VTCT Skills

Scheduling assessments with cohorts

November 2024

Version 8.0

Information Classification: Public
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Contents

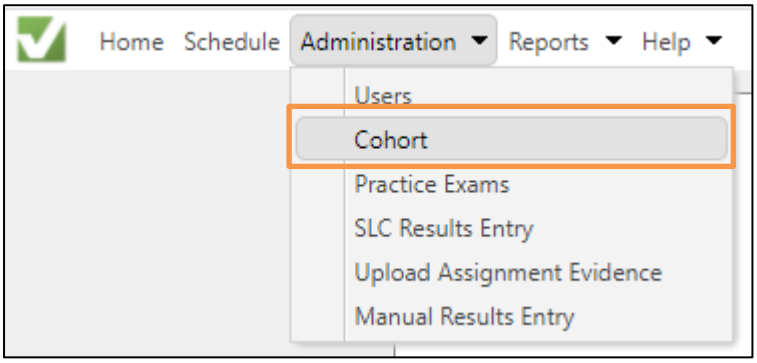
1. Creating a cohort 3
1.1. Creating the schedule 6
1.2. Removing a learner from an active schedule 14
2. Help and support 15

1. Creating a cohort

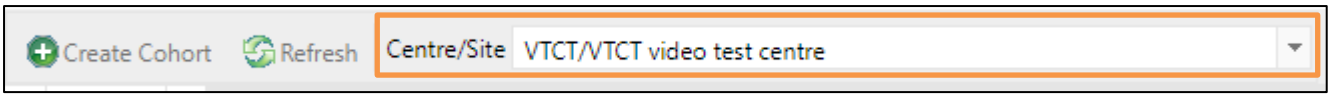
Online assessment administration is performed within our Linx2Achieve e-testing system. For a login link please go to the About e-testing page.

The Cohorts function enables a centre to create different cohorts of learners that can be added as a group to a schedule. Centres may find this helpful if the same cohort of learners are going to be added to schedules regularly.

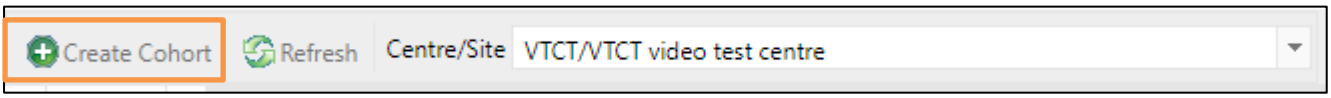
1) From the Administration tab, select Cohort.



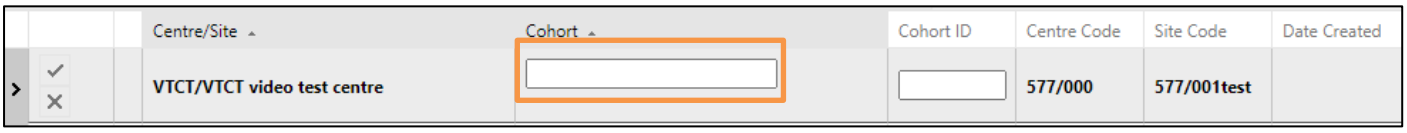
2) If your Linx2Achieve account is assigned to multiple sites, select the site you wish to create the cohort for first...



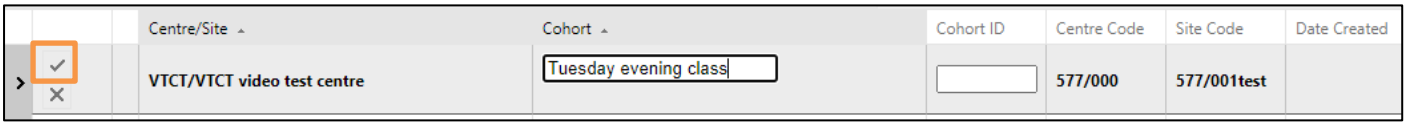
Then select Create Cohort.



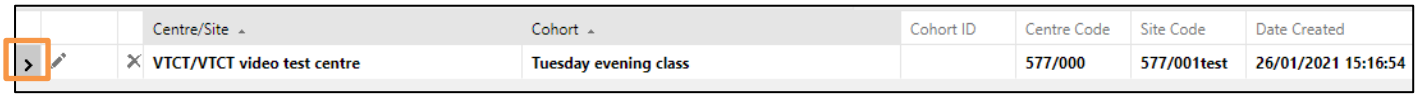
3) Give the cohort a unique name, for example: Tuesday evening class.



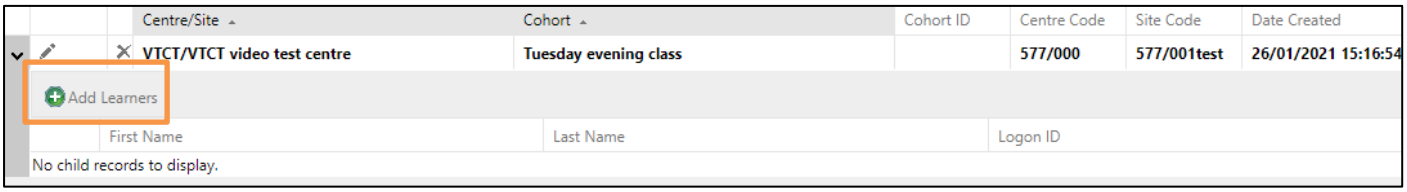
4) Select the save tick.



