

A Guide for Centres

Functional Skills ICT On screen assessment L1 & L2

OCR

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Please note:

Changes from the previous version of this document are shown with vertical side lines.

1 Introduction

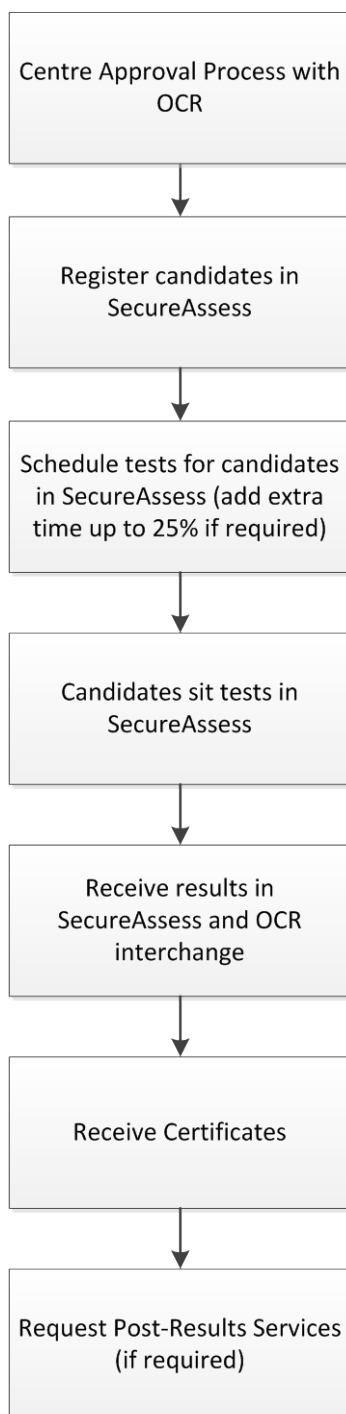
The purpose of this *Guide for Centres* is to assist exams officers and teachers in registered OCR centres with the administration of OCR Functional Skills ICT on screen assessments. This document must be read in conjunction with the *Admin Guide: Functional Skills* and the *OCR Instructions for conducting examinations (OCR ICE)*.

2 Qualifications

Code	Description	Reference
Level 1 Award		
09876	OCR Functional Skills qualification in information and communication technology (ICT) at Level 1	500/8505/0
Unit 2	OCR Functional Skills qualification in information and communication technology (ICT) at Level 1	M/601/2349
Level 2 Award		
09877	OCR Functional Skills qualification in information and communication technology (ICT) at Level 2	500/8509/8
Unit 2	OCR Functional Skills qualification in information and communication technology (ICT) at Level 2	K/601/2284

3 Overview of the process of delivery

Please see below an overview of the process for the delivery of OCR Functional Skills ICT on screen assessment. Please refer to the relevant sections of the *Admin Guide: Functional Skills* for guidance on the process of delivery.



4 Frequently asked questions

4.1 General

1. How are tests taken?

Tests are taken using the test delivery software, SecureClient. A unique keycode needs to be created for every test in order to access it.

2. When can tests be taken?

Tests can be taken any time to suit you i.e. 24/7. You can schedule tests on the day or in advance up to 42 days.

3. What is SecureClient?

SecureClient is the test delivery software that centres need to install to run tests, i.e. the test delivery software within BTL Surpass.

4. Where do I find SecureClient?

SecureClient needs to be installed on every computer that will be used for testing. The free installer is found here:

https://ocr.secureassess.btlsurpass.co.uk/secureassess/secureclient_installer.htm

5. How do I install SecureClient?

Simply follow the on screen prompts. Further instructions are also available:

<http://www.ocr.org.uk/Images/139797-secureclient-install-guide.pdf>

6. How do I create a keycode for taking a test?

Keycodes are generated in the Test Schedules tab of the tests administration website, SecureAssess.

7. What is SecureAssess?

SecureAssess is the online administration system within BTL Surpass.

8. How do I access SecureAssess?

SecureAssess is accessed via this link:

<https://ocr.secureassess.btlsurpass.co.uk/secureassess/>, using your user name and password.

