



Supporting learning
and performance

Functional Skills English Writing

Tutor manual to accompany on screen
practice test

November 2009

Contents

1	Purpose of the manual	3
2	System requirements	4
	Minimum system requirements for running the tests on a PC	4
3	Instructions	5
	Starting the assessment	5
4	Using the reading time	6
5	Completing the assessment	8
	Task 1	8
	Task 2	9
	At the end of the tests	10
6	Additional features of the assessment – accessibility options	12
	Keyboard shortcuts	15

1. Purpose of the manual

The purpose of this training manual is to support tutors/ trainers/ teachers in using the EDI English Writing onscreen assessment. It contains instructions on how to use the assessments and information on the different accessibility options which are available for candidates.

2. System requirements

Minimum system requirements for running the tests on a PC

General requirements:

Please see below the minimum specifications required to run the NAA tests on a PC:

- Pentium III 2.0 GHZ or higher (Pentium IV Recommended)
- 256 Meg Ram (512 or higher Recommended)
- Windows 98, 2000, or XP (Vista compatibility testing is ongoing).
- Internet Explorer 5.0 or above (IE 6 recommended)
- 128kbs Internet Connection per Client (256mbs or above preferred)

Latest Flash Plug-in installed (currently Version 10.0.12.36).

Link for downloading the Plug-in: <http://get.adobe.com/flashplayer/>

Notes:

If centres are not sure that they meet these requirements, they can run our diagnostics tool on their machines: <http://www.ediplc.com/diagnostics/>

Click on the ICT diploma diagnostics and check the following programs:

- Flash player version
- Check Javascript
- Test bandwidth
- Test available ports
- Install Active X

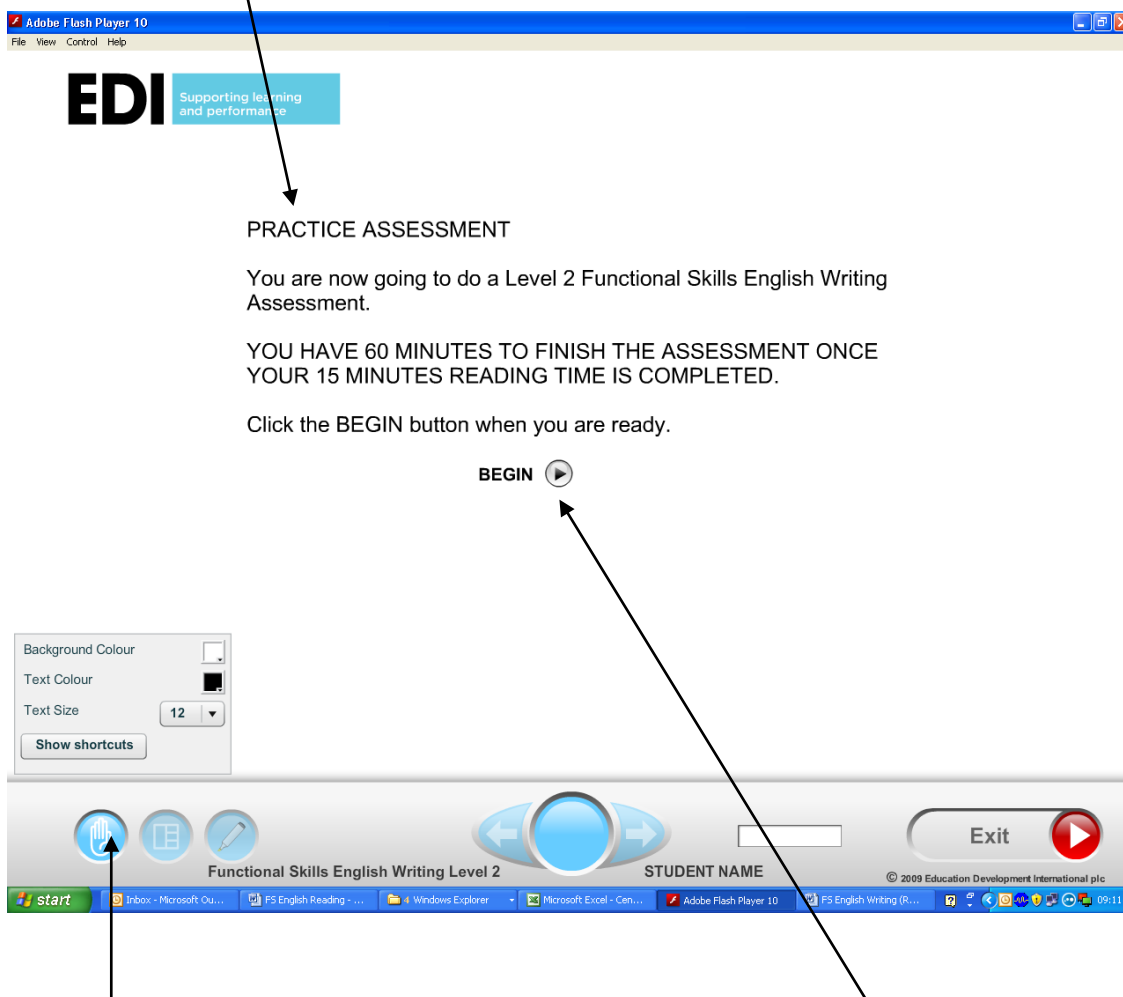
Each PC used in testing will require a diagnostic completed on it. If there are any changes made to the PC or network it accesses another diagnostic will need to run to check that compatibility has not been affected.

