

Managing Assessments – Marking Results

Quick Reference Guide

This guide will explain how to manage assessments in LaDIS. This is referred to as Marking Results.

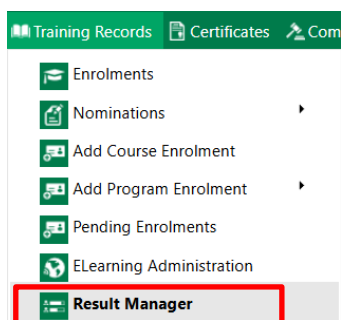
There are 3 different types of assessment to be marked in LaDIS

1. Training Event Assessments
2. Capability Assessments
3. Validation Assessments

While enrolments for Formal Training Events and Accreditation are entered into a Stage Schedule, the results are marked in the course schedule.

Marking Training Events, Capability and Validation Assessments

1. To begin marking assessments, you need to open the results manager. To open the results manager **Training Records>Result Manager**.



2. This will load the Results Manager page. By default, this page is filtered to only show Training Event schedules

A screenshot of the 'Result Manager' page in the LaDIS application. The page has a green header with 'Result Manager' and a breadcrumb trail 'Home > Training Records > Result Manager'. Below the header, there are tabs for 'Schedules' and 'People'. The 'Schedules' tab is active. On the left, there are several filter dropdowns: Course, Location, Region, Program, and Area. On the right, there are filters for Status (Enrolling), Active, and Tag. Further right, there are input fields for Schedule Start Date and Schedule End Date. Below these filters, there are buttons for 'Clear Filters' and 'Filter'. At the top of the table, there are buttons for 'Bulk Actions', 'Show / Hide Columns', 'Reset grid settings', and 'Save grid settings'. The table itself has columns for Actions, Course ID, Course Code, Course Name, Schedule Name, Schedule Type, Start Date, End Date, Booked, Available, Custodian, Location, Region, District, and Date. There are two rows of data displayed. The first row shows a course with ID 5207, code INF034, name 'Intermediate Bushfire Behaviour', schedule name 'INF034-2011', type 'Actual', start date 30/07/2025, end date 31/07/2025, 16 booked, 84 available, custodian 'Port Phillip', location 'Knoxfield 609-621 Burwood Hwy', region 'Port Phillip', and district 'Any'. The second row shows a course with ID 11613, code ELRN041, name 'Plant Operations Manager', schedule name 'ELRN041-2007', type 'Planned', start date 22/07/2025, end date 22/07/2025, 6 booked, 94 available, custodian 'Online', location 'Online', region 'State', and district 'Any'.

- To begin finding the schedule you want to mark update the filter by removing “Enrolling” from the **Status** filter and remove ‘Training Event’ from the **Tag** drop down filter. Click **Filter** to apply these changes.

- Use the filter fields to find Course Schedule you want to mark e.g. filter to the course name and start date

Bulk Actions ▾ Show / Hide Columns Reset grid settings Save grid settings																
Actions	Course ID	Course Code	Course Name	Schedule Name	Schedule Type	Start Date	End Date	Booked	Available	Custodian	Location	Region	District	Delivery Mode	Status	Del

- When you find the correct course hover over the **Actions ▾** button. Click on **Mark Results** to display the list of enrolled students.
- The **Bulk Actions** button can be used to mark a single or multiple enrolments.

- ## Bulk Actions

Bulk Actions

- selected students names in the left hand side column, as you have the option of selecting multiple students at once.

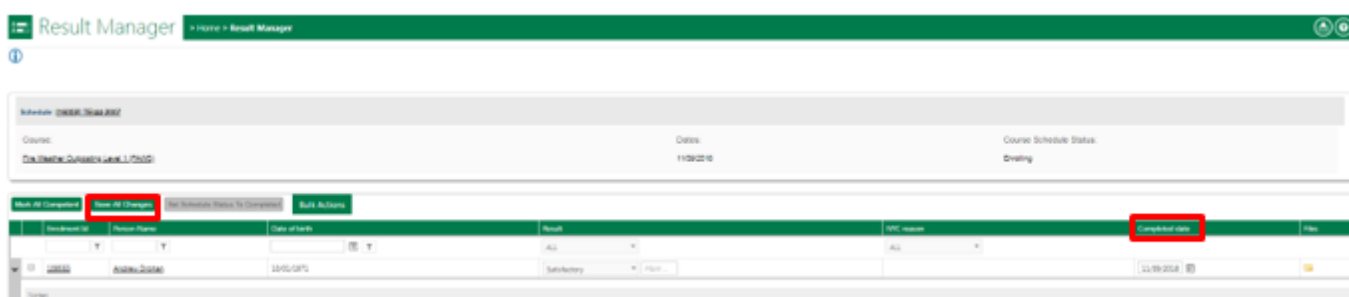
Selected Students

- the type of assessment you are marking.

Status	Combination
Attended Training Event	Mark field = Satisfactory Status field = Completed Attendance

Status	Combination
Validated	Mark field = Satisfactory Status field = Completed

11. Enter the **Marking Date** using the Date Picker 
 - For a training event this should be the last date of the training event
 - For a Capability Assessment/Validation this should be the day the assessor signed off on the Accreditation/Endorsement
12. Click **Apply** then once confirmation appears in the window, click **Close**.
13. **Importantly**, click on **Save All Changes**.
14. After you save all changes the assessment will be marked and the page will refresh, the overall result for the student will automatically update to **Satisfactory** and a **Completed Date** will appear.
15. Once marked you need to check to ensure that the **Completed date** shows the same date as the **Marking Date**. Manually change the **Completed date**, if required, and then click **Save All Changes**. This ensures that if a certificate is generated for this Capability that the correct date/s will appear on the certificate and that the correct date is linked in their training profile.



The screenshot shows the 'Result Manager' interface. At the top, there's a green header bar with 'Result Manager' and a breadcrumb trail 'Home > Result Manager'. Below this, there's a section for 'Schedule' with details like 'Course: Data Science Foundation Level 1 (Pilot)', 'Dates: 11/09/2018', and 'Course Schedule Status: Drafting'. A table below shows a list of students with columns for 'Marking Date', 'Person Name', 'Date of Birth', 'Result', 'Marking Date', and 'Completed Date'. The 'Marking Date' and 'Completed Date' columns are highlighted with red boxes. The 'Completed Date' column shows a date of '11/09/2018'.

Assigning the Assessor and or Validator

When marking results, you have the option to assign the assessor or validator, the assessor can be assigned to the Capability Assessment, and the Validator can be assigned to the Validation. This is an optional step.

1. As with marking results, select the students by ticking the check box next to the students you wish to apply the assessor or validator to, then hover over the **Bulk Actions**
2. Select **Assign Assessment Assessor** or **Assign Assessment Validator**
3. Select the Assessor/Validator from the list – if the Assessor or Validator isn't in the list submit a request to the LaDIS team to have them added.
4. Click on **Save All Changes** to apply the Assessor or Validator.