

Students are permitted to use this document in the examination room

## Advanced Diploma synoptic (AVSY) assessment: guidance document for students

This guide has been created to support you through your live assessment. It covers the following areas:

1. Monitoring your remaining assessment time
2. Moving to Part 2 of the assessment
3. Downloading and saving attachments in Part 2
4. Switching between SecureClient and other programs
5. Uploading your evidence

**Should you experience any live assessment issues that you cannot resolve, please inform your invigilator immediately.**

### 1. Monitoring your remaining assessment time

Your whole assessment is 3 hours. This is divided up as:

**Part 1** - 1 hour 15 minutes

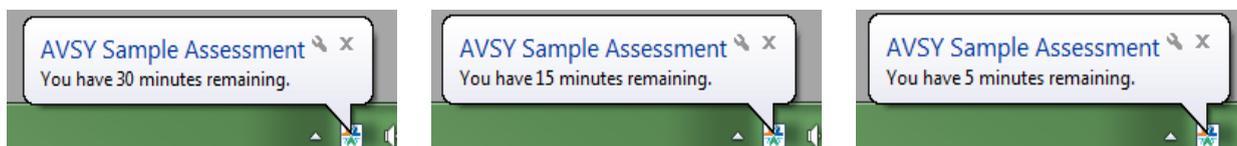
**Part 2** - 1 hour 45 minutes (15 minutes of this should be used for uploading your evidence).

Your remaining assessment time per section will show at the top of the screen.



In Part 2, you will be working outside of SecureClient. It is your responsibility to manage your time and to keep an eye on how long you have left. This can be done by switching back to SecureClient and looking at your remaining section time for Part 2.

Additionally, you will also receive a notification from the taskbar informing you at 30, 15 and 5 minutes of the remaining time in Part 2. This will show when you are working outside of SecureClient.



By managing your time effectively, you will be able to ensure that the assessment does not auto-submit whilst you are still working on your spreadsheet.

### 2. Moving to Part 2 of the assessment

Part 1 of this assessment is 'locked' like most other assessments, meaning that you are unable to access third-party programs, such as Excel. Part 2 is 'unlocked' as you are required to work on spreadsheets.

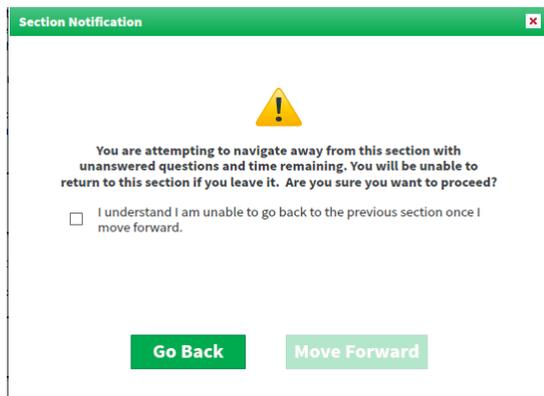
You are required to complete Part 1 before moving to Part 2. **Once you have moved to Part 2, you will not be able to revisit Part 1.** You should ensure that you have sufficient time on the assessment clock to go back and check your answers for Part 1 before moving to Part 2. Any remaining time will not transfer across to Part 2.

When you are ready to navigate to Part 2, click on the **Next** button in the bottom-right corner of the screen.



This will then open a pop-up asking you to confirm and that any remaining time will not be carried over.

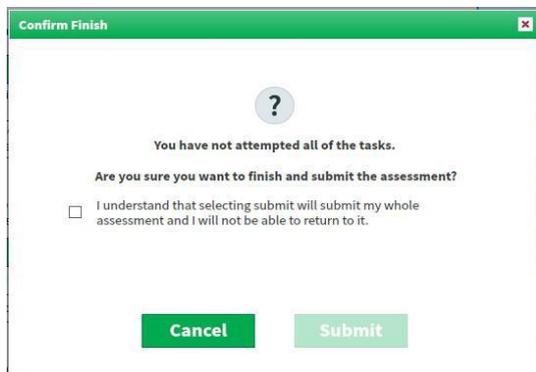
You will also be notified if you have any unanswered questions in Part 1. To move to Part 2, you are required to read the text and tick the box. This will then activate the **Move Forward** button.



If you have time remaining in Part 1, you can click **Go Back** to return to the questions to review your answers.

**Do not click 'Submit Assessment' to move to Part 2.** The Submit Assessment button located in the top right corner of the screen is only required when you have finished the whole assessment and you are ready to submit it for marking. If you click Submit Assessment, a pop up will open which again requires you to read and tick the box before you can submit.

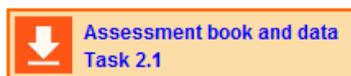
If you do submit your assessment at the end of Part 1, you will not be able to complete Part 2.



If your allocated time in Part 1 has elapsed, your assessment will automatically move to Part 2.

