



# How to get the most from the Online Portal

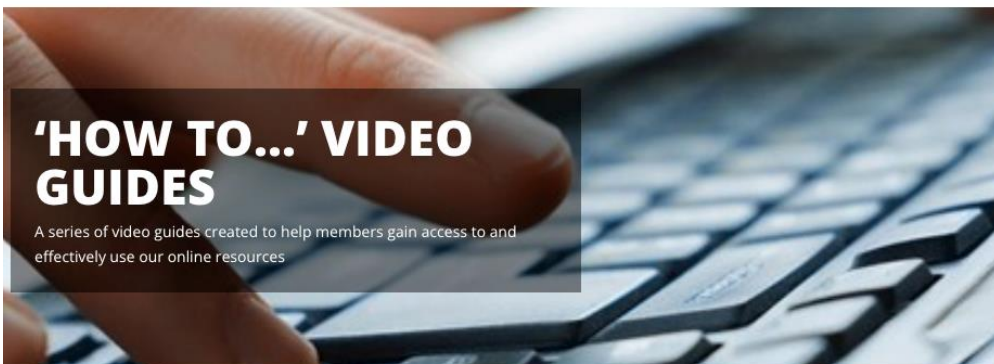




## What is the Online Portal?

- Online (Training) Assessments
- Online Tools
- Training Videos
  
- *Online Key Documents (and Centre Exams Handbook)*





## 'HOW TO...' VIDEO GUIDES

A series of video guides created to help members gain access to and effectively use our online resources

The Exams Office has devised a series of short videos to:

- support members in resolving common administrative issues and accessing the full benefits of the resources in our Online Portal
- support exams officers/administrators in accessing and using our online tools and resources
- support invigilators in accessing the training materials in the Online Portal

Administration	Online Portal – Exams Officer support
<p><b><a href="#">How to get the most from your membership to The Exams Office</a></b></p> <p>A guide to the support and services available to centres and exams officers as part of their membership to The Exams Office</p>	<p><b><a href="#">How to access the training and assessment modules</a></b> (for exams officers/administrators)</p> <p>A guide for exams officers/administrators on how to complete the various training and assessment modules within the Online Portal</p>
<p><b><a href="#">How to create a secondary user account to access the member area of The Exams Office website</a></b></p> <p>A guide which explains how to login to your membership account to create an account for a secondary member</p>	<p><b><a href="#">How to complete the New Exams Officer Induction and Assessment Module</a></b></p> <p>A guide for new exams officers on how to successfully undertake and complete the New Exams Officer Induction and Assessment Module to ensure that you are fully prepared for your new role</p>

<p><b><a href="#">How to create an Online Portal account</a></b></p> <p>A step-by-step guide to creating your account and accessing the Online Portal</p>	<p><b><a href="#">How to use the Exams Timetable Tool</a></b></p> <p>A step-by-step guide to accessing and using the Exams Timetable Tool and creating centre or candidate exam timetables</p>
<p><b><a href="#">How to create Invigilator user accounts in the Online Portal</a></b></p> <p>A step-by-step guide to creating accounts for your invigilators to access units of the <b>Invigilator Training and Assessment Module</b> and/or the <b>Invigilator Digital Accreditation</b></p>	<p><b><a href="#">How to use the Key Dates Calendar Tool</a></b></p> <p>A step-by-step guide to accessing and using the Key Dates Calendar Tool and creating centre calendars</p>
<p><b><a href="#">How to print Invigilator training certificates</a></b></p> <p>A guide which explains how to access and print a certificate once an invigilator has completed and submitted an assessment in the Online Portal</p>	<p><b><a href="#">How to use the Policy Generator Tool</a></b></p> <p>A guide which explains how to access the Policy Generator Tool and create and edit policies/procedures using our interactive online templates</p>
Online Portal – Invigilator support	
<p><b><a href="#">How to complete the Invigilator Training and Assessment Module</a></b> (for invigilators)</p> <p>A guide to support invigilators in accessing and successfully completing the units within the Invigilator Training and Assessment Module</p>	<p><b><a href="#">How to access Training Videos</a></b></p> <p>How to access and view our range of exams officer and invigilator training videos within the Online Portal</p>
<p><b><a href="#">How to complete the Invigilator Digital Accreditation</a></b> (for invigilators)</p> <p>A guide to support invigilators in accessing and successfully completing the Invigilator Digital Accreditation</p>	<p><b><a href="#">How to complete the Exams Officer Digital Accreditation</a></b></p> <p>A guide to support exams officers in accessing and successfully completing the Exams Officer Digital Accreditation</p>



