



No One
Left Offline

How to complete your digital skills assessment

Step 1: accessing the assessment

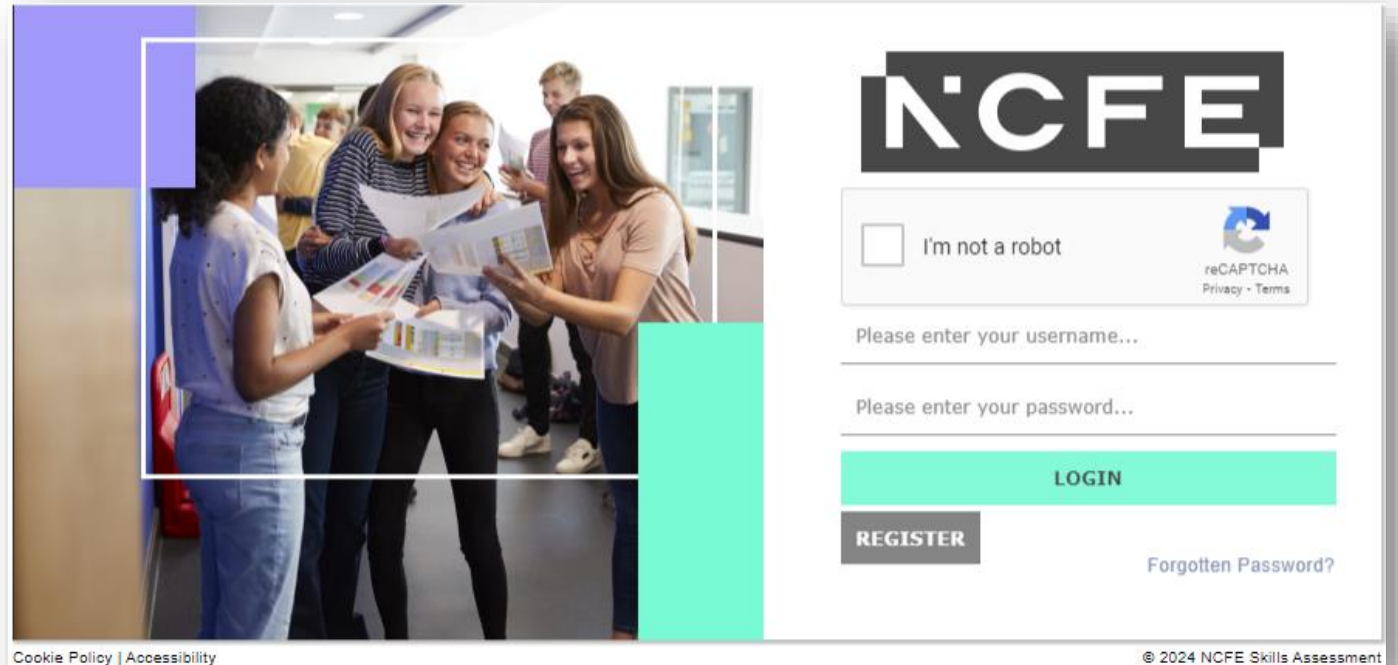


Click the link below to take you to a page that looks like the image on your right:

<https://learning.mynctfe.org.uk/institution/nolods/index.php>

If this is your first time using this link, press **'REGISTER'** to get started. Registering will only take a few seconds.

If you have previously registered but are returning to complete the assessment at a more suitable time, please use the details you previously created when registering, and then press **'LOGIN'**.



Step 2: registering



Please complete the fields on your screen to register and get started with the assessment.

Email address: Enter your email address.

Password: Your password must be a minimum of six characters, with at least one letter and one number.

First Name: Enter your first name.

Surname: Enter your surname.

Date of Birth: Enter your date of birth.

Ethnicity: Enter your ethnicity.

Gender: Enter your gender.

