

**Instructions for Onscreen Assessment**

**Level 1 & Level 2 Functional Skills English**

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1. **Introduction**

**1.1 Purpose of these instructions**

These instructions have been produced to provide information on the functionality within Surpass for Level 1 and Level 2 Functional Skills in English onscreen assessments.

These instructions should be used to familiarise centre staff with the onscreen functionality to support learners prior to sitting an actual onscreen assessment.

**1.2 Onscreen assessments**

Onscreen assessments are designed as a comparable alternative to our paper-based assessments, maintaining similar layout and appearance wherever possible.

* 1. **Practice onscreen assessments**

It is recommended learners undertake practice onscreen assessments and these can be booked via Surpass, generating a Secure Client keycode to access the onscreen assessment. This will provide an opportunity for the learner to become familiar with the onscreen platform and content layout.

A practice onscreen assessment will function in the same way as the actual onscreen assessment. However, these will not be marked by NCFE and a result will not be issued.

Practice onscreen assessments are also available on the NCFE website via a link. However, the functionality does not perform the same way as those booked via Surpass.

* 1. **System settings**

It is recommended that the display screen settings on the learner’s device are set to 100%. This will ensure the onscreen assessment screen will fit correctly on the device screen.

Display screen settings generally default to 150%, which may result in the onscreen assessment display not fitting and requiring the learner to use the screen scroll function to view all information displayed.

1. **System functions**

**2.1 Introduction page**

Once a keycode has been entered into Secure Client an introduction page will appear.

The name of the qualification will be specific to the onscreen assessment the learner has been booked for.

There is specific information on this page, such as the candidate name, instructions for the onscreen assessment and which section is currently being displayed.

Below are examples of the introduction pages for ‘Reading’ and ‘Writing’ components.

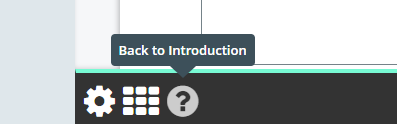
Graphical user interface, text, application

Description automatically generated

Graphical user interface, text

Description automatically generated

The introduction page can be accessed by the learner throughout the test by clicking the ‘**?**’ that appears in the bottom lefthand corner of the screen, once the test has started.



**2.2 Settings**

**2.2.1 Screen colour preference**

A learner can change the colour appearance of the screen by clicking on the ‘**cog**’ icon in the bottom lefthand corner of the screen, either before or during the test.

A picture containing graphical user interface

Description automatically generated

Once this icon is selected, the image below shows the options available, along with an adjustable scale for contrast.

Graphical user interface, application

Description automatically generated

In the image you can see that ‘**Black Text with Light green Background**’ has been selected.

If the learner clicks ‘**Apply**’, their screen will look like the one shown below.

Graphical user interface, application

Description automatically generated

Once the colour preference has been applied the question paper and tool bars will change to the colour preference selected.

The source documents will not change to the colour preference. This is currently in development and in the interim a colour overlay would need to be applied to the screen.

To return the screen to the original setting, or to sample a different style, just click the ‘**cog**’ icon and select ‘**Default Colour Scheme**’ or another option and then ‘**Apply**’.

* 1. **Test navigation**

Once the learner is ready to start the practice onscreen ‘test’, or when the invigilator has instructed the learner to start the test, the learner clicks on ‘**Start the Test**’.

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Description automatically generated

Section One of the onscreen assessment will appear.

Below are examples of Section One for the ‘Reading’ and ‘Writing’ component.

Graphical user interface, text, application, chat or text message

Description automatically generatedGraphical user interface, text, application, chat or text message

Description automatically generated

This page will display test navigation tools for the learner to use throughout the ‘test’.

**2.3.1** ‘**Total Test Time Remaining**’

This starts to count down and is always visible in the top centre of the screen.

The timer does not start to count down until the learner has started the ‘test’.

A ‘**You have 30 minutes left**’ reminder will pop out from the timer. This can be closed by clicking on the ‘**X**’.

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**2.3.2 Sections**

The tabs in each section start at ‘**1**’. The question numbers within the assessment do not follow the numbering within each section.

The sections will highlight to the learner how many sections there are within the ‘test’ and the progress they are making.

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A learner can navigate to a question by clicking on the number tabs on the lefthand side of the screen. As a learner progresses through the ‘test’, completing questions, the top corner of the tabs appears to be turned over.

Graphical user interface, text, application

Description automatically generated

Learners can also jump to different sections by clicking the section tabs on the left.

**2.3.3** **Flag**

The **flag** icon, when clicked, will mark the current question as ‘flagged’. This could be used if a learner needs to return to this question and will enable them to find the flagged question again more easily.

