



Candidate Review User Guide

Candidate review is only available through the NCFE Access to Scripts/Access to Student Assessment Evidence service. For more information on this, including applicable qualifications, timescales and fees please visit our website [here](#).

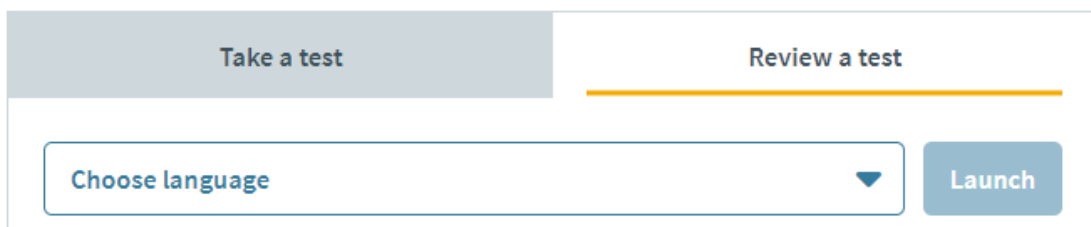
A candidate review session allows students and providers to view an external assessment completed via the Surpass system to review the questions, responses, marks awarded and examiner annotations where applicable.

You can access a candidate review session from the **Launch Test** screen in Surpass by following the below instructions.

- On the **Web Delivery** options page of the [Launch Test](#) screen, select the **Review a test** tab:

Web Delivery

Tests can be delivered using a web browser. This delivery method is designed for low-stakes assessments, such as Learning or Formative tests. To take a test in a web browser, select your preferred language from the menu below and then select **Launch**.



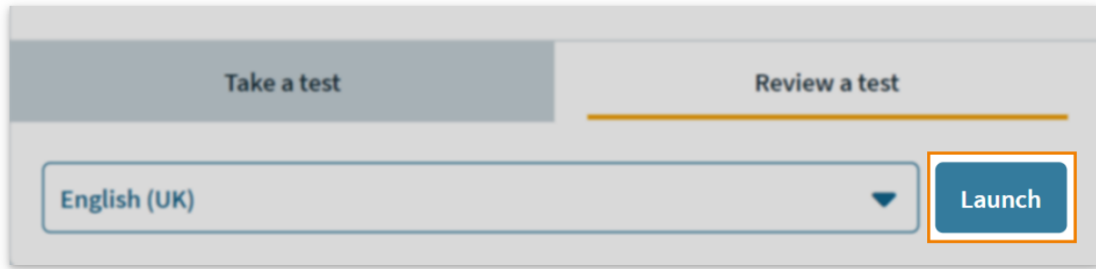
The screenshot shows a user interface with two tabs: 'Take a test' and 'Review a test'. The 'Review a test' tab is active, indicated by a yellow underline. Below the tabs is a 'Choose language' dropdown menu with a downward arrow and a 'Launch' button.

- Choose the language from the **Choose Language** drop-down menu:



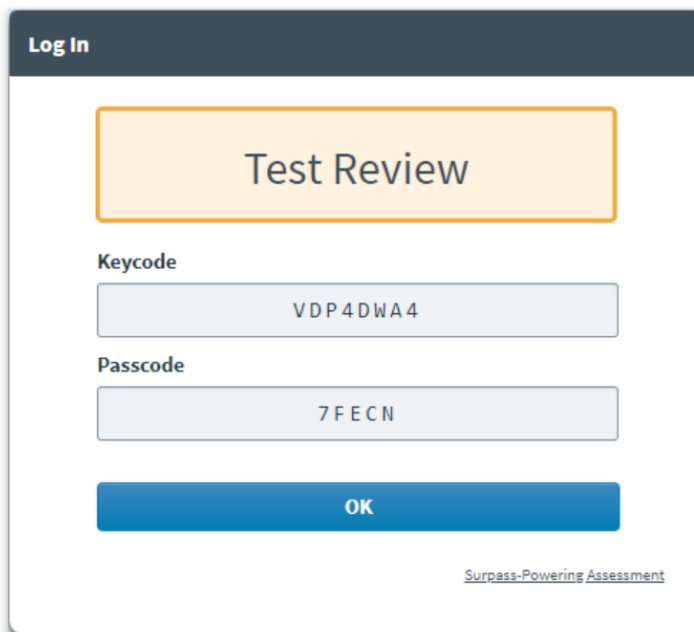
The screenshot shows a user interface with two tabs: 'Take a test' and 'Review a test'. The 'Review a test' tab is active, indicated by a yellow underline. Below the tabs is a 'Choose language' dropdown menu with a downward arrow and a 'Launch' button. The 'Choose language' dropdown menu is highlighted with an orange border.

- Select **Launch** to access a candidate review session:



The screenshot shows a user interface with two tabs: 'Take a test' and 'Review a test'. Below the tabs is a dropdown menu currently set to 'English (UK)'. To the right of the dropdown is a blue button labeled 'Launch', which is highlighted with an orange border.

- Enter your candidate review login credentials in the **Keycode** and **Passcode** fields. You will be provided this information by the NCFE Post Results Team via email.



The screenshot shows a 'Log In' window with a dark header. The main content area has a light background and contains a large orange box with the text 'Test Review'. Below this are two input fields: 'Keycode' with the value 'VDP4DWA4' and 'Passcode' with the value '7FECN'. At the bottom is a blue button labeled 'OK'. In the bottom right corner, there is a small link: [Surpass-Powering Assessment](#).

- Select **OK** to enter the candidate review session.

Test Feedback Exit

Test: TQ Education and Early Years Core Paper A
Date: 20/02/2024

You have completed this test.

Summary By Question

You can review each of the questions by selecting the individual question buttons

Section A

0/0 | 1 1/1 | 2 1/2 | 3 2/2 | 4 2/3 | 5 4/4 | 6 8/15

Section B

0/0 | 1 1/1 | 2 2/2 | 3 1/2 | 4 3/3 | 5 2/4 | 6 4/15

Section C

0/0 | 1 0/1 | 2 2/2 | 3 3/3 | 4 2/3 | 5 2/3 | 6 2/2 | 7 4/4 | 8 0/6

Section D

0/0 | 1 0/1 | 2 2/2 | 3 2/2 | 4 1/4 | 5 0/3 | 6 2/2 | 7 3/4 | 8 4/6 | 0/0

Correct ✓ Incorrect ✗ Partial Mark ⓘ Not Attempted — Human Marked ⓘ Information & Non-scored ⓘ Survey 📊

- You can then review each of the questions by selecting the individual question buttons. This will open a pop up and show the question and response given in the assessment.

A - Core A section A | Q1 ✕

1 Operant conditioning is a principle of which **one** of the following theoretical approaches to learning? [1 mark]

A Behaviourist

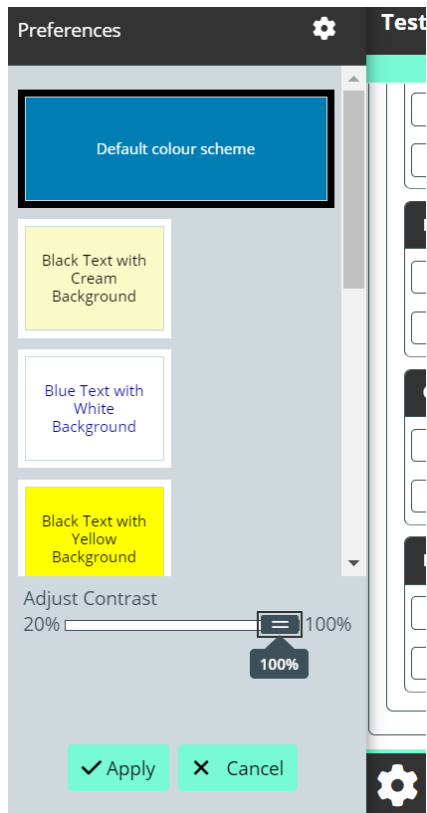
B Cognitivist

C Constructivist

D Humanist

- You can view the marks awarded for each question, in addition to examiner annotations where applicable. Where the annotations option is greyed out this will mean no annotations were added by the examiner.

- You can change the screen colour scheme if required by clicking the preferences button and apply.



Support Available:

The Surpass User Guide can be found via the NCFE Website [here](#). This will include guidance on technical requirements and troubleshooting.

For support with accessing the Surpass system, please contact our Customer Support Team via customersupport@ncfe.org.uk, 0191 239 8000 Monday-Thursday 8:30-5pm, Friday 8:30-4:30pm or via [Live Chat](#).

For support with keycode and passcode information, please contact the NCFE Post Results Team via postresults@ncfe.org.uk.