

Linux2Achieve offline exams

November 2024



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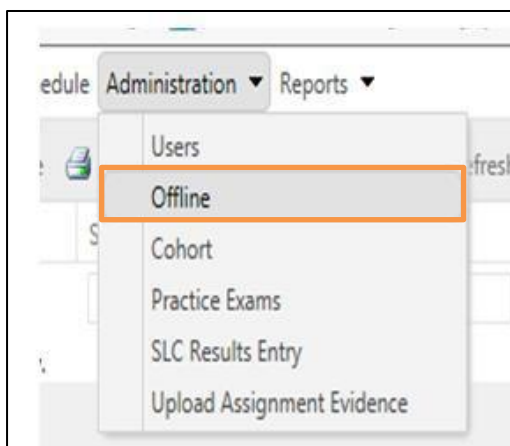
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1. Installation and exam schedules

1. Exam officer emails linx2logins@vtctskills.org.uk to request offline exam access
 - a. **NB:** offline testing is for when there is no internet access in the centre
2. Once you receive confirmation that your centre has been approved to deliver offline exams, you need to log into Linx2Achieve in the usual way, on the machine that the learner will be using to sit the offline exam

NB:

- You must be online for the whole of this process
 - The minimum screen size for offline exams is 1024 x 768
 - Linx2Achieve will only operate on Microsoft Edge, Google Chrome, Firefox and Safari. Other versions/browsers do not currently support Linx2Achieve
3. After logging in to Linx2Achieve, from the Administration tab select *Offline*



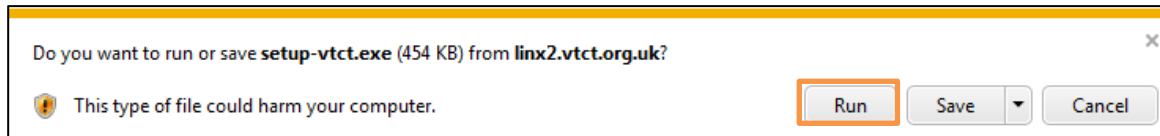
4. Click on Install

The following prerequisites are required to run offline tests. If not already installed on your machine, the necessary components will be installed for you after clicking on the Install button:

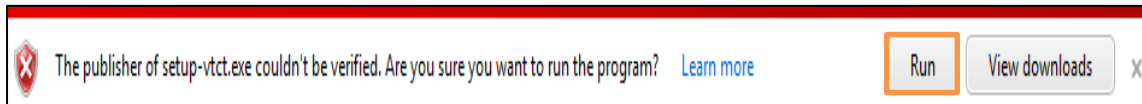
- Windows Installer 3.1
- Microsoft .NET Framework 4 (x86 and x64)
- SQL Server Compact 3.5 SP2

Install

5. Click on Run



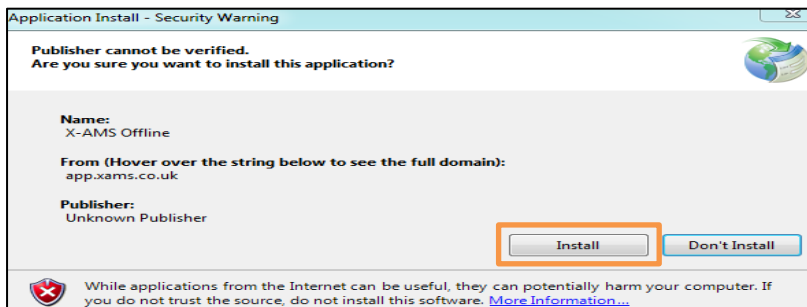
6. If you get the following message (or something similar) click on Run



7. If your machine does not have any of the prerequisites installed (see point 4) then you will be required to install them now. Follow the on-screen instructions

NB: You may need “administrator” privileges on your machine to install software. If so, please contact your ICT department

8. Click on Install



9. After the install is complete X-AMS offline will open. This should now appear in start menu but you may also want to create a shortcut to it on the desktop for easy access



