

End-Point Assessment

**MICROSOFT TEAMS
ASSESSMENTS**

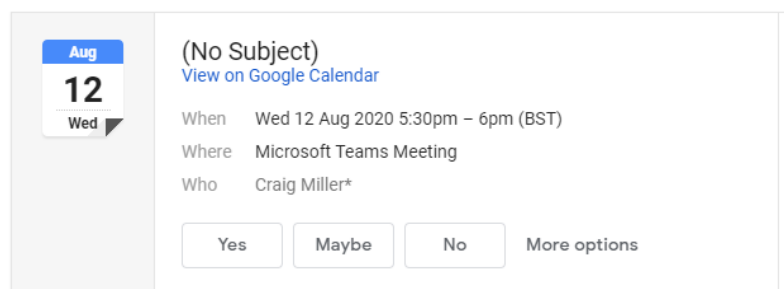
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Guide to Professional Discussions and Interviews on a Laptop or Computer

Step 1

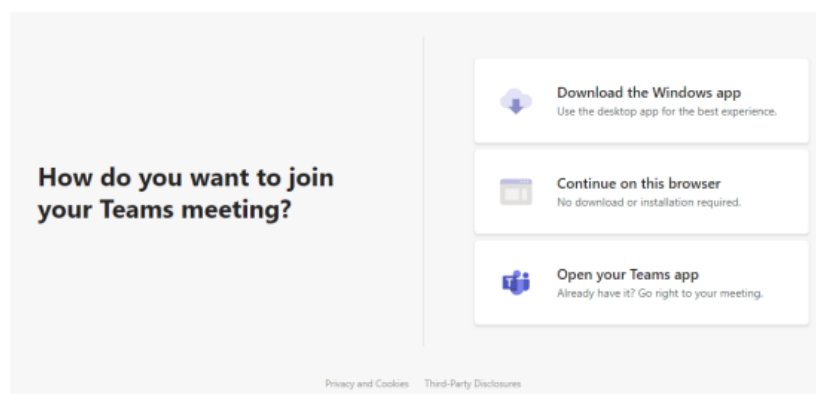
Ensure you have the email with the invitation from your Independent End-Point Assessor (IEPA). At the time of your assessment, open the email from your IEPA with the meeting invitation. There will be a 'Join Microsoft Teams Meeting' link, click on this.



[Join Microsoft Teams Meeting](#)

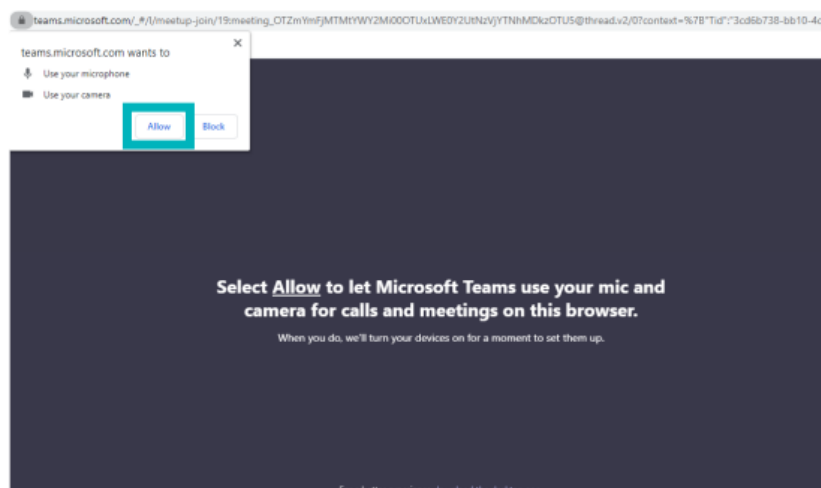
Step 2

It will then open a web browser. When you see a screen like that below, click on 'Continue on this browser'.



