

ManageAssess Tutor- Assessor guide

December 2025

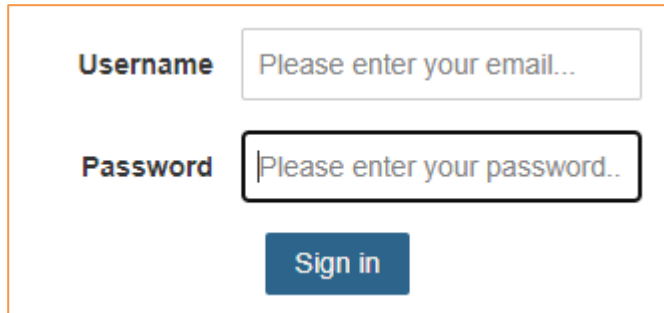
Version 3.0

Contents

1. Logging in and password reset.....	3
2. Your profile.....	4
3. The Homepage.....	6
4. Editing a group and assigning/editing optional units	8
4.1. Editing a group.....	8
4.2. Assigning/editing optional units.....	9
5. The Journal	11
6. Uploading and tagging files	12
7. Evidence record, checklist and hand-in	14
7.1. Evidence record.....	14
7.2. Checklist.....	14
8. Hand-in and request IQA review	17
8.1. Hand-in.....	17
8.2. Request IQA review	18
9. Unit status'	19
10. Uploading and tagging files on a mobile device	19
10.1. Uploading files	19
10.2. Tagging files.....	23
11. Help and support.....	24

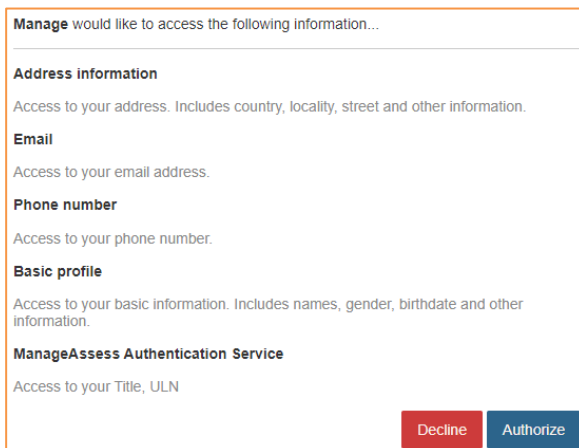
1. Logging in and password reset

- a. To log in to ManageAssess access the [login page](#).
- b. Enter your login credentials and select 'Sign in'.
 - i. Your login credentials will have been supplied to you via email or in person.



- c. Upon first login you will be prompted to create a new password.
- d. You will need to authorise access to ManageAssess on the next screen. You will only need to perform this action once.

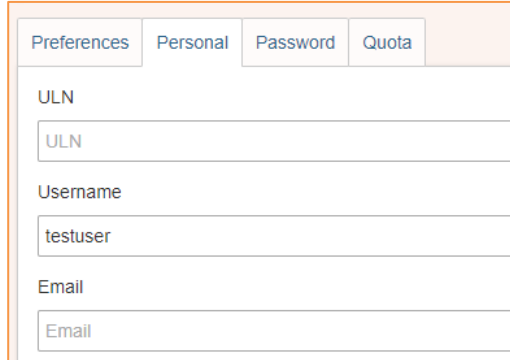
If you decline then you will be unable to access ManageAssess.



- e. After logging in, you can check and/or add an email address. Having an email address within the system will mean you can reset your password anytime:
 - i. select your name link in the top right of the screen



- ii. select the 'Personal' tab and check and/or add your email address



Preferences Personal Password Quota

ULN

ULN

Username

testuser

Email

Email

- f. Providing you have an email address associated with your account then you can reset your password anytime via the ManageAssess [login page](#).

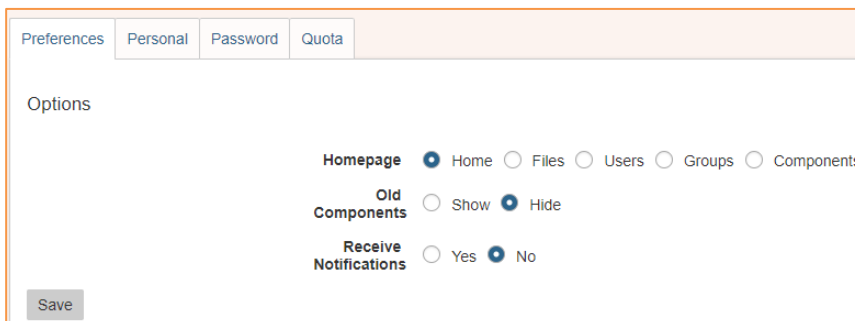
Forgot your password? You can reset it here.

2. Your profile

- a. Select your name link in the top right of the screen.



- b. The Preferences tab
- you can set which page will open upon logging in to ManageAssess
 - show/hide old components (units)
 - Toggle on notifications



Preferences Personal Password Quota

Options

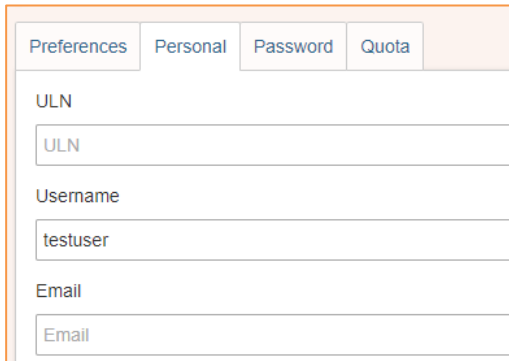
Homepage Home Files Users Groups Components

