

Scheduling PTQ exams and internal assignment units

November 2024



Contents

1. Scheduling PTQ exams 3

2. Scheduling internal assignment units / NEA 8

3. Viewing and editing a schedule11

4. Help and support.....12

1. Scheduling PTQ exams

Online assessment administration is performed within our Linx2Achieve e-testing system. For a login link please go to the [About e-testing page](#).

For details of PTQ qualification deadline dates go to:

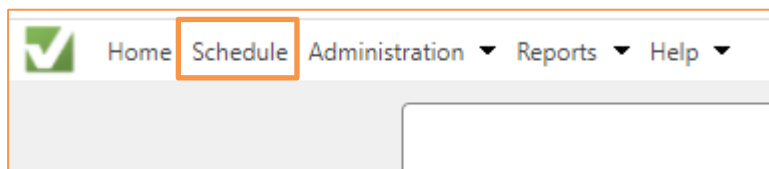
- <https://www.vtctskills.org.uk/qualifications/>
- Locate the relevant qualification and click on the qualification title link
- Select the Documents tab
- Open the Key Dates document

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

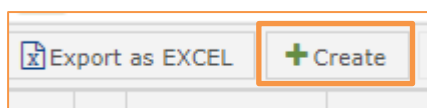
Safe Exam Browser is a web browser environment to carry out e-assessments safely. The software turns any computer temporarily into a secure workstation. It controls access to resources like system functions, other websites and applications and prevents unauthorised resources being used during an exam. 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.

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](#).

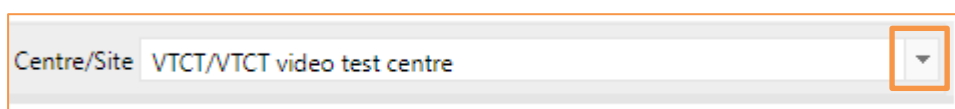
1. Select the Schedule option.



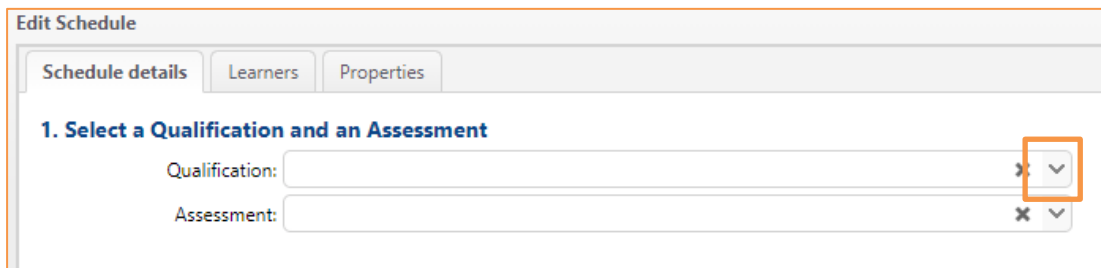
Select +Create.



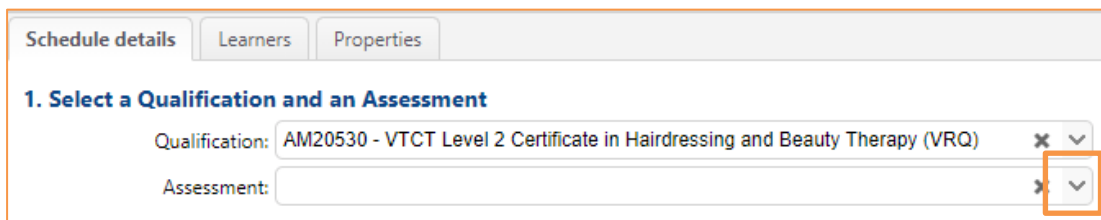
If your Linx2Achieve account is assigned to multiple sites, the +Create button will be greyed out. To enable the +Create button, you will first need to select the site you wish to create the schedule for.



- To select the assessment first select the qualification.



