



# **WEB PORTAL GUIDE**

Assessors and Moderators

**Infrastructure ITO**

**CONNEXIS**

**qualify for success**

[www.connexis.org.nz](http://www.connexis.org.nz)

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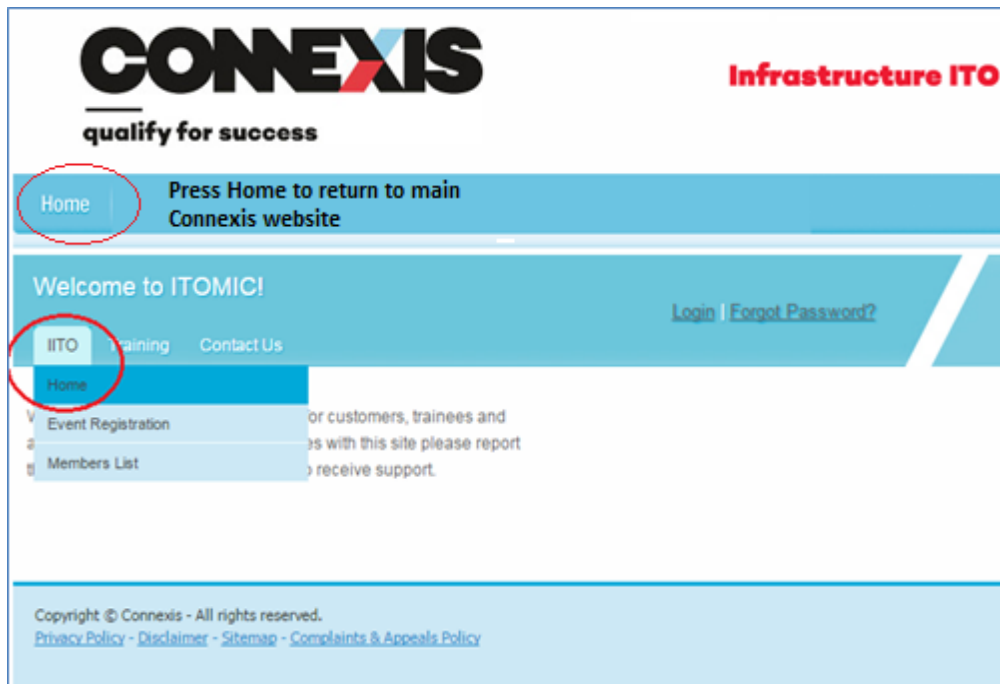
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## Assessor and Moderator Web Portal Guide

### Connexis Login Web Page

You can access the **IITO** (Connexis), **Training** and **Contact Us** tab without logging in by clicking on **Login** link on the Connexis Website. The page below displays.

To return to the Main Connexis website, click on **Home**.



### IITO Tab

Through the IITO menu tab you can click on:

- **Home** to return to the home page
- **Event Registration** page will show where all of the Assessor forums are being held around the country for the current year.

**Note:** An Assessor is to attend a minimum of one forum each year that they are registered as a Connexis Assessor

- **Members List** pages.

The Connexis members list is Live direct from Connexis' training management system. It is of interest to employers and the greater infrastructure sector.

## Training Tab

Through this tab you can display:

- The calendar of training being undertaken
- Locate assessment materials



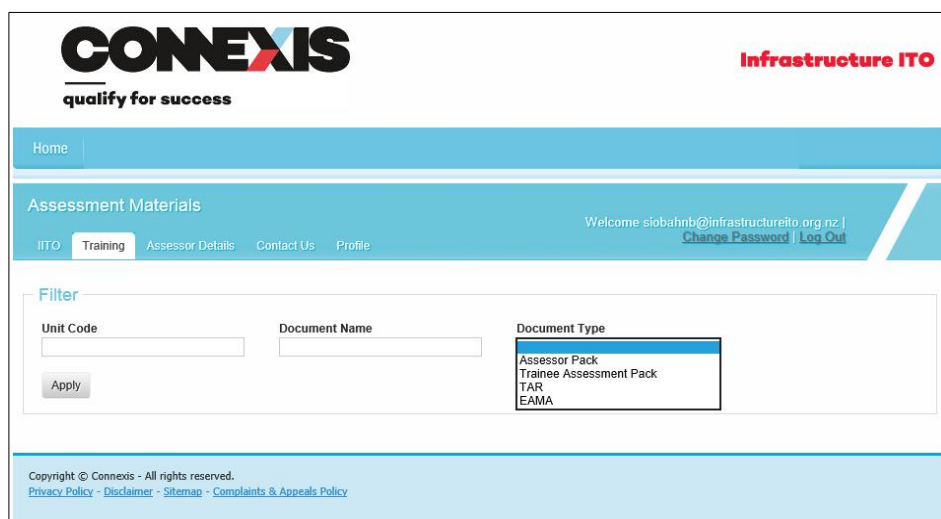
## Training Calendar

The Training Calendar will be populated with some future course information of any courses that are being run throughout the country. Once the course has started it is removed from the Training Calendar.