Old Components Show Hide

Receive Notifications Yes No

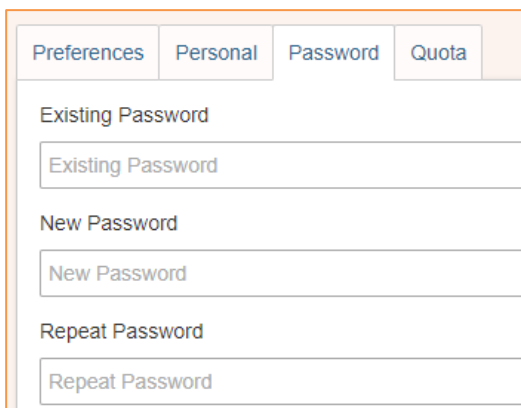
Save

- c. The Personal tab
 - a. add or amend personal details such as email address



The screenshot shows a user profile settings interface with four tabs: Preferences, Personal, Password, and Quota. The Personal tab is selected. It contains three input fields: 'ULN' with the value 'ULN', 'Username' with the value 'testuser', and 'Email' with the value 'Email'.

- d. Password tab
 - a. Change your password

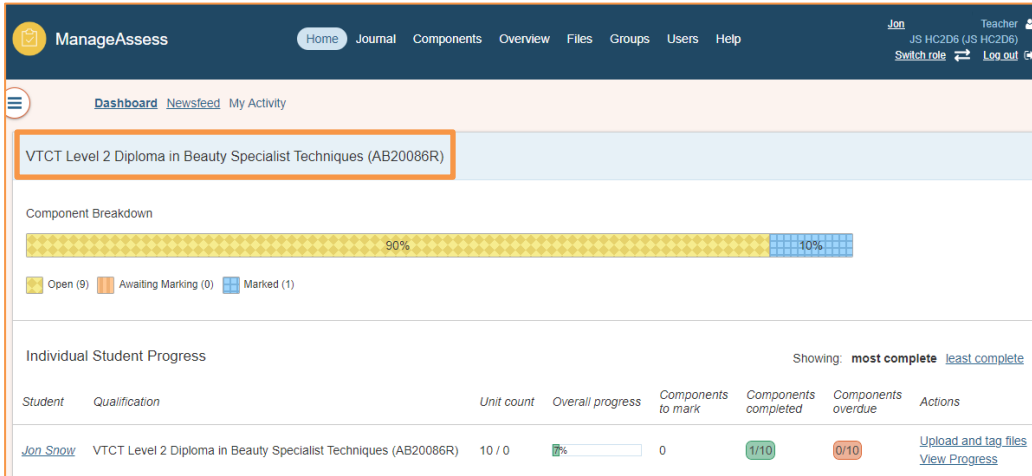


The screenshot shows the same user profile settings interface, but with the Password tab selected. It contains three input fields: 'Existing Password' with the value 'Existing Password', 'New Password' with the value 'New Password', and 'Repeat Password' with the value 'Repeat Password'.

- e. Quota tab
 - a. ignore this tab

3. The Homepage

- a. Title(s) of qualifications you have been assigned to. If you are assigned to more than one qualification these will be listed separately.

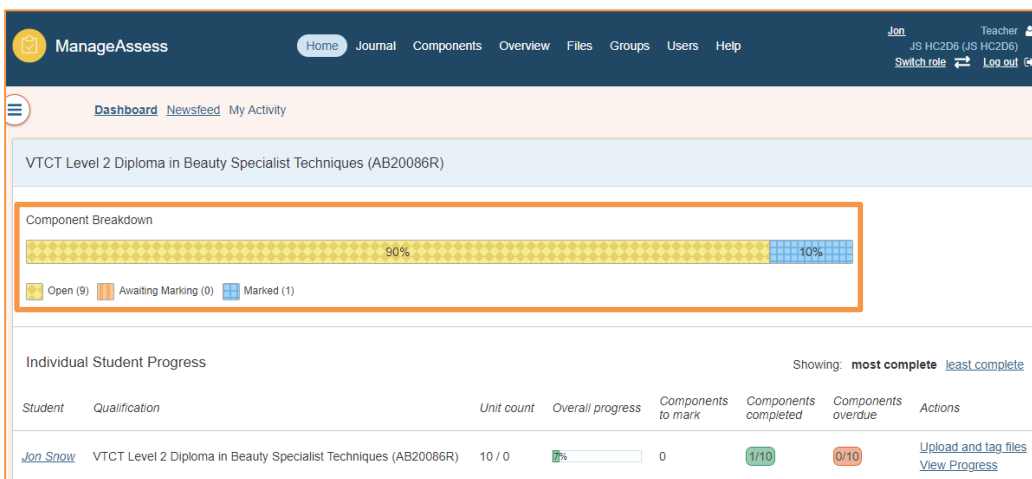


The screenshot shows the ManageAssess interface. At the top, the navigation bar includes 'Home', 'Journal', 'Components', 'Overview', 'Files', 'Groups', 'Users', and 'Help'. The user is logged in as 'Jon', a Teacher with ID 'JS HC2D6 (JS HC2D6)'. The main content area displays the qualification title 'VTCT Level 2 Diploma in Beauty Specialist Techniques (AB20086R)' in a light blue box. Below this is a 'Component Breakdown' section with a progress bar showing 90% completion (yellow) and 10% completion (blue). A legend indicates: Open (9) in yellow, Awaiting Marking (0) in orange, and Marked (1) in blue. The 'Individual Student Progress' table is partially visible below.

Student	Qualification	Unit count	Overall progress	Components to mark	Components completed	Components overdue	Actions
Jon Snow	VTCT Level 2 Diploma in Beauty Specialist Techniques (AB20086R)	10 / 0	<div style="width: 0%;"></div>	0	1/10	0/10	Upload and tag files View Progress

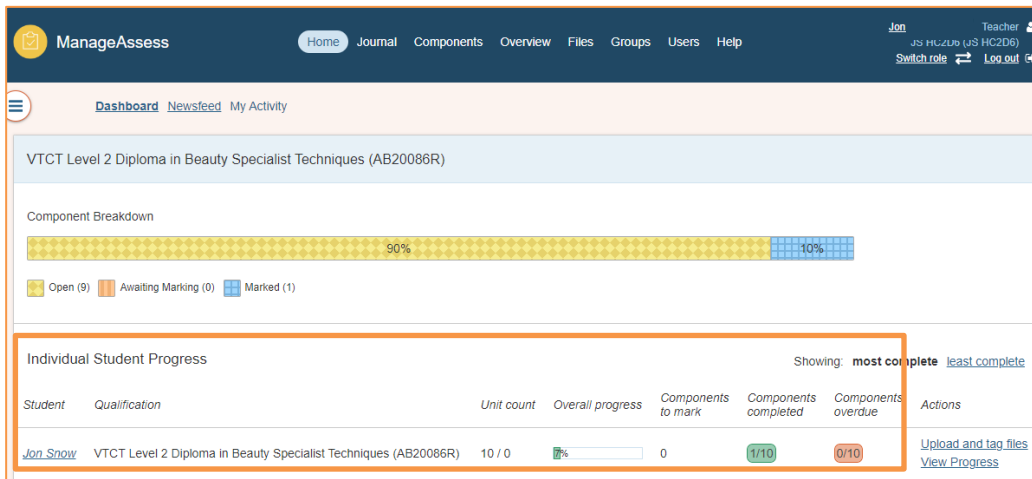
- b. The component (unit) breakdown provides you with a quick view of the overall component status for your learners.

- Open = incomplete
- Awaiting Marking = handed-in to you by learner
- Marked = Sent for IQA sampling



This screenshot is identical to the one above, but with an orange rectangular box highlighting the 'Component Breakdown' section, including the progress bar and the legend below it.

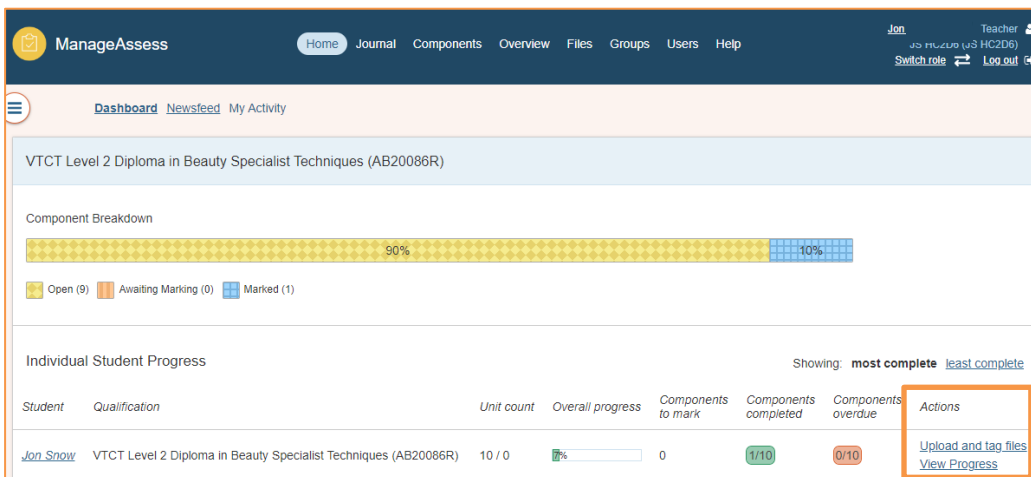
- c. Individual Learner Progress. This is an individual learner component (unit) breakdown.
 - a. learner name
 - b. qualification
 - c. unit count (number of units assigned against the minimum requirement)
 - d. overall progress as marked by tutor/assessor
 - e. components to mark (handed-in to you by learner)
 - f. components completed (sent for IQA sampling)
 - g. components overdue (end date set for component reached)



The screenshot shows the ManageAssess interface for a teacher named Jon. The main heading is "VTCT Level 2 Diploma in Beauty Specialist Techniques (AB20086R)". Below this is a "Component Breakdown" bar chart showing 90% progress (yellow) and 10% marked (blue). A legend indicates 9 Open, 0 Awaiting Marking, and 1 Marked components. The "Individual Student Progress" table is highlighted with an orange box and contains the following data:

Student	Qualification	Unit count	Overall progress	Components to mark	Components completed	Components overdue	Actions
Jon Snow	VTCT Level 2 Diploma in Beauty Specialist Techniques (AB20086R)	10 / 0	<div style="width: 0%;"><div style="width: 0%;"></div></div>	0	1/10	0/10	Upload and tag files View Progress

- d. Under Actions you can quickly upload and tag evidence files or view the individual learner progress.



This screenshot is identical to the one above, but with an orange box highlighting the "Actions" column in the "Individual Student Progress" table. The actions listed are "Upload and tag files" and "View Progress".

4. Editing a group and assigning/editing optional units

4.1. Editing a group

As a tutor/assessor user you will be assigned to a group(s); a group consists of:

- Group name
- Group description (optional)
- Tutors/Assessors
- Internal Quality Assurers
- Learners

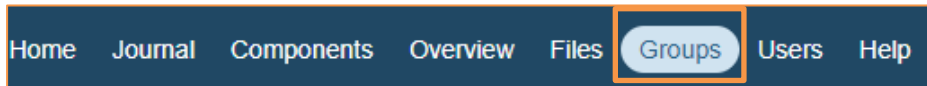
Generally Centre Administrator users will create groups and assign them to a qualification.

