MME.

Instructions for Functional Skills Learners

Before you sit your exam you must read and understand these instructions to ensure you are fully prepared, if you are found to not be compliant with these instructions your exam may be cancelled.

Equipment

● A laptop or PC with a minimum screen size of 14" and a resolution of 1024x768- you cannot sit the exam on a chromebook, tablet or phone, if you are using a Windows Surface you must take it out of S mode beforehand. If you have a 13.3" macbook this may be used but any macbook smaller than this will not be compatible, all other devices need to be over 14"

● Your device must have a webcam, if the webcam is integrated you will be required to have a **mirror or some kind of reflective surface** to show the invigilator the space around your screen and keyboard

● Your internet must be strong enough to support a video call and screen sharing, with a minimum speed upload speed of 1mbps and a download speed of 10mbps which can be tested using this link https://www.speedtest.net/ – **you will not be able to use a phone hotspot to access the exam platform**

● The Zoom app must be downloaded and working on your device- **you will not be able to access the exam using the browser version**

● A pen or pencil

● Plain paper-In order to maintain the confidentiality of the exam, you MUST NOT write down any of the questions on paper as this may result in disqualification from the exam and the qualification.

● A dictionary for reading exams (this cannot be bi-lingual or a dictionary-thesaurus)

● A basic calculator for maths assessments- **this must be non-scientific.** Please note that there will be an on-screen calculator available but if you prefer to use your own you will need to add all your workings to the spaces provided on screen so they can be marked.

- Photographic ID this can include: *a valid passport (any nationality), a signed UK photo card driving licence ,valid warrant card issued by HM Forces or the Police ,other photographic ID card, e.g. employee ID card (must be current employer), student ID card (must be current place of study), travel card, UK biometric residence permit If an assessment is taking place in a learner's place of work and a learner is unable to supply any of the above, authentication of a learner's identity by a third-party representative, for example his/her line manager or a member of his/her workplace Human Resources Team can be accepted.*

Setting up your device

Your exam will be taking place via the Zoom app which you will need to download and familiarise yourself with beforehand, including sharing your screen, using your webcam and microphone.

For the exam platform to work you will need to be using one of the following browsers:

- Google Chrome- version 34.0 or above
- Microsoft Edge- Version 88.0.705.81
- Firefox- version 31.0 or above
- Safari- version 6.2 or above

Please ensure you have **pop ups allowed** before your exam date and that if you are using a **Mac** that you have edited your system preferences to allow screen sharing on Zoom, you can find further information on this here:https://support.zoom.us/hc/en us/articles/201362153-Sharing-your-screen-content-or-second camera?mobile_site=true#:~:text=Note%3A%20On%20Mac%20OS%2010.15,the%20opti on%20for%20zoom.us.

If you are using a Windows Surface please make sure you have taken it out of S mode, you can find further information on how to do this here:https://support.microsoft.com/en us/windows/switching-out-of-s-mode-in-windows-10-4f56d9be-99ec-6983-119f 031bfb28a307

You must not have any spell check extensions such as grammarly downloaded on your device, as their use is not permitted and it may void your exam if you attempt to use them.

Remember! You cannot sit your exam on a Chromebook or if you have a poor internet connection.

The room

Your exam room should have adequate lighting, warmth and ventilation, if you do not have access to overhead lighting you should ensure your lamp is not positioned behind you. Please do not sit with your back to a window.
You must be **alone** in the room so please make sure you inform all members of your household that you are not to be disturbed, if someone enters the room there is a chance that your exam will be void (unless you have been given prior permission by Open Awards to have someone to support you during your exam). If you have children please arrange your exam at a time where you can have childcare and be certain they won't disturb you.

You must not wear any hats or sunglasses, if you will be wearing religious apparel please inform Maths Made Easy beforehand so they can make any necessary arrangements for your identification check. You will not be permitted to use headphones unless you have had prior permission from Maths Made Easy.

Hearing aids will only be permitted if requested prior to the exam and Maths Made Easy has approved them.

