User guide FDQAssess online testing platform

Contents

Questions or queries: If you have any questions or queries about FDQAssess please do not hesitate to contact us:

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Document history

This FDQ Assess guide is subject to regular revision and is maintained and version controlled electronically.

The change log below summarises changes to the document from May 2020 onwards.

Date	Version	Section	Change
13/06/2022	5.0	1.5	Results – changed fifteen minutes to two hours.
03/11/2023	6.0	1.2	Added last sentence about incorrect pincodes
		1.4	User note – button functions updated
		1.6	Results – updated information
		1.7	Certification – added information

SECTION 1: Introduction to FDQAssess

FDQAssess is the secure web-based examination platform used by FDQ and centres to carry out online assessment of learners and apprentices.

Please note that centre staff, learners and apprentices are referred to as users in this Guide.

1.1 Purpose of this Guide

The Guide is designed to support centre staff and users of FDQ's online tests.

It should be read in conjunction with FDQ's assessment and invigilation policies, available at http://www.fdq.org.uk/aboutpolicies/.

The Guide explains

- how invigilators should initiate the FDQAssess examination session
- the information the invigilator should share with users before the examination
- how users navigate a FDQAssess examination
- how invigilators can view user progress during an examination
- how users conclude a FDQAssess examination.

The Guide is illustrated with examples of screenshots from FDQAssess to familiarise the invigilator with the layout and structure of the system and examinations. This is not a guide on how to invigilate. Please refer to the FDQ Guide to Invigilation.

The guide is presented as a series of **steps** that the user will follow to start, complete and finish their examination.

User notes are provided to explain key features of FDQAssess.

1.2 Pin codes

Before any FDQAssess examination session takes place, the invigilator and/or centre should ensure that pin codes are available for all users taking the examination.

The option for online testing can be requested at point of registration by selecting the FDQ online platform button. Pin codes are supplied on FDQAwards, every fifteen minutes.

If the pin codes are not available or any are missing, the invigilator and/or centre should contact FDQ before proceeding.

Users will not be able to complete their examination without their individual pin code. Pin codes supplied to learners incorrectly will result in the learner having to retake the exam.

1.3 Before the examination begins

The invigilator should explain the steps the user needs to follow to access the examination.

Step 1 The user searches for the FDQAssess system by entering the following address into their browser address bar: https://fdqassess2.co.uk/login

Step 2 The user enters the pin code provided to them into the Unique Code entry screen.
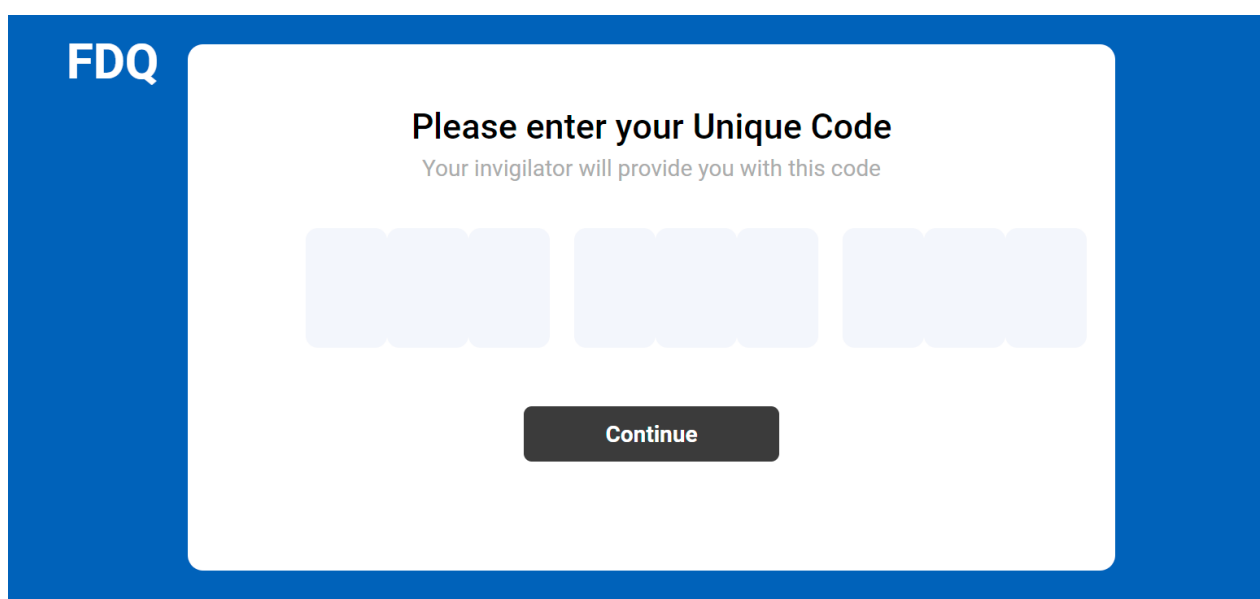

Figure 1 Pin code entry screen

Step 3 The user reads through the information on the instruction screen but does not click start until the invigilator instructs them to do so.
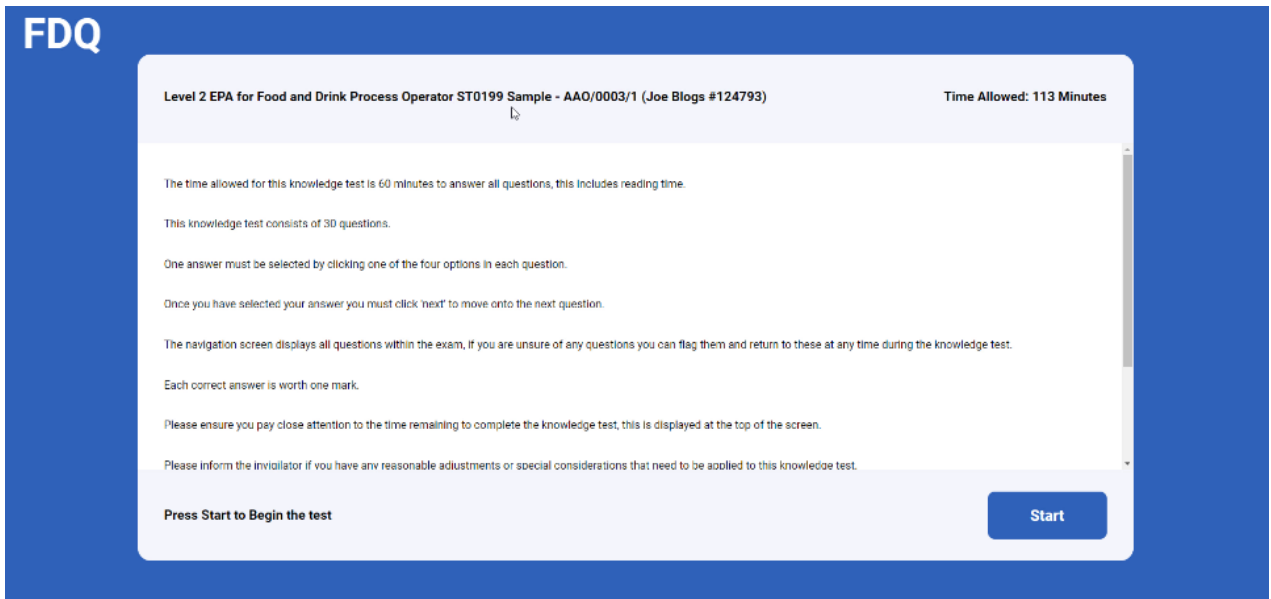