## Assessment Material

Some Trainee Assessment and Trainee Notes are available both inside and outside of the web portal. Assessor Guides, and other training resources are available as pdf documents in the Web Portal. You can search by unit standard code (always 5 digits place a leading zeros if only four digits), document name (if known) or document type.

Assessor Guides are only visible to Assessors and Moderators when logged into the web portal. Trainees and supervisors can only see the Trainee Assessments.



## Contact Us

Through the **Contact Us** tab you can send an email to Connexis in regards to a **General Enquiry**; **Accreditation**; **Becoming an Assessor**; **Training Information**; **Becoming a Modern Apprentice**

The screenshot shows the Connexis web portal interface. At the top left is the Connexis logo with the tagline 'qualify for success'. At the top right is the text 'Infrastructure ITO'. Below the logo is a navigation bar with links: Home, Contact Us, ITO, Training, Assessor Details, Contact Us (highlighted with a red circle), and Profile. To the right of the navigation bar, it says 'Welcome karend@connexis.org.nz' with links for 'Change Password' and 'Log Out'. The main content area is titled 'Details' and contains a form with the following fields: Topic, First Name, Last Name, Company, Phone, and Email. Below these fields is a dropdown menu for 'Area of Interest' with options: General Enquiry (selected), Accreditation, Becoming an Assessor, Training Information, and Becoming a Modern Apprentice. At the bottom of the form are 'Send' and 'Cancel' buttons.

Complete the fields on this page, select from the drop down list under **Area of Interest**, type up your message and click on **Send**. Click on **Cancel** if you do not want to progress further with this email.



## Profile Tab

The profile tab allows you to update your information, and change your password to enter the Connexis Web Portal.

## Updating details

By keeping your details up-to-date Connexis can stay in contact with you.

As the Web Portal interacts Live with ITOMIC (Connexis' Training Management System) when you update your details on-line you automatically update ITOMIC.

Click on **Profile** tab and **Update Information**. Make all the necessary changes and click on **Save**.

**Note:** When changing your address details the Postal Address Finder will prompt you with options.

If you update your email address, please notify quality assurance by emailing the change to [quality@connexis.org.nz](mailto:quality@connexis.org.nz). They will notify you when your email has been updated and your previous web portal access has been removed. Once notified you will need to re-register for the web portal.

The screenshot shows the 'Update Details' page of the Connexis Web Portal. At the top, there is a navigation bar with tabs: ITO, Training, Trainee Coordination, Contact Us, and Profile. The 'Profile' tab is circled in red. To the right of the tabs, it says 'Welcome siobahnb@infrastructureito.org.nz' and has links for 'Change Password' and 'Log Out'. Below the navigation bar, there are three main sections: 'Status', 'General Details', and 'Home Address Details'. The 'Status' section shows 'Last Confirmed' as '22/10/2014'. The 'General Details' section has fields for 'First Name' (Siobahn), 'Last Name' (Brown), 'Home Phone', 'Mobile Phone', 'Email Address' (siobahnb@infrastructureito.org.nz), and 'Preferred Contact Method' (All). The 'Home Address Details' section has fields for 'Street', 'Suburb', 'City', 'Post Code', and 'Country'. At the bottom left, there are buttons for 'Save' and 'Change Password'.

## Change Password

Open the **Profile** tab for updating information and click on the **Change Password** button at the bottom left of page. Click on **OK** to go to the **Change Password** page.

Enter your **Old Password**, then your **New Password** in the two separate boxes and click on **Change Password**. This will take effect immediately.

Click on **Cancel** if you do not want to progress with this change.

## Change Password

Welcome karend@connexis.org.nz | [Change Password](#) | [Log Out](#)

[IITO](#) [Training](#) [Assessor Details](#) [Contact Us](#) [Profile](#)

Use the form below to change your password.

New passwords are required to be a minimum of 6 characters in length.

### Account Information

Old Password:

New Password:

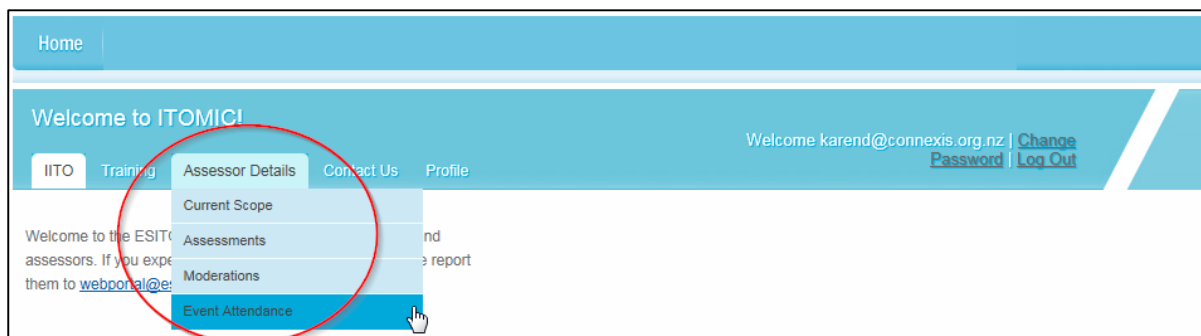
Confirm New Password:



## Assessors Details Tab

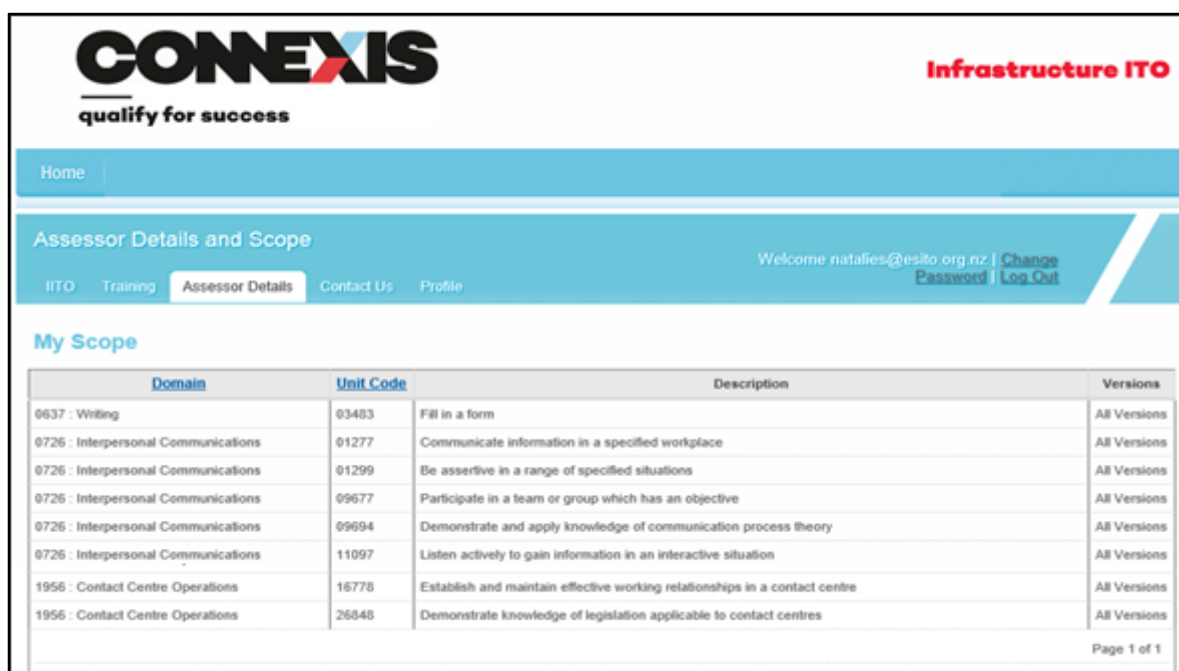
The Assessor Details Tab is only available for Assessors to access when logged in. This is the most important area for Assessors as it shows:

- Their **Current Scope**
- Allows reporting of **Assessments results**
- Allows viewing of results from post assessment **Moderations**
- Provides a report of upcoming **Event Attendance**



## Assessor Scope (for person logged in to Web Portal)

An Assessor can view their own scope for assessment by clicking on **Current Scope**.



Domain	Unit Code	Description	Versions
0637 : Writing	03483	Fill in a form	All Versions
0726 : Interpersonal Communications	01277	Communicate information in a specified workplace	All Versions
0726 : Interpersonal Communications	01299	Be assertive in a range of specified situations	All Versions
0726 : Interpersonal Communications	09677	Participate in a team or group which has an objective	All Versions
0726 : Interpersonal Communications	09694	Demonstrate and apply knowledge of communication process theory	All Versions
0726 : Interpersonal Communications	11097	Listen actively to gain information in an interactive situation	All Versions
1956 : Contact Centre Operations	16778	Establish and maintain effective working relationships in a contact centre	All Versions
1956 : Contact Centre Operations	26848	Demonstrate knowledge of legislation applicable to contact centres	All Versions

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Before assessing a Trainee, Assessors should confirm that the unit standard is within their current scope. Unit standards that are assessed outside of the Assessor's scope of assessment will not be accepted through the web portal.

If a unit standard is not on your current scope of assessment, Assessors can make an application to extend your scope. The application form is located on the Connexis Website under **Assessors and Moderators**, and then on the **Documents and Forms** tab. Once the application has been reviewed, you will be notified which unit standards have been included and/or excluded.

## Assessments

An Assessor can view all assessments previously completed by themselves for Connexis Trainees by searching on:

- The unit standard number - a unit standard code requires 5 digits so when shorter enter the leading zeros, for example, 00767
- the Trainee's name
- a range date of when an assessment was entered



Home

Assessment List

Welcome natalie@esito.org.nz

ITO Training **Assessor Details** Contact Us Profile

Filter

Code: 18274 Trainee: [dropdown] Assessments from: [calendar] to: [calendar]


Apply

New Assessments

Assessments

Assessment Date	Code	Version	Trainee	NSM	Is RCC	Date Entered	
26/10/2012	18274	3	Christopher Higgins	1577242	No	29/10/2012	10/12

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Infrastructure ITO

Home

Assessment List

Welcome natalie@esito.org.nz | [Change Password](#) | [Log Out](#)

ITO Training **Assessor Details** Contact Us Profile

Filter

Code: [input] Trainee: Fred Flintstone [dropdown] Assessments from: 01/05/2013 [calendar] to: 22/10/2014 [calendar]

Apply

New Assessments

Assessments

Assessment Date	Code	Version	Trainee	NSM	Is RCC	Date Entered	Reported to NZQA	Status
11/12/2013	12300	5	Fred Flintstone	1006871	No	11/12/2013	12/12/2013	Accepted
11/12/2013	18275	3	Fred Flintstone	1006871	No	11/12/2013	12/12/2013	Accepted
25/07/2013	09677	8	Fred Flintstone	1006871	No	07/04/2014	08/04/2014	Accepted

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- Click on **Apply** when you have entered the field information you want to locate.

## Printing your Scope

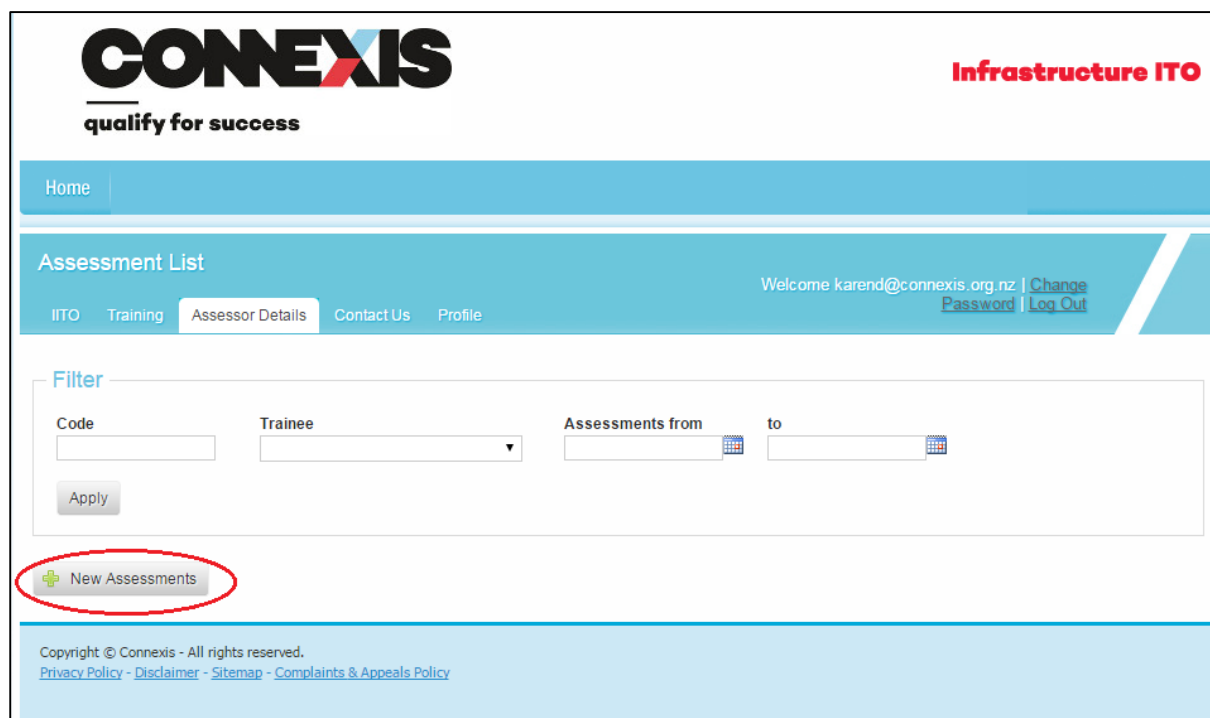
If you would like to print a copy of your scope, then:

- With your scope displayed on the screen, hold down the **Ctrl** key and press **P**
- Your standard print screen should appear, where you can print to your physical printer or to you can print to PDF (if installed on your computer)

## Entering a New Assessment Result

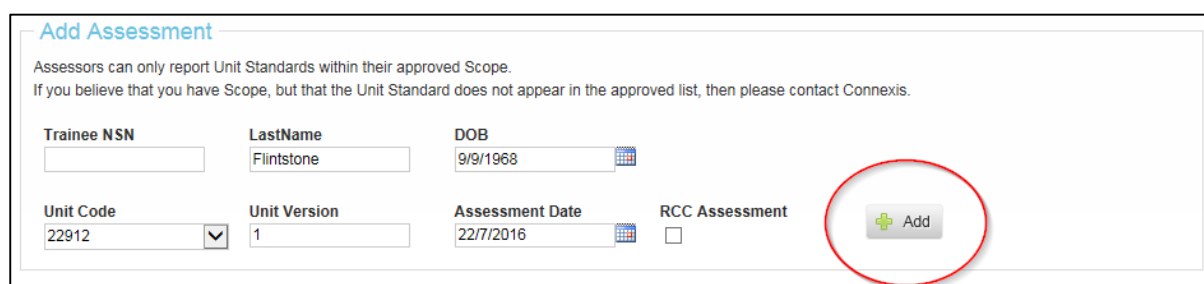
Assessments are to be reported by an Assessor within **10 days** of the assessments completion. An Assessor can only see the assessment results that they have entered, and cannot see the full programme for a Trainee. This is a privacy agreement between Connexis, the Trainee and the company that they work for.

- To enter an assessment you need to click on the **New Assessments** button.

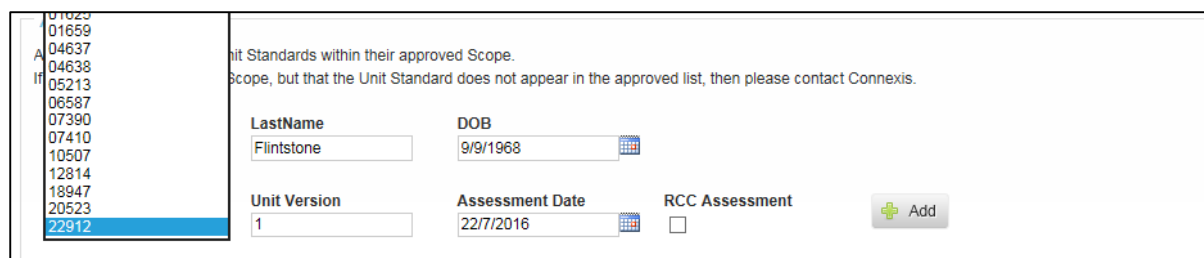


- The new web portal allows you to search for a Trainee either by NSN or a combination of last name and date of birth. If you cannot find a Trainee using either of these methods then please contact NZQA or your CSAM for these details.

**Note:** Only click on the **RCC Assessment** checkbox, if you are an *RCC Endorsed* Assessor.



- The new web portal only allows you to select Unit Standards that are in your approved Scope. If you believe that your Scope is incorrect you can complete the application form for an extension of scope, or contact the quality team on [quality@connexis.org.nz](mailto:quality@connexis.org.nz).



- Click on the **Add** button
- Once the assessment has been added to the **Assessment Confirmation** area you can choose to remove, cancel or submit.

**Assessment Confirmation**

NSN	Name	Code	Version	Description	Assessment Date	RCC	Remove
9996665	Fred Flintstone	18275	3	Demonstrate knowledge of the New Zealand electricity supply industry	22/10/2014	N	Remove

Submit Cancel

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- If there are any error messages they will appear like these examples below.

**Add Assessment**

Trainee NSN

NSN Number is not Valid

Or

**Unit Version**

This version is not valid for this Unit Standard

- If errors occur, correct the errors and then click **Add** again. The correctly entered assessment(s) will appear under the heading **Assessment Confirmation**. This includes the Trainee's name which you can check to ensure you have the correct person.
- If there is anything wrong with the information entered, including the ticking of the RCC Assessment box in error, you can reverse the entry by clicking on the **Remove** button to the right.

**Note:** If you are NOT an RCC Assessor ticking the RCC Assessment box will cause the assessment result to be placed 'On Hold'. These will be released from 'on hold' on a weekly basis.

After you have entered and checked all of the assessments, click on the **Submit** button at bottom left of page.

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Home

Assessment Entry

Welcome natalies@esito.org.nz | [Change Password](#) | [Log Out](#)

ITO Training Assessor Details Contact Us Profile

**Add Assessment**

Trainee NSN  Unit Code  Unit Version  Assessment Date  RCC Assessment ☐

**Assessment Confirmation**

NSN	Name	Code	Version	Description	Assessment Date	RCC	Remove
98284817	Michael (Cox) Edmonds	18275	3	Demonstrate knowledge of the New Zealand electricity supply industry	22/10/2014	N	Remove
98284817	Michael (Cox) Edmonds	18274	4	Demonstrate knowledge of electricity supply networks	22/10/2014	N	Remove

Submit Cancel

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As the web portal interacts with ITOMIC in real time the assessments you have entered are now recorded against each Trainee in ITOMIC. Assessments are reported by ITOMIC to NZQA several times a week. If you review assessments previously entered by date range you will be able to check when those assessments have been transmitted to NZQA.

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Infrastructure ITO

Home

Assessment Entry

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[ITTO](#) | [Training](#) | [Assessor Details](#) | [Contact Us](#) | [Profile](#)

✓  
Assessments Created.  
Results are currently processing.

**Add Assessment**

Trainee NSN:  Unit Code:  Unit Version:  Assessment Date:  RCC Assessment: ☐

**Assessment Confirmation**

NSN	Name	Code	Version	Description	Assessment Date	RCC
98284817	Michael (Cox) Edmonds	18275	3	Demonstrate knowledge of the New Zealand electricity supply industry	22/10/2014	N
98284817	Michael (Cox) Edmonds	18274	4	Demonstrate knowledge of electricity supply networks	22/10/2014	N

[Back](#)

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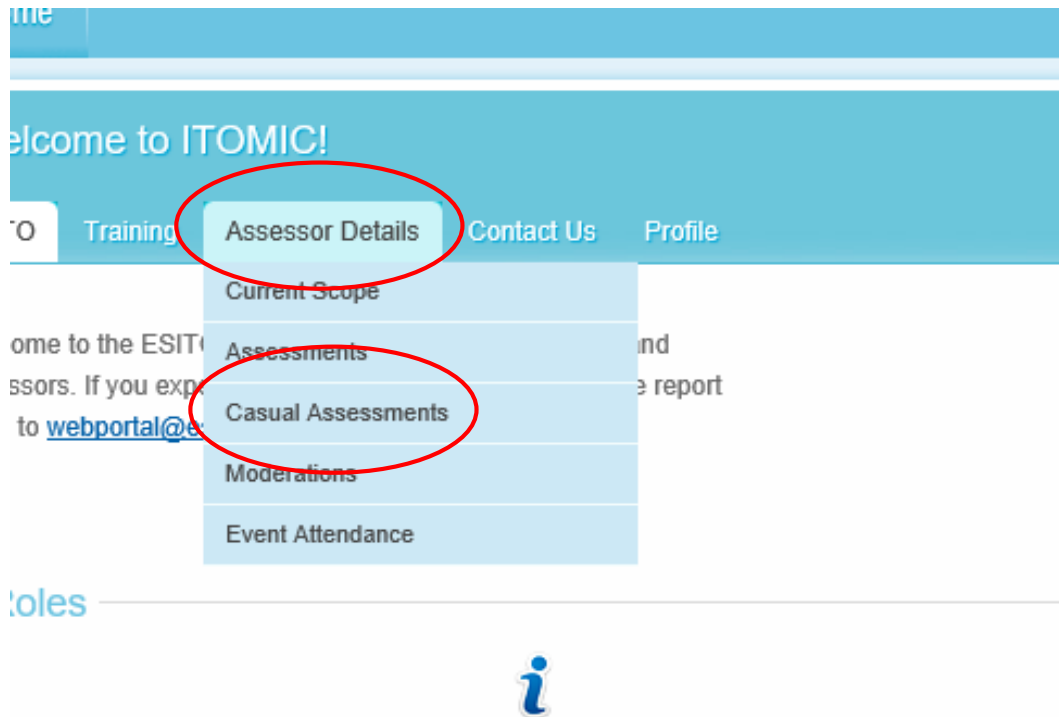
If you have assessed a Trainee not known to Connexis (hasn't previously had a training agreement with Connexis) the web portal will not allow you to enter the assessment. In this event please contact your CSAM to follow up with the Trainee's employer to arrange a training agreement.

If you know the Trainee is signed up into a training agreement and the NSN number you have is not correct, or you cannot find the Trainee using a combination of their last name and date of birth, please contact your CSAM for the correct NSN.

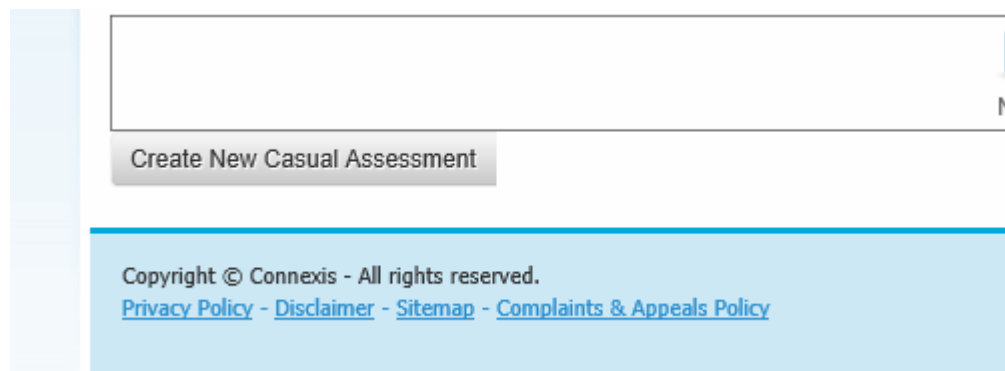
## Casual Assessment Entry

Results can be entered for a trainee that is not in a Connexis Training Agreement via the online Casual Assessment Entry.

- Locate the Casual Assessments page under the **Assessor Details** tab. Click on **Casual Assessments**.



- To enter the result of the trainee, click on the **Create New Casual Assessment**



- The below information **must** be provided for the trainee
  - First Name
  - Last Name
  - Gender
  - DOB
  - Address Line 1
  - Address Line 2
  - City
  - Default Date Assessed

## New Casual Assessment

[IITO](#)
[Training](#)
[Assessor Details](#)
[Contact Us](#)
[Profile](#)

Welcome hannah@connexis.org.nz | [Change Password](#) | [Log Out](#)

### Add Casual Assessment

First Name	<input type="text"/>	<div>Required Field</div>	Line 1	<input type="text"/>
Middle Name	<input type="text"/>		Line 2	<input type="text"/>
LastName	<input type="text"/>		Address Line 3	<input type="text"/>
Gender	<input type="text" value="v"/>		City	<input type="text"/>
DOB	<input type="text" value="1/01/1990"/>		Default Date Assessed	<input type="text" value="1/01/1990"/>

### Unit Standard List

- Once all required information has been inputted, click on **Add**

### Add Casual Assessment

First Name	<input type="text" value="John"/>
Middle Name	<input type="text"/>
LastName	<input type="text" value="Smith"/>
Gender	<input type="text" value="Male"/>
DOB	<input type="text" value="1/01/1990"/>

### Unit Standard List

- Enter the casual assessment by choosing from the **Unit Code** drop down list of unit standards on your scope. Type in the version and result. If the version you have entered is incorrect the system will ask for the correct version to be entered. Please search the most current version on [www.nzqa.govt.nz](http://www.nzqa.govt.nz).

### Casual Assessment Unit

Unit Code

Unit Version

Assessment Date

01/01/2017

Result

Completed

Add Casual Assessment Unit

- Once all information is correct, click **Add Casual Assessment Unit**. The unit standard will then be placed against the trainees name and also their NSN. Connexis will then report the assessment results to NZQA where the unit standard will show on the trainees Record of Achievement.

## Event Attendance

An Assessor can view details of Events that they have requested to attend and the status of that request. To request a change to your event registration please contact the quality team.

Event Attendance

IITO

Training

Assessor Details

Contact Us

Profile

Welcome karend@connexis.org.nz

Change Password

Log Out

Event Attendance

Event	Venue	Event On	Status
WRT 13/10/16 Auckland (Snells Beach) Assessor Forum	Salty Dog Inn [242 Mahurangi East Road, Snells Beach, Auckland 0920]	12/10/2016	Confirmed
Annual Connection 2016		17/10/2016	Requested

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## Moderations

### For Assessors

Post-assessment Moderations are called for at least once a year for each Assessor. To allow Connexis and the elected Moderators to have visibility on the transfer of documents from Assessors to Moderators, Assessors are to update the web portal with the date they mailed/couriered their samples to their Moderator.

The Moderation web page shows a list of samples Connexis has requested for the Assessor by letter/email. The Assessor is to provide three samples for each requested unit standard to the Moderator. Once the samples are sent Assessors update the web page with the date the samples were sent and click the Submit button. Moderators can see the date sent on their web page and can plan their moderation work using this advance notice of receipt of Assessor's samples.





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Infrastructure ITO

Home

Moderations

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[IITO](#)
[Training](#)
[Assessor Details](#)
[Contact Us](#)
[Profile](#)

Moderations

Unit Code	Samples	Name	Address Line 1	Address Line 2	City	Post Code	Email	Phone	Planned Date	Date Sent
01978	0	Angela Brooking	PO Box 1245	Waikato Mail Centre	Hamilton	3240	ange@decimal.co.nz	(07) 834-3038	28/02/2014	<input type="text" value="19/10/2014"/>
09694	0	Rodney Young	72 Farrington Avenue	Rototuna North	Hamilton	3210	rodney@proskills.co.nz	+ (021) 02337508	30/11/2012	<input type="text" value="22/10/2014"/> x
09677	0	Rodney Young	72 Farrington Avenue	Rototuna North	Hamilton	3210	rodney@proskills.co.nz	+ (021) 02337508	30/11/2012	<input type="text"/>
01978	0	Rodney Young	72 Farrington Avenue	Rototuna North	Hamilton	3210	rodney@proskills.co.nz	+ (021) 02337508	30/11/2012	<input type="text"/>


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## For Moderators

Moderators click on the **Moderation Details** tab and select **Moderations** to view your outstanding moderations.



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Home

Welcome to ITOMIC!

Welcome siobahn@infrastructureito.org.nz | [Change Password](#) | [Log Out](#)

[IITO](#)
[Training](#)
[Moderation Details](#)
[Contact Us](#)
[Profile](#)


Moderations

Welcome to the Connexis web portal for customers, trainees and assessors. If you experience any issues with this site please report them to [webportal@connexis.org.nz](mailto:webportal@connexis.org.nz) to receive support.

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Moderators can view all their moderations on their web page. It will show when an Assessor has sent their sample. Upon receiving the sample the Moderator can update the web page with the date received. The quality team run regular reports reviewing outstanding assessment samples and contacting those Assessors that have not sent the requested samples by the due date.



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[Home](#)

Welcome to ITOMIC!

Welcome: subadmin@infrastructureito.org.nz | [Change Password](#) | [Log Out](#)

[ITO](#) | [Training](#) | [Moderation Details](#) | [Contact Us](#) | [Profile](#)


**Moderations**

Unit Code	Samples	Assessor Name	Provider Name	Date Material Received	Result	Planned Date
10507	3		Unitech Training Centre	22/10/2010	Satisfactory (Borderline)	23/10/2010
10508	3		Unitech Training Centre			23/10/2010
12300	3		Unitech Training Centre			23/10/2010
17206	3		Unitech Training Centre			23/10/2010
18638	3		Unitech Training Centre			23/10/2010
18274	3		Unitech Training Centre			23/10/2010
18275	3		Unitech Training Centre			23/10/2010
10506	3	Kevin White			Satisfactory	23/10/2010
14272	3	Kevin White				23/10/2010
10407	3	Kevin White		21/10/2010	Unsatisfactory	23/10/2010
17526	3	Kevin White				23/10/2010
23896	3	Kevin White				23/10/2010
23899	3	Kevin White				23/10/2010

Page 1 of 1

After completing the moderation the Moderator can update the web page with the result of the moderation. Click on the **Submit** button at the bottom of the page.

Moderators still need to send their written report to the quality team as per current procedures. This date provides a cross reference in the reports completed giving indications of total time for completing moderations.



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Welcome to ITOMIC!

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[ITO](#) | [Training](#) | [Moderation Details](#) | [Contact Us](#) | [Profile](#)

**Moderations**

Unit Code	Samples	Assessor Name	Provider Name	Date Material Received	Result	Planned Date
10507	3		Unitech Training Centre	22/10/2010	Satisfactory (Borderline)	23/10/2010
10508	3		Unitech Training Centre			23/10/2010
12300	3		Unitech Training Centre			23/10/2010
17206	3		Unitech Training Centre			23/10/2010
18638	3		Unitech Training Centre			23/10/2010
18274	3		Unitech Training Centre			23/10/2010
18275	3		Unitech Training Centre			23/10/2010
10506	3	Kevin White		23/10/2010	Satisfactory	23/10/2010
14272	3	Kevin White		02/03/2011		23/10/2010
10407	3	Kevin White		21/10/2010	Not Moderated	23/10/2010
17526	3	Kevin White			Satisfactory	23/10/2010
23896	3	Kevin White			Unsatisfactory	23/10/2010
23899	3	Kevin White			Satisfactory (Borderline)	23/10/2010

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