways**
  - Remedial Checklist
  - Remedial Document Review
  - Take The Exam Again
  - Full Exam  Missed Questions
- Remediation Sign Off**
  - Require Sign Off
  - Do Not Require Sign Off
- Setup Pathways** (button)

Orange arrows point to the 'Remedial Checklist', 'Remedial Document Review', 'Take The Exam Again', 'Missed Questions' radio button, 'Require Sign Off' radio button, and the 'Setup Pathways' button.

## Setup Remedial Observation

8. Enter **Observation Instructions**.
9. Select **Assignment Begins** date.
10. Enter **Warning Reminder**.
11. Enter **Time to Complete**.
12. Select **Assignee** option.
13. Click **Next**.

**Remediate Assessment**

Remedial Observation | Remedial Document Review | Setup Remedial Sign Off

### Remedial Observation

Setup the remedial pathway that will be assigned

Observation Instructions\*

Assignment Start\* 10/13/2016 | Time to Complete\* 30 | Remind After\* 15 | Assignment Deadline 11/12/2016

Assignee\* Employee

Back < | Next > | Cancel | Finish

## Setup Remedial Document Review

14. Enter **Review Instructions**.
15. Select file or website to **Attach**.
16. Enter **Assignment Begins** date.
17. Enter **Warning Reminder**.
18. Enter **Time to Complete**.
19. Select **Assignee** option.
20. Click **Next**.

Remediate Assessment

Remedial Observation Remedial Document Review Setup Remedial Sign Off

### Remedial Document Review

Setup the remedial pathway that will be assigned

Review Instructions\*

Choose a file or website to attach  
[Attach a File or Website...](#)

Assignment Start\* 10/13/2016

Time to Complete\* 30

Remind After\* 15

Assignment Deadline 11/12/2016

Assignee\* Choose One

Next > Cancel Finish

Setup Remedial Sign Off

- 21. Enter **Assignment Begins** date.
- 22. Enter **Warning Reminder**.
- 23. Enter **Time to Complete**.
- 24. Select **Assignee** option.
- 25. Click **Finish**.

Remediate Assessment

Remedial Observation Remedial Document Review Setup Remedial Sign Off

### Setup Remedial Sign Off

Setup verification process that remediation has been completed

Assignment Start\* 10/13/2016

Time to Complete\* 30

Remind After\* 15

Assignment Deadline 11/12/2016

Assignee\* Choose One

< Previous Next Finish

### Review Remedial Pathways

- Refresh browser after about 30 seconds (*F5* on keyboard).
- Remedial pathways appear in **Not Started** column.
- Original assessment assigns to employee for completion based on **Retake** option selected (**Full Exam** or **Missed Questions**).
- Remedial tasks are assigned based on **Assignee** options selected during remediation setup.