Tutor/assessor users can edit certain elements of groups:

- Group name
- Group description (optional)
- Learners

To edit a group:

- a. Select 'Groups' from the main menu



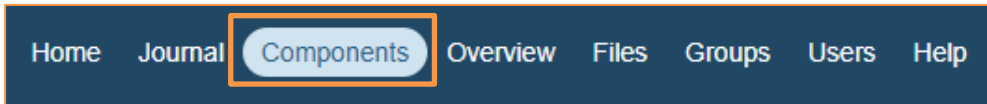
- b. Select 'View' to the right of the group you want to edit.



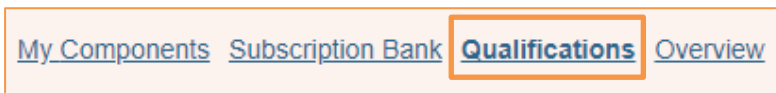
4.2. Assigning/editing optional units

When a qualification is created and assigned to a group, all mandatory units for that qualification are automatically assigned to the learners. Optional units need to be manually assigned.

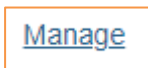
- a. Select 'Components' from the main menu.



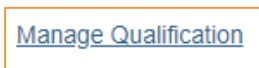
- b. Select 'Qualifications'.



- c. To the right of the applicable qualification select 'Manage'.



- d. To the right of the applicable group select 'Manage Qualification'.



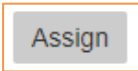
- e. All mandatory units are listed in the 'Assigned Units' section.

Assigned Units		
Name	Mandatory Unit?	Actions
UV20398 - Provide facial skin care	Mandatory	Manage
UV20418 - Remove hair using waxing techniques	Mandatory	Manage
UV20419 - Provide eyelash and eyebrow treatments	Mandatory	Manage

- f. All other units are listed in the 'Unassigned Units' section.

Unassigned Units	
Name	Actions
UBT461 - Provide eyelash lifting	Assign
UV20438 - Instruction on make-up application	Assign
UV20439 - Provide ear piercing	Assign

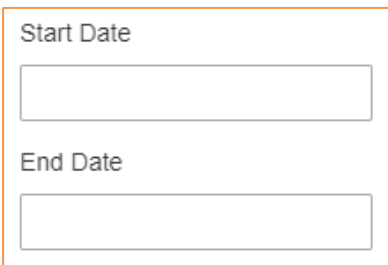
- g. To assign an optional unit select 'Assign' to the right of the applicable unit.



- h. You can set a Start and End (hand-in) Date for the unit. If the end date is reached, the unit will become overdue. This will not prevent any user accessing the unit, it is just a notification tool.

These dates can be amended at anytime.

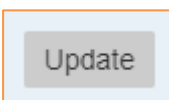
Any start/end date set will apply to all learners and groups assigned to this version of the qualification.

A form containing two input fields. The first field is labeled "Start Date" and the second is labeled "End Date". Both fields are empty and have a light grey border.

- i. To assign learners to the unit select the check box to the right of the learner name.

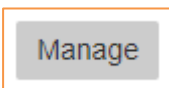
A small, empty square checkbox with a light grey border.

- j. Once all applicable learners have been assigned select 'Update'.



- k. The unit will now move to the 'Assigned Units' section.

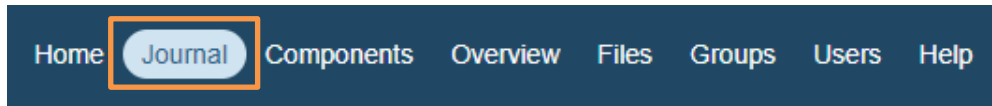
- l. To amend an assigned unit select 'Manage' to the right of the applicable unit.



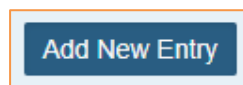
5. The Journal

You can use the journal to make posts to your groups.

- a. Select 'Journal' from the main menu.



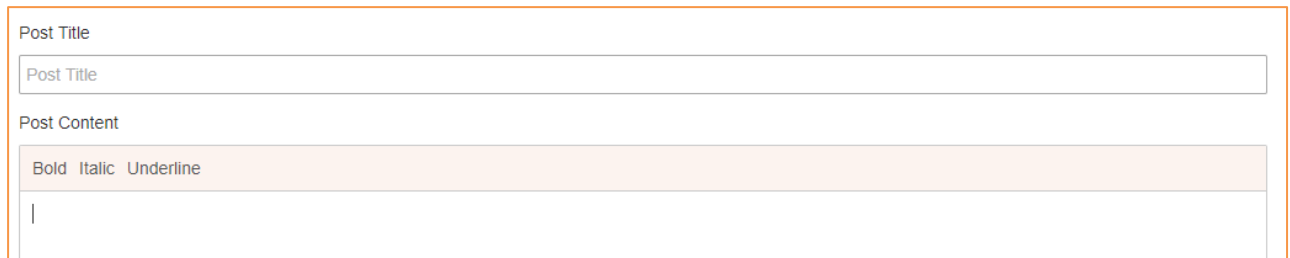
- b. Previous journal posts will be displayed. To make a new post select 'Add New Entry'.



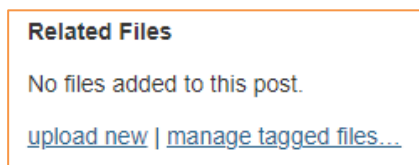
- c. From the 'Group' dropdown select which group this post is aimed at..


 A white dropdown menu with a light gray border. The word "Group" is written in gray text at the top left. The dropdown is currently closed, showing a small downward-pointing arrow on the right side. The entire dropdown is enclosed in an orange rectangular box.

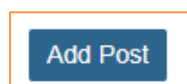
- d. Give the post a title and add the post content.


