

# Functional Skills ICT - Remote Invigilation Learner Guidance

## Overview

This document provides you with key information and guidance for L1 and L2 Functional Skills ICT onscreen assessment via Remote Invigilation only.

### 1. Onscreen tutorial for learners

At the start of each assessment, you are given a brief tutorial to read through which provides information and guidance on the following functionalities to support them in completing the tasks.

The tutorial is untimed; therefore you can spend as long as you need reading through this information. The assessment time does not start until the you select Start Test.

You can revisit the tutorial at any stage during your assessment by clicking on the following icon, which appears on the bottom left of the screen once the assessment has started.

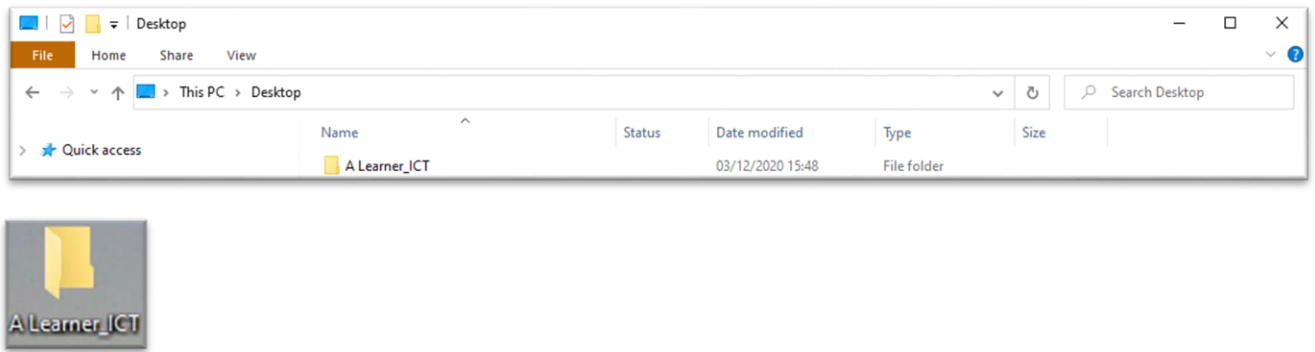


### 2. Creating a folder

At the start of the assessment, you are instructed to create a folder into which you should save the documents you download as well as your completed documents for upload. As this is not part of the assessment, make sure you have a suitable and easily accessible location within the hard-drive to create this folder.