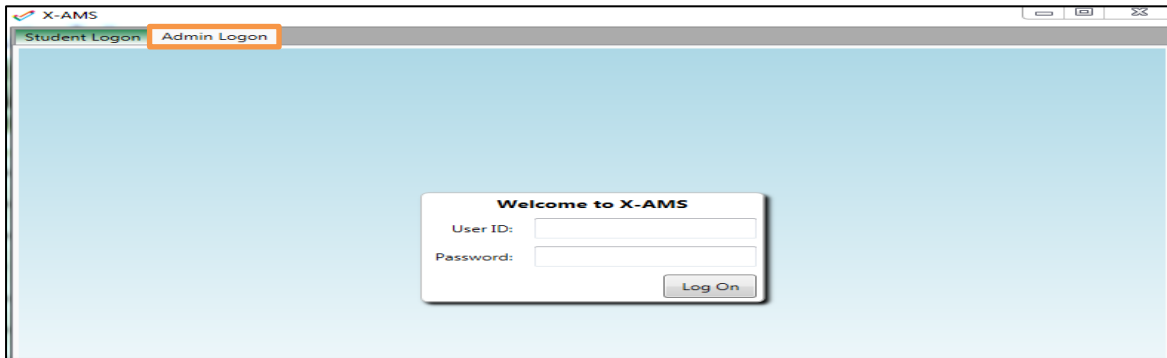
- 10.** Now go back to Linx2Achieve online
- 11.** Create a schedule in the usual way, making sure that you select the Delivery type as Off-line – If you need help with creating schedules, refer to the About e-Testing page

2. Enter the schedule details

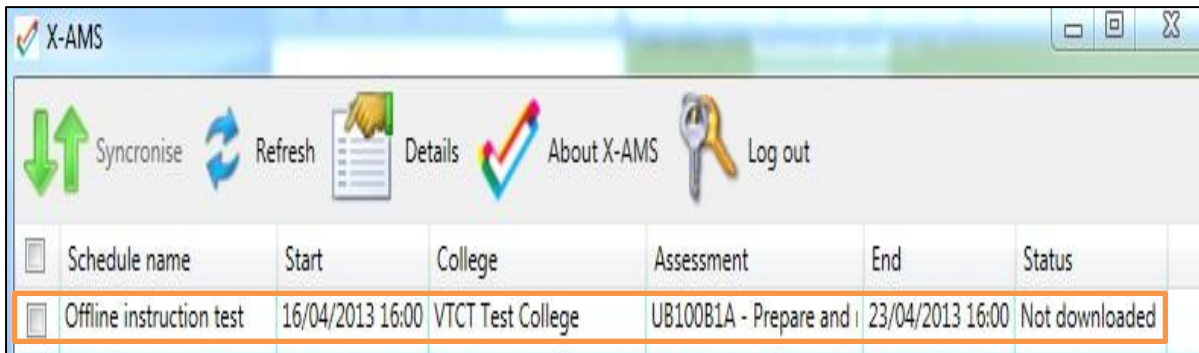
Delivery type: Off-line ▼

Now go back to X-AMS offline (making sure that you are ONLINE)

- 12.** Make sure that you are on the Admin tab, then login with your usual Linx2Achieve USER ID/PASSWORD

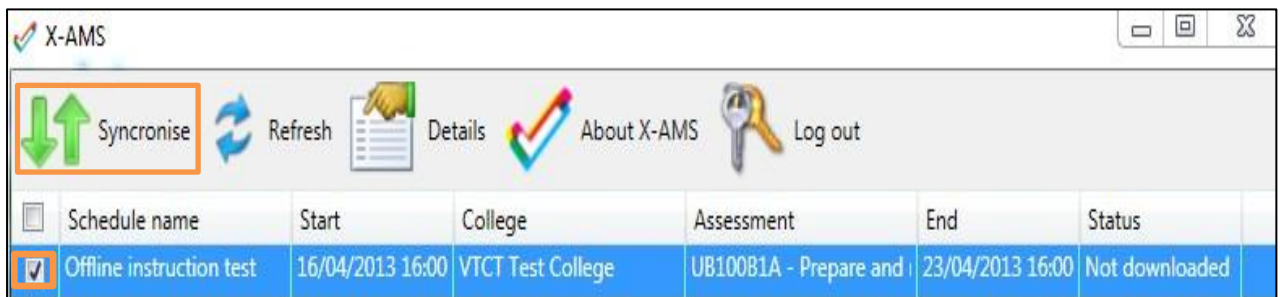


- 13.** You will now see the schedule you have just created

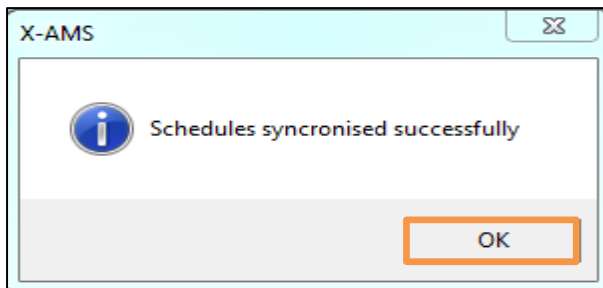


Schedule name	Start	College	Assessment	End	Status
Offline instruction test	16/04/2013 16:00	VTCT Test College	UB100B1A - Prepare and	23/04/2013 16:00	Not downloaded