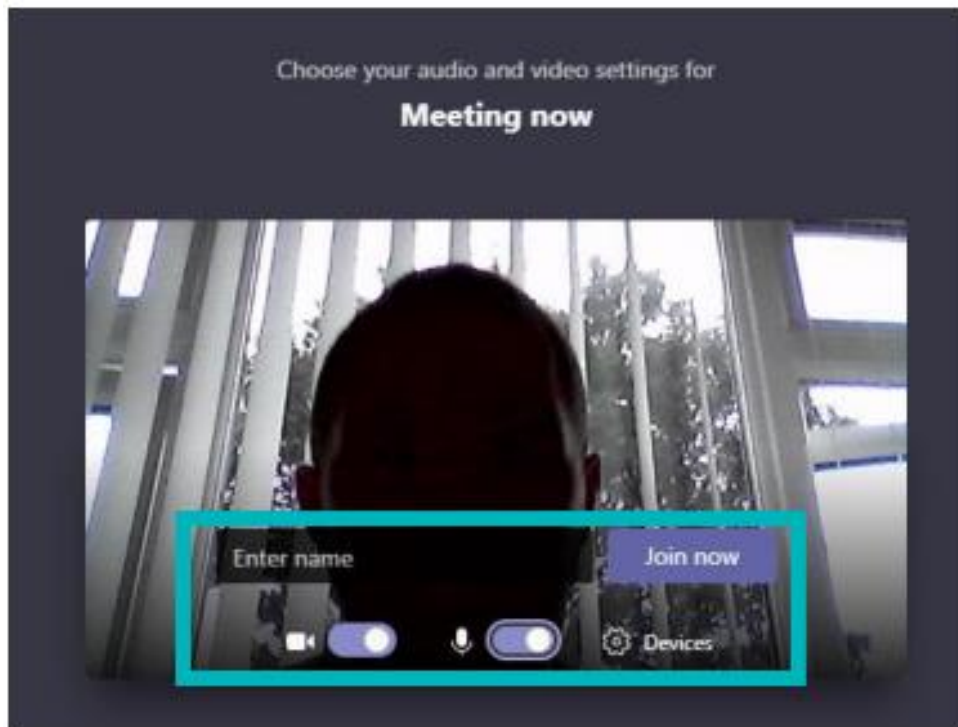
Step 3

It will then ask for permission to access your camera and microphone. Click 'Allow' on the pop up that appears.



Step 4

Ensure you can see yourself on the camera and that both white circles next to the camera and microphone options are to the right. This means you can use your camera and microphone. Type your name in the '**Enter Name**' box and click '**Join Now**'.



Step 5

You will then be in the waiting room and your IEPA will allow you to join the room ready for your assessment.



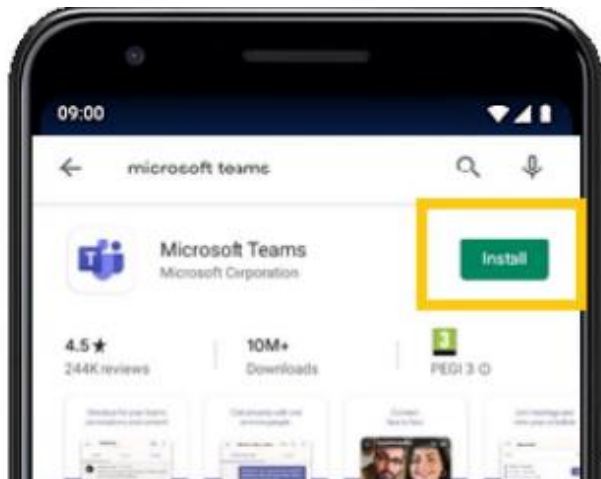
Guide to Professional Discussions and Interviews on a Mobile Phone/Tablet – Android

Step 1

Ensure you have the email with the invitation from your IEPA on your device.

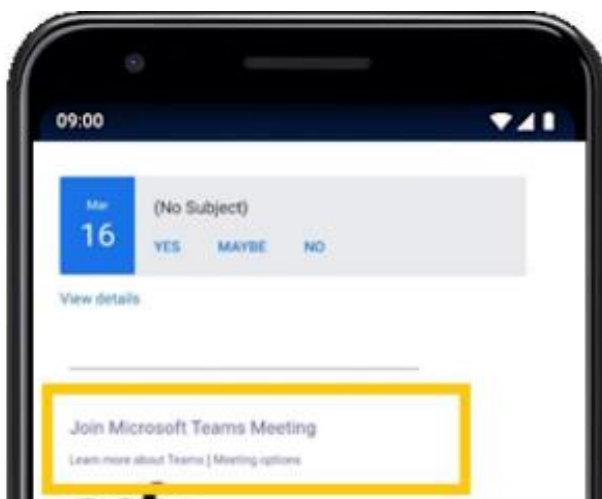
Step 2

Open the Play Store on your device and search for 'Microsoft Teams', then install the app.



