

It is the invigilators responsibility to ensure all learners have access to a copy of this guidance before their Functional Skills ICT exam

This guidance sheet has been written to help makes sure your ICT exam runs as smoothly as possible. It is a simple system to use, but please take the time to read the instructions carefully.

Before the exam



You must download the data files available on the introduction page.

You should click on the exclamation mark for guidance on how to upload your work at the end of each task. If you forget how to upload your work, this appears on each question as a reminder.

Some ICT exams require you to complete a task using an email account. We require you to use a 'dummy' email account which can be provided by your invigilator. If your invigilator does not have a dummy email account, one will need to be created.

During the exam

You must **NOT** spend more than **30 minutes** on Section A and **90 minutes** on Section B.



You must **NOT** use the internet during Section B.

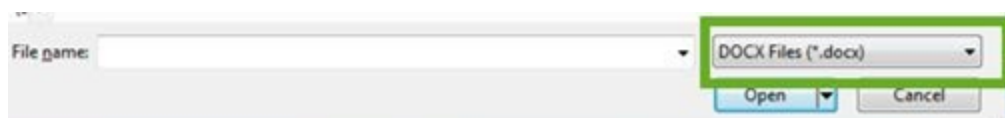
Only **one** version of the testing window should be open at any given time. Launching the software more than once could cause the test to stop working.

You should **minimise** the testing window when required to complete tasks outside of the software. Closing the testing window will result in your having to re-enter your keycode.



When you save your work, you should make a note of the **file type**, as you will need to select the file type when uploading your work.

Please see the screenshot below for an example:



You will **NOT** be able to upload your work unless the file is closed in the program you created it in. You **must** upload your work once each task has been completed.



Once the file appears in the 'Upload Manager' this confirms that your work has uploaded.

IMPORTANT INFORMATION BEFORE YOU FINISH THE EXAM

Please ensure you have attached/uploaded **ALL** of your work (the answers to the questions) **BEFORE** you press 'FINISH'. If you do not do this we will not have all of the information we need to mark your paper. This will mean you do not achieve the mark you deserve and could result in you having to re-sit the exam. **If you have had any difficulties uploading your work, please raise your hand now and alert your invigilator.**



When you have completed the exam, you should click the '**Finish**' button and **NOT** the 'X' button at the top right hand side of the screen. If you do not click the '**Finish**' button, your work will **NOT** be marked.