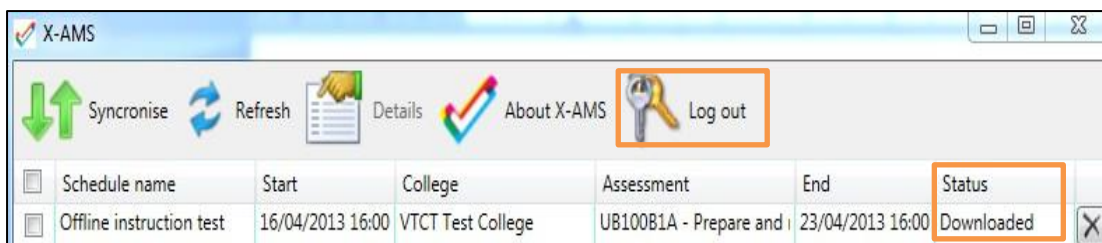
- 14.** You now need to sync this schedule. You do this by selecting the checkbox next to the schedule name, then clicking on Synchronise



- 15.** If the sync is successful you will receive the following message. Select OK



and the Status of the schedule will change from Not downloaded to Downloaded. Remember to Log out.



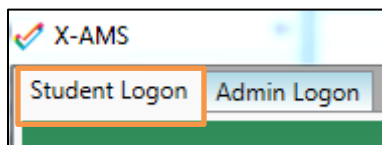
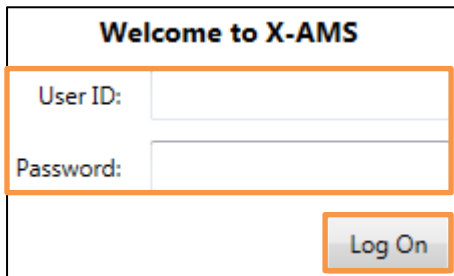
- 16.** The exam is now ready for the learner to sit offline

1.1. Sitting the exam

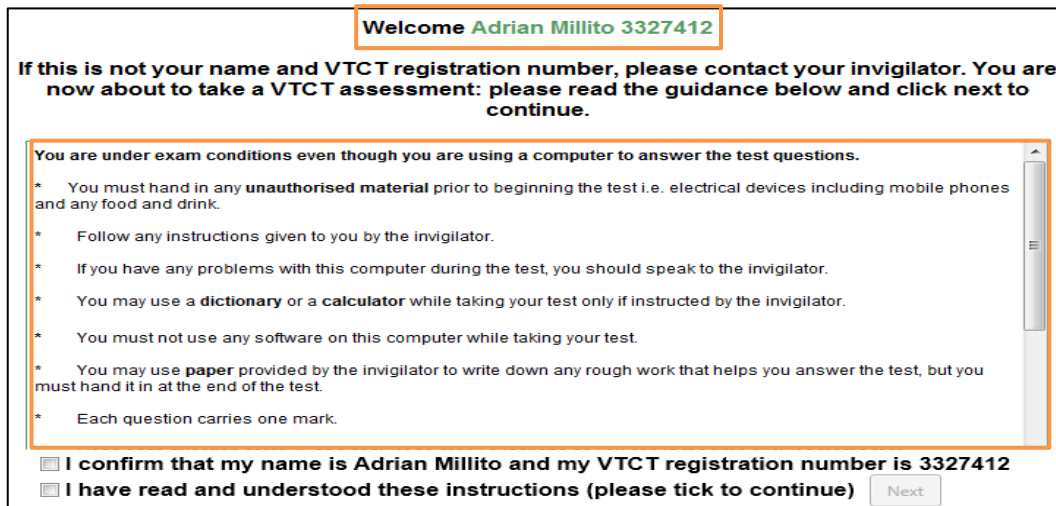
1. Open X-AMS offline – **NB:** The minimum screen size for Offline X-AMS is 1024 x 768



2. Making sure that the Student Logon tab is selected, the learner enters their User ID and Password – Refer to the Attendance or Learner login sheet for details

3. On the Welcome screen the learner must: Check their name and VTCT registration number and read through the Rubric



Welcome Adrian Millito 3327412

If this is not your name and VTCT registration number, please contact your invigilator. You are now about to take a VTCT assessment: please read the guidance below and click next to continue.