3. Instructions

Starting the assessment

Please ensure candidates read and understand the instructions before starting the assessment.

You may find it useful at this time to explain how the assessment works e.g. navigating through the test and any accessibility options which may be of benefit to the candidates.



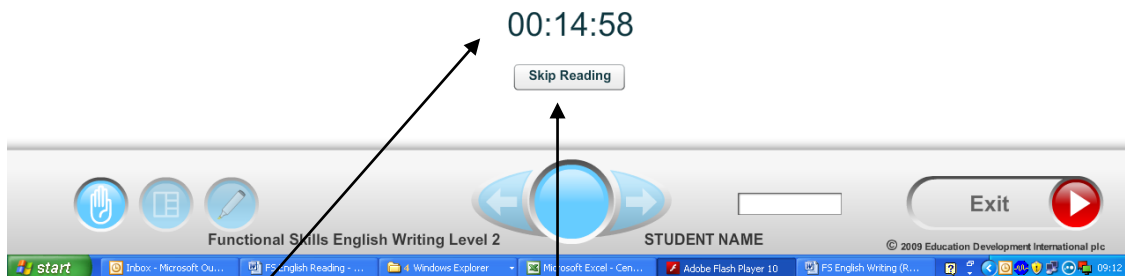
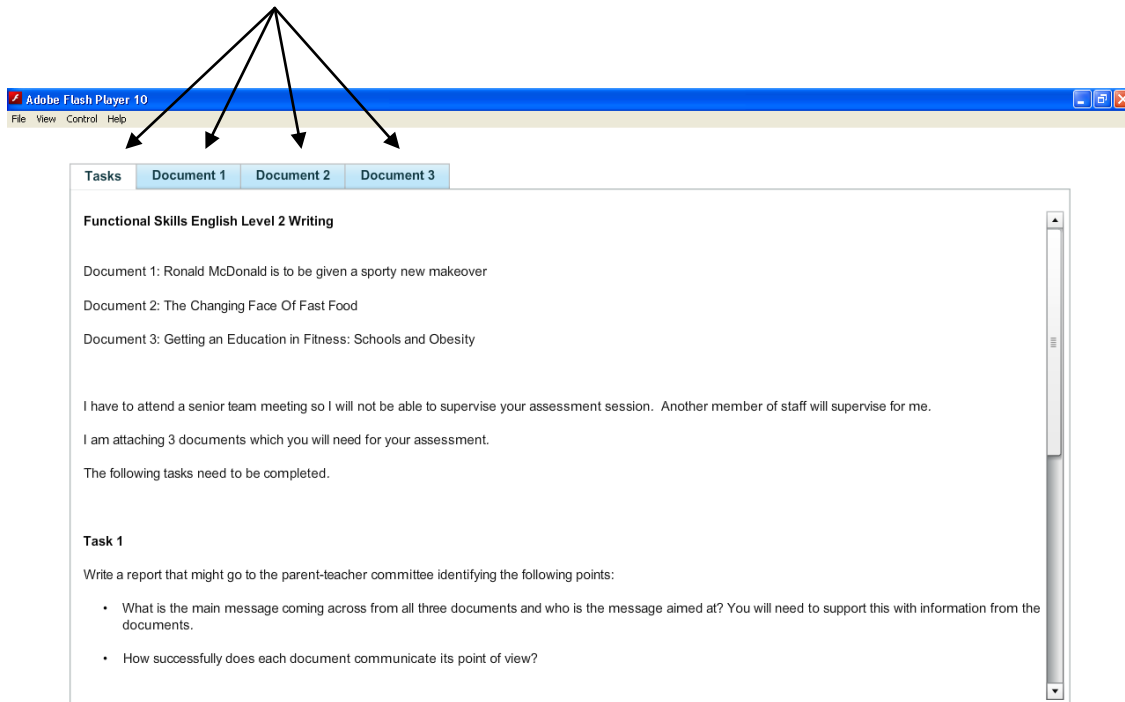
Before the candidates start the test they have access to a function button. From here they can change the background colour, font colour and text size. They can also see the keyboard shortcuts that are available.

