

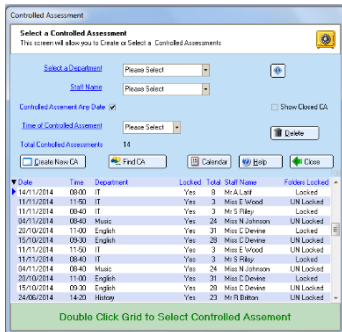
Controlled Assessment

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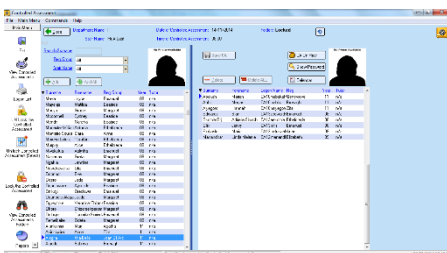
Controlled Assessment is used to control the assessment that the Students need to do.

All Assessments will be locked until the Teacher Unlocks them, then only the Students that have been setup to use that Controlled Assessment will be able to access their Assessment.

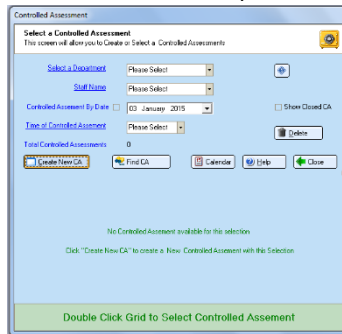
This is done with a click of a button, the Teacher finds their Controlled Assessments from the Lookup screen (see below)



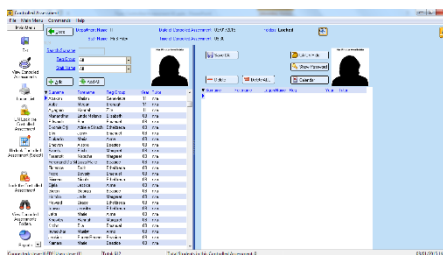
Then click the **UN Lock the Controlled Assessment** button and the Assessments for this Session is unlocked and the Students can logon to the Network with their Controlled Assessment Logon name and Password, if the Teacher Locks the assessment then the Students will not be able to Logon to their Assessment.



To Create a New Controlled Assessment Select from the Drop down boxes, Department, Staff Name, Select a Date and a Time from the Drop down box,



then click **“Create New CA”** button from the Lookup screen, this will then Create a New Assessment for you, highlight the Assessment and double click it, the Assessment will now load.

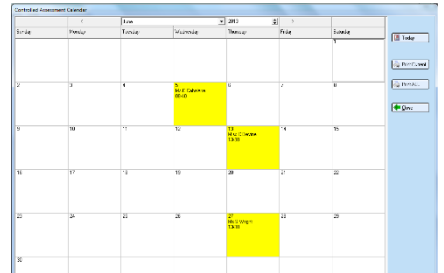


Highlight a Student from the left grid and click the **Add** button or double their name to move them from the left grid to the right grid.

Once all the Students you need have been moved then click the **Save CA** button, this will setup the Folders and permissions for the folders and Lock the Student Controlled Assessment Accounts.

Once you have saved your Controlled Assessment , you can't Add or Delete any Students

There is a Calendar built into the program where you can see other members of staff and their Controlled Assessments, to make sure there will be enough rooms and resources available.



Programs in Hermes

Other Programs in the Hermes Suite:

- After School Club
- Allocation
- Alternative Education
- Assets
- Bookings
- Call Logger
- Confiscated Items
- Controlled Assessment
- Detention
- Forms On Line
- ID Cards
- Learning Identification Sheet
- Network Devices
- Parental Engagement
- Photos
- Seating Plan
- Software Audit
- Stock Control
- User Display
- Visitor Log
- Work Experience

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All Programs can be Customised to your Needs

