

A decorative graphic consisting of several parallel blue lines of varying thicknesses, slanted diagonally from the bottom-left towards the top-right, occupying the right half of the page.

User guide

FDQAssess online testing platform

December 2021

Contents

Document history.....	3
SECTION 1: Introduction to FDQAssess.....	4
1.1 Purpose of this Guide	4
1.2 Pin codes.....	5
1.3 Before the examination begins	5
1.4 Completing the examination.....	6
1.5 Ending the examination	8
Results	9

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

Tel: 0113 3970 395

E-mail: fdq@fdq.org.uk

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.

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.

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.

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: <https://fdqassess2.co.uk/login>

Step 2 The user enters their pin code given to them into the Keycode entry screen

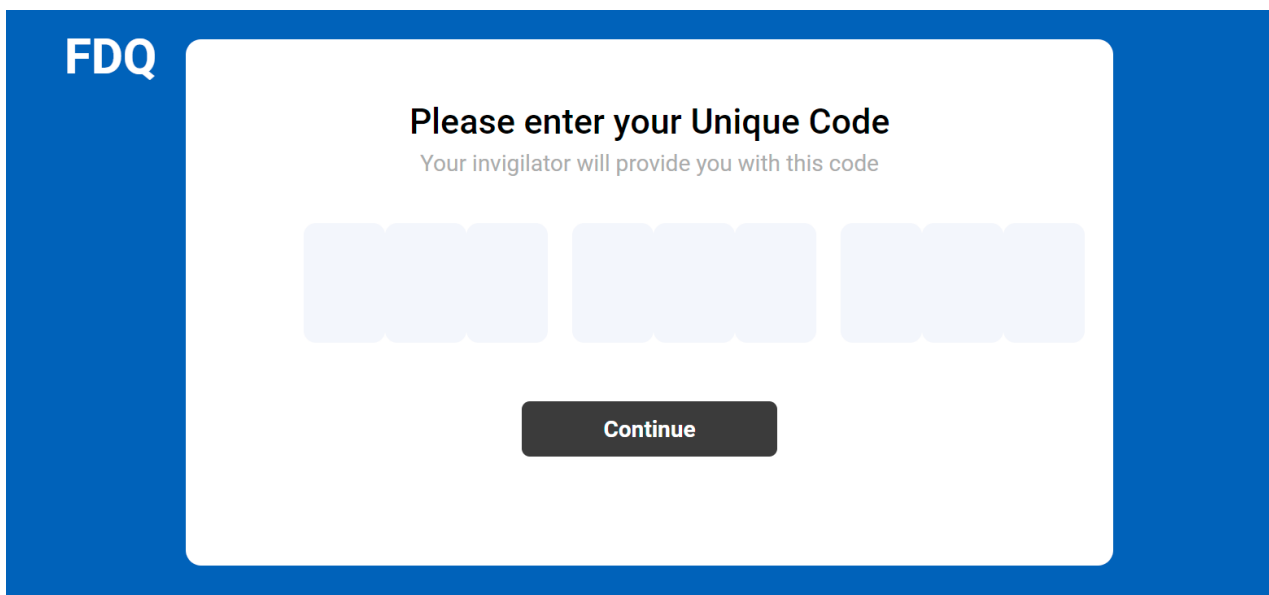


Figure 1 Pin code entry screen

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.

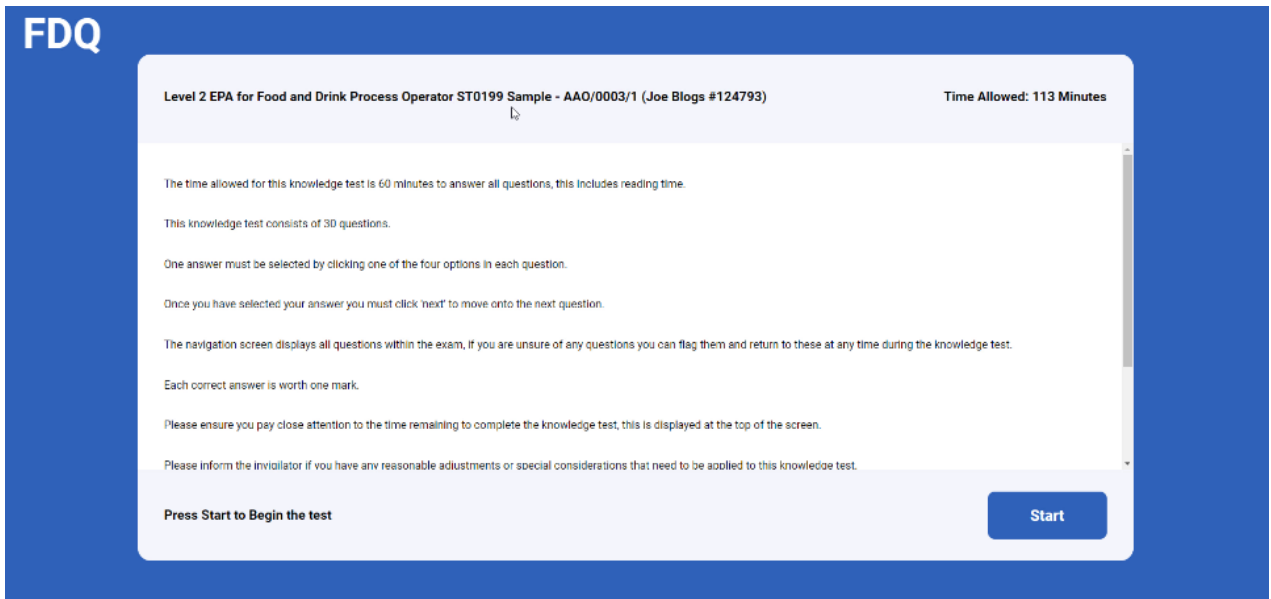


Figure 2 instruction screen

1.4 Completing the examination

Step 4 The user begins their examination.

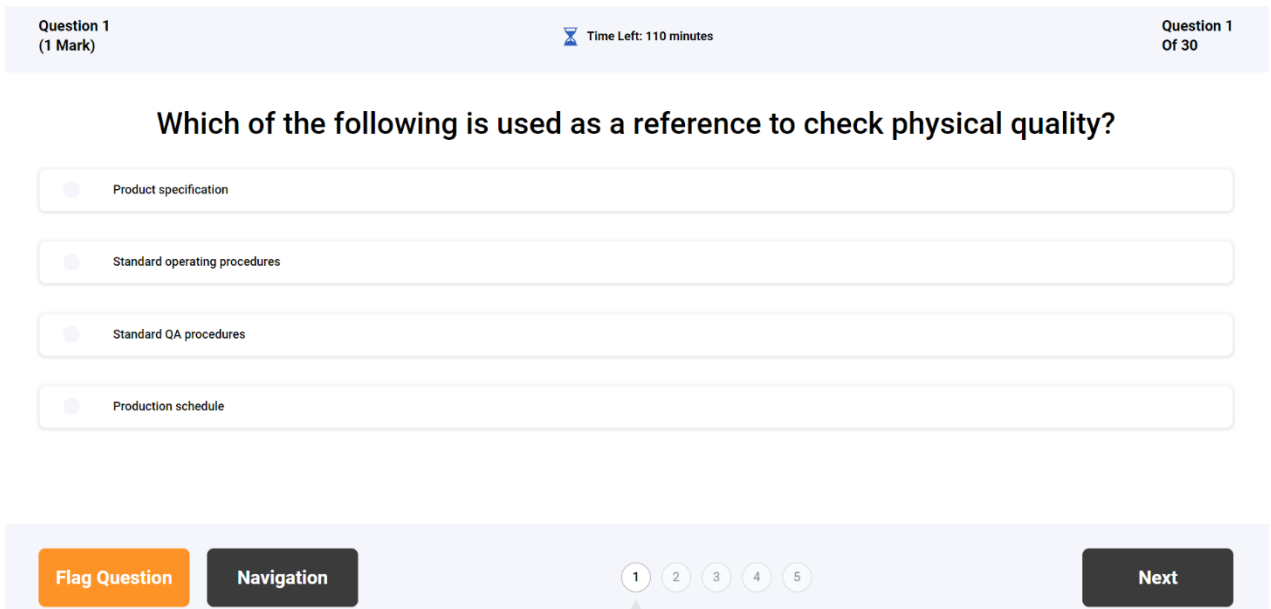
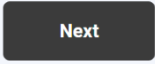
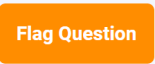
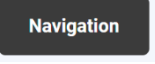