Click on the arrow to begin the assessment.

4. Using the reading time

Candidates will receive 15 minutes reading time; this is to be used to read the tasks and the unseen documents.

Click on the tabs to move between the documents and tasks.



The time left will be indicated on the timer.

If candidates have finished reading all the material before the reading time has finished, they can click on 'skip reading' to begin the assessment.

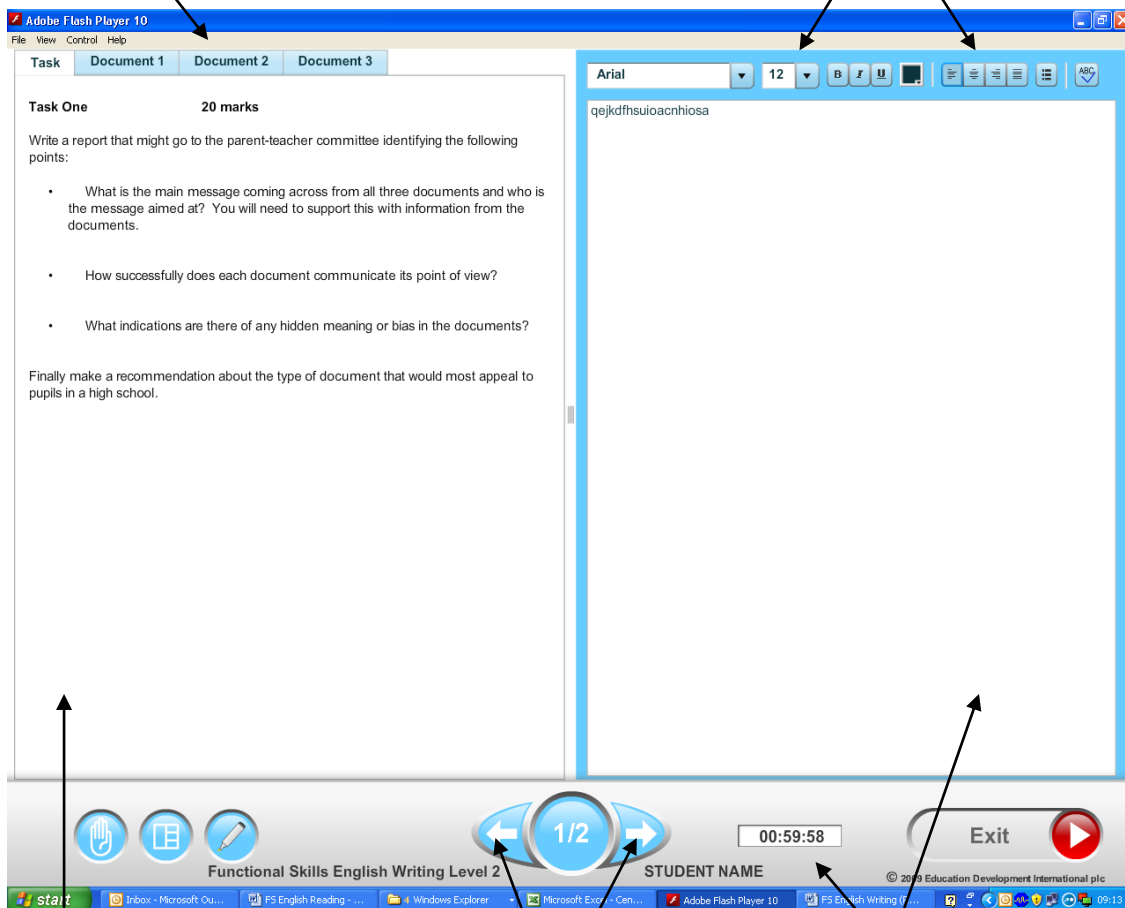
The remaining reading time will not be added onto the assessment time.

