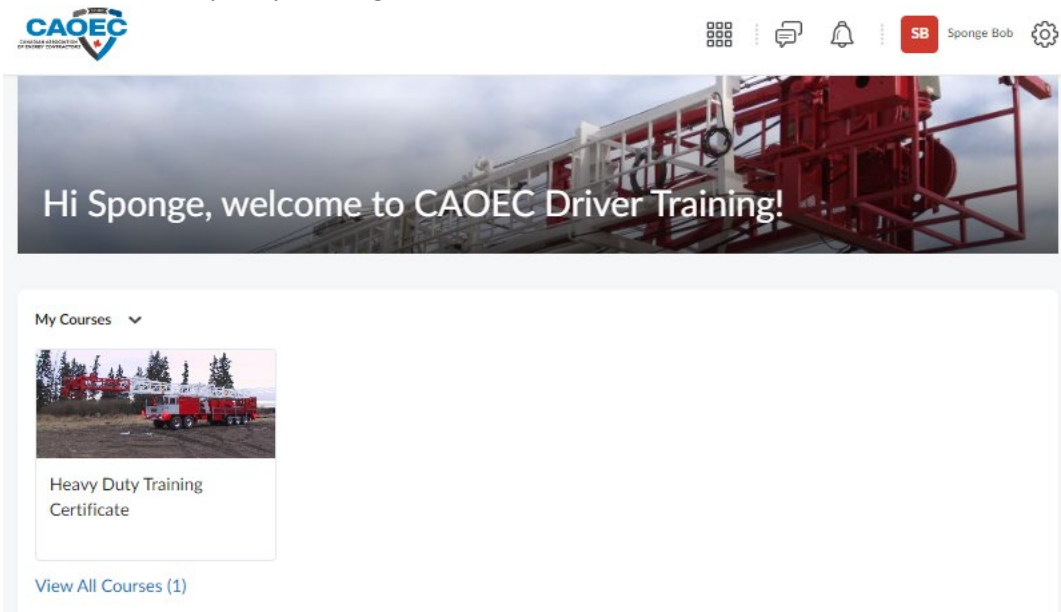


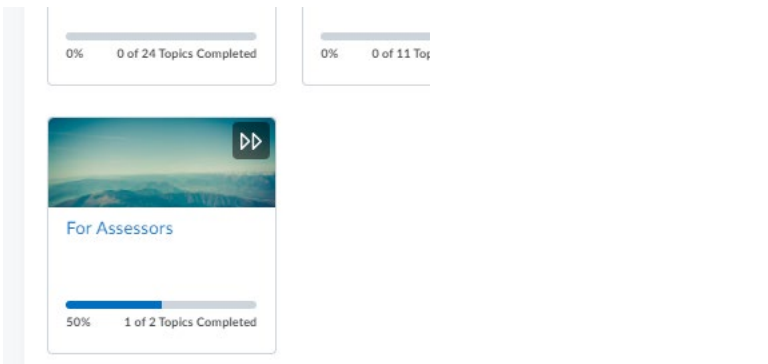
Assessor Instructions:

Click [here](#) for a video link, or follow the instructions below.

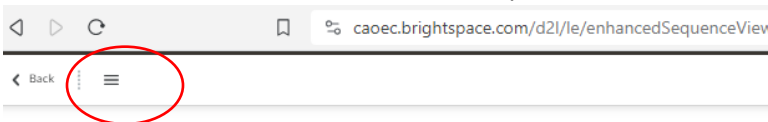
1. Log into your Assessor account in [Brightspace](#) using the password you created through the email or text you received.
2. Click on the Heavy Duty Training Certificate course.