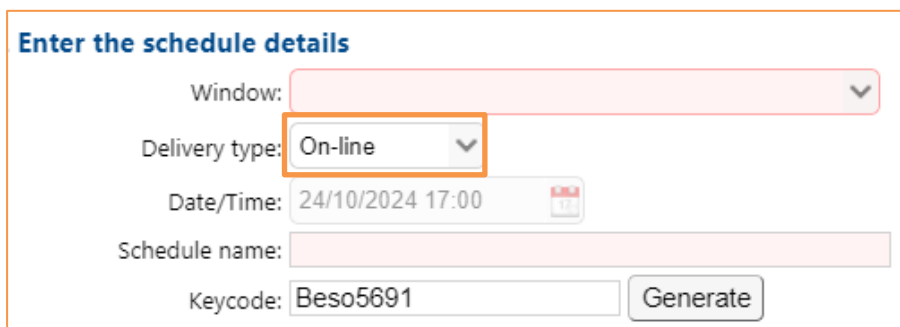
Now when selecting the assessment, only assessments relevant to the qualification selected will be listed.



- Select the series window (the window in which the learners will be sitting).



- Select the Delivery type. If paper-based, papers are sent directly to the centre shortly before the assessment window.



5. Select the date and time that the learner(s) will be sitting the assessment.

Each window has set dates which the assessment can be scheduled on. Refer to the qualification key dates document for further information.

- For qualification CO2A5 learners have 30 minutes either side of the selected start time to login and start the assessment
- For all other PTQ qualifications learners will have one hour either side of the selected start time to login and start the assessment
- For paper based - this is the time that the learner(s) must start the exam



Enter the schedule details

Window:

Delivery type:

Date/Time:

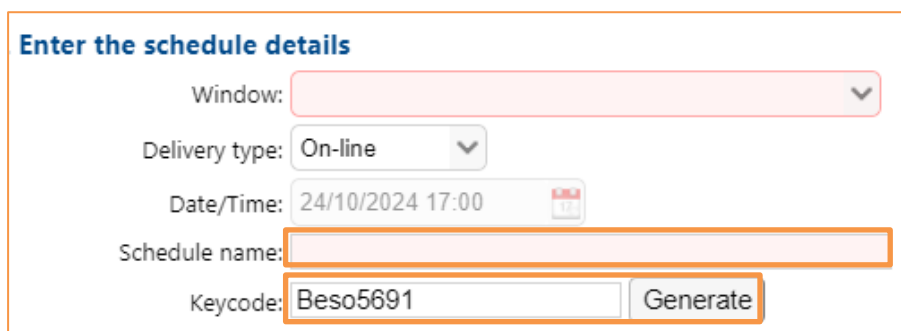
Schedule name:

Keycode:

6. Give the schedule a name. The name is for reference only and can be used to locate the details or results for a Schedule.

The Keycode (applies to online delivery only):

The Keycode is used by the Invigilator to start the assessment - **this is not the learners' login password**. The Keycode is set by default; you can generate another Keycode by selecting the Generate button but cannot insert your own. This is to ensure that each schedule has a unique Keycode.



Enter the schedule details

Window:

Delivery type:

Date/Time:

Schedule name:

Keycode:

7. Select 'Click here to pick the learners'.

Add learners to this schedule

Click here to pick the learners Click here to add a cohort

8. You will be presented with a list of learners that are eligible for the assessment selected. To find a learner you can:

- Type a learner VTCT registration number in the Learner ID search box and hit enter (recommended)
- Arrange the learners in alphabetical order by clicking on the Last/First Name headers
- Type in a Last or First name in the Last or First name search boxes and hit enter

Pick Learners

☐	Last Name	First Name	Learner ID
☐	Test1	Vtct	vtcttest1

Page 1 of 1

9. Once located, to select a learner click on the check box to the left of their last name.

Pick Learners

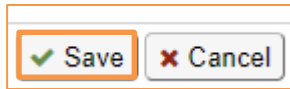
☐	Last Name	First Name	Learner ID
☒	Test1	Vtct	vtcttest1

Page 1 of 1

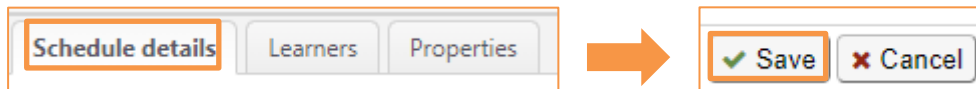
Repeat these steps to select more learners.

