

Scheduling assessments without cohorts

November 2024



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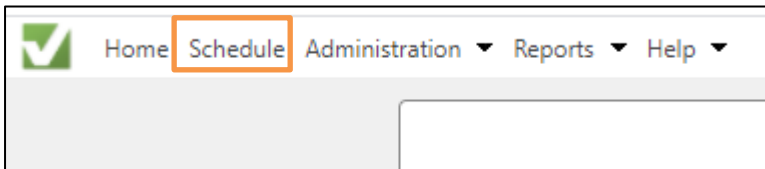
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1. Creating the schedule

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

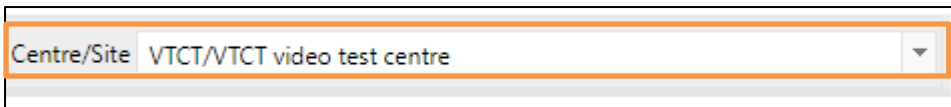
1) Select the Schedule button.



2) Then select +Create.

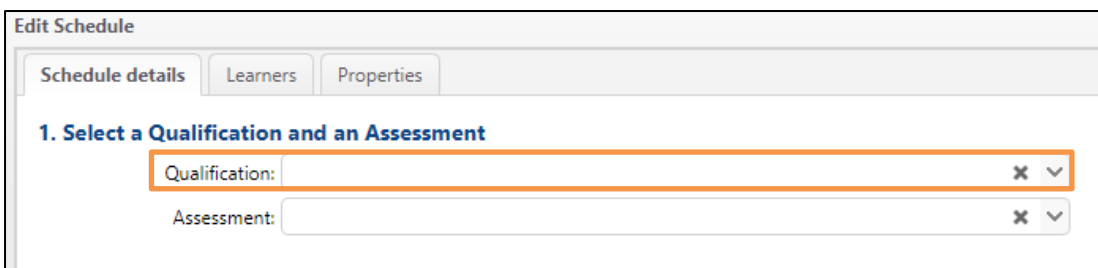


If your Linx2Achieve account is assigned to multiple sites, the +Create button will be greyed out. To enable the +Create button, you will first need to select the site you wish to create the schedule for.

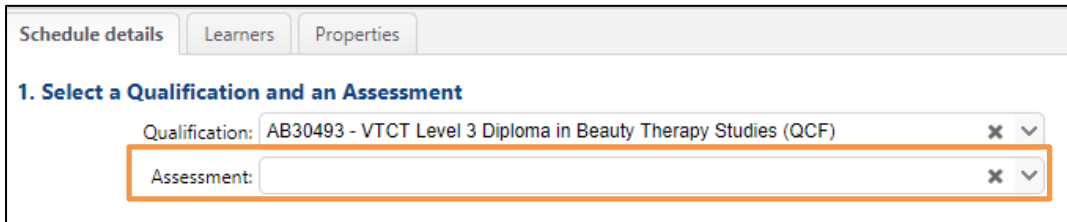


3) Selecting the Assessment.

To select the assessment, first select the qualification.



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



Schedule details | Learners | Properties

1. Select a Qualification and an Assessment

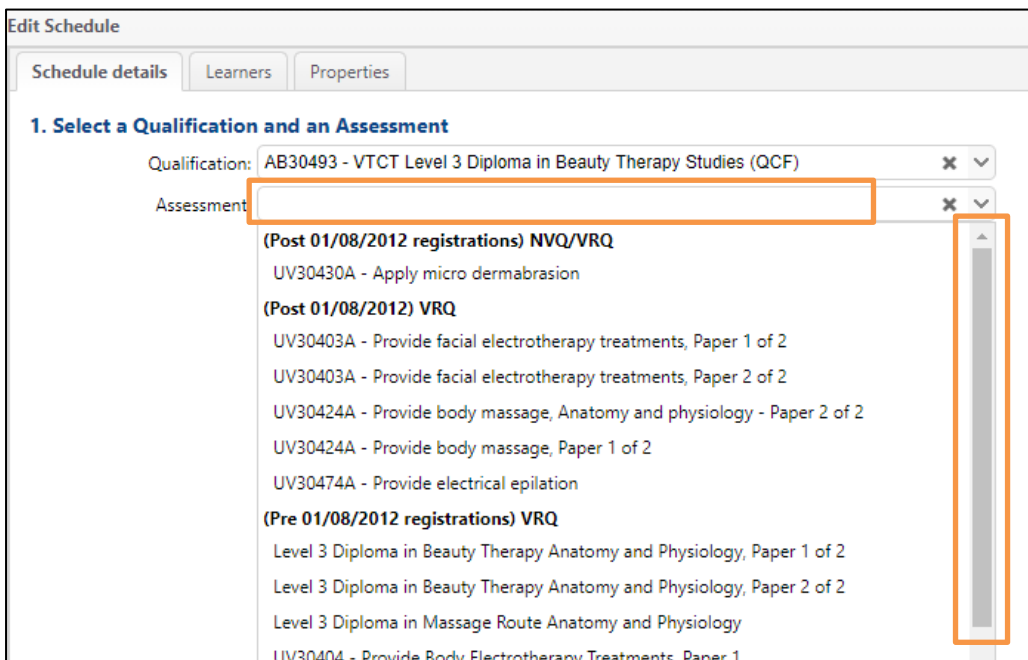
Qualification: AB30493 - VTCT Level 3 Diploma in Beauty Therapy Studies (QCF) x v

Assessment: x v

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.



Edit Schedule

Schedule details | Learners | Properties

1. Select a Qualification and an Assessment

Qualification: AB30493 - VTCT Level 3 Diploma in Beauty Therapy Studies (QCF) x v

Assessment: x v

(Post 01/08/2012 registrations) NVQ/VRQ

UV30430A - Apply micro dermabrasion

(Post 01/08/2012) VRQ

UV30403A - Provide facial electrotherapy treatments, Paper 1 of 2

UV30403A - Provide facial electrotherapy treatments, Paper 2 of 2

UV30424A - Provide body massage, Anatomy and physiology - Paper 2 of 2

UV30424A - Provide body massage, Paper 1 of 2

UV30474A - Provide electrical epilation

(Pre 01/08/2012 registrations) VRQ

Level 3 Diploma in Beauty Therapy Anatomy and Physiology, Paper 1 of 2

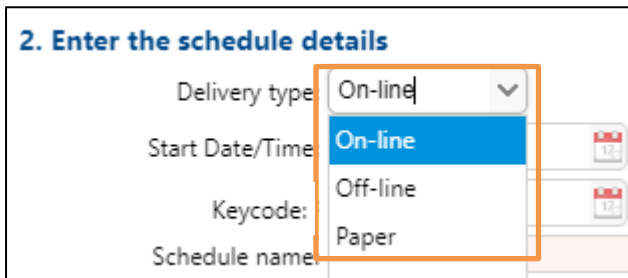
Level 3 Diploma in Beauty Therapy Anatomy and Physiology, Paper 2 of 2

Level 3 Diploma in Massage Route Anatomy and Physiology

UV30404 - Provide Body Electrotherapy Treatments, Paper 1

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



2. Enter the schedule details

Delivery type: On-line

Start Date/Time: On-line

Keycode: Off-line

Schedule name: Paper

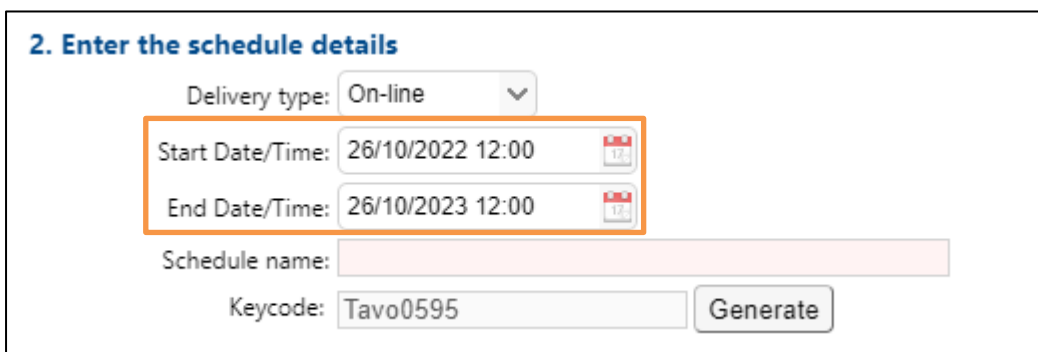
6) Set the start and end time of the schedule window. This window is the time frame in which a learner can log into the system to start the assessment.

- 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.



2. Enter the schedule details

Delivery type: On-line

Start Date/Time: 26/10/2022 12:00

End Date/Time: 26/10/2023 12:00

Schedule name:

Keycode: Tavo0595

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.

2. Enter the schedule details

Delivery type: On-line

Start Date/Time: 26/10/2022 12:00

End Date/Time: 26/10/2023 12:00

Schedule name:

Keycode: Tavo0595 Generate

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

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:

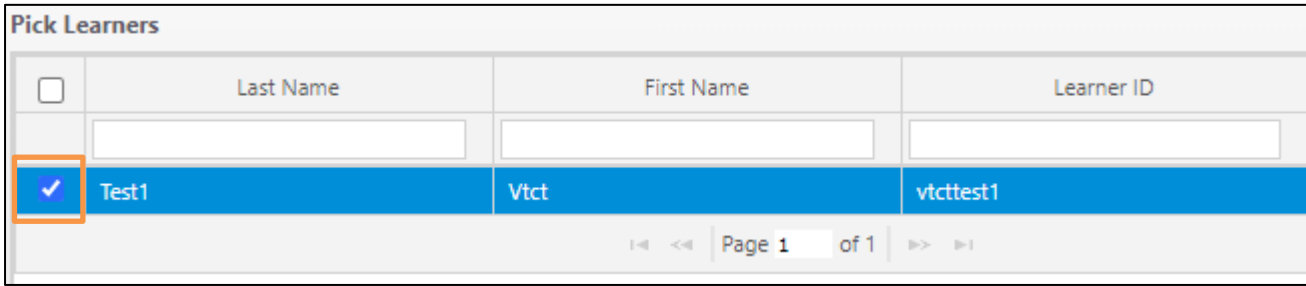
- Type a learner VTCT registration number in the Learner ID search box and hit enter (recommended)
- Arrange the learners in alphabetical order by clicking on the Last/First Name headers
- Type in a Last or First name in the Last or First name search boxes and hit enter

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.



	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.

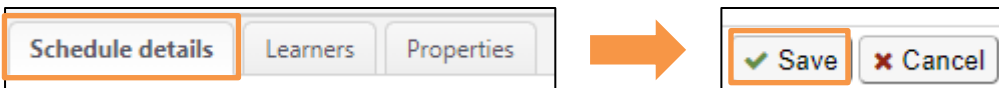
If the learner has not passed the test and you are still unable to locate them please email linx2logins@vtctskills.org.uk with the details or call +44 (0) 2380 684500.

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



✓ Save ✕ Cancel

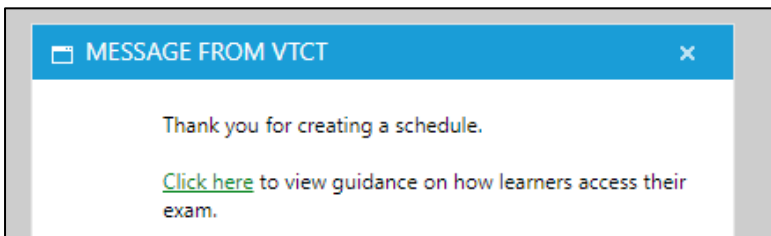
12) Once all the schedule details are complete and the relevant learners added, from the Schedule tab select Save.