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 may use a **dictionary** or a **calculator** while taking your test only if instructed by 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.
- * Each question carries one mark.

☐ I confirm that my name is Adrian Millito and my VTCT registration number is 3327412

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

4. Once they have done this they must confirm their name/VTCT registration number and that they have read and understood the instructions. Then select Next

☒	I confirm that my name is Adrian Millito and my VTCT registration number is 3327412	
☒	I have read and understood these instructions (please tick to continue)	Next

5. Before starting their test, it is recommended that the learner sits the Practice assessment. Sitting the Practice assessment will get the learner used to layout of the testing system. To sit the Practice test select Start and follow the instructions

Select Assessment	
Assessment Name	
Practice assessment	Start
UB100B1A - Prepare and maintain salon treatment work areas	Start

6. Once the learner is happy to start their live test, select Start

Select Assessment	
Assessment Name	
Practice assessment	Start
UB100B1A - Prepare and maintain salon treatment work areas	Start

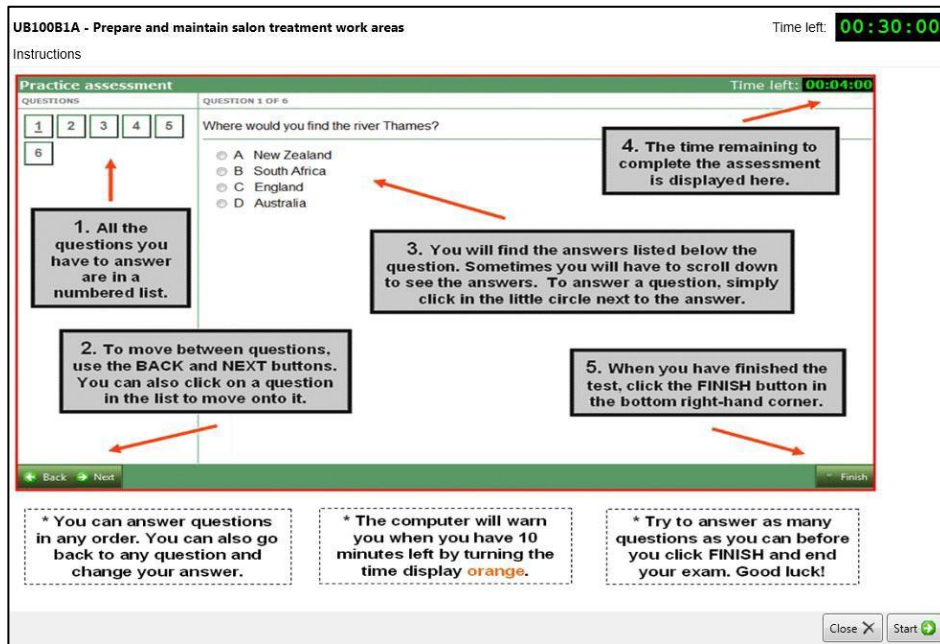
7. The invigilator will now need to enter the schedule Password and then select Submit. This password is located on the Attendance and Learner login sheet and was set when the schedule was created

Exam Password	
	This assessment requires a password. Please enter the password below and click the 'submit' button.
Password:	Submit

Example of Attendance sheet

 Linux2Achieve	
Schedule - Offline instruction test	
College:	VTCT Test College
Assessment:	UB100B1A - Prepare and maintain salon treatment work areas
Start:	02/05/2013 09:55
End:	09/05/2013 10:00
Duration:	30 mins
Created:	02/05/2013 09:48
Password:	test

8. Now follow the onscreen instructions



UB100B1A - Prepare and maintain salon treatment work areas Time left: 00:30:00

Instructions

Practice assessment Time left: 00:04:00

QUESTIONS

1 2 3 4 5 6

QUESTION 1 OF 6

Where would you find the river Thames?

☐ A New Zealand
☐ B South Africa
☐ C England
☐ D Australia

1. All the questions you have to answer are in a numbered list.

2. To move between questions, use the BACK and NEXT buttons. You can also click on a question in the list to move onto it.