 A form for creating a post. It has two main sections: "Post Title" and "Post Content". The "Post Title" section has a text input field with "Post Title" as a placeholder. The "Post Content" section has a toolbar with "Bold", "Italic", and "Underline" options, followed by a large text area with a vertical cursor. The entire form is enclosed in an orange rectangular box.

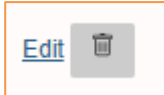
- e. You can also:
 - a. Tag new files to the post
 - b. Tag previously uploaded files



- f. Once your post is complete select 'Add Post'.



- g. Posts can be edited or deleted.



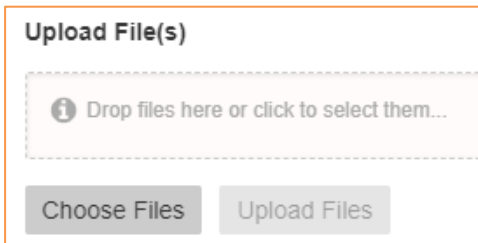
6. Uploading and tagging files

There are multiple ways to upload and tag evidence files to a learner’s portfolio. The following steps detail the quickest and simplest way.

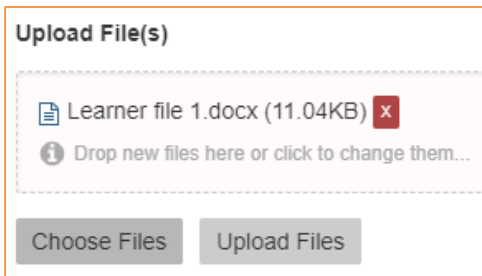
- a. From your home screen, select the ‘Upload and tag files’ link to the right of the learner you want to upload files for.



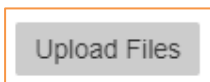
- b. Select ‘Choose Files’ to navigate your local folders to locate the applicable file. You can also drag and drop files on to the ‘Drop files here’ area.



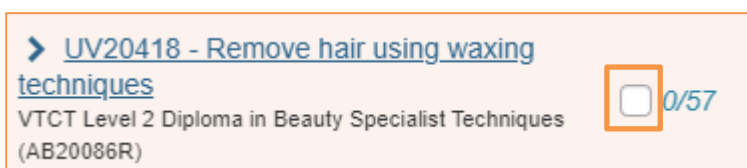
- c. Once the applicable file has been select/dropped it will be displayed.



- d. Select ‘Upload Files’



- e. You will now be presented with units for the applicable learner. To tag the file you can:
 - a. Tag the file at unit level – this will not sign off any criteria within the checklist.



- b. Tag the file at Outcome level – this will tag the file, and sign off within the checklist, all criteria within the outcome.

▼ UV20418 - Remove hair using waxing techniques		<input type="checkbox"/> 0/57
VTCT Level 2 Diploma in Beauty Specialist Techniques (AB20086R)		
Observation Outcome 1		
LO1 Be able to prepare for waxing treatments		<input type="checkbox"/> 0/5
LO1a: Prepare yourself, client and work area for a waxing treatment		<input type="checkbox"/>
LO1b: Use suitable consultation techniques to identify treatment objectives		<input type="checkbox"/>
LO1c: Carry out necessary tests prior to the treatment		<input type="checkbox"/>

- c. Tag the file at individual criteria level – this will sign off the applicable criteria within the checklist.

▼ UV20418 - Remove hair using waxing techniques		<input type="checkbox"/> 0/57
VTCT Level 2 Diploma in Beauty Specialist Techniques (AB20086R)		
Observation Outcome 1		
LO1 Be able to prepare for waxing treatments		<input type="checkbox"/> 0/5
LO1a: Prepare yourself, client and work area for a waxing treatment		<input type="checkbox"/>
LO1b: Use suitable consultation techniques to identify treatment objectives		<input type="checkbox"/>
LO1c: Carry out necessary tests prior to the treatment		<input type="checkbox"/>

- d. Once the applicable tags have been chosen select ‘Submit’.

7. Evidence record, checklist and hand-in

7.1. Evidence record

- a. The Evidence Record provides you with a unit breakdown of progress, files uploaded, the unit description and any default resources.
- b. To access the Evidence Record, from your Home page select 'View Progress' to the right of the applicable learner.

[View Progress](#)

- c. To the right of the applicable unit select the status link – the link name will be one of the following:
 - a. Open
 - b. Handed in
 - c. Marked
 - d. Awaiting QA
 - e. Passed IQA
 - f. Passed EQA

[Open](#)

- d. You are now on the Evidence Record page.

7.2. Checklist

The Checklist is where you:

- Mark/Sign off criteria
- Record observations
- Add comments

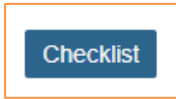
- a. To access the Checklist, from your Home page select 'View Progress' to the right of the applicable learner.

[View Progress](#)

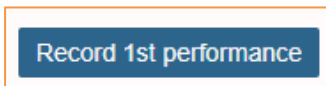
- b. To the right of the applicable unit select the status link – the link name will be one of the following:
 - a. Open
 - b. Handed in
 - c. Marked
 - d. Awaiting QA
 - e. Passed IQA
 - f. Passed EQA

[Open](#)

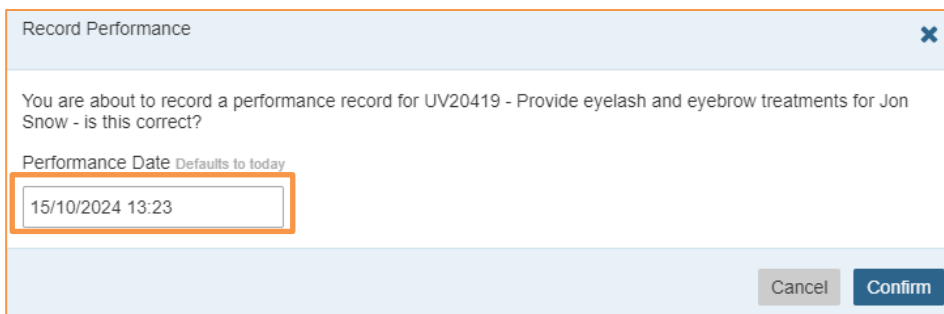
- c. Select the 'Checklist' button



- d. To record observation performances select the 'Record [applicable #] performance' button.



