

How assessments can be returned and recalled

1. How unlock approved assessments

Step one – click on the approved assessment

How to unlock an approved assessment. A-CEX

Created: 12th October 2018

Approved by Assessor			Created by Learner			
Name	Position	GMC No.	Name	Stage	GMC	CRN
Sue Supervisor	Consultant		Tony Trainee	ST6		

Curriculum Competences

Step two – scroll down and click on 'Return this form to draft'

Supporting Documents
No supporting documents have been added.

Approval
This entry was approved on 12 October 2018 by **Sue Supervisor**

Personal reflections
No reflections have been recorded for this form.

[Reflect on assessment](#) [Download this form as a PDF](#) [Return this form to Draft](#)

[Return to dashboard](#)

Step three – confirm you want to return your **approved** assessment into draft

Confirm return to Draft

How to unlock an approved assessment. A-CEX

Created: 12th October 2018

By clicking the button below, the following actions will be applied:

The form will be put into *Draft* status.
View and edit permission will be granted only to you.
Any sign-off dates will be nullified.

The form will need to be re-submitted for sign-off. Do you wish to return this form to draft status?

[Return this form to Draft](#) [Cancel](#)

Step four – the assessment will appear in a draft format. The assessment will need to be approved again by the assessor. This will generate a new email to the assessor.

2. How to recall submitted assessment into draft

Step one – click on the assessment you would like to recall

This is a test

ALMAT

Created: 12th October 2018

Submitted

This is a test

This assessment was sent to **Sue Supervisor** on the **12th October 2018** and has not yet been approved.

Return this form to Draft

[Return to dashboard](#)

Step two – click on 'return this form to draft'

Step three – confirm you would like the form to return to draft.

Confirm return to Draft

This is a test

ALMAT

Created: 12th October 2018

By clicking the button below, the following actions will be applied:

The form will be put into *Draft* status.

View and *edit* permission will be granted only to you.

Any sign-off dates will be nullified.

The form will need to be re-submitted for sign-off. Do you wish to return this form to draft status?

Return this form to Draft

[Cancel](#)

You will be able to re-send the assessment back to the assessor once you have edited the form. It will generate a new email to the assessor.