5. Completing the assessment

Task 1

Candidates can still access the reading material during the test.

Candidates can use these icons to format their answers if they wish.



Clicking here will allow candidates to navigate between questions.

Timer.

In this pane, candidates will see the task they are required to complete.

In this pane, candidates can word process their answer. Answers will be saved automatically when moving between panes.

Task 2

Adobe Flash Player 10

File View Control Help

Task Document 1 Document 2 Document 3

Task Two 20 marks

In the minutes of the Student Council Meeting, the Head asked that members of the committee might be able to persuade pupils that healthy eating in the Bistro was better than going to the fast-food outlets on the retail park.

Write an article for the school magazine, using a style and tone you think is most appropriate for pupils, giving the following information:

- Why healthy eating and exercise is so important.
- The advantages of using what is available on the new school premises to achieve the healthy eating/exercise aim.
- The disadvantages of going to the retail park during lunch hours.

Your information must come from the documents.

Draft an email to the Deputy Head attaching a copy of your article I have attached an email template for you to complete so that I can see what you have written before it is sent. You have her details in the minutes.

J Perkins, FS Tutor
ChipstonH@ac.co.uk

Arial 12 B I U

Hand Document Pencil

← 2/2 → 00:56:11 Exit ▶

Functional Skills English Writing Level 2 STUDENT NAME © 2009 Education Development International plc

start | Inbox - Microsoft Out... | FS English Reading ... | Windows Explorer | Microsoft Excel - Cen... | Adobe Flash Player 10 | FS English Writing (R... | 09:17

Same as Task 1.

At the end of the test

Check your answers?
Check your answers before you finish the test. Return to any question by clicking the 'Q' buttons below.
The **YELLOW** buttons show that you have answered this question.
The **BLUE** buttons show that you did not attempt this question.
When you are happy with your answers, click the arrow next to **FINISH** to see your results.

Question

Q1 Q2

FINISH ▶

Functional Skills English Writing Level 2

STUDENT NAME

00:55:49

Exit ▶

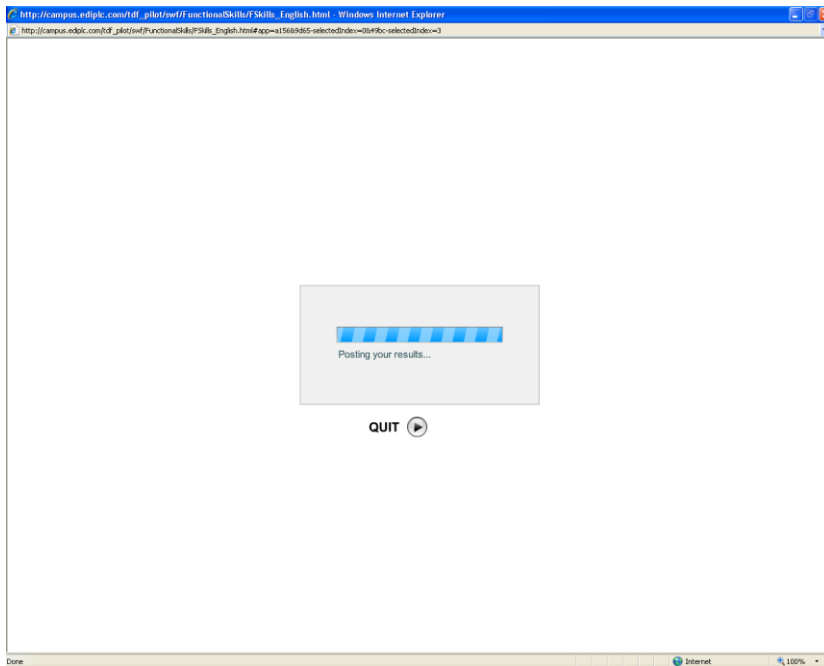
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On this page learners can check they have completed all the tasks within the assessment.

