

Managing Assessments – Marking Results

Quick Reference Guide

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

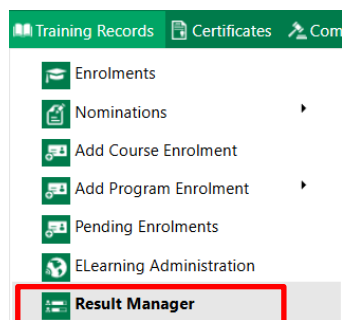
There are 4 different types of assessment to be marked in LaDIS

1. Training Event Assessments
2. Capability Assessments
3. Validation Assessments
4. National Unit of Competency

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, Validation Assessments and National Units of Competency.

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.

A screenshot of the 'Result Manager' page in the LaDIS system. The page has a green header with the title 'Result Manager' and a breadcrumb trail 'Home > Training Records > Result Manager'. Below the header, there are two tabs: 'Schedules' and 'People', with 'People' selected. A series of filters are available on the left, including Course, Location, Region, Program, and Area. On the right, there are filters for Status (Enrolling), Active, and Tag. Further right are date pickers for Schedule Start Date and Schedule End Date. At the bottom right of the filter section are 'Clear Filters' and 'Filter' buttons. Below the filters is a table with columns: Actions, Course ID, Course Code, Course Name, Schedule Name, Schedule Type, Start Date, End Date, Booked, Available, Custodian, Location, Region, District, and a partial 'D' column. The table contains two rows of data. The first row shows Course ID 5207, Course Code INF034, Course Name Intermediate Bushfire Behaviour, Schedule Name INF034-2011, Schedule Type Actual, Start Date 30/07/2025, End Date 31/07/2025, Booked 16, Available 84, Custodian Port Phillip, Location Knoxfield 609-621 Burwood Hwy, Region Port Phillip, and District. The second row shows Course ID 11613, Course Code ELRN041, Course Name Plant Operations Manager, Schedule Name ELRN041-2007, Schedule Type Planned, Start Date 22/07/2025, End Date 22/07/2025, Booked 6, Available 94, Custodian Online, Location, Region State, and District.

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	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. Tick the check box next to the students you wish to mark, then hover over the **Bulk Actions** button to reveal **Apply Assessment/Status Mark**.

Result Manager

» Home » Result Manager

Schedule: [16004] Heavy Tanker Driver/Operator (Unimog) Validation-2006

Course:

Heavy Tanker Driver/Operator (Unimog) Validation

Dates:

13/08/2018 - 17/08/2018

Mark All Competent

Save All Changes

Set Schedule Status To Completed

Bulk Actions

	Enrolment Id	Person Name	D	Result	NYC reason
				ALL	ALL
>	108150	Andrew Brown	22/08/2018	Satisfactory	Mark ...
>	108176	CAMM EVERETT	2/08/2018	C/NC ...	Mark ...
>	108177	Christopher Leary	7/08/1999	C/NC ...	Mark ...

- The bulk actions pop up window will appear and you can make your changes there. Make sure you can see the selected students names in the left hand side column, as you have the option of selecting multiple students at once.

APPLY ASSESSMENT STATUS/MARK

Selected Students

CAMM EVERETT [16252]

Christopher Leary [16342]

Select a status

Please select...

Select a mark

Please select...

Apply

Close

Choose a marking date

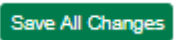
- Click **Select a Status** and select relevant option. See the table below for what value to select, depending on the type of assessment you are marking.
- Click **Select a Mark** and select relevant option. See the table below for what value to select, depending on the type of assessment you are marking.

The table below describes how to mark a **training event assessment** item:

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

The table below describes how to mark a **capability assessment** or **validation assessment** item:

Status	Combination
Validated	Mark field = Satisfactory Status field = Completed

8. 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
9. Click **Apply** then once confirmation appears in the window, click **Close**.
10. **Importantly**, click on .
11. 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.
12. 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 . 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.

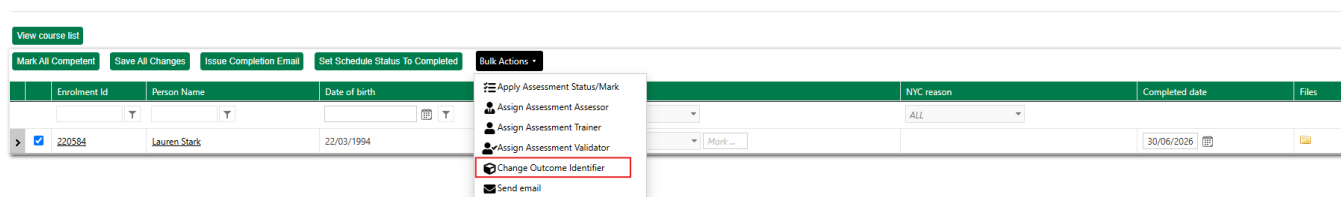


Additional Steps for Marking National Units of Competency – Updating Unit Outcome Identifier

The default outcome identifier when a unit is marked as satisfactory is 20 – Competency Achieved/Passed

The Outcome Identifier must be updated if the assessment outcome is anything other than “**Competency Achieved/Passed**” e.g. Recognition of Prior Learning Granted

1. Select the enrolment(s) to be updated. Tick the check box next to the learner name that needs to be updated.
2. Hover over the **Bulk Actions** button to open the Bulk Actions Menu and Select “Change Outcome Identifier”



The ‘Change Outcome Identifier’ pop up window will open

3. Select “Update ALL enrolments - overwrites any existing outcomes”
4. Select the appropriate outcome identifier from the dropdown menu

CHANGE OUTCOME IDENTIFIER

This action will modify the outcome identifier for the selected items.

Affected Records:

- Number of Schedules: 1
- Number of AVETMISS Enrolments (with a final outcome): 7

Choose what to update:

☐ Update enrolments (with a non-final outcome) only (read more...)

☒ Update ALL enrolments - overwrites any existing outcomes

National Outcome Identifier (AVETMISS)

Outcome identifier may affect payments. (read more...)

51 Recognition of prior learning granted

Update

Close

5. Click on **Update** to apply the selected outcome identifier
6. Wait for the confirmation that the outcomes have been updated.



Click on **Close** to exit the 'Change Outcome Identifier' pop up

7. Click on **Save All Changes** and exit the result manager screen

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.