



## How to add a Secondary Assessor to an aim

**Step 1** – On your dashboard, locate the learner you wish to add a secondary assessor to and click on their name to open the Profile page.

The screenshot shows the SMART ASSESSOR dashboard interface. At the top left, it says "Welcome Assessor Smith - Your Assessor Dashboard". There are navigation controls including "10 records per page" and "Expand All". On the right, there are search and filter options: "Search Learners" with a "Filter" button, "Refresh dashboard", and "Go to legend". Below these are radio buttons for "View As": "Primary Assessor=8" (selected), "Secondary Assessor=1", and "Lead Assessor=0".

The main content area displays a list of learners. Each learner card includes a profile picture, name, role, last login, and performance metrics. An arrow points to the learner "Jeff Newman".

Learner Name	Role	Last Login	Performance Metrics	Notes
Hilary Indigo	Smart Assessor	30/11/2015	9% 39% 85%	
Jeff Newman	Training 2000	Last Login:	3 IQA Action Pending, 08/12/2015 01:00 Induction, 28% 40% 100%	Now works Thurs/Fri/Sat
Chloe Parker	First Training LTD	Last Login:	10% 49% 82%	Catch up with mentor on this visit



**Step 2** – Click on “Course”.

**Jeff Newman**

Profile **Course** Action Tests and Exams Contact Diary ALS

Save

ULN

MIS Learner ID

Student ID

UserID\*

Forename\*

Surname\*

TimeZone

House No/Name and Street

MIS System ID

Internal Student Number

GH678767G

Jeff.Newman734

Ignore

Jeff

Newman

(UTC) Dublin, Edinburgh, Lisbon, London

10 Station Road

**Step 3** – Click on the pencil icon of the course you wish to add a secondary assessor to.

Profile Course **Action** Tests and Exams Contact Diary ALS

Course	Grouping	Framework Code	Course Start/End	Course Extension date	Actual End Date	Assessor/Second Assessor	Status	Awarding Body	Grades	Registration Date/Number	Edit
50093009 EDI Level 2 NVQ Certificate in Business and Administration	Group 1		01/12/2014 02/09/2015		DD/MM/YYYY	Assessor Smith danny Assessor	<input type="checkbox"/> Reason For Change	EDI	Entry: B Current: C Predicted: A		
50093423 EDI Level 2 Certificate in Principles of Business and Administration			01/12/2014 02/09/2015		DD/MM/YYYY	Assessor Smith danny Assessor	<input type="checkbox"/> Reason For Change	EDI	Entry: Current: Predicted:		

Course Filter :  Filter  Add



**Step 4** – Click on the secondary assessor drop down menu and click on the assessor to be added.  
Click on the Save Icon to save your changes.

Course	Grouping	Framework Code	Course Start/End	Course Extension date	Actual End Date	Assessor/Second Assessor	Status	Awarding Body	Grades	Registration Date/Number	Edit
Level 2 NVQ Certificate in Business and Administration Do not include in auto batch <input type="checkbox"/>	Allocate to an Existing Group 1 Or Create new Grouping + Allocate to Additional Groups +	<input type="text"/> <input type="checkbox"/> Exclude from Overall Progress	01/12/2014 02/09/2015 <input type="checkbox"/> Set All Dates	<input type="text"/>	DD/MM/YYYY	Assessor Smith danny Assessor LA <input type="checkbox"/> + Add Additional Assessors <input type="checkbox"/> Set All Assessors	<input type="button" value="+ Reason For Change"/>	EDI	Entry: B Current: C Predicted: A	<input type="text"/> <input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>
2 Certificate in Principles of Business and Administration			01/12/2014 02/09/2015		DD/MM/YYYY	Assessor Smith danny Assessor	In Training <input type="button" value="+ Reason For Change"/>	EDI	Entry: Current: Predicted:		<input type="button" value="Edit"/>

Course Filter :