



TLM Digital Functional Skills Survival Guide (DFSQ)

Work Smarter, Not Harder!

Specialists in Innovative Technical Qualifications

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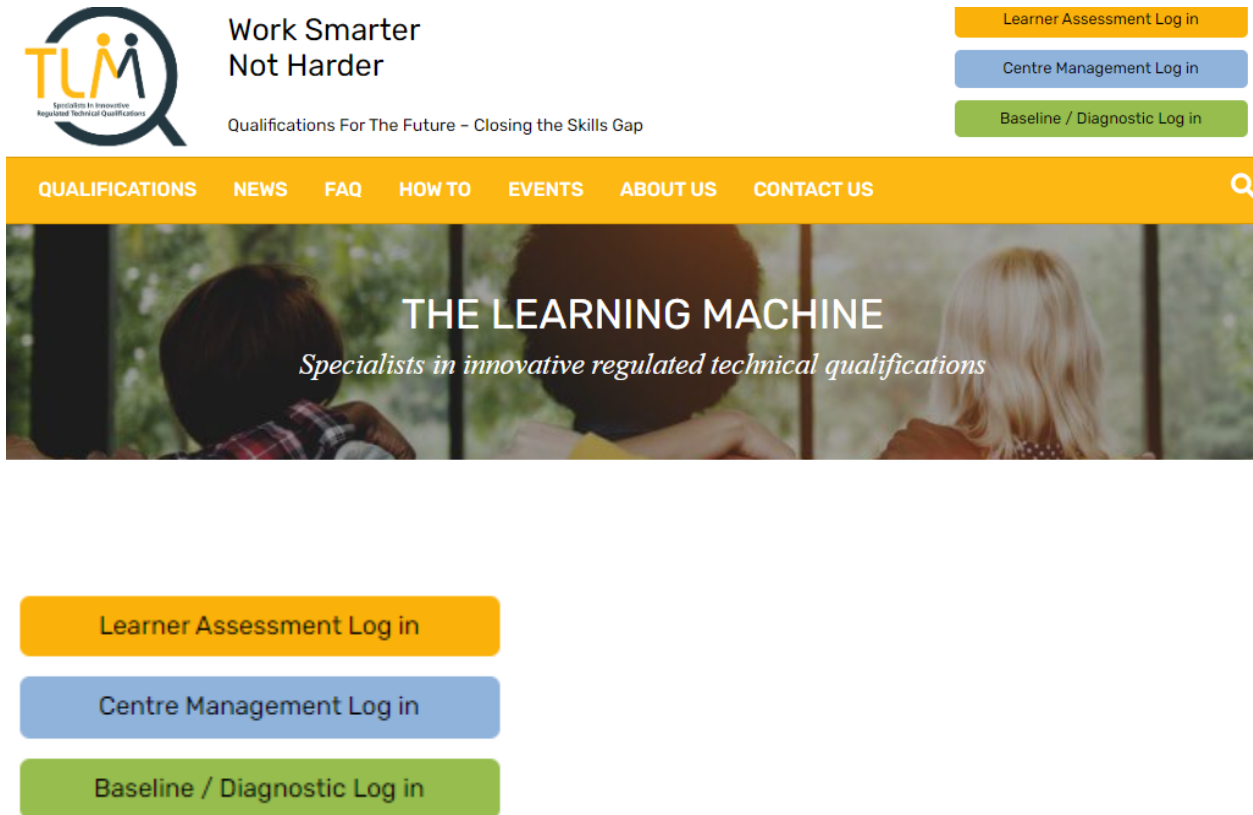
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Getting Started

This guide will give you information on the TLM website as a whole.

1. Welcome to TLM. Using [TLM.org.uk](https://www.tlm.org.uk) will direct you to the main site.

From here you can access ALL three sites for Digital Functional Skills.



The Centre Management Site

The Centre Management Site is for Principal Assessors, Assessors and Exams officers to upload learners to groups and request moderation for their Practical Assessment and the final Exam.

Manage Assessors

Principal Assessors (PA) must understand that it is their sole responsibility to manage ALL ASSESSORS on the centre account.

The PA for a Centre must sign the TLM agreements on a yearly basis, attend a yearly workshop for training, ensure that any outstanding fees are paid. The PA confirms they fully comply with all TLM Centre Policy requirements. Failure to do so could result in putting the Centres status **On Hold** until these requirements are met. The PA will formally observe the work of each assessor trainer in the Centre on a minimum of one occasion each year.

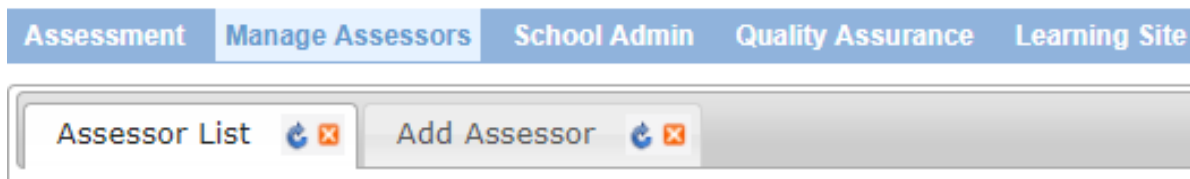
The PA has the overall control over the Centre account on the Centre Management Site. The PA will be required to add Assessors/Exams Officers to the Centre Account. Only one PA* can be assigned to the centre account, this person will be sent all TLM Newsletters, TLM Tips or any changes to processes for the administration of TLM courses.

**Unless your centre is completing multiple qualifications with TLM. We can assign a new PA to each subject area, please contact the TLM office if your centre requires another PA.*

Assessor List

Once logged into the Centre Management Site on the menu bar across the top of the screen. Click on **Manage Assessors**. There are two tabs under this menu:

1. Assessor List - To view all Assessors added to the Centre account.
2. Add Assessor - To add new Assessors/Exams Officers to the Centre account.



