

How learners sit the assessment – Performance Table Qualification exams

November 2024

Contents

1. How learners sit the assessment.....3

1.1. The login page.....3

1.2. Upon login.....4

2. Help and support5

Guidance on how learners sit the CO2A5 exemplar examination please [this page](#).

1. How learners sit the assessment

As part of our efforts to ensure the highest quality and integrity of our assessments, VTCT has implemented a safe exam browser (SEB) requirement.

Safe Exam Browser is a web browser environment to carry out e-assessments safely. The software turns any computer temporarily into a secure workstation. It controls access to resources like system functions, other websites and applications and prevents unauthorized resources being used during an exam. SEB locks access to other online applications including email and web browsers, ensuring that learners cannot access other windows or tabs whilst undertaking their exams.

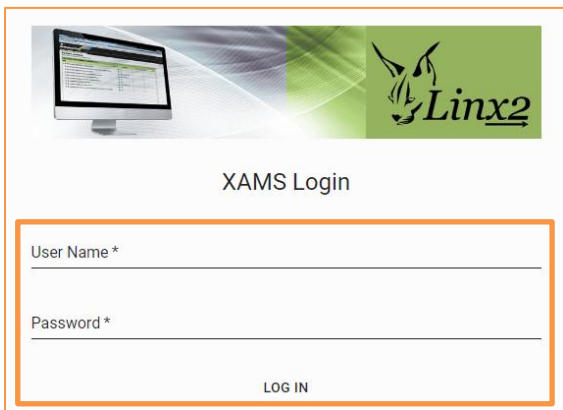
1.1. The login page

All centres offering PTQ exams must install the Safe Exam Browser in order for learners to sit exams. For details on installing SEB please visit the [SEB support page](#).

1. Open 'VTCT Exam Launcher' (this will be available upon SEB being installed). This will most likely be stored on the Desktop of the PC. If you are unable to locate the 'VTCT Exam Launcher' you will need to contact your IT department.



2. The e-testing login page will open. Refer to the attendance or login sheets for learners' login details.

A login form titled 'XAMS Login'. The header features a computer monitor icon on the left and a green background with a white 'Linux2' logo on the right. Below the header, there are two input fields: 'User Name *' and 'Password *'. At the bottom right of the form is a 'LOG IN' button.

How learners sit the assessment – Performance Table
Qualification exams_v9.0 November 2024

3. **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.

1.2. 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)

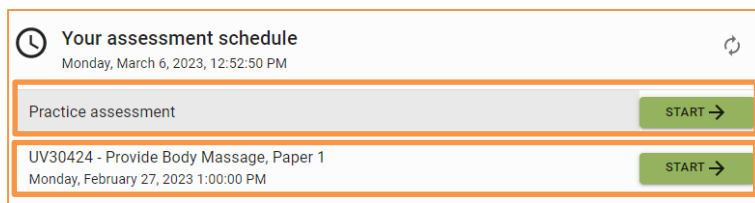
☒ I confirm that my date of birth is: January 1, 1996

NEXT →

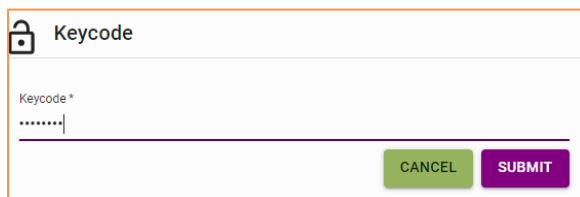
- The learner will be presented with a list of assessments they have been scheduled for.

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.



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



- Once the exam has been submitted follow the on-screen instructions. To quit the 'VTCT Exam Launcher' select the Quit button located in the bottom right corner of the screen.



2. Help and support

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