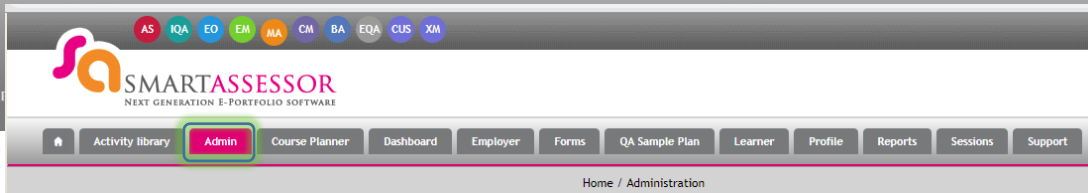




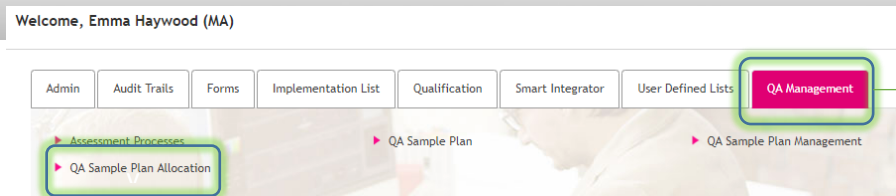
IQA Sampling Plan Allocation

Sample plans that have been created by IQA's can be reallocated to different IQA users when necessary.

IQA's can only reallocate their own plans, Master Admins can reallocate any QA Sample Plan.

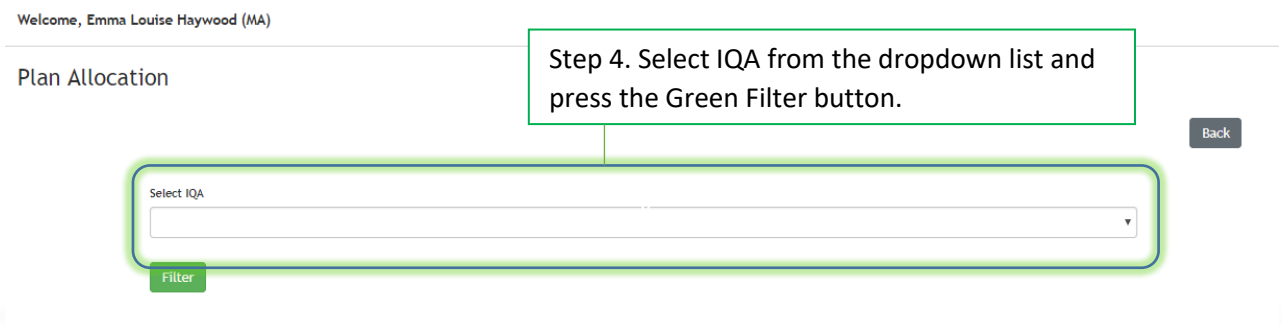


Step 1. Access the Admin menu from the top navigation bar.



Step 2. Access the QA Management tab from the Admin Menu

Step 3. Access the QA Sample Plan Allocation Page within the QA Management sub menu.



Step 4. Select IQA from the dropdown list and press the Green Filter button.



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Plan Name	Other IQAs assigned to Plan	Course Name	Samples in Progress	Select to transfer
[18-12-06 15:29:22] Customer Service Practitioner Level 2 Assessment Plan ST007ZAP02 122	Emma Louise Haywood , Julie Elmer	Customer Service Practitioner Level 2 Assessment Plan ST007ZAP02 122	6	<input type="checkbox"/>
AT_EH1	Emma Louise Haywood	Animal Technologist 179	15	<input type="checkbox"/>
English new EH 15/05/18	Emma Louise Haywood	Edexcel Functional Skills English Level 2 50086832	17	<input type="checkbox"/>
[18-12-17 10:42:49] C&G Level 2 NVQ Diploma in Hairdressing 6008-02 6015696X	Emma Louise Haywood , Julie Elmer, Assessor Jones	C&G Level 2 NVQ Diploma in Hairdressing 6008-02 6015696X	2	<input type="checkbox"/>
Engineering Technician	Emma Louise Haywood	Engineering Technician 167	8	<input type="checkbox"/>
powerpoint	Emma Louise Haywood	Microsoft Powerpoint	0	<input type="checkbox"/>
SA Test Sampling Group September 2019	Emma Louise Haywood	Adult Care Worker 119	19	<input type="checkbox"/>
[18-11-27 13:03:33] Aviation Operations Manager 123	Emma Louise Haywood	Aviation Operations Manager 123	0	<input type="checkbox"/>
[18-11-27 13:52:06] Advanced Dairy Technologist 149	emma iqa4, Julie Elmer, Emma Louise Haywood	Advanced Dairy Technologist 149	47	<input type="checkbox"/>
[18-10-29 11:45:42] Retailer 101	Emma Louise Haywood , Julie Elmer	Retailer 101	0	<input type="checkbox"/>
18518EHNew	Emma Louise Haywood	blat		
[18-12-06 17:43:41] Aerospace Software Development Engineer 38	Emma Louise Haywood	Aer		

Step 5. Select the Sample plan you wish to reallocate by marking the checkbox 'Select to transfer'.

Plan Name	Other IQAs assigned to Plan	Course Name	Samples in Progress	Select to transfer
[18-12-06 15:29:22] Customer Service Practitioner Level 2 Assessment Plan ST007ZAP02 122	Emma Louise Haywood , Julie Elmer	Customer Service Practitioner Level 2 Assessment Plan ST007ZAP02 122	6	<input type="checkbox"/>
AT_EH1	Emma Louise Haywood	Animal Technologist 179	15	<input type="checkbox"/>
English new EH 15/05/18	Emma Louise Haywood	Edexcel Functional Skills English Level 2 50086832	17	<input type="checkbox"/>

Note that the Plan Allocation table displays the following information regarding each sample plan assigned to the selected IQA:

- Plan Name,
- Other IQA's assigned to Plan
- Course name
- Samples currently in progress with no completed date set.

You can also select the plan name to be taken directly to that sample plan.



Select IQA to assign selected Plans to

Select an IQA...

Save

Step 6. Select the IQA you wish to allocate the sample plan to using the drop-down list at the foot of the page. Once selected, press save to confirm.

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test.smartassessor.co.uk says

Plan(s) have been successfully allocated to Emma iqa6 a notification email has been sent to the IQA.

OK

Step 7. Once saved, the system will give confirmation that the sample plan has been allocated to a the new IQA User.

Plan Management

Archive

Plan Allocation

Back

Select Course

Use this text box to search for a Course

Adult Care Worker 119

Select Plan

119

Filter

Clear

Note that when inside the plan management page, you can also review the plan allocation page should this sample plan need to be allocated to different IQA's.

AS IQA EO EM MA CM BA EQA CUS XM

SMARTASSESSOR
NEXT GENERATION E-PORTFOLIO SOFTWARE

Assessor Assessor Risk Rating Calendar CPD QA Sample Plan **Sample Plan Allocation** Profile Reports Sampling Items for Assessors Support

Home

Sample Plan allocation can also be accessed from the IQA Role within the top navigation menu.