

# **How learners sit the assessment – MCQ exams**

November 2024



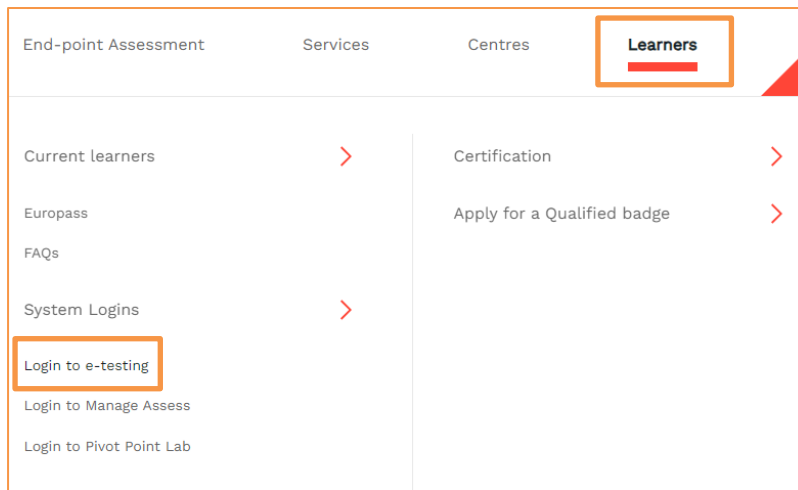
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## 1. How to access the login page

Learners access Linx2Achieve via the public VTCT website. Please ensure that learners do not access the centre portal.

1. From the [VTCT website home page](#), hover over the 'Learner' menu link and select 'Login to e-testing'

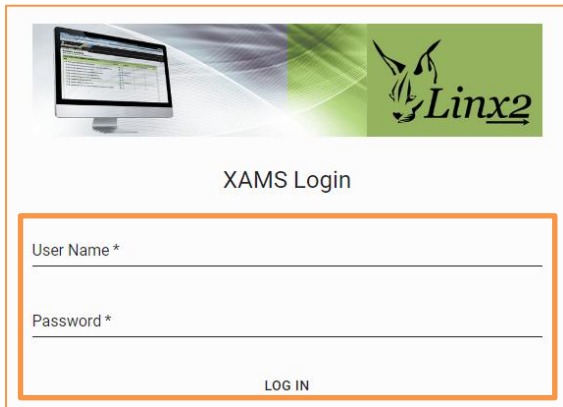


2. Depending on the screen size being used the 'Learners' menu link may not be visible; if this is the case then it can be selected via the hamburger menu icon located in the top right of the screen.



## 1.1. The login page

Refer to the attendance or login sheets for the learner's login details.



**IMPORTANT:** A learner should only login to e-testing via one browser page. Once logged in, at no point should a learner attempt to login to e-testing again via a second tab or browser.

### 1.1.1. Upon login

1. Upon logging in the learner **must always check their name, VTCT registration number, date of birth and read through the Rubric.** When checking their VTCT registration number, the learner should ignore the hyphenated part of the number if applicable.

If the name/number displayed does not relate to the learner sitting the assessment, they should first try logging out and in again. If upon logging in for a second time the name/number is still incorrect, do not start any assessments and contact VTCT.

The learner must use the check boxes to confirm they have checked and understood the information on this page.

Hello Middle Surname

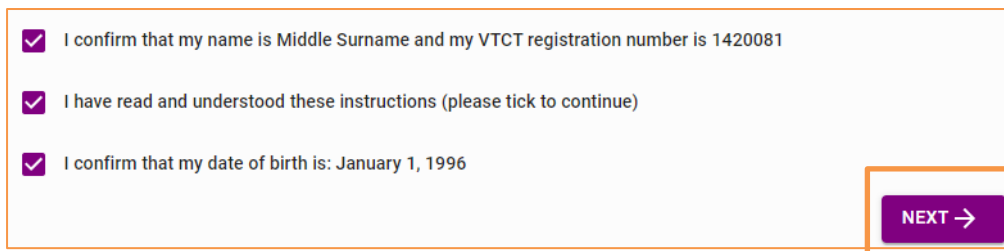
If this is not your name, please do not start any assessments and contact your Invigilator immediately.