Assessor id	Assessors Name	Roles	Actions
247588	Alison Orr	Assessor School Admin	Edit Change Password
81456	Award Test	Assessor Principal Assessor School Admin	Edit Change Password
73886	Darren Physics	Assessor Principal Assessor School Admin	Edit Change Password
55476	David Head	Assessor Assessor Trainer Head Teacher School Admin	Edit Change Password

Add Assessors*

**You can add any colleague via this tab*

1. To add new Assessors/Exam Officers; click on the **Add Assessor** tab.

Please be aware when completing the field for the username, this will be visible to learners on when logged into the Learner Assessment site.

Roles and Additional Roles

- a. **Assessor** - Will have access to the marksheets enabling them to request moderation for groups assigned to this assessor.
- b. **School Admin** - This role can be applied to Principal Assessors, Assessors and Exams Officers, they will have the ability to add learners and create groups.

2. Complete all fields.
3. Click on **Save**.

The PA will need to provide the new account holder with their Username and Password.

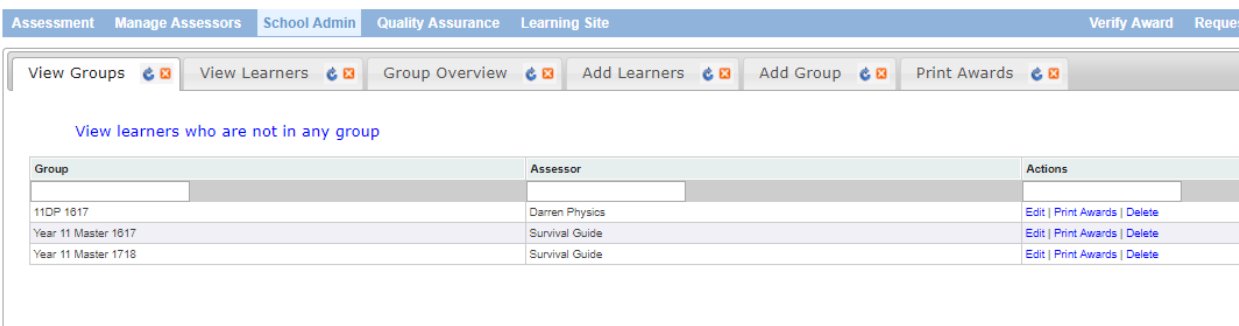
Assessor List
Add Assessor

Forename:
Surname:
Login:
Email:
Phone:
Gender: Female
Language: English
Password:
Confirm:
Roles:
☐ Assessor
☐ School Admin
Additional Roles:
☐ EO
Save

School Admin

School Admin is located in the menu bar across the screen.

School Admin useful for many reasons; a collated list of all groups regardless of which assessor is assigned to the group, creation of new groups, adding new learners, moving/coping learners from other groups.



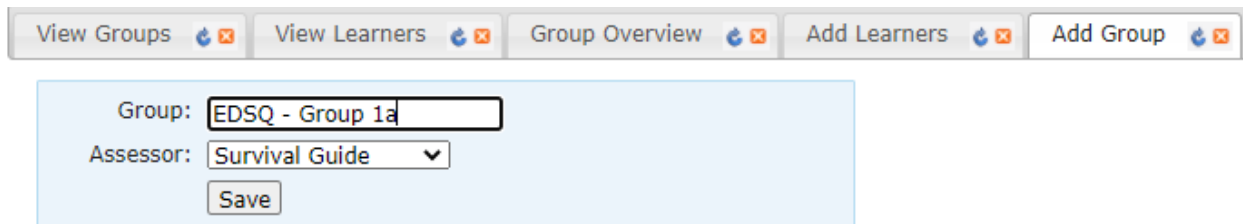
The screenshot shows the 'School Admin' tab selected in the top navigation bar. Below the navigation bar, there are several buttons: 'View Groups', 'View Learners', 'Group Overview', 'Add Learners', 'Add Group', and 'Print Awards'. A link 'View learners who are not in any group' is also present. Below this, there is a table with three columns: 'Group', 'Assessor', and 'Actions'.

Group	Assessor	Actions
11DP 1617	Darren Physics	Edit Print Awards Delete
Year 11 Master 1617	Survival Guide	Edit Print Awards Delete
Year 11 Master 1718	Survival Guide	Edit Print Awards Delete

Add Group

Adding a group will keep all of your learners in a visible space, without groups, assessors will not be able to use the Marksheets correctly and not be able to request moderation for learners who have completed coursework. Without moderation approval assessors will not be able to book the final exam and/or certification.

1. To add a group, click on **Add Group**.
2. Name the group something relevant to your class - **Must include the phase “DFSQ” within the group name**.
3. Select the **Assessor** who requires the access to the group by going to the **Assessor** field and clicking on the drop-down menu.
4. Click **Save**.



The screenshot shows the 'Add Group' button in the top navigation bar. Below it, there is a form with two fields: 'Group' and 'Assessor'. The 'Group' field contains the text 'EDSQ - Group 1a'. The 'Assessor' field is a dropdown menu with 'Survival Guide' selected. Below these fields is a 'Save' button.

Adding Learners

There are two ways to upload learners to the Centre Management Site.

The first option is best suited if there are only one or two to add to the group, these can be input manually. The second option is to use a CSV file to upload a large cohort of learners.

1. Click on the **Add Learners** tab.

AssessmentManage AssessorsSchool AdminQuality AssuranceLearning Site

View GroupsView LearnersGroup OverviewAdd LearnersAdd GroupPrint Awards

How do I add learners? You can upload a CSV file, or you can add learners manually.
How do I make a CSV file? Use your favourite spreadsheet (such as MS Excel or OpenOffice Calc). Make a file like the example below and "save as" CSV.

