Feedback, Evaluation Quiz and Certificate Features

Supported By RioMed EST. 1997

Agenda

1. Feedback section overview
2. Evaluation Quiz structure and rules
3. Quiz attempts and scoring
4. Certificate generation and download
5. Summary and key takeaways

Objectives

1. Understand the purpose of the Feedback, Evaluation Quiz, and Certificate sections
2. Complete the Feedback section after finishing a module
3. Navigate and attempt the Evaluation Quiz confidently
4. Understand quiz rules, attempts, and scoring criteria
5. Access and download the course certificate upon successful completion

Introduction

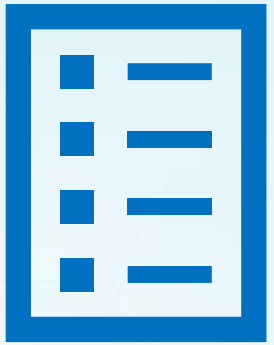
Overview of post-module completion requirements

Explains how feedback, evaluation, and certification work

Helps learners understand assessment rules and certificate generation

Feedback Section

1. Available after completing all sections of the module
2. Selecting the Feedback section redirects to an **external site**
3. Used to share feedback related to the module content and experience
4. Completion of feedback is required before certification



Evaluation Quiz – Overview

1. Mandatory after completing all module sections
2. Required to receive the course certificate
3. Accessible from the module once learning activities are completed

Flagging and Reviewing Questions

1. Questions can be flagged for later review
2. Flagging does not affect marks or evaluation
3. Flagged questions can be revisited during the quiz

Submitting the Quiz

After completing the quiz, you are taken to the Summary of Attempt page

Options available:

- Return to the quiz (if time remains)
- Select Submit all and finish to complete the attempt

Reviewing Quiz Results

1. After submission, correct and incorrect responses are displayed
2. Learners can review all answers
3. Click **Finish Review** to exit the quiz

Quiz Attempts and Passing Rules

1. Number of attempts is limited
2. Learners are allowed two attempts
3. If the passing score is not achieved: Contact the assigned facilitator to request an additional attempt
4. Certificate will not be generated unless the quiz is passed

Certificate Generation

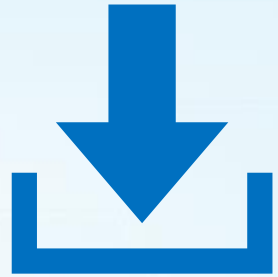
1. Certificate becomes available only after:

- All learning materials are completed
- Feedback is submitted
- Evaluation Quiz is passed

2. The certificate section can then be accessed

Downloading the Certificate

1. Click View Certificate
2. Certificate downloads automatically as a silent download
3. No on-screen notification is displayed
4. File is saved directly to the Downloads folder
5. Learners are advised to wait a few minutes for the download to complete



Conclusion

In this session, you learned:

- How the Feedback and Evaluation Quiz sections work
- Quiz rules, attempts, scoring, and review process
- How quiz completion is linked to certificate generation

Following these steps carefully will ensure a smooth and successful learning experience.

Glossary

1. Feedback – Learner input provided after module completion to improve course quality
2. External Site – A linked webpage outside the Training Portal used to submit feedback
3. Evaluation Quiz – A timed assessment used to evaluate understanding of the module
4. Timed Quiz – A quiz with a fixed duration that starts automatically when the attempt begins
5. Flag Question – An option to mark a question for later review during the quiz
6. Attempt – One complete submission of the Evaluation Quiz
7. Passing Score – Minimum score required to successfully complete the quiz
8. Summary of Attempt – Page displaying quiz progress and submission options
9. Silent Download – Automatic file download without an on-screen notification

Note: Please click the back arrow button of the browser to go back to the course

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