

Guidance for assessments using third-party software

This guide has been created to support you through the following assessments:

- Using Accounting Software (UACS)
- Access to Accounting Software (AASW)
- Spreadsheets for Accounting (SPSH) – *points 1 and 4 (below) are not relevant to this assessment*

It covers the following areas:

1. Monitoring your remaining assessment time
2. Downloading the assessment book
3. Saving your evidence
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

Throughout the whole assessment, your assessment time will show at the top of SecureClient.



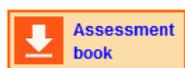
As you will be working outside of SecureClient, it is your responsibility to manage your time. This can be done by switching back to SecureClient and checking your remaining time.

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

All required evidence must be saved and uploaded to SecureClient before the end of the assessment.

2. Downloading the Assessment Book

Download the Assessment book from the task page in SecureClient via the **Assessment book** button:



Before you download any document from SecureClient, ensure that all open documents on your PC are closed.

You will be immediately prompted to save the Assessment book to a suitable location on your PC – the desktop is recommended for ease of locating it.

Once you have saved the document, it will automatically open. If the document does not open, navigate to the desktop (see Step 4 below) and access it from the location that you saved the file.

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

If you continue to experience any issues accessing the document, immediately flag it to your invigilator.

3. Saving your evidence

Evidence should be saved in one of the specified formats: PDF, XLSX, CSV, DOC, DOCX, BMP, GIF, JPEG, PNG.

Ensure that you regularly save your work throughout the assessment.

Avoid using special characters in files names, particularly where evidence is linked, i.e. 'Evidence 1A & 1B' should be saved as 'Evidence 1A and 1B'.

Whichever format you save these in, ensure that the file opens and that all of your evidence is accessible. This is particularly important when converting the format (e.g. PDF to DOC/DOCX). You can check this by closing and reopening the file; it should open immediately in the correct program and without asking you to select a program.

Any file that cannot be opened will not be marked.

4. Switching between SecureClient and other programs

Once you have downloaded your Assessment book, you may be required to switch between your open programs, for example, to check back on your remaining time (see Step 1) or to upload your evidence (see Step 5).

You can switch between SecureClient, the Assessment book and any third-party software being used for the assessment at any time during your assessment, via the taskbar or your desktop.

You can access the desktop by clicking on the minimise button in the top right corner of SecureClient:



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 reveal the **Properties** menu. Select **Taskbar settings** and under the option **Automatically hide taskbar** option, select **Off**.

5. Uploading your evidence

You are required to upload your evidence to SecureClient. **Ensure that you have left sufficient time to do this – you will not be able to upload evidence once the assessment timer elapses.**

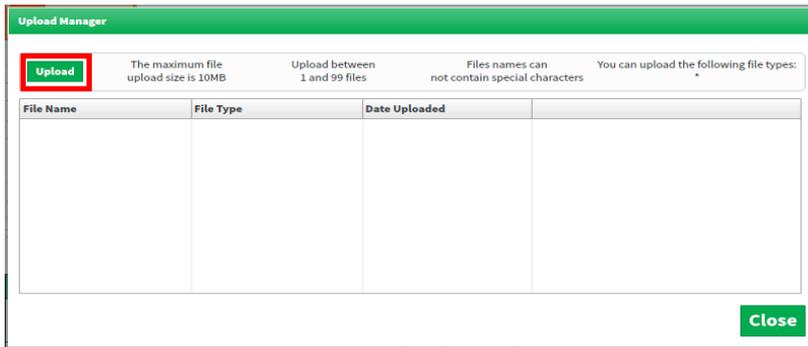
Before uploading any documents, check that it has been saved and closed first.

Each piece of evidence should be uploaded individually. Do not upload zip files - files uploaded within a zip file may not be accessible and so cannot be marked.

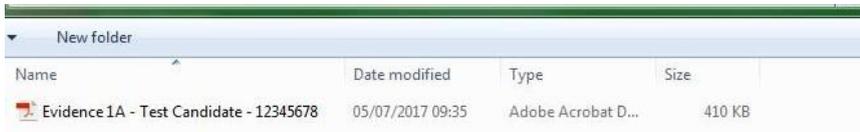
Click on the **Upload file** button to open the Upload window.



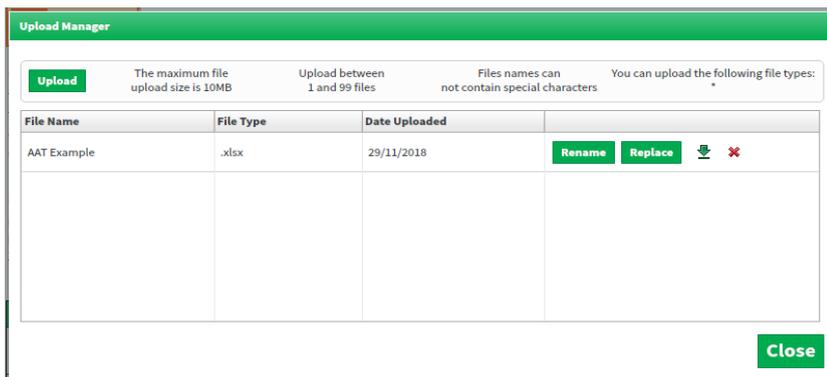
Then click on **Upload** to open the attachment window.



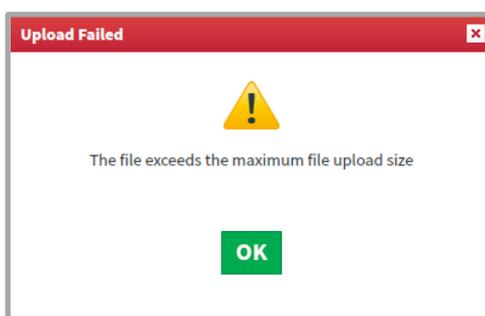
Locate and select the file from the location that you have saved it to and click **Open** to upload it.



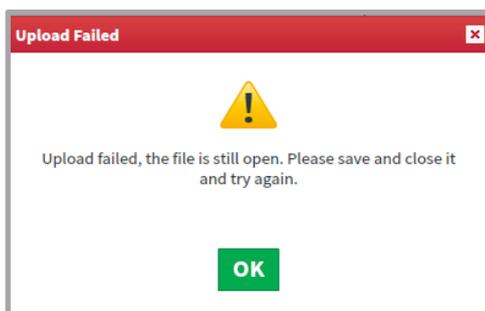
Once your file has uploaded, you will be able to see it in the pop up window.



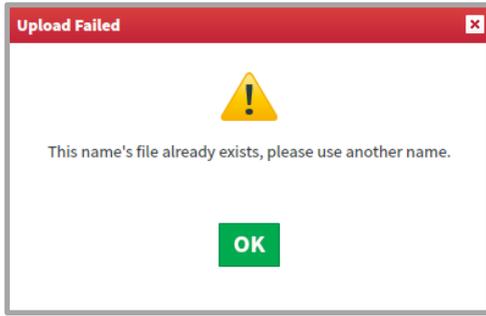
You will receive an Upload Failed notification if your file cannot be successfully uploaded:



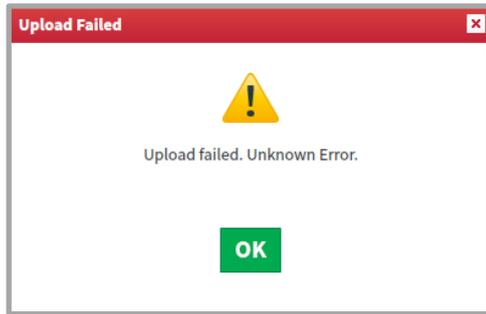
The file exceeds the 10MB limit and will need to be reduced in size.



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.

You can check files that have been uploaded to each question by clicking on the **Upload Files** button at any time whilst on the task page.



Additionally, a summary window will show when you first move away from the task:

