Top tips for preparing for the core exams

- **Check your students are booked:** Visit the Portal to confirm your students are booked onto the correct assessments and the type, either paper-based or online. For the Health Core B exam, please note that there are two papers available due to a change in qualification specification, and you must ensure that your students are registered on the paper which matches their year of registration.

- **Request access arrangements via the Portal:** If you need to request access arrangements, you can do this when you register a student or up to 24 hours before the assessment. Where possible when selecting a **coloured paper** access arrangement, please use the available options in the Portal. If this isn't possible due to the student's specific needs, a PDF of the assessment material will be made available prior to the assessment which you can print onto the required colour paper. You can find details of how to do this in our Portal User Guide. If you're sitting online assessments, you should also check whether **extra time** has been added for any relevant students and if not, apply it on the invigilate screen in Surpass.

- **Ignore any social media claims:** Remind your students and colleagues that if they see claims on social media offering this year's assessment questions or papers, they should ignore them. These papers will almost certainly be fake, but even accessing fake materials could result in an investigation and possible disqualification. Please notify us immediately if you have any concerns about questions or assessment papers being shared within your cohort.

- **Look out for your papers arriving:** If you've chosen paper-based assessments, they will arrive by courier **three working days before** the date of the assessment. If you're not available for any reason, there will be further delivery attempts each subsequent working day until the day of the assessment if necessary.

- **Remember to store and handle papers securely:** You should do this in accordance with our [Regulations for the Conduct of External Assessments](#). You should also return papers using the Secure Dispatch of Scripts service ([Yellow Label](#)).

- **Read the Surpass user guide:** If your students are sitting assessments online, you should read this guide to understand how it works and watch our instructional video to get a comprehensive understanding of how to navigate Surpass effectively.

- **Test the online assessment platform:** Make sure the learner interface, SecureClient is installed and tested on your devices well in advance to allow time for testing before the live assessment date.

- **Get your keycodes ready:** You'll need a keycode for each student sitting an online assessment, and these are available from the 'Invigilate' screen in Surpass 120 hours (5 days) before the assessment is due to take place.

- **Don't use AI:** Familiarise yourself with our [policies and procedures](#) on online tools, particularly ones that use Artificial Intelligence (AI), which could provide students with an unfair advantage in online assessments. This could result in investigation, sanctions, and the possible disqualification of students from external assessments.

- **Contact us if you need help:** Finally, know that you're not on your own! We're here to support you every step of the way throughout this assessment series. Please contact us immediately on tlevelsupport@ncfe.org.uk if you encounter any issues.