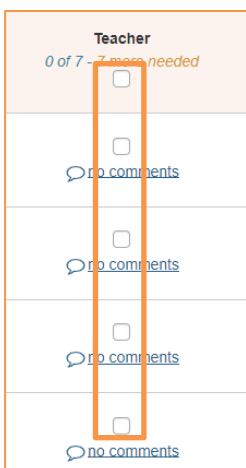
- a. The default date/time will always be current. If the observation took place at a different date/time click in to the date/time field to amend it.



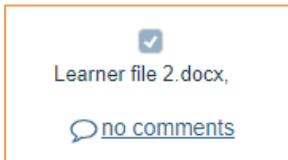
- b. An observation can be edited or deleted after it has been recorded.



- e. To sign off criteria select the applicable sign off box.



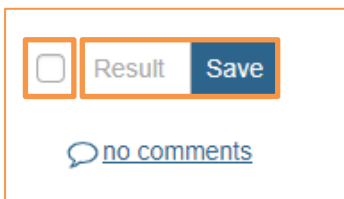
- f. Criteria that files have been tagged to will already be signed off, and a link to the file displayed.



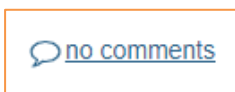
- g. If a unit contains external exams, and the learner sat and passed the exam online the result and applicable report will be automatically tagged.



- h. To manually sign off an exam result, if for example the learner sat and passed a paper based paper, then enter the applicable Result and select 'Save'; then select the sign off box.



- i. Comments can be added to any criteria by select the 'no comments' link.



8. Hand-in and request IQA review

8.1. Hand-in

You can hand-in a unit, which locks it down for the learner, preventing further interaction.

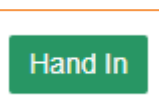
- a. From your Home page select 'View Progress' to the right of the applicable learner.



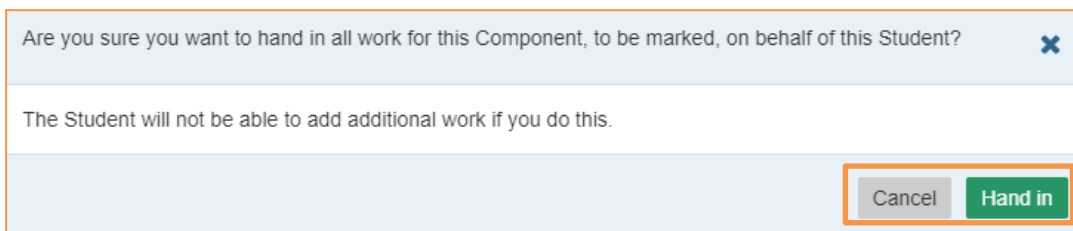
- b. To the right of the applicable unit select the status link – the link name will be one of the following:
 - a. Open
 - b. Handed in
 - c. Marked
 - d. Awaiting QA
 - e. Passed IQA
 - f. Passed EQA



- c. Scroll to the bottom of the evidence screen and select 'Hand In'.



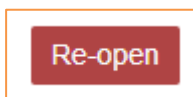
- d. Select 'Hand in' to complete the request or 'Cancel' to go back.



Are you sure you want to hand in all work for this Component, to be marked, on behalf of this Student? ✕

The Student will not be able to add additional work if you do this.

- e. If there is a need to reverse hand in follow the above steps and select 'Re-open' at step c.



8.2.Request IQA review

IQA review can be requested at any time, whether or not the unit has been handed in.

Requesting IQA review for a unit locks it down for both the Tutor/Assessor and learner, preventing further interaction.

- a. From your Home page select 'View Progress' to the right of the applicable learner.

[View Progress](#)

- b. To the right of the applicable unit select the status link – the link name will be one of the following:

- a. Open
- b. Handed in
- c. Marked
- d. Awaiting QA
- e. Passed IQA
- f. Passed EQA

[Open](#)

- d. Scroll to the bottom of the evidence screen.
e. Add a comment if required.

Add comment

Optional

Your comment...

- f. Select 'Request IQA review'.

[Request IQA review](#)

- g. Select 'Mark' to complete the request or 'Cancel' to go back.

Are you sure you want to set this work as marked? ✕

You will not be able to mark it further.

Cancel Mark

- h. If there is a need to reverse IQA review the IQA will need to login and reject the unit.

9. Unit status'

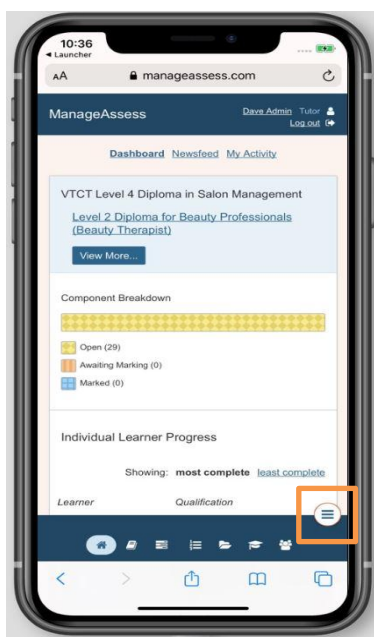
Units go through stages, and various screens within ManageAssess will display a status for the unit depending on which stage the unit is at. The below table will help you to understand the various stages and the status each user type will see.