Figure 2 instruction screen

1.4 Completing the examination

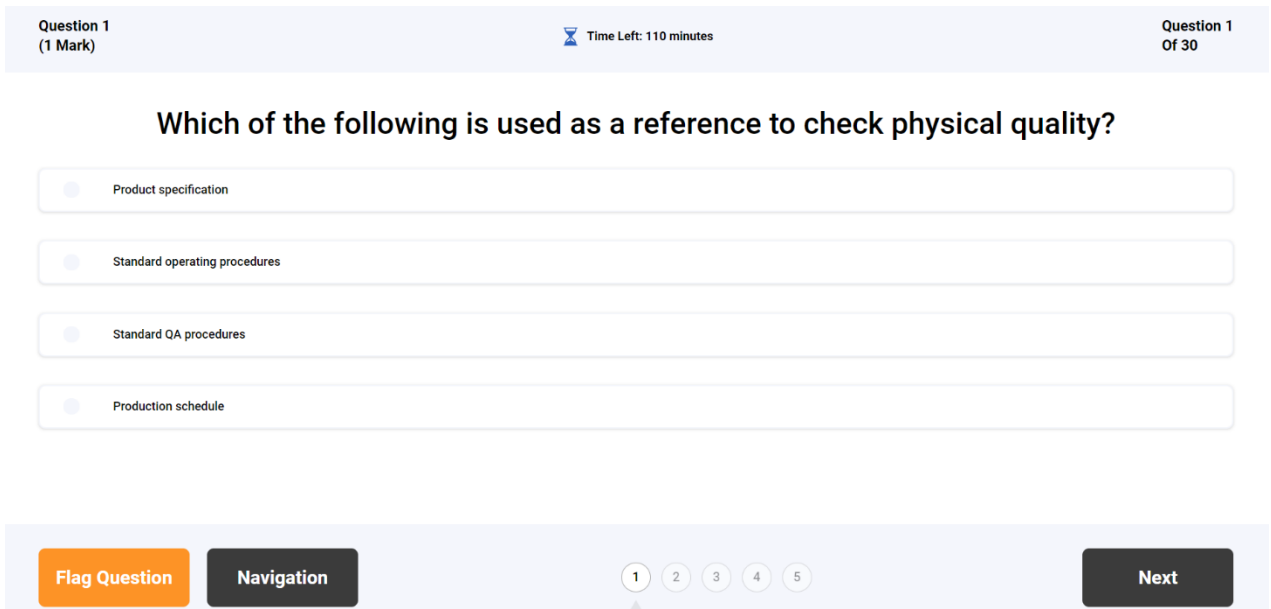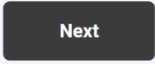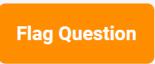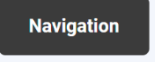**Step 4** The user begins their examination.
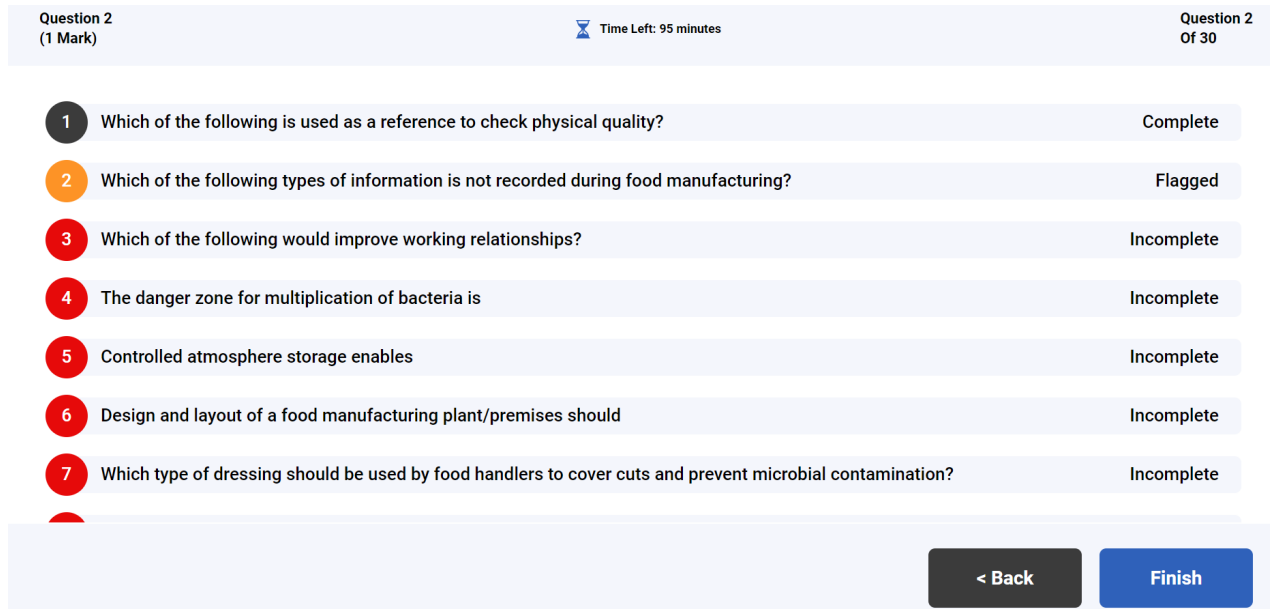