Step 3

At the time of your assessment, open the email from your IEPA with the meeting invitation. There will be a 'Join Microsoft Teams Meeting' link, click on this and it will open in the Microsoft Teams App.

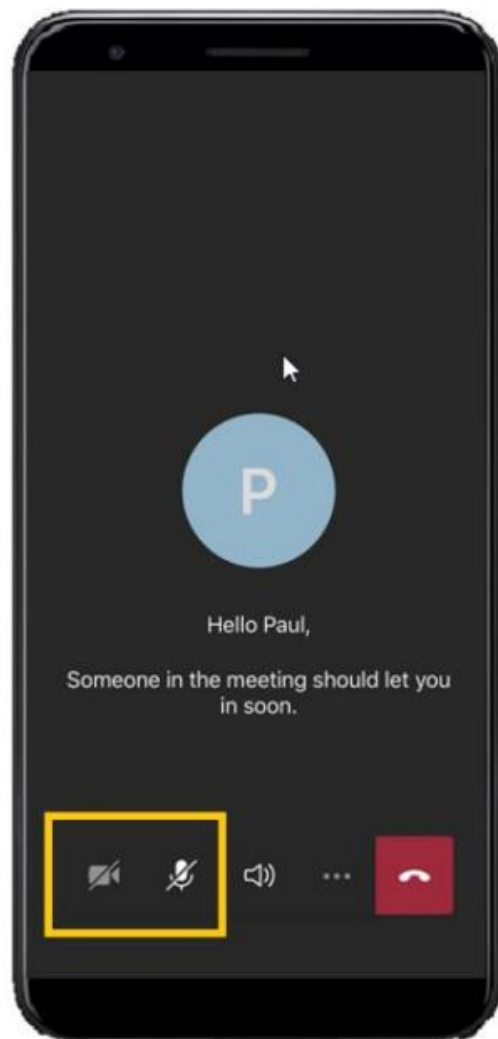


Step 4

You will then be asked if you would like to 'Join as a Guest' or 'Sign in and Join'. Select '**Join as a Guest**'. At this point, it will ask for permission to access your microphone, click '**Allow**'. You will then be prompted to enter your name, and then again, click '**Join as a Guest**'.

Step 5

You will then be held in a waiting room until the IEPA allows you to join the meeting. You will automatically be placed on mute. You must click on the below button to allow the IEPA to hear you.



Guide to Professional Discussions and Interviews on a Mobile Phone/Tablet – Apple iOS

Step 1

Ensure you have the email with the invitation from your IEPA on your device.

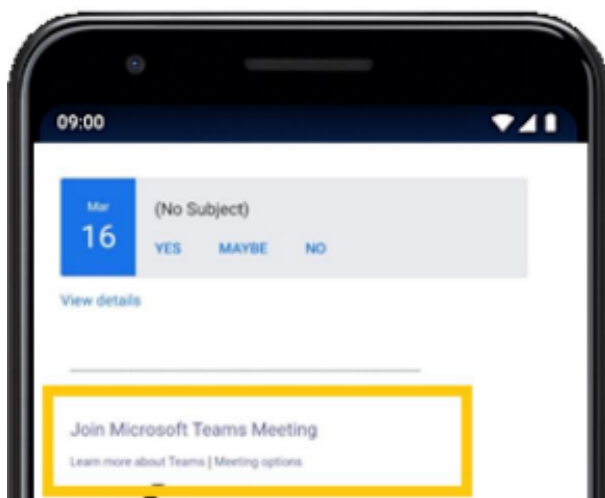
Step 2

Open the App Store on your device and search for 'Microsoft Teams' then install the app.



