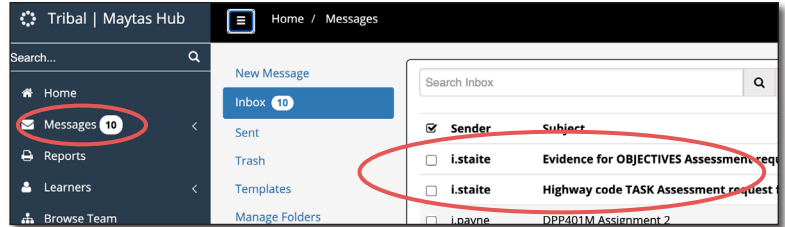


# Maytas Hub - Assessment Process

This is the general process for assessors to accept or reject evidence submitted by learners in Maytas Hub.

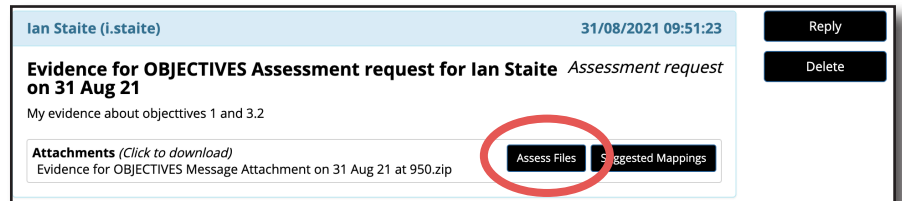
## Access the File

When a learner sends evidence for assessment, it will appear in your **Messages** tab. Messages can be filtered by category, eg. Assessment request.



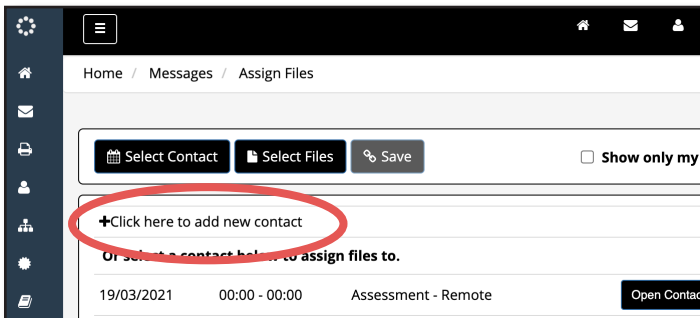
We have asked learners to change their submission title so that the Subject line is individual, but the generic sentence is 'Assessment request for .....

Select the message you wish to assess and click **Assess Files**

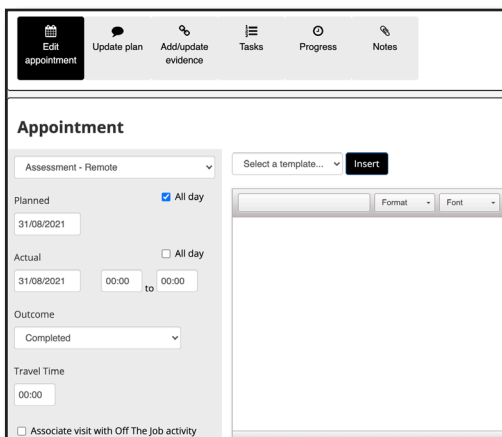
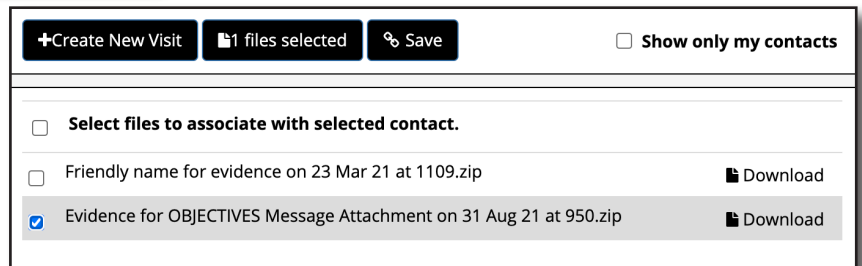


## Add the file to a Contact

You should **add a new contact point**.



**Tick** the file you would like to assess and click Save.



On the new contact, complete fields as required - typically the Appointment type, completion date and status.

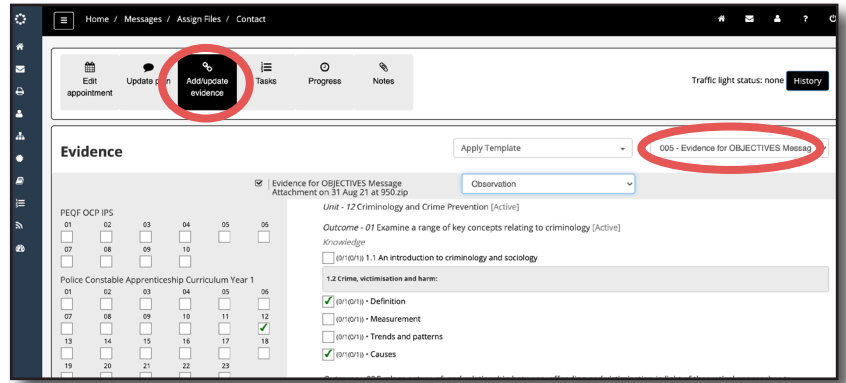
Do not click Save at this point as it will take you out of the Contact.