Graphical user interface, text, application, chat or text message

Description automatically generated

A flagged question will have a **flag** mark on the tab, as visible below.

Graphical user interface, text, application, email

Description automatically generated

A **flag** can be removed by clicking the flag icon on the bottom of the screen again, whilst in the question.

If any questions are still ‘flagged’ after the learner has selected ‘**Finish Test**’, the following warning appears:

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Description automatically generated

**2.3.4** ‘**Back**’ and ‘**Next**’

Graphical user interface, text, application, chat or text message

Description automatically generated

By clicking ‘**Next**’, bottom right, the learner is taken to the next screen / question.

By clicking ‘**Back**’, in the bottom right, the learner is taken back to the previous screen / question.

**2.3.5 Progress bar**

The **progress bar** towards the top right of the screen, next to the ‘Finish Test’ button, indicates how far through the assessment a learner is.

Graphical user interface, text, application, email

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**3. Reading component functionality**

**3.1 Source documents**

When reaching the first question of a section, the source document relating to that section opens automatically on the lefthand side of the screen, as seen below.

Learners may also need to vertically scroll to see all the question content, depending on the display settings for their device.

Graphical user interface, text, application

Description automatically generated

If some of the page is not immediately visible, a green notification appears advising that ‘**This page requires scrolling’**.

The source documents can be closed by clicking the small cross on the top right of the image.

Graphical user interface, text, application

Description automatically generated

The documents can also be reopened by clicking on the link within the question.

Graphical user interface, text, application

Description automatically generated

The hand icon to the top left of the source documents can be clicked enabling the learner to ‘grab’ the document and move it up and down, left and right.

1. **2 Enlarging**

The document can be enlarged or reduced in size by using the + and – icons, or the ‘**Automatic zoom**’ feature.

Graphical user interface, application

Description automatically generated

**3.3 Highlighter**

The highlighter tool can be accessed by left clicking and selecting text, which turns purple.

Then, clicking the pen icon turns the text yellow, as seen below.

Graphical user interface, text

Description automatically generated

Wording from both the source documents and the questions can be highlighted.

Highlighting will remain on the source document throughout the ‘test’. Unless the learner deselects the highlighted wording.

**3.4 Accessing multiple source documents**

When the learner reaches the last section of the reading assessment, they will need to review all the source documents to support their responses.

For Level 1 there are two source documents and for Level 2 there are three source documents.

To view all the source documents the learner can use the toggle button that appears near the top right of the opened document, which reveals a button for each, with the one currently visible greyed out.

The learner can select and view the documents in turn.

Graphical user interface, text, application

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Graphical user interface, text, application, chat or text message

Description automatically generated

A learner can also select the documents from the righthand side of the screen, as indicated below.

Graphical user interface, text, application

Description automatically generated

1. **Writing component functionality**

The writing onscreen assessment has the same functionality as the reading onscreen assessment. However, there are further functions, due to the writing response required.

**4.1 Email question type function**

An email question type will appear as below.

Graphical user interface, text, application, email

Description automatically generated

The learner can enter text into the ‘**To**’ and ‘**Subject**’ boxes, as well as the main answer box.

Graphical user interface, text, application, email

Description automatically generated

The formatting tools along the top of the text box can be used to realign the text, make text bold, underline, insert bullet points and so on.

The word count is visible in the bottom right corner.

Graphical user interface, text, application, email

Description automatically generated

**4.2 Article question type function**

An article question type will look like the image below.

Graphical user interface, text, application, email

Description automatically generated

A learner may want to construct columns so they can make an article look more authentic.

They can choose to insert a simple table. For this, select the ‘table’ icon, then click on the number of rows and columns required.

Table

Description automatically generated

The text can then be typed into each column and formatted accordingly.

Text

Description automatically generated with medium confidence

1. **Finishing and closing the onscreen assessment** 
   1. **Finish test**

Once all questions have been completed and the learner is ready to ‘Finish Test’. Click on the ‘Finish Test’ button.

Graphical user interface, text, application, email

Description automatically generated

If the learner has not completed all the questions, the following prompt will appear:

Graphical user interface, application

Description automatically generated

The learner will have the option to click on the ‘Cancel’ button to return to the test to find and complete any questions without responses.

Once all questions have been completed and the learner selects ‘Finish Test’, the following screen will appear:

Graphical user interface, text, application, chat or text message

Description automatically generated

The learner can click ‘cancel’ if they want to carry out any checks before submitting the ‘test’.

When the learner clicks ‘Finish’ they will be notified that their ‘test’ has been successfully uploaded and they can exit the ‘test’.