Schedule details Learners Properties

✓ Save ✕ Cancel

13) Read the message and select OK.



MESSAGE FROM VTCT

Thank you for creating a schedule.

[Click here](#) to view guidance on how learners access their exam.

14) 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.

From To

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.

From To

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 1.1](#)

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

Home
 Schedule
 Administration
 Reports
 Help

Welcome Video Log out

Export as EXCEL
 Create
 Edit
 Cancel Schedule
 Print
 From To Refresh

Schedules

		Start	Schedule	Centre	Site	Assessme	End	Created	Scheduled By	Modified	Cancelled	Duration	Comp	Type
											All			
		01/02/2021 15:00	test	VTCT	VTCT video test centre	UV30404 - Provide Body Electroth Treatmer 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	

17) Then select the Edit or Cancel Schedule buttons.



See [section 1.1](#) 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.

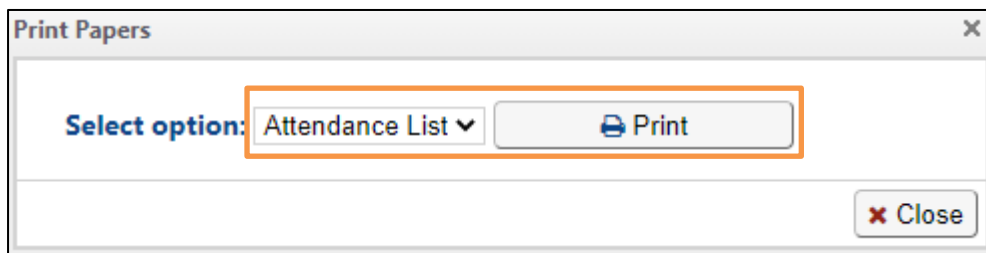
 Home Schedule Administration ▾ Reports ▾ Help ▾ Welcome Video ▾ Log out													
 Export as EXCEL  Create  Edit  Cancel Schedule  Print		From 01/01/2021 To 01/03/2021		 Refresh Schedules									
Start	Schedule	Centre	Site	Assesse	End	Created	Scheduled By	Modified	Cancelled	Duration	Comp	Type	
									All ▾				
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		

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

 Home Schedule Administration ▾ Reports ▾ Help ▾ Welcome Video ▾ Log out													
 Export as EXCEL  Create  Edit  Cancel Schedule  Print		From 01/01/2021 To 01/03/2021		 Refresh Schedules									
Start	Schedule	Centre	Site	Assesse	End	Created	Scheduled By	Modified	Cancelled	Duration	Comp	Type	
									All ▾				
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		

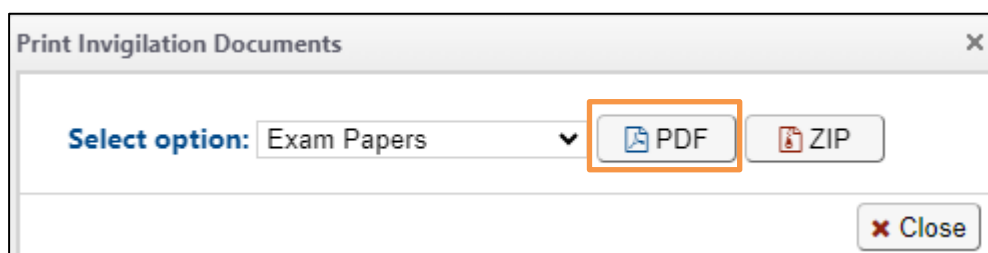
20) Select what you would like to view/print and then select Print.