5) Select the expand icon >.

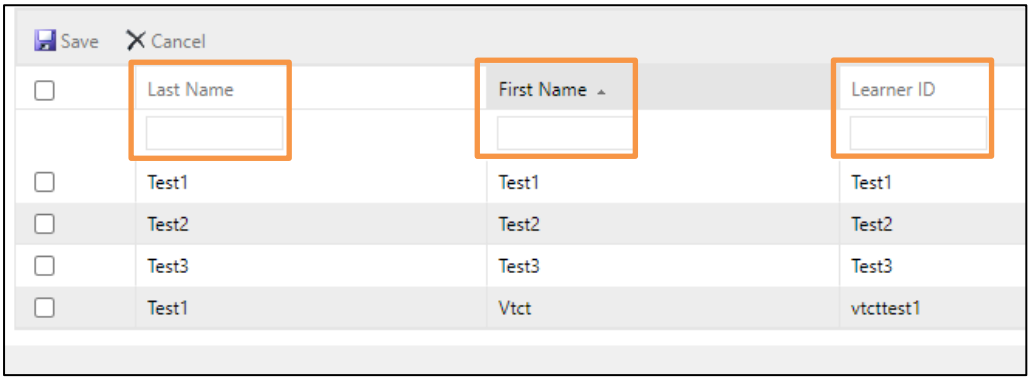


6) Select Add Learners.

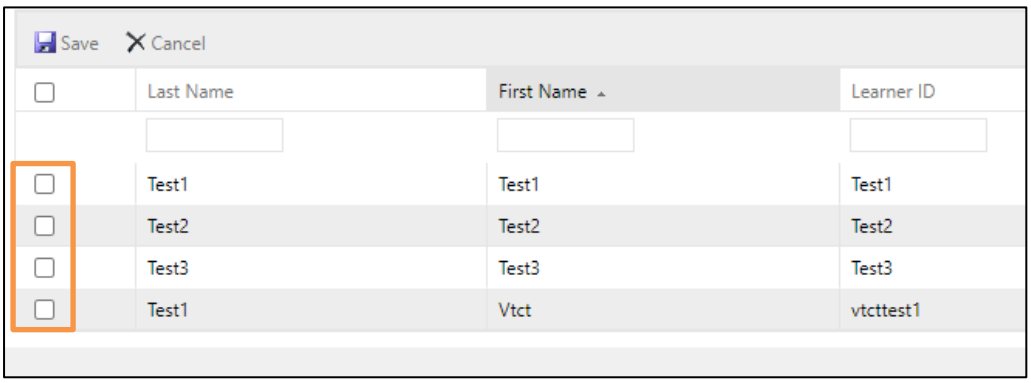


7) You will be presented with a list of learners that you can add to the cohort. To find a learner you can:

- 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

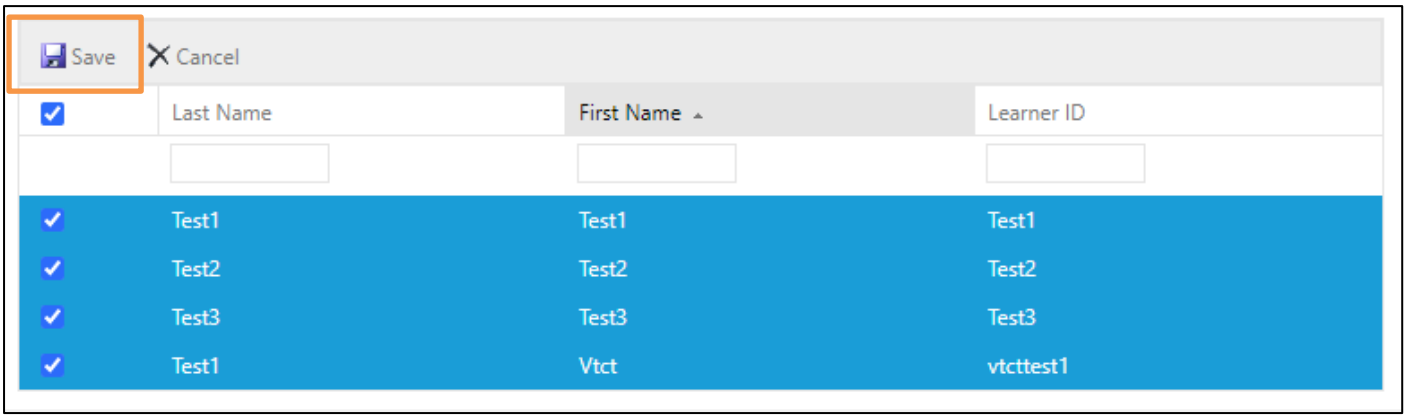


8) To select learners to add to the cohort, click on the check box to the left of their last name.