You are under exam conditions even though you are using a computer to answer the test questions.

- You must hand in any **unauthorised material** prior to beginning the test i.e. electrical devices including mobile phones and any food and drink.
- Follow any instructions given to you by the invigilator.
- If you have any problems with this computer during the test, you should speak to the invigilator.
- You must not use any software on this computer while taking your test.
- You may use **paper** provided by the invigilator to write down any rough work that helps you answer the test, but you must hand it in at the end of the test.
- You should attempt all questions.
- Make sure you know how to move between questions and how to answer them before you start the test.
- You may answer the questions in any order and you may change any of the answers before the end of the test.
- If you are not sure of an answer, go to the next question and come back to the one you were not sure about later.
- The time you have available to take this test will be shown on the top right hand side of the screen. When you enter the last 10 minutes of the test, the timer will change colour to warn you that you are running out of time.
- Once you have **completed** the test, click on the **finish** button and make sure you tell the **invigilator** that you have finished and that you would like to leave the room if allowed.

☐ I confirm that my name is Middle Surname and my VTCT registration number is 1420081
 ☐ I have read and understood these instructions (please tick to continue)
 ☐ I confirm that my date of birth is: January 1, 1996

## 2. Select Next.



☒ I confirm that my name is Middle Surname and my VTCT registration number is 1420081

☒ I have read and understood these instructions (please tick to continue)

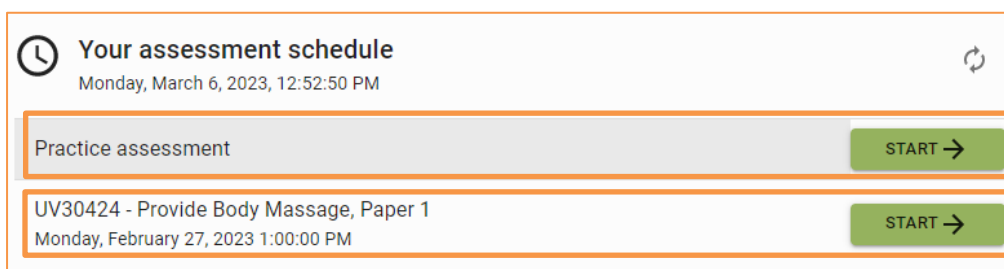
☒ I confirm that my date of birth is: January 1, 1996

**NEXT →**

## 3. The learner will be presented with a list of assessments they have been scheduled for.

The Practice assessment is always available to take every time the learner logs in. This is not a mock assessment; it is intended to get the learner used to the layout of the assessment system, where the buttons are etc... – click on START to commence the practice assessment.

To commence the live assessment click on START.



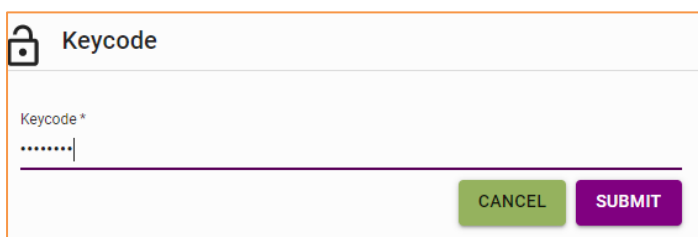
 **Your assessment schedule** 

Monday, March 6, 2023, 12:52:50 PM

|                                                                                 |                |
|---------------------------------------------------------------------------------|----------------|
| Practice assessment                                                             | <b>START →</b> |
| UV30424 - Provide Body Massage, Paper 1<br>Monday, February 27, 2023 1:00:00 PM | <b>START →</b> |

If not already off then pop-up blockers need to be turned off now.

## 4. Now enter the Keycode and select 'Submit'. The Keycode can be found on the attendance or login sheets.



 **Keycode**

Keycode\*

.....

**CANCEL** **SUBMIT**

## 2. Help and support

- E: [linx2logins@vtctskills.org.uk](mailto:linx2logins@vtctskills.org.uk)
- T: +44 (0) 2380 684500
  - Mon-Thurs: 08:45 – 17:00
  - Friday: 08:45 – 16:30