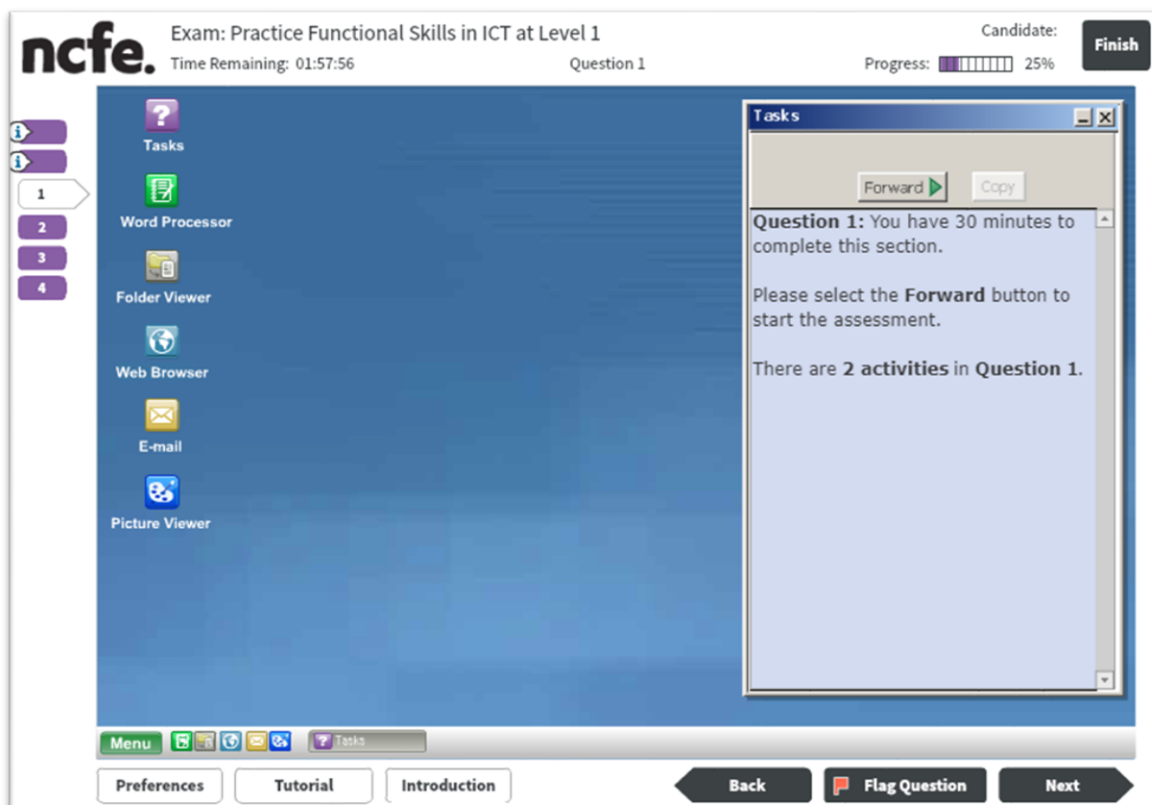
The folder should be given an appropriate and must be easily accessible to facilitate the download and upload of documents.

For example:

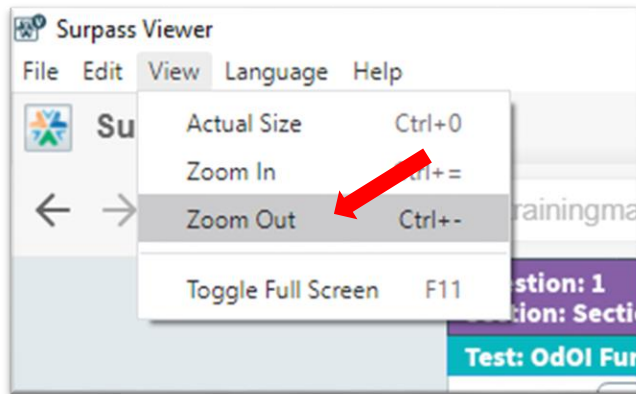


### 3. Viewing the screen

In each assessment, for Question 1, you will see a simulation of a desktop (as below).



If you are sitting your assessment on a smaller screen (laptop for example) you may not be able to see the full screen for this part of the assessment – for example the tool bar along the bottom may be missing. If you're unable to see the full screen as in the image above, please use the 'view' menu option and 'zoom out' until you're able to see the full screen.



This will only be needed for Question 1 so if you wish, when you move to Question 2, you can select 'view' again then 'actual size' to take you back to the standard screen size.

#### 4. Downloading and saving documents

In each assessment, for Question 2 and Question 3, you will see a green arrow icon with instructions to download and save the document provided to complete the task. You must make sure you have a Microsoft Office package Question 2 and 3

To download a document, click once on the green arrow icon.



The document will download and you will need to **Save** the document into the folder you have created.

When saving the document, you must remove the file format from the title. For example the document will appear as **report.docx** but when you save it into your folder, save it as **report** only.

Once the document is saved, close down the additional tab that has opened in front of the assessment.

**Note:** All documents should be retained for the duration of the assessment **only**.

All documents downloaded and uploaded during an assessment must be deleted once the test has been submitted.