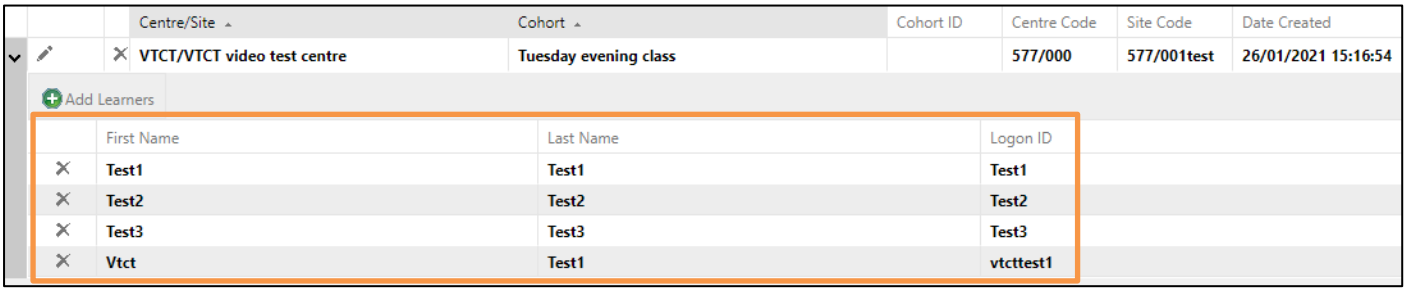


If you are unable to locate a learner email linx2logins@vtctskills.org.uk with the details or call +44 (0) 2380 684522.

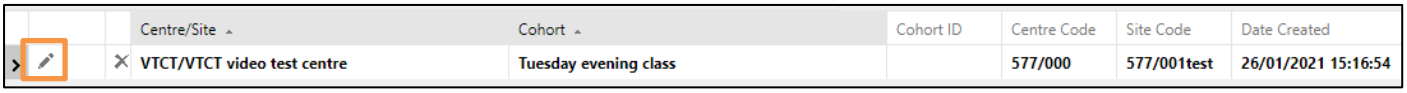
9) Once all learners you want to add to the cohort have been selected, click on Save.



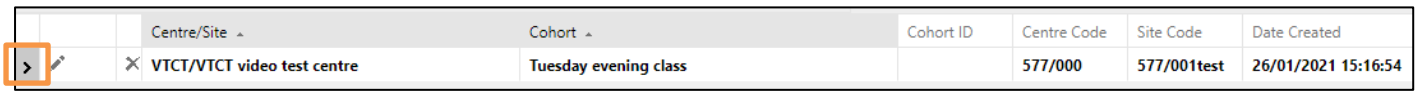
10) The selected learners will be displayed and the cohort has been created.



11) You can edit a cohort name by selecting the edit (pencil) icon.

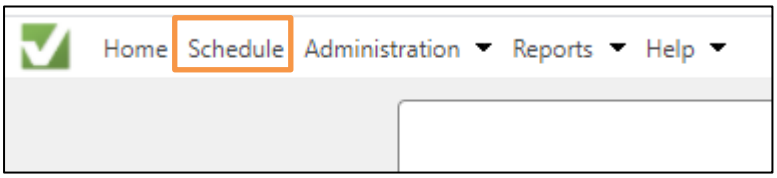


12) You can edit the learners assigned to a cohort by selecting the expand icon.



1.1. Creating the schedule

1) Select the Schedule button.



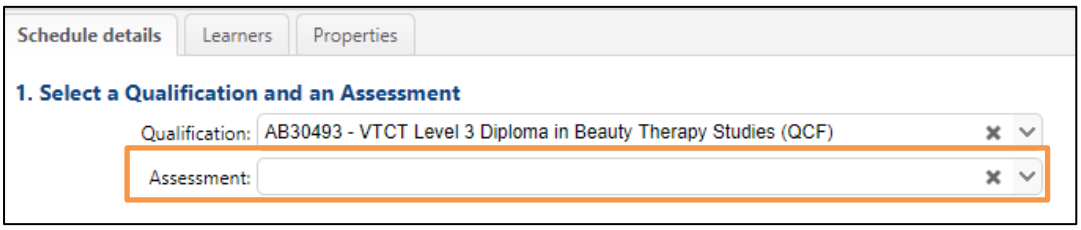
2) Then select +Create.

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.

3) Selecting the Assessment.

To select the assessment, first select the qualification.

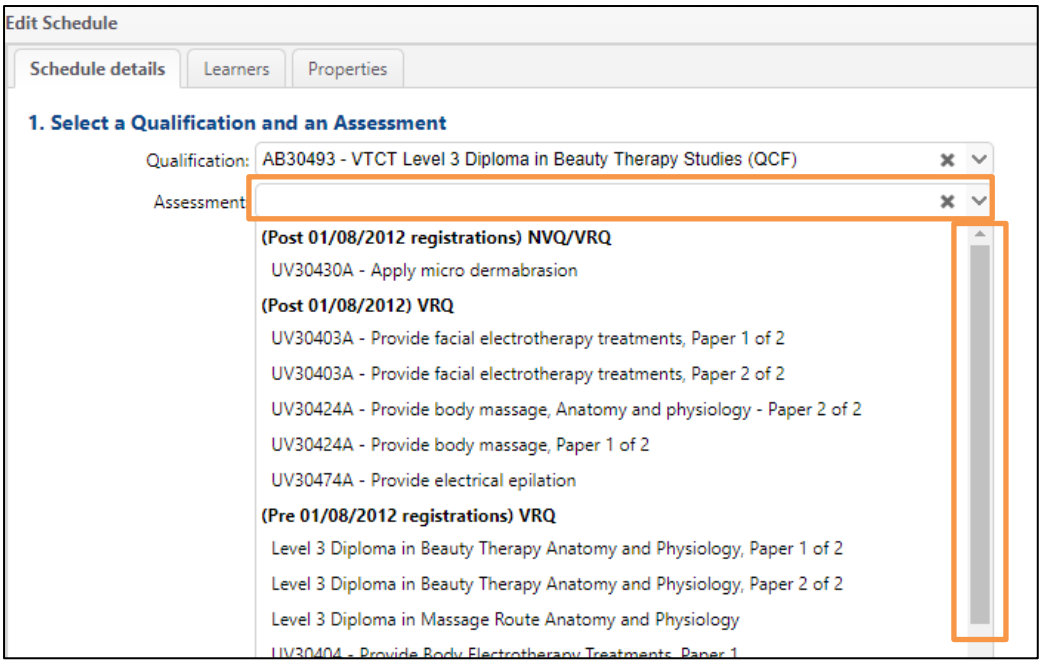
Now when selecting the assessment, only assessments relevant to the qualification selected will be listed.