stage	Unit	Open with learner	Handed in by assessor or learner	Assessor requested IQA review	IQA requested EQA review	EQA accepted unit
User	Status	Status	Status	Status	Status	Status
Student	Open	Handed in	Awaiting QA	Awaiting QA	Passed QA	
Assessor	Open	Handed in	Awaiting QA	Awaiting QA	Passed QA	
IQA	Open	Handed in	Marked	Passed IQA	Passed EQA	
EQA	Open	Handed in	Marked	Passed IQA	Passed EQA	

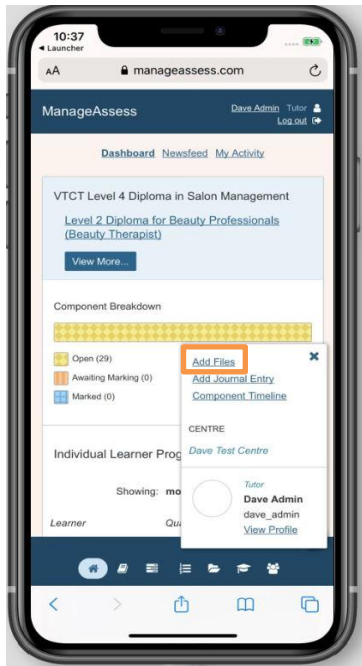
10. Uploading and tagging files on a mobile device

10.1. Uploading files

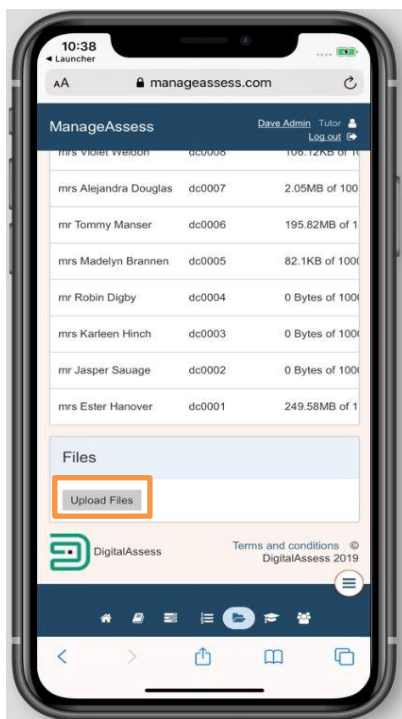
- [Login](#) to ManageAssess in the usual way via the applicable internet browser on your device.
- Once logged in, select the flyout menu button.



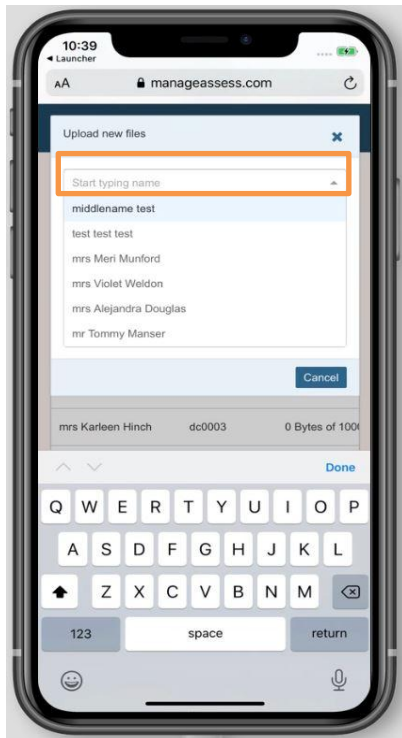
c. Select 'Add Files'.



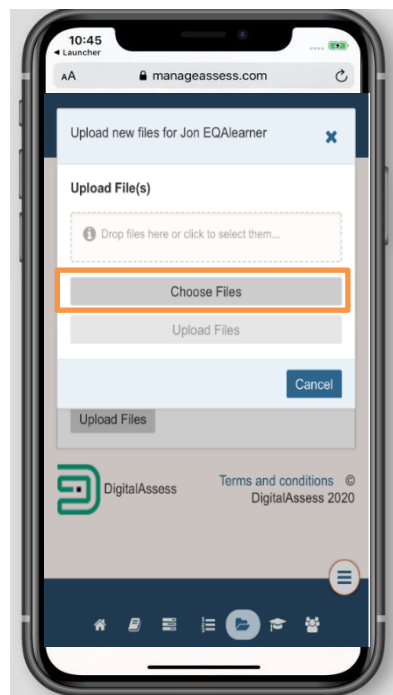
d. Select 'Upload Files'.



e. Search for and select the learner you want to upload for.

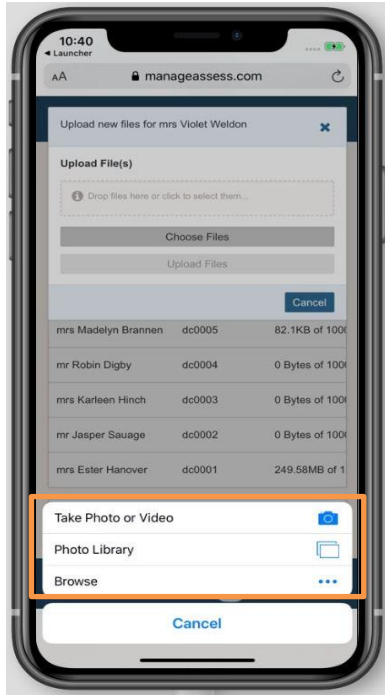


f. Select 'Choose Files'.