If you are unable to locate a learner, please first check whether they have already passed the assessment. If the learner has not passed the test and you are still unable to locate them please email customersupport@vtct.org.uk with the details or call +44 (0) 2380 684500.

10. Once all applicable learners have been added, select Save.



11. Once all the schedule details are complete and the relevant learners added, from the Schedule tab select Save.



12. The schedule is now complete and the details will be displayed on-screen.

Schedules are listed by Start date. If the Start date of the schedule you have created is more than 1 month ahead of the current date then it will not be listed; change the “To” date to the relevant start date to view it.



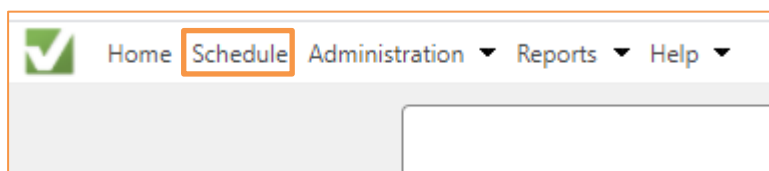
2. Scheduling internal assignment units / NEA

Online assessment administration is performed within our Linx2Achieve e-testing system. For a login link please go to the [About e-testing page](#).

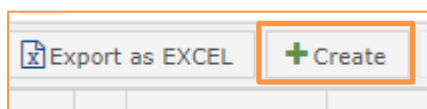
For details of PTQ qualification deadline dates go to:

- <https://www.vtctskills.org.uk/qualifications/>
- Locate the relevant qualification and click on the qualification title link
- Select the Documents tab
- Open the Key Dates document

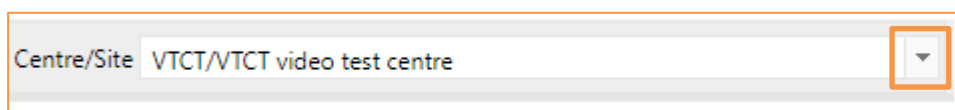
1. Select the Schedule option.



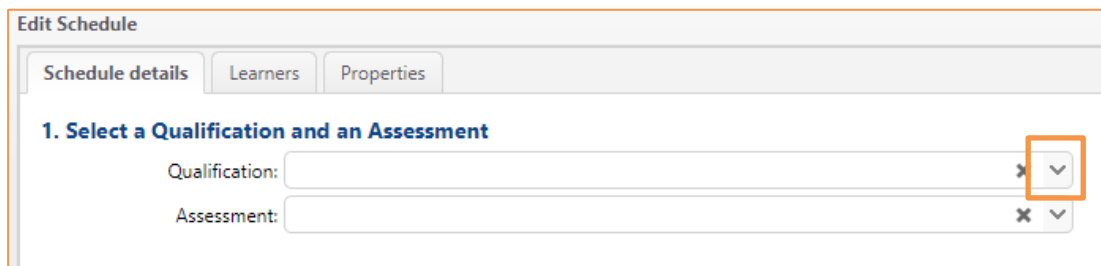
2. Select +Create.



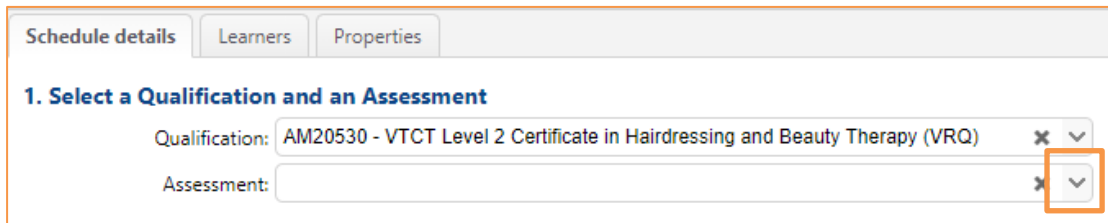
3. If your Linx2Achieve account is assigned to multiple sites, the +Create button will be greyed out. To enable the +Create button, you will first need to select the site you wish to create the schedule for.



4. To select the assessment first select the qualification.



Now when selecting the assessment, only assessments relevant to the qualification selected will be listed.



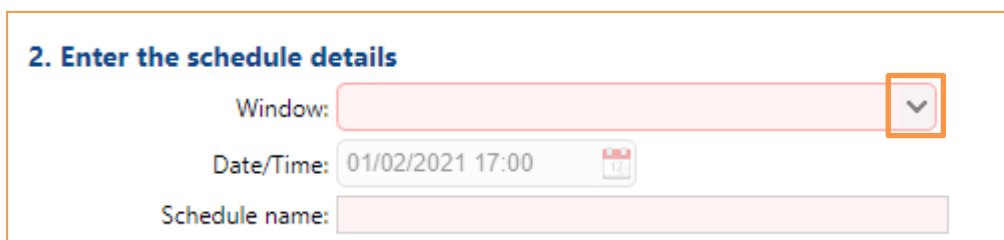
Schedule details | Learners | Properties

1. Select a Qualification and an Assessment

Qualification: AM20530 - VTCT Level 2 Certificate in Hairdressing and Beauty Therapy (VRQ) x v

Assessment: x v

5. Select the series window (the window in which the learners will be submitting evidence).



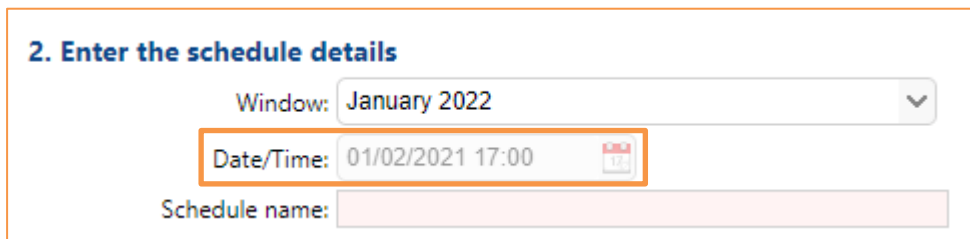
2. Enter the schedule details

Window: v

Date/Time: 01/02/2021 17:00

Schedule name:

6. The date/time displayed by default is the deadline date for the marking, moderation and submission of internally marked assessments. The date/time cannot be amended.



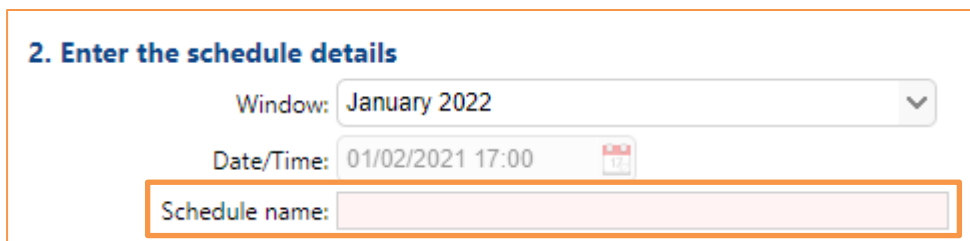
2. Enter the schedule details

Window: January 2022 v

Date/Time: 01/02/2021 17:00

Schedule name:

7. Enter a schedule name. The name is for reference and can be used to locate the details for a schedule.



2. Enter the schedule details

Window: January 2022 v

Date/Time: 01/02/2021 17:00

Schedule name:

8. Select 'Click here to pick the learners'.

2. Enter the schedule details

Window: January 2022 ▼

Date/Time: 01/02/2021 17:00 

Schedule name: test

3. Add learners to this schedule

Click here to pick the learners **Click here to add a cohort**

9. You will be presented with a list of learners that are eligible for the assessment selected. To find a learner you can:

- Type a learner VTCT registration number in the Learner ID search box and hit enter (recommended)
- Arrange the learners in alphabetical order by clicking on the Last/First Name headers
- Type in a Last or First name in the Last or First name search boxes and hit enter

Pick Learners			
☐	Last Name	First Name	Learner ID
☐			
☐	Test1	Vtct	vtcttest1
⏪ ⏩ Page 1 of 1 ⏪ ⏩			

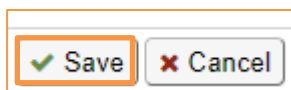
10. Once located, to select a learner click on the check box to the left of their last name.

Pick Learners			
☐	Last Name	First Name	Learner ID
☐			
☒	Test1	Vtct	vtcttest1
⏪ ⏩ Page 1 of 1 ⏪ ⏩			

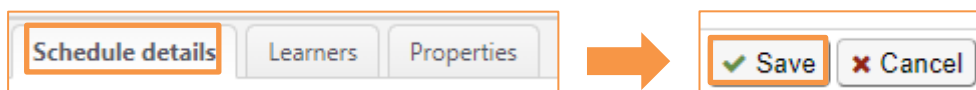
Repeat these steps to select more learners.

If you are unable to locate a learner, please first check whether they have already passed the assessment. If the learner has not passed the test and you are still unable to locate them please email customersupport@vtct.org.uk with the details or call +44 (0) 2380 684500.

11. Once all applicable learners have been added, select Save.



12. Once all the schedule details are complete and the relevant learners added, from the Schedule tab select Save.



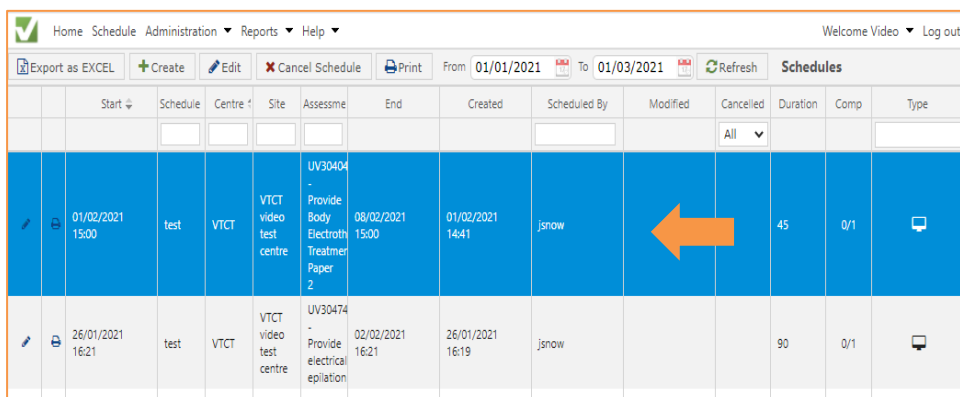
13. The schedule is now complete and the details will be displayed on-screen.

Schedules are listed by Start date. If the Start date of the schedule you have created is more than 1 month ahead of the current date then it will not be listed; change the “To” date to the relevant start date to view it.