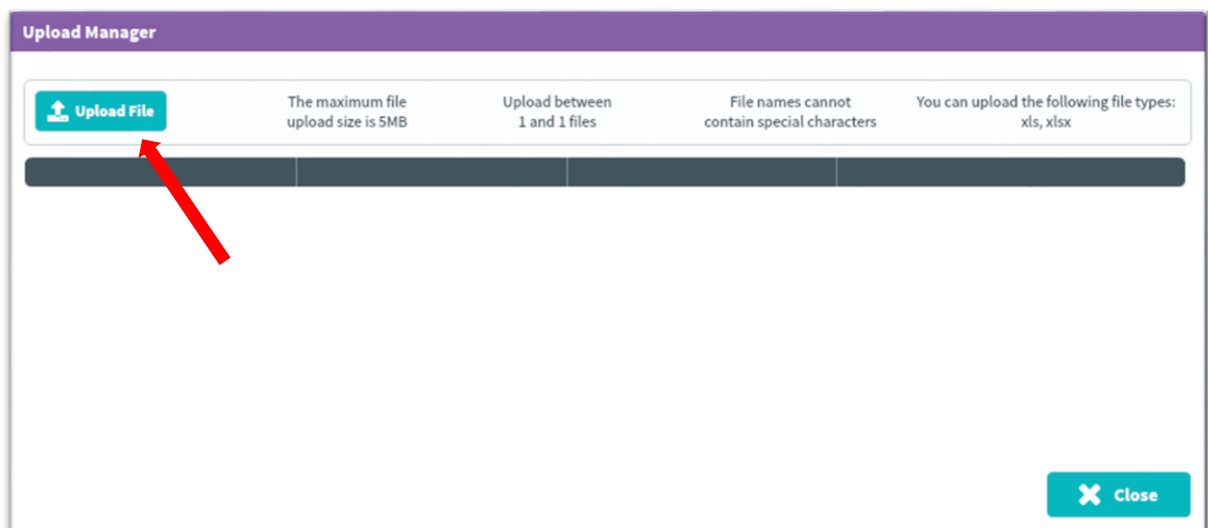
## 5. Uploading a completed document

Learners will be instructed to upload their completed documents as evidence of their work.

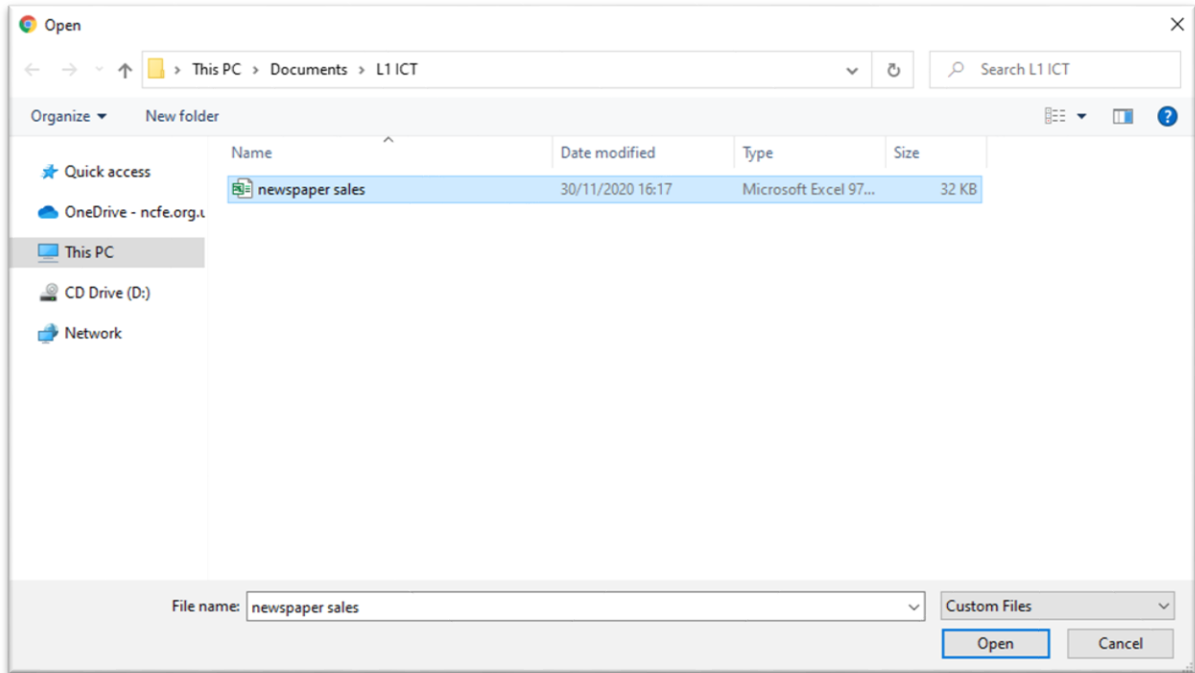
To do this, click once on the blue arrow icon.