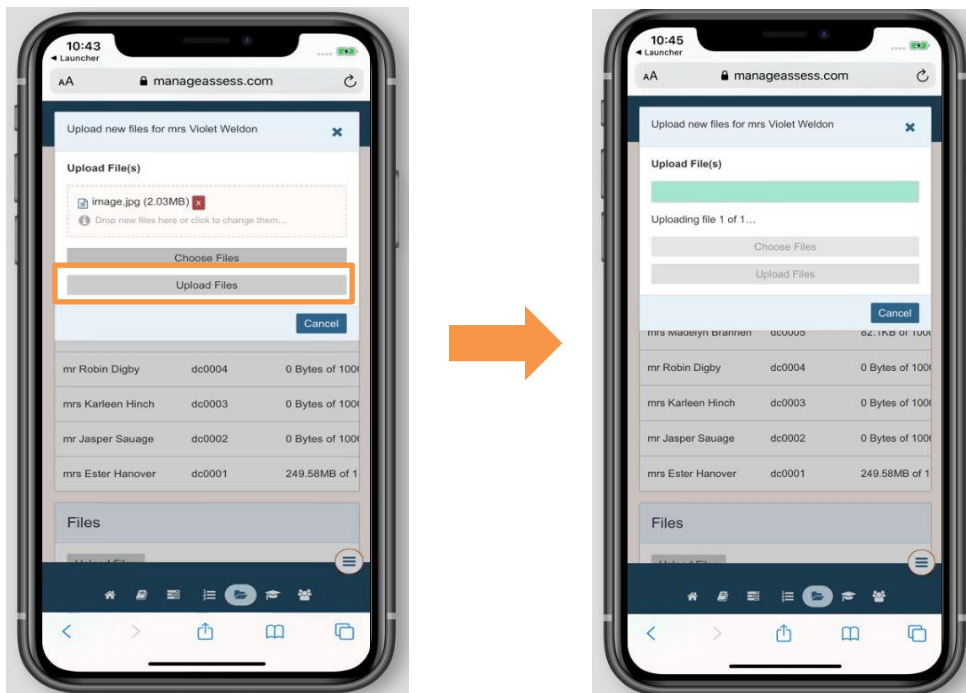


- g. Select whether you want to take a photo or video or select from your existing photo library. You can only upload one file at a time.

The wording of the options may vary depending on your operating system.



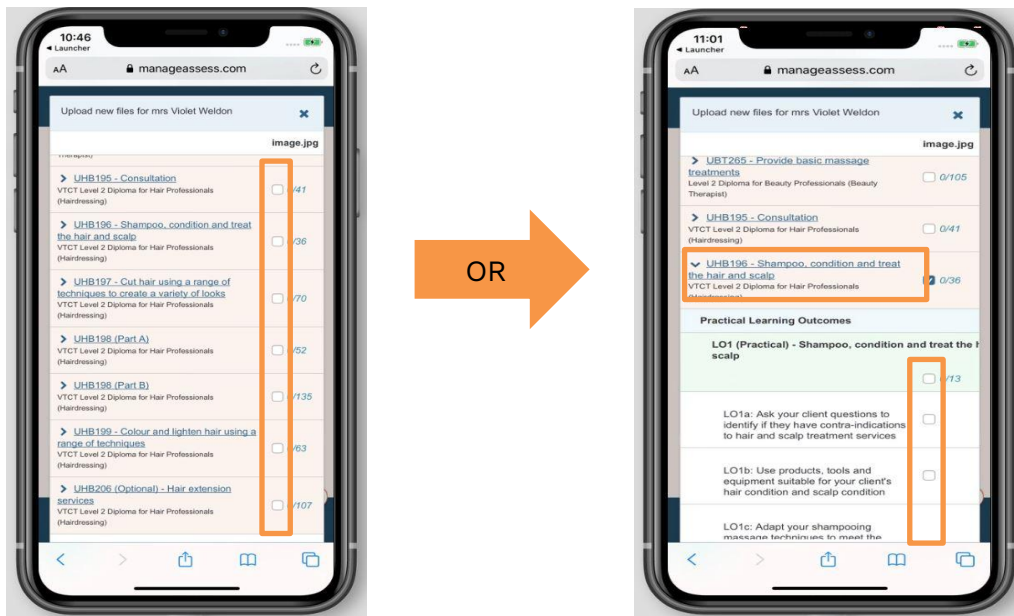
- h. Once you have selected your file, select 'Upload Files'.



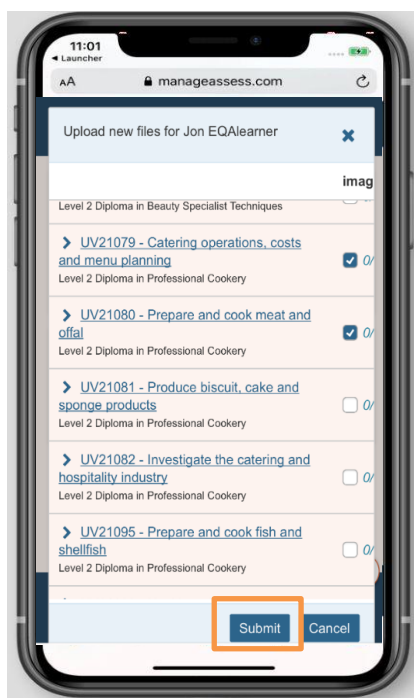
10.2. Tagging files

After uploading a file you will have the option to tag it to the learner portfolio. If you choose not to tag the file at this stage then it will be saved in the learner’s Files area.

- a. Select which unit you want to tag the file to. You can tag a file to a unit by selecting the relevant check box. You can also tag a file to specific criteria within a unit. First expand the unit, and then select the relevant criteria check box.



- b. After making your tagging choices select ‘Submit’.



11. Help and support

- System enquires: linx2logins@vtct.org.uk
- General enquires: customersupport@vtct.org.uk
- +44 (0) 2380 684500
 - Mon-Thurs: 08:45 – 17:00 GMT
 - Fri: 08:45 – 16:30 GMT