Insert learners manually

Mandatory fields: Forename, Surname, Gender, DoB.

Forename	Surname	Gender	DoB	ULN

Save

[Click here to put learners into groups.](#)

Upload pupils with a CSV file

Upload CSV file:

[Download template.](#)

1. Choose fileNo file chosen

2. choose group

3. Upload

0%

Adding Learners Manually

To add learners manually:

1. Complete all fields in the table.
2. Below the last row of the table, click **Save**.
3. Underneath the **Save** button, is a link on blue, **Click here to put learners into groups**, click on the link.
4. This takes you to **Learners who have not been assigned to a group** (this is also known as “The Corridor”).

Learner id	Forename	Surname
☐ 60933	John	Bull
☐ 278201	Sam	Smith
☐ 358530	Bobby	Test

MOVE learners to group: 11234

MOVE

5. You can either click **Select All** (to select all learners in this list not assigned to a group), or use the tick boxes on the left of the learner details to select specific individuals.
6. Select the group you would like to **MOVE learners to group** from the dropdown menu.
7. Click on the **MOVE** button.

Adding Learners via CSV

If you create your own CSV file then it **MUST** contain only these mandatory fields; **Forename, Surname, Gender, DOB**. Alternatively, you can download a template of this CSV which has been created for you.

1. Click on the **Add Learners** tab.
2. Click on **Download Template** and a CSV will appear with all the relevant columns.

If the last two columns of ULN and UPN are not going to be completed then you **MUST** delete these two columns from the CSV, otherwise the upload will not work.

3. Complete the CSV and save it to an appropriate location.
4. Move down to the **Upload CSV** section (fig. 8), click on **Choose File** and locate and select your CSV file.

Upload pupils with a CSV file

Upload CSV file:

[Download template.](#)

1. No file chosen
2.
3.

0%

5. Click on **Choose group** dropdown menu, select the group you require.
6. Click **Upload**.
7. The percentage bar below the **Upload** button, will go green and show 100%.

Upload CSV file:

[Download template.](#)

1. uploadlearners (1).csv
2.
3.

100%

	Forename	Surname	Gender	Dob	ULN	UPN	
1	Sue	Bloggs1234	Female	2016-08-24			
2	Phil	Bloggs1234	Male	2014-09-02			

You may see a message for the system saying these learners are already on the Centre Management Site.

If the learner has already been uploaded to the Centre Management Site then under the action column, you must either select; **Don't upload** or **Copy**.

Upload CSV file:

[Download template.](#)

1. uploadlearners (2).csv
2.
3.

100%

Please ensure the data listed below is correct. If correct please scroll to the end of the list of learners to "Add Learners" button.

	Forename	Surname	Gender	Dob	ULN	UPN	action
1	bob	bloggs1234	Female	1997-08-13			learner exist with id 66532: ☐ Don't upload ☐ Copy

- Learners are still available to edit before the learners are moved to the group. If you notice any mistakes, you will be able to change these before pressing the 'Add Learners' button by clicking in the field and correcting the mistake.
- Click on the **Add Learners** button.
- When the learners have been moved to the group, you will see this confirmation.

Upload CSV file:

[Download template.](#)

- uploadlearners (1).csv
-
-

100%

2 learner(s) is(are) added to **11DP 1617** group. 0 learner(s) is(are) copied to **11DP 1617** group. 0 learner(s) is(are) ignored

View Groups

The **View Groups** tab will contain all groups under the school account and the Assessors who have been attached to the Groups.

View Groups	View Learners	Group Overview	Add Learners	Add Group	Print Awards
View learners who are not in any group					
Group	Assessor	Actions			
edsq					
EDSQ - Group 1a	Survival Guide	Edit Print Awards Delete			
EDSQ - Group 1b	Survival Guide	Edit Print Awards Delete			
EDSQ - Group 1c	Survival Guide	Edit Print Awards Delete			
EDSQ -April -Test	Darren Physics	Edit Print Awards Delete			

The actions column gives you the option to edit each group individually.

Change Group Name

- Towards the top left-hand side, you will see the **Group** name.
- Click in the field of Group name and delete the current Group name.
- Type in a new Group name.
- Click **Save**.

Group:

Learner Id	Forename	Surname
☐ 469721	Betty	bloggs1234
☐ 469722	Nadia	bloggs1234
☐ 469723	Alison	bloggs1234

Once an exam group has been created there can be NO CHANGES (Change group name, move/remove learners) made to the group as this will delay results. If you require a learner to be in another group, please use the copy function.

[Edit learners in this group](#)

☐ REMOVE learners from this group.
☐ COPY learners to another group.
☐ MOVE learners to another group.
☐ ADD learners to this group.

Change Group Assessor

1. Towards the top left-hand side, you will see the current Assessors name.
2. Use the dropdown menu to select the new Assessor.
3. Click on **Save**.

Remove/Copy/Move/Add Learners to Group

1. Towards the top left (above the list of learners), you have the option to use the '**Select All**' button, or you can use the tick boxes on the left of each learner's details to select individual learners.
2. Using the options on the right of the list of learners, select the action you wish to carry out;
 - a. **REMOVE** - Learners cannot be deleted from the Centre Management Site once they have been uploaded. These learners will be moved into "**The Corridor**" ('**View learners who are not in any group**').
 - i. Once you have selected your learners click **REMOVE**.
 - b. **COPY** - A single learner can be in as many groups as you wish. Meaning the learner can remain in a master group.
 - i. Select the Learner(s).
 - ii. Use the drop-down menu for **Copy learners to another group** to find the Group you wish to Copy them to.
 - iii. Click **COPY**.