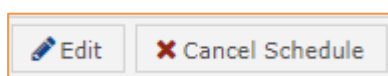
3. Viewing and editing a schedule

1. A schedule can be edited or cancelled up until the deadline for entries. First select the schedule to highlight it.



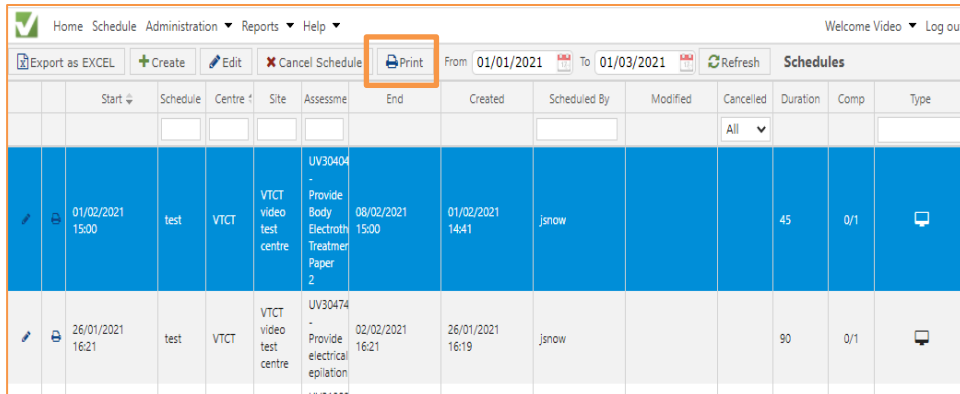
	Start	Schedule	Centre	Site	Assessme	End	Created	Scheduled By	Modified	Cancelled	Duration	Comp	Type
	01/02/2021 15:00	test	VTCT	VTCT video test centre	UV30404 - Provide Body Electroth Treatment Paper 2	08/02/2021 15:00	01/02/2021 14:41	jsnow			45	0/1	
	26/01/2021 16:21	test	VTCT	VTCT video test centre	UV30474 - Provide electrical epilation	02/02/2021 16:21	26/01/2021 16:19	jsnow			90	0/1	

Then select the Edit or Cancel Schedule buttons.



If the deadline for entries has passed and you need to edit/cancel a schedule please email exams@vtct.org.uk

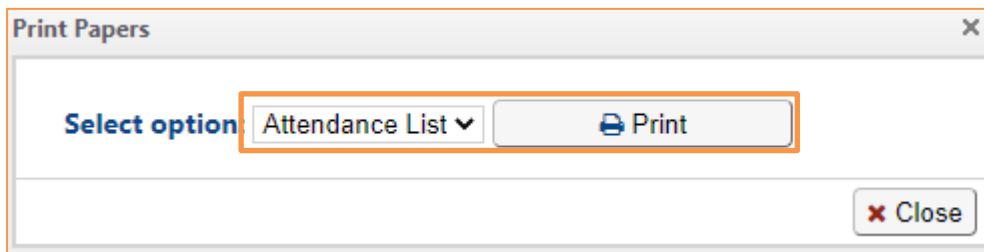
2. To view/print select the Print button.



The screenshot shows the 'Schedules' interface. The 'Print' button is highlighted with an orange box. The interface includes a navigation bar with 'Home', 'Schedule', 'Administration', 'Reports', and 'Help'. Below the navigation bar are buttons for 'Export as EXCEL', 'Create', 'Edit', 'Cancel Schedule', and 'Print'. The 'Print' button is highlighted. The main area displays a table of schedules with columns: Start, Schedule, Centre, Site, Assessment, End, Created, Scheduled By, Modified, Cancelled, Duration, Comp, and Type. Two rows of data are visible, both with blue backgrounds.

Start	Schedule	Centre	Site	Assessment	End	Created	Scheduled By	Modified	Cancelled	Duration	Comp	Type
01/02/2021 15:00	test	VTCT	VTCT video test centre	UV30404 - Provide Body Electroth Treatment Paper 2	08/02/2021 15:00	01/02/2021 14:41	jsnow			45	0/1	
26/01/2021 16:21	test	VTCT	VTCT video test centre	UV30474 - Provide electrical epilation	02/02/2021 16:21	26/01/2021 16:19	jsnow			90	0/1	

3. Select what you would like to view/print and then select Print.



The screenshot shows the 'Print Papers' dialog box. It has a title bar with a close button. Inside, there is a label 'Select option' followed by a dropdown menu showing 'Attendance List'. To the right of the dropdown is a 'Print' button with a printer icon. At the bottom right is a 'Close' button with a red 'X' icon.

4. Help and support

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