

Online Assessment ICT Assessment User Guide

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Introduction

NCFE offer Functional Skills ICT external assessment as an online assessment (as well as paper based), allowing you to sit while connected to the internet or with no internet connection at all. Learners can sit their Functional Skills ICT online assessment in the office or in the workplace - no internet required - simply download and go!

Taking the external assessment online means:

- more flexibility in booking your learners assessment, no need to give time, date and location (though they still need to be sat under exam conditions)
- a more 'ICT' based approach to an ICT exam as no paper work is involved and no printouts required
- the online assessment is a closed system so there is no requirement for centre staff to make pre-release data files available and to send emails in preparation for the external assessment
- centres do not have to have internet access for the online assessment, provided they have downloaded the assessment prior to going to the exam location
- results will be issued 6 working days from the date the assessment is uploaded to the system.

However, as the ICT external assessments may look a little different online to what you expect, and are different to our paper based versions, we **strongly advise** you take fully read this document to understand the assessments and the requirements of the learner. This guide shows screen shots and explains what functions are available to learners during the assessment. This will help familiarise you and your learners with the system.

We also **strongly advise** ensuring every learner has the opportunity to sit a practice assessment online before they're booked to sit their live assessment so they can familiarise themselves with the functionality of the system before they're in a live assessment situation.

You don't even need to book this practice assessment through the Surpass platform, you can access an 'online - in browser' sample paper through our website [here](#). This will look and feel like a normal online assessment but may not fully function as it is sitting outside of the platform for ease of access.

What are the benefits of NCFE's online ICT assessment?

The Functional Skills ICT online assessment utilises an email and internet simulation enabling centres to deliver the assessment without an internet connection, ideal for work based learners.

Learners will be able to use known software applications such as Microsoft Word and Excel to complete more complex tasks.

Utilising known software applications will enable learners to use their full screen as opposed to the partial screen size of the platform.

The assessment is delivered via secure client and scheduled in exactly the same way as all other online assessments, so there is no additional administrative burden.

We've created a [top tips guide](#) to help centres deliver the new online ICT system.

There are practice assessments that can be booked through Surpass that allow you to run an assessment on the devices you're planning to use prior to a live assessment to ensure it is capable of running the platform with no issues.

Please follow the link for important information [Installing and Running SecureClient](#)

**These are the basic requirements for installing and running SecureClient on a PC. If your device does not meet these requirements, you may not be able to run tests with SecureClient.*

*In addition if you have any applications open when running Surpass it will not load and give you an error message, at this stage any open application must be closed and Surpass reloaded.

If you do have any questions regarding the online assessment, please contact your Customer Support Assistant who will be able more than happy to support you.