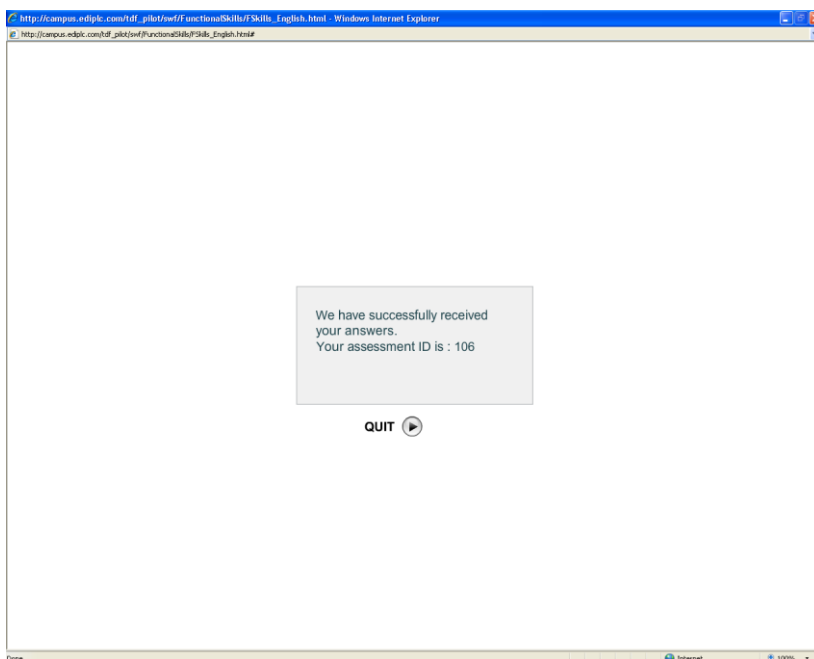
- A question number in yellow means the question has been answered
- A question number in blue means the question has not been answered

Click on finish when you are satisfied the assessment is complete.

You will then have a message stating that your results are being posted.



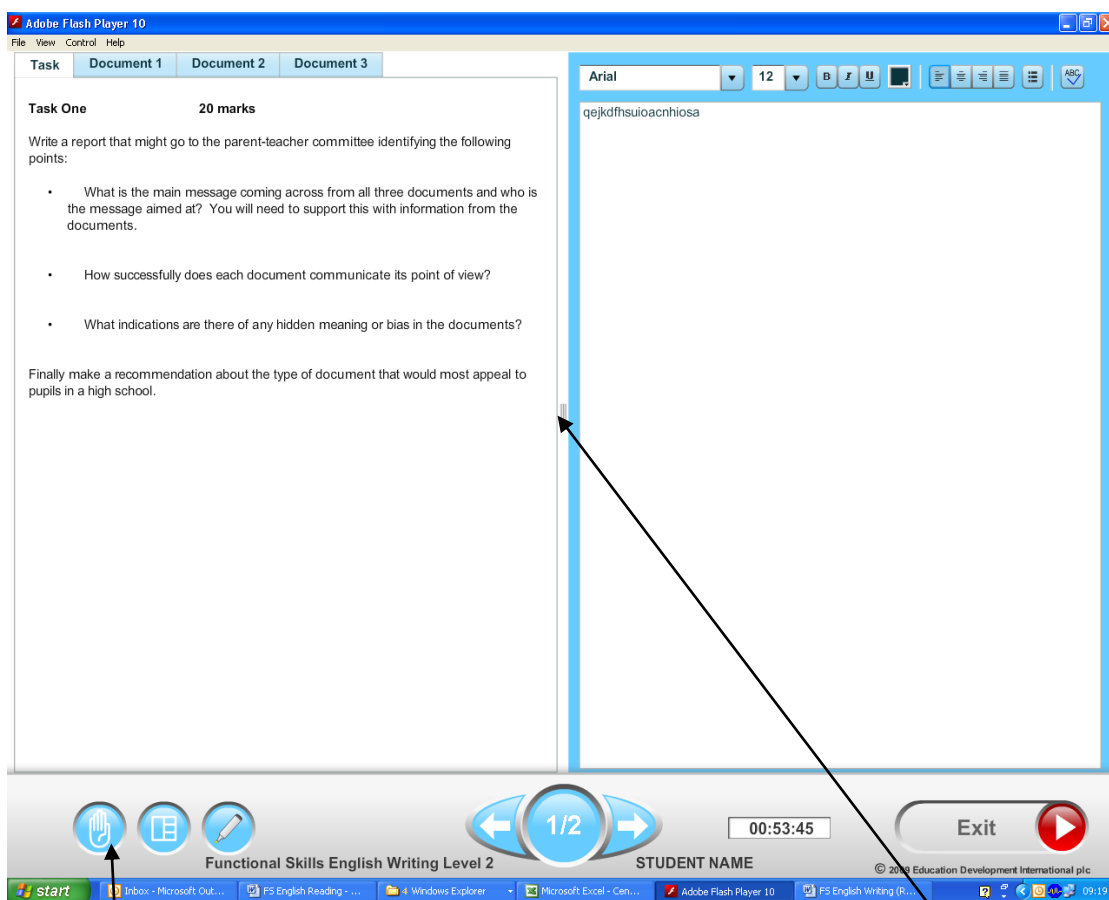
Once the results have been posted, a box will appear with an ID number in it.



