

How to use Controlled Assessment



This program will allow you to create and Save Controlled Assessments, it will allow you to control when the Controlled Assessment folders will be Open or Closed and allow students see their work.

When you first run the program you will See this screen (Fig 1), the Main Listing screen.

To Create a New Controlled Assessment:
Click the drop down box for Department and select a Department.

Now Click the Drop down box for Staff Name
And select the name for who the Controlled Assessment Is for.

UN tick the Date tick box and select the date of the Controlled Assessment.

Now click the Drop down box for the Time of the Controlled Assessment and select a Time.

The Program needs all this information to save the Controlled Assessment

Fig 1

For example:

I want to create a Controlled Assessment for Admin with a date for 25th December and a time of 08.40.

I select the drop down boxes' and set the date then click the "Create New CA" button Fig 2.

Fig 2

The Screen will now show.

Controlled Assessment

Select a Controlled Assessment
This screen will allow you to Create or Select a Controlled Assessments

Select a Department: Admin

Staff Name: Mr S Riley

Controlled Assesment By Date: 25 December 2012

Time of Controlled Assesment: 08-40 Show Closed CA

Total Controlled Assessments: 1

Create New CA

Date	Time	Department	Locked	Total	Staff Name	Folders Locked
25/12/2012	08-40	Admin	No	0	Mr S Riley	UN Locked

Fig 3

In the bottom grid is my Controlled Assessment, the column title saying “Locked” if this column says “No”, it means you can add or Delete students to this Controlled Assessment from the next screen.

If it says “Yes”, then you cannot add or Delete Students for this Controlled Assessment, and the Controlled Assessment is ready to be used, once the Session has been UN locked.

The “Show Closed CA” tick box when clicked will show you the Controlled Assessment that have been closed by other staff, this is used to make the Controlled Assessment list shorter, you don’t want to see all the Controlled Assessment from months ago, so once you close a Controlled Assessment, it will not show on the main lists.

With the column title “Folders Locked” it tells you if the Students Controlled Assessment Folders are UN Locked or Locked, “Locked” means that no student can access these Folders for this Controlled Assessment only. Only Teachers can access these folders at any time, even if they are Locked or UN Locked.

The “Close” button will close this program.

To add students to my Example double click the Controlled Assessment from the Grid on the main Listing Screen.

You will now see the Main Screen (Fig 4)

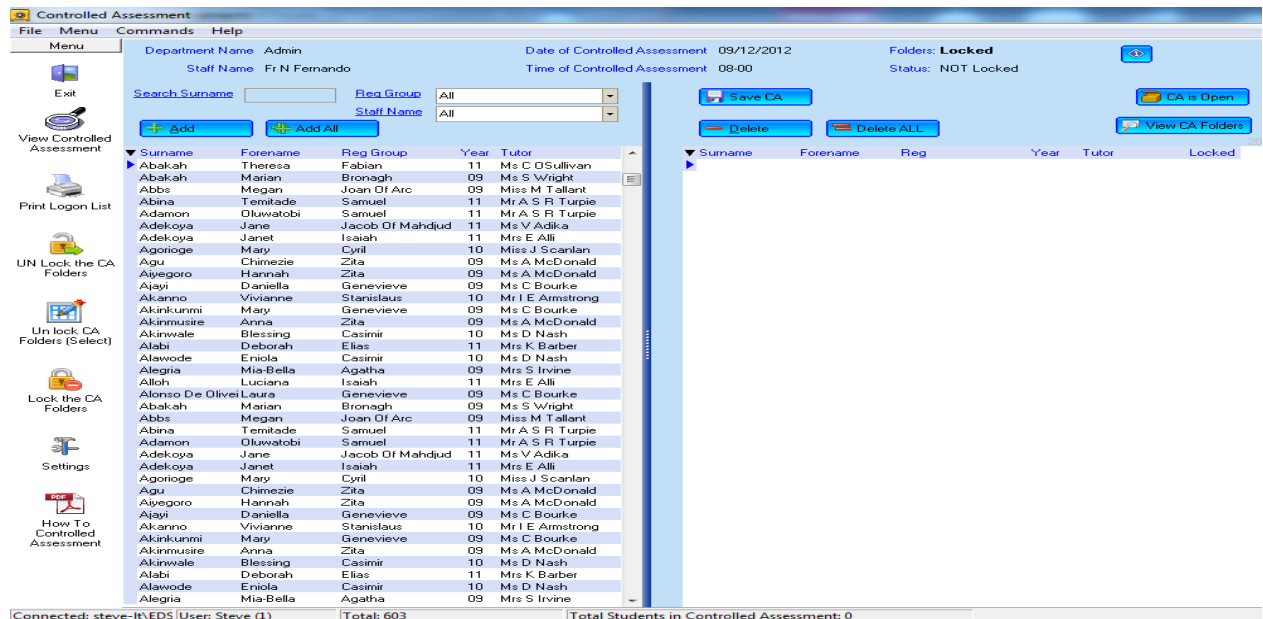


Fig 4

Information Panel:

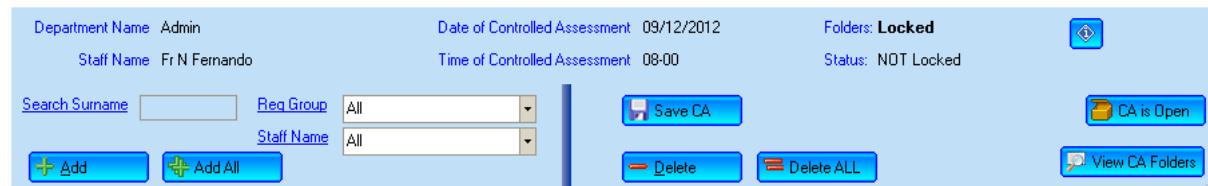


Fig 5

The panel along the top shows you the information about your Controlled Assessment. You can find a student by typing in part of their surname in the Search Box.

To Add a Student to your Controlled Assessment select a Student from the grid On the left then click the “Add” button, or Double click the Student name from the grid this student will now be moved from the left grid to the right grid.

To Add All the students from the left grid click the “Add All” button, and then all the students showing in the left grid will be moved to the right grid.

To Delete a Student From your Controlled Assessment, select a student from the Grid on the right and click the “Delete” button

To delete all the Students from your Controlled Assessment click the “Delete All” Button, all the students will be removed from your Controlled Assessment.

The “Save CA” button when clicked will create the Controlled Assessment Folders and assign logon names to each folder and make the folder Not Accessible to any Students, Teachers can Access these folders at any Time.

When you click this button a confirmation screen will appear (Fig 6)

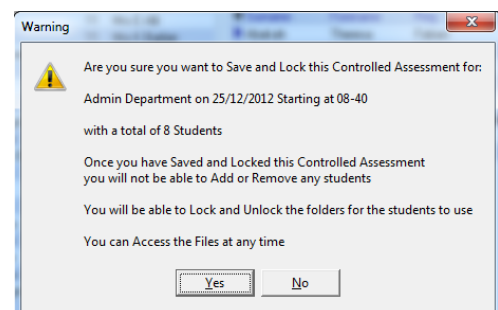


Fig 6

Once you have saved your Controlled Assessment you cannot Add or Remove any students from the Controlled Assessment.

“CA is Open\Closed” this button toggles wither you can see the Controlled Assessment in the main Listing, once you have finished with your Controlled Assessment then you can click this button to hide this Controlled Assessment from the Main Listing.

“Folders Locked\Un Locked” this tells you if the Controlled Assessment Folders are Locked (No access for Students) or UN Locked (Students have Access)

Main menu:

“View Controlled Assessment” button on the left menu will show you the First screen (Fig 1) so you can load a Controlled Assessment or create a New Controlled Assessment.

“Print Logon List”, this button will display on the screen a list of the students name and the logon name they should use to access this folder. You can print this list. Fig 7

“UN Lock the CA Folders” this button will set the permission on the Controlled Assessment Folders Doing this will only allow each student to access their own folder.

“UN Lock the CA Folders (Select)” this button allows you to select which logon name will be UN locked so only the selected students can access their work.

“Lock the CA Folders” this button will set the Permission on the Controlled Assessment Folders which will Lock the folders and remove the permissions for the Student Logon name, this stops any other Student logon from accessing the folders.

“You must make sure you click this button when the Controlled Assessment is finished otherwise anyone else using the same logon name will be able to access this folder”.

“View Student Folders” once the Controlled Assessment has been saved, you will be able to Access the Controlled Assessment Folders and see the Students Controlled Assessment folders.

St Ursulas Convent School	
Controlled Assessment for Admin on 25-12-2012 for Mr S Riley at 08-40	
Total Records: 8	Report: 2.03
Logon Name	Student Name
Exam01	Theresa Abakah
Exam02	Marian Abakah
Exam03	Megan Abbs

Fig 7

Once the Controlled Assessment has been saved the folder layout will look like this:

```
R:\Admin
  25-12-2012
    SRiley
      08-40
        Exam01      User Exam01 can only Access this folder
        Exam02      User Exam02 can only Access this folder
        Exam03      User Exam03 can only Access this folder
        Etc.         Etc.
```

Teachers can Access any folders on the Controlled Assessment Drive,

Normal Student Logon Accounts will not be able to access the Controlled Assessment drive.

The only Student Accounts which can access the Controlled Assessment drive are the Exam ones,
That is why you must make sure you lock the Controlled Assessment folders once you are finished

Making the paths like this, it is easy for teachers to find their Controlled Assessment,
All they need is the Department, the date of the Controlled Assessment, the Staff who organised the
Controlled Assessment and the time of day.

We have made it like this in case there is 2 or more Controlled Assessment in one day.

Any questions or comments then please let me know.

Thank You

Steve Riley