**All fields are mandatory when creating an account.*

The screenshot shows a registration form for NCFE Skills Assessment. At the top, there is a yellow box with the text "Already registered? Login here." Below this is the NCFE logo and the text "Welcome to Skills Assessment". The form contains several input fields, each with an asterisk indicating it is mandatory: "Email address", "Password", "First name", "Surname", "Date of Birth" (with a calendar icon), "Ethnicity" (with a dropdown menu showing "Choose..."), and "Gender" (with a dropdown menu showing "Not Disclosed"). A blue "SIGNUP" button is located at the bottom right of the form. Below the button, there is a link that says "Already registered? Login here."

Step 3: accepting terms of use



When you sign up for the first time, you will need to accept the Terms and Conditions of Use.

Please click the **'I understand and agree to these conditions'** box and then click **'UPDATE'**.

The screenshot shows the NCFE Skills Assessments Portal Terms and Conditions page. The page header includes the NCFE logo and a user greeting: "Welcome, Joe Bloggs STUDENT". The main heading is "NCFE - Skills Assessments Portal - Terms and Conditions of Use - (Updated 06/02/2020)". The content is organized into sections:

- 1. What these Terms cover**

These terms and conditions (**these Terms**) cover your use of the NCFE - Skills Assessments Portal (**Portal**). Please read these Terms carefully before using the Portal. These Terms give you important information, such as who we are, how we provide our services to you, how we make changes and what to do if there is a problem.
- 2. Who we are and how to contact us**

The Portal is operated by NCFE - Skills Assessments (**NCFE - Skills Assessments**), a company registered in England and Wales with company number 05440652 and whose registered office is at Q6, Quorum Business Park, Benton Lane, Newcastle upon Tyne, NE12 8BT.

You can contact us using the details below, or by post using the above postal address:

Contact email: skillsassessments@ncfe.org.uk

Contact phone: 0300 102 1023
- 3. By using the Portal you accept these Terms**

By using the Portal, you confirm that you accept these Terms and you agree to follow the rules set out in these Terms.

The Portal Privacy Policy <https://www.ncfe.org.uk/customer-and-learner-support/legal-information/privacy-notice/> and Cookies Policy <https://www.ncfe.org.uk/customer-and-learner-support/legal-information/privacy-notice/> also apply when you use the Portal. Please read these carefully, as they provide information about how your personal information will be used and your rights.

At the bottom of the content area, there is a checkbox labeled "I understand and agree to these conditions:" which is currently unchecked.

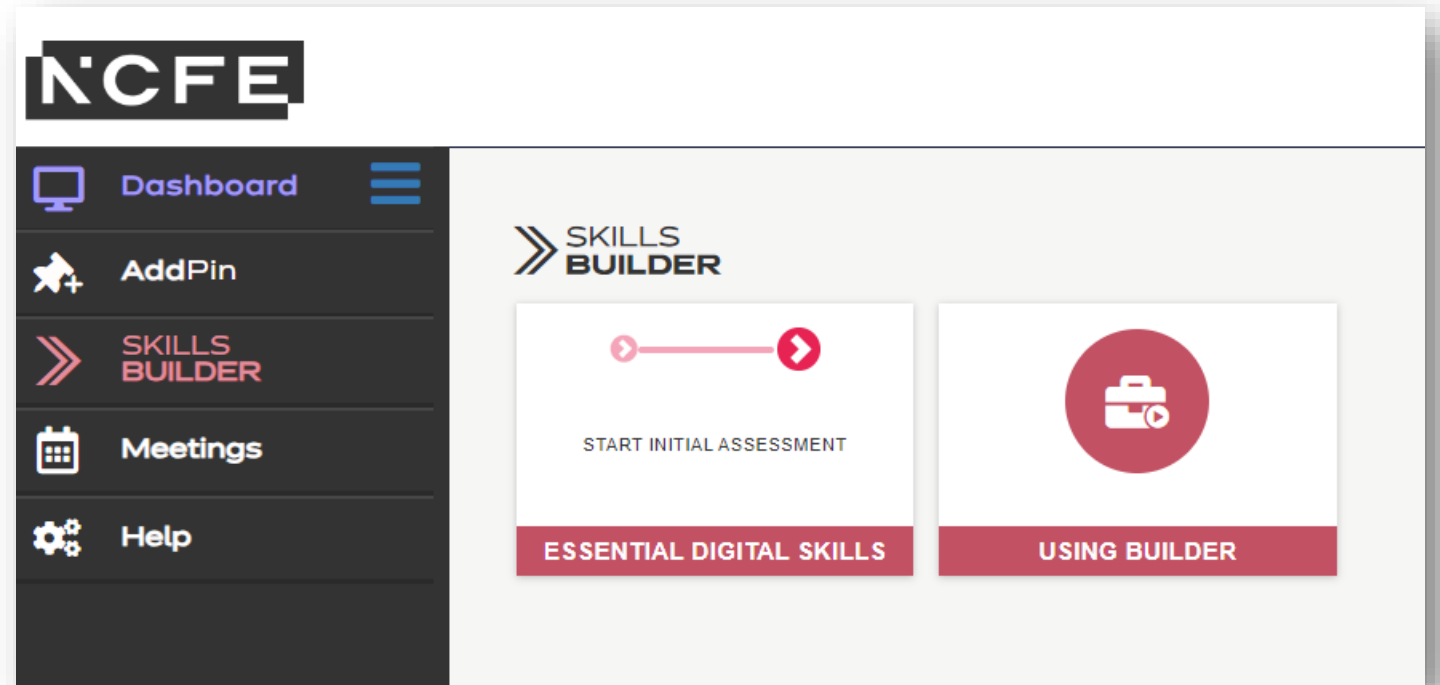
The footer of the page contains a "Back To Top" link on the left and two buttons on the right: a green "UPDATE" button and a red "CANCEL" button.