Figure 3 Question screen

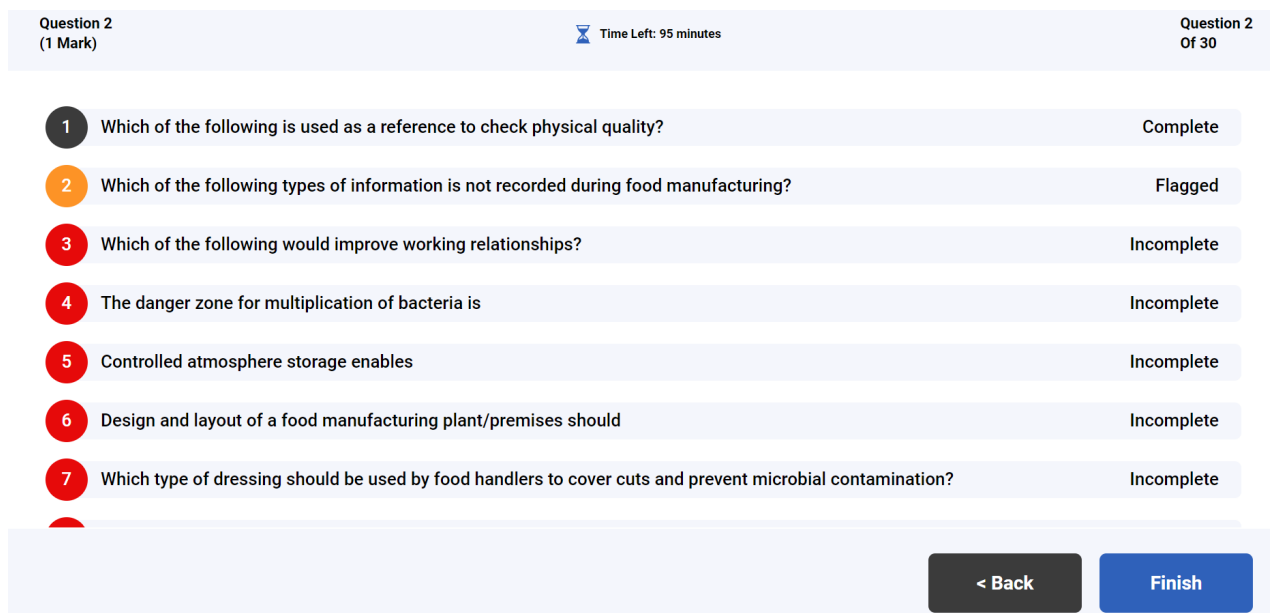
User note: functions of the buttons on the question screen.

Answer		moves the user to the question after the answer has been selected
Flag question		To identify a question to come back to
Navigation		moves the user to a view of all questions and their status

User note: time remaining

Time remaining

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



The screenshot shows a navigation screen for a test. At the top, it displays 'Question 2 (1 Mark)' on the left, 'Time Left: 95 minutes' in the center, and 'Question 2 Of 30' on the right. Below this is a list of 7 questions, each with a colored circle indicating its status: 1 (black, Complete), 2 (orange, Flagged), 3 (red, Incomplete), 4 (red, Incomplete), 5 (red, Incomplete), 6 (red, Incomplete), and 7 (red, Incomplete). At the bottom right, there are two buttons: '< Back' (black) and 'Finish' (blue).

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.

Technical issues /problems during the examination

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

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 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.

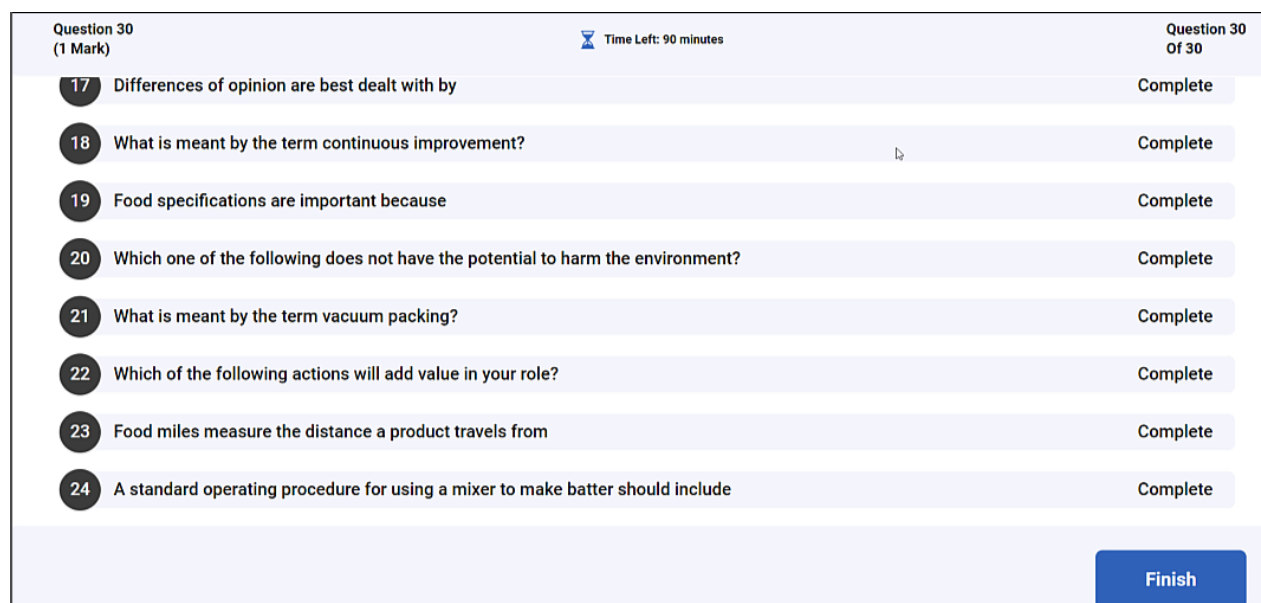


Figure 5 Final question screen

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