Step 3

At the time of your assessment, open the email from your IEPA with the meeting invitation. There will be a 'Join Microsoft Teams Meeting' link, click on this and it will open in the Microsoft Teams App.

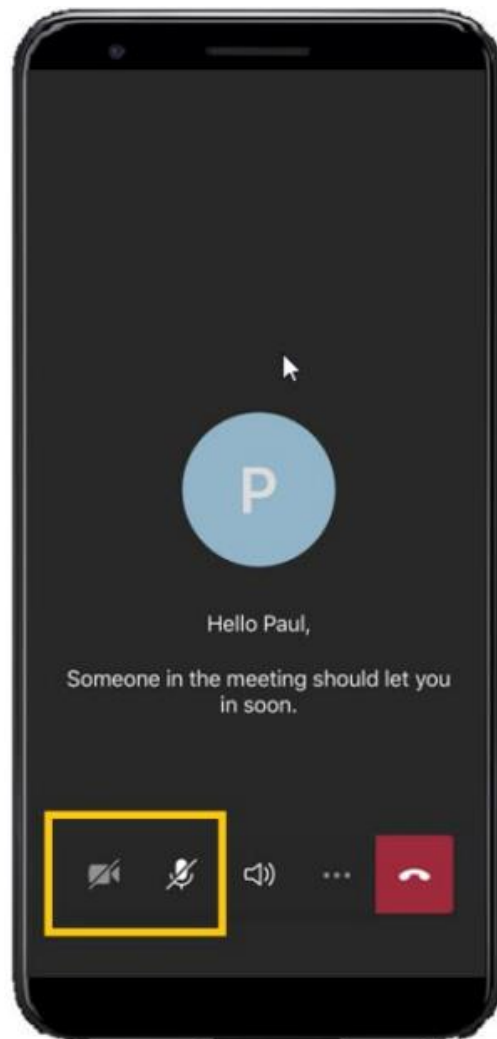


Step 4

You will then be asked if you would like to 'Join as a Guest' or 'Sign in and Join'. Select '**Join as a Guest**'. At this point, it will ask for permission to access your microphone, click '**Allow**'. You will then be prompted to enter your name, and then again, click '**Join as a Guest**'.

Step 5

You will then be held in a waiting room until the IEPA allows you to join the meeting. You will automatically be placed on mute. You must click on the below button to allow the IEPA to hear you.



Testing Microsoft Teams on your Equipment

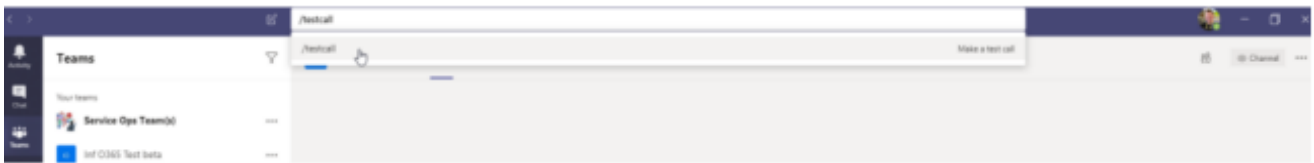
We recommend that if you use a headset or headphones during the assessment, as with any conference software the experience is always better if you can eliminate background noise and not rely on your laptop/desktop/tablet/phone speakers and mic.

Please make sure your laptop/desktop/tablet/phone is not on mute or that the volume is turned down low.