4) To find an assessment you can:

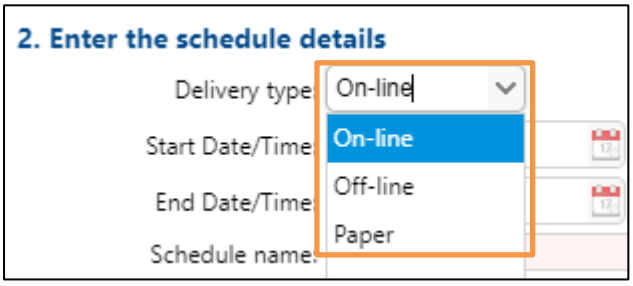
- Scroll through the drop down list
- Start typing in the unit code or keyword from the assessment title

Once located, click on the applicable assessment to select it.



5) Select the Delivery type.

Please note that delivery type Paper is not available for all exams. If you require a paper based exam and delivery type Paper is not available then please email a request to exams@vtctskills.org.uk



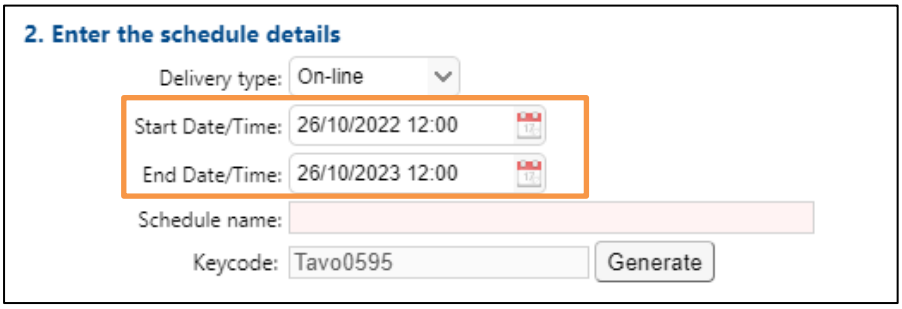
6) Set the start and end time of the schedule window.

- For online/offline exams this is the time frame in which a learner can start the assessment
- For paper based exams this is the window in which the paper* and answer guide** can be downloaded
    - *papers can be downloaded from 24 hours prior to the schedule start date/time
    - **answer guides can be download after the exam paper has been downloaded, and up to seven days after the schedule end date/time

The default window is 1 week. This can be reduced to 1 day and can also be extended. To change either the start or end Date/Time, use the Date/Time pickers (calendar icons).

Please note that VTCT recommend setting schedule windows of at least 1 week (max 2 months) to allow for mitigating circumstances (fire alarm, loss of internet connection for example).

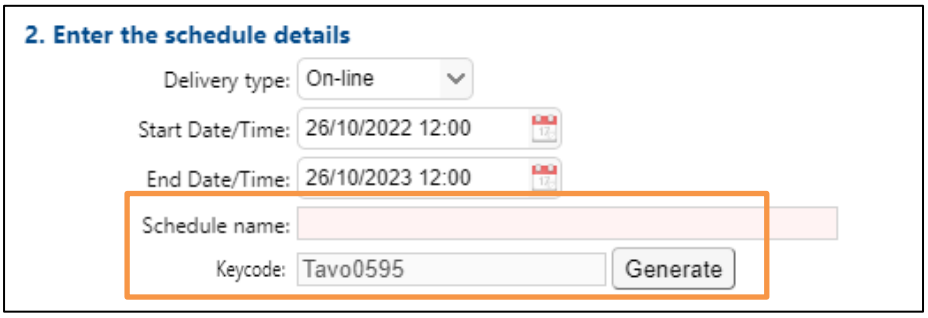
All times are GMT/BST.



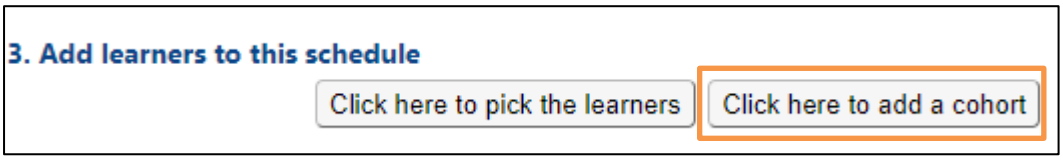
7) Give the schedule a name. The name is for reference only and can be used to locate the details or results for a Schedule.