### 3. Downloading and saving attachments in Part 2

Within each question in Part 2 you are required to download a spreadsheet to work from. Each download can be obtained from the question page in SecureClient via the **Assessment book and data – Task 2.X** button.



Before you download the assessment book, ensure that all open documents on your PC are closed.

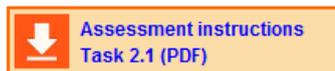
You will immediately be prompted to save the spreadsheet to a suitable location on your PC – the desktop is recommended for ease of locating it when you are required to upload.

Although we recommend a file name for the document on the assessment page, you will not lose marks for naming it something different. The name given is recommended so that you can easily identify the specific document that you would like to upload.

Once you have saved the document, your spreadsheet software program will launch and open. If the document does not open, navigate to the desktop (see Step 4 below) and locate the saved file from there.

If this does not work, attempt to download it again and re-save to an easily accessible location.

You can also view the task instructions (given on tab 1 of the spreadsheet) on a separate PDF document via the **Assessment instructions Task 2.1 (PDF)** button:



Once you have downloaded and opened both files, the following keyboard shortcuts may assist you to view both documents side-by-side:

- Windows Key + Left Arrow expands a window to fill the left side of the screen
- Windows Key + Right Arrow expands a window to fill the right side of the screen

**If you continue to experience any issues accessing either of the documents, immediately flag it to your invigilator.**

**Ensure that you save your work throughout the assessment.**

#### 4. Switching between SecureClient and other programs

Once you have downloaded your workbook, you may be required to switch between your open programs, for example, to check back on your remaining time or to upload your evidence (see Step 5).

In Part 2 of the assessment, you can navigate between programs via the taskbar or your desktop.

To access the desktop, click on the minimise button in the top right corner of SecureClient:



In Part 2 the taskbar will autohide and will only be visible when you move your mouse cursor to the very bottom of your screen.

To prevent the taskbar from autohiding, reveal the taskbar and right-click on the mouse to reveal the **Properties** menu. Select **Taskbar settings** and under the option **Automatically hide taskbar** option, select **Off**.

#### 5. Uploading your evidence

For each question in Part 2, you are required to upload the spreadsheet with your completed work to SecureClient.

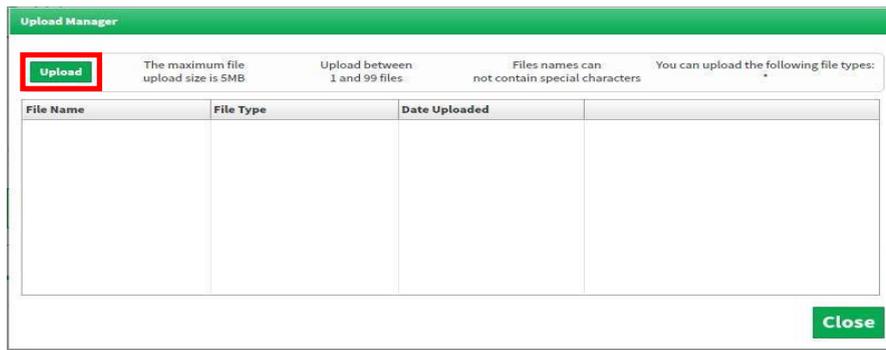
**Ensure that you have left yourself sufficient time to upload your evidence – you have been allocated 15 minutes to do this and you should use the taskbar notification and assessment clock to plan this. You will not be able to upload evidence once the assessment timer elapses.**

Before uploading any document, ensure that it has been saved and closed first – open files cannot be uploaded. **Remember, files must be saved and uploaded as .xlsx format.** This is the default format when you first save the document.

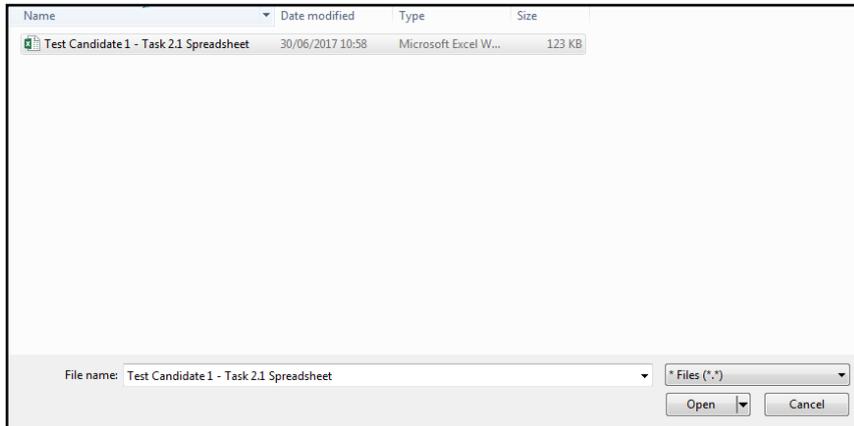
Files saved and uploaded under any other format may not be accessible and cannot be marked.