## Online Assessments

- Supports invigilator training
- Informs and measures understanding of specific sections of JCQ regulations (Non-timed open book assessment)
- Four optional units
  
- JCQ requirement
- Centre-specific processes
- Online certificate(s)
- Record of the content of training
- Reporting





## Online Assessments

- Measures knowledge of specific sections of JCQ regulations (Timed open book assessment)
- Experienced invigilators
- Online certificate
- Reporting





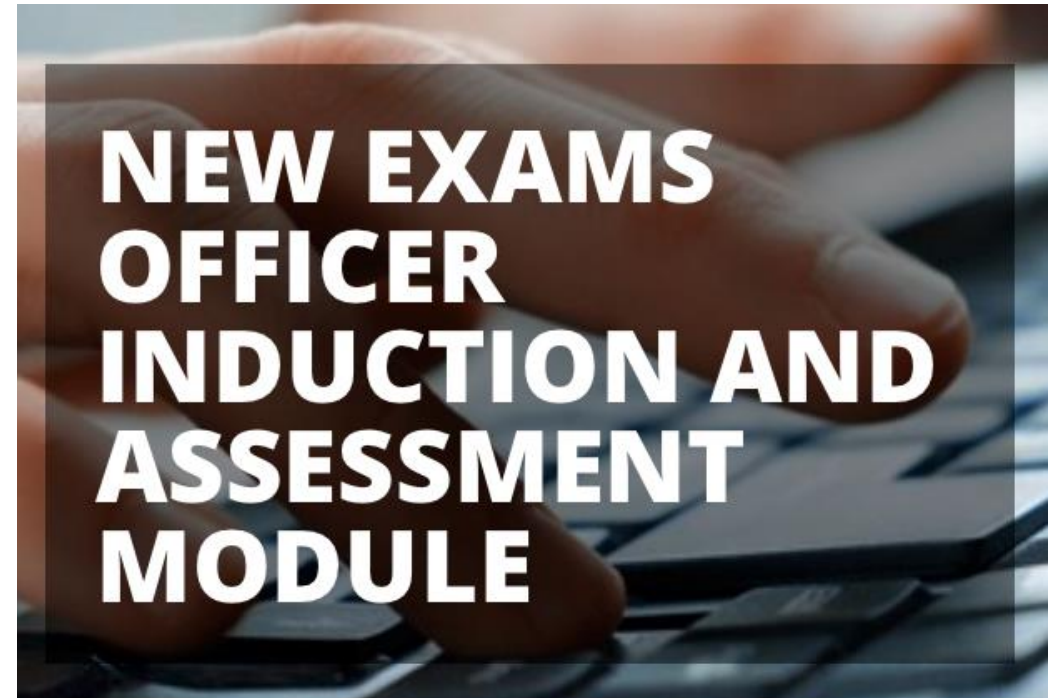
# Online Assessments

## **Hints, Tips, FAQs** (Invigilator)



## Online Assessments

- Supports induction to centre and role
- Informs, self-assesses, measures understanding (Non-timed open book assessment)
- Online certificate
  
- Signposts/links
- Key tasks checklist





## Online Assessments

- Confirms knowledge and understanding (Timed open book assessment)
- Online certificate
  
- Appraisal/performance management
- Professional standards







## Online Assessments

- Key aspects of the exam cycle
- Informs, self-assesses, measures understanding (Non-timed open book assessment)
- Online certificate
  
- Signposts/links
- Key tasks checklist
- Supports the exams officer/the exams process





# Online Assessments

## **Hints, Tips, FAQs**

(Exams officer / senior leader/line manager)



## Online Tools

- Supports the creation, review, update of exams-related policies/procedures
- JCQ requirements
- Good practice





## Online Tools

- Provides a central point of reference
- Supports planning and preparation for exams
- Functionality - sort, filter, create, download
  
- Provisional Exams Timetable Tool





## Online Tools

- Provides a central point of reference
- Supports meeting key deadlines and completing key tasks
- Functionality - sort, filter, save, download
- Informs annual exams plan





Online Tools

**Hints, Tips, FAQs**



## Online Videos

- Supports the management, administration and conducting of exams
  - Managing an exam series
  - Actions for Autumn
  - Exam Changes
  - Invigilator Training Presentation
  - Invigilator Training Videos
  
  - Invigilator Announcement
  - Instructions for Candidates





Online Videos

**Hints, Tips, FAQs**





Over to you...

## Questions