

Induction Progress Review in eTrackr (including exam concessions)

In the **Progress Review** section under the **Assessment** menu, select the relevant period.

Select a Progress Review Period:

(Select:)

Period 1: 01 Sep 2022 - 01 Oct 2022

You can then choose the student by clicking the **Start Review** button.



A screenshot of a user interface showing a list of items, each with a number and a 'Start Review' button. The button for item 4 is highlighted with a red circle.

The first section is for a comment. Click the blue **+C** to expand it.

+ C

+ U

+ A

+ S

Edwards,
Hannah

3

00036748

Not Set

--

100%

100%

G

0%

View

Report

Publish

A box will appear where the **comment** can be **typed**.

Overall Comment

B

I

U









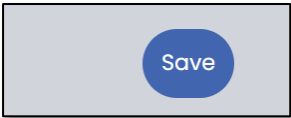






I_x

Remember to click **Save** in the bottom right corner when you have finished the comment.



You can now click the **+U** button to see a breakdown of unit progress. As you can see from the example below, this particular unit hasn't been marked yet

Units				
Unit Reference	Unit Title	Progress	Actual Grade	Actual Points
01	Example	<div><div></div></div>	-	-

The next button, **+A**, will open the **Action Plan** area where you can click **Add** to create an action plan for the student.

Review Period 1

Review Period 2

Review Period 3

Review Period 4

Other AP's for Student

Related to Review Period 2

None **Add**

Add the dates and status. You will now need to select the **+ button** (to the left).

Related to Review Period 2

SMART Target	Action Description	Start Date	Target End Date	Actual End Date	Status	Notes	Last Edited By
+		06 Oc	06 Oct	-	Not ▼	0	Andrew Edwards

Delete

The usual action plan boxes are displayed. Complete the areas as shown below. Remember to **save**.

Target

Type

Course Related ▼

Area for Development

☒ None ☐ Knowledge ☐ Skills ☐ Behaviour

Action

Notes

Add

The final section is accessed via the **+S** button and will display the following area showing **exam concession** questions.

Employability / Soft Skills	Skills Rating	Description of scenarios in which Skills have been demonstrated	Summary Profile
Were exam access arrangements used previously	Not Set ▾		+ --
Pls specify if taking exams in Maths English or Voc	Not Set ▾		+ --
Is support in exams still required	Not Set ▾		+ --
Pls Specify normal way of working	Not Set ▾		+ --

When you click the **Not Set** drop-down menu, you will see the 'Red', 'Green' ratings you can apply. **Green** signifies a 'Yes', i.e. exam access arrangements have been used previously. **Red** is a 'No'

Were exam access arrangements used previously	Not Set ▾
Pls specify if taking exams in Maths English or Voc	Not Set ▾
Is support in exams still required	Not Set ▾
Pls Specify normal way of working	Not Set ▾

You should also click the **+**, which changes to a **-** and a notes box appears. A note related to the question can be added or you can tick **Comment not required for this Skill** if it isn't necessary.

Were exam access arrangements used previously	Red ▾	-
Description of scenarios in which Skills have been demonstrated		
<div> <div> B <i>I</i> <u>U</u> ✂ 📄 📁 ↶ ↷ </div> <div> 🔗 🚫 <i>Ix</i> </div> </div> <div></div>		
Comment not required for this Skill <input type="checkbox"/>		

The last thing to do is add an overall **level**. **N.B.** Once again, click the **Save** button after every alteration. You can now view the finished review and select **Publish**. The completion should say **100%**.

Pass Level

100%

100%

100%

View

Report

Publish