This page will indicate that the candidate's results are being served and will then be available for the examiner to mark.

Please note down the candidates name and assessment ID number. This is your reference number if you need to contact EDI about this assessment.

6. Additional features of the assessment – accessibility options

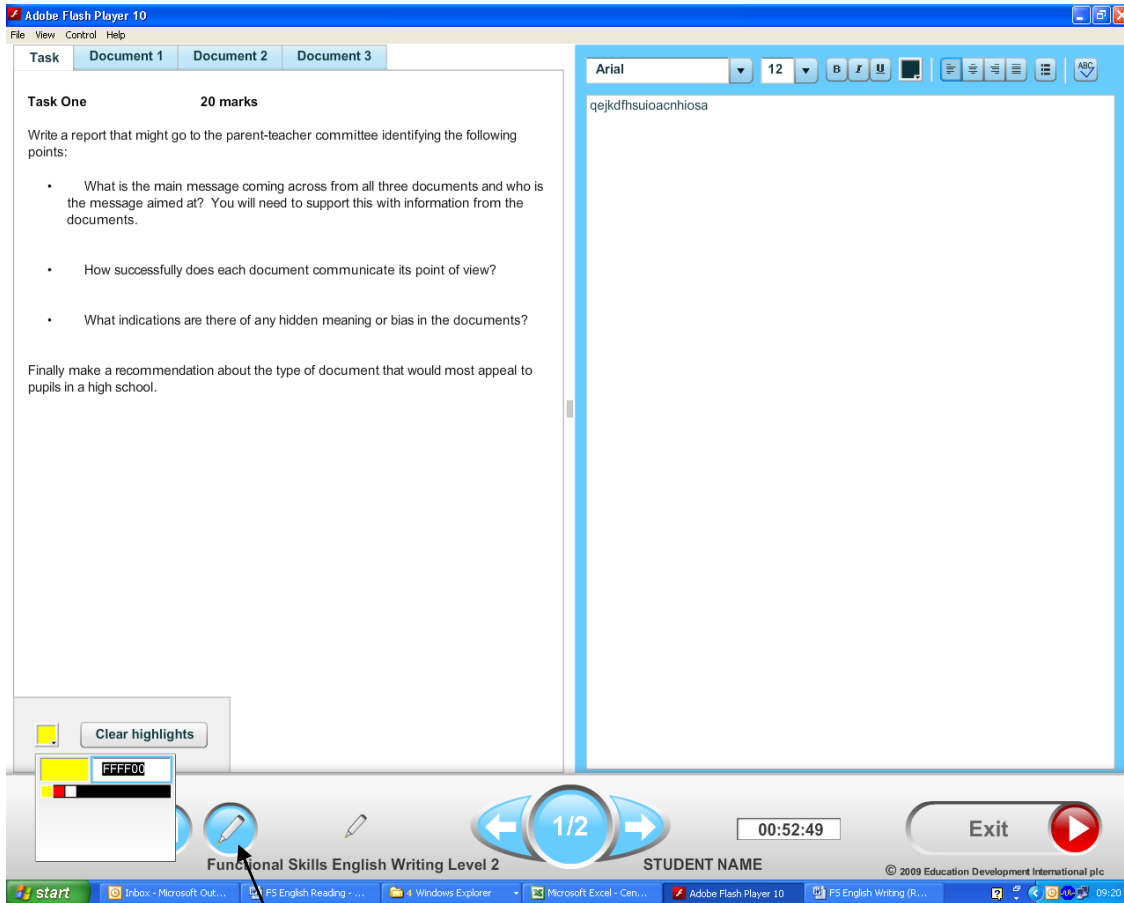


If a candidate holds down this toggle and drags they can resize one side of the screen.

