

Guidelines for submitting Assessments digitally

This document provides guidance for Training Advisers and Assessors on the options available to Learners for submitting a print assessment digitally, instead of writing their answers by hand.

Key points

- The main options for digital submissions are as follows (see below for more detail):
 - Option 1: Learners can type answers into a **PDF copy** of the Assessment
 - Option 2: Learners may create a **Word document** and type their answers into it.
- Before using any of these options, the Learner must discuss and **agree** the approach with their Training Adviser (TA) and/or Assessor.
- These options can be used for **all or part of** a print Assessment.
- These options should **not** be used when an Assessment is already available on Mahi Tahi.
- Digital documents must include the Learner's name and the Standard number, preferably in the file name.
- All Assessment material must be complete and **stored together** for post-moderation purposes, including any resubmitted evidence. Emails containing assessment answers and/or feedback should also be saved. For example:
 - Print storage - print the Learner's digital submission and attach it to the signed-off print Assessment with any supporting evidence.
 - Digital storage - scan or photograph the completed cover page and sign-off pages and save them with the Learner's digital submission and any supporting evidence.

Option 1: Typing into a PDF copy

- A digital PDF copy of the Assessment can be emailed to the Learner. (**Note:** this is a standard PDF, not an interactive PDF).
- Do not export the PDF to Word – this can create formatting issues and questions can be easily altered.
- The Learner must still fill out the cover page of the Assessment before beginning. This can be on the printed resource, or they can fill and sign the PDF. If signing the PDF, the Learner must use an electronic signature (not a typed name).
- If opened in Adobe Reader, the Learner can use the 'Add text' and/or 'Fill and sign' PDF editing tool to type their answers.
- If opened in a browser, as is often the default, the Learner can select 'Edit' then 'add text'. Available options vary and depend on individual settings. There may be an option to sign digitally but if not, the front page will need to be printed, signed, and uploaded digitally.
- Once complete, the Learner must email the cover page and PDF to their TA or Assessor.
- The Assessor (and Verifier, where required) must still fill out the usual sign-off sections. This can be in the printed resource, or they can fill and sign the PDF using an electronic signature.

Option 2: Creating a Word document

- A Learner can create a separate Word document for their answers.
- The Learner must still fill out the cover page of the print Assessment before beginning.
- The Word document must include the following information;
 - Learner's full name
 - Standard number
- The Learner must make sure it is clear what Activities and Questions (and/or Question parts) their answers relate to.
- The Learner does not need to rewrite the questions or recreate tables, although they might find it helpful to do this or add some key words.
- Once complete, the Learner must email the cover page and PDF to their TA or Assessor.
- The Assessor (and Verifier, where required) must still fill out the usual sign-off sections in the print Assessment.

Tip: Learners can use Word's Dictate tool in the menu bar to speak and record their answers.

Emailing answers for resubmission

If required, Learners may **resubmit** answers in the body of an email. If the Learner does this:

- the Learner must clearly identify the Activity and Question numbers their answers relate to.
- emails and any attachments must be saved as part of the assessment record.

Submitting other evidence

If an Assessment requires the Learner to attach evidence (e.g. photos or workplace documents), the Learner can also submit these digitally. Supporting evidence must:

- Clearly relate to the relevant assessment Activity
- Include the Learner's name and Standard number.
- Be saved or labelled so it can be easily identified and matched to the Assessment.

All supporting evidence must be stored with the assessment records for moderation purposes.