

LLN Demo Administration Guide

The Assessitnow platform is a custom-built solution to allow organisations to utilise a platform for LLN testing purposes.

The LLN test consists of four areas of assessment:

1. **Numeracy**
Level 1 to Level 4
2. **Reading**
Level 1 to Level 4
3. **Writing**
4. **Digital Capability**

The assessments were created based upon the Australian Core Skills Framework (<https://www.dewr.gov.au/skills-information-training-providers/australian-core-skills-framework>). Note clients can customise the questions in any way they like and it is up to the client to update the questions if required.

The platform can be customised to meet individual client needs in the following way:

- Customised email templates
- Customised PDF letter templates
- Language customisation
- Assessments configuration
- Single Sign on provisions
- Integrations with client HR or SMS systems

Note some of the above may be at additional costs.

This guide provides instructions for completing tasks as a Manager on the LLN platform.

You can also view video instructions on our Support Portal: <https://my.eworks.edu.au/hc/en-gb/articles/12378472205455-LLN-Demo-Site>

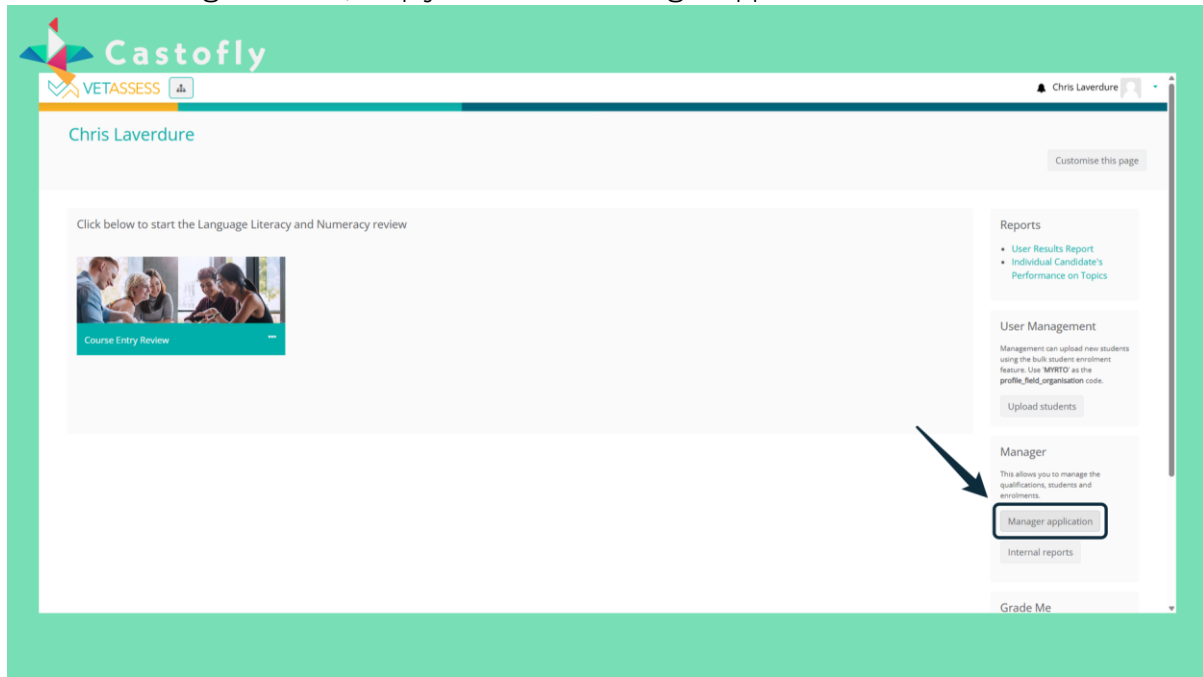
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Creating an organisation

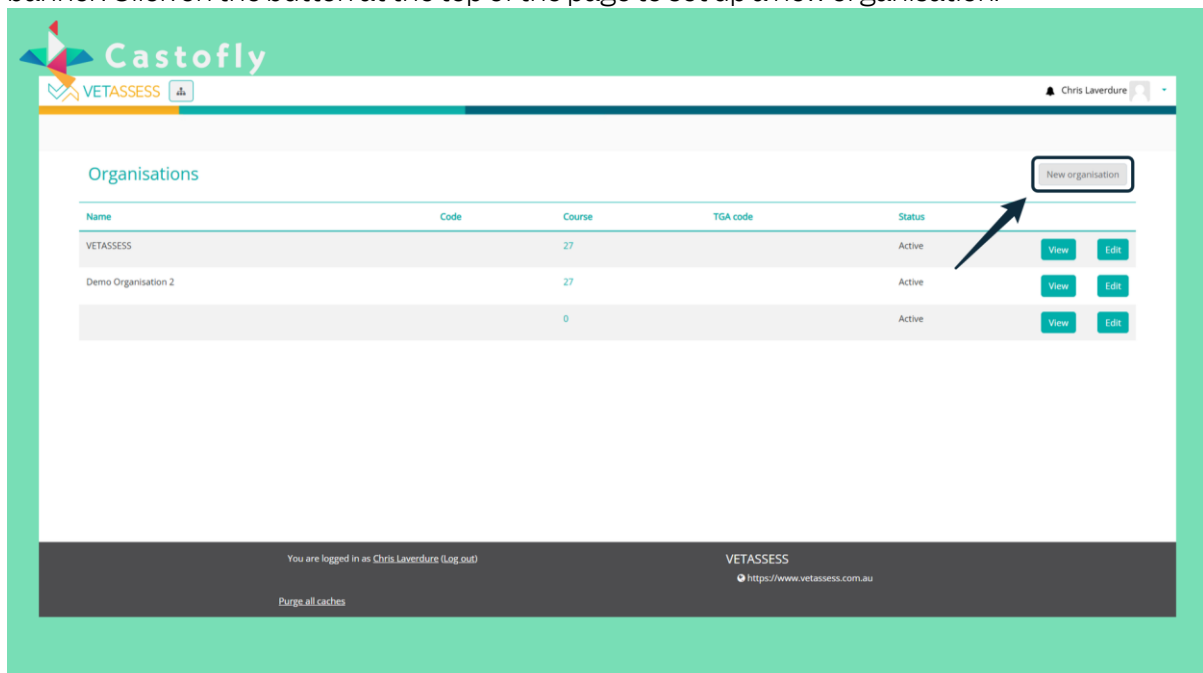
1. Access Manager Application

Welcome to the Manager Guide! This resource will walk you through setting up organizations, schools or departments, and qualifications. Please note that only Admin staff have access to this section. To get started, simply click on the Manager Application button.



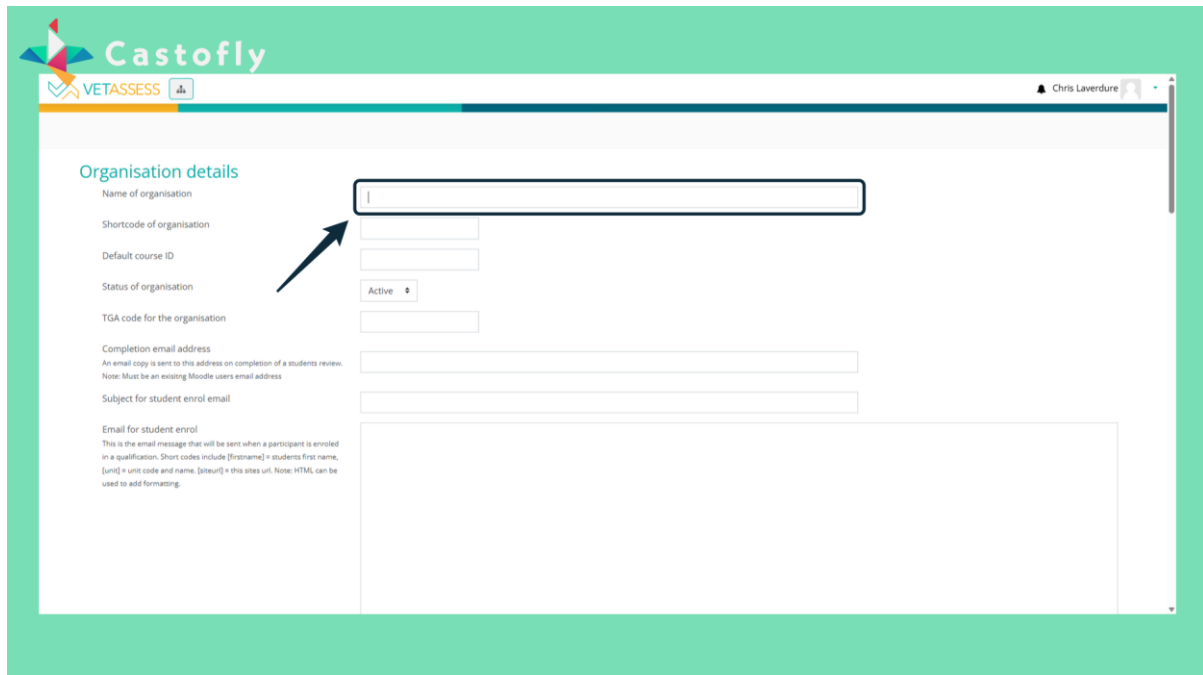
2. Create a New Organisation

On the Organisations page, you can set up multiple organisations or keep them all under one banner. Click on the button at the top of the page to set up a new organisation.



3. Organization Name Input Field

Let's review the fields available in a new organisation. Firstly, add your chosen organisation name.



Castofly
VETASSESS

Chris Laverdure

Organisation details

Name of organisation

Shortcode of organisation

Default course ID

Status of organisation

TGA code for the organisation

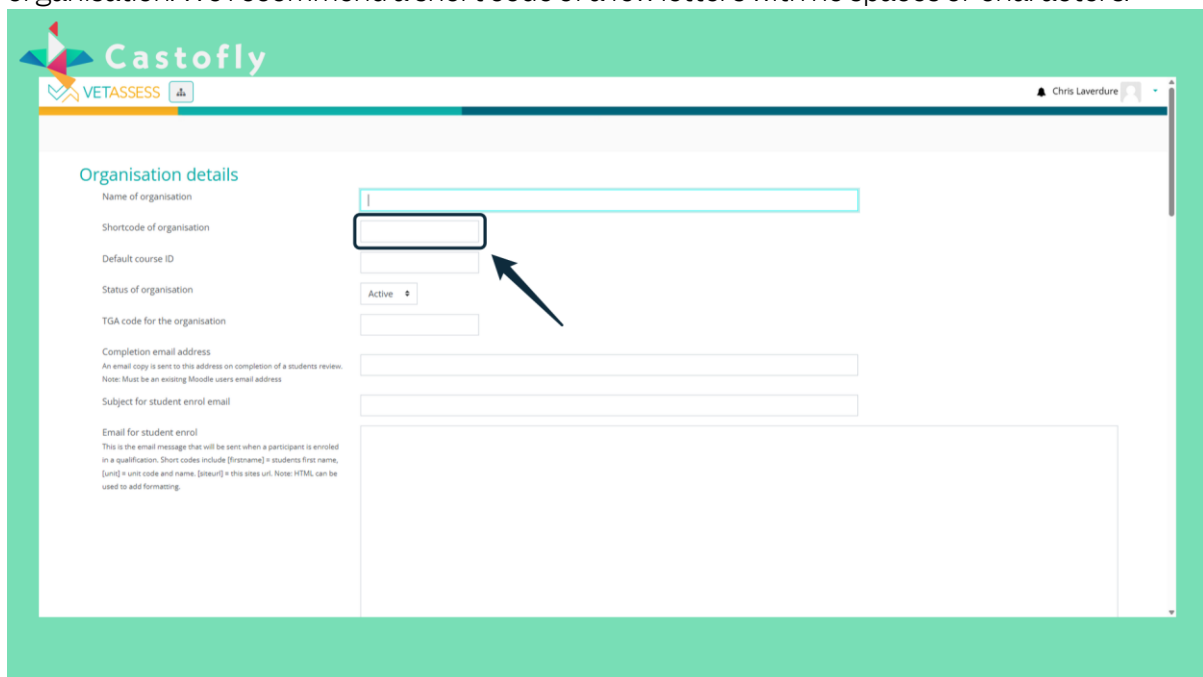
Completion email address
An email copy is sent to this address on completion of a students review.
Note: Must be an existing Moodle users email address

Subject for student enrol email

Email for student enrol
This is the email message that will be sent when a participant is enrolled in a qualification. Short codes include {firstname} = students first name, {unitid} = unit code and name, {siteurl} = this sites url. Note: HTML, can be used to add formatting.

4. Shortcode Input Field

Enter the organisation's shortcode in this field. This will be important for enrolling users in the organisation. We recommend a short code of a few letters with no spaces or characters.



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Organisation details

Name of organisation

Shortcode of organisation

Default course ID

Status of organisation

TGA code for the organisation

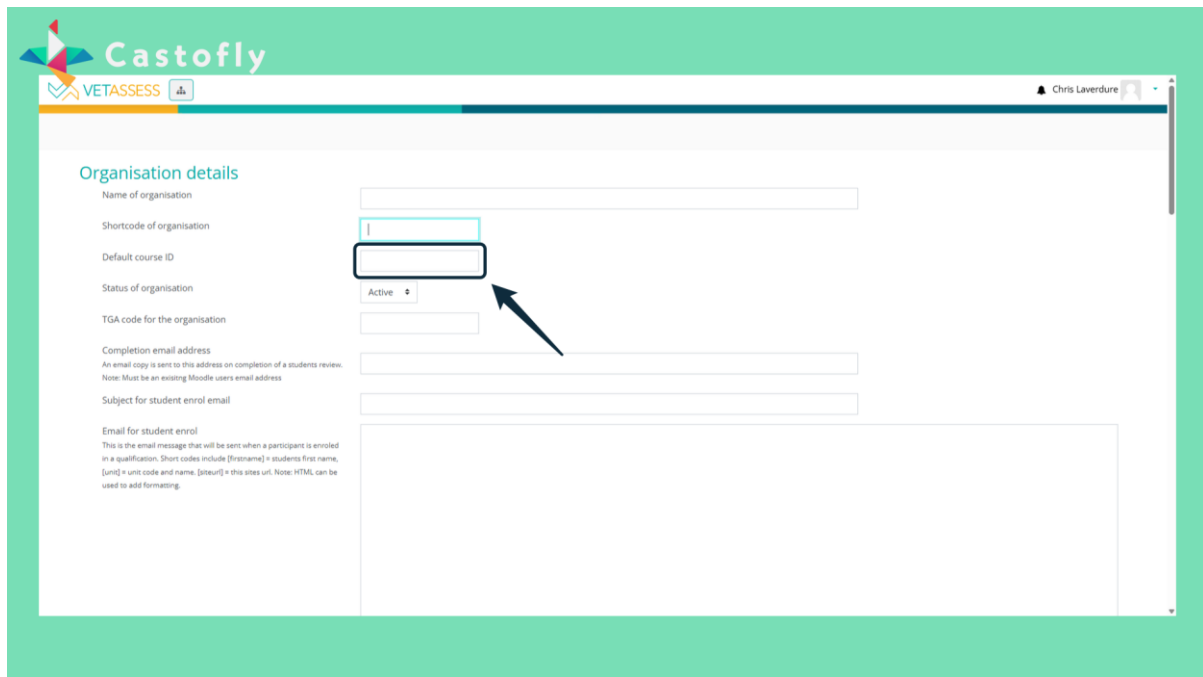
Completion email address
An email copy is sent to this address on completion of a students review.
Note: Must be an existing Moodle users email address

Subject for student enrol email

Email for student enrol
This is the email message that will be sent when a participant is enrolled in a qualification. Short codes include {firstname} = students first name, {unitid} = unit code and name, {siteurl} = this sites url. Note: HTML, can be used to add formatting.

5. Default Course ID Field

The default course ID is the course reference for the "Course Entry Review" course module. You can find this by going to the Course Entry Review and looking for the number at the end of the URL.



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Organisation details

Name of organisation

Shortcode of organisation

Default course ID

Status of organisation

TGA code for the organisation

Completion email address

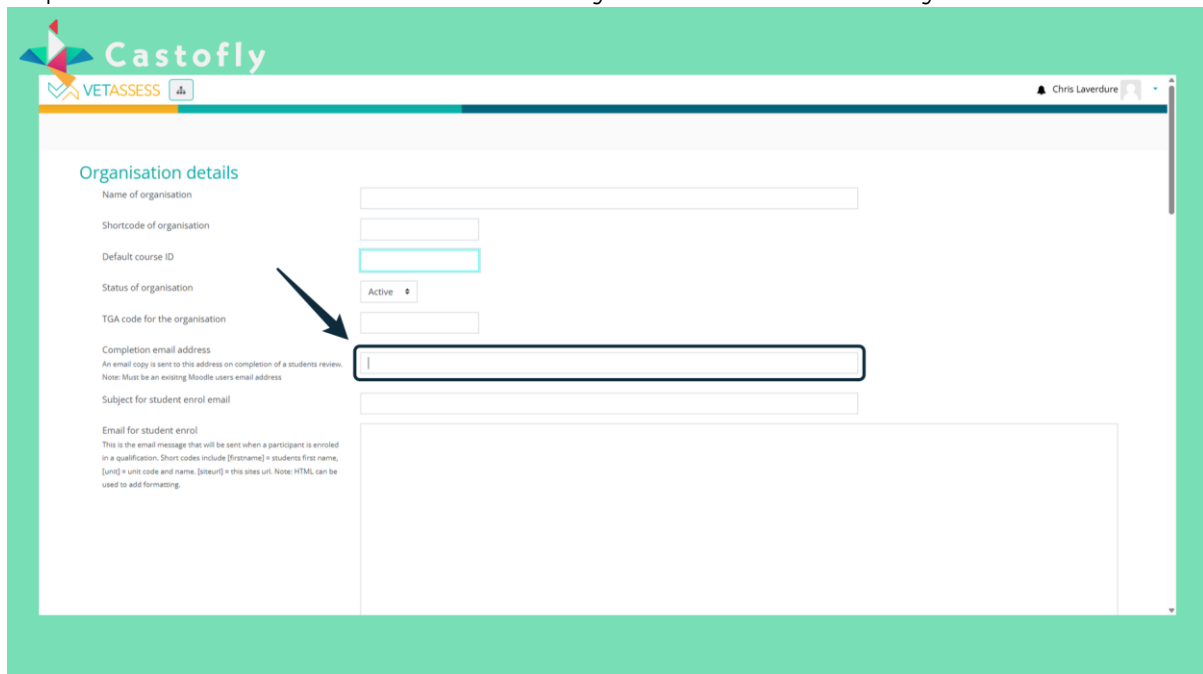
Subject for student enrol email

Email for student enrol

This is the email message that will be sent when a participant is enrolled in a qualification. Short codes include {firstname} = students first name, {unitid} = unit code and name, {siteurl} = this sites url. Note: HTML can be used to add formatting.

6. Completion Email Address

Enter an email address that will receive notifications when a student has completed the LLN requirements. Note that this user must already have an account in the system.



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Organisation details

Name of organisation

Shortcode of organisation

Default course ID

Status of organisation

TGA code for the organisation

Completion email address

Subject for student enrol email

Email for student enrol

This is the email message that will be sent when a participant is enrolled in a qualification. Short codes include {firstname} = students first name, {unitid} = unit code and name, {siteurl} = this sites url. Note: HTML can be used to add formatting.

7. Subject for Student Enrol Email

Set up a template email for students upon their enrollment here.



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Organisation details

Name of organisation

Shortcode of organisation

Default course ID

Status of organisation: Active

TGA code for the organisation

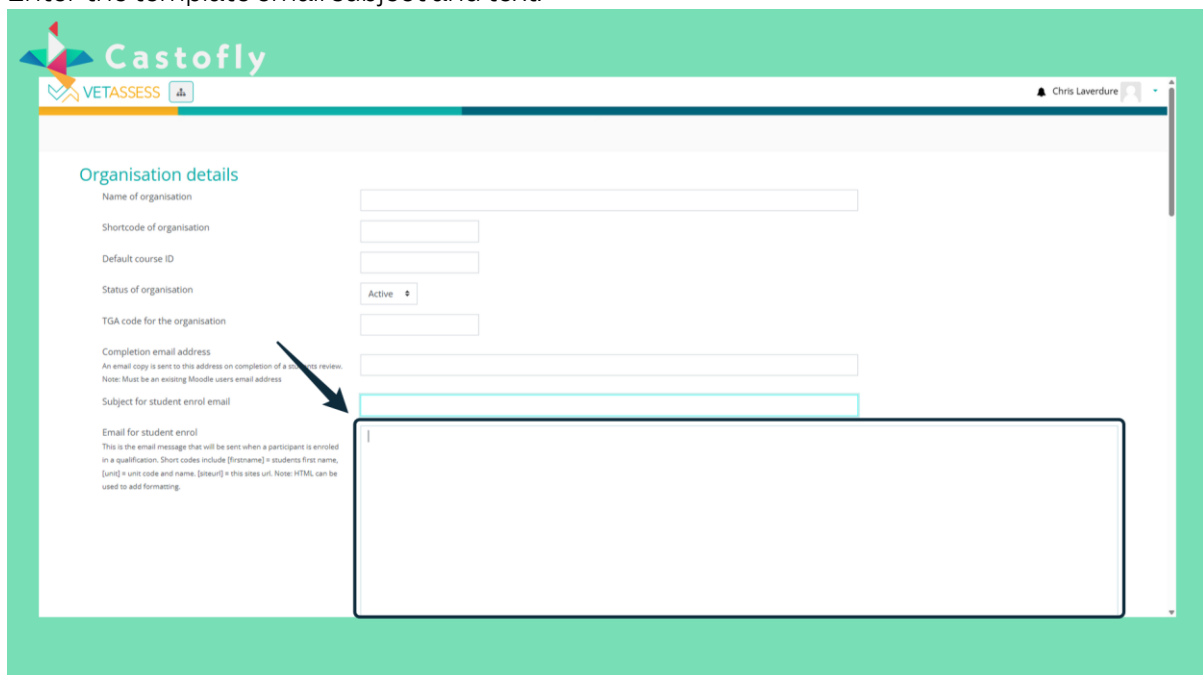
Completion email address
An email copy is sent to this address on completion of a students review.
Note: Must be an existing Moodle users email address

Subject for student enrol email

Email for student enrol
This is the email message that will be sent when a participant is enrolled in a qualification. Short codes include {firstname} = students first name, {unitid} = unit code and name, {siteurl} = this sites url. Note: HTML can be used to add formatting.

8. Email for Student Enrollment

Enter the template email subject and text.



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Organisation details

Name of organisation

Shortcode of organisation

Default course ID

Status of organisation: Active

TGA code for the organisation

Completion email address
An email copy is sent to this address on completion of a students review.
Note: Must be an existing Moodle users email address

Subject for student enrol email

Email for student enrol
This is the email message that will be sent when a participant is enrolled in a qualification. Short codes include {firstname} = students first name, {unitid} = unit code and name, {siteurl} = this sites url. Note: HTML can be used to add formatting.

9. Email Template Field

The second template is a reminder for students who have not completed the quiz requirements within 48 hours. Enter the subject and email text.



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Subject for student reminder email

Email for student reminder
This is the email message that will be sent when a participant if they have not completed the quiz after 48 hrs. Short codes include [Firstname] = students first name, [unit] = unit code and name, [siteurl] = this sites url. Note: HTML can be used to add formatting.

10. Email Reminder Subject Input

The third email concerns a user who has not logged into the platform at all. Please enter the subject and message.



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Chris Laverdure

Subject for student reminder to login email

Email for student reminder to login
This is the email message that will be sent when a participant if they have not completed the quiz after 48 hrs. Short codes include [Firstname] = students first name, [unit] = unit code and name, [siteurl] = this sites url. Note: HTML can be used to add formatting.

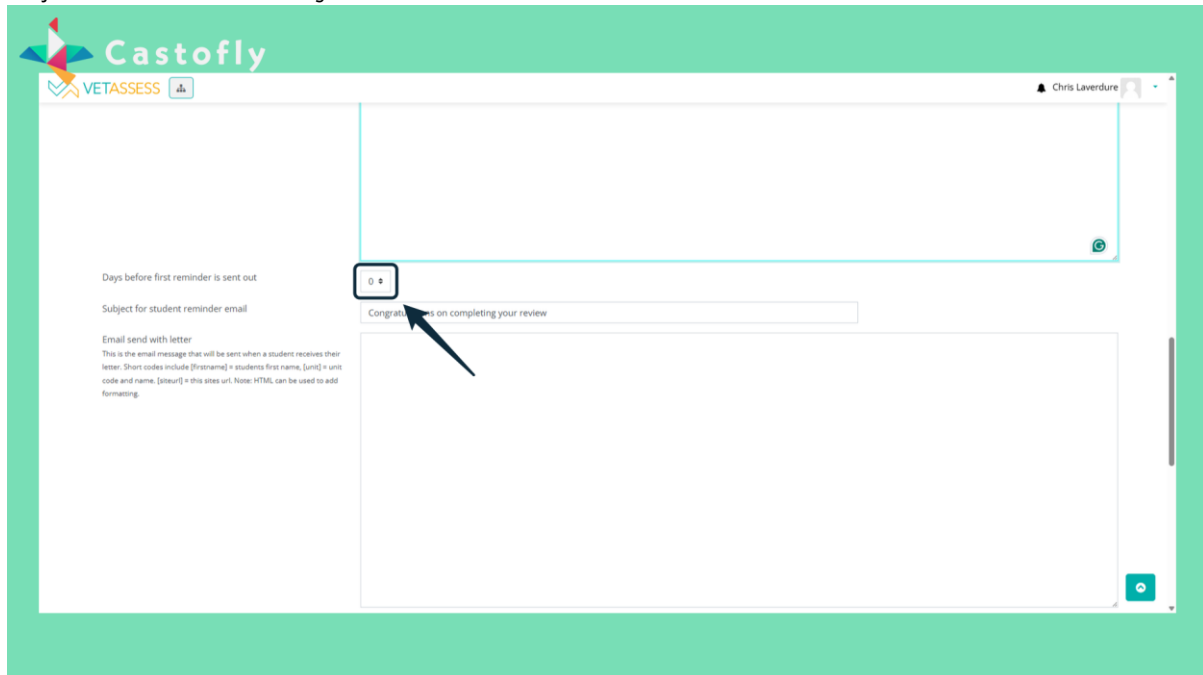
Days before first reminder is sent out
0

Subject for student reminder email
Congratulations on completing your review

Email send with letter
This is the email message that will be sent when a student receives their letter. Short codes include [Firstname] = students first name, [unit] = unit

11. Reminder Days Selector

Adjust the number of days before the first reminder is sent out.



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Chris Laverdure

Days before first reminder is sent out:


Subject for student reminder email:

Email send with letter:

This is the email message that will be sent when a student receives their letter. Short codes include {firstname} = students first name, {unit} = unit code and name, {siteurl} = this sites url. Note: HTML can be used to add formatting.

12. Review Completion Message

Congratulate the user on finishing their review process.



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Chris Laverdure

Days before first reminder is sent out:

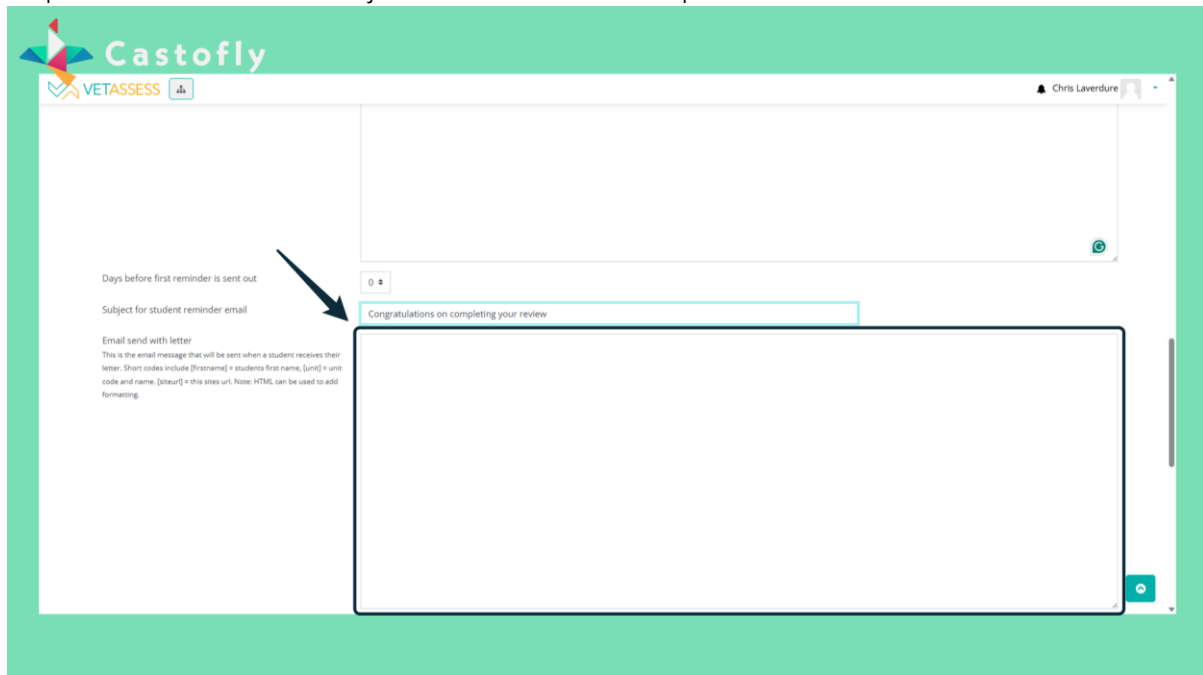
Subject for student reminder email:

Email send with letter:

This is the email message that will be sent when a student receives their letter. Short codes include {firstname} = students first name, {unit} = unit code and name, {siteurl} = this sites url. Note: HTML can be used to add formatting.

13. Email Content Box

The last email is a notification sent to users once they have completed their course requirements. Enter the subject and email text as required.