The Keycode (applies to online delivery only):

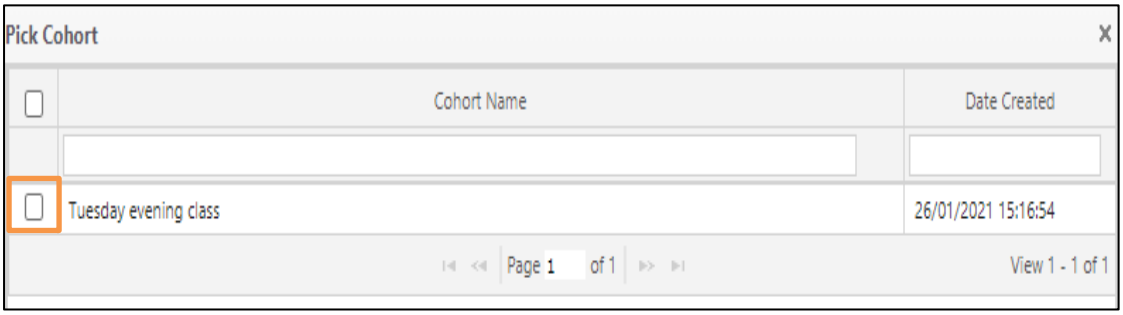
The Keycode is used by the Invigilator to start the assessment - **this is not the learners' login password**. The Keycode is set by default; you can generate another Keycode by selecting the Generate button but cannot insert your own. This is to ensure that each schedule has a unique Keycode.



8) Select 'Click here to add a cohort'.

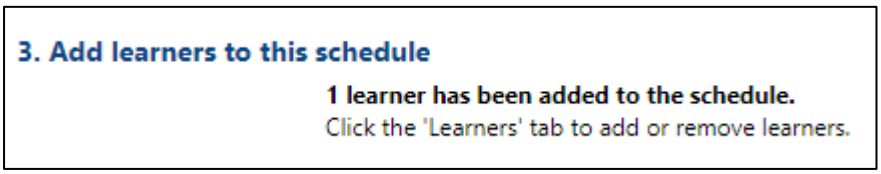


9) Select the appropriate cohort by clicking on the checkbox.



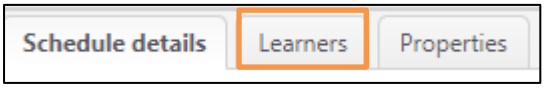
10) Select Save.

11) The number of eligible learners added to the schedule from the selected cohort will be displayed.

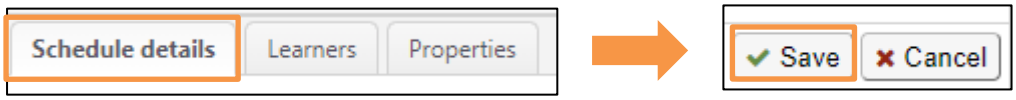


Some learners from the selected cohort may not be added; the most common reason for this is that a learner has already passed the Assessment. For help with viewing learners results open the 'How to access results' guide here.

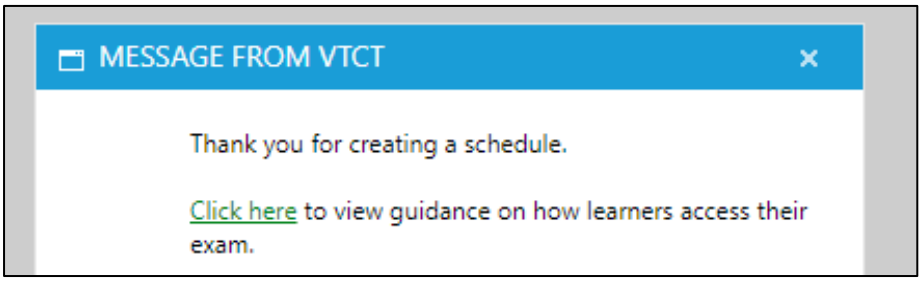
12) To view the learners in more detail or add/remove learners, select the Learners tab.



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



14) Read the message and select OK.



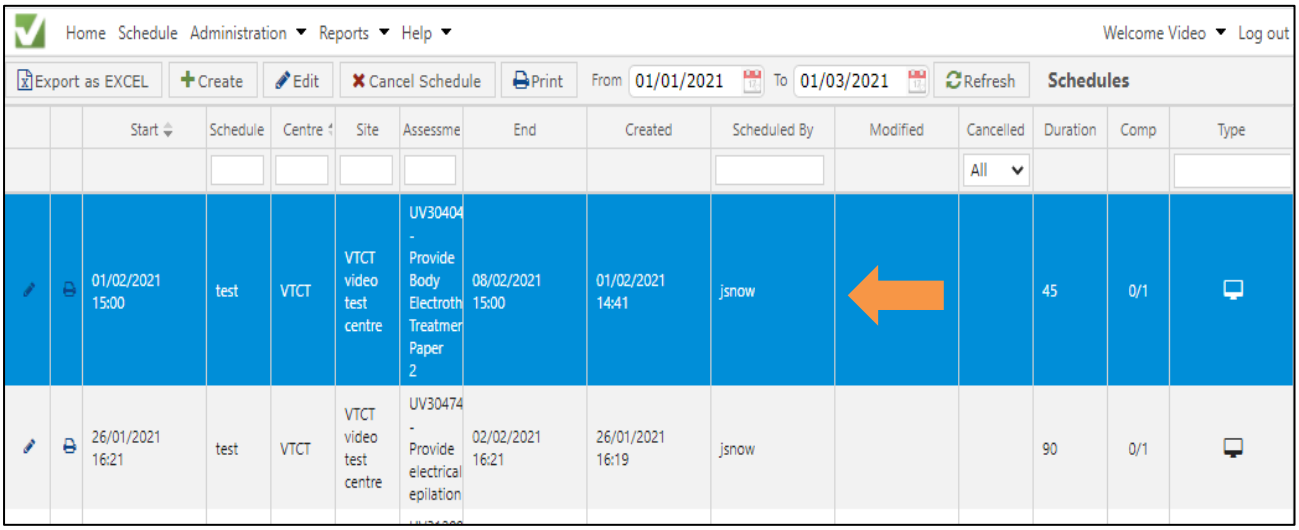
15) The schedule is now complete and the details will be displayed on-screen.

Schedules are listed by Start date. If the Start date of the schedule you have created is >1 month ahead of the current date then it will not be listed; in this scenario, to view the schedule change the "To" date to the relevant start date and then select Refresh.

16) All details for a schedule can be edited up until its start time. A schedule can also be cancelled up until its start time.

The only edit available once a schedule's start time has passed is removing learners; for guidance refer to section 1.2

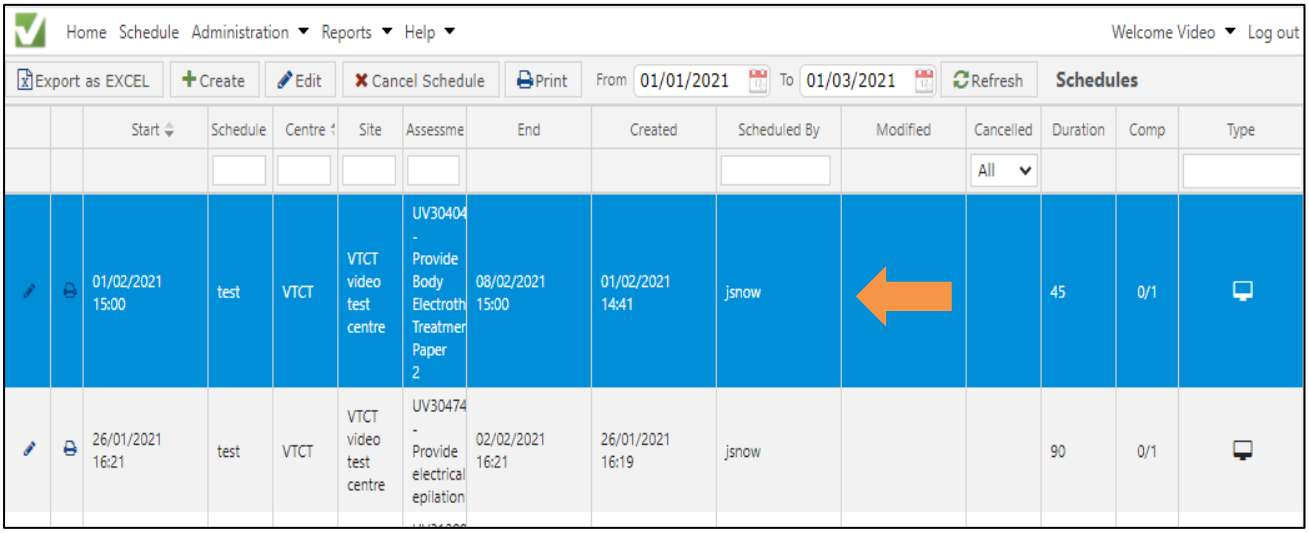
To edit a schedule prior to its start time first select the schedule to highlight it.



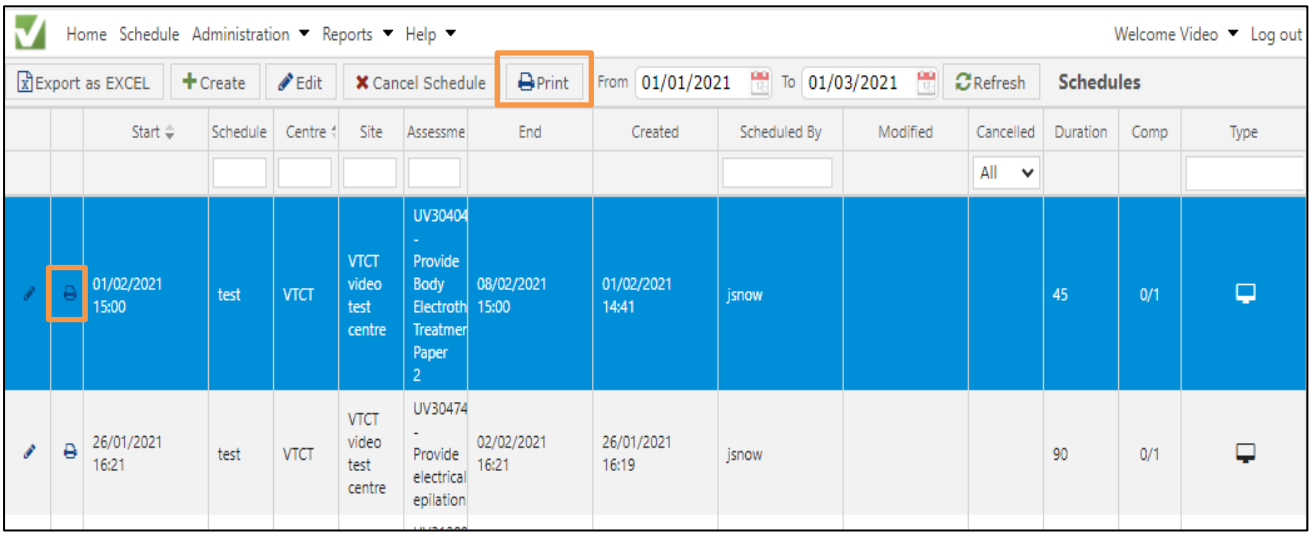
17) Then select the Edit or Cancel Schedule buttons.

See section 1.2 for details on how to remove a learner where the schedule start time has passed.

18) To view/print the attendance sheet, learner login sheets (online/offline exams only) or exam papers/answer guides, first select the schedule to highlight it.

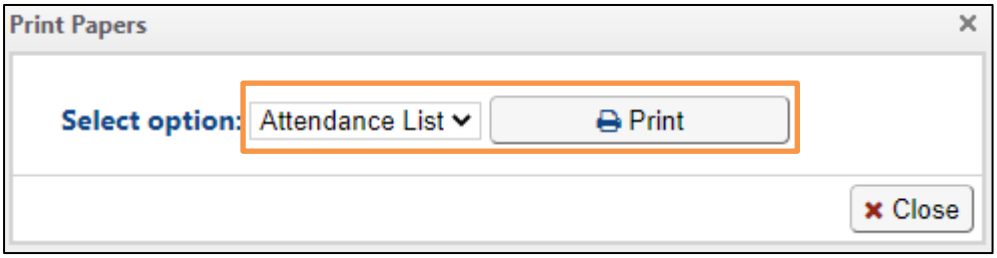


19) Now select either the Print button or print icon.



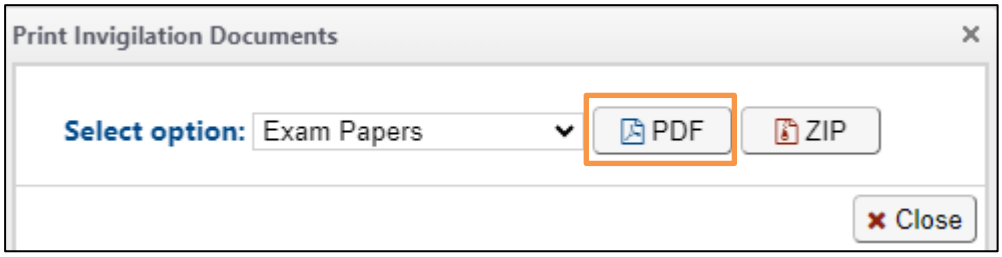
20) Select what you would like to view/print and then select Print.

- Paper based exam papers are available to view/print 24 hours prior to the schedule start date/time
- Answer guides are available to view/print after the exam paper has been viewed/printed, and up to seven days after the schedule end date/time

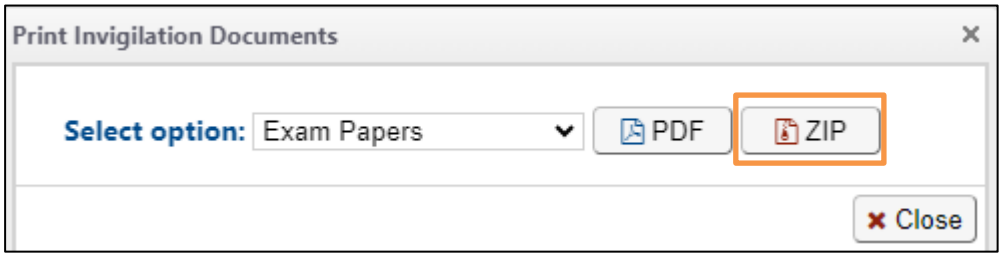


21) There are two download options when printing exam papers:

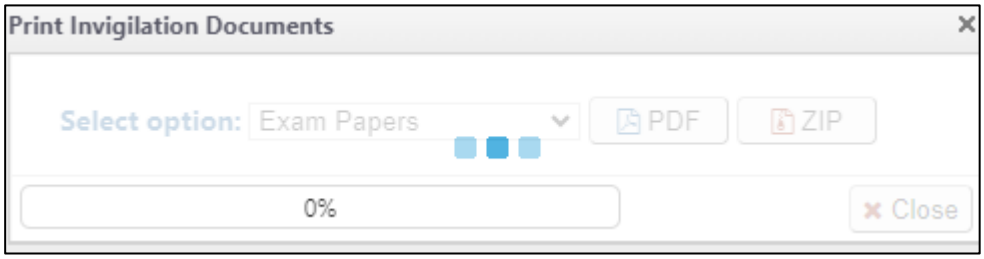
a) Download as PDF. This option will download all exam papers as one PDF.



b) Download as ZIP. This option will download each exam paper as an individual PDF.



For either download option allow the progress bar to reach 100%.

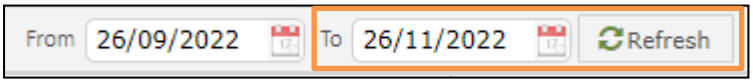


If the PDF/ZIP does not open/download, you may need to turn off pop-up blockers; VTCT recommend that you speak to your IT department for advice.