3. Click on the "For Assessors" module at the bottom.

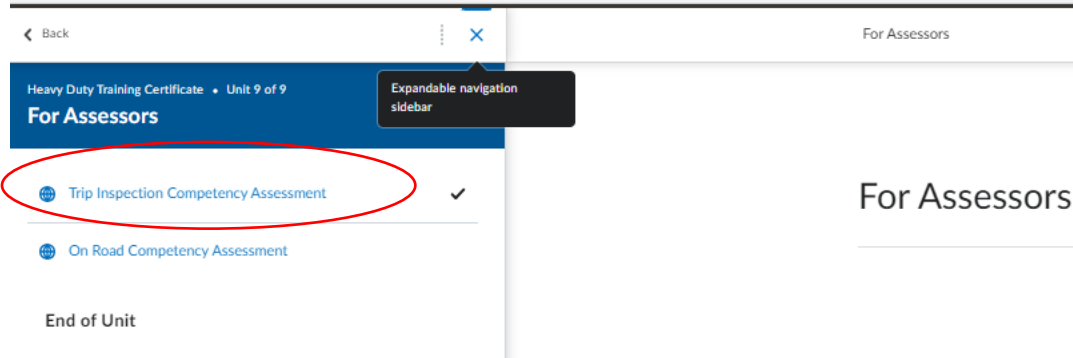


4. Click on the three horizontal lines at the top left



For Assessors

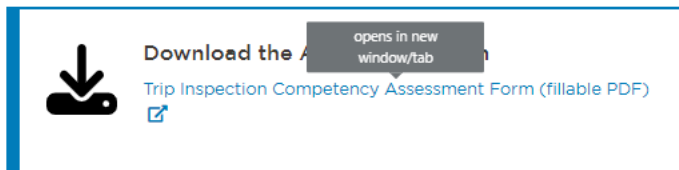
5. Click on “Trip Inspection Competency Assessment to download the form.



6. Click “Download the Assessment Form”. This is a fillable PDF, so save it and fill it out, or print it and fill it out.

Assessment Form

When completing the assessment, you will use this fillable PDF.



This file can be:

- used on any device.
- filled in online on your browser.
- downloaded and filled in offline.
- printed and filled in manually.

Tick the “yes” or “no” boxes accordingly, and type in comments as needed.

Once complete, save a copy of the file or scan the printed document. Your Driver Admin will be uploading this file as proof of the driver's competence.

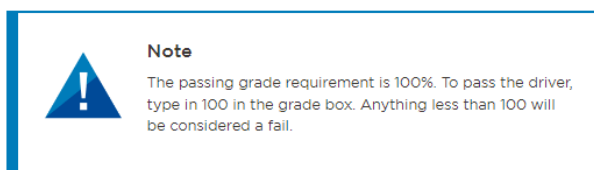
Submitting the Grade

7. Once you have completed your assessment of the driver, follow the steps on the same page to submit the grade. Remember, the driver must receive 100% to pass.

Submitting the Grade

Follow these steps to indicate whether a driver has passed or failed the assessment:

1. Go to the [Trip Inspection Assessment](#) assignment. Select the driver's name that you are assessing.
2. Indicate the grade in the Overall Grade section.
3. Select “Publish” to submit the grade.
4. Send the completed Trip Inspection Assessment form to the Driver Admin to upload in the Driver Database as proof of the driver's competence.




8. Send both assessment forms to your Driver Administrator to upload in the Driver Database as proof of the driver's competence.

Submitting the Grade

Follow these steps to indicate whether a driver has passed or failed the assessment:

opens in new window/tab

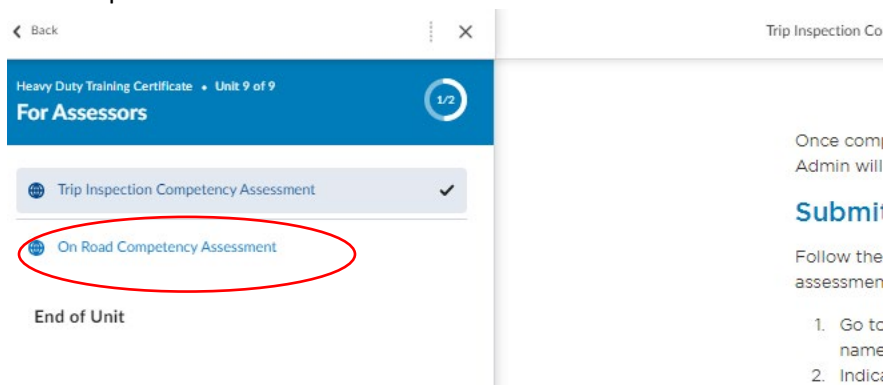
1. Go to the [Trip Inspection Assessment](#) assignment. Select the driver's name that you are assessing.
2. Indicate the grade in the Overall Grade section.
3. Select "Publish" to submit the grade.
4. Send the completed Trip Inspection Competency Assessment form to the Driver Admin to upload in the Driver Database as proof of the driver's competence.



Note

The passing grade requirement is 100%. To pass the driver, type in 100 in the grade box. Anything less than 100 will be considered a fail.

9. Enter the grade, click Submit, then click Update.
10. To download the On Road Competency Assessment, click on "On Road Competency Assessment" at the top left.



Back

Heavy Duty Training Certificate • Unit 9 of 9

For Assessors

1/2

Trip Inspection Competency Assessment ✓

On Road Competency Assessment

End of Unit

Trip Inspection Co

Once completed, Admin will

Submit

Follow the assessment

1. Go to name
2. Indici