- 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

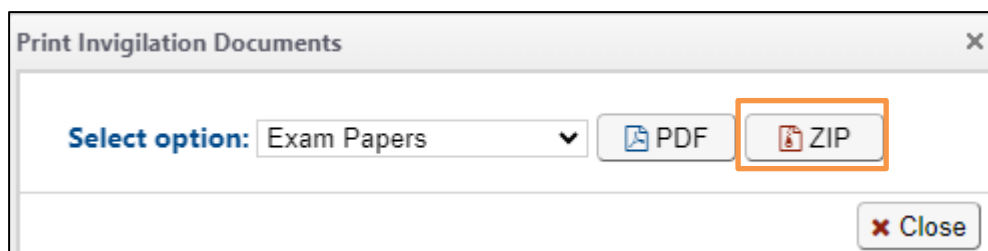


21) There are two download options when printing exam papers:

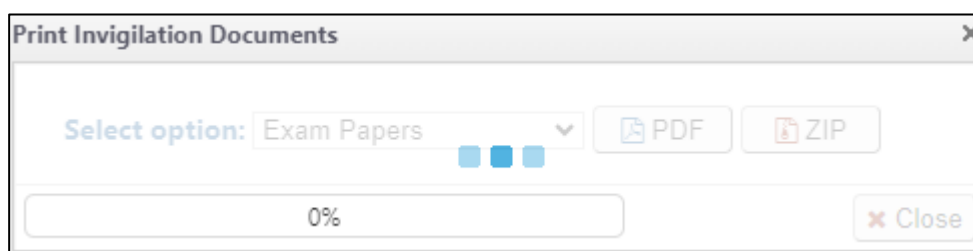
- a) Download as PDF. This option will download all exam papers as one PDF.



- 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; speak to your IT department for advice.

1.1. 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.

From 26/09/2022 To 26/11/2022 Refresh

Select applicable schedule to highlight it.

[Home](#)
[Schedule](#)
[Administration](#)
[Reports](#)
[Help](#)

Welcome Video
Log out

Export as EXCEL

Create

Edit

Cancel Schedule

Print

From
01/01/2021
To
01/03/2021

Refresh

Schedules

		Start	Schedule	Centre	Site	Assessme	End	Created	Scheduled By	Modified	Cancelled	Duration	Comp	Type
											All			
		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 button.

Edit Cancel Schedule

2) Select the learners tab.

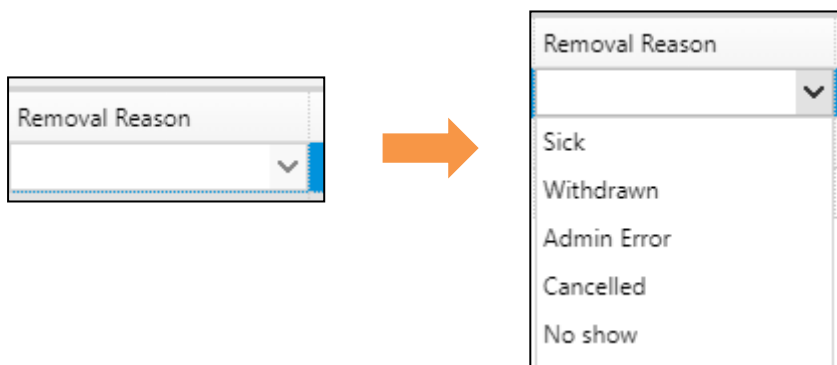
Edit Schedule

Schedule details **Learners** Properties

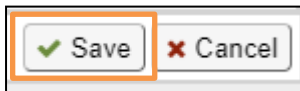
3) To the right of the learner you wish to withdraw, click in the Removal Reason field.

Edit Schedule									
Schedule details		Learners		Properties					
	Learner Name	Learner ID	Cohort	Extra Time	Comp	Removal Reason			
1	Ab20086 Ab20086	Ab20086DTC							↻
2	Ab30029 Ab30029 Ab30029	Ab30029DTC							↻
3	Ab30133 Ab30133 Ab30133	Ab30133DTC							↻

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