[Edit learners in this group](#)

☐ REMOVE learners from this group.
☒ COPY learners to another group.
☐ MOVE learners to another group.
☐ ADD learners to this group.

- c. **MOVE** - You may have accidentally uploaded a learner into the wrong group so this function can help assessors keep their class/exam groups in order.
 - i. Select the group and click **MOVE**.
- d. **ADD** - Will bring up the list of learners currently in “**The Corridor**” (‘**View learners who are not in any group**’), so if you think you may have missed a learner from the group you do not have to leave this tab to find the missing learner.
 - i. You can under column heading of Learners in the Academy type in the name of the learner to try and find them or just go down the list and place a tick in the box next to their name.
 - ii. Click on **Add**.

Edit learners in this group

☐ REMOVE learners from this group.
☐ COPY learners to another group.
☐ MOVE learners to another group.
☒ ADD learners to this group.

ADD

Select learners to add: **Select All**

Learners in the academy
☐ Sally Jones
☐ Apple Stephenson
☐ Jamie Young
☐ Steven Jones

View Learners

View learners tab is great for finding a specific learner and what group they have been assigned to.

1. Click on **School Admin** and then **View Learners**.
2. You can search with minimal information. You can type in the learner's Forename or Surname and click on the **Search** button.

The search results will include Learner ID, Full Name, DOB, Group(s), UPN, ULN, awards and the assessor attached to each group.

There is also the facility in this screen to see ALL learners at your centre by leaving all the fields blank and clicking on Search.

Those learners who are in red are duplicate learners and you should contact the TLM office to resolve these.

Group Overview

The Group Overview tab gives an overview of all requested moderation and units approved for all learners in one place for a particular Group.

The group name will be listed next to the name of the Assessor.

1. Using the dropdown menu, select the Group you require for the groups listed below.

2. Click on the **View** button.

The group will be shown with the following for each learner within the group:

- Moderation requested dates ('Requested' column)
- Moderation approval dates ('Approved' column)
- Grade (final examination grade)
- Credit

If you have selected a group to view but it remains blank, this means no actions have been made via the Centre Management Site for this group.

To see if a moderation request has been approved in Group Overview, look for the column titled 'Approved'. There will be a date of approval for the unit, if there is no date then moderation is still ongoing.

Assessment

The assessment tab is found in the blue bar across the top. This is where you need to go to request moderation for groups assigned to you.

Marksheets

1. Select the group you require
2. Select **Digital Functional Skills** from the Categories column
3. Select the level

Welcome to the new Marksheet selection page

Groups	Categories	Levels	Units
DFSQ	AWS Cloud Systems And Services	Entry Level 3	TLM Digital Functional Skills Assessment - 1st attempt
EDSQ - Examples 2	Centre Awards	Level 1	TLM Digital Functional Skills Assessment - Resit 1
EDSQ - Group 1a	Digital Functional Skills		TLM Digital Functional Skills Assessment - Resit 2
EDSQ - Group 1b	Essential Digital Skills		
EDSQ - Group 1c	Fine Art		
EDSQ - TEST	Health and Safety within the Construction		
	STEM		
	TLM IT User Skills		

4. Select either the 1st, 2nd or 3rd attempt from the Units column
5. Please change the existing 'N' to 'R' in the '**Registration**' column.

ID	Note	Forename	Surname	Status	Registration
469721		Betty	bloggs1234	1/2 - Please use R in the "Registration" column and then enter the mark for the Practical Assessments.	R
469722		Nadia	bloggs1234	1/2 - Please use R in the "Registration" column and then enter the mark for the Practical Assessments.	R

6. Click on 'SAVE' to register the learner/s for the TLM DFSQ Practical Assessment.

The assessment will be made available to you in **three working days**.

Once registered, Centres have only 14 days to complete the Practical Assessment.

Requesting Formative Sampling

Once Learners have completed the **exam**, you will need to request Formative Sampling. It is the same process for registering learners.

1. Go to the Centre Management Site - go to Marksheets (under Assessment).
2. Select the group.
3. Select the qualification.
4. Select the level the learners have been previously registered for.

<< Prev Page		
Next Page >>		
Registration	Practical Assessment	Exam
R	0	14
R	0	12
R	0	2

5. The exam column should have results in.

2/2 - Ready to Request Formative Sampling	R	0	12
1/2 - Please use R in the "Registration" column and then enter the mark for the Practical Assessments.	N	-	-
Status	Registration	Practical Assessment	Exam

6. The line should change to Ready to Request Formative Sampling.

Select all Save Request Formative Sampling

7. Using the button at the top, click on Request Formative Sampling.

It will only pick up learners that have completed the exam.

Providing Evidence

Each centre will have access to a secure, password protected folder shared by TLM. The centre will be required to upload the following into the folder :

- Download marks spreadsheet (after submitted for moderation)

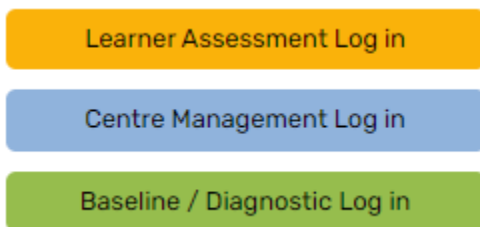
- All the relevant evidence for the completed Practical Assessments (on request, the centre needs to keep the evidence and make it available on request)

The Learner Assessment site

The Centre Management Site and the Learner Assessment site are two separate websites. Assessors and Exams officers (if involved in the admin of the course) will need to create an account on the Learner Assessment site to activate the learner accounts for examination access.

Request assessor access to The Learner Assessment site

1. From the main website in the top right-hand corner click on the '**Log in to Learner Assessment site**'.



2. Select '**Create new account**'.

User account



3. **Fill in the form with EXACTLY the same information you have supplied to create your Centre Management Site account.**

Information needed to complete this form -

Username.