3. You will find the answers listed below the question. Sometimes you will have to scroll down to see the answers. To answer a question, simply click in the little circle next to the answer.

4. The time remaining to complete the assessment is displayed here.

5. When you have finished the test, click the FINISH button in the bottom right-hand corner.

Back Next Finish

* You can answer questions in any order. You can also go back to any question and change your answer.

* The computer will warn you when you have 10 minutes left by turning the time display orange.

* Try to answer as many questions as you can before you click FINISH and end your exam. Good luck!

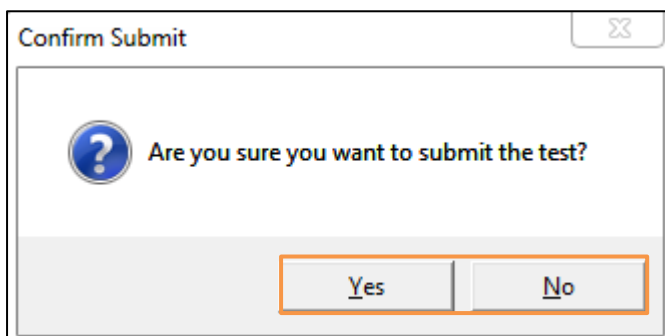
Close X Start

9. Once the learner has answered all questions, select Finish



10. Providing the learner is happy to submit, select Yes (If the learner selects Yes but has not provided an answer to all questions they will receive a warning message)

If they want to return to the test, select No



Confirm Submit

Are you sure you want to submit the test?

Yes No

11. Now follow the onscreen instructions

UB100B1A - Prepare and maintain salon treatment work areas

Instructions

You have completed your assessment.

You must now logout of the system. Click the CLOSE button below and you will be taken back to the test selection screen. Then click LOGOUT in the top right hand corner to logout of the system.

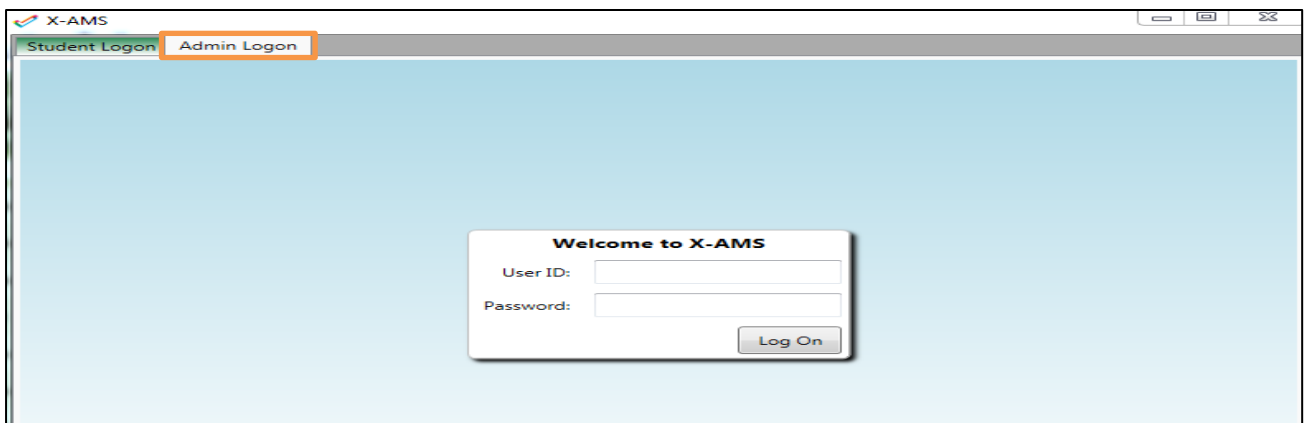
12. The test is now complete. Please refer to the “How to view results” document on the About e-testing page for instructions on how to view results

