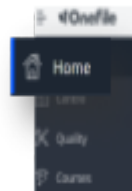


OneFile Assign and Mark - Assessor Guide

Assign a Task to Class Groups/Student/s

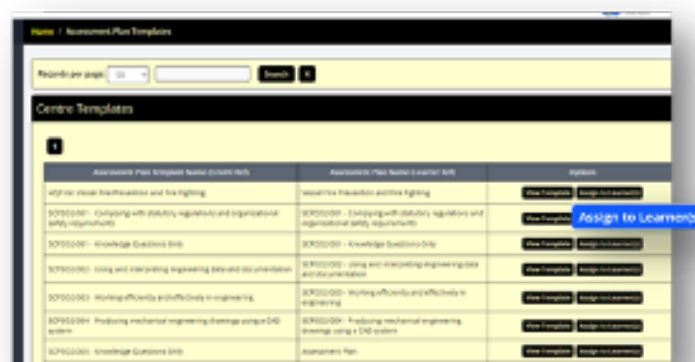


1. In the left-hand menu click the **Home** button.
2. Scroll down to **Forms & Templates** > click the **Assessment Plan Template** button.



Task 1 – Assign a Task to Students (Assessment plan template)

3. You will see all the assessment plan templates, find the one required and click the option to the right **Assign to Learners**.



The next page is where you assign the plan template to a class group or individual person.

- Under Assign Assessment plan to Learner (s) > from the drop down **Select a class** > **choose the required class group**

Note: if you do not see your class group, speak to Douglas Marshall or Pauline Barker and they will assign you to your class group.

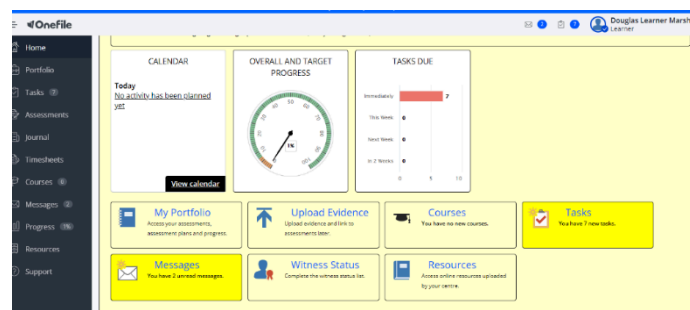
- Click **Select all** to select all the learners, if an individual learner just tick the name of the student/s you want to assign the plan template to.



- Scroll down to **Tasks** and **Edit Dates** as required.
- Click the **Assign** button at the bottom of the page, the plan assessment has been assigned to the learner/s. The learners will receive a Task notice at their end of the system.



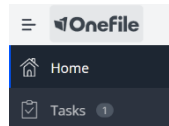
The Learner view - students see the following screen, to view the task they click the **Tasks** button.



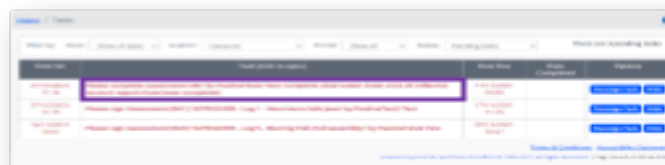
Task 2 – Marking

View your Tasks – view the list of students completed work for marking.

1. Click the Tasks button left menu



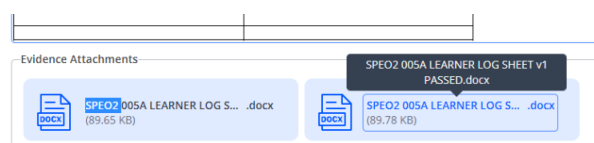
2. You will see all the learner completed tasks listed, you can filter by Class, learner (see all the students names listed), Period or Status.



3. Click over the task name to open (shown above)
4. The learners work will open, and you will see the following sections:
 - a. **Assessments** – Assessment details and dates
 - b. **Criteria** – once students work is marked, scroll back up to select the learner completed criteria - you have the option to Select All or None at the top right of this section > then tick the criteria completed, or just untick the uncompleted criteria.



Evidence – the Learners work will be uploaded as a document you will download and mark offline. Mark as required.



Note: Not all the plan templates are Learner document attachments, some of the plan templates will be the knowledge questions that you will need to mark online.

- c. **Feedback & Comments** – Add your feedback and any comments required, you can also add the marked learner document to return to the student by clicking Add Message Attachment

Add Message Attachment

- d. **Declaration & Signature** – Scroll back up to the Criteria section and tick off the completed criteria, once you have done that scroll back down

1. If the learner has **not completed** the criteria, **tick the box next to the first option** > I agree that the information provided here is an accurate account of what has taken place.
2. Click **Resubmit**, the task is returned to the learner for updating.

Only sign here when you have finished with this assessment and wish to send it to the next person.

Declaration	Name	Signed on Completion
I agree that the information provided here is an accurate account of what has taken place.	PaulineTest2 Test (Learner)	☐

Resubmit

Do not sign and complete the task until all criteria has been completed by the learner.

- If the learner has **completed the Criteria**, and only when the criteria is complete then do you tick the 2nd option > I agree that the information provided here is an accurate account of the what has taken place> click the **Save & Quit** button.

Declaration & Signatures

Only sign here when you have finished with this assessment and wish to send it to the next person.

Declaration	Name	Signed on Completion	Date
I agree that the information provided here is an accurate account of what has taken place.	Douglas Learner Marshall (Learner)	☐	25/10/2025 11:25
I agree that the information provided here is an accurate account of what has taken place.	Douglas Marshall (Assessor)	☒	25/10/2025 11:25
I have sampled this evidence as part of my verification sample.	Internal Verifier	☐	
I have sampled this evidence as part of my verification sample.	External Verifier	☐	

Save & Refresh Save & Quit Resubmit Delete Cancel

The learners work is signed off as complete by the assessor and the system then sends it to the