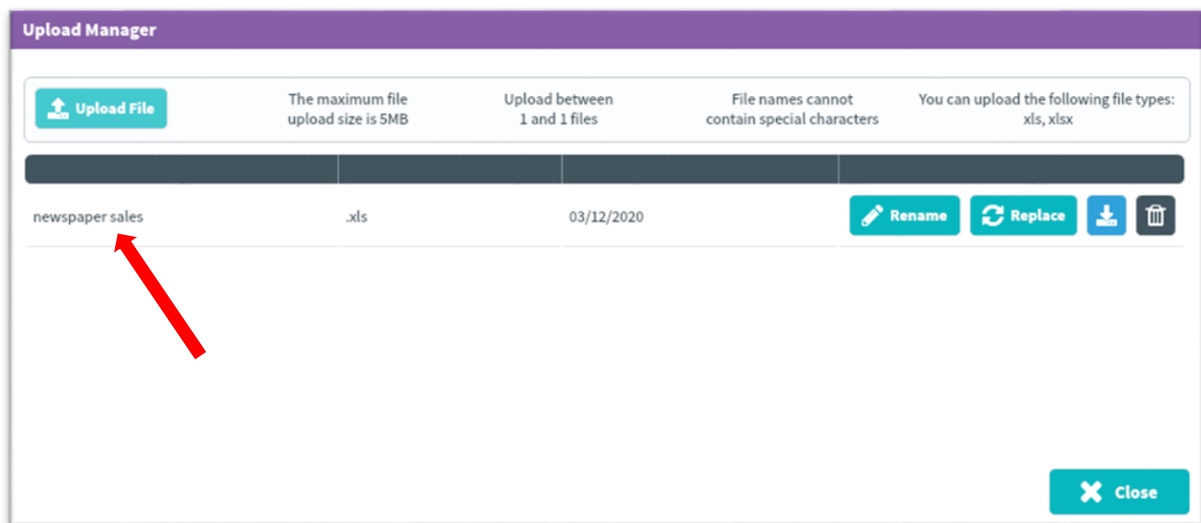
The **Upload Manager** will open on the screen.



Click on the **Upload File** button and navigate to the folder where the completed document for the task is saved. Double-click on the completed document to upload it to the task.



When the name of the completed document is visible in the **Upload Manager**, the upload is complete, and the learner can click **Close**.



When uploading a document, please note:

- document names must only contain alphanumerical characters (A-Z and 0-9). Characters can be both upper and lower case. Learners must not use special characters (eg &, !, %) as this will lead to uploaded documents being inaccessible by the system for that task, and any subsequent tasks, even if the original title is removed or replaced
- only one document can be uploaded per task, unless otherwise stated
- You must save and close the document before attempting to upload
- the maximum file size for most tasks that can be uploaded is 1MB (or 1024KB).  
(The maximum file size for a presentation or file management task is 2MB or 2048KB).