Days before first reminder is sent out

Subject for student reminder email

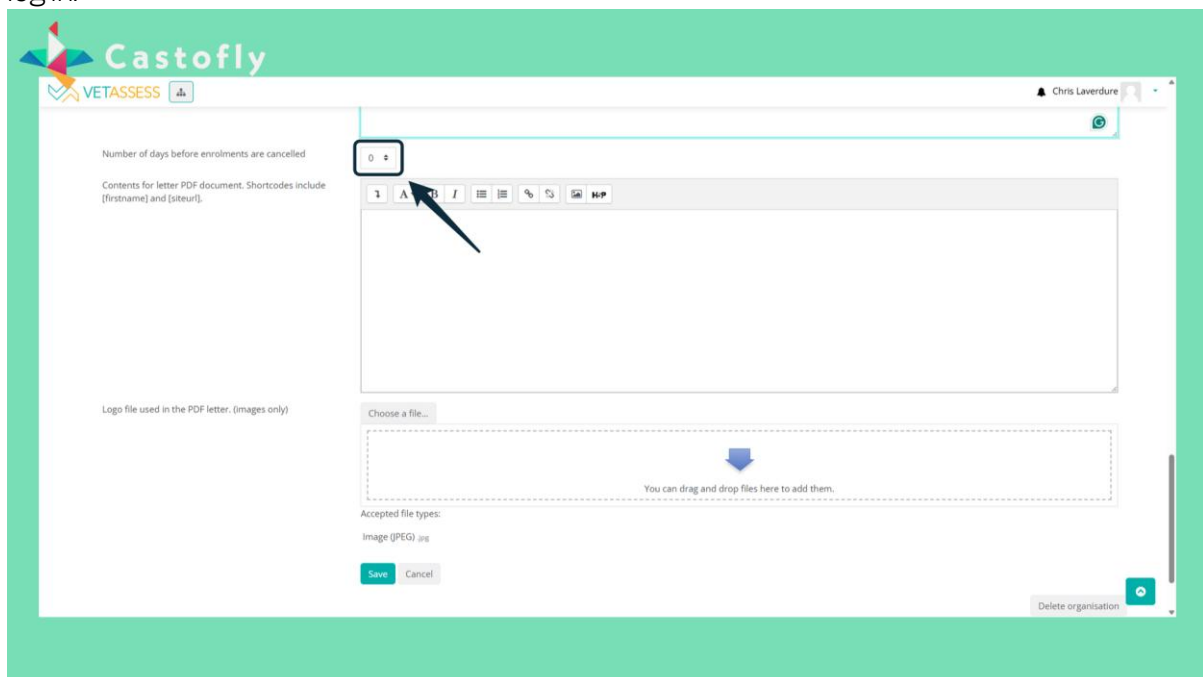
Email send with letter

This is the email message that will be sent when a student receives their letter. Short codes include {firstname} = students first name, {unit} = unit code and name, {siteurl} = this sites url. Note: HTML can be used to add formatting.

Congratulations on completing your review

14. Enrollment Cancellation Days Selector

Adjust the number of days before enrollments are automatically cancelled if a user does not log in.



Number of days before enrolments are cancelled

Contents for letter PDF document. Shortcodes include {firstname} and {siteurl}.

Logo file used in the PDF letter. (images only)

Choose a file...

You can drag and drop files here to add them.

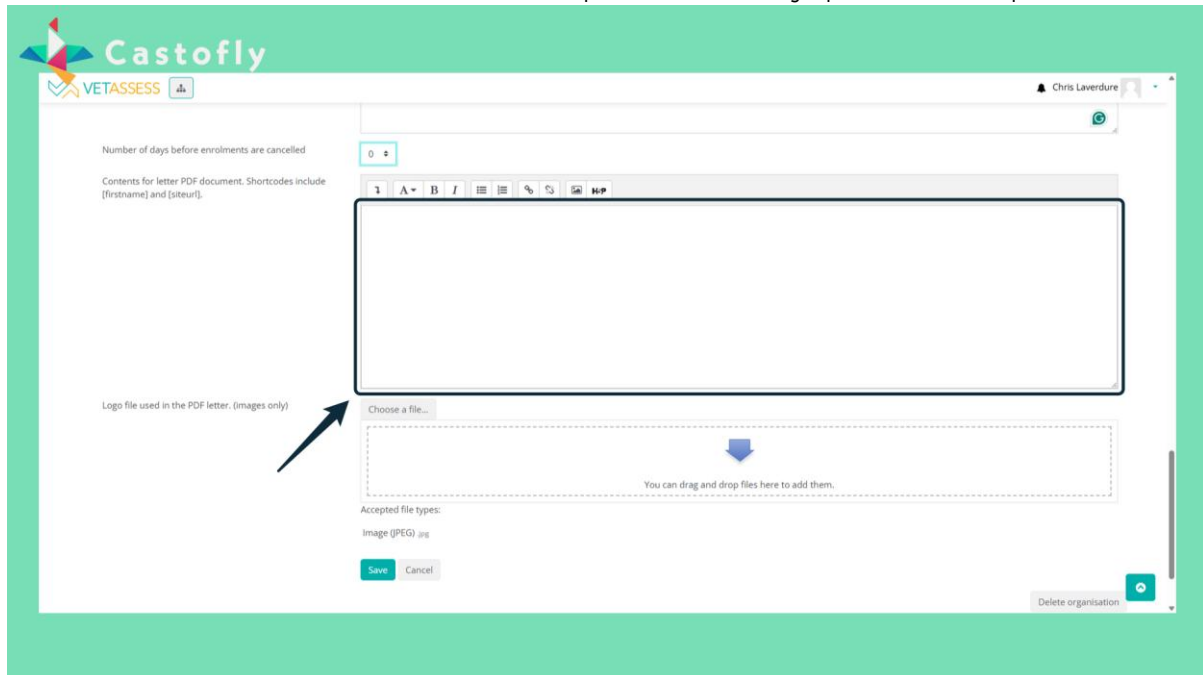
Accepted file types:
Image (JPEG) .jpg

Save Cancel

Delete organisation

15. PDF Document Content Editor

PDF letters are sent to students on their completion. Enter any specific text required here.



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Chris Laverdure

Number of days before enrolments are cancelled: 0

Contents for letter PDF document. Shortcodes include {firstname} and {siteurl}.

Logo file used in the PDF letter. (images only)

Choose a file...

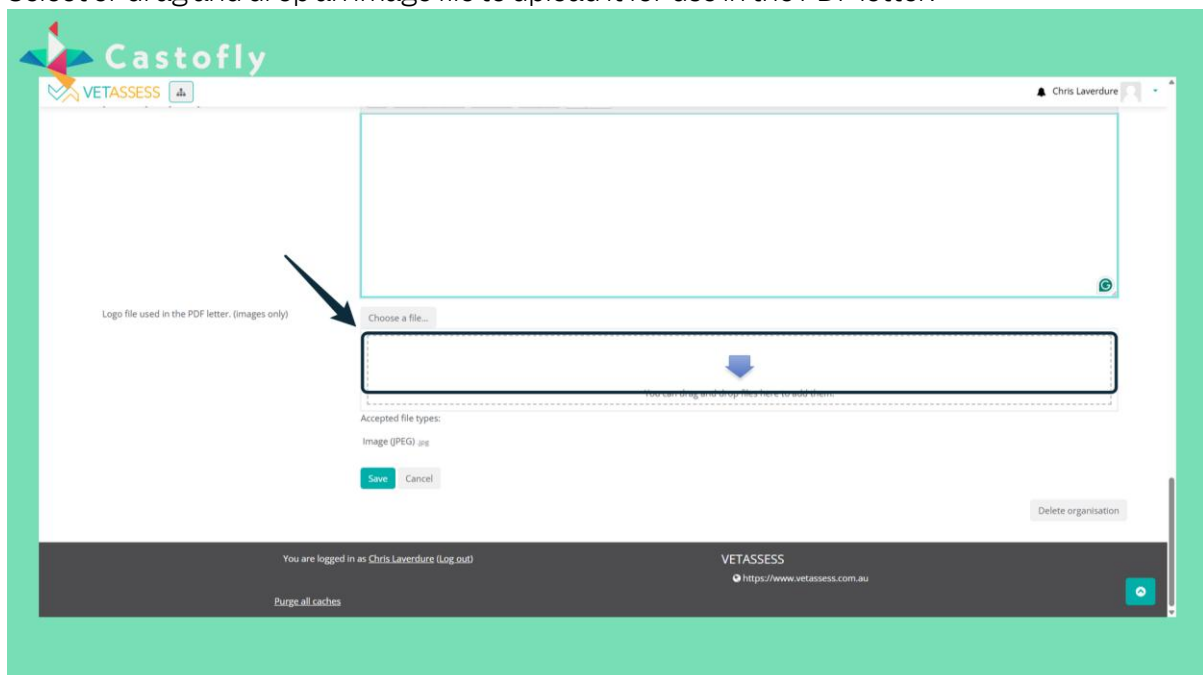
Accepted file types:
Image (JPEG) .jpg

Save Cancel

Delete organisation

16. File Upload Area

Select or drag and drop an image file to upload it for use in the PDF letter.



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Chris Laverdure

Logo file used in the PDF letter. (images only)

Choose a file...

Accepted file types:
Image (JPEG) .jpg

Save Cancel

Delete organisation

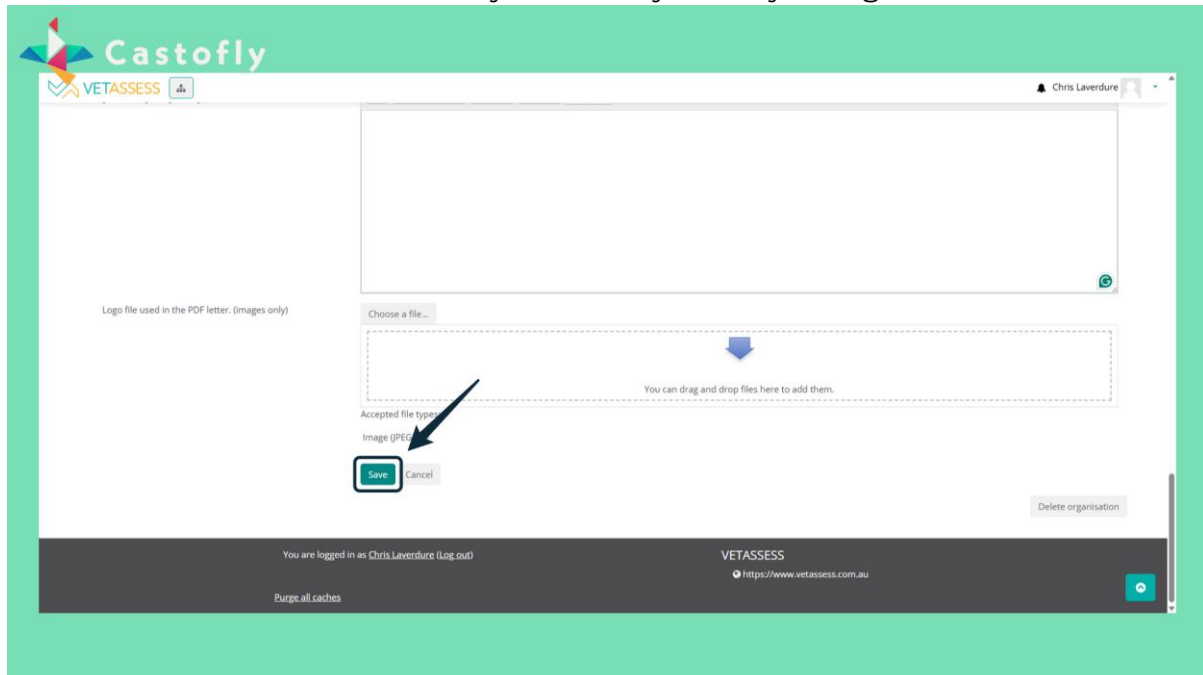
You are logged in as Chris Laverdure (Log out)

VETASSESS
https://www.vetassess.com.au

Purge all caches

17. Save Button

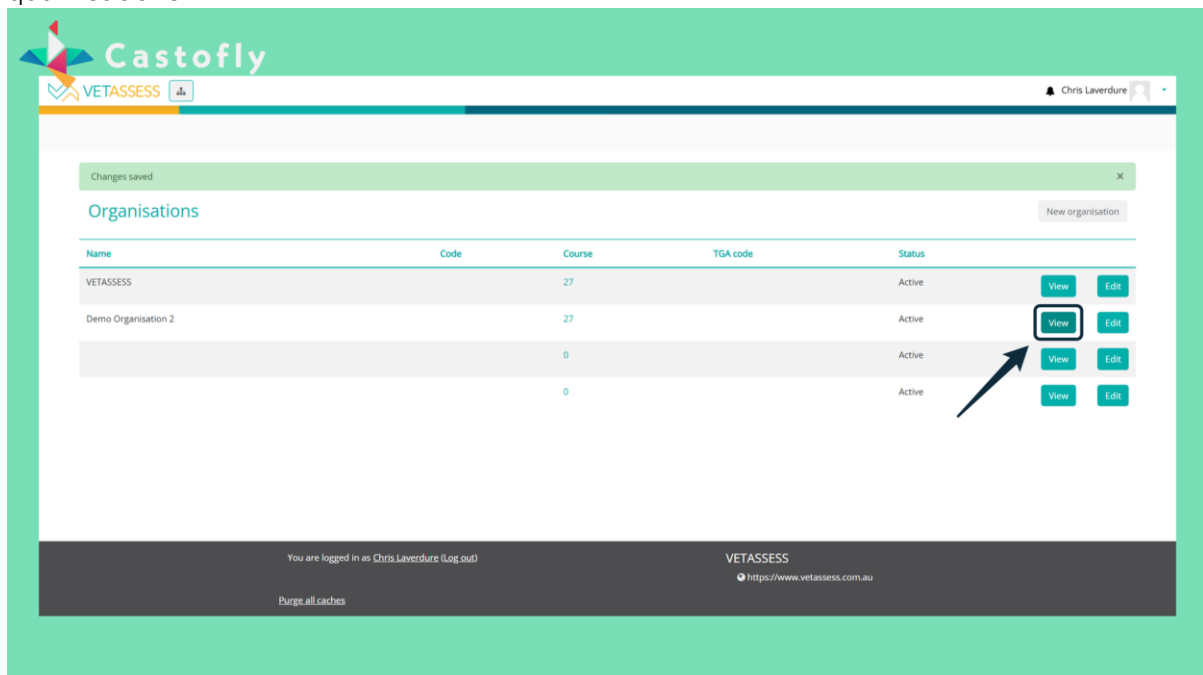
Click the save button to confirm once you are ready to save your organisation.



The screenshot shows the 'Castofly' interface for VETASSESS. The user is logged in as 'Chris Laverdure'. The main area is a form for creating or editing an organisation. It includes a 'Logo' section with a 'Choose a file...' button and a 'Save' button. The 'Save' button is highlighted with a red box and an arrow. The footer shows the user is logged in as 'Chris Laverdure' and provides a link to 'Purge all caches'.

18. View Button

Once you have created the organisation, click the View button to access it and start creating qualifications.



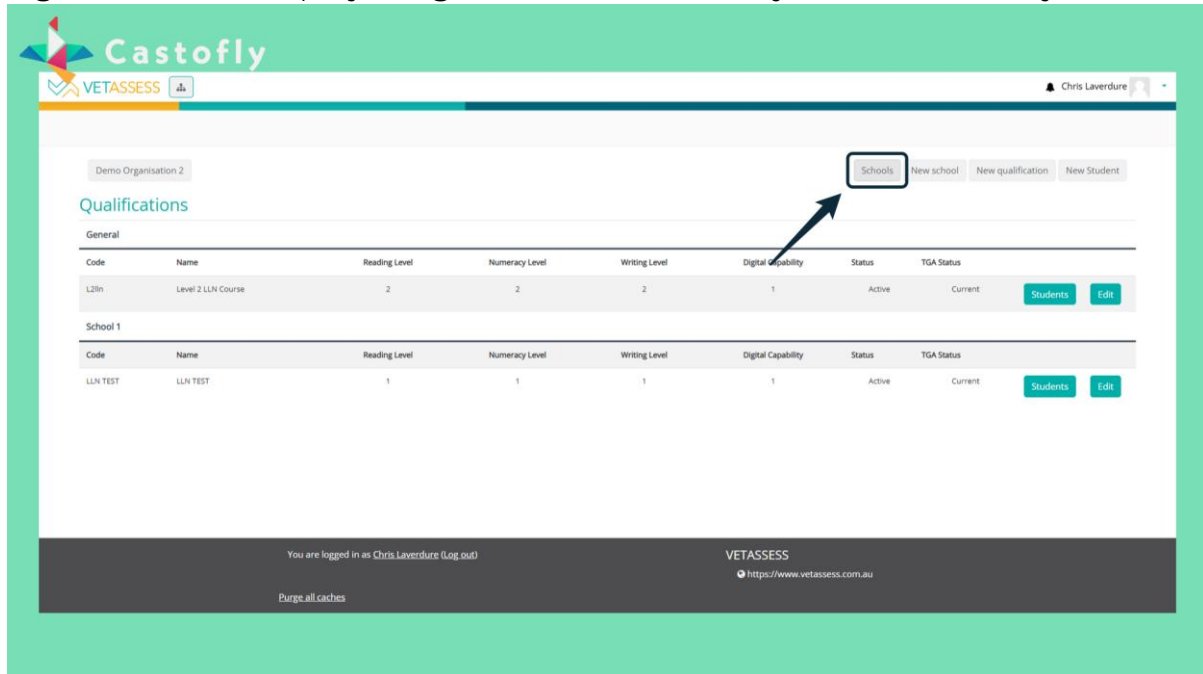
The screenshot shows the 'Castofly' interface for VETASSESS. The user is logged in as 'Chris Laverdure'. The main area displays a table of 'Organisations'. The 'View' button for the 'Demo Organisation 2' is highlighted with a red box and an arrow. The footer shows the user is logged in as 'Chris Laverdure' and provides a link to 'Purge all caches'.

Name	Code	Course	TGA code	Status	View	Edit
VETASSESS		27		Active	View	Edit
Demo Organisation 2		27		Active	View	Edit
		0		Active	View	Edit
		0		Active	View	Edit

Creating a School

01. Schools Tab

A "School" is used to differentiate between different departments or sections of the organisation. For example, you might have a Business Faculty and a Health Faculty.



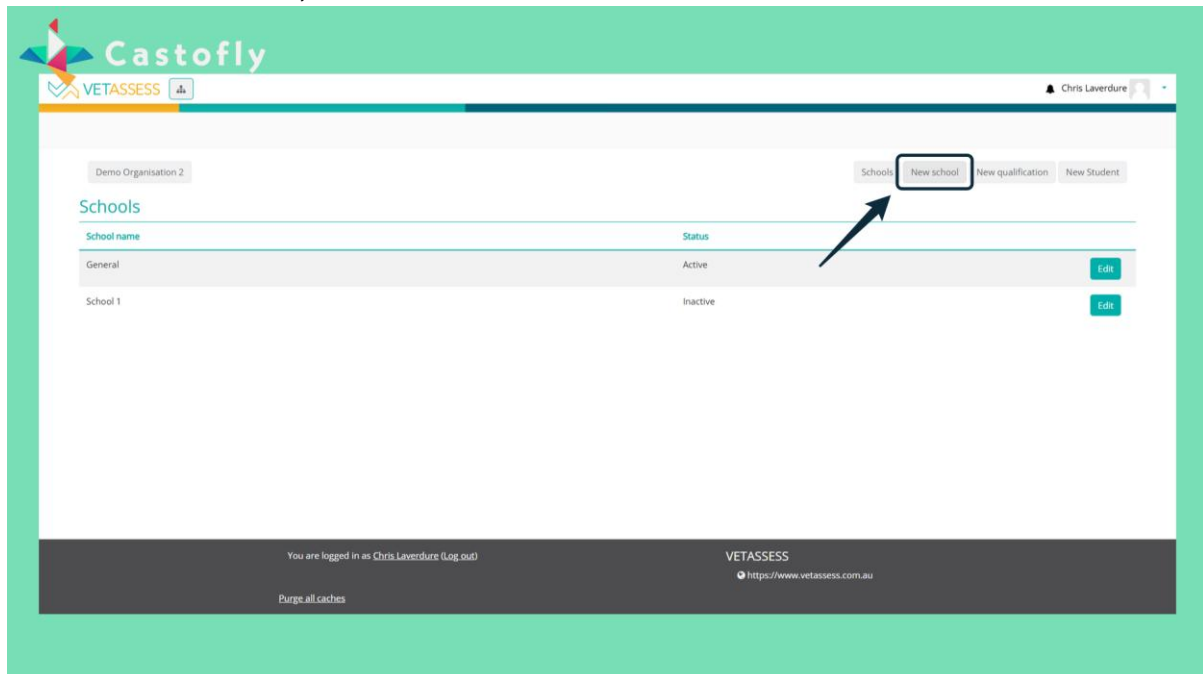
The screenshot shows the VETASSESS Castofly interface. The top navigation bar includes the VETASSESS logo and a user profile for Chris Laverdure. The main content area is titled 'Qualifications' and displays a table of qualifications. A red box highlights the 'Schools' button in the top right corner, with an arrow pointing to it.

Code	Name	Reading Level	Numeracy Level	Writing Level	Digital Capability	Status	TGA Status
L2lin	Level 2 LLN Course	2	2	2	1	Active	Current

Code	Name	Reading Level	Numeracy Level	Writing Level	Digital Capability	Status	TGA Status
LLN TEST	LLN TEST	1	1	1	1	Active	Current

02. Add New School Button

To create a new school, click on the new school button.

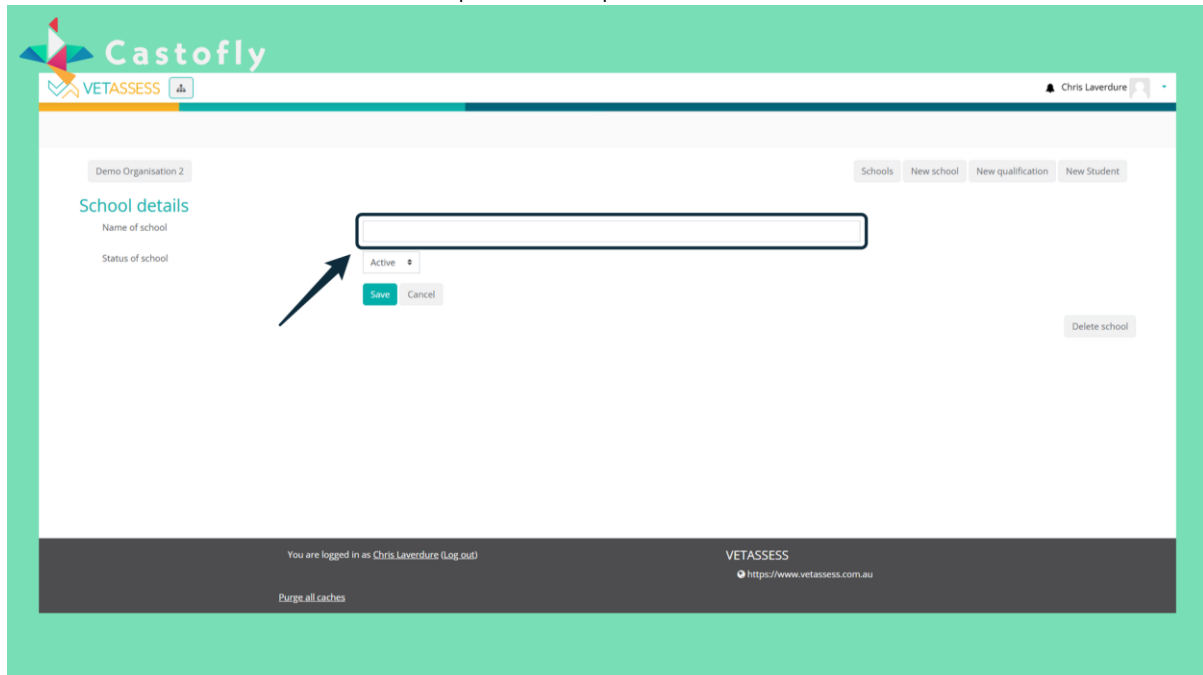


The screenshot shows the VETASSESS Castofly interface. The top navigation bar includes the VETASSESS logo and a user profile for Chris Laverdure. The main content area is titled 'Schools' and displays a table of schools. A red box highlights the 'New school' button in the top right corner, with an arrow pointing to it.

School name	Status
General	Active
School 1	Inactive

03. School Name Input Field

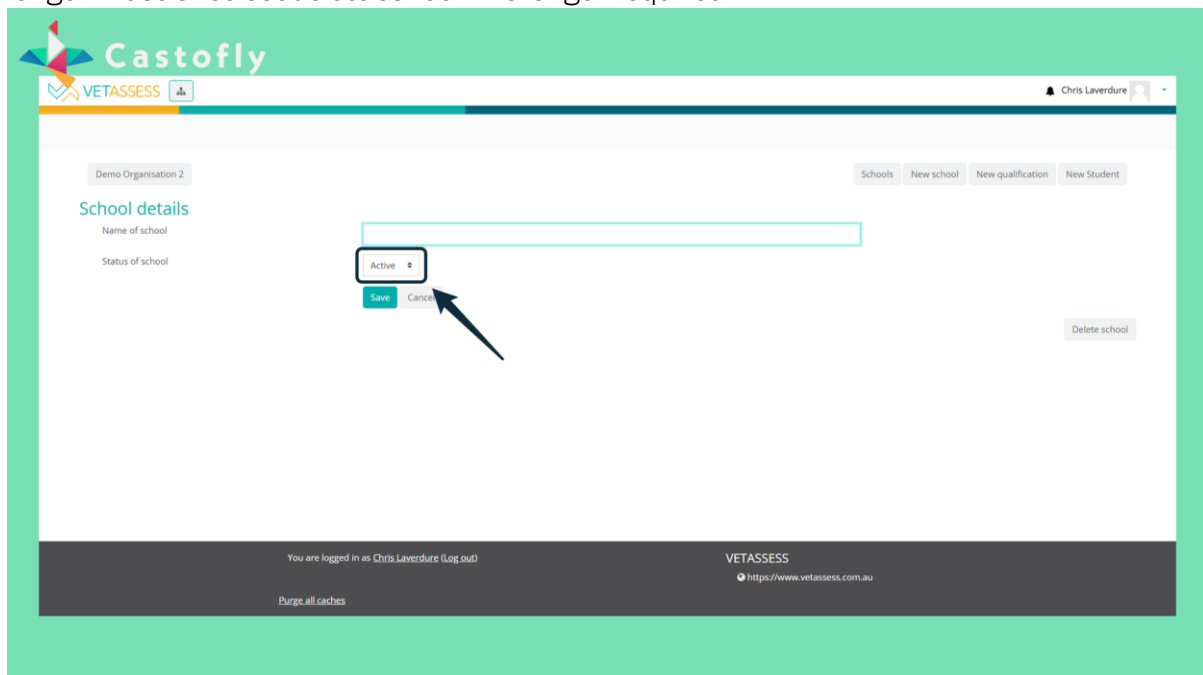
Enter the name of the school in the provided input field.



The screenshot shows the 'Castofly VETASSESS' interface. The 'School details' section is active. The 'Name of school' input field is highlighted with a red rectangle, and a red arrow points to it. The 'Status of school' dropdown menu is set to 'Active'. The 'Save' button is highlighted with a red rectangle. The 'Delete school' button is also visible.

04. School Status Dropdown

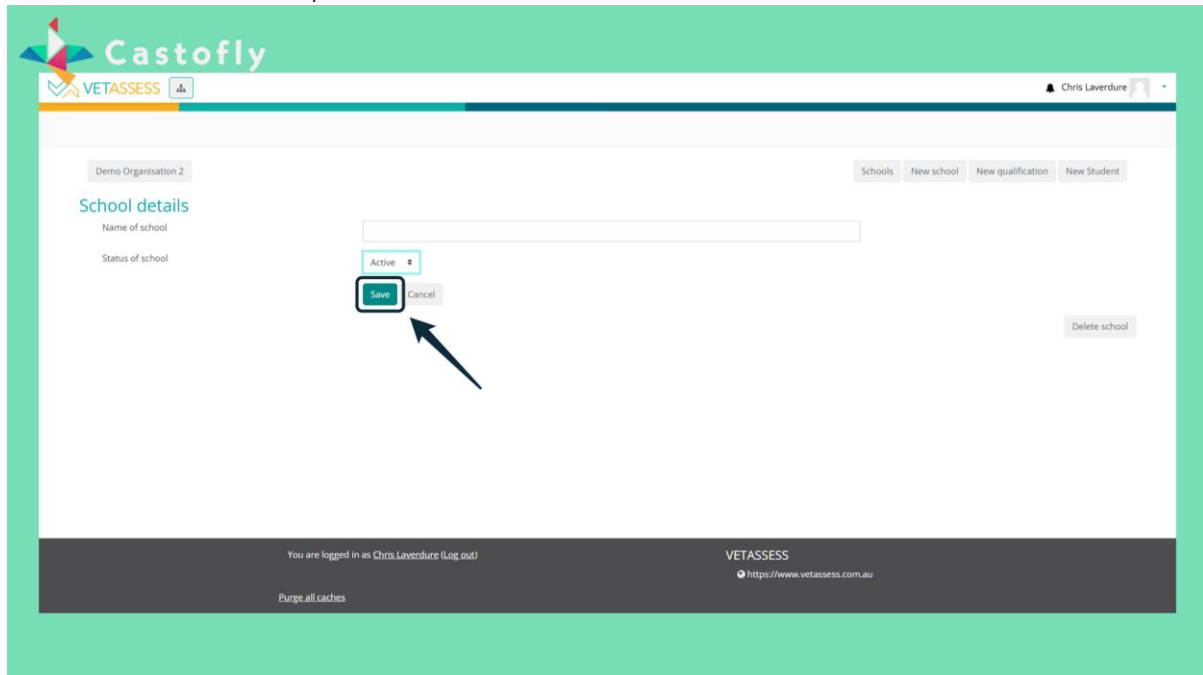
Select the current status of the school from the dropdown menu. Change to inactive if no longer in use or select delete school if no longer required.



The screenshot shows the 'Castofly VETASSESS' interface. The 'School details' section is active. The 'Status of school' dropdown menu is highlighted with a red rectangle, and a red arrow points to it. The 'Save' button is highlighted with a red rectangle. The 'Delete school' button is also visible.

05. Save Button

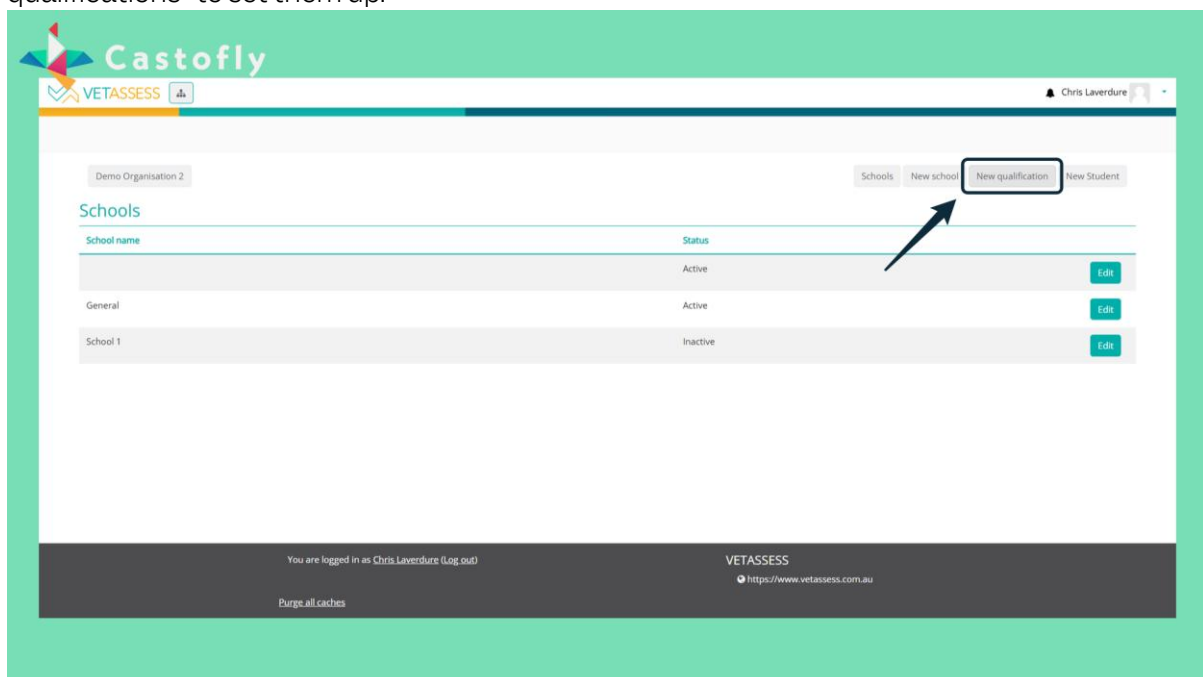
Click on save when completed.



Creating a Qualification

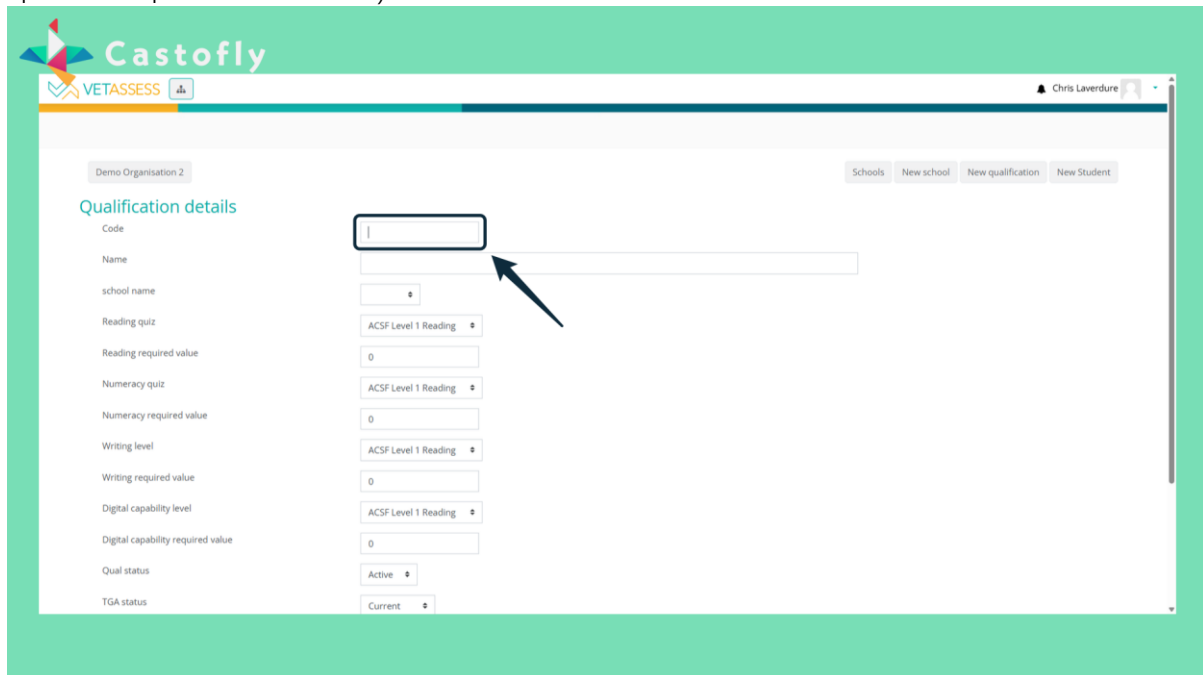
01. New Qualification Button

Use a qualification to establish new requirements for your students or learners. Click on "New qualifications" to set them up.



02. Code Input Field

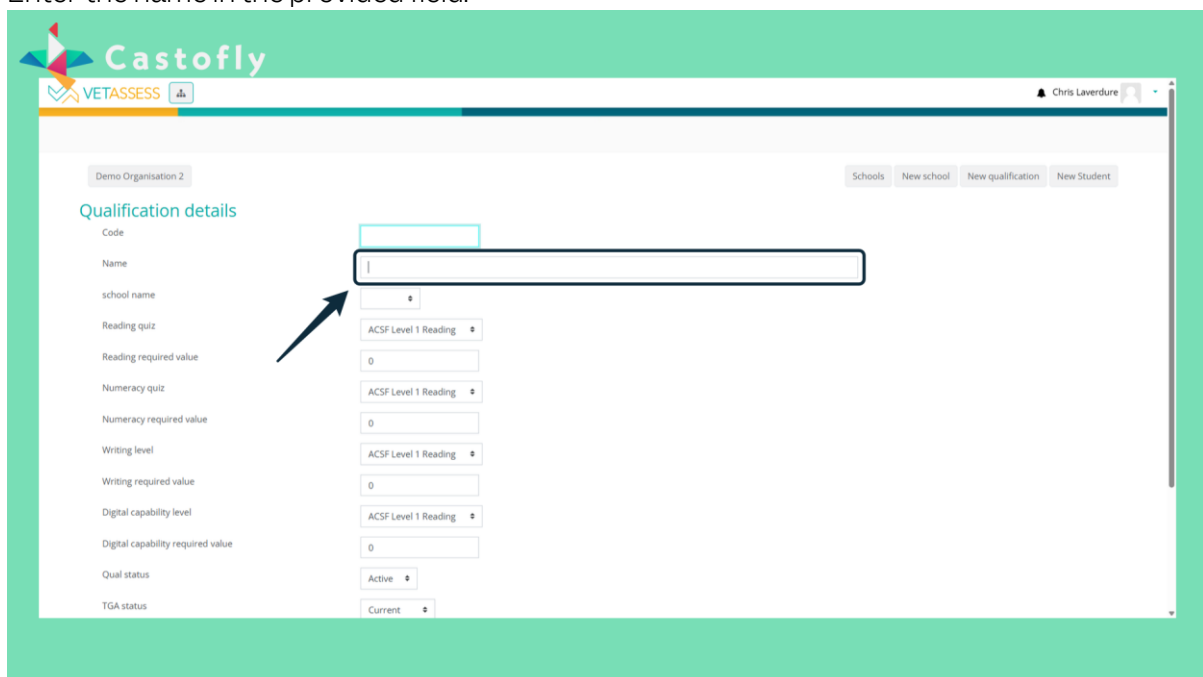
Enter the qualification code. It is recommended to keep this short (6 or less characters and no spaces or special characters)



The screenshot shows the 'Qualification details' form in the Castofly VETASSESS interface. The form is titled 'Qualification details' and is located under the 'Demo Organisation 2' tab. The form contains several input fields and dropdown menus. The 'Code' field is highlighted with a red box, and an arrow points to it. The 'Name' field is also highlighted with a red box. The 'school name' field is a dropdown menu. The 'Reading quiz' field is a dropdown menu with 'ACSF Level 1 Reading' selected. The 'Reading required value' field is a text input with '0' entered. The 'Numeracy quiz' field is a dropdown menu with 'ACSF Level 1 Reading' selected. The 'Numeracy required value' field is a text input with '0' entered. The 'Writing level' field is a dropdown menu with 'ACSF Level 1 Reading' selected. The 'Writing required value' field is a text input with '0' entered. The 'Digital capability level' field is a dropdown menu with 'ACSF Level 1 Reading' selected. The 'Digital capability required value' field is a text input with '0' entered. The 'Qual status' field is a dropdown menu with 'Active' selected. The 'TGA status' field is a dropdown menu with 'Current' selected.

03. Name Input Field

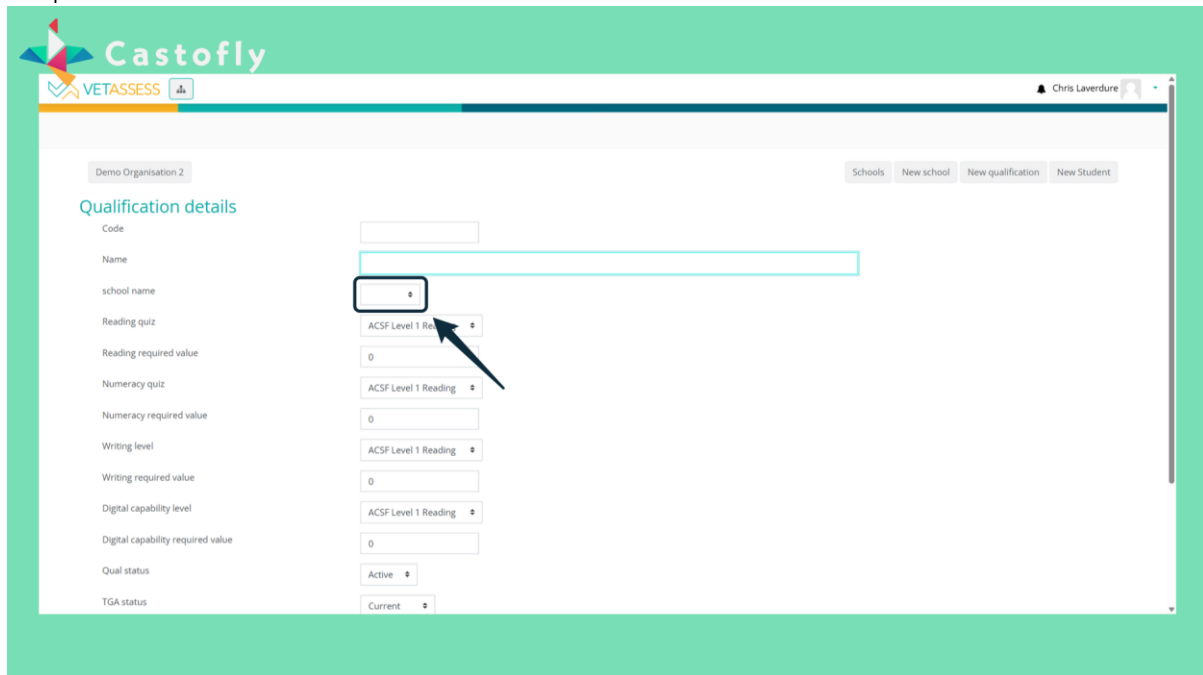
Enter the name in the provided field.



The screenshot shows the 'Qualification details' form in the Castofly VETASSESS interface. The form is titled 'Qualification details' and is located under the 'Demo Organisation 2' tab. The form contains several input fields and dropdown menus. The 'Code' field is highlighted with a red box. The 'Name' field is highlighted with a red box, and an arrow points to it. The 'school name' field is a dropdown menu. The 'Reading quiz' field is a dropdown menu with 'ACSF Level 1 Reading' selected. The 'Reading required value' field is a text input with '0' entered. The 'Numeracy quiz' field is a dropdown menu with 'ACSF Level 1 Reading' selected. The 'Numeracy required value' field is a text input with '0' entered. The 'Writing level' field is a dropdown menu with 'ACSF Level 1 Reading' selected. The 'Writing required value' field is a text input with '0' entered. The 'Digital capability level' field is a dropdown menu with 'ACSF Level 1 Reading' selected. The 'Digital capability required value' field is a text input with '0' entered. The 'Qual status' field is a dropdown menu with 'Active' selected. The 'TGA status' field is a dropdown menu with 'Current' selected.

04. School Name Dropdown

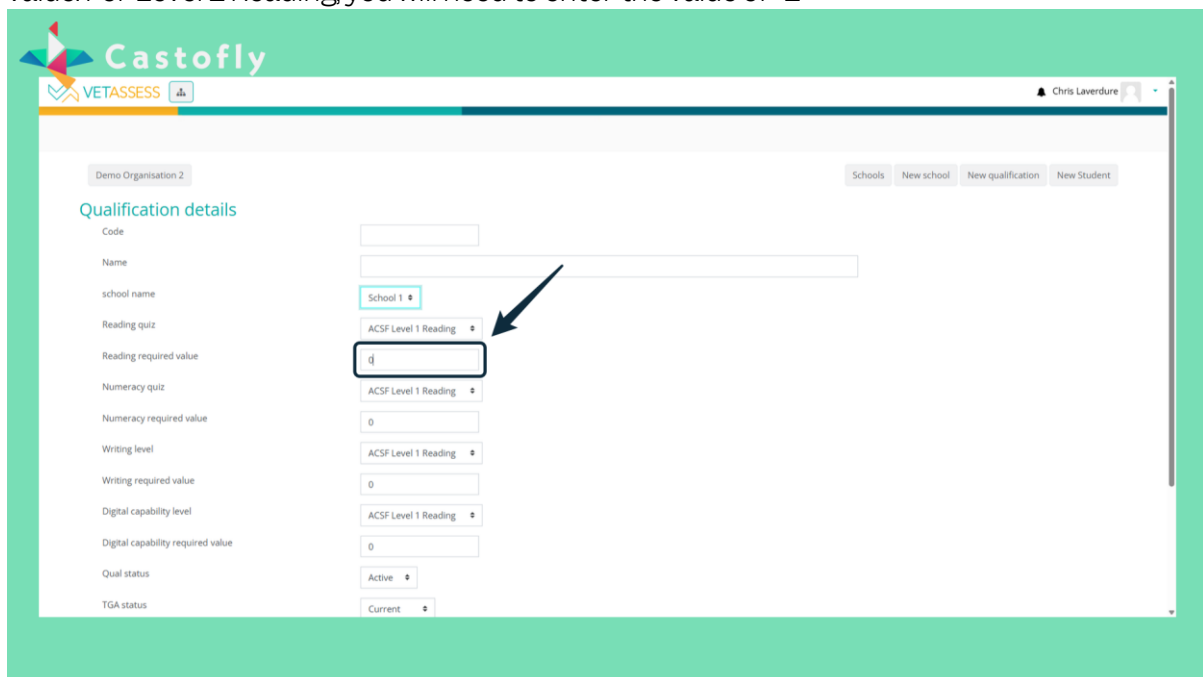
If you have created a school in the previous step, select the appropriate school from the dropdown menu.



The screenshot shows the 'Qualification details' form in the Castofly VETASSESS interface. The form includes fields for Code, Name, school name, Reading quiz, Reading required value, Numeracy quiz, Numeracy required value, Writing level, Writing required value, Digital capability level, Digital capability required value, Qual status, and TGA status. The 'school name' dropdown menu is highlighted with a red box, and a red arrow points to it, indicating that the user should select the appropriate school from the dropdown menu.

05. Reading Required Value

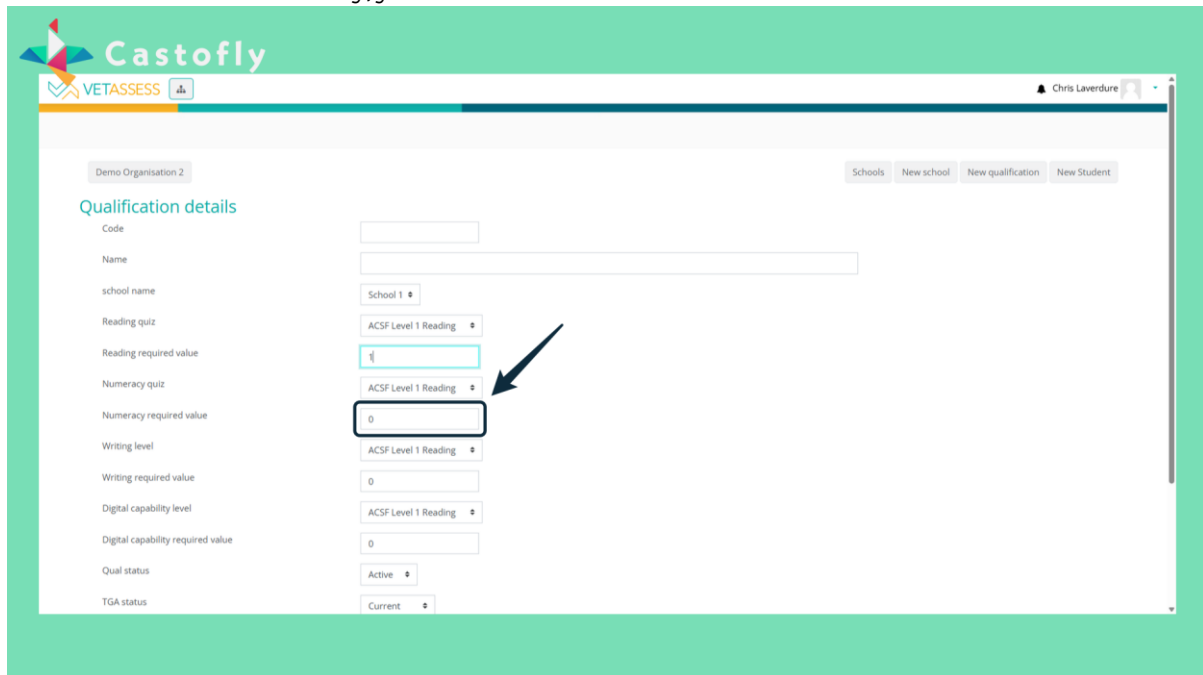
Select the required reading quiz level in the dropdown menu and then enter the required value. For Level 2 Reading, you will need to enter the value of "2"



The screenshot shows the 'Qualification details' form in the Castofly VETASSESS interface. The form includes fields for Code, Name, school name, Reading quiz, Reading required value, Numeracy quiz, Numeracy required value, Writing level, Writing required value, Digital capability level, Digital capability required value, Qual status, and TGA status. The 'Reading required value' field is highlighted with a red box, and a red arrow points to it, indicating that the user should enter the required value. The 'Reading quiz' dropdown menu is also highlighted with a red box, and a red arrow points to it, indicating that the user should select the required reading quiz level.

06. Numeracy Required Value Setting

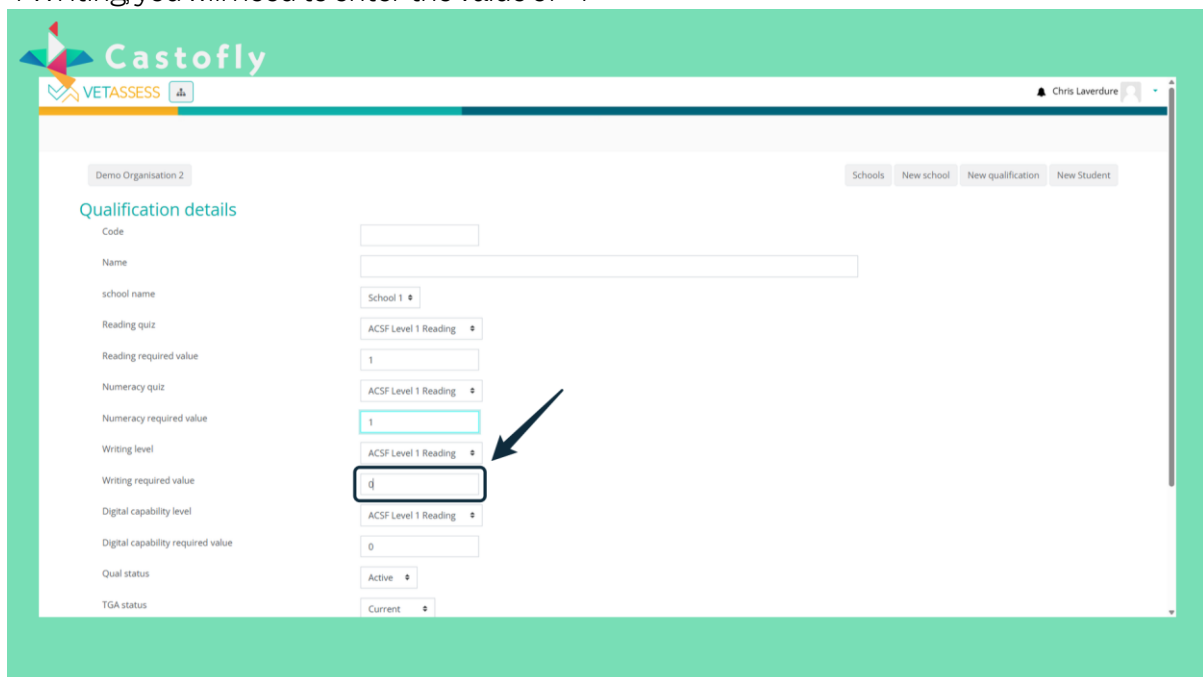
Select the required numeracy quiz level in the dropdown menu and then enter the required value. For Level 3 Numeracy, you will need to enter the value of "3"



The screenshot shows the 'Qualification details' form in the Castofly VETASSESS interface. The form includes fields for Code, Name, school name, Reading quiz, Reading required value, Numeracy quiz, Numeracy required value, Writing level, Writing required value, Digital capability level, Digital capability required value, Qual status, and TGA status. The 'Numeracy required value' field is highlighted with a red box, and a red arrow points to it, indicating the required value '3'.

07. Writing Required Value Field

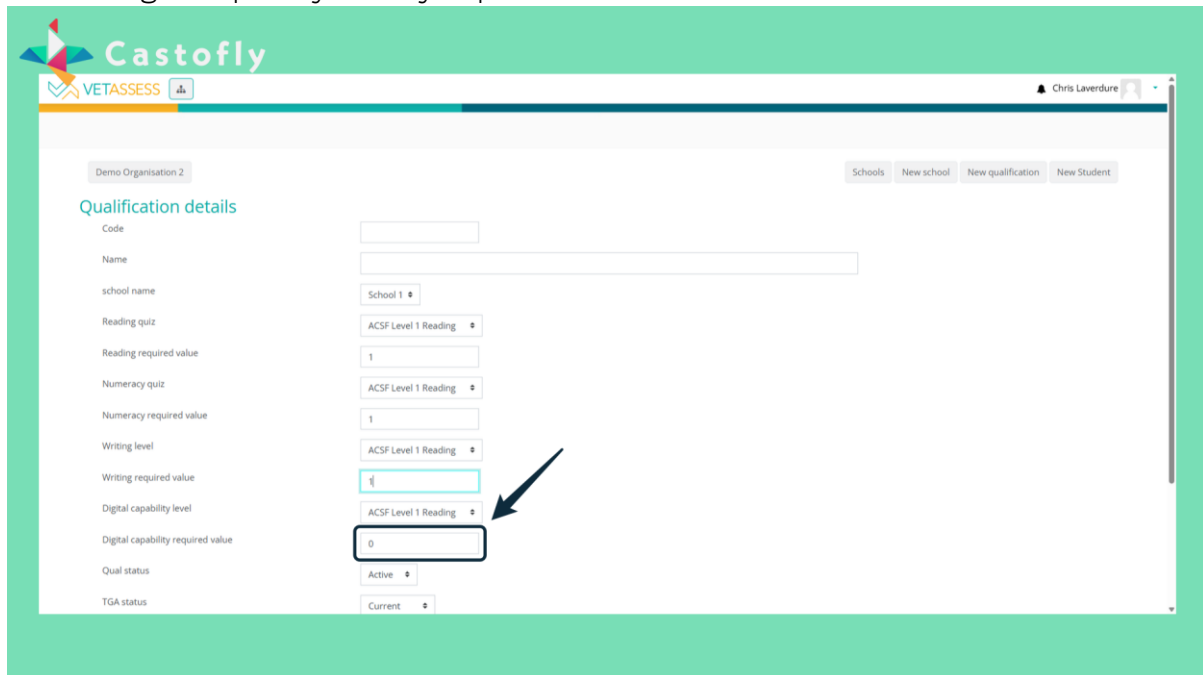
Select the essay quiz level in the dropdown menu and then enter the required value. For Level 4 Writing, you will need to enter the value of "4"



The screenshot shows the 'Qualification details' form in the Castofly VETASSESS interface. The form includes fields for Code, Name, school name, Reading quiz, Reading required value, Numeracy quiz, Numeracy required value, Writing level, Writing required value, Digital capability level, Digital capability required value, Qual status, and TGA status. The 'Writing required value' field is highlighted with a red box, and a red arrow points to it, indicating the required value '4'.

08. Digital Capability Required Value

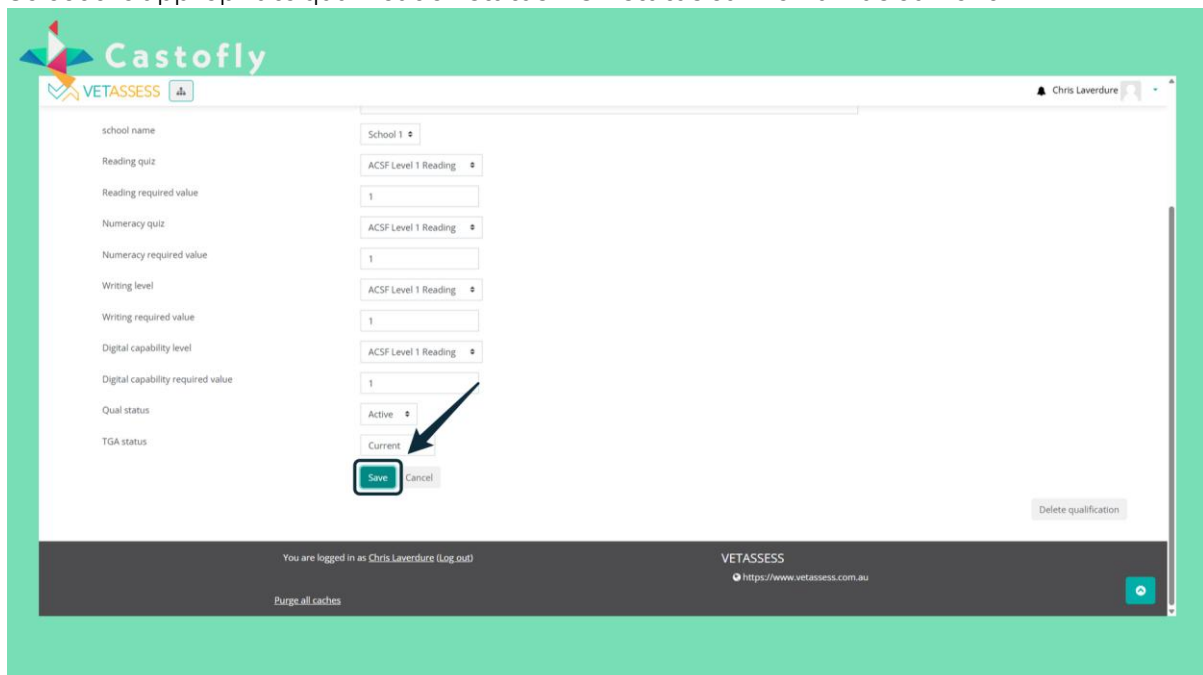
Select the digital capability quiz level in the dropdown menu and then enter the required value. Note for digital capability the only required value is "1".



The screenshot shows the 'Qualification details' form in the Castofly VETASSESS interface. The form includes fields for Code, Name, school name, Reading quiz, Reading required value, Numeracy quiz, Numeracy required value, Writing level, Writing required value, Digital capability level, Digital capability required value, Qual status, and TGA status. The 'Digital capability level' dropdown is set to 'ACSF Level 1 Reading' and the 'Digital capability required value' is set to '1'. An arrow points to the 'Digital capability required value' field.

09. Save Button

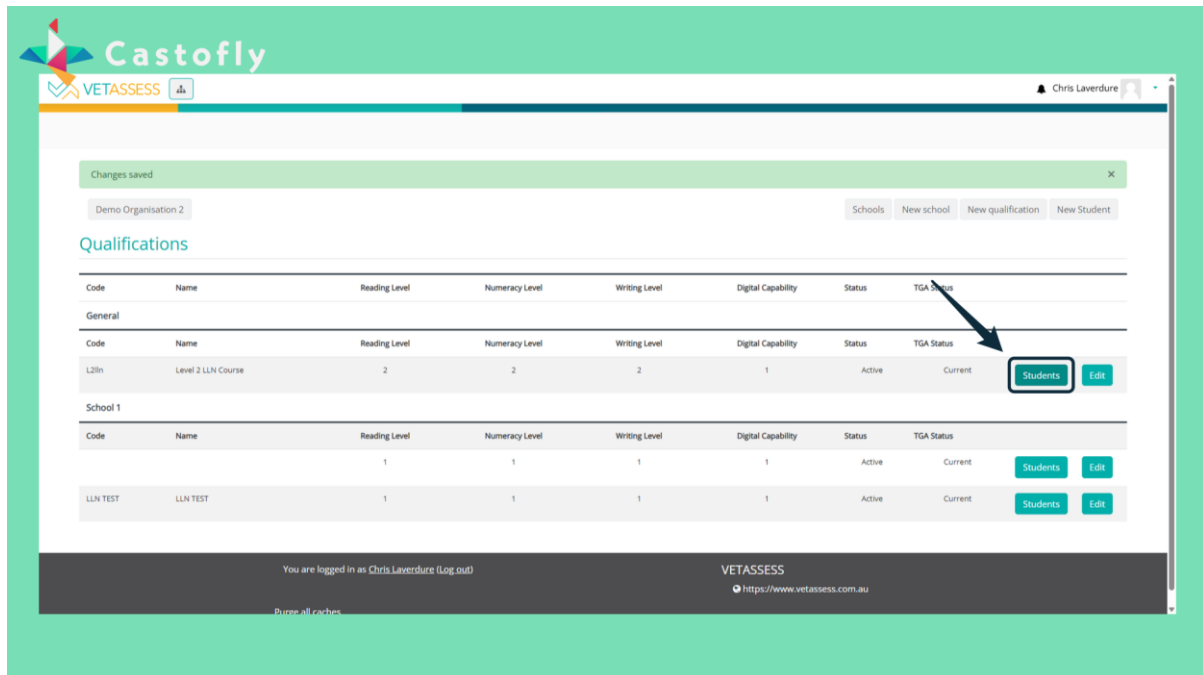
Select the appropriate qualification status. TGA status can remain as current.



The screenshot shows the 'Qualification details' form in the Castofly VETASSESS interface. The form includes fields for school name, Reading quiz, Reading required value, Numeracy quiz, Numeracy required value, Writing level, Writing required value, Digital capability level, Digital capability required value, Qual status, and TGA status. The 'Qual status' dropdown is set to 'Active' and the 'TGA status' is set to 'Current'. The 'Save' button is highlighted with a red box and an arrow points to it.

10. Access Student Information

Once you have completed the qualifications, you can view the students enrolled via clicking on the "students" button.



Changes saved

Demo Organisation 2

Schools New school New qualification New Student

Qualifications

Code	Name	Reading Level	Numeracy Level	Writing Level	Digital Capability	Status	TGA Status
L2lin	Level 2 LLN Course	2	2	2	1	Active	Current

Students **Edit**

School 1

Code	Name	Reading Level	Numeracy Level	Writing Level	Digital Capability	Status	TGA Status
LLN TEST	LLN TEST	1	1	1	1	Active	Current

Students **Edit**

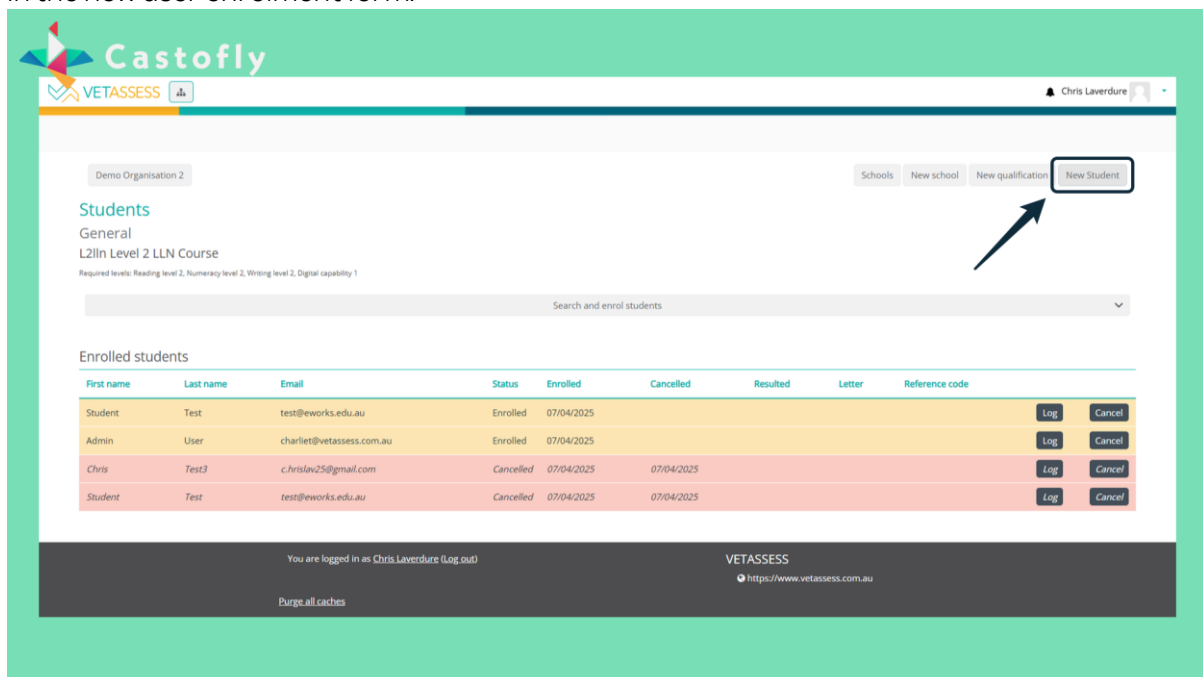
You are logged in as Chris Laverdure (Log out)

VETASSESS
https://www.vetassess.com.au

Purge all caches

11. New Student Button

To manually add a new student to the qualification, first select the new student button and fill in the new user enrolment form.



Demo Organisation 2

Schools New school New qualification **New Student**

Students

General

L2lin Level 2 LLN Course

Required levels: Reading level 2, Numeracy level 2, Writing level 2, Digital capability 1

Search and enrol students

Enrolled students

First name	Last name	Email	Status	Enrolled	Cancelled	Resulted	Letter	Reference code
Student	Test	test@eworks.edu.au	Enrolled	07/04/2025				
Admin	User	charliet@vetassess.com.au	Enrolled	07/04/2025				
Chris	Test3	c.hrislav25@gmail.com	Cancelled	07/04/2025	07/04/2025			
Student	Test	test@eworks.edu.au	Cancelled	07/04/2025	07/04/2025			

Log **Cancel**

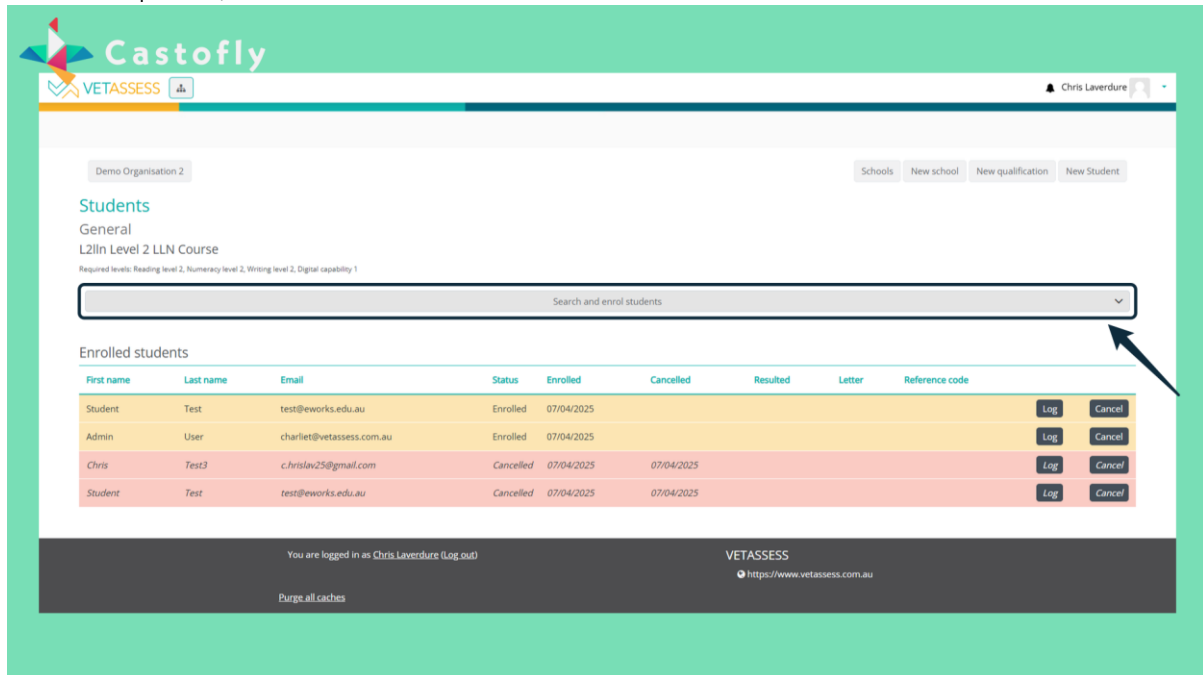
You are logged in as Chris Laverdure (Log out)

VETASSESS
https://www.vetassess.com.au

Purge all caches

12. Student Search Bar

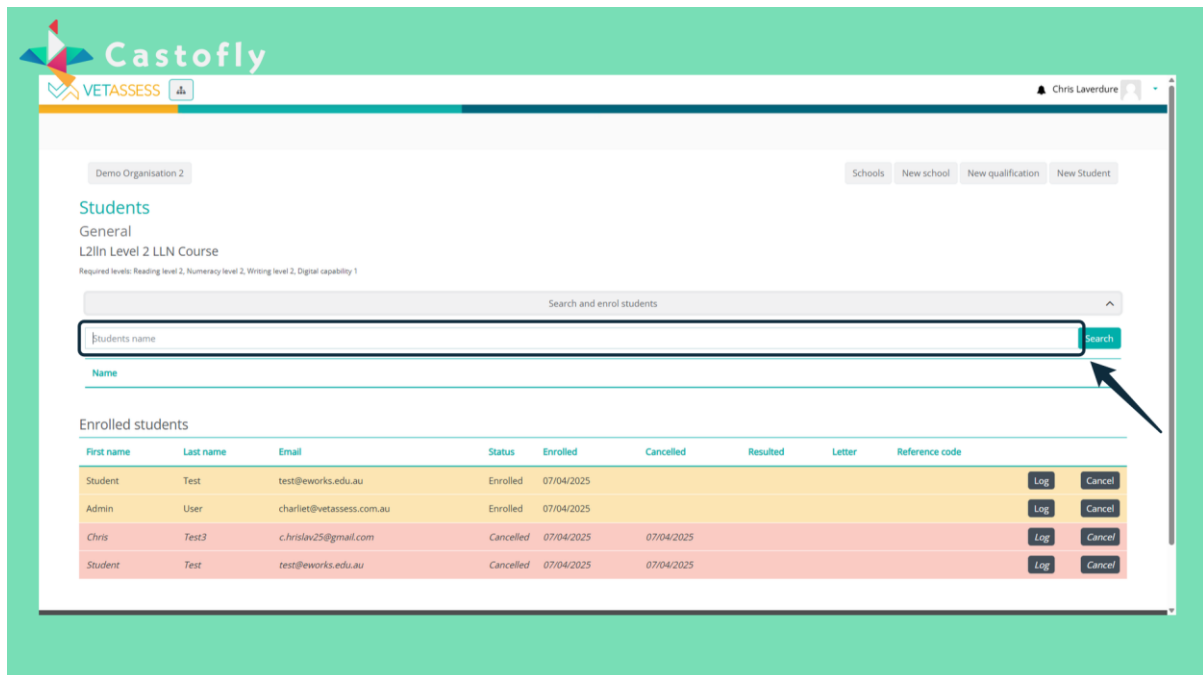
Once completed, then click on search and enrol students.



The screenshot shows the VETASSESS eWorks interface. At the top, there is a header with the VETASSESS logo and the user's name, Chris Laverdure. Below the header, there is a navigation bar with buttons for 'Schools', 'New school', 'New qualification', and 'New Student'. The main content area is titled 'Students' and 'General'. It shows the 'L2lin Level 2 LLN Course' and 'Required levels: Reading level 2, Numeracy level 2, Writing level 2, Digital capability 1'. A search bar is present with the text 'Search and enrol students'. Below the search bar, there is a table of 'Enrolled students' with columns for 'First name', 'Last name', 'Email', 'Status', 'Enrolled', 'Cancelled', 'Resulted', 'Letter', and 'Reference code'. The table contains four rows of data. At the bottom, there is a footer with the text 'You are logged in as Chris.Laverdure (log out)' and 'VETASSESS https://www.vetassess.com.au'.

13. Student Name Search Box

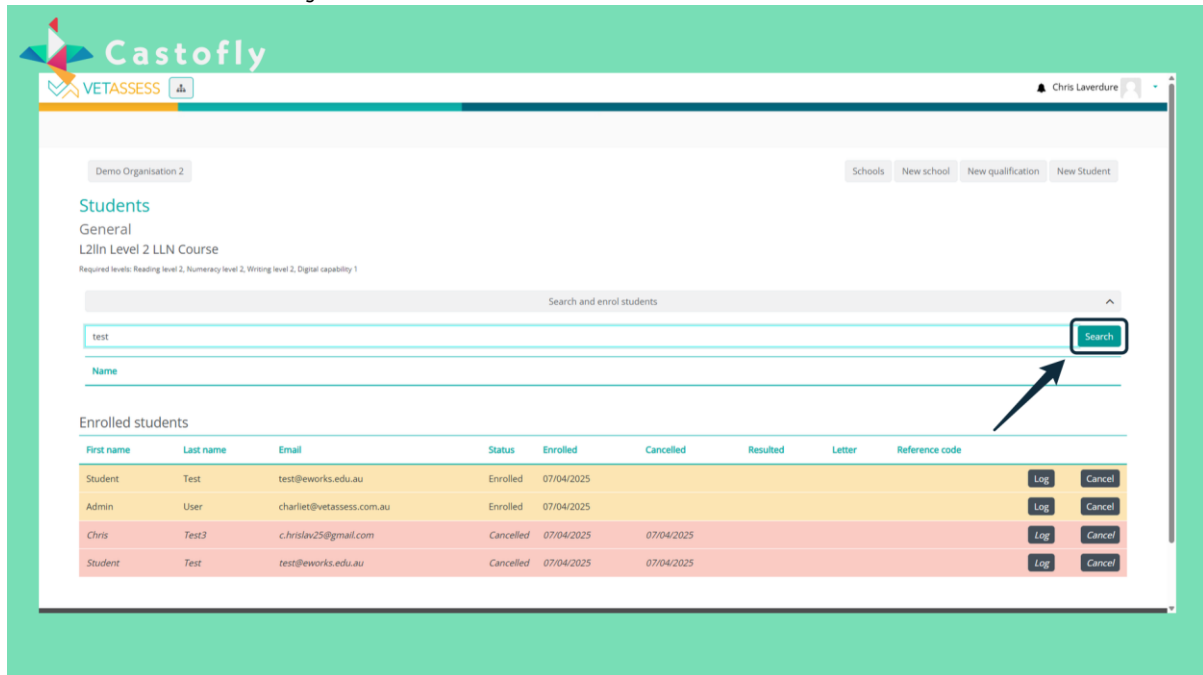
Enter the student's name to search and enrol them.



The screenshot shows the VETASSESS eWorks interface. At the top, there is a header with the VETASSESS logo and the user's name, Chris Laverdure. Below the header, there is a navigation bar with buttons for 'Schools', 'New school', 'New qualification', and 'New Student'. The main content area is titled 'Students' and 'General'. It shows the 'L2lin Level 2 LLN Course' and 'Required levels: Reading level 2, Numeracy level 2, Writing level 2, Digital capability 1'. A search bar is present with the text 'Search and enrol students'. Below the search bar, there is a text input field labeled 'Students name' and a 'Search' button. Below the search bar, there is a table of 'Enrolled students' with columns for 'First name', 'Last name', 'Email', 'Status', 'Enrolled', 'Cancelled', 'Resulted', 'Letter', and 'Reference code'. The table contains four rows of data. At the bottom, there is a footer with the text 'You are logged in as Chris.Laverdure (log out)' and 'VETASSESS https://www.vetassess.com.au'.

14. Search Button Functionality

Click search when ready.



Students
General
L2lin Level 2 LLN Course
Required levels: Reading level 2, Numeracy level 2, Writing level 2, Digital capability 1

Search and enrol students

test

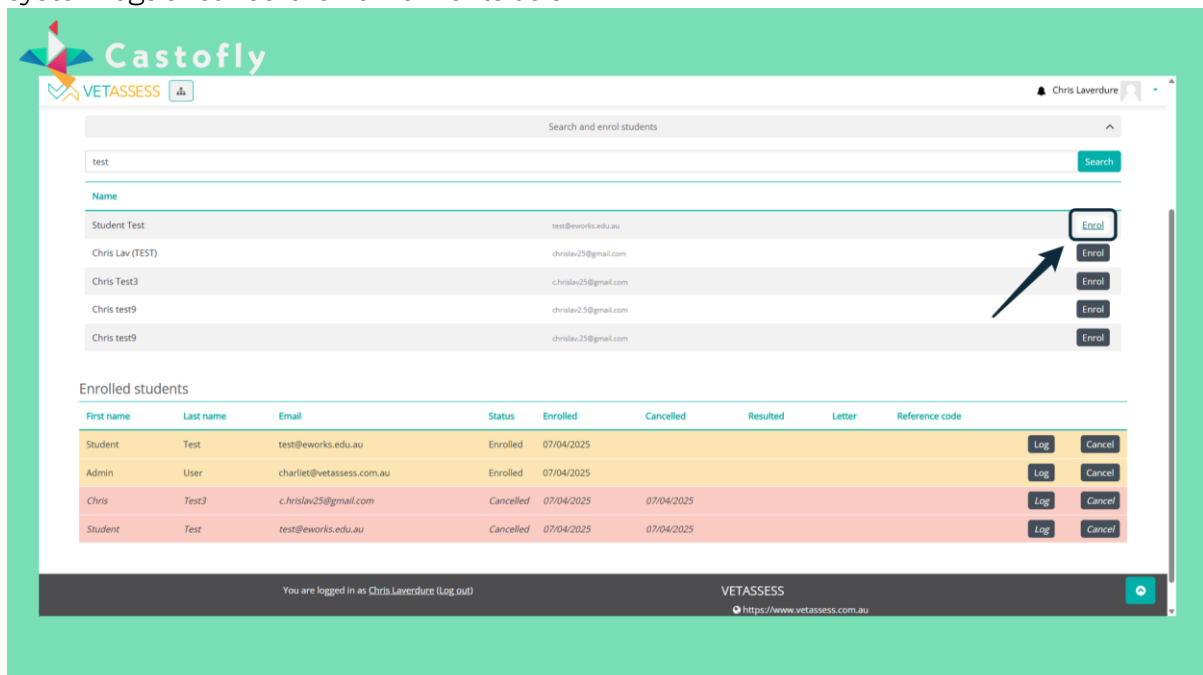
Search

Enrolled students

First name	Last name	Email	Status	Enrolled	Cancelled	Resulted	Letter	Reference code
Student	Test	test@eworks.edu.au	Enrolled	07/04/2025				
Admin	User	charliet@vetassess.com.au	Enrolled	07/04/2025				
Chris	Test3	c.hrislav25@gmail.com	Cancelled	07/04/2025	07/04/2025			
Student	Test	test@eworks.edu.au	Cancelled	07/04/2025	07/04/2025			

15. Enrol Button

Click to enrol the selected student. For students already in the course, you can view their system logs or cancel their enrolments below.



Search and enrol students

test

Search

Enrol

Enrolled students

First name	Last name	Email	Status	Enrolled	Cancelled	Resulted	Letter	Reference code
Student	Test	test@eworks.edu.au	Enrolled	07/04/2025				
Admin	User	charliet@vetassess.com.au	Enrolled	07/04/2025				
Chris	Test3	c.hrislav25@gmail.com	Cancelled	07/04/2025	07/04/2025			
Student	Test	test@eworks.edu.au	Cancelled	07/04/2025	07/04/2025			

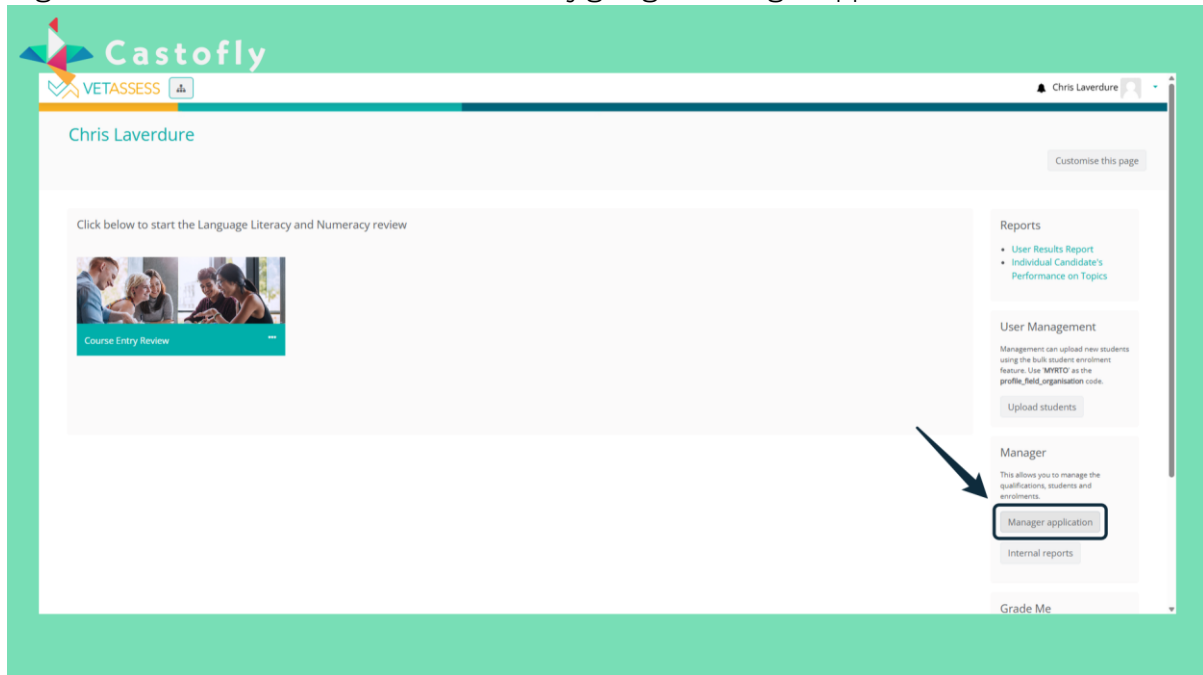
You are logged in as Chris Laverdure (Log out)

VETASSESS
https://www.vetassess.com.au

Enrolling users

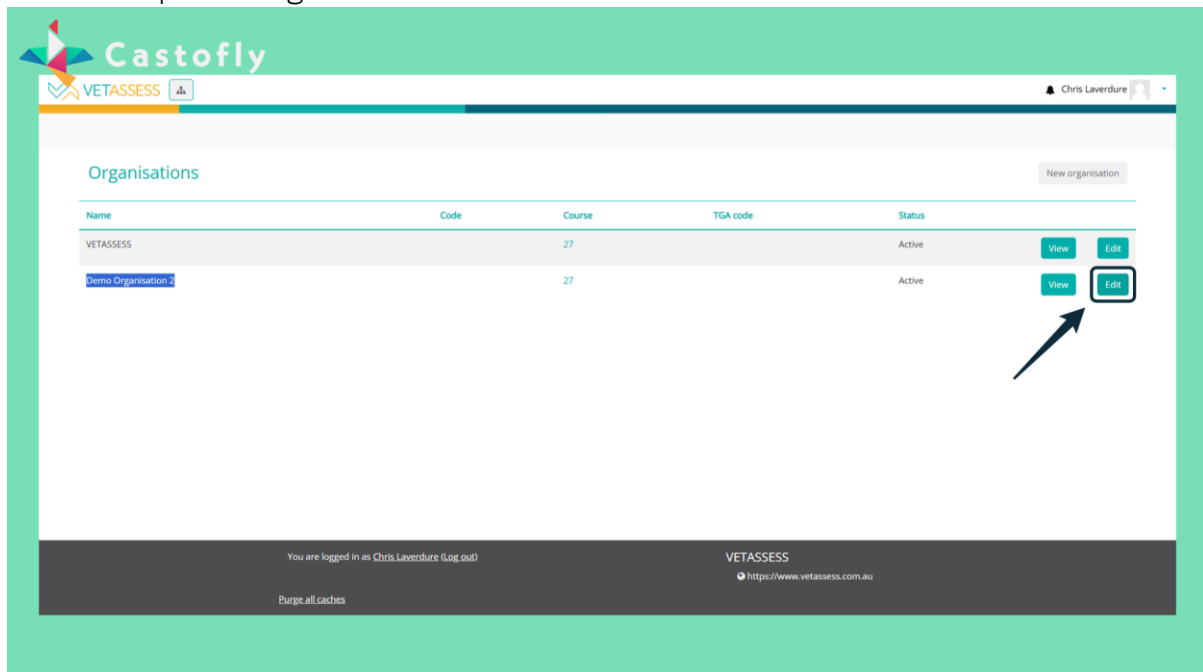
1. Bulk Enrolments

There are two ways to enrol users into the platform. First is via bulk upload using a CSV spreadsheet and second is manual enrolment via the platform. Manual enrolment is suitable for 1 or 2 users, but for multiple users, we would recommend using the CSV option. There are two important fields you will need before updating the spreadsheet. The first is the organisation shortcode. This can be found by going to Manager Application.



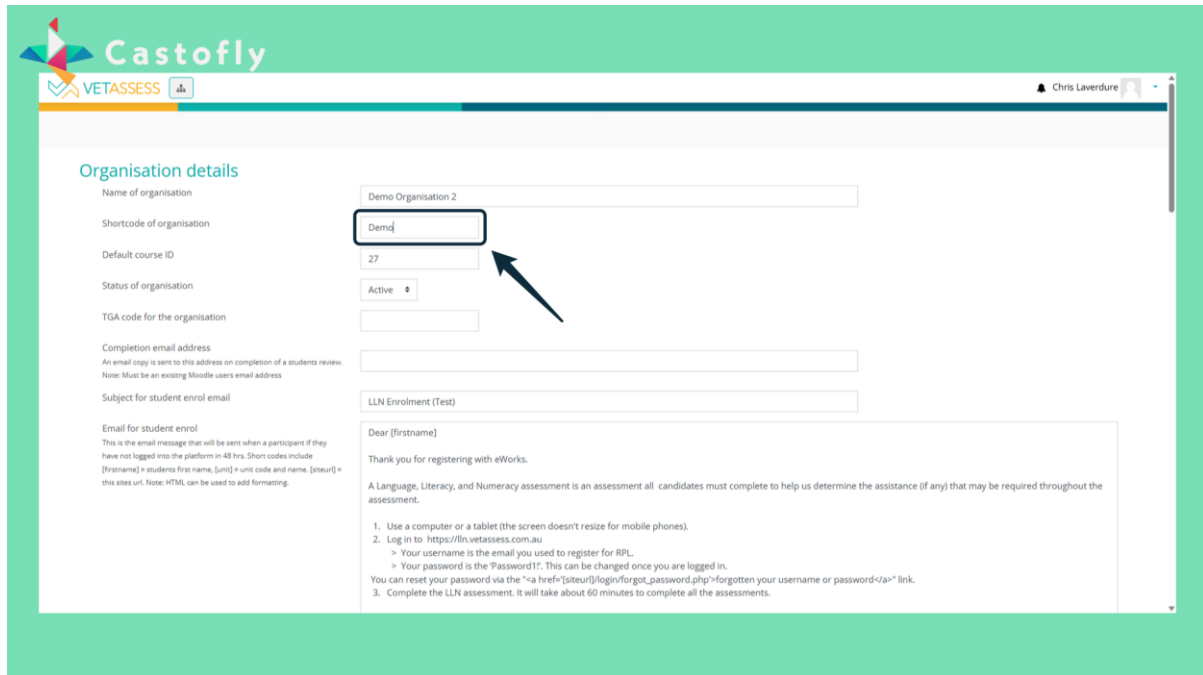
2. Edit Button for Organisation

Find the respective organisation and click on edit.



3. Organization Shortcode Entry

Find the shortcode and make a note.



Organisation details

Name of organisation: Demo Organisation 2

Shortcode of organisation: Demo

Default course ID: 27

Status of organisation: Active

TGA code for the organisation:

Completion email address:

Subject for student enrol email: LLN Enrolment (Test)

Email for student enrol:

Dear (firstname)

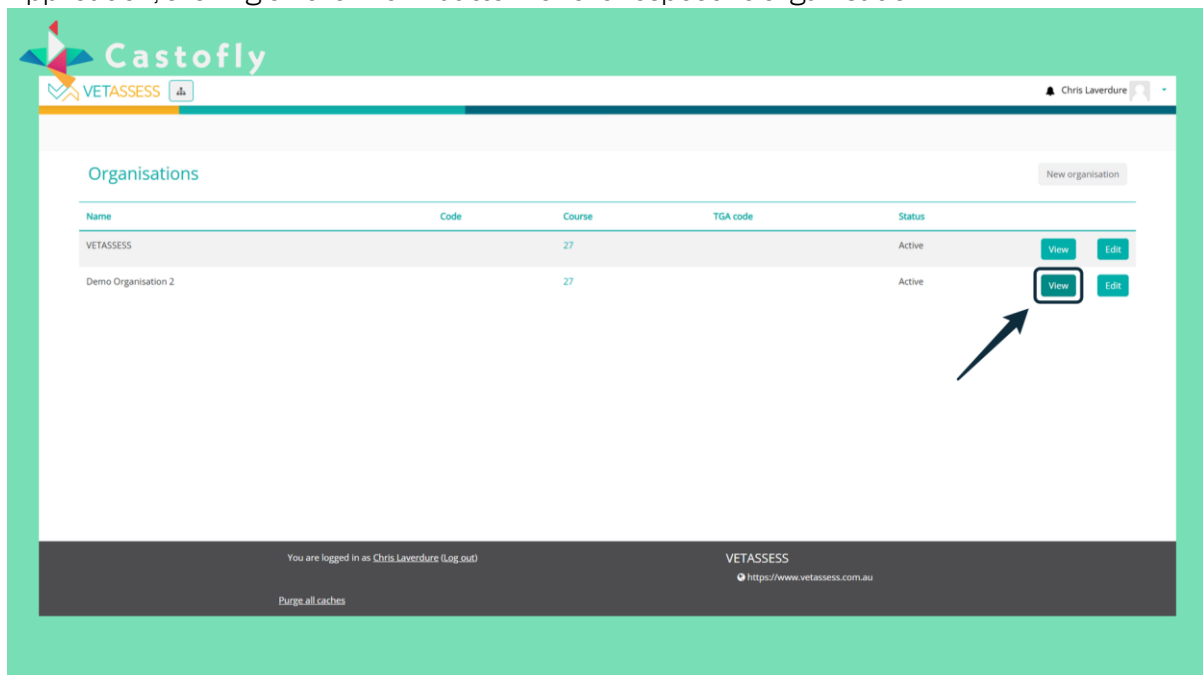
Thank you for registering with eWorks.

A Language, Literacy, and Numeracy assessment is an assessment all candidates must complete to help us determine the assistance (if any) that may be required throughout the assessment.

1. Use a computer or a tablet (the screen doesn't resize for mobile phones).
2. Log in to <https://ln.vetassess.com.au>
3. Complete the LLN assessment. It will take about 60 minutes to complete all the assessments.

4. View Button Interaction

Secondly you will need the qualification code. You can locate this by going back to Manager Application, clicking on the "view" button for the respective organisation.



Organisations

Name	Code	Course	TGA code	Status	
VETASSESS		27		Active	View Edit
Demo Organisation 2		27		Active	View Edit

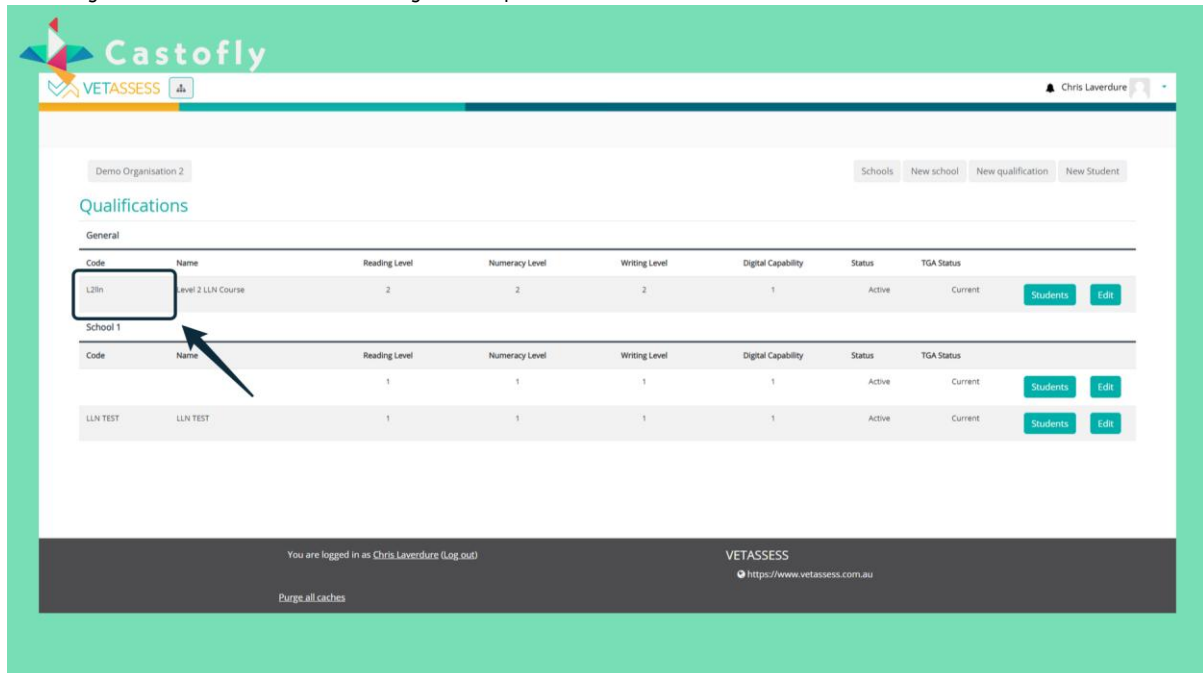
You are logged in as Chris Laverdure (Log out)

VETASSESS <https://www.vetassess.com.au>

Purge all caches

5. Level 2 LLN Course Code

Identify the code for the course you require and make a note.



The screenshot shows the VETASSESS Qualifications page. Under the 'General' tab, there is a table of Level 2 LLN Courses. The first row is highlighted with a red box and an arrow pointing to the 'L2lln' code.

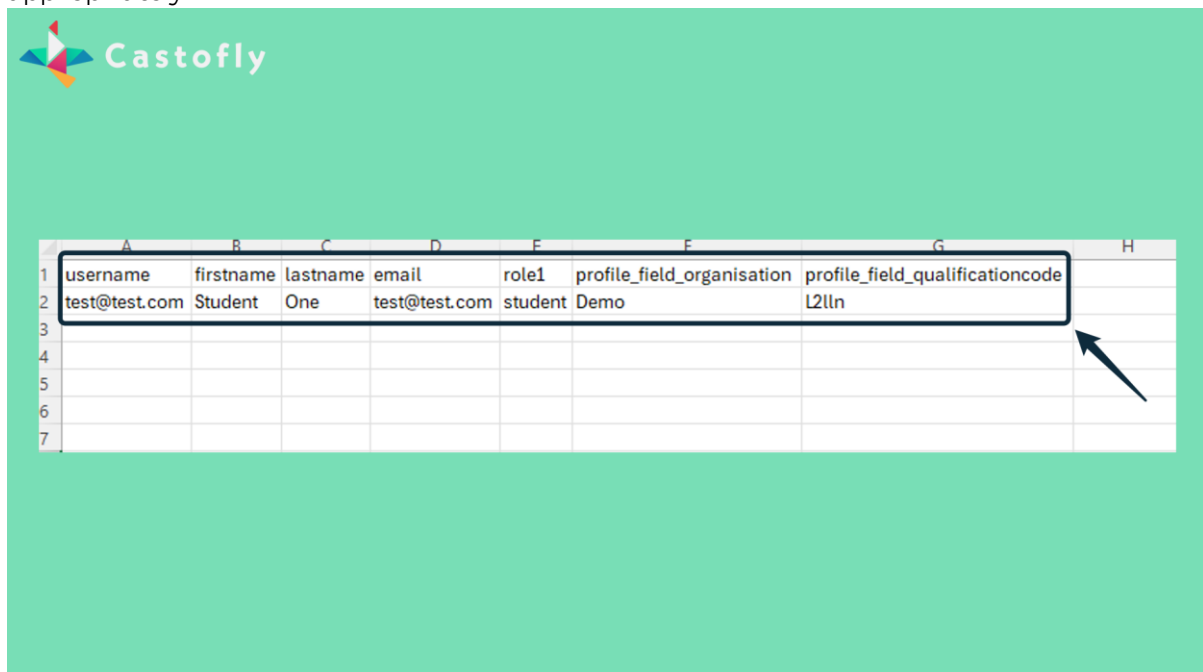
Code	Name	Reading Level	Numeracy Level	Writing Level	Digital Capability	Status	TGA Status
L2lln	Level 2 LLN Course	2	2	2	1	Active	Current

Below this table, there is a section for 'School 1' with another table of LLN TESTs.

Code	Name	Reading Level	Numeracy Level	Writing Level	Digital Capability	Status	TGA Status
LLN TEST	LLN TEST	1	1	1	1	Active	Current

6. CSV Spreadsheet - Student enrolments

With the necessary data in hand, proceed to complete the CSV spreadsheet for upload. Use the user's email address for Columns A and D, ensuring all text in Column A is in lowercase. Input the user's first and last name into Columns B and C, respectively. Keep the value "student" in Column E. Use the information from earlier steps to fill out Columns F and G appropriately.




The screenshot shows a CSV spreadsheet with the following data:

A	B	C	D	E	F	G	H
username	firstname	lastname	email	role1	profile_field_organisation	profile_field_qualificationcode	
test@test.com	Student	One	test@test.com	student	Demo	L2lln	

7. CSV Spreadsheet - Admin enrolments

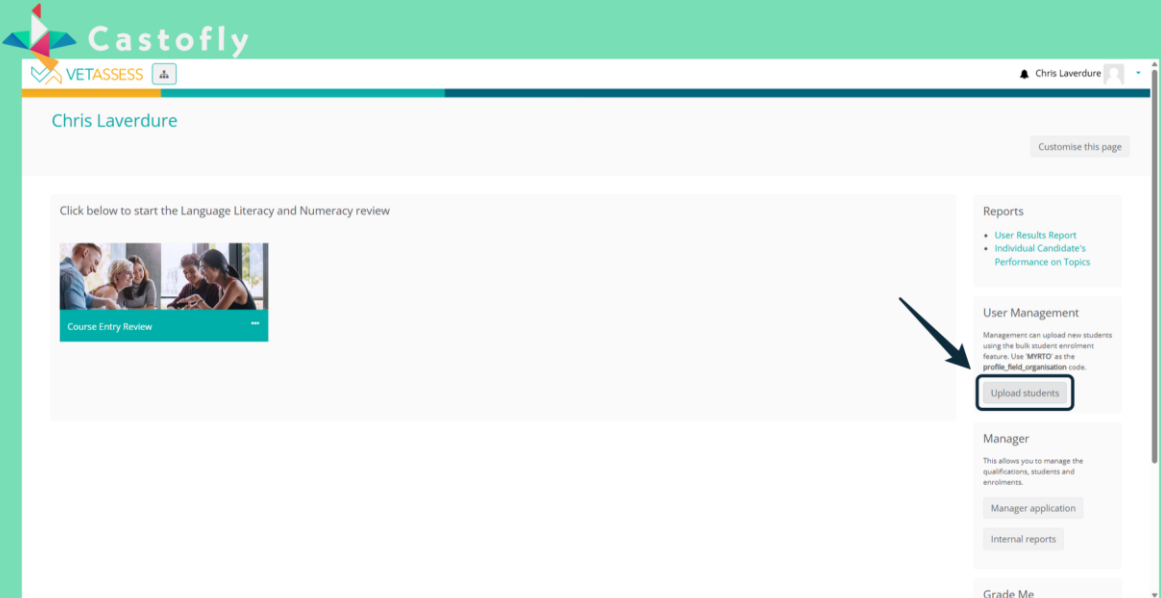
To upload enrolments for admin users, you can use the following CSV Spreadsheet fields: Use the user's email address for Columns A and D, ensuring all text in Column A is in lowercase. Input the user's first and last name into Columns B and C, respectively. Keep the value "vetassessadmin" in Column E. If you want the user to also access a course, you can use columns F and G. By default, course1 is "CEREVIEW".



A	B	C	D	E	F	G
username	firstname	lastname	email	sysrole1	role1	course1
test@test.com	Admin	Test	test@test.com	vetassessadmin	student	CEREVIEW

8. Student Upload Button

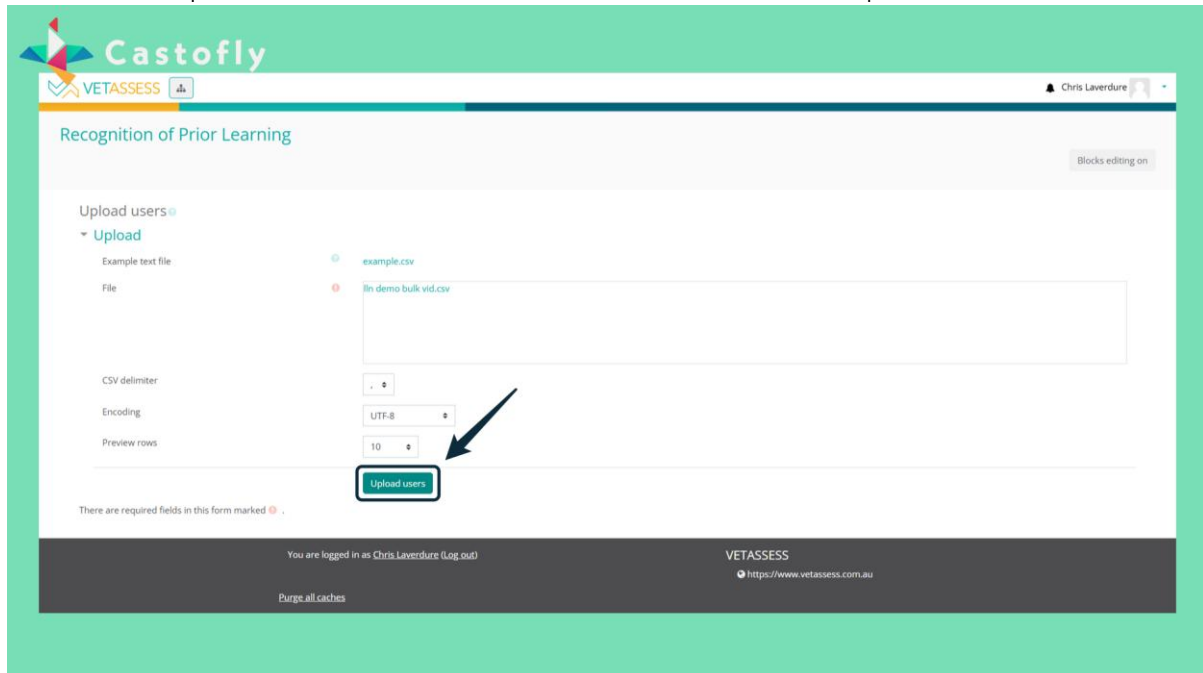
Once you have completed the respective CSV, you can now head to your Dashboard page and click on "upload students".



The screenshot shows the Castofly dashboard for user Chris Laverdure. The dashboard includes a header with the VETASSESS logo and a user profile. The main content area has a section for "Click below to start the Language Literacy and Numeracy review" with a "Course Entry Review" button. On the right sidebar, under the "User Management" section, there is an "Upload students" button highlighted with a red box and an arrow.

9. Upload Users Button

Click here to upload the selected CSV from the file and then click "Upload Users".



Castofly

VETASSESS

Chris Laverdure

Recognition of Prior Learning

Blocks editing on

Upload users

Upload

Example text file

File

example.csv

in demo bulk vid.csv

CSV delimiter

Encoding

UTF-8

Preview rows

10

Upload users

There are required fields in this form marked .

You are logged in as Chris Laverdure (Log out)

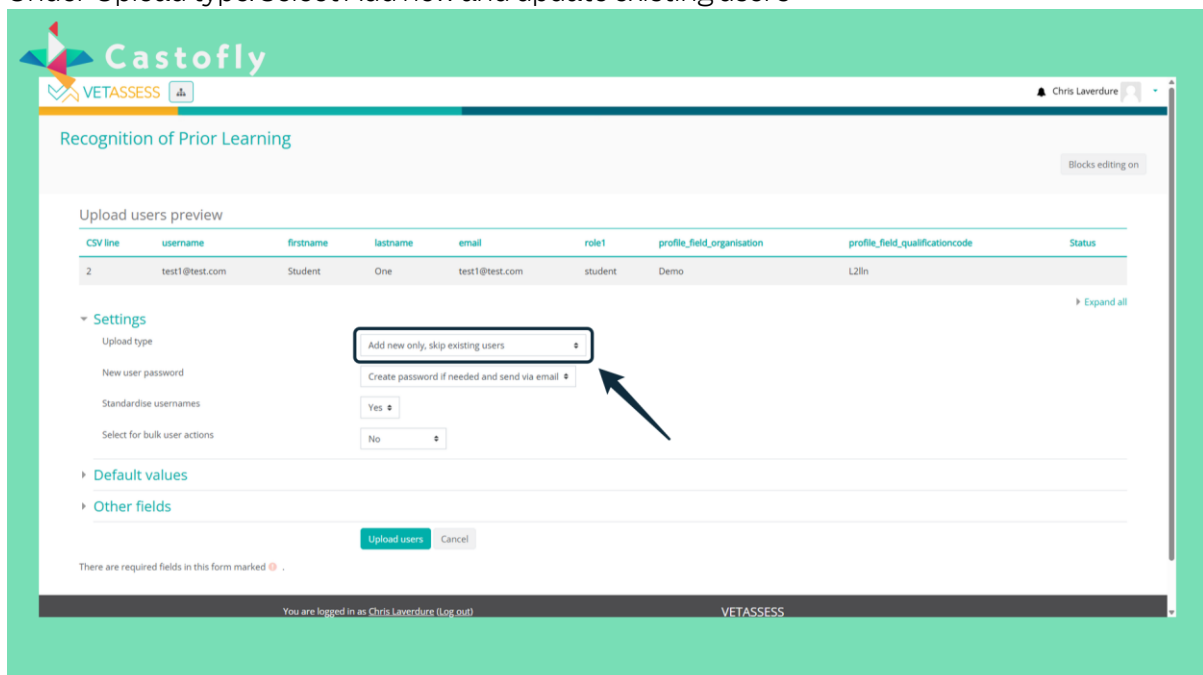
VETASSESS

https://www.vetassess.com.au

Purge all caches

10. Upload Type Selection

Under Upload type: Select Add new and update existing users



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VETASSESS

Chris Laverdure

Recognition of Prior Learning

Blocks editing on

Upload users preview

CSV line	username	firstname	lastname	email	role1	profile_field_organisation	profile_field_qualificationcode	Status
2	test1@test.com	Student	One	test1@test.com	student	Demo	L2lin	

Expand all

Settings

Upload type

Add new only, skip existing users

New user password

Create password if needed and send via email

Standardise usernames

Yes

Select for bulk user actions

No

Default values

Other fields

Upload users

Cancel

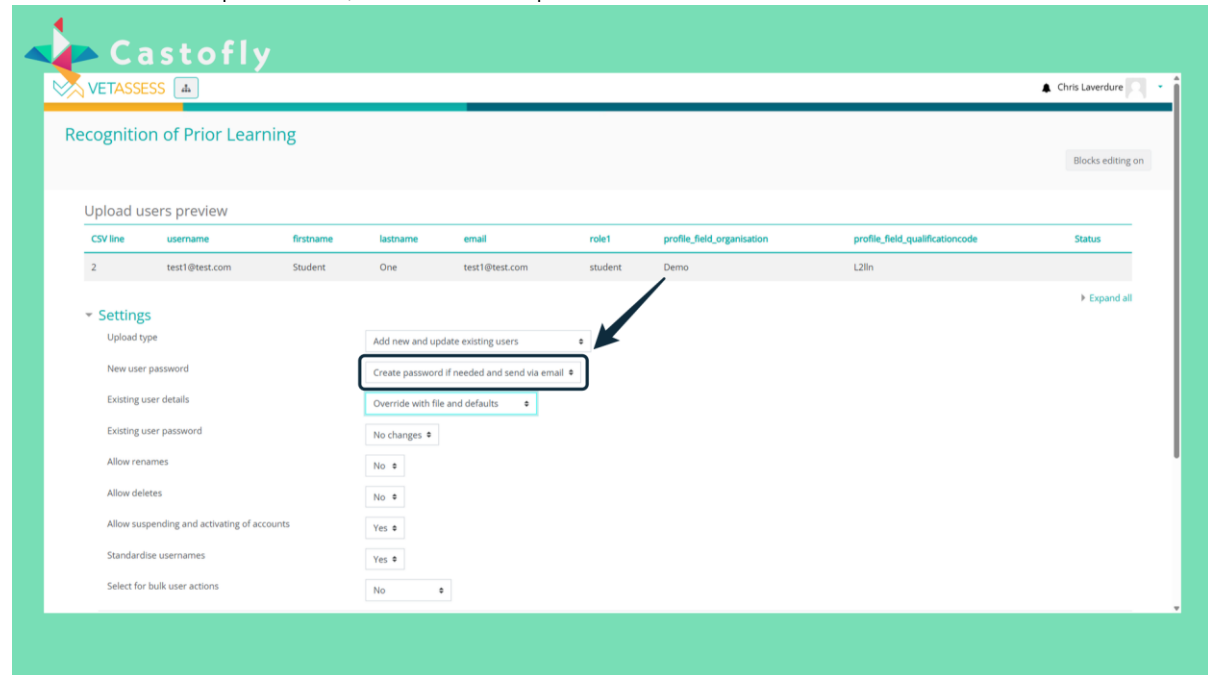
There are required fields in this form marked .

You are logged in as Chris Laverdure (Log out)

VETASSESS

11. Password Creation Option

Under new user password, select Create password if needed and send via email



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VETASSESS

Recognition of Prior Learning

Blocks editing on

Upload users preview

CSV line	username	firstname	lastname	email	role1	profile_field_organisation	profile_field_qualificationcode	Status
2	test1@test.com	Student	One	test1@test.com	student	Demo	L2lin	

Expand all

Settings

Upload type: Add new and update existing users

New user password: **Create password if needed and send via email**

Existing user details: Override with file and defaults

Existing user password: No changes

Allow renames: No

Allow deletes: No

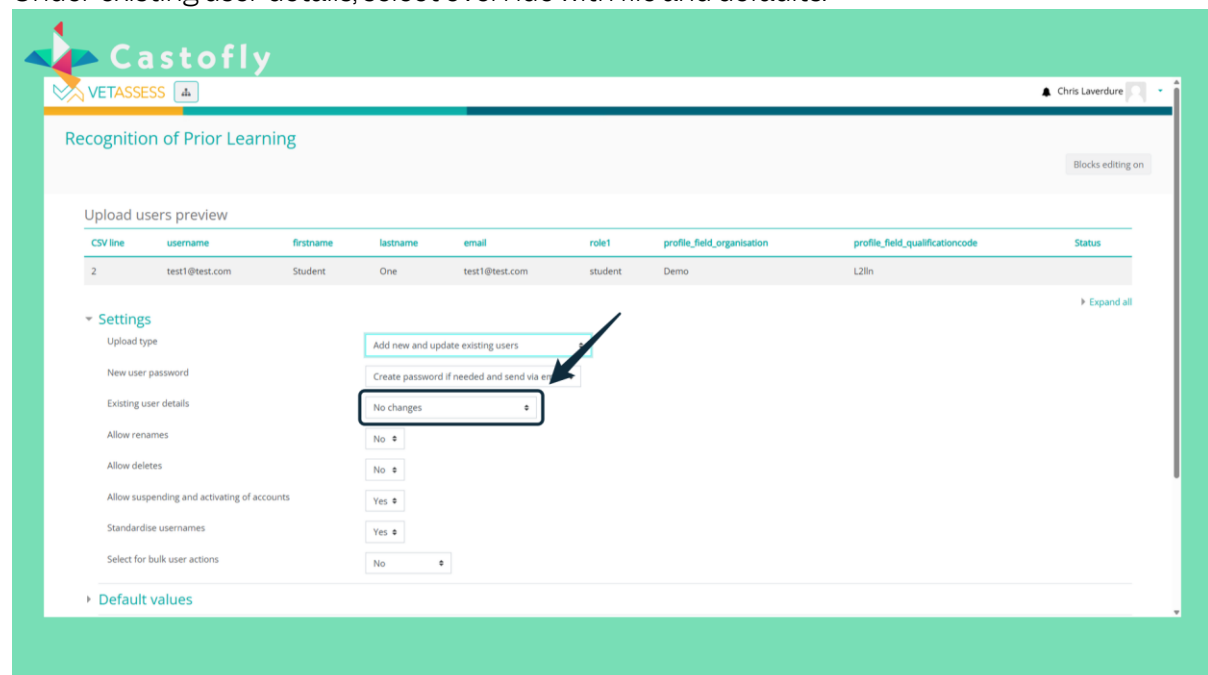
Allow suspending and activating of accounts: Yes

Standardise usernames: Yes

Select for bulk user actions: No

12. Existing User Details Option

Under existing user details, select override with file and defaults.



Castofly
VETASSESS

Recognition of Prior Learning

Blocks editing on

Upload users preview

CSV line	username	firstname	lastname	email	role1	profile_field_organisation	profile_field_qualificationcode	Status
2	test1@test.com	Student	One	test1@test.com	student	Demo	L2lin	

Expand all

Settings

Upload type: Add new and update existing users

New user password: Create password if needed and send via email

Existing user details: **Override with file and defaults**

Existing user password: No changes

Allow renames: No

Allow deletes: No

Allow suspending and activating of accounts: Yes

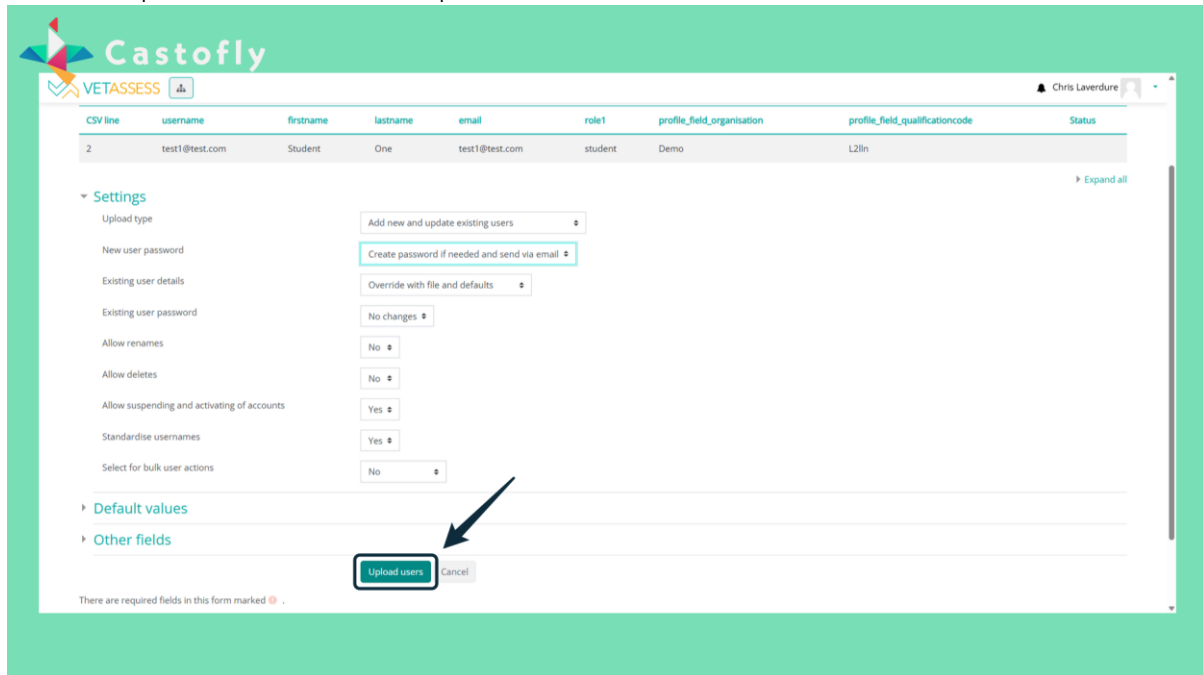
Standardise usernames: Yes

Select for bulk user actions: No

Default values

13. Upload Users Button

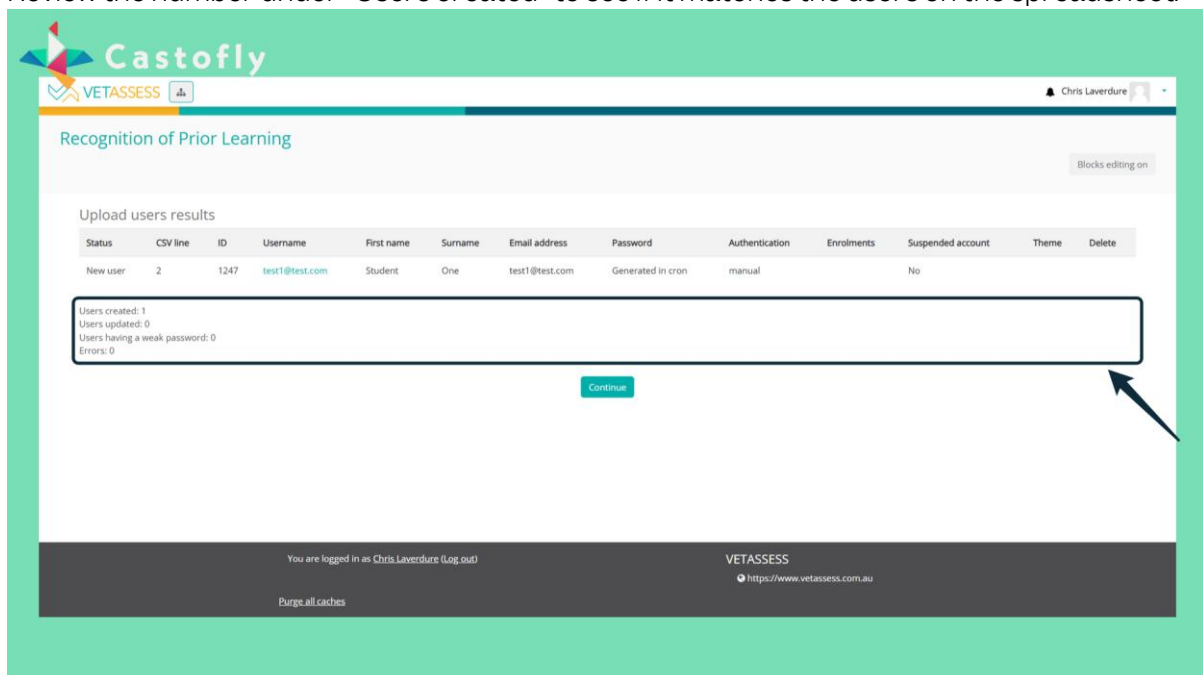
Click on "upload users" when completed.



The screenshot shows the 'Settings' section of the VETASSESS interface. The 'Upload type' dropdown is set to 'Add new and update existing users'. The 'New user password' dropdown is set to 'Create password if needed and send via email'. The 'Existing user details' dropdown is set to 'Override with file and defaults'. The 'Existing user password' dropdown is set to 'No changes'. The 'Allow renames' dropdown is set to 'No'. The 'Allow deletes' dropdown is set to 'No'. The 'Allow suspending and activating of accounts' dropdown is set to 'Yes'. The 'Standardise usernames' dropdown is set to 'Yes'. The 'Select for bulk user actions' dropdown is set to 'No'. The 'Upload users' button is highlighted with a red box and an arrow pointing to it.

14. User Upload Summary

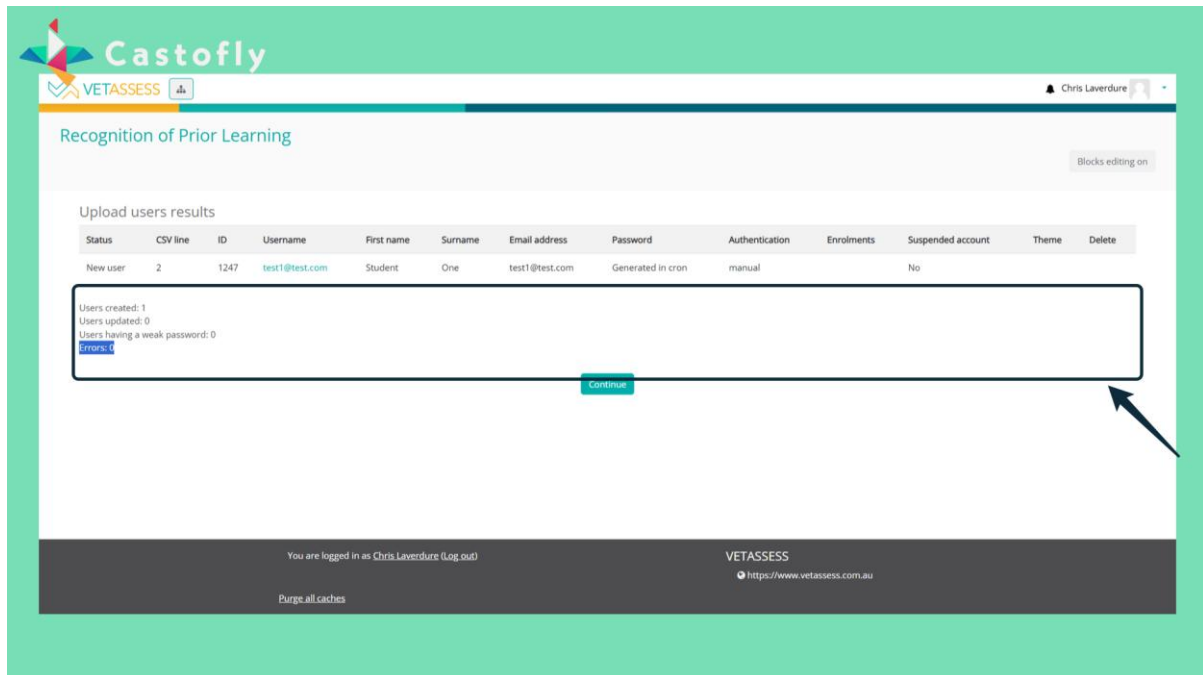
Review the number under "Users created" to see if it matches the users on the spreadsheet.



The screenshot shows the 'Recognition of Prior Learning' section of the VETASSESS interface. The 'Upload users results' table is visible. The table has columns: Status, CSV line, ID, Username, First name, Surname, Email address, Password, Authentication, Enrolments, Suspended account, Theme, and Delete. The table contains one row: New user, 2, 1247, test1@test.com, Student, One, test1@test.com, Generated in cron, manual, No, No, and a delete icon. Below the table, there is a summary box with the following text: Users created: 1, Users updated: 0, Users having a weak password: 0, Errors: 0. The 'Continue' button is highlighted with a red box and an arrow pointing to it.

15. User Upload Summary

Note if there are any errors as you may have to complete the process again for any users not enrolled.



Castofly
VETASSESS

Recognition of Prior Learning

Upload users results

Status	CSV line	ID	Username	First name	Surname	Email address	Password	Authentication	Enrolments	Suspended account	Theme	Delete
New user	2	1247	test1@test.com	Student	One	test1@test.com	Generated in cron	manual		No		

Users created: 1
Users updated: 0
Users having a weak password: 0
Errors: 0

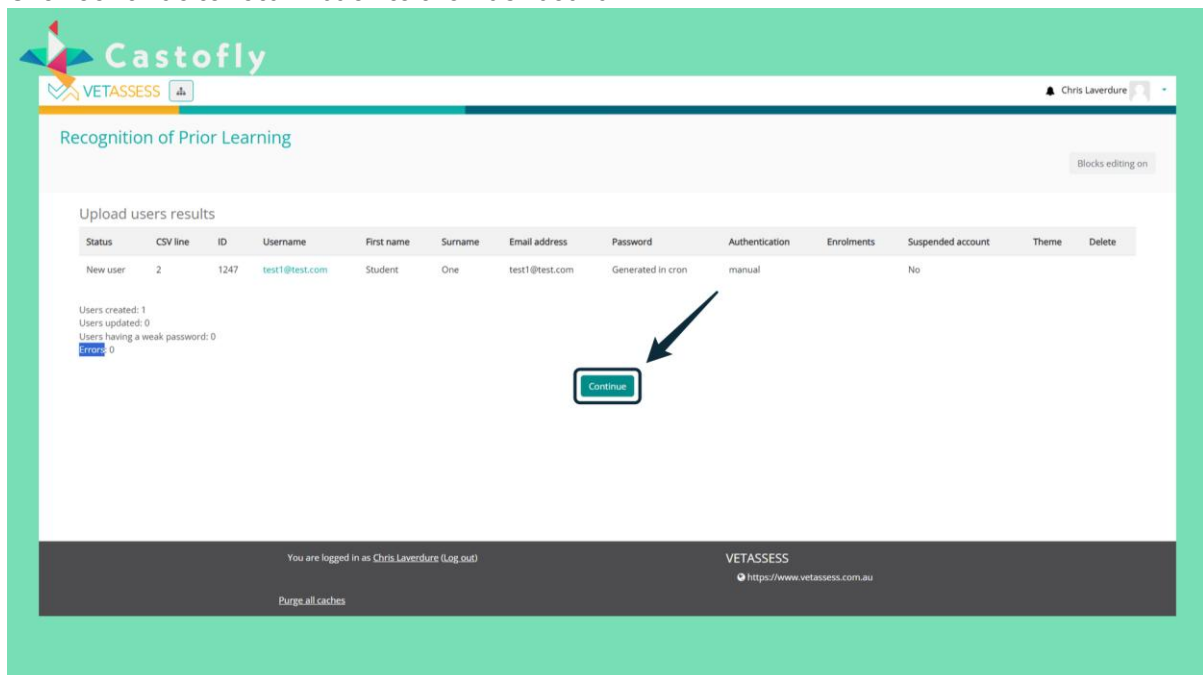
[Continue](#)

You are logged in as Chris Laverdure (Log out)
Purge all caches

VETASSESS
https://www.vetassess.com.au

16. Proceed Button

Click continue to return back to the Dashboard.



Castofly
VETASSESS

Recognition of Prior Learning

Upload users results

Status	CSV line	ID	Username	First name	Surname	Email address	Password	Authentication	Enrolments	Suspended account	Theme	Delete
New user	2	1247	test1@test.com	Student	One	test1@test.com	Generated in cron	manual		No		

Users created: 1
Users updated: 0
Users having a weak password: 0
Errors: 0

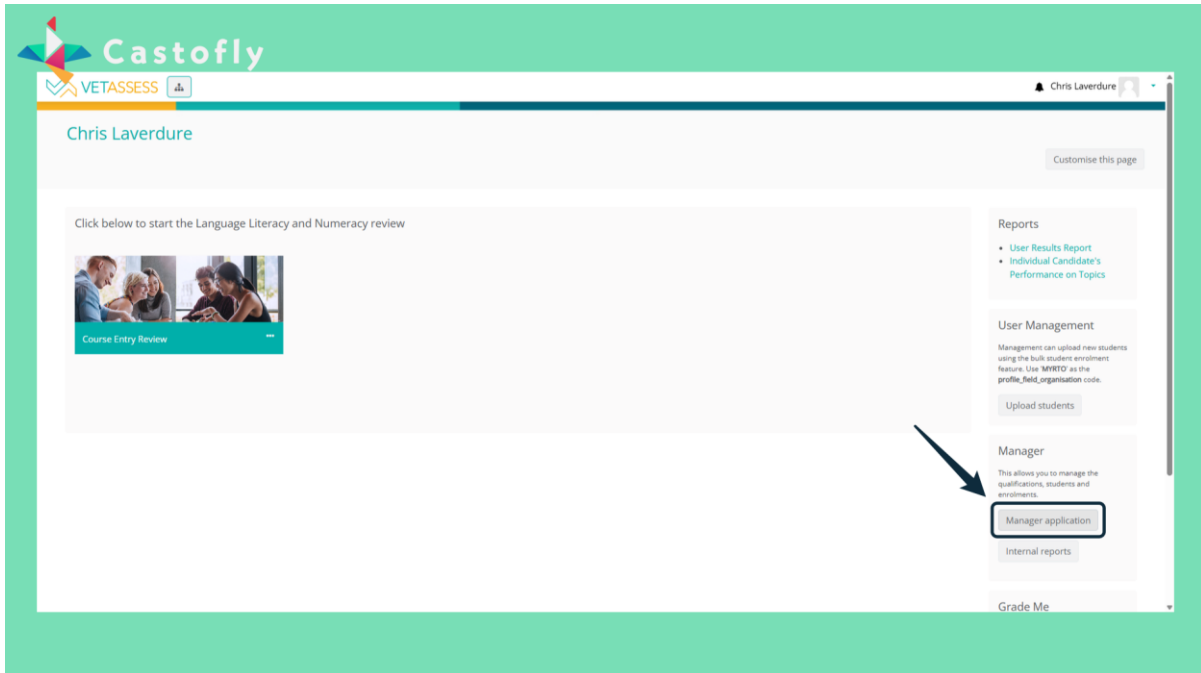
[Continue](#)

You are logged in as Chris Laverdure (Log out)
Purge all caches

VETASSESS
https://www.vetassess.com.au

17. Option #2: Manual Enrolment process

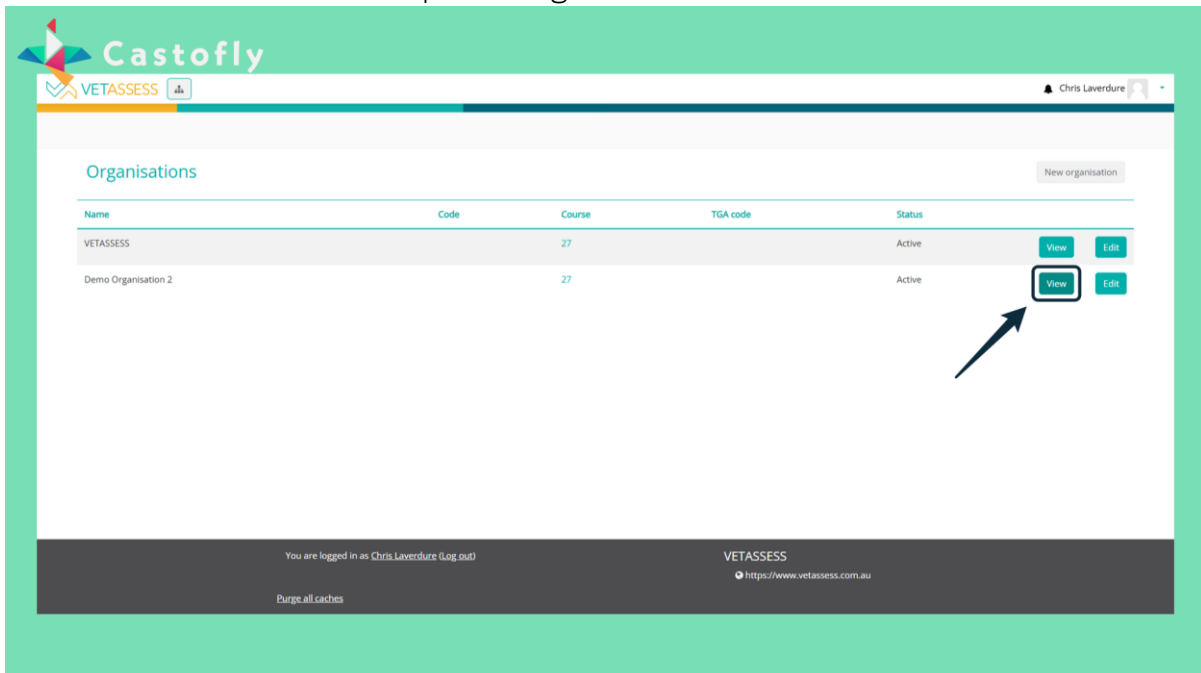
To manually enrol users on the platform, follow these steps: Click on the manager application button.



The screenshot shows the Castofly VETASSESS dashboard for user Chris Laverdure. The dashboard includes a sidebar with navigation options: Reports, User Management, Manager, and Grade Me. The 'Manager' option is highlighted with a red box and an arrow, indicating the next step in the manual enrolment process.

18. Access Organisation Details

Click the 'View' button on the respective organisation.

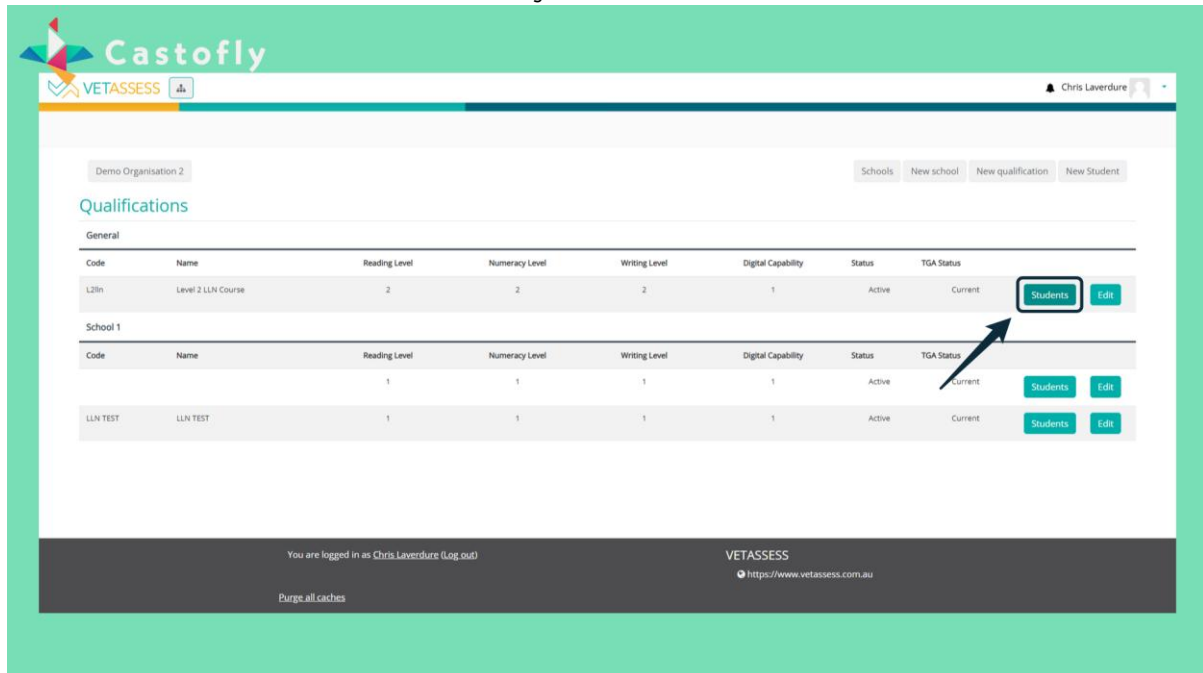


The screenshot shows the Castofly VETASSESS 'Organisations' page. It features a table with columns: Name, Code, Course, TGA code, and Status. Two organisations are listed: VETASSESS and Demo Organisation 2. Both have 'View' and 'Edit' buttons next to them. The 'View' button for 'Demo Organisation 2' is highlighted with a red box and an arrow, indicating the next step in accessing organisation details.

Name	Code	Course	TGA code	Status	View	Edit
VETASSESS		27		Active	View	Edit
Demo Organisation 2		27		Active	View	Edit

19. Navigate to Students

Click the 'Students' button on the course you would like to enrol students in.



Qualifications

General

Code	Name	Reading Level	Numeracy Level	Writing Level	Digital Capability	Status	TGA Status	Students	Edit
L2In	Level 2 LLN Course	2	2	2	1	Active	Current	Students	Edit

School 1

Code	Name	Reading Level	Numeracy Level	Writing Level	Digital Capability	Status	TGA Status	Students	Edit
1		1	1	1	1	Active	Current	Students	Edit
LLN TEST	LLN TEST	1	1	1	1	Active	Current	Students	Edit

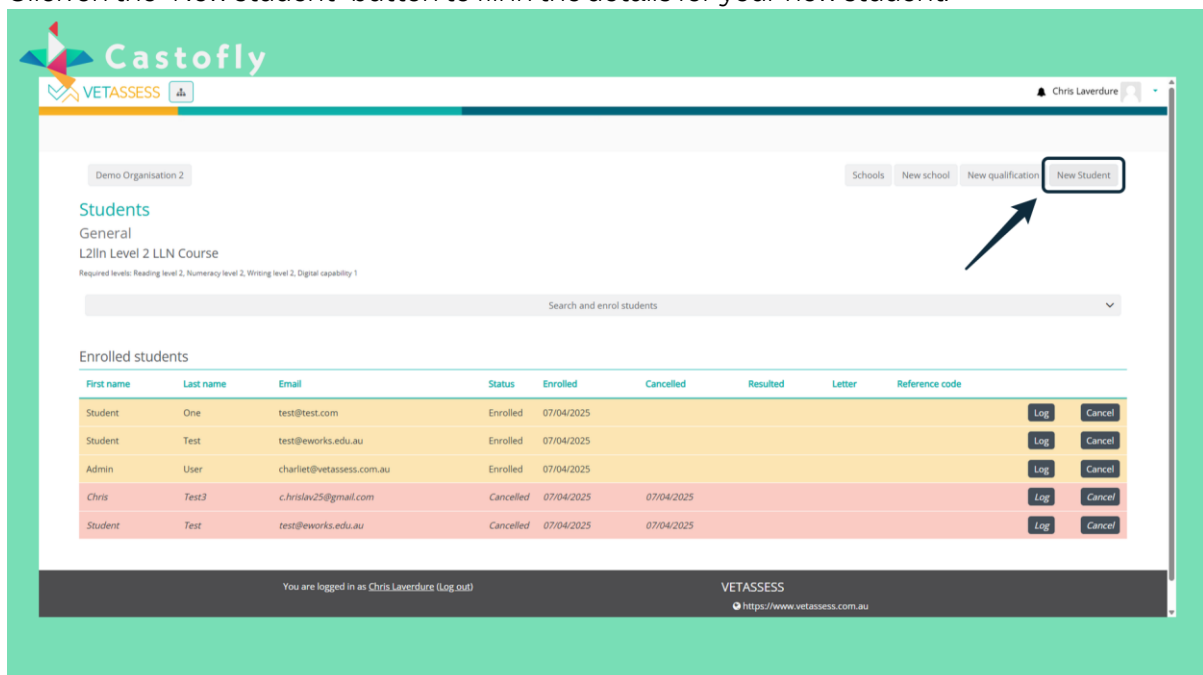
You are logged in as Chris Laverdure (Log out)

VETASSESS
https://www.vetassess.com.au

Purge all caches

20. Add a New Student

Click on the "New student" button to fill in the details for your new student.



Students

General

L2In Level 2 LLN Course

Required levels: Reading level 2, Numeracy level 2, Writing level 2, Digital capability 1

Search and enrol students

Enrolled students

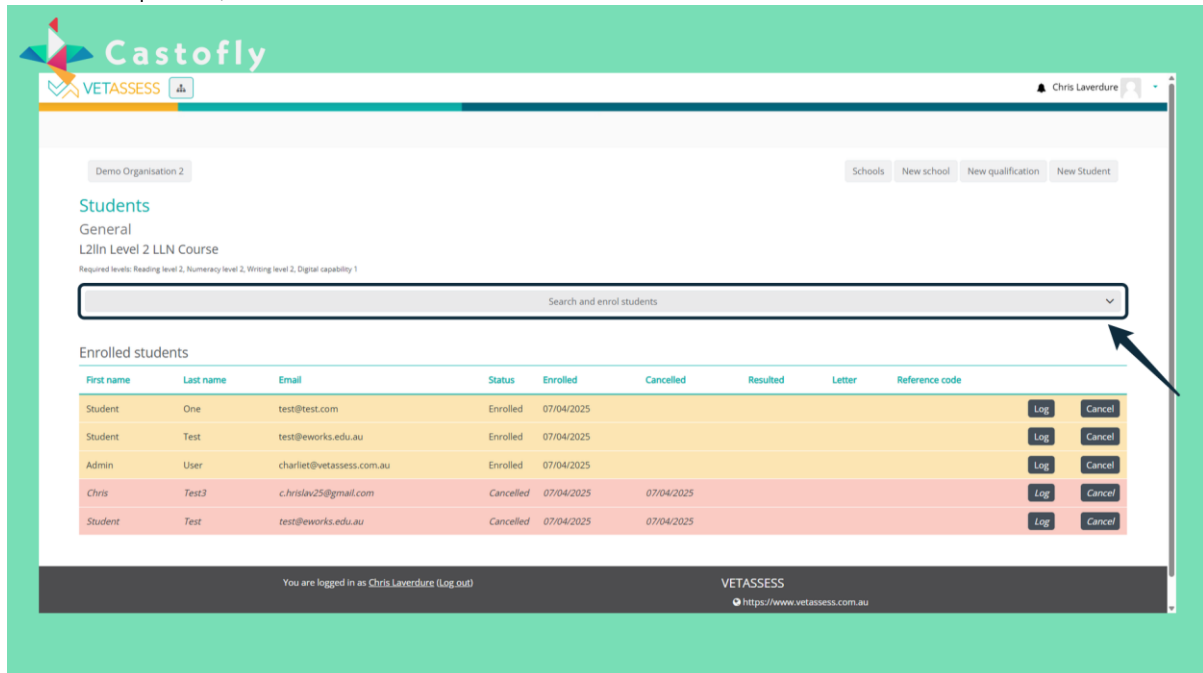
First name	Last name	Email	Status	Enrolled	Cancelled	Resulted	Letter	Reference code	Log	Cancel
Student	One	test@test.com	Enrolled	07/04/2025					Log	Cancel
Student	Test	test@eworks.edu.au	Enrolled	07/04/2025					Log	Cancel
Admin	User	charlie@vetassess.com.au	Enrolled	07/04/2025					Log	Cancel
Chris	Test3	c.hristav25@gmail.com	Cancelled	07/04/2025	07/04/2025				Log	Cancel
Student	Test	test@eworks.edu.au	Cancelled	07/04/2025	07/04/2025				Log	Cancel

You are logged in as Chris Laverdure (Log out)

VETASSESS
https://www.vetassess.com.au

21. Student Search and Enrollment Box

Once completed, click on search and enrol students.



Students
General
L2In Level 2 LLN Course
Required levels: Reading level 2, Numeracy level 2, Writing level 2, Digital capability 1

Search and enrol students

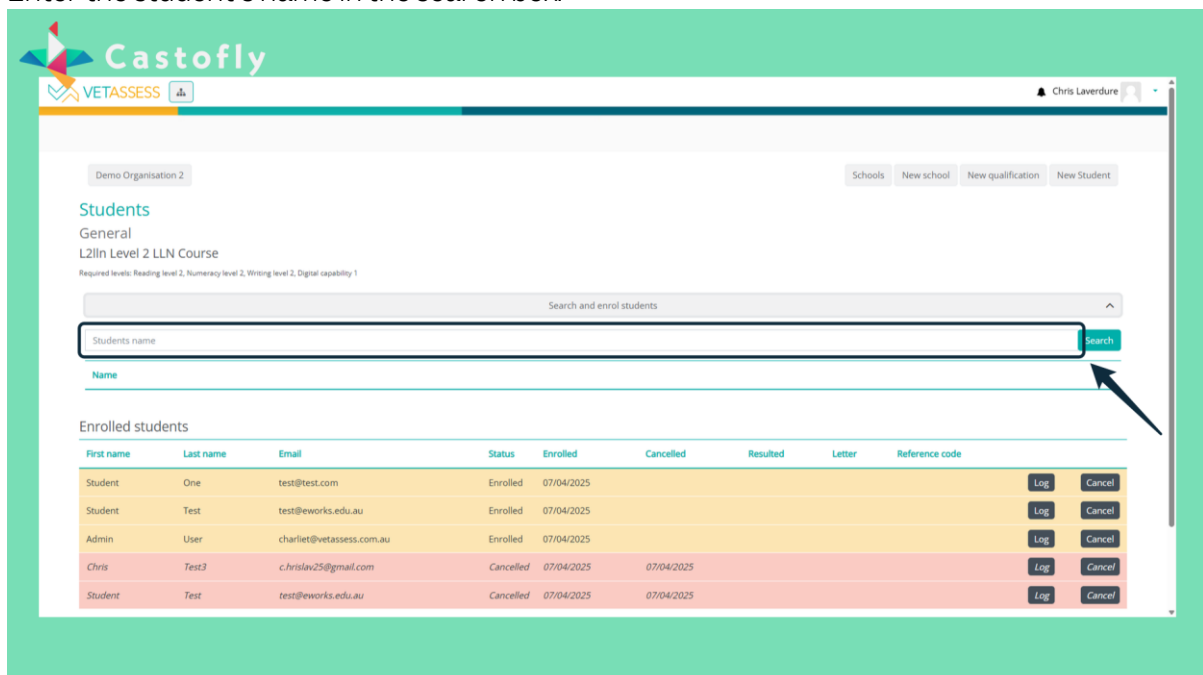
Enrolled students

First name	Last name	Email	Status	Enrolled	Cancelled	Resulted	Letter	Reference code
Student	One	test@test.com	Enrolled	07/04/2025				
Student	Test	test@eworks.edu.au	Enrolled	07/04/2025				
Admin	User	charliet@vetassess.com.au	Enrolled	07/04/2025				
Chris	Test3	c.chrislav25@gmail.com	Cancelled	07/04/2025	07/04/2025			
Student	Test	test@eworks.edu.au	Cancelled	07/04/2025	07/04/2025			

You are logged in as Chris Laverdure (Log out) VETASSESS
https://www.vetassess.com.au

22. Student Search Bar

Enter the student's name in the search box.



Students
General
L2In Level 2 LLN Course
Required levels: Reading level 2, Numeracy level 2, Writing level 2, Digital capability 1

Search and enrol students

Students name

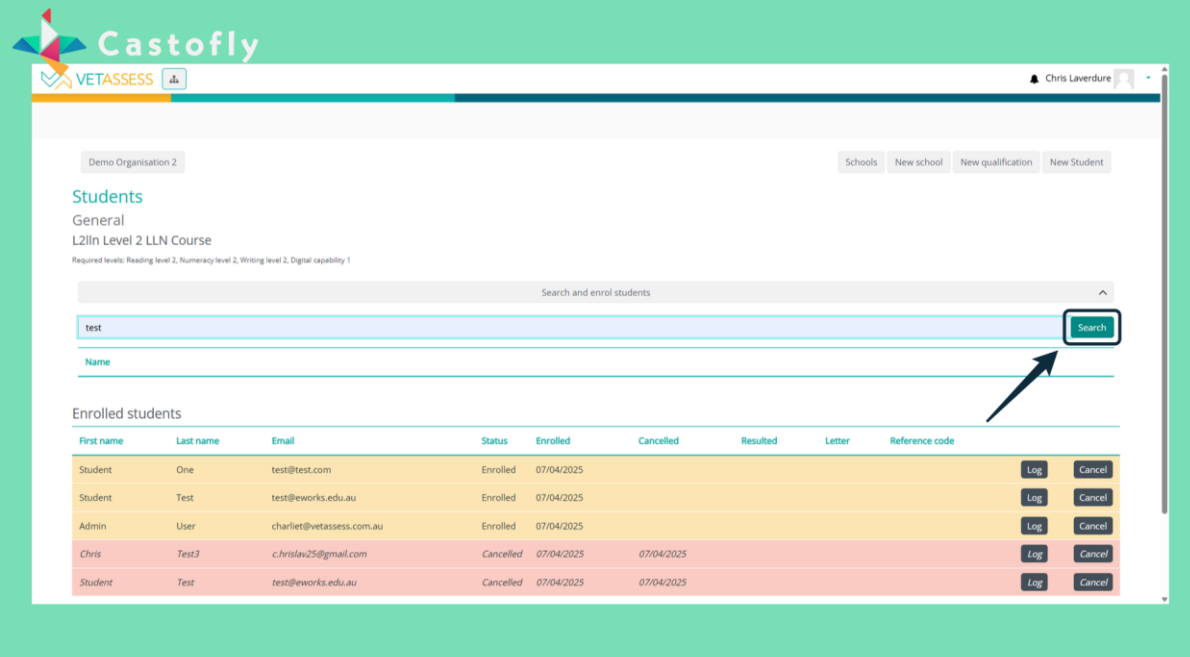
Search

Enrolled students

First name	Last name	Email	Status	Enrolled	Cancelled	Resulted	Letter	Reference code
Student	One	test@test.com	Enrolled	07/04/2025				
Student	Test	test@eworks.edu.au	Enrolled	07/04/2025				
Admin	User	charliet@vetassess.com.au	Enrolled	07/04/2025				
Chris	Test3	c.chrislav25@gmail.com	Cancelled	07/04/2025	07/04/2025			
Student	Test	test@eworks.edu.au	Cancelled	07/04/2025	07/04/2025			

23. Search Button

Click on the search button to initiate a search for the students.

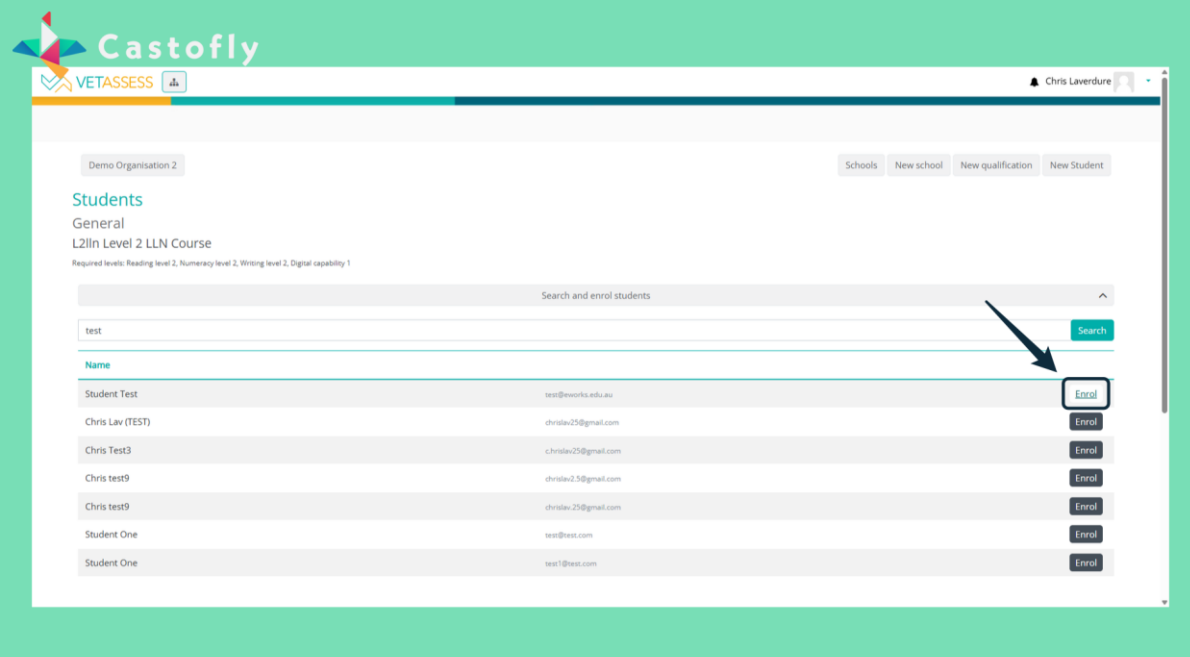


The screenshot shows the Castofly VETASSESS interface. At the top, there's a header with the Castofly logo and VETASSESS. Below the header, there's a navigation bar with buttons for 'Schools', 'New school', 'New qualification', and 'New Student'. The main content area is titled 'Students' and 'General L2In Level 2 LLN Course'. Below this, there's a search bar with the text 'test' and a 'Search' button. An arrow points to the 'Search' button. Below the search bar, there's a table of enrolled students.

First name	Last name	Email	Status	Enrolled	Cancelled	Resulted	Letter	Reference code
Student	One	test@test.com	Enrolled	07/04/2025				
Student	Test	test@eworks.edu.au	Enrolled	07/04/2025				
Admin	User	charliet@vetassess.com.au	Enrolled	07/04/2025				
Chris	Test3	c.chrislav25@gmail.com	Cancelled	07/04/2025	07/04/2025			
Student	Test	test@eworks.edu.au	Cancelled	07/04/2025	07/04/2025			

24. Enrol Button on Student Management Page

Locate the student's name and click on "Enrol". The student will now have access to the course when they next log in to the platform.