You must not have your mobile phone or any smartwatches in the room.

You cannot consume any food during the exam and can only have drinks in clear containers. No smoking or vaping will be permitted.

Preparation Tips
- You will be required to share your screen via Zoom for your exam (except for SLC exams) so please make sure you are comfortable doing this beforehand.
- Check all of your equipment is working before the exam
- If you are using a laptop make sure it is plugged in on charge rather than relying on battery life
- Go to the toilet before your exam as once your exam begins you will not be able to leave the room
- Try to ensure you don't have a lot of background noise as this may distract you
- If you have any questions about these rules please ask before your exam date, if these rules are not followed it is possible that your exam will not go ahead.

Pre-exam checks

Your exam will be recorded for quality assurance purposes. Your invigilator will check all of your equipment and your room set up, if you are found to not be meeting the controlled requirements your exam will not go ahead and you will be charged a rearrangement fee.

You will be emailed your Zoom meeting ID and passcode to input into the Zoom app 10-15 minutes before your scheduled exam start time, however please ensure that you are set up and ready with all required equipment at least 30 minutes beforehand.

You will be required to show your photographic ID to the invigilator before your exam, if you cannot provide this your exam will not go ahead and you will be charged a fee to rearrange. After the ID check the recording will begin.

You must ensure both your microphone and webcam are enabled, the invigilator may ask you to move your chair or camera to make sure you are in the centre of the screen.

The invigilator will give you clear instructions regarding the controlled conditions of the remote exam and require you to confirm that you have fully understood these instructions before the exam can start.

The invigilator will undertake a number of different checks to ensure the exam is set up correctly, this includes:

- That the visual and sound quality is working adequately for you, all additional learners taking part in discussions (English Speaking Listening and Communicating exams only), and themselves
- Confirmation that your PC / laptop is plugged in
- A thorough sweep of the room to ensure it is fit for purpose. If you have a fixed webcam, this will include asking you to use a reflective surface (e.g., a mirror) to allow the invigilator to see the sides of your screen and around your keyboard.
- Check all devices to ensure that all mobile phones or other electronic devices are switched off ,and have been removed
- Confirmation that no paperwork and books containing notes or prompts are within your reach
- No food is visible and any fluids within the exam room are in a clear container with no label
- Confirm that you understand there is no smoking or vaping during the exam
- Confirm that calculators (where permitted) meet requirements of the exam (i.e. not scientific calculators) and are placed out of reach for Part A of Functional Skills maths exams
- Confirmation that all dictionaries (where permitted) meet the requirements of the exam

The Exam

Once the invigilator is satisfied you meet the required conditions they will send you login details to your exam and get you to share your screen with them and give them control. You must not have any other windows or applications open on your computer.

During the exam, the invigilator will be able to view you and your room through your webcam as well as being able to view your PC/ laptop screen. The invigilator will pay attention to any behaviour that may suggest controlled conditions are being breached. The invigilator will challenge you about any suspicious behavior or activity and they may ask you to undertake additional thorough sweeps of the room with the webcam (or mirror) before allowing you to continue with the exam. They will stop the exam if the controlled conditions cannot be met and the exam may be voided. Any malpractice will result in disqualification from the functional skills course.

You cannot communicate with anyone other than the invigilator during the exam, you may only communicate with the invigilator if you believe the exam platform is not functioning properly.

Pay attention to the countdown clock in the on-screen window. This will change colour from white to amber when you are entering the last ten minutes of your assessment. The invigilator will also verbally advise you of this.

If you have been awarded extra time, this will be scheduled into your exam automatically.

In order to maintain the confidentiality of the exam, you MUST NOT write down any of the questions on paper as this may result in disqualification from the exam and the qualification.

After the exam

Once the exam is over the invigilator will take control of your computer and log you out. They will then check any notes you have made to ensure you haven't written down any questions and may get you to destroy them.

The session will then be ended and the invigilator will stop the recording. Your provisional results may take up to 32 working days from the date of the exam to arrive. We will contact you once the results are available.