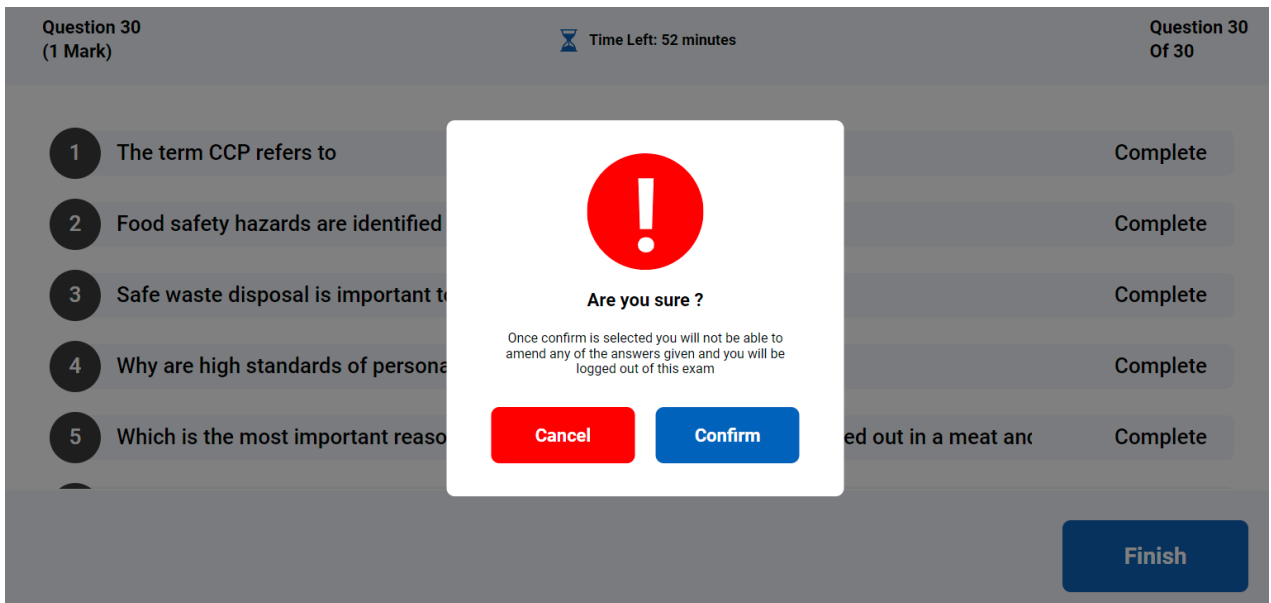


Figure 6 Confirmation screen

Step 7 FDQAssess confirms that the exam is complete.

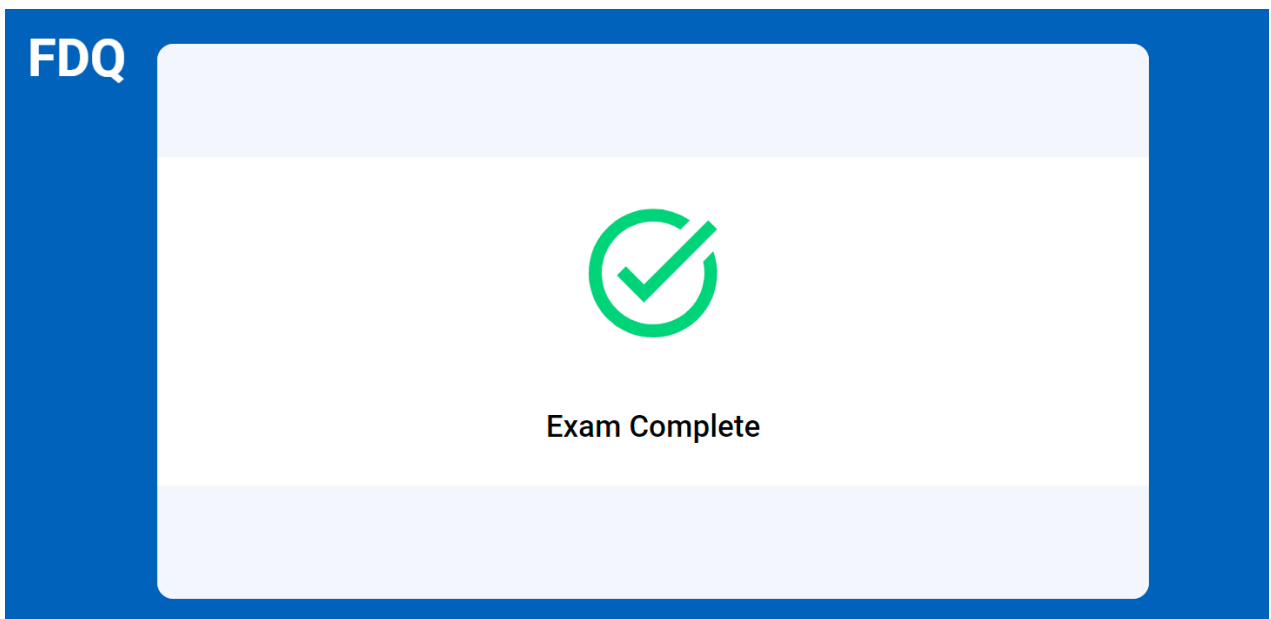


Figure 7 Exam Completion screen

Results

Centre 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. Certificate claims are completed by the centre as normal.