Document of Understanding

ASSESSOR ASSESMENT FEEDBACK COMPONENT

(Web and TABLET)

Version 2.0.0, Dated May 19 2015, Tuesday

Submitted To

XpRienz PTE LTD.

Table of Contents

Revision History

Version	Date	Authored /Revised by	Reviewed by	Remarks
1.0.0	May 18 2015, Monday	Sutapa Pal	Anderson Tan	Understanding outlined based on requirements received (May 15 2015) and discussion over phone (May 15 2015)
2.0.0	May 19 2015	Sutapa Pal		Responded to questions raised by Mr. Anderson

1   Assumptions and Clarifications

1. Is our understanding that the DMS being developed is not a full on-line assessment component, rather is a component that will be used to document the ASSESSOR's view of the assessment (ASSESSOR OBSERVATIONS AND OPINION) correct? [Correct]

2. The on-line component of ASSESSMENT FEEDBACK will involve the following:
   a. **Web Interface – TMS Course and Trainee Component Changes**
      i. Allow upload of 1 or more pre-defined PDF Assessment Templates for a Course [Yes]
      ii. There can be more than 1 version of the Assessment forms, the latest one will be the active one [Yes]
      iii. There can be only one active version of a particular template/ form at any point of time (there can be many templates/ forms) [Yes]
      iv. Do we have to provide an interface to manage the Assessment Template Archive (that is view archive and make any previous version the current version etc.?) [Yes]
      v. All classes of the course inherit these templates [Yes]
      vi. All trainees assigned to the class also inherit all the templates [Yes]
      vii. The Assessor can only view the Assessment forms filled in by him/ her with the trainee using the TABLET interface using the TMS Web-Interface – Trainee View Mode [Yes]
   b. **Tablet Interface**
      i. Application allows the Assessor to Select a Course and Class that he is assigned as ASSESSOR and view all the trainees assigned to the Class [Yes]
      ii. Select a Trainee, view the PDF on the TABLET and Scribble in the assessment observation or opinion. [Yes]
      iii. The PDF displayed will be pre-populated with certain pre-defined data like Assessment Center, Competency Unit (Course-Class Name), Candidate Name, Candidate NRIC Code, Assessment Date, Assessor Name. [Yes]
      iv. The App should allow the ASSESSOR to scribble on the PDF Image anywhere. [Yes]
      v. The App should also allow the ASSESSOR to View any previous Assessment submitted [Yes]
      vi. Can the ASSESSOR change an ASSESSMENT that has been submitted earlier, that is continue scribbling and making changes? [Yes, can only add. Any mistakes shall only be stricken off]

3. This feature is going to be used by Trainer/Assessor, Course Managers or higher roles. No Trainee has access to this feature or APP. Please confirm. [Yes]

4. Trainee cannot view the feedback from the Student Interface or any other Interface also. [Yes]

2   Suggested Approach

1. We suggest creating Editable PDF with pre-defined Place Holders. These place holders can occur in any location in the PDF, they will get replaced with the corresponding dynamic data from the database for the trainee in question. Please confirm if you have any issues or concerns with this approach. [I would like to have more info on how this editable PDF is configured, and how it can be used in our context]
[ENTUTO May 19 2015]: PDF writer is all that you are going to need, we will give you a simple naming convention that needs to be used when you place text box etc. in the PDF. Nothing more than that.
[Mr. Anderson May 19 2015]: I think this is fine.

2. The PDF will be converted to a JPEG image after pre-populating the pre-defined place holder with data for the trainee in question and then rendered on the TABLET for ASSESSOR observation and opinion scribbling on the PDF Image. Please confirm if you have any issues or concerns with this approach. [So the conversion is from PDF to JPEG and then PDF again? What format will it be stored as at the end?]
[ENTUTO May 19 2015]: The final assessed template per trainee will be an Image [JPEG] it will not be re-converted to PDF.
[Mr. Anderson May 19 2015]: good

3. The data scribbled on the PDF Image will not be read by the application at any point of time, from this point onwards it can be viewed only or scribbled on further. Please confirm. [Yes]

4. The PDF Image with scribbled data will require a PRINT option, just in case the ASSESSOR wants to print the same. [Yes]

5. The scribbling on the PDF Image will involve carrying out the following activities:
   a. Placing Tick ✔ [Yes]
   b. Placing Cross X [Yes]
   c. Circling Contents [Yes]
   d. Scribbling Text – Writing, Signature [Yes]
      i. All the above activities will be carried out on the PDF Image with the help of the Pencil or tool provided in the SCRIBBLER [Yes]