1.1.1. Accessing results

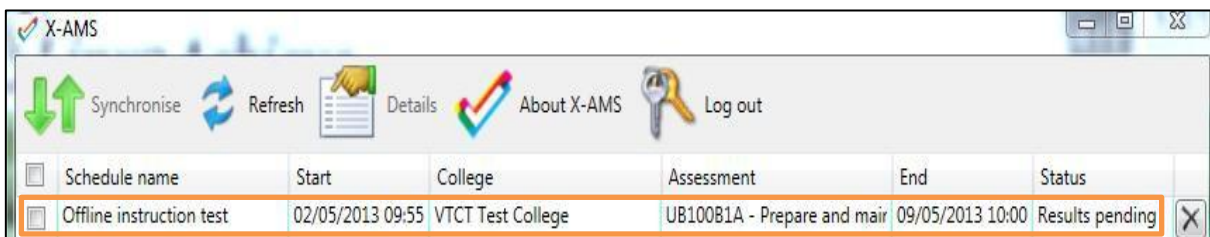
1. You must be online for the whole of this process - Open X-AMS Offline on the machine that the learner used to sit the offline test



2. Making sure that you are on the Admin Logon tab, logon with your usual Linx2Achieve User ID/Password.

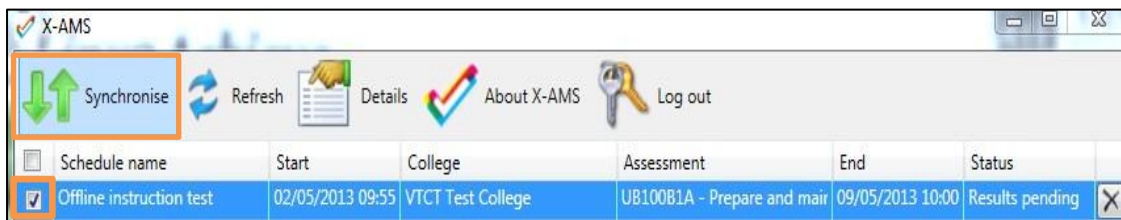


3. The completed test(s) result will be ready to upload

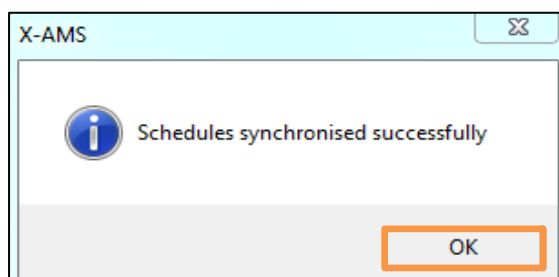


Schedule name	Start	College	Assessment	End	Status
Offline instruction test	02/05/2013 09:55	VTCT Test College	UB100B1A - Prepare and mair	09/05/2013 10:00	Results pending

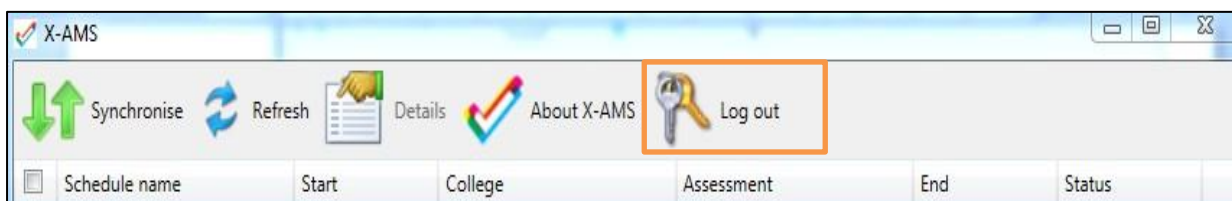
4. To upload the result(s), select the checkbox next to the schedule name(s), then click on Synchronise



If the upload is successful you will receive the following message. Select OK

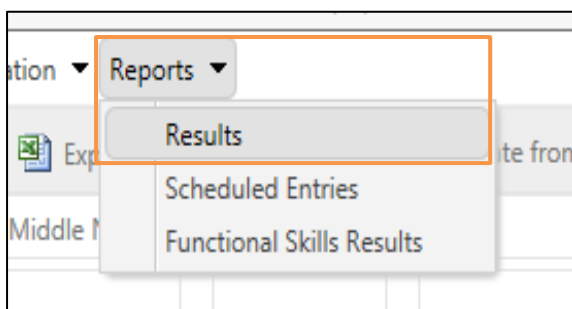


Remember to Log out

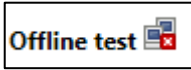


5. Now open Linx2Achieve online and login with your usual Linx2Achieve User ID/Password (This does not have to be done on the machine that the learner used to sit the test)

6. From the Reports tab, select Results



You can now view/print the result(s) in the usual way. The below icon indicates that the assessment was sat Offline.



2. Help and support

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