Step 1

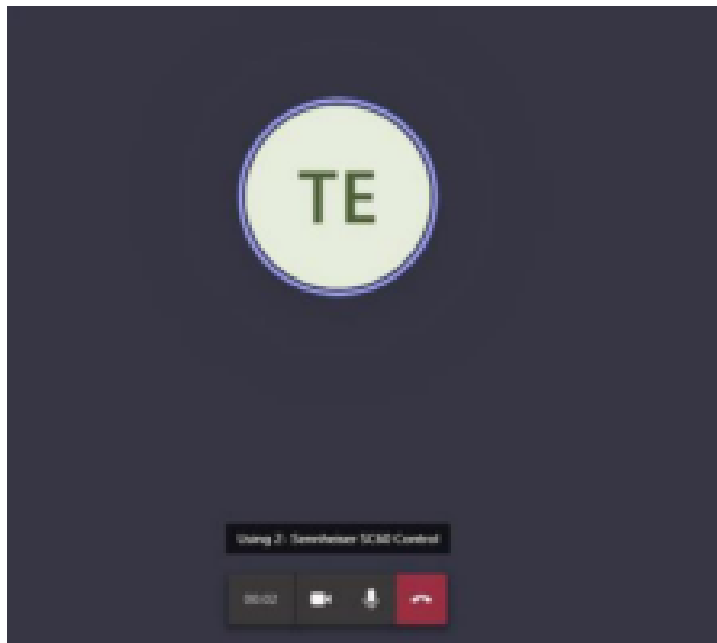
In the search bar at the top of the window (pictured below), type in a forward slash and the word 'testcall' without any spaces as follows in bold: **/testcall**

Then press ENTER.



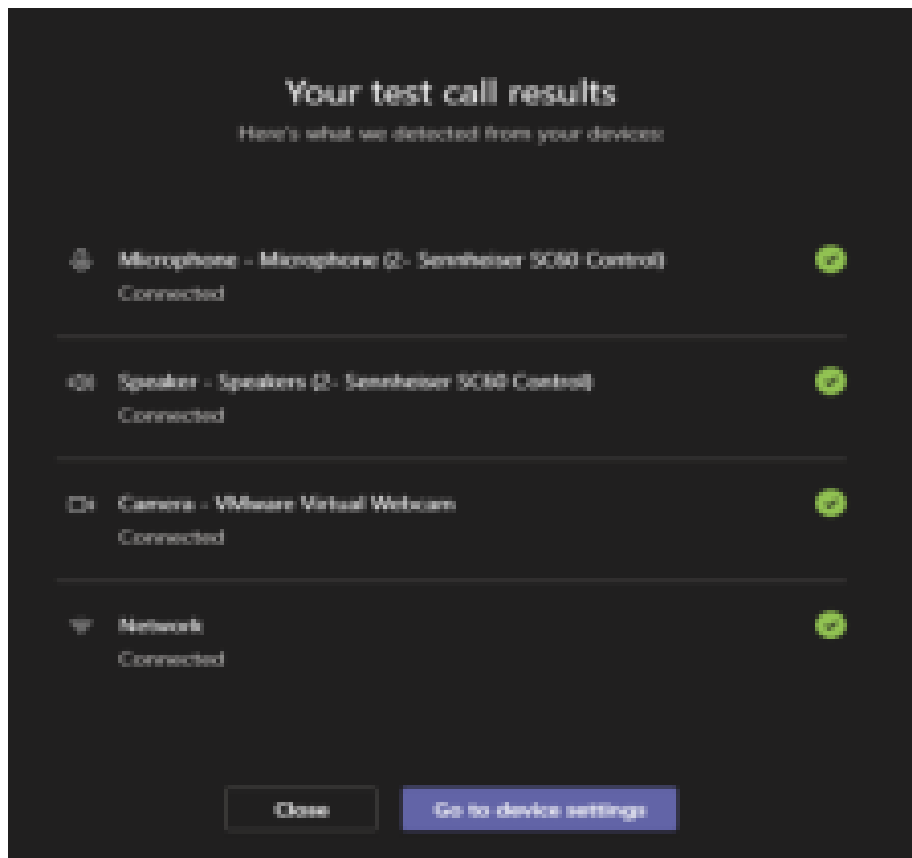
Step 2

This will start to call 'TE', and you will be asked to record a short message. The message will play back to you - if you are happy with the quality just hang up on the call. This is to test your microphone and speakers and we recommend you do this before each meeting to avoid any issues once in a call.



Step 3

The shot below confirms your setup is configured correctly. If everything works with the test, you will see a green tick; if there are issues with the test, you will see a red cross. If you see the red cross, contact your Independent Training Provider (ITP) as soon as possible and tell them you're unable to use Microsoft Teams for your assessment.



Step 4

Select 'Close'.



Contact Us

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