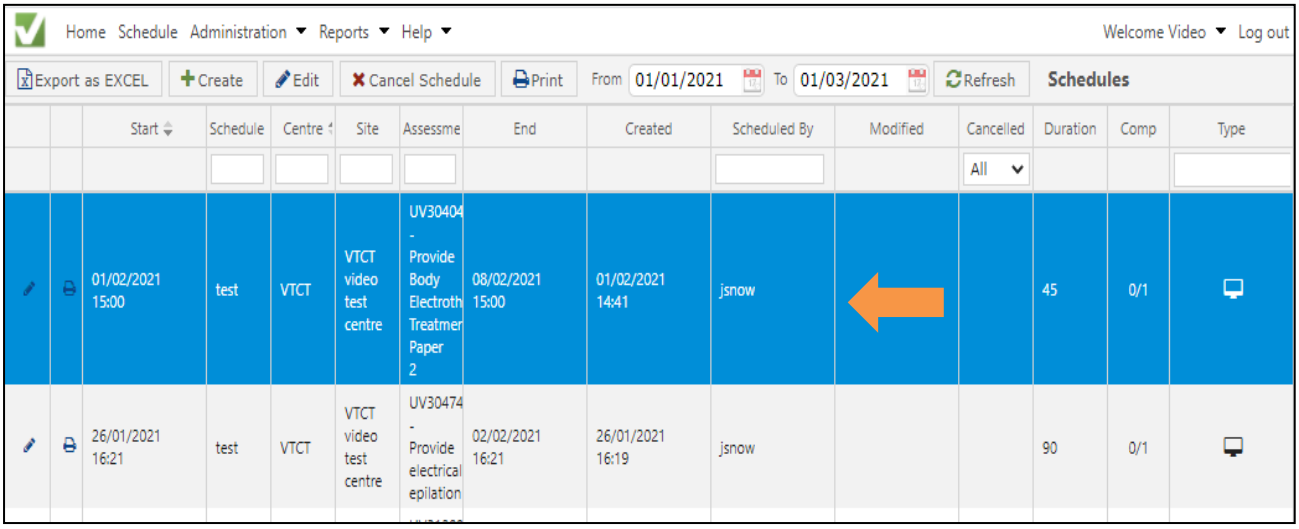
1.2. Removing a learner from an active schedule

1) From the Schedule screen select and highlight the applicable schedule.

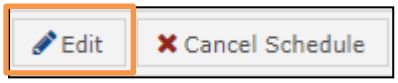
Schedules are listed by Start date. If the Start date of the schedule you have created is >1 month ahead of the current date then it will not be listed; in this scenario, to view the schedule change the “To” date to the relevant start date and then select Refresh.



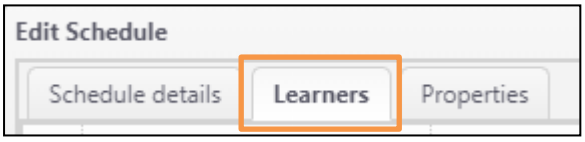
Select applicable schedule to highlight it.



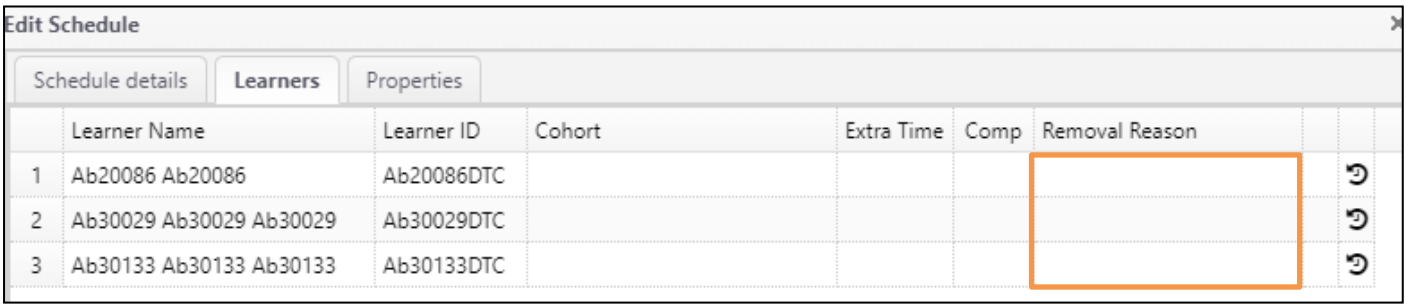
Then select the Edit button.



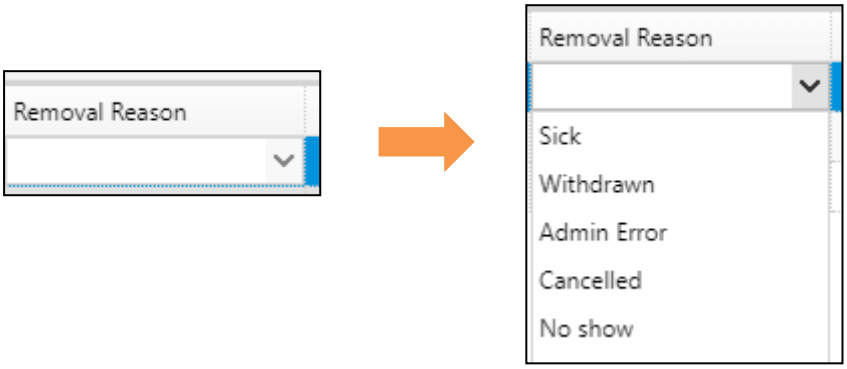
2) Select the learners tab.



3) To the right of the learner you wish to withdraw, click in the Removal Reason field.



4) Select the dropdown arrow and then select the withdrawal reason.



5) Select Save.

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
- Specific exam paper enquiries
  - exams@vtctskills.org.uk