Email Address (must be the same email you have used for the Centre Management Site).

Agree to the Acceptable Use Policy and to the Terms & Conditions.

Academy.

Full Name - This is a common mistake, please use YOUR name and not the Academy name.

4. At the bottom of the screen Complete the Captcha and click on **Create New Account**.

Once you have completed the account request form for the Learner Assessment site, the TLM support team will review the request and check the information for a match with your centre account on the Centre Management Site. If the account is approved, an email will be sent with confirmation. Follow the link within the email to create a password for the account.

Both your username and password will give you access to the Learner Assessment site.

My Groups

- There are some work (evidence) waiting for you to mark for 376 days.
- Once you have registered a group for an exam, you cannot make any alterations to the group or its learners. You cannot edit the group name, you cannot edit any of the learners details. This is because a hidden copy of a group and its learners is created once you register a group for an exam, and the booked group must exactly match this hidden copy. Alterations made will affect your booking and will likely delay your results.

My Groups	Pending Evidence	Returned Evidence	Finalised Work	Flagged Work
11234	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export
6006688X 05062305	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export
base line test 1	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export
base line test 2	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export
Test 10	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export
Test 5	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export

My Learners - (the menu down the right hand side) and the menu across the top.

My Groups - are the same thing, clicking either of these buttons will get you back to the page above.

My Account - From here you will be able to edit details for your Learner Assessment site account. **If you make changes to this account, you will need to log into the Centre Management Site to edit your account here too otherwise the accounts will not update with the new information.**

My Assessors - Principal Assessors (PA) will be able to access the assessor's account which is attached to their school account, from here the PA will be able to Masquerade as Assessors (log on as though they were the Assessor), to either book exams or upload learners work.

Ongoing Online Exams - Useful tool for all. When administering exams, you may come across a learner getting 'kicked' out of the exam e.g. due to a drop in the internet signal, the mouse being too sensitive etc. From here you will be able to Unblock learners from the exam so they may continue from where they left off. (Same day, same exam session, answered questions' will NOT have been lost!!)

Creating learners accounts on The Learner Assessment site

Adding learners to the Learner Assessment site and creating their accounts. Don't worry, you will not be required to input every learner onto the Learner Assessment site manually.

1. From the menu on the right-hand side click on **My Learners** and you will see all your Groups.
2. Click on the name of the Group (highlighted in blue).

Once an exam group has been created there can be NO CHANGES (Change group name, move/remove learners) made to the group as this will delay results.

We have changed the wording of 'Test' to be 'Exam' site wide.

My Groups	Pending Evidence	Returned Evidence	Finalised Work	Flagged Work
11234	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export
6006688X 05062305	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export
base line test 1	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export
base line test 2	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export

You will possibly be faced with this message. 'You have uploaded your Learners to the Centre Management Site! The Learner Assessment site will not check the Centre Management Site for new learners without being prompted.'

3. Click '**Check accounts**'.

You do not have any learners in this group. Please go to the MarkBook (Award) site and add learners to this group.

If you are sure that you have learners in this group on the Markbook (Award) site, then please click the "Check accounts" button.

Check accounts

The following message will appear and your learners who are yet to be created on the Learner Assessment site will be listed below the message.

- There are 2 learners in this group, who do not have accounts on this site. If your learners, who already have accounts on this site, are listed below, the chances are that they have not registered their unique Learner (pupil) ID in their profile page (my account->edit->profile->pupil id or assessor id).
- Please make sure all your learners, who already have an account on this site, have registered their unique Learner ID before you proceed with creating their accounts automatically (for detailed information about registering Learner ID please open the "Pupil ID Letter" link). If you don't do this new accounts will be created for them using their unique Learner IDs.
- Please click the "Create accounts" button if you are sure you want to automatically create accounts for them. The generated usernames and passwords are stored in the page, which opens when you click the "Pupil ID Letter" link for your group.



HELP

1. Sue Bloggs1234
2. Phil Bloggs1234

Create accounts

4. Click 'Create accounts'.

You have created the Learners accounts on the Learner Assessment site.

The Learner Assessment site will only recognise 50 learners (in one group) in one click of 'Create Accounts'. If you are creating accounts for large cohorts, please be aware you may have to go through this process again until they appear on the list. You will need to click 'Check accounts' and 'Create accounts' again to make sure the system has picked up all the Learners from the Centre Management Site Group under these circumstances.

Editing learners details

1. Learners may change their name at any time during the chosen course(s). The first point of call when changing a Learner's details would be to check what details have been uploaded to the Centre Management Site then change the details there first. (please refer to **Change Learners Details (Centre Management Site)** on page 14 of this guide).
2. **Then on the Learner Assessment site**, you will need to click on **My Learners**.
3. Then click on the name of the Group.
4. **Click on the learners' Username** (in the screenshot below in the red box).

No.	Full name ▲	Username	Tracker	E-evidence	e-Portfolio URL
1	Joe Bloggs	learner 19	TLM	E-evidence	
2	John Bull	learner 60933	TLM	E-evidence	
3	Test Pupil	learner 9778	TLM	E-evidence	

1. This will open as the learners account.
2. Below My Account click on the **Edit** tab (in the screenshot below in the red box).
3. From here you can change the name, correct a mistake or change their password.

My Account

View Edit My Learners My Pages My results

Online Exam

My Account

View Edit My Learners My Pages Evidence Tracker E-evidence Online Test

Username ▼

learner 349251

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address ▼

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password

Password strength: _____

Confirm password

To change the current user password, enter the new password in both fields.

Status

☐ Blocked

☒ Active

Language settings

Language

- Before you click on Save you need to enter an email address for the learner.
We do not wish to know the learners real email address as we will never need to email a learner. TLM will only communicate with the Assessor.
- Once you have done this, in the bottom left-hand corner click on **Save**.