## Add/Update evidence

Select the **Add/Update evidence** tab.

The dropdown menu at the right of the screen should show the file you are going to assess.

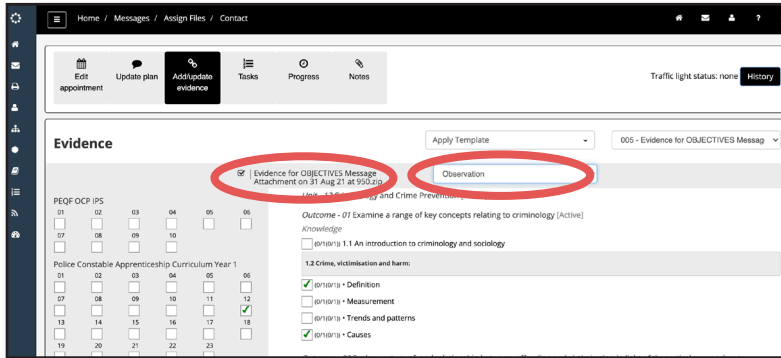
Once a file is selected, ticks should automatically populate the criteria claimed by the learner. You can add or remove ticks as required.



You can view the file by downloading the .zip file in the middle of the screen

Set the **evidence type**. For tasks that have been submitted this should be Module Assignment.

**Save** your changes.

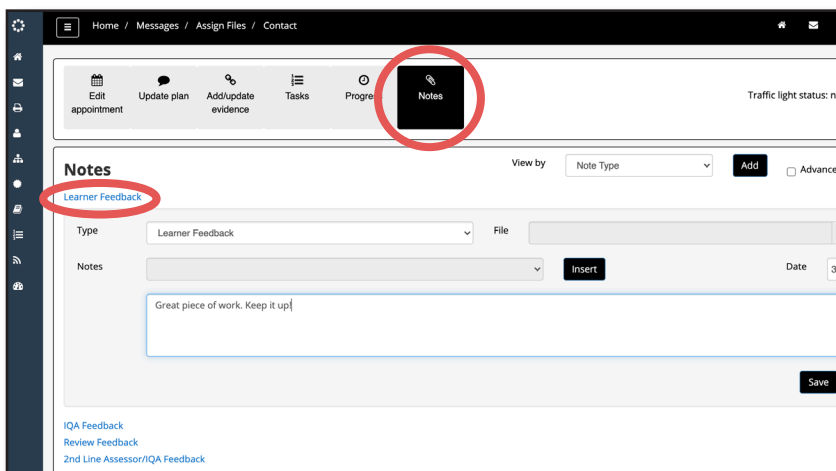
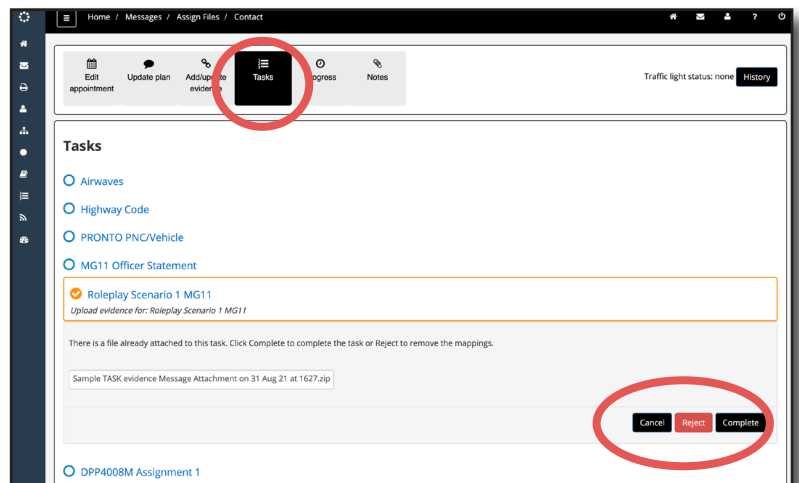


## For evidence uploaded to Tasks only

Use the **Tasks** tab to locate the task that is highlighted in orange.

Click on the task name to reveal additional controls to **Complete** or **Reject** the task as appropriate for the submitted evidence.

If you reject the task evidence, the learner will be able to re-submit against that task.



## Add Learner Feedback

You may attach Learner Feedback via the notes screen. Learners will be able to view this in their Feedback area and is particularly important if you reject their evidence.