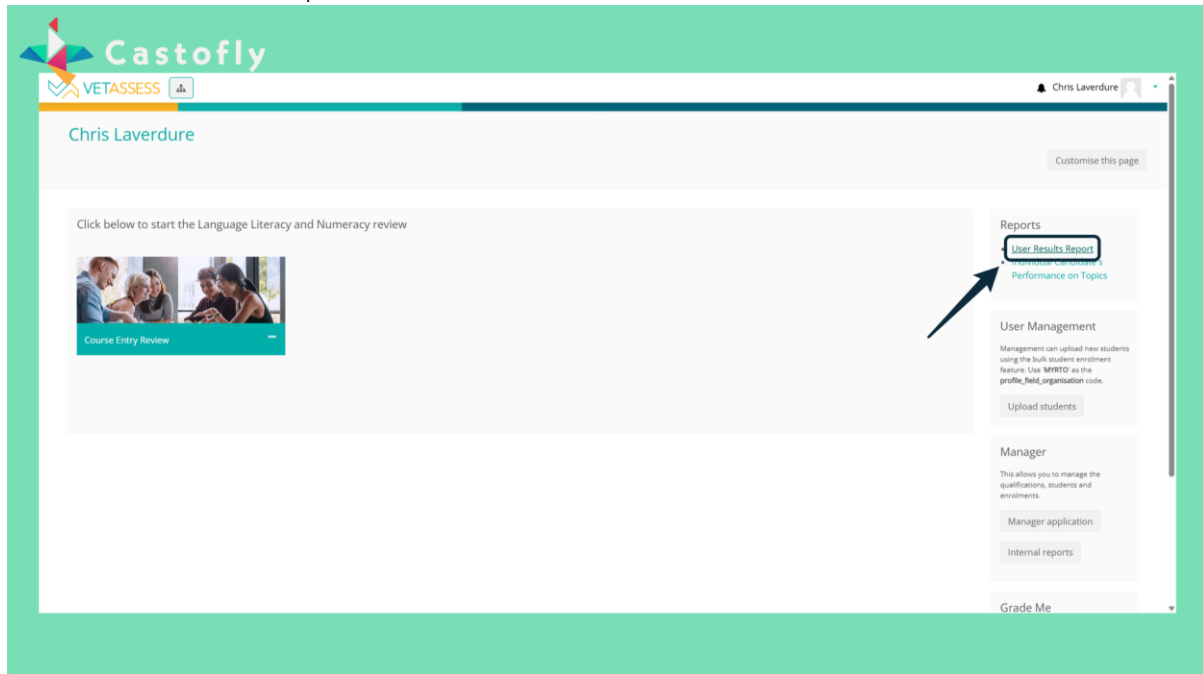
The screenshot shows the Castofly VETASSESS interface. At the top, there's a header with the Castofly logo and VETASSESS. Below the header, there's a navigation bar with buttons for 'Schools', 'New school', 'New qualification', and 'New Student'. The main content area is titled 'Students' and 'General L2In Level 2 LLN Course'. Below this, there's a search bar with the text 'test' and a 'Search' button. An arrow points to the 'Search' button. Below the search bar, there's a table of enrolled students.

First name	Last name	Email	Status	Enrolled	Cancelled	Resulted	Letter	Reference code
Student	Test	test@eworks.edu.au	Enrolled	07/04/2025				
Chris Lav	(TEST)	chrislav25@gmail.com	Enrolled	07/04/2025				
Chris	Test3	c.chrislav25@gmail.com	Cancelled	07/04/2025	07/04/2025			
Chris	test9	chrislav25@gmail.com	Cancelled	07/04/2025	07/04/2025			
Chris	test9	chrislav25@gmail.com	Cancelled	07/04/2025	07/04/2025			
Student	One	test@test.com	Enrolled	07/04/2025				
Student	One	test1@test.com	Enrolled	07/04/2025				

Accessing User Results

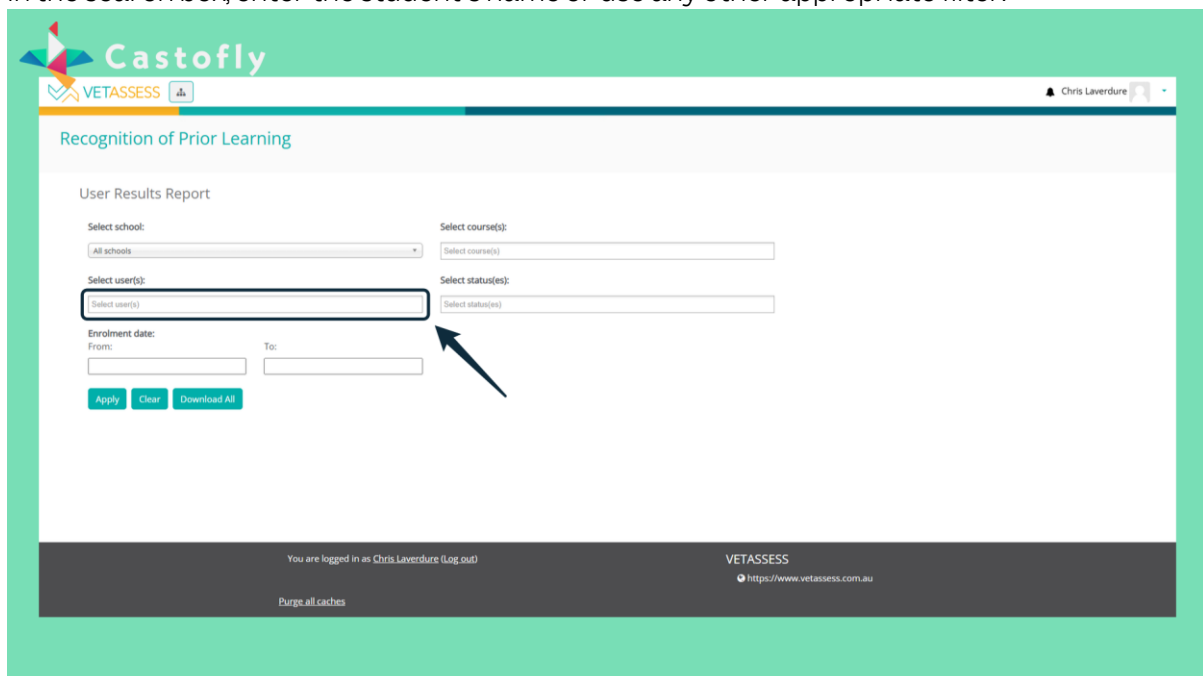
1. User Results Report

The User Results Report allows admin staff to review the status of a student's application and their final result once they have completed all requirements. To access, you can simply click on the "User Results Report" on the Dashboard.



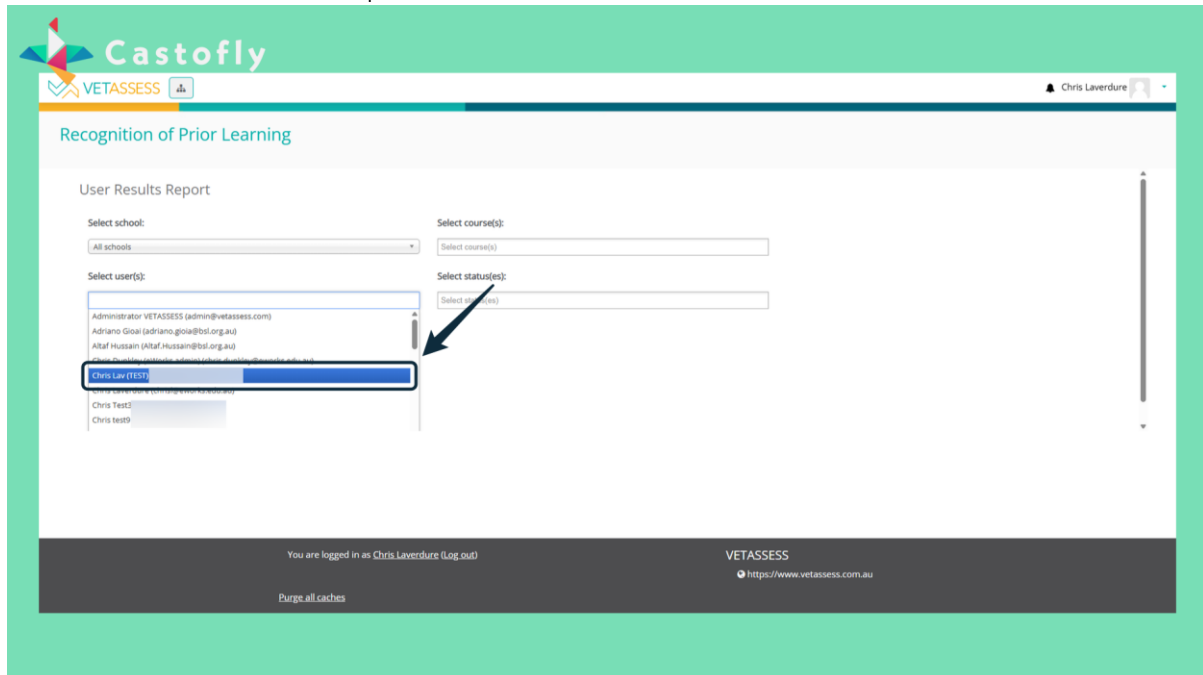
2. User Selection Input

In the search box, enter the student's name or use any other appropriate filter.



3. User Selection Highlight

Select the user from the dropdown menu to view their results.



Castofly
VETASSESS

Recognition of Prior Learning

User Results Report

Select school:

Select user(s):

Select course(s):

Select status(es):

Administrator VETASSESS (admin@vetassess.com)
Adriano Gioia (adriano.gioia@bst.org.au)
Altat Hussain (Altat.Hussain@bst.org.au)
Chris Lav (TEST)
Chris Test1
Chris test9

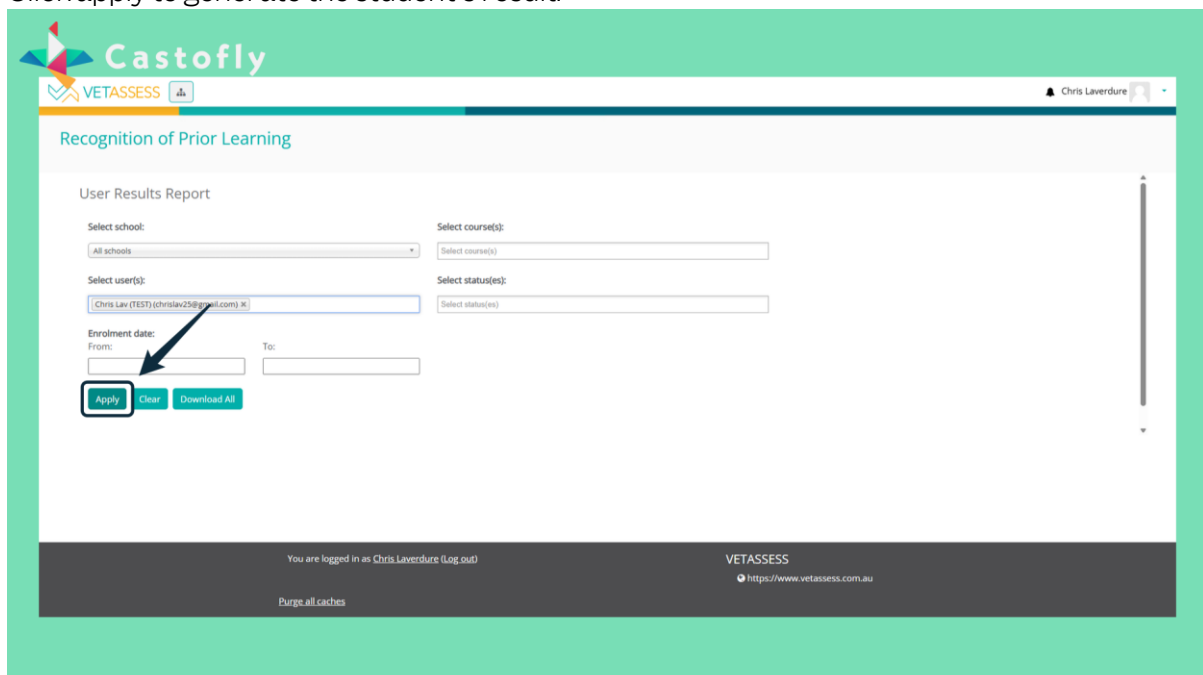
You are logged in as Chris Laverdure (log out)

VETASSESS
https://www.vetassess.com.au

Purge all caches

4. Apply Button

Click apply to generate the student's result.



Castofly
VETASSESS

Recognition of Prior Learning

User Results Report

Select school:

Select user(s):

Select course(s):

Select status(es):

Enrolment date:
From:
To:

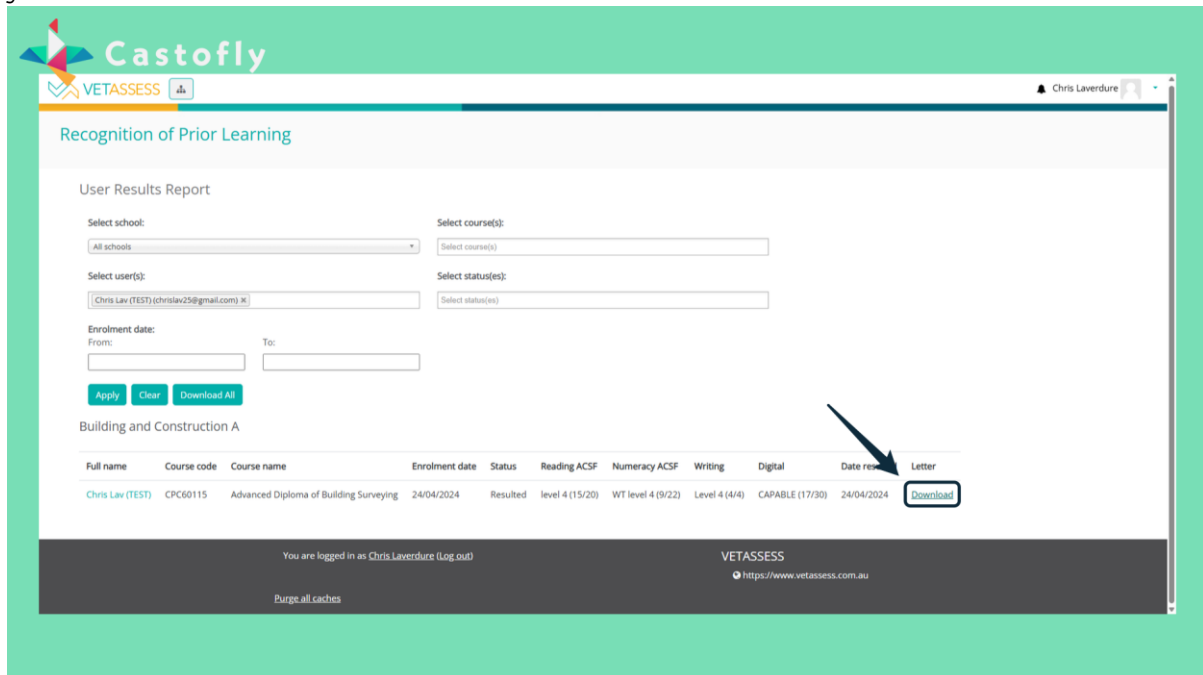
You are logged in as Chris Laverdure (log out)

VETASSESS
https://www.vetassess.com.au

Purge all caches

5. Download Button

The student's result will appear. If the status is "Resulted", they have completed all tasks, and you will be able to click on the Download letter link to access their PDF letter.



Recognition of Prior Learning

User Results Report

Select school: Select course(s):

Select user(s): Select status(es):

Enrolment date: From: To:

[Apply](#) [Clear](#) [Download All](#)

Building and Construction A

Full name	Course code	Course name	Enrolment date	Status	Reading ACSF	Numeracy ACSF	Writing	Digital	Date new	Letter
Chris Lav (TEST)	CPC60115	Advanced Diploma of Building Surveying	24/04/2024	Resulted	level 4 (15/20)	WT level 4 (9/22)	Level 4 (4/4)	CAPABLE (17/30)	24/04/2024	Download

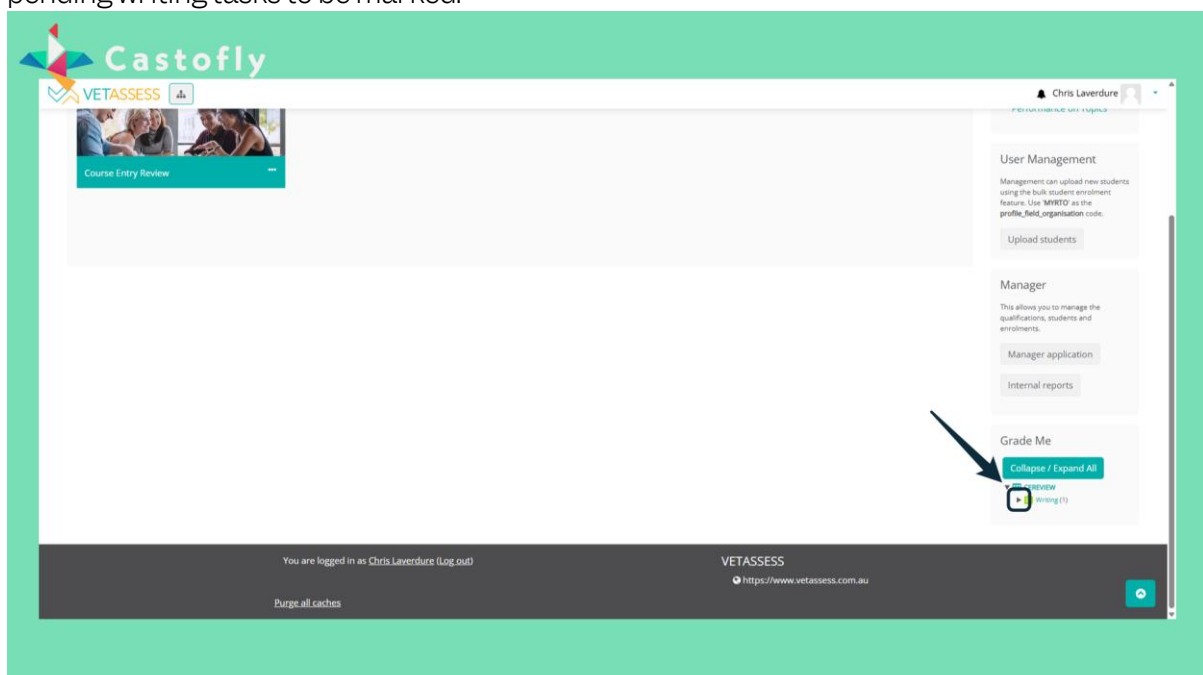
You are logged in as Chris Laverdure (Log out) VETASSESS <https://www.vetassess.com.au>

[Purge all caches](#)

Marking Essays

1. Preview Button in Grade Me Section

Admin Staff have permission to access essays to be marked, or users can be allocated a specific Marker role in the system. On the dashboard, you will see the Grade Me Block at the bottom of the page. Next to the "Writing" text there is also a number displayed of the current pending writing tasks to be marked.



Castofly

VETASSESS

Chris Laverdure

Course Entry Review

User Management

Management can upload new students using the bulk student enrolment feature. Use 'MWRTO' as the profile_field_organisation code.

[Upload students](#)

Manager

This allows you to manage the qualifications, students and enrolments.

[Manager application](#)

[Internal reports](#)

Grade Me

[Collapse / Expand All](#)

[Preview](#)

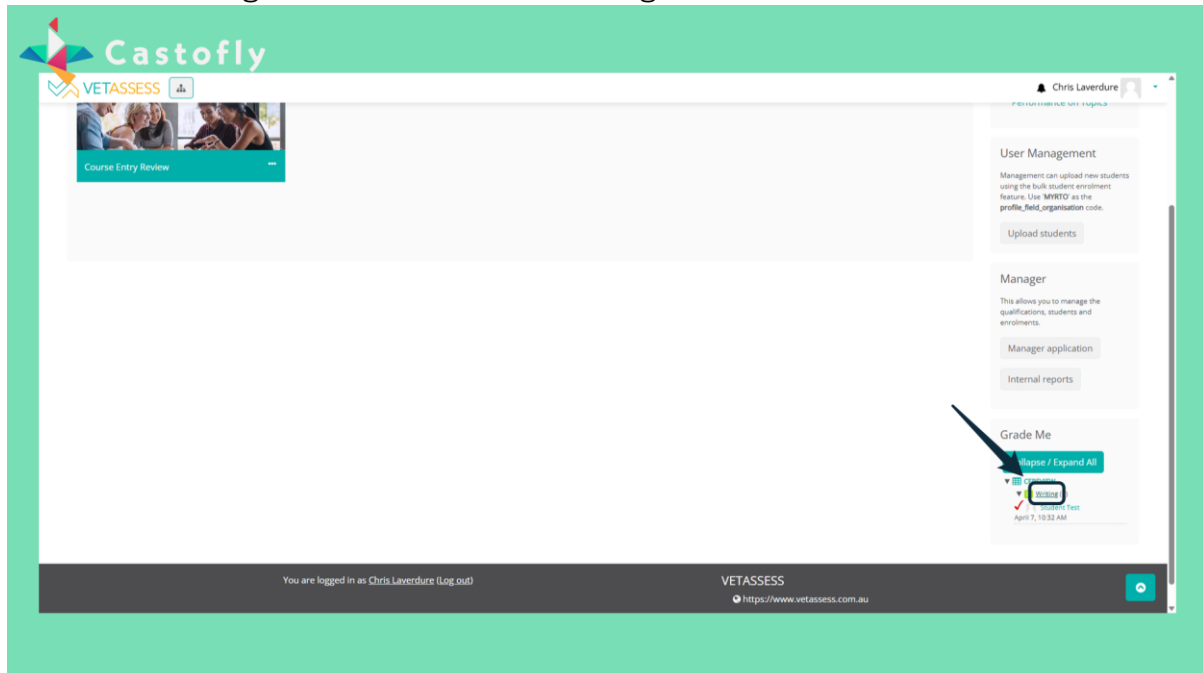
[Writing \(1\)](#)

You are logged in as Chris Laverdure (Log out) VETASSESS <https://www.vetassess.com.au>

[Purge all caches](#)

2. Writing Section

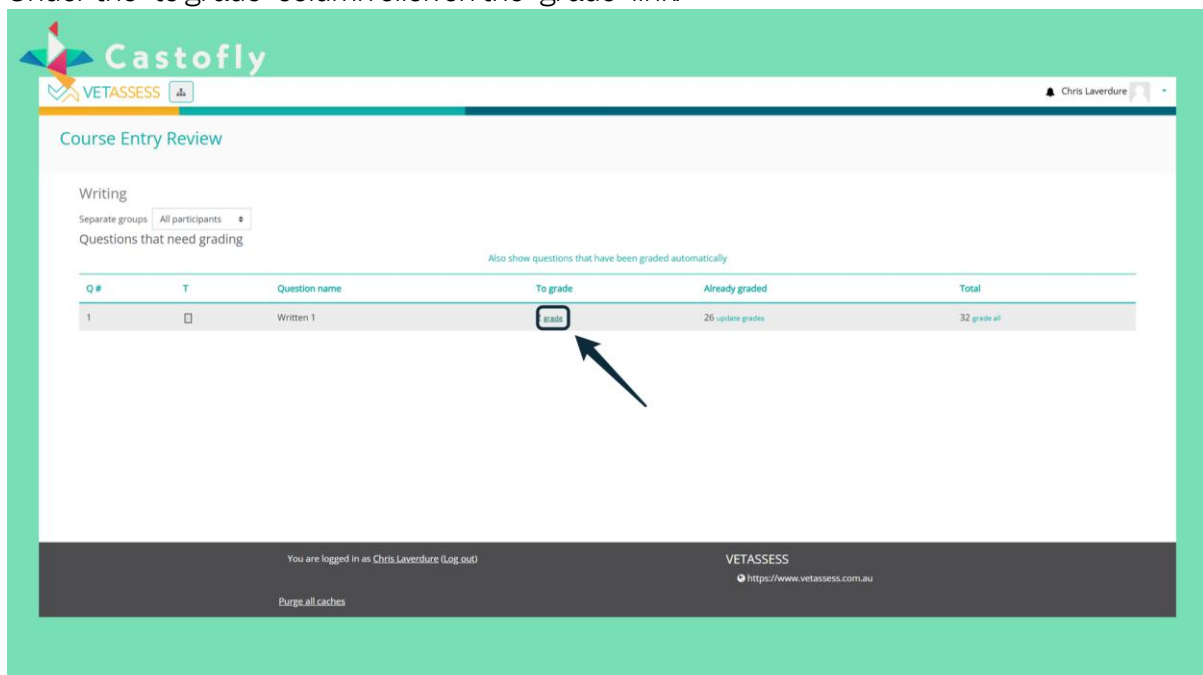
Click on the Writing text to be taken to the marking screen.



The screenshot shows the Castofly VETASSESS dashboard. On the right sidebar, under the 'Grade Me' section, there is a 'Writing' link highlighted with a red box and an arrow. The dashboard also shows a 'Course Entry Review' section on the left and a 'User Management' section on the right. The footer indicates the user is logged in as Chris Laverdure.

3. Grading Section

Under the "to grade" column click on the "grade" link.



The screenshot shows the 'Course Entry Review' page for the 'Writing' section. It displays a table with columns: Q#, T, Question name, To grade, Already graded, and Total. The 'To grade' column contains a 'grade' link highlighted with a red box and an arrow. The table shows one question, 'Written 1', with 26 update grades and 32 grade attempts.

Q#	T	Question name	To grade	Already graded	Total
1	<input type="checkbox"/>	Written 1	grade	26 update grades	32 grade at

4. ACSF 1 Grade Marking

Scroll down and review the grading rubric on how to mark the student's submission.

The screenshot displays the Castofly VETASSESS interface. At the top, the Castofly logo is on the left, and the VETASSESS logo is in the center. On the right, there is a user profile for 'Chris Laverdure'. Below the header, a table outlines writing skills criteria for four grades: ACS F1, ACS F2, ACS F3, and ACS F4. The table has five rows of criteria: Spelling, Punctuation, Audience and Purpose, Grammar Use, and Structure and Organisation. A red box highlights the 'ACS F1 Mark as 1 in the grade' column, and a red arrow points to the 'Positions in spelling that do not interfere with meaning' criterion under ACS F2. Below the table, there is a 'Comment' section with a text input area and a rich text editor toolbar.

	ACS F1 Mark as 1 in the grade	ACS F2 Mark as 2 in the grade	ACS F3 Mark as 3 in the Grade	ACS F4 Mark as 4 in the Grade
Spelling	Spelling is inconsistent with variations	Positions in spelling that do not interfere with meaning	Spells with reasonable accuracy	Accurately spells frequently uses words and technical terms / specialised vocabulary
Punctuation	Inconsistent uses basic punctuation	Uses basic punctuation accurately (capital letters, full stops and commas)	Uses punctuation to aid understanding	Uses punctuation accurately and effectively
Audience and Purpose	Shows some recognition that texts have different purposes	Words and grammar use impact audience and purpose	Begins to use writing as a tool	Addresses the context, purpose and audience
Grammar Use	Uses limited verb tenses	Uses simple cohesive devices	Uses complex and compound sentences	Uses grammatical structures and vocabulary appropriate to register
Structure and Organisation	Uses basic structures	Begins to sequence writing	Sequences writing to produce a cohesive text	Interrelates ideas and information
Language Use	Uses a small bank of words	Uses language of personal relevance	Uses vocabulary with precision	Selects vocabulary to create shade of meaning

Comment

1 A B I [Table Icon] [List Icon] [Link Icon] [Image Icon] [Video Icon] [Audio Icon] [Text Icon] [More Icon]

5. Comment Box

Leaving a comment is optional and only visible to admin staff.

Castofly

VETASSESS

Chris Laverdure

Language use Uses a small bank of words Uses language of personal relevance Uses vocabulary with precision Selects vocabulary to create shade of meaning

Comment

1 A B I [Rich Text Editor Icons]

0.00 out of 4.00

Attempt number 1 for Student Test

Question 1
Complete
Marked out of 4.00
Flag question

Choose one of the following topics and write an argumentative text of approximately 3 paragraphs. An Argumentative text is a piece of writing that tries to convince the reader.

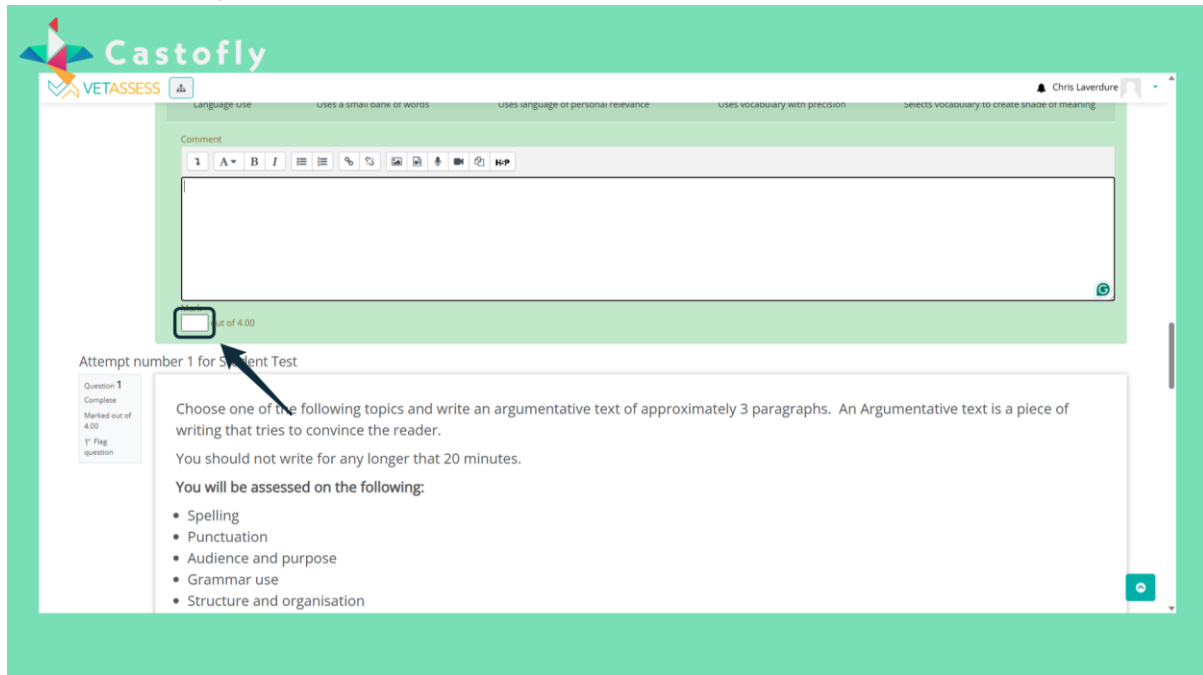
You should not write for any longer than 20 minutes.

