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ICT online assessments: Top Tips

- You need to adhere to our technical specifications which can be found **here** and have **Microsoft Office** available on your PC/Laptop
- Before you start make sure you have **nothing** else open on your PC/Laptop as this will not allow you to run the exam, you will receive an error message advising you to close all open applications and reattempt
- **Question 1** will have a number of associated activities based on the Level.

Google Search

- **It's specific and simulated. Only relevant searches will return results so pay close attention to what is asked for in the question.**
- **Remove any punctuation such as full stops, hyphens or question marks from your search criteria**

Google | practice test | Google Search

Creating folders and documents

- Once created they can be renamed but can't be deleted.

Using Secure File Attach – documents will be attached to the question page

- Documents must be saved only using **save** – if you **save as** your completed work **won't** be available to the Examiner to mark.
- Documents must not be re-named or the system won't be able to retrieve it.

- For **Word** documents you'll need to re-click the icon when first opening to load the document.
- Information from the question page can't be copied and pasted in to the document.
- You can minimise documents so you can see the question page and work on the document.
- Clicking from the document to the question page will close the document but work will be saved.

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And finally…

- To see what the assessment looks like make sure you schedule a practice assessment.
- For full details take a look at our User Guide.