NOTE:

If you need to change the password for a learner,
In the learners' email address field please use the Learner ID followed by the @ and a made-up email address e.g. @notreal.com.

Learner Login Information

1. On the **Learner Assessment site**, you will need to click on **My Learners**.
2. Find the Group you require, click on **Pupil ID Letter** (the third column) for the whole group (as in the screenshot below in the green box).

My Groups	Pending Evidence	Returned Evidence	Finalised Work	Flagged Work
11234	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export

3. You will then see the screen below.

3/26/2020 letter-to-learners

Welcome

To the TLM Learner site. The Learner ID information shown below is important and you should keep this information sheet in a safe and secure place.

Name	Group	Learner ID/UPN/ULN	Username	Password
Jeff Michael Biggs	11234	9662//	learner 9662	pehYruquH
Joe Bloggs	11234	19//	learner 19	7esusADuP
John Bull	11234	60933//	learner 60933	QeWE6yqad
Brendan Eddyshaw	11234	117//	learner 117	na\$a#aje#
Test Pupil	11234	9778//	learner 9778	qEnYNYxB

ACCEPTABLE USE POLICY

Being a responsible citizen

The INGOT community site is provided for use by all but as with any social group we need a few rules :-). Why? Because the great majority of people like to work co-operatively and its unfair on them if one or two people spoil things.

1. Please post in appropriate places. Blogs are for describing projects and should not be used for advertising, showing off, attention seeking or general discussion. Discussions should take place in the forums. (Look for forums on the community menu list) General chat should be in the Cafe. If a discussion becomes general chat move it to the cafe.
2. Please refrain from bad language, persistent offenders will have their accounts blocked. Use good and formal English for Blogs as these will be used in your assessment. SMS text styles etc are fine in forums but not for formal writing in eportfolios and blogs.
3. Inappropriate images or links to inappropriate web sites will result in your account being blocked.
4. Bullying will not be tolerated. Bear in mind its the perception from outside that matters not what you think you meant. If a reasonable person reading a post from outside might consider the writing offensive or inappropriate it could cause your account to be blocked so think carefully before posting anything.
5. Remaining anonymous. You do not have to use your real name and it might be a good idea to have a "pen name" or nick name. It is also a good idea not to give out details of where you live, for example, or if you are going on holiday, burglars might find this type of information very useful!

General Advice

- Be nice to people and in most cases they will be nice back
- Don't post when angry
- The person that obviously loses their temper first usually loses the argument
- What you write is on view to everyone. Try to give a good impression of yourself through what you write and be careful before revealing your real identity or details of where you are located.
- Finally, take care of your password and don't attempt to use anyone else's account under any circumstances

4. Scroll to the bottom of the page - you can print these details which contain Username and Password for the Learner Assessment site and the TLM Acceptable Use Policy.

OR

Export the learner login details to a spreadsheet and pass it on to each learner.

If you copy and paste the login details from the website/CSV, there will be blank spaces at the start and the end of the details.

Manage Exams

Exams can be booked three calendar days after submission of the practical assessment marks on the Centre Management Site.

Booking Exams

How do I administer the exam?

1. On the **Learner Assessment site** - go to **My Learners**, go into the Group by clicking on the **Group name**.
2. Click **'Check Accounts'**.
3. If learners appear, Click **Create Accounts**.
4. Click **COPY** to confirm the action.
5. Go back to **'My Learners'**.
6. Click **'Manage Exams'** for the group you wish to book.

My Groups

Pending Evidence

Returned Evidence

Finalised Work

☐ Show all groups

6006688X 05062035	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export	TLM
EDSQ – Group 1a	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export	TLM
EDSQ – Group 1b	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export	TLM
EDSQ – Group 1c	Manage Exams	Pupil ID Letter	Reset Passwords	Data Export	TLM

7. Click on **'Register Online Exam'**.

IF WHILE BOOKING THE EXAM YOU SEE ANY MESSAGES 'POP UP', PLEASE READ THEM, if you have any questions please contact any of the TLM team.

8. Then select from the field under **Available Online Tests**.
9. Select either Digital Functional Skills Entry Level Award or Digital Functional Skills Level 1 Award.

My Groups / Online Test for EDSQ – Group 1a /

Registered Exams
Past Exams

Register Online Exams

Available Online Exams

The Learning Machine Essential Digital Skills Entry Level Award – Exam

First Attempt

	Full Name
☐	Alison bloggs1234
☐	Betty bloggs1234
☐	Nadia bloggs1234

Exam Date

☐ Please confirm you have no conflicts of interest with any learners in this group

Register

No Online Exams registered for this group

10. Select which attempt it is by using the drop down menu below the exam type - **First Attempt** or **Resit**.
11. Select the learners you wish to submit for the examination.
12. Select an **Exam Date** from the calendar.
13. Read the statement, '**Please confirm you have no conflicts of interest with any learners in this group**'. Ensure you FULLY UNDERSTAND THIS DECLARATION, (if in any doubt contact the TLM office). If you agree with the declaration, place a tick in the box.
14. Click '**Register**'.
15. The following message will pop up.

If you agree to the above, then this message will appear. (The minimum request is 3 days notice.)

16. For learner login details (please do this after 3pm, the day before the exam), go back to '**My Learners**'.
17. Scroll all the way to the bottom of the screen and in the bottom right hand corner you will see two very small icons, as in the picture below. To export the learners login details to a spreadsheet, click on the green spreadsheet icon.

TLM will then receive your request and then where appropriate approve the exam request.

On The Day of The Exam

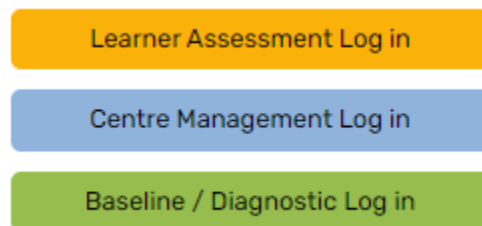
ASSESSORS / EOs - Remember to login to the Learner Assessment site on the day of the exam to start the exam.

1. Go to **Manage Exams** (for the whole group).
2. Select the exam from the dropdown menu and click the **'Start Exam'** button (found on the top right of the list of learners). **(note; the 'Start Exam' button will only be available if TLM has approved the request)**

If on the day of the exam due to any unforeseen circumstances (e.g. fire alarm), you need to change the date of the exam, you can do this from the page above, click inside the Change Date field. If on the day of the exam you have any issues with the exam itself (Online), please call the TLM office.

The Learner POV

1. Log in to the Learner Assessment site (tlm.org.uk)



2. Using the login information from the assessor. Remember to include the "learner xxxxxx"

[Home](#) / [My Account](#)

My Account

[Create new account](#) [Log in](#) [Request new password](#)

Username or e-mail address *

learner 469721

You may login with either your assigned username or your e-mail address.

Password *

.....

The password field is case sensitive.

[Log in](#)

3. You **must agree** to the terms and conditions.

[Home](#) / [Terms and Conditions](#)

Terms and Conditions

To continue to use this site please read the Terms & Conditions below, and complete the form to confirm your acceptance.

Terms and Conditions of Use

I agree that all my contributions to this site are licensed under the [Creative Commons Attribution ShareAlike 2.5 license](#), and I designate The Learning Machine Ltd for attribution.

This is done to guarantee that everyone will always be able to reuse all the content on this site freely.

[Learn more about our terms and conditions](#)

☒ **Accept** [Acceptable Use Policy](#) *

☒ **Accept** [Terms & Conditions of Use](#) *

[Confirm](#)

4. Using the menu bar, click on **Online Exam**.

[Home](#) / [My Account](#) / [My Pages](#) / [My Account](#)

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Configure your [account time zone setting](#).

In these uncertain times, we want to reassure you that TLM is here to assist you. Our support staff remain on hand at all times to provide you with help and guidance, so do not hesitate to contact them, as you need. [Read more](#).

My Account

[View](#) [Edit](#) [My Pages](#) [Evidence](#) [Tracker](#) [E-evidence](#) [Online Exam](#) [File browser](#)

[List My Pages](#) [Create pages](#)

[My Account](#)
[News](#)
[Blog](#)
[Logout](#)
[Centre Approval Process](#)

5. The exam that is available will be listed under **Available To Take**.

[Home](#) / [My Account](#) / [My Account](#)

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My Account

[View](#) [Edit](#) [My Pages](#) [Evidence](#) [Tracker](#) [E-evidence](#) [Online Exam](#) [File browser](#)

[Available To Take](#) [Pending Assessment](#) [Finalised Tests](#)

List of online tests available for you

Test title	Exam Date	Test Status
TLM EDSQ Entry Level - Pilot	2021-07-01	Start

[My Account](#)
[News](#)
[Blog](#)
[Logout](#)
[Centre Approval Process](#)

6. To start the exam, click on **Start** in the Test Status column.

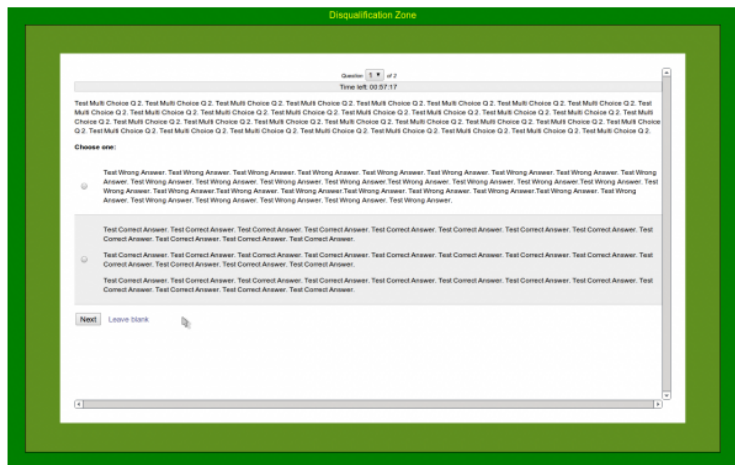
7. Here is a reminder of the conditions of completing the exam online.

Background Colour

- ☒ Default
- ☐ Yellow

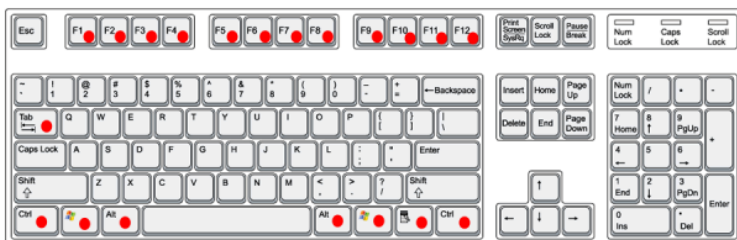
The rules to follow during your on-line test.

- 1) Always keep your mouse pointer inside GREEN ZONE.



- 2) All the keys marked with RED CIRCLE (Ctrl, Alt, Tab, Window and all the function keys such as F1, F2, F3, F4, F5 and etc.) are NOT ALLOWED, therefore, BE CAREFUL not to press those keys.

- 2) All the keys marked with RED CIRCLE (Ctrl, Alt, Tab, Window and all the function keys such as F1, F2, F3, F4, F5 and etc.) are NOT ALLOWED, therefore, BE CAREFUL not to press those keys.



- 3) I understand that I must not discuss the content of this paper with any other person after I leave the exam room.

YOU WILL BE DISQUALIFIED IF YOU VIOLATE THESE RULES!!!

- ☐ I accept the aforementioned online test rules.

[Start the Online Test](#)

8. You must use the tick box before clicking on the **Start the Online Test** button.

☐ I accept the aforementioned online test rules.

Start the Online Test

Trying to leave the exam window will result in the learner being blocked out of the exam.

Digital Certificates

To issue the final certificate to learners, these are found on the Centre Management Site. They can be printed on any paper you wish to use

For Those In A Hurry

For the seasoned pros, not for the faint hearted. A very condensed step by step guide.

1. Login to the **Centre Management Site**.
2. Go to **School Admin**.
3. Create a **Group**.
4. **Add DFSQ into the group name** and assign it to the Assessor.
5. Under **School Admin**, click tab **Add Learners**.
6. Add learners either manually or via CSV - remember to include the following mandatory fields in CSV: Forename, Surname, Gender and DoB.
7. Click **Save** (for manual upload) or Click **Add Learners** (for CSV upload).
8. Go to **Assessments**, then **Marksheets**.
9. Select the **group** you would like to register for the Practical Assessment.
10. Select **Digital Functional Skills**
11. Select either **Entry Level** or **Level 1**
12. Select **Practical Assessment** (only use the Resit options if learners are resitting a component).
13. Go to the **Registration column**, mark all learners you wish to put forward for the practical assessments by clicking '**R**' on your keyboard.
14. Then 'Save'
15. TLM will get back to you within **3 days** to issue the practical assessments for these learners/this group. The centre has **14 days to return the marks for the practical assessments**.
16. Once you have assessed the outcome of the practical tasks for the learners registered, go to the **Centre Management Site**.
17. Repeat the processes 8 -12.

18. Go to **Practical Assessments columns 1, 2 and 3** to fill in the marks for each assessment for each learner (marks out of 45 per assessment).
- OR
- Upload marks via **CSV** to the marksheet.
19. Access to the examination has been given.
20. Login to the **Learner Assessment site**.
21. When logged in the default page is **My Groups**.
22. Click on the **group name** to create the learner accounts on the Learner Assessment site.
23. Click on the **Check Accounts**.
24. When learners are listed, click **Create Accounts**.
25. Go to **My Groups**.
26. In the column next to the group you wish to book the exam for, click on **Manage Exams**.
27. Click on **Register Online Exams** (button in yellow).
28. Using the **dropdown menu for Available Online Tests**, select either Digital Functional Skills Entry Level Award or Digital Functional Skills Level 1 Award.
29. Click the **empty box to select the date** for your exam on the calendar. **Allow for the 3 days notice period when selecting your exam date.**
30. Click **Register** (button in blue).
31. On the day of the exam, log in to the Learner Assessment site.
32. Go to the Manage Exams for the group.
33. Select Registered Exams
34. Double-check the group, make sure all learners are booked.
- 35.

Baseline Site - DFSQ Diagnostic Tool

Free to use, unlimited use.

Go to baseline.theingots.org

Groups added to the Centre Management Site WILL NOT SHOW UP on My Groups on the Diagnostic Tool Site.

FAQ - Extra Help

Multiple assessors need access to a group (CMS)

The Centre Management Site does not contain the feature to have two Assessors attached to the same group.

You can however create a new Group which has almost the same name as the original with the same learners in it, except you add to the name of the group the initials of the second Assessor who requires access to it.

1. To add a group, click on the **School Admin**.
2. Click on the **View Groups** tab.
3. In the middle of the screen is the **Assessor** column. Below the word Assessor is a blank field, type in the name of the Assessor and you will see the Groups that Assessor has access to.
4. Make a note of the Group name.
5. Click on the **Add Group** tab.
- a) **Create a new** group with almost the same name as the original, but this time with the other/ second Assessors initials at the end.
6. Go to the **Assessor** field and select the name of the second Assessor.
7. Click **Save**.
8. Then go to the **View Groups** tab, find the name of the original group and click on **Edit**.
9. Click on **Select All** or select individual learners.
10. On the right select the **Copy** function.
11. To the right of **Copy**, using the dropdown menu, select the new group and click on the **Copy** button.

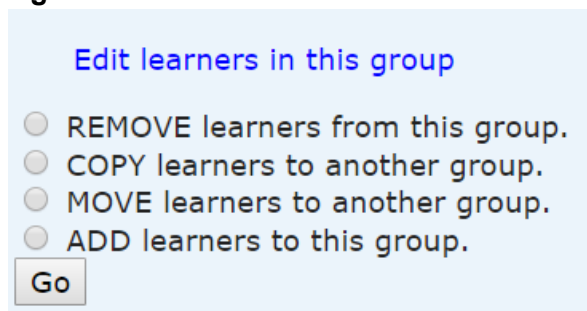
Change Learners Details (Centre Management Site)

If a learner has incorrect learner information attached to their learner ID on the Centre Management Site you must make sure you replace it with the correct information, as TLM requires the learners legal name.

You **MUST** then change the learners' details on the Learner Assessment site otherwise the Centre Management Site will not be able to validate the learners' exam results without this information. (See Editing Learner's Details on page 24 of this guide, on how to edit learners' details on the Learner Assessment site)

1. Click on **School Admin./ View Groups/ Edit**.
2. To make a change learners personal information, please click on the blue hyperlink '**Edit Learners in this group**'. (fig.17)

Fig.17



3. The Edit Learners screen will open into a new Centre Management tab. From here you can edit the raw data (personal details), associated with the learners.
4. Click inside any of the fields to change the details.
5. Click **Save**.

The school Centre Management account will accumulate many year groups/class groups and exam groups throughout the academic year. We recommend Assessors create an 'Archive' group and those learners who have completed the course in the previous years should be moved into this group. Please follow steps from 'Add Group'.