Click on the **Upload file** button to open the Upload window, then click on **Upload**:

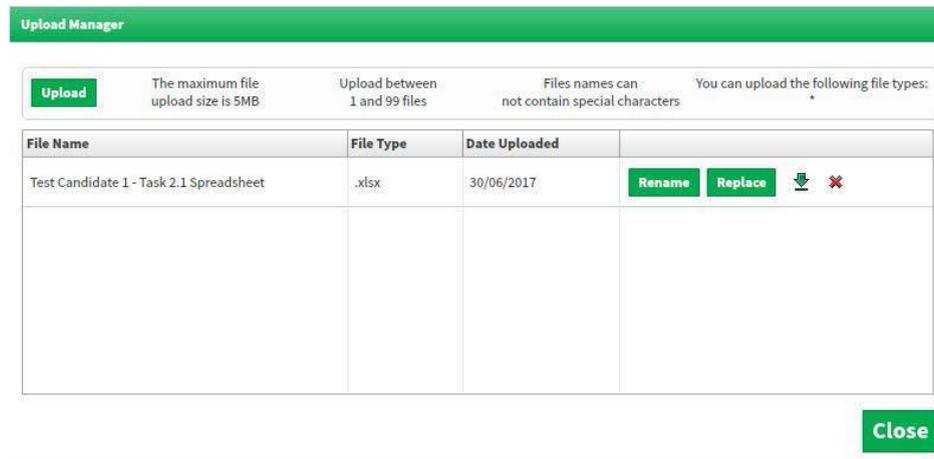




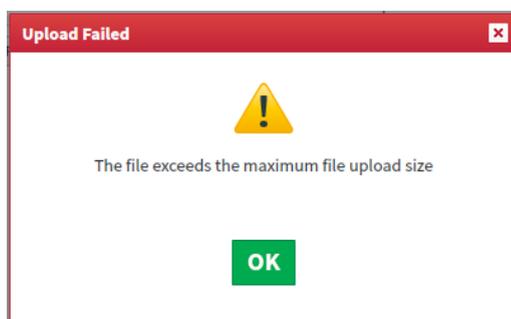
Locate and select the file from the location that you have saved it to and click **Open** to upload it.



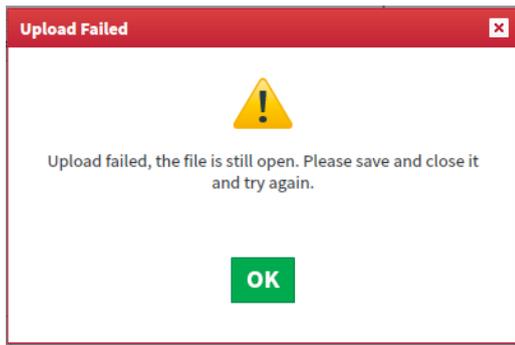
Once your file has uploaded, you will be able to see it in the pop up window.



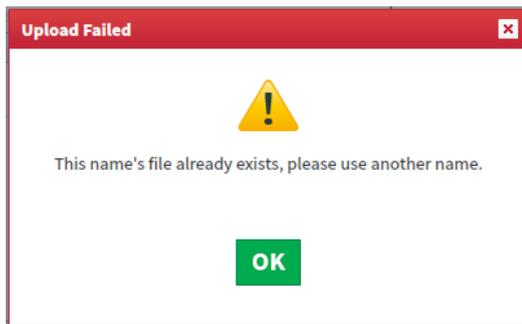
You will receive an Upload Failed notification if your file cannot be successfully uploaded:



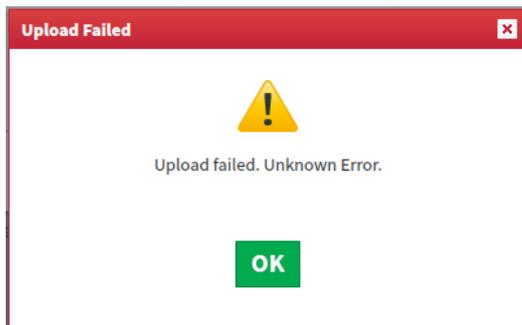
The file exceeds the 10MB limit and will need to be reduced in size



The file is open and will need to be saved and closed before it can be uploaded.



A file with the same name and format has already been uploaded. The file name will need to be amended before it can be uploaded.



This is a generic error message and is likely caused by a file already uploaded containing a special character, for example '&'. You will need to rename the file that contains a special character.

If you are unable to locate your saved evidence in the upload window, re-save your work to an accessible location on the PC, for example, the desktop.

Remember to upload the evidence to the correct question, i.e. the assessment workbook for question 2.1 should be uploaded against question 2.1. Evidence uploaded against the wrong task may not be marked.

You can check files that have been uploaded to each question by clicking on the **Upload Files** button. Additionally, a summary window will show when you first move away from the task:

