

## Finalising Assessment for Participants with Offline Assessors

### Signing off Individual Sections with no Assessor listed

(i.e. Skill, Service, Physical Recreation where there is no Assessor email address entered in ORB against the Section in question)

Once Participants have finished logging the required minimum activity for a Section they will see this “no Assessor” message.

If the Participant **already** has an offline Assessor Report, click on the “I already have an assessment” link and then follow from step 7 on the next page.

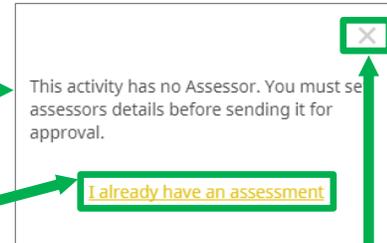
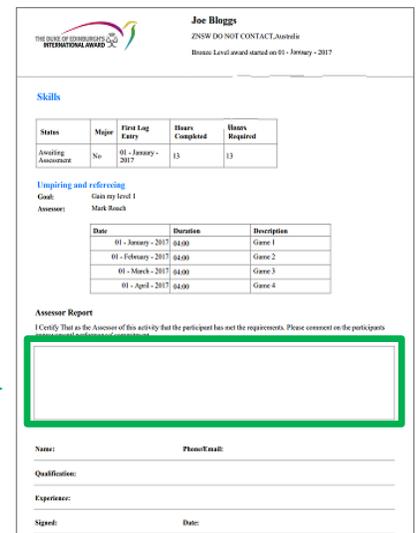


Figure 1

If Participant **does not already** have a completed offline Assessor Report, close the message and start at step 1 below

### To download your offline “Summary for Assessor”:

1. Click on your name at the top right corner of the page.
2. From the dropdown menu select “Award Summary”.
3. Scroll to the Section where you would like to download the “Summary for Assessor”
4. Click on
5. The PDF file will be automatically downloaded, which includes the blank Assessor Report (Figure 2)
6. Once Assessor Report is completed and returned, save it to your device/computer.



**Joe Bloggs**  
ZNSW DO NOT CONTACT Australia  
Home: Level award started on 01 - January - 2017

**Skills**

Status	Major Entry	First Log Entry	Hours Completed	Hours Required
Awaiting Assessor	No	01 - January - 2017	13	13

**Unpinning and referecing**  
Goal: Gain my level 1  
Assessor: Mark Beach

Date	Duration	Description
01 - January - 2017	04:00	Game 1
01 - February - 2017	04:00	Game 2
01 - March - 2017	04:00	Game 3
01 - April - 2017	04:00	Game 4

**Assessor Report**  
I Certify That as the Assessor of this activity that the participant has met the requirements. Please comment on the participants performance and any additional comments.

Name:  Photo/Trust:

Qualification:

Experience:

Signed:  Date:

Figure 2

### To upload your completed “Summary for Assessor”:

7. On the left hand side of your ORB screen, click on the relevant Section and then click “SEND” on the message at the bottom of the screen

You can now send your Activity to your Award Leader for approval.

8. You'll then see the "no Assessor" message (as in Figure 1 above). Now click on the "I already have an assessment" link and you'll then see the "Already Assessed!" message.
9. Upload the Assessor's Report, add a note for your Award Leader if you wish, and then click "SEND FOR APPROVAL".
10. Click "SEND" from the message at the bottom of the screen

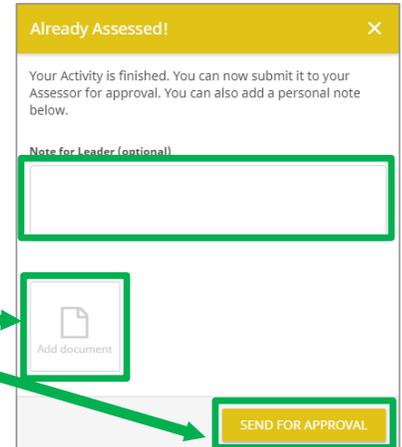
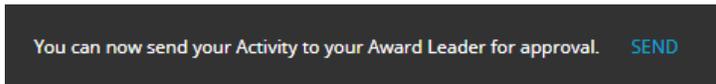


Figure 3

11. Participants have another opportunity to add notes for the Award Leader (if required/desired), then (again) click "SEND FOR APPROVAL". These notes will show up in the Award Leader's view when they action the approval.

