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Paper-based ICT delivery support document

ICT paper-based delivery guidance

If you haven't delivered or administered ICT paper-based assessments before, please ensure to familiarise yourself with the guidance documents and steps below. In addition, you should run mock assessments in advance of any live assessments to ensure understanding of paper-based processes.

Step 1) Make the booking in the Portal [user guide](#).

Step 2) Pre-release materials will be available and should be downloaded from the website prior to the assessment. All files can be downloaded at any time from [here](#).

Step 3) Once the exams officer receives delivery of the assessment paper/s they will need to check which of the files (emails/attachments) from the pre-release materials need to be sent to the learners. Each assessment will require two files specific to that paper and will only relate to section B of the assessment.

The emails and attachments must be sent to the learner's email address being used during the assessment; this could be a generic email address set up for the purposes of the assessment. You can send the email to a learner's personal email account or, as we would recommend as good practice, create accounts for the purpose of these external assessments, for example, learner1@email.co.uk. You will need to ensure that the learner is able to access the email before the external assessment takes place.

The data files marked 'to be sent as attachment' should be sent to each learner by email as an attachment, using the 'email content' provided if applicable. The files sent as attachments should not be available on the network for the learners to access during the external assessment – only available on the email.

However, the remaining data files above (the ones not marked for sending by email) should be saved somewhere accessible for your learners. The learners must be made aware of where those data files are at the beginning of their external assessment, so they know where to access them from when required.

Please note all attachments and all separate emails must be sent/made available to the learner. Which files/emails they must access depends on which external assessment they are allocated.

Step 4) Learners must be advised prior to the assessment where the files will be located. For instance, 'Open the file xxxxxxxxxx.doc - you will find this on your computer'.

Step 5) Assessment papers and learner evidence should be printed then packaged up and returned to NCFE within 48 hours.

Further guidance and supporting documents are linked below

- General instructions on delivery of Functional Skills paper-based assessments Appendix 7 (Page 57): [Regulations for the Conduct of External Assessment](#)
- General instructions on administration of Functional Skills paper-based assessments: [Qualification Specific Instructions for Delivery](#)
- Preparing pre-release files guidance can be found [here](#).