## Logging in

Here are the steps to access your EQA account.

1. Open your browser and enter www.onefile.co.uk
   OR
   Enter OneFile into Google and open the first link.
2. Click **Log in**, which is located in the top right hand corner.
3. Enter your **Username** ensuring that it is all in capitals.
4. Enter your **password**. Remember that this is Case Sensitive.
5. Select the **Live OneFile** log in area and click **Log in**.
   A drop down list to select your centre should appear.
6. Select your centre from the list and click **Log in**.
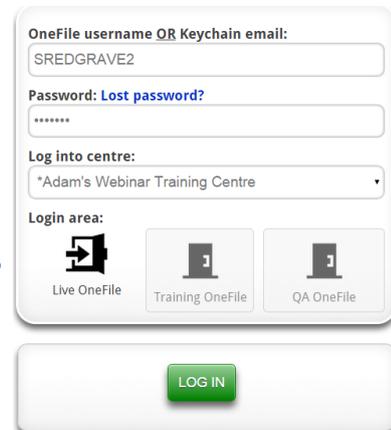
OneFile username OR Keychain email:
SREDGRAVE2

Password: Lost password?
••••••

Log into centre:
*Adam's Webinar Training Centre

Login area:

Live OneFile   Training OneFile   QA OneFile

LOG IN

Accessing Learners

When you log in, you will be taken to the **Home** page. Here you will see a **Learners** section at the top of the screen.

1. Enter the learners name and click **Search.**
2. Click the learner's name to open the **portfolio.**

If you click **Search** you will be presented with a list of All Learners. Clicking **Clear** will remove the list of learners.

Sampling Assessments

After accessing the portfolio, you can then **sample** the assessment.

Assessments
(3 Pending)
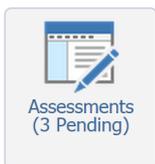
1. Click the **Assessments** icon.
2. Select the **Show completed assessments** link.

   → Show completed assessments

You will be presented with a list of assessments that have been completed. Below the **Ref** column, you may see different colours.

Here is an example of what the colours mean on my centre.

Blue means that the criteria is unchecked. The assessment has been signed by the Learner and Assessor.

Green means that the EQA has sampled the assessment.

Red means that the assessment has been sampled by the IV. These are the assessments that an EQA will focus on if they want to verify the IVs assessment decisions.

3. Click the **title** of the assessment you would like to verify.
4. Scroll to the **Evidence** section. Here you can look at a sample of the evidence provided.
5. Scroll to the **Criteria** section.
   You will be able to tick off any pieces of criteria you have sampled. When you tick criteria, it will change colour.
6. Navigate to the **Feedback & Comments** section. Here you can leave some feedback for the IV.

If you are happy with your decisions, you can simply sign by adding a tick into the highlighted check box at the bottom of the page. If you click either of the **Save** buttons, your assessment decision will be saved.

Unit Sampling Table

The unit sampling table allows you to look at any planned or actual sampling carried out by the IV.
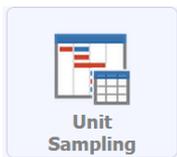
1. Click the **Unit Sampling** icon on the left hand side.
2. Select your filters at the top of the page. *You will need to select either an IV or a standard. You can choose both but cannot leave these fields blanks.*
3. Click the **Submit** button.

You will some options just below the sampling table.

Simple	Advanced
Planned Sample with Anticipated Completion Dates Here you can see when the unit is due to be completed, and also colour boxes to indicate what method the IV has planned to sample.	**Planned Activity** If you want, you can choose to show planned completion dates. This will show when the unit is due to be completed. If you want to look at when an IV has planned to formatively sample an assessment, you can select the **Show planned formative sample date (PFD)** option. You can view any planned assessment processes if you wish to.
Actual Sample with Unit Signed Off Dates This option will show the coloured method boxes. They may contain letters in the boxes to indicate if an IV has/has not sampled assessments. **X** = Planned to sample but not yet sampled **N** = Didn't plan to, but assessment has been sampled. **P** = Planned to sample and actually sampled. You will also see dates if the units have been signed off.	**Actual Activity** **Show actual formative/summative sampled dates (AFS/ASS)** If you select this option, you can click the dates which will navigate you to an assessment. Here the **Actual Formative Sample** date is shown as a link for you to access the assessment. If you want to see when units have been signed off, select the **Show actual unit completion date (ACD)** option.
Show Assessment Processes/Show Pending Unit Rejections Assessment Processes allows you to see if the sampling is **Formative** (Assessment sampled before the unit reached 100%), or **Summative** (Assessment sampled when the unit reached 100%). Unit Rejections will appear if the IV has previously rejected a unit at 100%. This could indicate that work needed to be improved for that unit.	