

Viewing individual trainee exam results

A guide for trainers

7 Steps

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STEP 1

Select the trainee from the list on your dashboard

The screenshot shows the 'Supervisor dashboard' for a user named 'TestCOS1 TestCOS1'. The dashboard includes a navigation bar with 'Dashboard', 'Timeline', 'Documents', 'Content', 'Reports', and 'User management'. The main content area features a 'Profile' section with a 'View profile' button. Below this are three columns: 'Inbox' with a welcome message and a 'Go to my inbox' button; 'Create a new event' with options for 'MySelf' and 'Someone else'; and 'E-portfolio support' with information about user guides and a weekly e-portfolio clinic. A 'My Trainees' section lists 'TestCOS1 TestCOS1' (highlighted with a red box) and 'TestCO3 TestCO3'. A 'Become an examiner' section is also visible.

STEP 2

From the trainee's summary dashboard, click on Timeline and then select Examinations from the drop down list

Please note, you should click Timeline on the blue bar to view the trainee's timeline. Clicking on Timeline on the white bar at the top of the page will take you to your own timeline.

The screenshot shows the 'Summary' page for a trainee named 'TestCO1 TestCO1'. The top navigation bar includes 'Dashboard', 'Timeline', 'Documents', 'Content', 'Reports', and 'User management'. The main content area features a 'Profile' section with a 'View profile' button. A dropdown menu is open over the 'Timeline' tab, showing options: 'Timeline', 'Admin and approvals', 'Supervision', 'Assessment and evidence', 'Reflection', 'Goals', 'Examinations' (highlighted with a red box), and 'ARCP'. The 'Examinations' option is highlighted with a red box.

STEP 3

Click on an exam entry to view more details

You can use the search bar at the top of the page or the advanced search on the right to help you find the required exam entry

The screenshot shows the RCR e-portfolio interface. At the top, there is a navigation bar with the RCR logo and 'risz/advance' branding. Below this is a sub-navigation bar with tabs for 'Summary', 'Timeline', 'Goals', and 'Documents'. The main content area displays 'Jake Neale (training account only)'s Examinations. A search bar is present with the text 'Start typing to search' and a 'Search' button. Below the search bar, it indicates 'Found 1 items' and 'Ordered by data created'. A list of events is shown, with 'CR2B Exam' highlighted in a red box. The event details include 'Events created in January 2023', 'CR2B Exam', and 'CREATED ON: 27 JAN, 2023'. There are 'Delete' and 'Show audit log' buttons for this entry, and a 'Preview' button. On the right side, there are sections for 'Bookmarked searches' and 'Advanced search' with various filters like 'Event type', 'State', 'Date after', and 'Date before'.

STEP 4

Data for each exam entry can be viewed individually

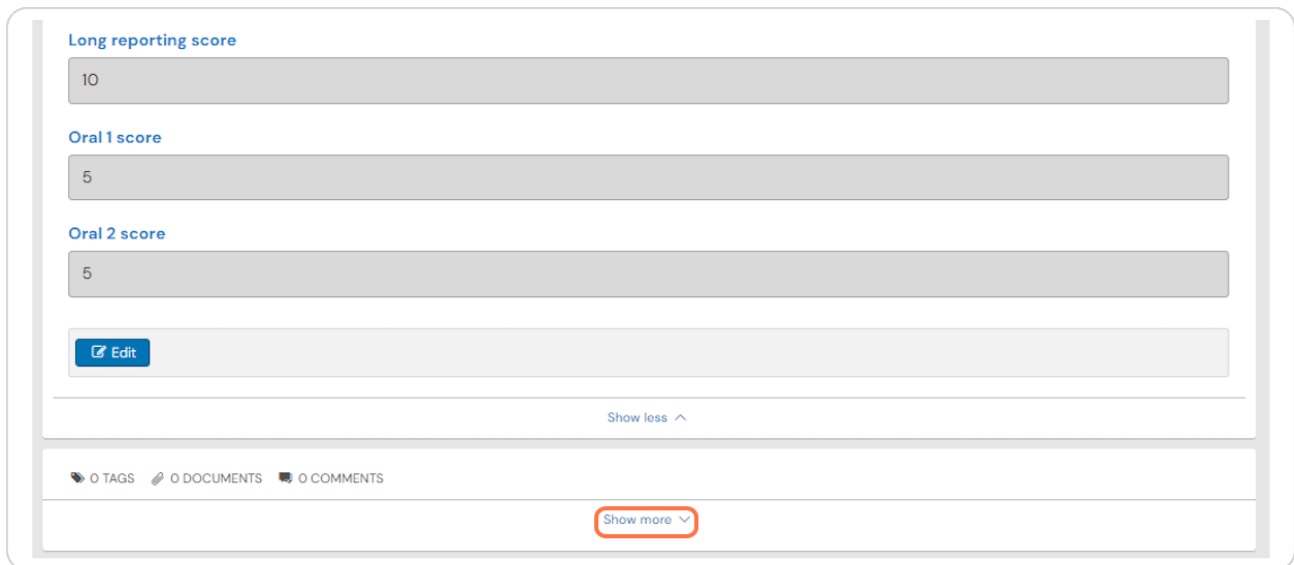
The screenshot shows the detailed view of the 'CR2B Exam' entry. At the top, there is a navigation bar with the RCR logo and 'risz/advance' branding. Below this is a sub-navigation bar with tabs for 'Summary', 'Timeline', 'Goals', and 'Documents'. The main content area displays 'You are viewing Jake Neale (training account only)'s e-portfolio'. Below this, there is a section for 'Role: RCR College Controller'. The exam results are displayed in a table-like format with the following data:

Category	Score
Result	Pass
Pass Mark	24
Total Score	30
Component scores	
Rapid reporting score	10
Long reporting score	10
Oral 1 score	5
Oral 2 score	5

STEP 5

Comments can be added to the exam entry

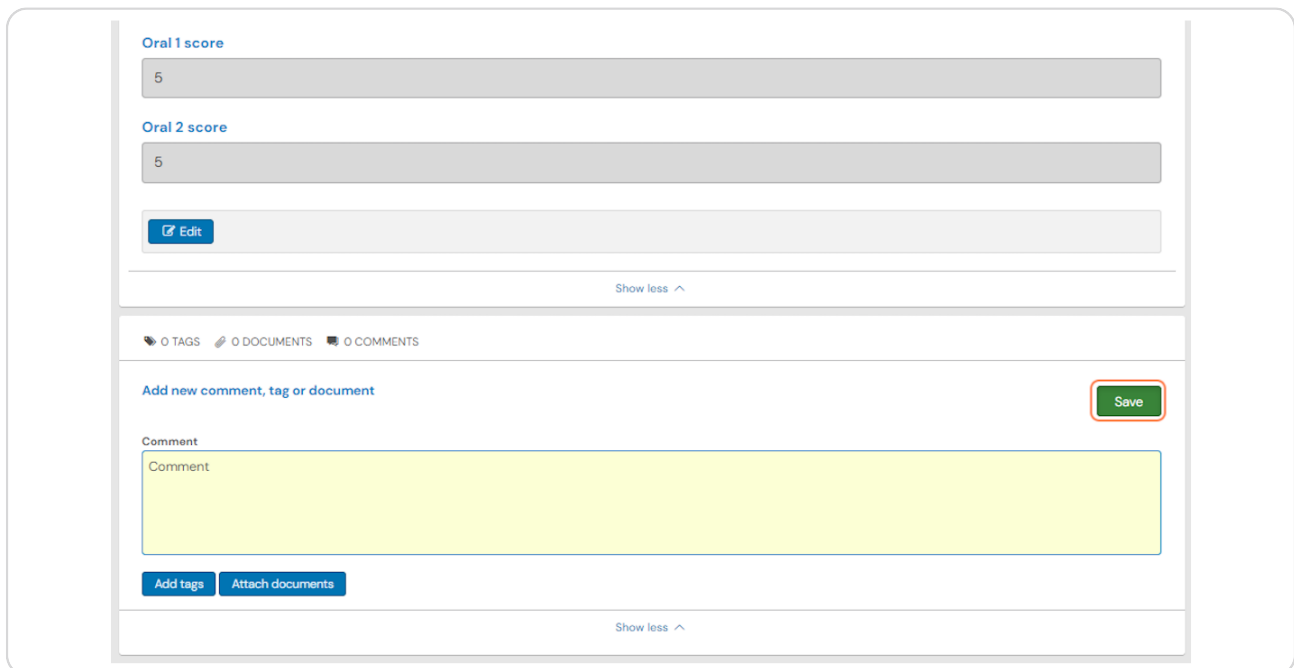
Click on Show more underneath the exam data. This will also show you any other comments that have been added to this exam entry.



The screenshot shows a user interface for an exam entry. It features three score bars: 'Long reporting score' with a value of 10, 'Oral 1 score' with a value of 5, and 'Oral 2 score' with a value of 5. Below the scores is an 'Edit' button. A 'Show less' link is positioned below the scores. At the bottom, there are statistics for '0 TAGS', '0 DOCUMENTS', and '0 COMMENTS'. A 'Show more' button is highlighted with a red box.

STEP 6

Type your comment and click Save



The screenshot shows the same exam entry interface as in Step 5, but with the 'Show more' button clicked. The 'Show less' link is now visible. Below the statistics, there is a section titled 'Add new comment, tag or document' with a 'Save' button highlighted in a red box. A text area for entering a comment is present, with the placeholder text 'Comment'. Below the text area are two buttons: 'Add tags' and 'Attach documents'. A 'Show less' link is also visible at the bottom of the section.

STEP 7

Click on **Back** at the top of the page to return to the exam entry list

CR2B Exam

[Download PDF](#) [Delete](#) [Back](#)

● COMPLETE VERSION 2 [Show audit log](#)

Event occurred on: 27 Jan, 2023
Created on: 27 Jan, 2023

[Edit](#)

LL Section filled in by Louise Leon-Andrews FILLED IN ON 27 JAN, 2023

Role: RCR College Controller

Result
Pass

Pass Mark
24

Total Score
30

