

# TAS - Complete an assessment

## How to complete an eLearning assessment on TAS

### Prerequisite

You must be logged into your registered and verified TAS account. If you haven't yet registered for a TAS account please refer to the help guide [TAS - Register for my account](#)

### Opening the assessment

When you have finished your study, click the **Complete the mandatory assessment** button, this button may also be a confirmation.

The screenshot shows the IT Training Portal interface. On the left is a blue sidebar with navigation links: Home, Prospectus, A to Z Resource, Knowledge Base, IT Skills Pathway, Training Administration System (TAS), ResultsNow, Site Information, and Contact Us. The main content area is titled 'Maxims User Defined Assessment (UDA) Forms'. It includes a description of the module, a 'PLEASE NOTE' box stating that all videos must be watched, and a list of objectives. The objectives are: Question and answer types, Accessing the User Defined Assessment, Completing a User Defined Assessment, Searching for and viewing existing forms, and Attaching assessments to an email. Below the objectives, there is a note to allow at least 30 minutes to complete and a prompt to click buttons to open each video. The 'Step 1 - Videos' section lists five video topics: Viewing existing patient assessments, The Assessment Question types, Emailing an assessment form, Selecting the Patient Care Context, and Recording an assessment. The 'Step 2 - Assessment' section instructs users to complete the assessment after watching the videos and provides a red button labeled 'Complete the mandatory Assessment'. At the bottom, there are 'Go back' and 'Back to top' links, and a footer for 'Cornwall I.T. Services - Digital Training & Design'.

IT Training Portal

Home

Prospectus

A to Z Resource

Knowledge Base

IT Skills Pathway

Training Administration System (TAS)

ResultsNow

Site Information

Contact Us

### Maxims User Defined Assessment (UDA) Forms

This module will demonstrate the Maxims User Defined Assessment Forms processes. For further information regarding the Recorded in Error process, please visit to the Maxims Recorded in Error (RIE) module

**PLEASE NOTE** to pass you will need to watch all of the videos regardless of your role.

### Objectives

In this module you will learn:

- Question and answer types
- Accessing the User Defined Assessment
- Completing a User Defined Assessment
- Searching for and viewing existing forms
- Attaching assessments to an email

Please allow at least 30 minutes to complete. Click the buttons below to open each video

### Step 1 - Videos

Unless indicated, these videos do not contain sound, the video will pause on each text box.

- ▶ Viewing existing patient assessments
- ▶ The Assessment Question types
- ▶ Emailing an assessment form
- ▶ Selecting the Patient Care Context
- ▶ Recording an assessment

### Step 2 - Assessment

Once you have completed watching the videos, ensure you complete the Assessment, as linked below:

**Complete the mandatory Assessment**

< Go back

↑ Back to top

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If you are not logged into TAS, you will be prompted to login.

# Training Administration System (TAS)

This is your I.T. training record, it maintains a history of course bookings and of elearning undertaken. You can book I.T. training courses, complete elearning assessments and manage your own record / profile.

You must already have a TAS account to login, if not: [Create an account](#)

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Login

**TAKE NOTE:** This is the USERNAME & PASSWORD you setup when you created your TAS account.

**Forgot your password?** [Reset your password here](#)

## Problems

If you are having problems with this system, feel free to contact via [Search and support](#)

Type in your username OR registered email address into the first box, then type your password into the second box.

- If you do not yet have a TAS account please click the **Create an account** link and follow the help guide [TAS - Register for my account](#)
- If you have forgotten your password, click the **Reset passport here** link and follow the instructions given in the help guide [TAS - Reset my TAS password](#)

Click the **Login** button to display your TAS training account profile page.

## Your TAS training account Profile

Please confirm your profile details are correct before continuing to your assessment.

Title	Mr	Speciality	It Training		
Other title	Other title	Location	Kedhlow Building, Treliske		
Email address	m.brimson@nhs.net				
Full Name	Marim	Brimson	Job	Trainer	
Username	Brimsomm			Care Group	Corporate
GMC / NMC	GMC / NMC registration Number			Trust	RCHT
DoB	07/09/1977		Contact Number	0000	
			Manager First Name	Loo	
			Manager Last Name	Cooker	
			Manager email address	lcooker@nhs.net	

Are you a Postgrad Junior Doctor?  Yes

Are you KernowFlex or Agency Staff?  KernowFlex  Agency

[open assessment](#)

Make any changes as necessary, then click the **Open Assessment** button.

The assessment will open.

You will remain logged into TAS assessments for the remainder of your browser session.

The next time you open the browser you will need to login.

# Maxims - User Defined Assessment Forms

## Confirmation of learning

Click the "**Start**" button to proceed

START >

Complete your assessment. When you submit your answers and you pass, you will be sent a certificate by email and a record will be added to your TAS User Profile.

For help accessing your profile please review the help guide [TAS - Update my profile](#)

To obtain further copies of your past certificates please review the help guide [TAS - Get my certificate](#)

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=315>