



## Appendix 3: Instructions for Learners

**This document must be sent to learners as soon as their assessment has been scheduled. Learners are encouraged to ask any questions about this guidance before their assessment is due to take place.**

### Introduction

The following guidance sets out everything you will need to know to prepare for your Open Awards Functional Skills remote assessment. It is important that you read and understand this document before sitting these types of assessments.

### Necessary equipment

In order to take your assessment, you need to have the following equipment:

- A good quality laptop or PC with a minimum screen size of 14" and minimum resolution of 1024 x 768.
- A stable internet connection with at least 3mbps.
- A webcam (if your PC/ laptop does not have an integrated one).
- A reflective surface such as a mirror if you are using a laptop/PC with a fixed webcam. This will be used to show the invigilator the space immediately surrounding your screen and keyboard.
- A basic (non-scientific) calculator for maths assessments. You will have access to an on-screen calculator but may feel more comfortable using a separate calculator. Please note that all workings need to be added to the assessment platform if you use a separate calculator so that your workings can be marked.
- A pen or pencil.
- Plain paper. You will need to show this to your invigilator at the beginning of the assessment to assure them that you do not have access to notes.
- A dictionary (where allowed).

### The room

Your assessment must take place in a room in which you feel comfortable and where you are unlikely to be disturbed. You should choose a space with adequate warmth, ventilation and lighting. If you cannot use overhead lighting, your lamp cannot be behind you as it would make it difficult for the invigilator to see you. Please do not sit with your back to a window. Make sure your workspace and chair are in a good state of repair so they don't distract you.

Nobody else can be in the same room while your assessment is taking place.

You must not wear any hats, sunglasses and headphones (except where your centre has endorsed the use of headphones/ headset connected to the computer audio).

Hearing aids are only permitted when requested prior to the sitting.

## Hints and tips

- We advise that you go to the toilet before your remote assessment as you will not be able to leave the room once it has started.
- You must remove all distractions. If you have children try and schedule your remote assessment for a time when they are not going to disturb you.
- Try to make sure you don't have a lot of background noise as this may distract you.
- Check all of your equipment before the exam begins.
- Log into the system at least 30 minutes before the scheduled assessment time in case you have any technical issues to sort.

## Before the assessment

If you have any questions about this guidance document, please contact your centre immediately to make sure you understand and are able to comply with the conditions.

If your invigilator finds that you have not fully met the controlled conditions requirements, your assessment will not be able to take place and there may be an additional charge to re-sit.

## Pre-assessment checks

The link to the online assessment session will be emailed to you 30 minutes before your assessment is scheduled to start. This will give you time to download any required software and check the functionality of your audio and visual equipment. You will be able to join the session immediately, but the exam paper will not be visible to you until it has been opened by the invigilator.

At the scheduled start time, the recording function will be activated. The invigilator will check that the audio and visual functions are working adequately. You must enable your webcam and microphone. The invigilator may ask you to move your chair or webcam so that you are clearly visible and centred within the screen.

You will need to verbally confirm your identity and show photographic ID (e.g. passport, driver's license or college issued ID card) to the invigilator via the webcam. If you are not able to provide the required identity documents you will not be able to sit the assessment and the assessment will need to be rescheduled.

The invigilator will give you clear instructions regarding the controlled conditions of the remote assessment and require you to confirm that you have fully understood these instructions before the assessment can start.

Before the assessment can begin, the invigilator will undertake a number of checks to ensure that the remote assessment is set up correctly. The invigilator will complete a checklist covering the following items:

- Confirmation that the visual and sound quality is working adequately both for you and for the invigilator.
- Confirmation that the visual and sound quality is working adequately for all additional learners taking part in discussions (English SLC assessments only)

- Undertaken a thorough sweep of the exam room to ensure that the room is fit for purpose. If you have a fixed webcam, this will include asking you to use a reflective surface to allow the invigilator to see the sides of your screen and around your keyboard.
- A check of electronic devices to ensure that all mobile phones or other electronic devices are switched off and smart watches have been removed and placed out of reach.
- Confirmation that no paperwork and books are within your reach and contain notes or other prompts.
- Confirmation that no food is visible and any fluids within the exam room are in a clear container with no label.
- The invigilator will ensure that you understand there is no smoking or vaping during the exam.
- Confirmation that calculators (where permitted) meet requirements of the exam (i.e. not scientific calculators).
- Confirmation that calculators (where permitted) are placed out of reach for Part A of Functional Skills maths exams.
- Confirmation that all dictionaries (where permitted) meet the requirements of the exam.

## During the assessment

Once the invigilator is satisfied that your room meets regulatory requirements, they will open the online assessment platform and log you into the assessment.

At this point you will be given remote control of the invigilator's laptop in order to complete the assessment. You will not be able to open any other windows.

During the assessment, the invigilator will be able to view your assessment screen and your room through your webcam. The invigilator will pay attention to any behaviour that may suggest revision notes or mobile devices are being used. The invigilator will challenge any suspicious behaviour and may end the assessment if you do not comply with the requirements of the controlled assessment.

You can only interact with the invigilator if you believe there is a problem with the assessment platform. Please raise your hand to get their attention.

Pay attention to the countdown clock in the assessment window. This will change colour from white to yellow when you are entering the last ten minutes of your assessment.

If you have been awarded extra time, this will be scheduled into your assessment automatically.