9. How do I get a user name and password for SecureAssess?

To get a user name and password for SecureAssess you should email your request to etest@ocr.org.uk or submit a 'sign up for e-test' form <http://www.ocr.org.uk/i-want-to/e-assessment/e-testing/sign-up-for-e-tests/>

10. Are there any minimum system requirements for using SecureAssess and SecureClient?

Yes. There are minimum system requirements for using SecureClient to run tests and these are found on our website. <http://www.ocr.org.uk/Images/139796-surpass-system-requirements.pdf>

Please note that SecureAssess and SecureClient are not compatible with MAC PCs.

Centres must also ensure that they have a reliable internet connection that runs at a sufficient speed and bandwidth to cope with the number of on screen assessments running at the same time.

4.2 Functional Skills ICT on screen assessment

1. What's different about Functional Skills ICT on screen assessment?

Functional Skills ICT on screen assessments use 'in-app' technology. In-App assessments allow learners to use commonly used software, like Microsoft Word, to produce their work and upload it into their test. The tests are delivered through SecureAssess, OCR's computer based testing software, that's powered by BTL Surpass.

2. Is an off line delivery option available?

No. The online delivery option is required for FS ICT on screen tests as an active Internet connection is required for using a non-simulated browser to search for evidence from the internet. No simulation is used.

3. Are there any minimum software requirements?

Yes. Learners must have access to software applications including word processing, spreadsheets, presentation, email and internet etc.

4. Are there acceptable file types for upload within the test?

Yes. Only the file types listed below are acceptable:

- image file (ie .jpg, .bmp, .tif, .gif)
- word processing file (ie .doc, .docx, .odt, .rtf)
- spreadsheet file (ie .xls, .xlsx, .ods)
- presentation (ie .ppt, .pptx, .odp)
- database (ie .mdb, .accdb, .odf)
- audio file (ie .mp3, .wav, .wma)
- video file (ie .avi, .mp4, .mov, .wmv)
- portable document format (ie .pdf)

Before the start of each test sitting centres must ensure that learners are fully aware which file types they are using e.g. docx to ensure that they can be easily located for upload.

.zip files cannot be uploaded into tests.

5. Is there a maximum file size for upload?

Yes. The file size limit is 2 MB per file. A common way to provide evidence if an original file is greater in size than 2 MB is to save a screen shot of it as a .jpg or .gif file, or to paste the screen shot into one of the other accepted software formats, eg Microsoft Word.

6. Where can I find the data files?

The data files are embedded within the test. Centres are required to download data files from within the on-screen test. These data files will be needed by candidates taking the ICT assessments. We will provide the data required for tests in the following formats:

- Microsoft 1997–2003 document (.doc)
- Image files are supplied as .jpg
- Video clips are supplied as .mpg, .mp4 and .wmv
- Sound clips are supplied as .mp3

7. Where can I find the resource documents?

The resource documents are embedded within the test.

8. Do learners have to put their name their work as they do with paper-based tests?

This is recommended but it's not really necessary because the work is loaded into the candidate's own test.

9. How do we manage access to the Internet?

As with the paper-based test, learners will need to access the Internet during Part A of the test. Learners must not access the Internet during Part B of the test. Learners will receive an on screen warning when they reach Part B of the test reminding them that they should not access the Internet from that point forward. Accessing the Internet at Part B is a breach of regulations and should be reported by the centre as suspected malpractice. We suggest that centres ensure learners understand the rules about Internet access and warn them that a breach of this regulation may result in penalties against them. Centres must provide appropriate invigilation arrangements to ensure that learners comply with this requirement.

10. Where do the learners save their files?

Each learner will need to have their own secure area on the computer or network to save their files. Once the test has finished these files must be removed from the computer or network. Centres must ensure that files saved to these areas are not available to any learner after the test has ended.

11. How should learners name their files?

Learners should ensure that when naming their files they do not use any special characters as this will not be accepted in the upload functionality.

Although it is possible to upload a file with a name 100 characters in length, we recommend that file names are meaningful and as short as possible.

12. Can learners upload files after the test has finished?

No. All files must be uploaded during the test. Learners will be required to upload their files at specific points during the test. The test will end automatically after 2 hours and learners will be unable to carry out any further work including uploading files after the test ends. Learners will receive on screen warnings 15 and 5 minutes before the test ends.

13. Can learners have help with uploading files?

Yes. You can assist the learner with uploading their files, although you must ensure that appropriate invigilation arrangements are in place at all times. You should arrange for additional staff to be available to assist learners to upload their files if required.

Note

In order for learners to upload their documents successfully they must ensure that they are closed and that the file name does not contain any special characters. We recommend that file names only include letters, numbers and underscores.

14. Are there Practice Tests available?

Yes. We recommend that learners become familiar with SecureClient and how to upload files by taking a practice test. Practice tests for Functional Skills ICT 'in-app' assessment are available Free of charge and can be taken as many times as required. These can be scheduled in SecureAssess. Taking a FREE practice test will highlight any issues learners have with completing the on screen test, including uploading files.

If learners experience difficulties with uploading files we recommend entering the learner for the paper-based functional skills test rather than the on screen test, as the paper-based test does not require them to upload files.

5 Resources and Support

5.1 OCR website and resources

The most up-to-date information can be found on www.ocr.org.uk.

Functional Skills ICT has a specific webpage for each level which provides essential support materials, including a range of FREE resources, centre handbooks, sample question papers and brochures, together with details about entries, results and fees. New administrative and qualification information is added regularly:

<http://www.ocr.org.uk/qualifications/functional-skills-ict-level-1-09876/>

<http://www.ocr.org.uk/qualifications/functional-skills-ict-level-2-09877/>

Training films to support both centres and learners in on screen assessment are available on the OCR website. These are free to access:

<http://www.ocr.org.uk/i-want-to/e-assessment/e-testing/functional-skills/>

To find out more about changes to OCR Functional Skills and receive important updates:

<http://www.ocr.org.uk/i-want-to/email-updates/>

5.2 OCR Interchange

Interchange (<https://interchange.ocr.org.uk>) is a free, secure website that has been developed to help exams officers and teachers carry out day-to-day administrative functions online quickly and efficiently. The site allows you to check your approval status, make and view entries and claims, and view achievements. Assessment material for internally assessed units is also provided. As Interchange is updated daily, it is always the place to view the most accurate information. In order to use Interchange for the first time, you just need to register your centre by returning the Interchange Agreement, which can be downloaded from the OCR website at www.ocr.org.uk/interchange.

5.3 OCR Community

Our social network site enables teachers to share best practice, offer guidance and upload and access a range of support materials such as lesson plans, presentations, videos and links to other helpful sites. Visit <http://social.ocr.org.uk/> to find out more.

5.4 OCR support and training

OCR's Customer Support Team offers free training specifically for groups of exams officers, as well as attending network meetings. To find out more about the training we can offer to give you more confidence in administering OCR qualifications, or to invite us to your network meetings, please see <http://www.ocr.org.uk/ocr-for/exams-officers/> or email the team at cast@ocr.org.uk.

We also offer professional development for tutors. You can find out what professional development is available for each qualification by accessing the OCR website at <http://www.ocr.org.uk/i-want-to/professional-development/>. Our professional development includes online training, a series of



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premier events and face-to-face training for coursework and controlled assessment units. If you would like more information, please contact us at cpdhub@ocr.org.uk.

6 Contacting OCR

For general enquiries regarding the delivering of OCR Functional Skills or OCR interchange etc., please contact the OCR Customer Contact Centre:

Telephone: 02476 851509 (08:00–17:30 Monday to Friday)

Email: functionalskills@ocr.org.uk (Please include centre name and number in the email.)

Post: Skills Team, OCR, Westwood Way, Coventry, CV4 8JQ

For technical enquires regarding the on screen administration of OCR Functional Skills please contact the Technical Support Team:

Telephone: 02476 851509 (08:00–17:30 Monday to Friday)

Email: etest@ocr.org.uk (Please include centre name and number in the email.)

Post: Technical Support Team, OCR, Westwood Way, Coventry, CV4 8JQ

As part of our quality assurance programme, calls may be recorded or monitored for training purposes. Please note that we may not be able to provide specific information if a centre email address is not used.

7 Documents referred to in the text

The following documents are referred to within the *Guide to Centres*. Additional copies can be downloaded from the OCR website:

[OCR Instructions for conducting examinations \(OCR ICE\)](#)

[Admin Guide: Functional Skills](#)