## 6. File types/extensions

All documents (files downloaded by a learner to complete a task) are provided in compatibility mode so they can be opened by different versions of MS Office.

Learners should not make any changes to the file type or extensions provided. Learners are not required to change the file type or extension (eg .doc or .docx) of the documents they download as part of the assessment.

**Note:** the exact appearance of the file extension feature may differ depending on the operating system installed on the PC/ laptop.

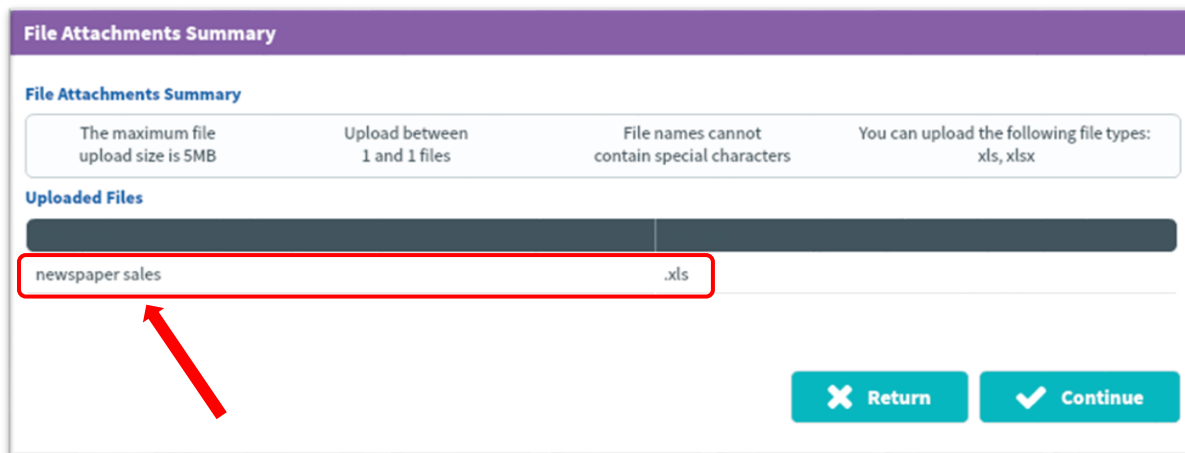
## 7. Ensuring correct documents are uploaded

You must ensure that they have uploaded the correct documents for each task.

**It is essential that you upload the document you have worked on and not the original downloaded document.**

The **File Attachment Summary** feature will help you to ensure the correct documents are uploaded.

When you select to move on to the next question from a task where uploaded documents are required, a **File Attachment Summary** box will open on the screen.



The box will show which document has been uploaded to the task. You must check that the correct document has been uploaded for the task before moving on.


You can select to **Return** to the task to make any required changes or select **Continue** which will keep the attached document and allow them to progress to the next task.

If no document is listed you should return to the task and attempt to upload their completed document again.

## 8. Replacing an uploaded document

If you make changes to a document which you have uploaded already, you must ensure that the revised document is re-uploaded so that it is available for marking.

To replace an uploaded document, it is recommended that the learner:

- renames and saves the document to the original folder in which it was saved previously
- return to the relevant task in the assessment and click on the blue arrow click on  to remove the original document uploaded
- via the **Upload Manager**, repeat the upload process with the revised document.

There is the option to use the **Replace** function. If you wish to use the **Replace** function, the document to be uploaded must have a different name from the document being replaced.

## **9. Submitting a completed assessment**

If you do not upload a document or upload an incorrect document for a relevant task before exiting the assessment, this **cannot** be subsequently forwarded to NCFE and you will not receive marks for that task.

It is your responsibility to ensure you have uploaded the correct document to each relevant task before submitting and exiting the assessment. The **File Attachment Summary** feature will remind you to check all relevant documents have been uploaded.

## **10. After the assessment**

All documents downloaded and uploaded during an assessment must be deleted once the test has been submitted.