Figure 3 Question screen

User note: functions of the buttons on the question screen.

Next/ Answer	Next	This button will change to 'Answer' when a selection has been made. This button moves the user to the next question after an answer has been selected.
Flag question	Flag Question	To identify a question to come back to. This does not save answers.
Navigation	Navigation	This button provides the user with a view of all questions and their status. Questions will display as those that have been answered or not.

User note: time remaining

Time remaining

- is always displayed in the middle of the screen above the question

- is displayed in minutes

Question 2 (1 Mark)	Time Left: 95 minutes	Question 2 Of 30

1	Which of the following is used as a reference to check physical quality?	Complete
2	Which of the following types of information is not recorded during food manufacturing?	Flagged
3	Which of the following would improve working relationships?	Incomplete
4	The danger zone for multiplication of bacteria is	Incomplete
5	Controlled atmosphere storage enables	Incomplete
6	Design and layout of a food manufacturing plant/premises should	Incomplete
7	Which type of dressing should be used by food handlers to cover cuts and prevent microbial contamination?	Incomplete

< Back   Finish

Figure 4 Navigation screen

User note: navigation

- Complete shows that the question has been answered

- Incomplete shows the question the user is currently reading/ working on

- Flagged shows questions have been flagged by user

Users can click on any question at any time should they wish to look ahead or review/change an answer they have already given.

<div style="border: 2px solid #8B3A3A; padding: 10px;">

Technical issues /problems during the examination

The invigilator should contact FDQ immediately to provide information about dealing with any technical issues or problems (such as power/wi-fi failure or emergency).

</div>

1.5 Ending the examination

When the user has finished their examination, they may review and check their answers before ending the FDQAssess session.

Step 5 Once the last question has been answered. The navigation screen will be shown to allow the user to review the questions.

The user must check **all** questions are completed at this stage.

Answers to questions cannot be edited after the user clicks 'finish' on the question review screen.
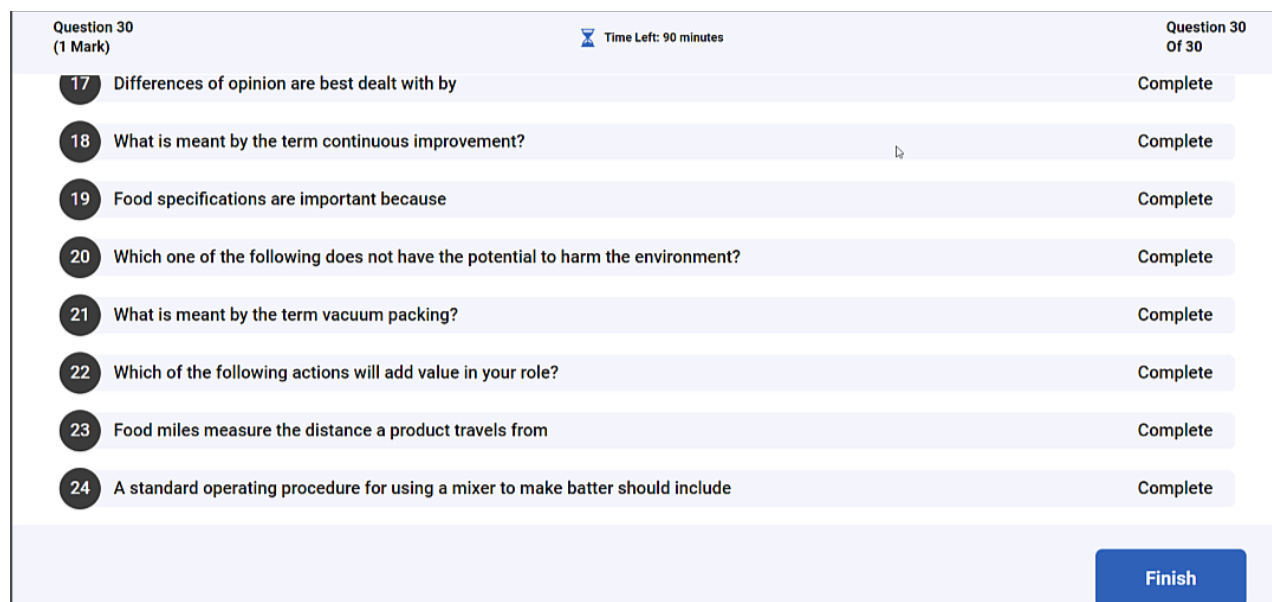

Question 30 (1 Mark)		⏳ Time Left: 90 minutes	Question 30 Of 30
17	Differences of opinion are best dealt with by		Complete
18	What is meant by the term continuous improvement?		Complete
19	Food specifications are important because		Complete
20	Which one of the following does not have the potential to harm the environment?		Complete
21	What is meant by the term vacuum packing?		Complete
22	Which of the following actions will add value in your role?		Complete
23	Food miles measure the distance a product travels from		Complete
24	A standard operating procedure for using a mixer to make batter should include		Complete
			Finish

Figure 5 Final question screen

Step 6 The user reads the review screen and clicks 'finish' to end the exam and then 'confirm'.
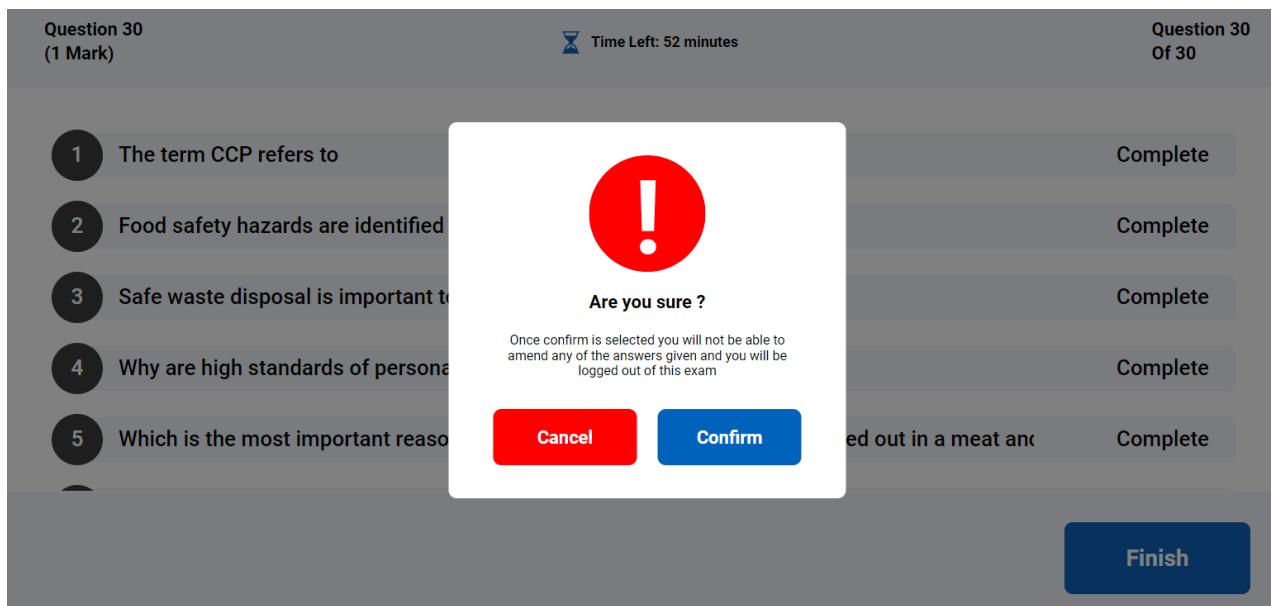

Figure 6 Confirmation screen

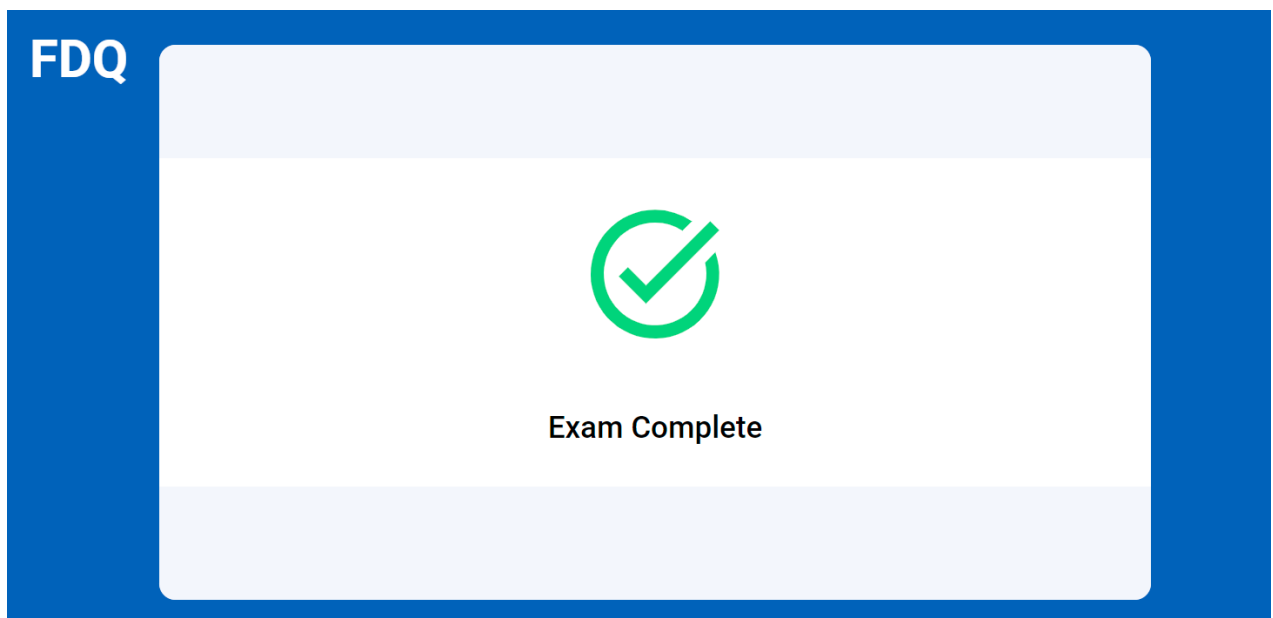**Step 7** FDQAssess confirms that the exam is complete.

Figure 7 Exam Completion screen

1.6 Results

Centres can view any qualification results via FDQAwards by selecting the online assessment results tab which is found under manage learners. Results are refreshed every two hours and show exams results from the past seven days. For results earlier than this, the user can search for the learner manually and select the qualification. A result will show at the bottom of the screen.

1.7 Certificate claims

Certificate claims are completed by the centre following the claim process. This is not done automatically and is subject to Qualification and Centre status.

If you have any questions regarding this, the centre is advised to contact their EQA Consultant.