You will be assessed on the following:

- Spelling
- Punctuation
- Audience and purpose
- Grammar use
- Structure and organisation

6. Checkbox for Task Completion

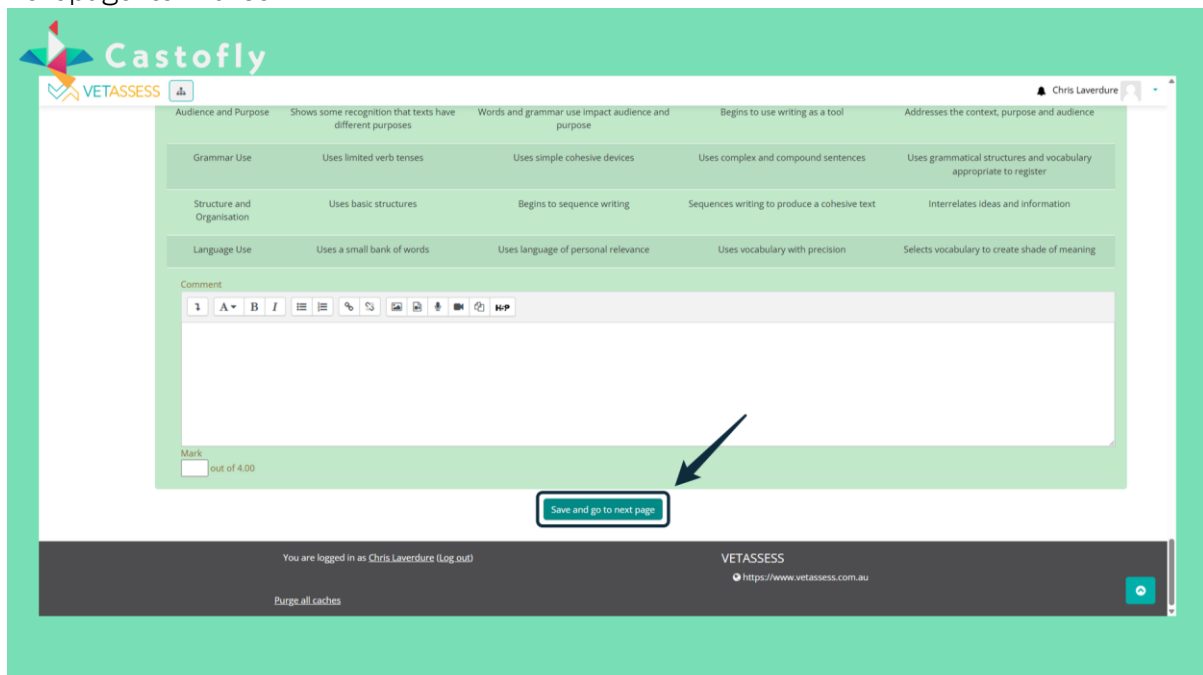
On the mark box, enter the mark for the student.



The screenshot shows the Castofly VETASSESS interface. At the top, there's a header with the VETASSESS logo and a user profile for Chris Laverdure. Below the header, there's a table with columns for different assessment criteria: Language Use, Grammar Use, Structure and Organisation, and Audience and Purpose. Each column contains a list of specific criteria. Below the table, there's a 'Comment' section with a text area and a 'Mark' section with a checkbox and the text 'out of 4.00'. An arrow points to the checkbox.

7. Navigation Button

Scroll down to repeat for any other submissions. When completed, click on "Save and go to the next page" to finalise.

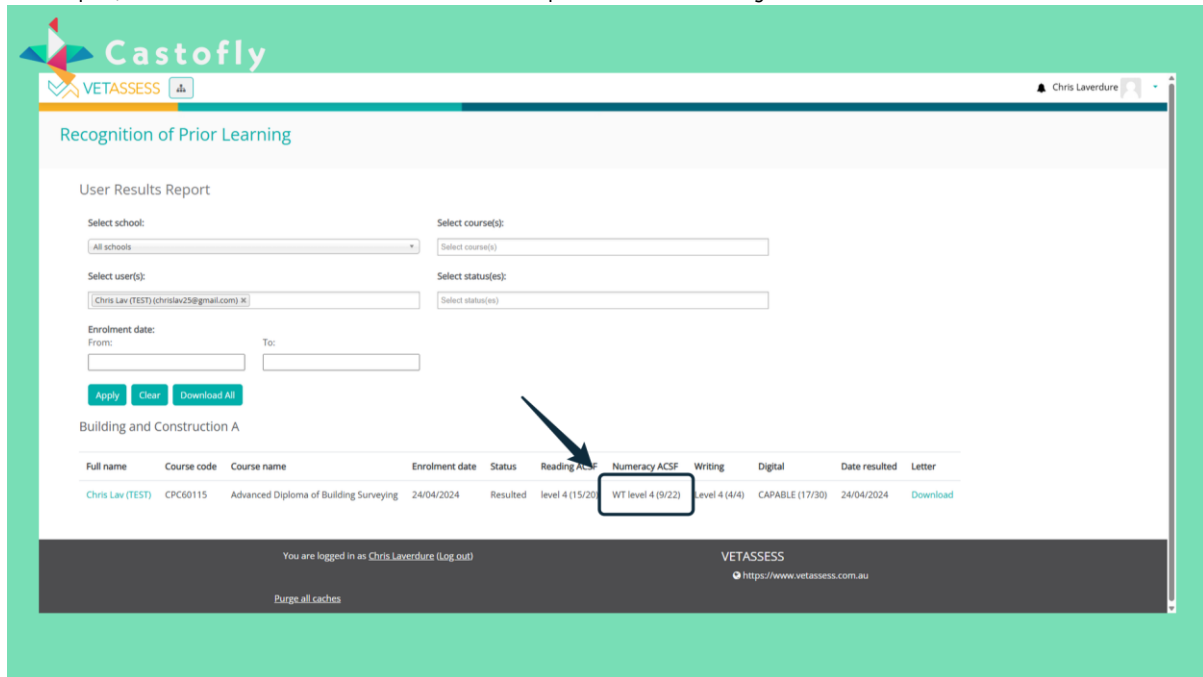


The screenshot shows the Castofly VETASSESS interface. At the top, there's a header with the VETASSESS logo and a user profile for Chris Laverdure. Below the header, there's a table with columns for different assessment criteria: Audience and Purpose, Grammar Use, Structure and Organisation, and Language Use. Each column contains a list of specific criteria. Below the table, there's a 'Comment' section with a text area and a 'Mark' section with a checkbox and the text 'out of 4.00'. At the bottom, there's a 'Save and go to next page' button. An arrow points to the button.

Adding extra attempts

1. Numeracy ACSF Level

If a user has completed the course requirements but hasn't received the appropriate score, admin staff can allow extra attempts for the student to re-complete the assessment. This is a manual process, you will need to note of which assessment needs to be re-taken. In this example, we can see that this student completed Numeracy Level 4.



Recognition of Prior Learning

User Results Report

Select school: Select course(s):

Select user(s): Select status(es):

Enrolment date: From: To:

[Apply](#) [Clear](#) [Download All](#)

Building and Construction A

Full name	Course code	Course name	Enrolment date	Status	Reading ACSF	Numeracy ACSF	Writing	Digital	Date resulted	Letter
Chris Lav (TEST)	CPC60115	Advanced Diploma of Building Surveying	24/04/2024	Resulted	level 4 (15/20)	WT level 4 (9/22)	level 4 (4/4)	CAPABLE (17/30)	24/04/2024	Download

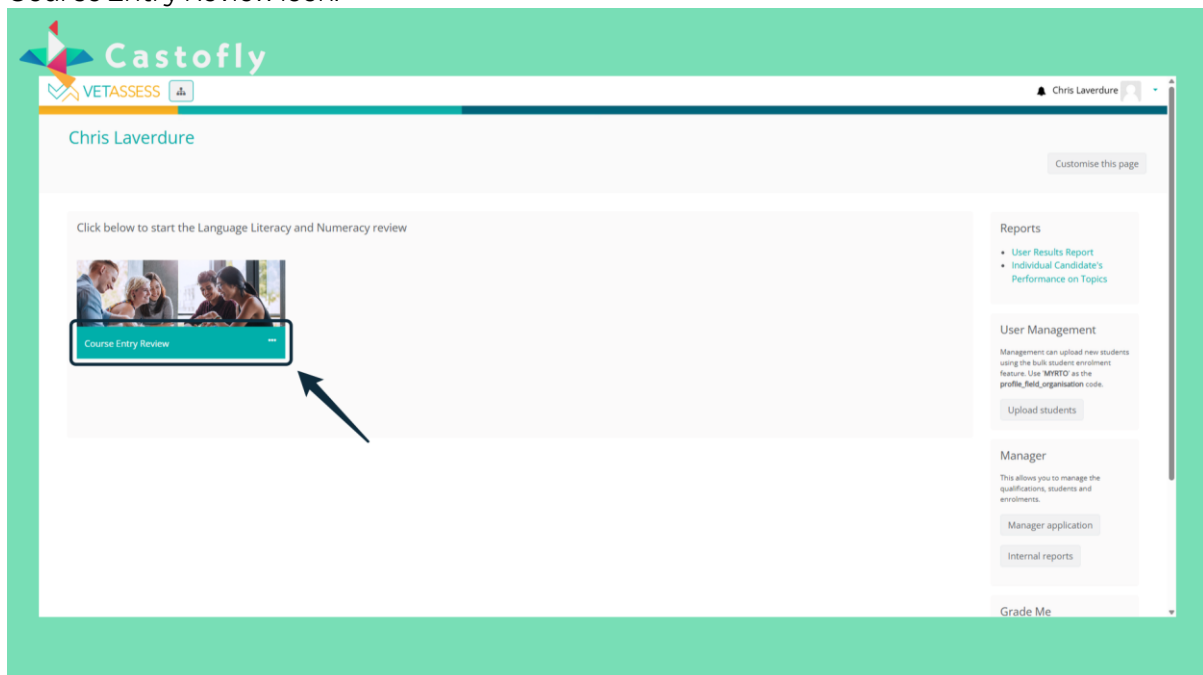
You are logged in as Chris Laverdure (Log out)

VETASSESS
https://www.vetassess.com.au

[Purge all caches](#)

2. Course Entry Review

Once you have found the required assessment, return to the Dashboard and click on the Course Entry Review icon.



Chris Laverdure

Click below to start the Language Literacy and Numeracy review

[Course Entry Review](#)

Reports

- User Results Report
- Individual Candidate's Performance on Topics

User Management

Management can upload new students using the bulk student enrolment feature. Use 'MVRTO' as the profile_field_organisation code.

[Upload students](#)

Manager

This allows you to manage the qualifications, students and enrolments.

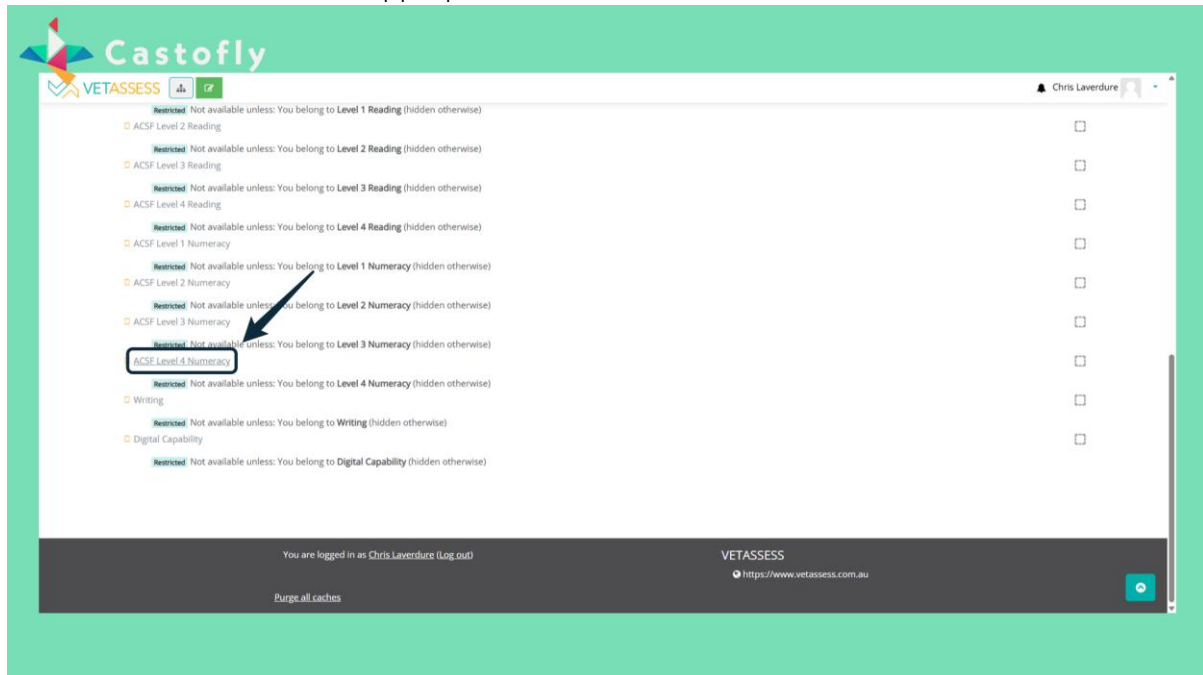
[Manager application](#)

[Internal reports](#)

[Grade Me](#)

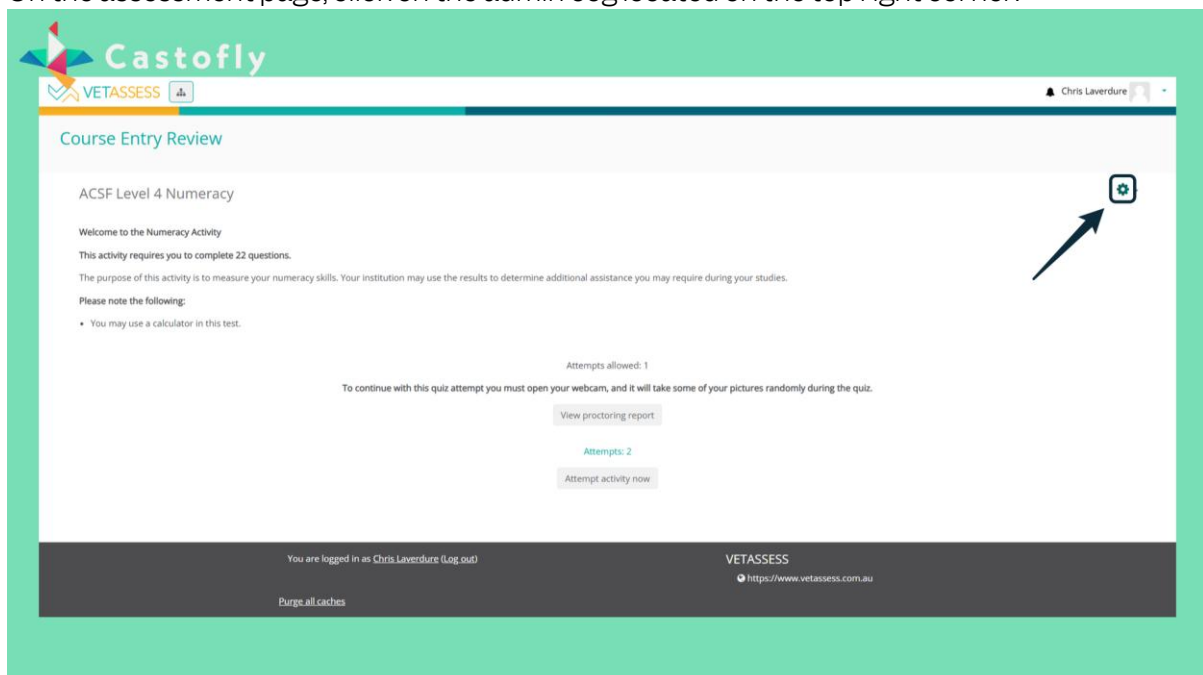
3. ACSF Level 4 Numeracy

Scroll down and click on the appropriate assessment.



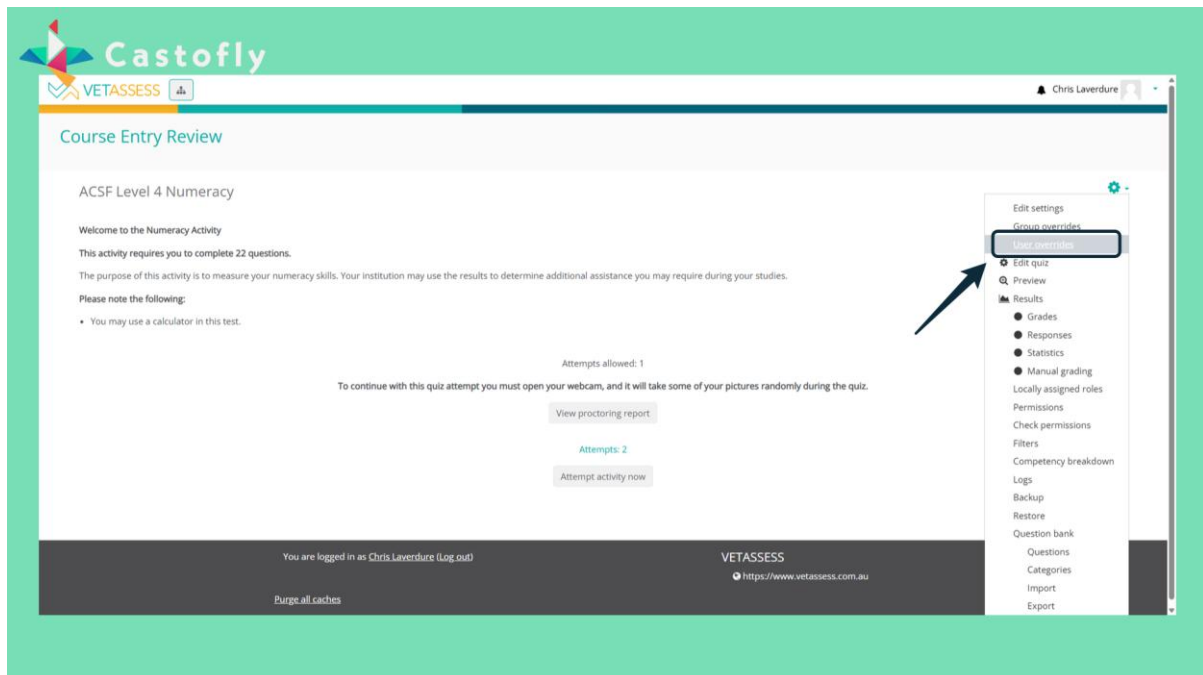
4. Settings Icon

On the assessment page, click on the admin cog located on the top right corner.



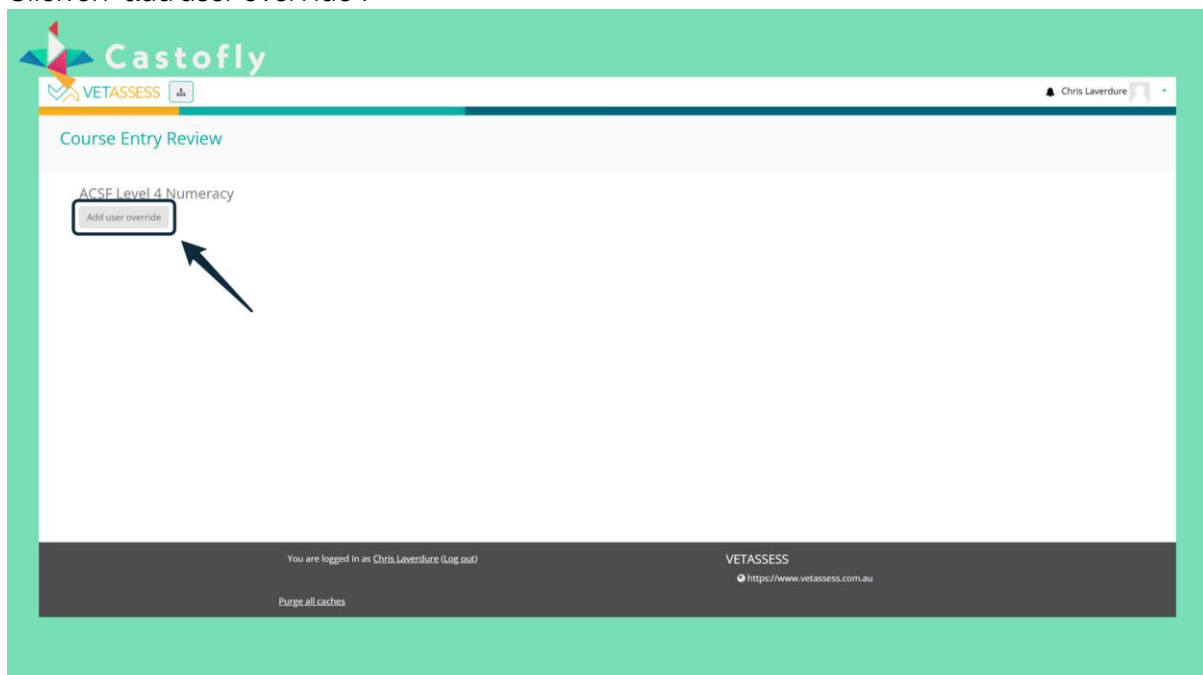
5. User Overrides Menu Option

Select the user overrides button.



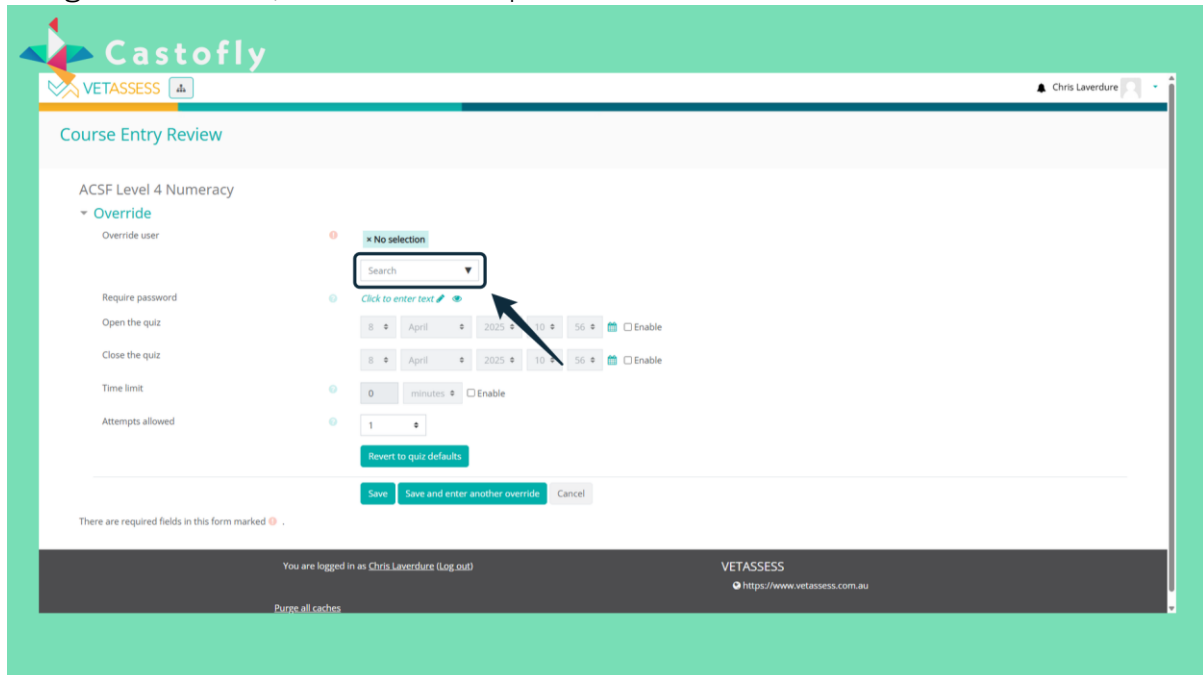
6. Add User Override Button

Click on "add user override".



7. Search Box

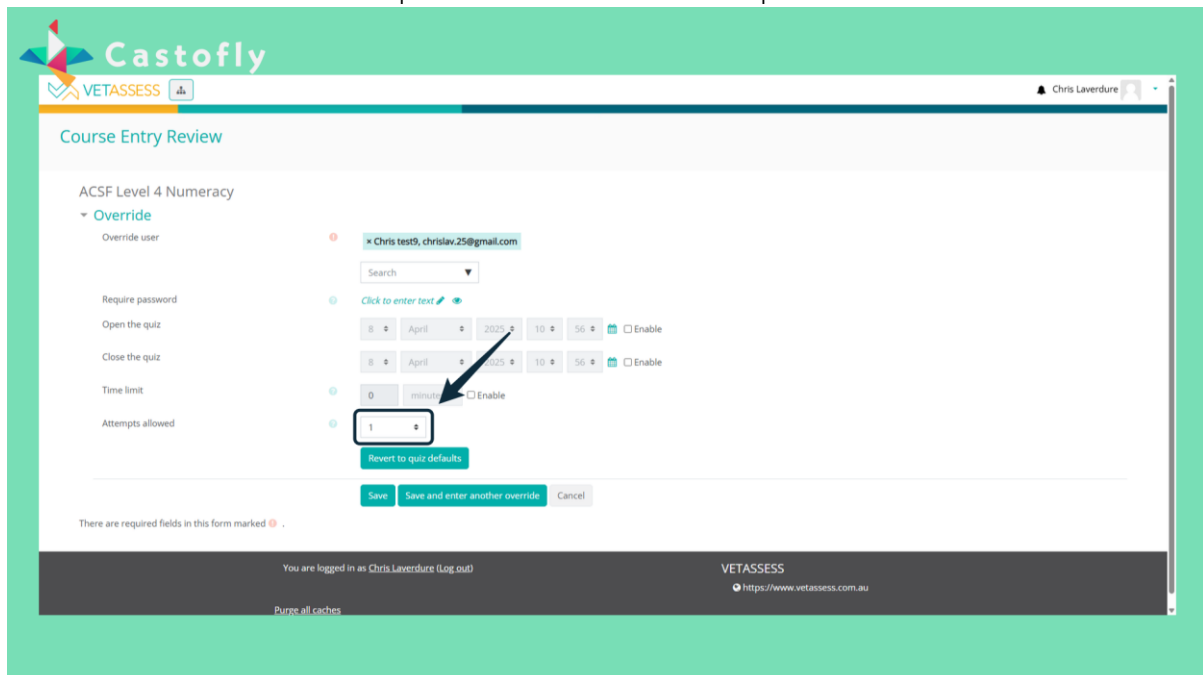
Using the search bar, search for the required student.



The screenshot shows the 'Course Entry Review' page for 'ACSF Level 4 Numeracy'. Under the 'Override' section, the 'Override user' field is highlighted with a red border and a red dot, indicating it is a required field. A search box is visible next to it, with a dropdown arrow. A red arrow points to the search box. Below the search box, there are fields for 'Open the quiz' and 'Close the quiz', each with a date picker (April 2025), a time picker (10:56), and an 'Enable' checkbox. The 'Time limit' field is set to 0 minutes. The 'Attempts allowed' field is set to 1. A 'Revert to quiz defaults' button is located below the 'Attempts allowed' field. At the bottom of the form, there are 'Save', 'Save and enter another override', and 'Cancel' buttons. A footer bar at the bottom of the page indicates the user is logged in as 'Chris Laverdure' and provides the VETASSESS website URL.

8. Attempts Allowed Setting

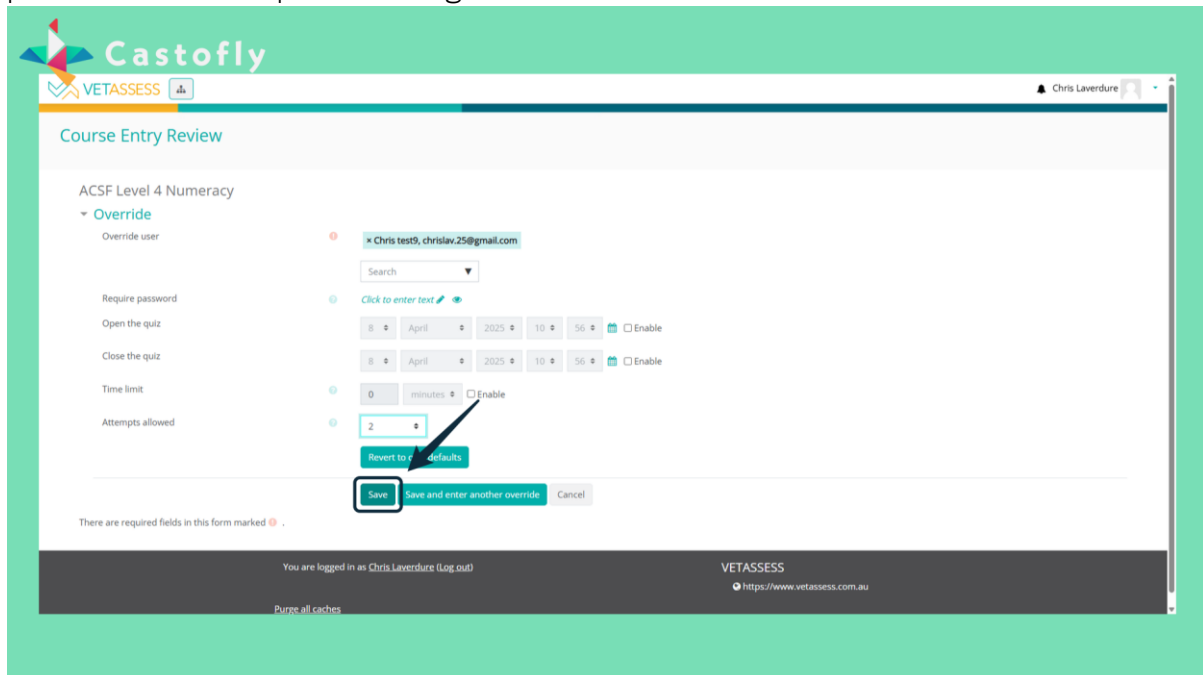
Select the number of re-attempts a user is allowed for the quiz.



The screenshot shows the 'Course Entry Review' page for 'ACSF Level 4 Numeracy'. Under the 'Override' section, the 'Override user' field is populated with 'Chris test9, chrislav.25@gmail.com'. The 'Attempts allowed' field is highlighted with a red border and a red dot, indicating it is a required field. A red arrow points to the 'Attempts allowed' field. Below the 'Attempts allowed' field, there is a 'Revert to quiz defaults' button. At the bottom of the form, there are 'Save', 'Save and enter another override', and 'Cancel' buttons. A footer bar at the bottom of the page indicates the user is logged in as 'Chris Laverdure' and provides the VETASSESS website URL.

9. Save Button

Click Save when completed. Once actioned, the student will be able to log back into the platform and re-complete the assigned assessment.



Castofly

VETASSESS

Chris Laverdure

Course Entry Review

ACSF Level 4 Numeracy

Override

Override user

Chris test9, chrislav.25@gmail.com

Search

Require password

Click to enter text

Open the quiz

8 April 2025 10 56 Enable

Close the quiz

8 April 2025 10 56 Enable

Time limit

0 minutes Enable

Attempts allowed

2

Revert to defaults

Save Save and enter another override Cancel

There are required fields in this form marked .

You are logged in as Chris Laverdure (Log out)

VETASSESS

https://www.vetassess.com.au

Purge all caches