Step 4: starting the assessment



When the dashboard opens, you will see two tiles with icons on them (see image).

To begin the initial assessment, click on the **'ESSENTIAL DIGITAL SKILLS'** tile (with the arrows on it).



Step 5: watch our tutorial video



Now that you have started your assessment, a short video will automatically open and begin to play.

This video will explain how to complete the assessment. Please watch this tutorial for further support with completing the assessment.



Step 6: enabling accessibility features



If you require accessibility support, the assessment allows you to change text size and colours, as well as enable an audio reader.

To access features, please click the three lines in the top left corner of your question page. This will open a menu and allow you to enable these features.

A screenshot of the 'Essential Digital Skills Assessment' interface. On the left, a settings menu is open, listing various accessibility options: 'Auto Play Audio' (checkbox), 'Easy Reading' (checkbox), 'Preferred Text Size' (slider), 'Theme' (dropdown), and several color selection options for 'Header/Footer', 'Background', 'Question Background', 'Question Text', 'Answer Background', and 'Answer Text'. A 'Save Assessment & Exit' link is at the bottom of the menu. The main content area on the right shows a woman holding a tablet displaying the assessment interface. The bottom of the screen features a blue navigation bar with a back arrow, the NCFE logo, and a forward arrow.

Step 7: completing the assessment



Following the tutorial video, you'll begin the assessment.

The assessment will ask you to complete a series of questions – please answer these to the best of your ability.

Where you are unsure of an answer, please note that you can click the **'DON'T KNOW'** button in the bottom right corner to move onto the next question.

The screenshot displays the 'Essential Digital Skills Assessment' interface. At the top, it reads 'Essential Digital Skills Assessment' and 'Creating and editing Question ID: 30930'. The main instruction is 'Match these sound file and video file types to the most appropriate description.' Below this, there are four file types on the left: WAV, MP4, MOV, and MP3. On the right, there are four descriptions: 'popular for playing music on a device', 'high-quality video but with a small file size', 'high-definition video with a large file size', and 'high-quality, uncompressed sound file'. At the bottom, there is a navigation bar with a back arrow, the NCFE logo, and buttons for 'DON'T KNOW' and 'RESET', along with a forward arrow.

Step 8: viewing your results

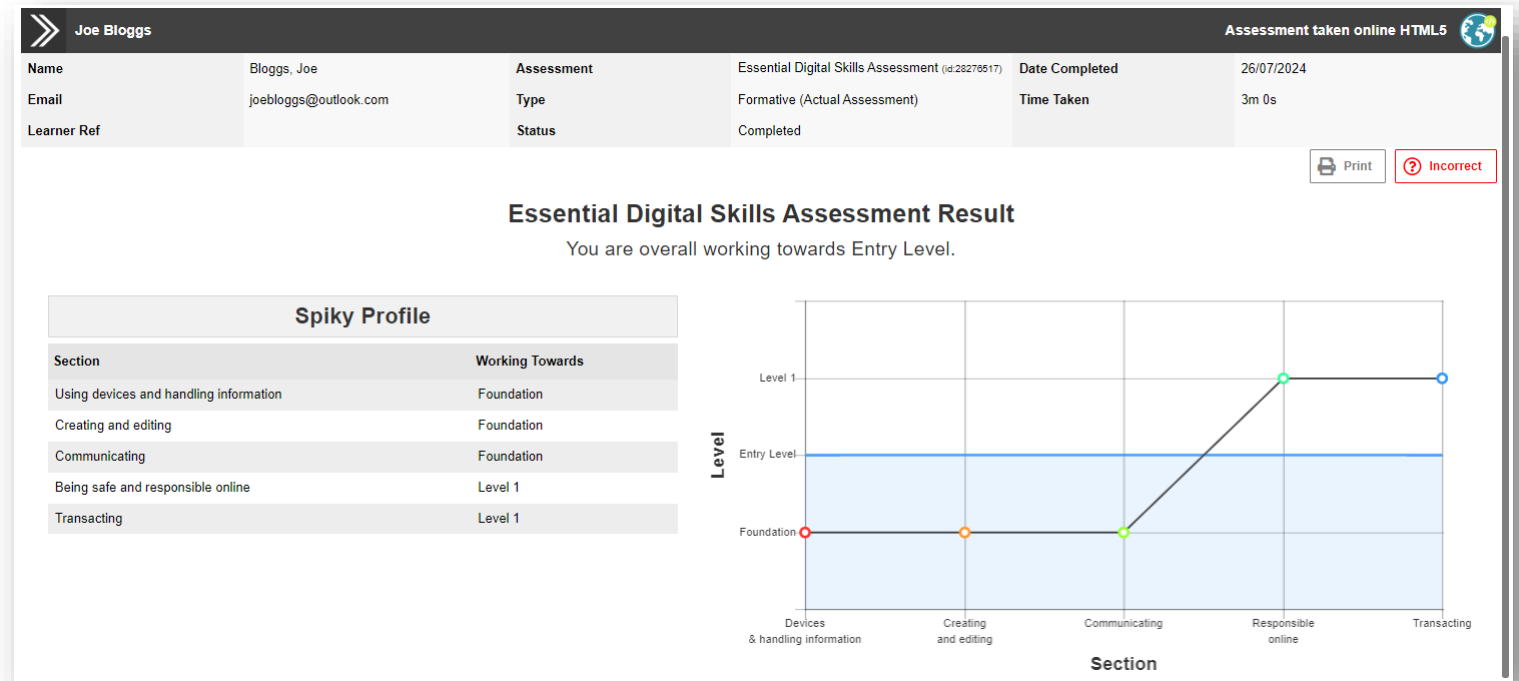


Once you have completed all of the questions, the assessment will end.

You will be shown your results as a 'Spiky Profile', which details your overall digital skills level, as well as breaking your results down into individual sections.

You can return to your results at a later date by logging back into the platform, or you can print these out using the **'PRINT'** button.

You can also view your incorrect answers by selecting the red **'INCORRECT'** button.



Step 9: what's next?



You've now completed the initial assessment and viewed your results – thank you for taking the time to do this!

If you're interested in advancing your digital skills following your results, you can visit www.ncfe.org.uk/no-one-left-offline to discover your next steps.

The screenshot shows the NCFE website header with navigation links: Qualifications, Sector Specialisms, Learning for Work, Technical Education, Apprenticeships, Skills Assessment, Accreditation Services, International, and About NCFE. The main banner features the NCFE logo on the left, the title "No One Left Offline", and the text: "Everyone deserves access to digital resources and opportunities, which is why we've launched our new campaign – to bridge the digital divide and ensure no one is left offline." Below the text is a button that says "Test your digital skills now!". In the bottom right corner, there is a chat bubble that says "We're online" with a green indicator light.