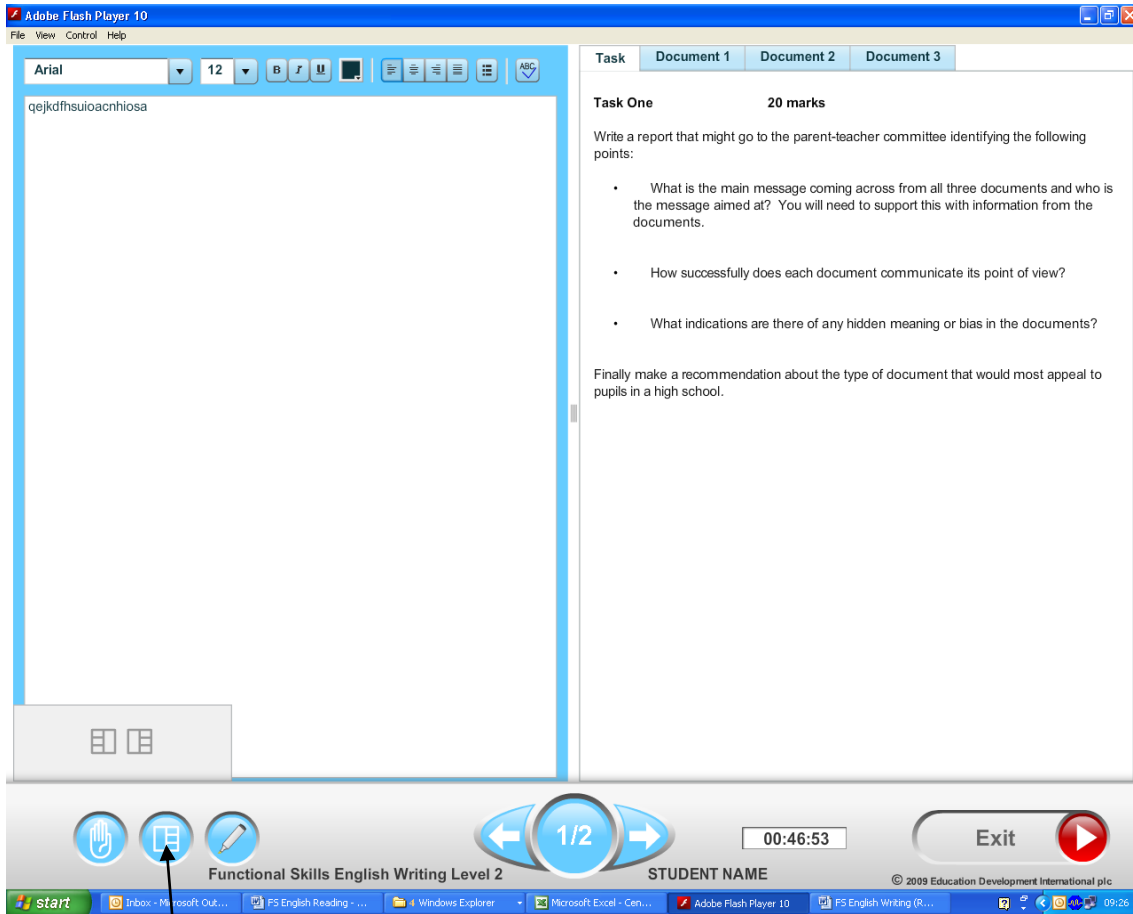
By clicking here, candidates can access the background colour, font colour, text size and keyboard shortcuts which can be used as an alternative to the mouse.

* It may be useful for candidates to have a list of these available for reference. A photocopyable sheet is available on the next page.

If a candidate changes the background colour, text colour and/or text size, this will automatically change all the documents and tasks.



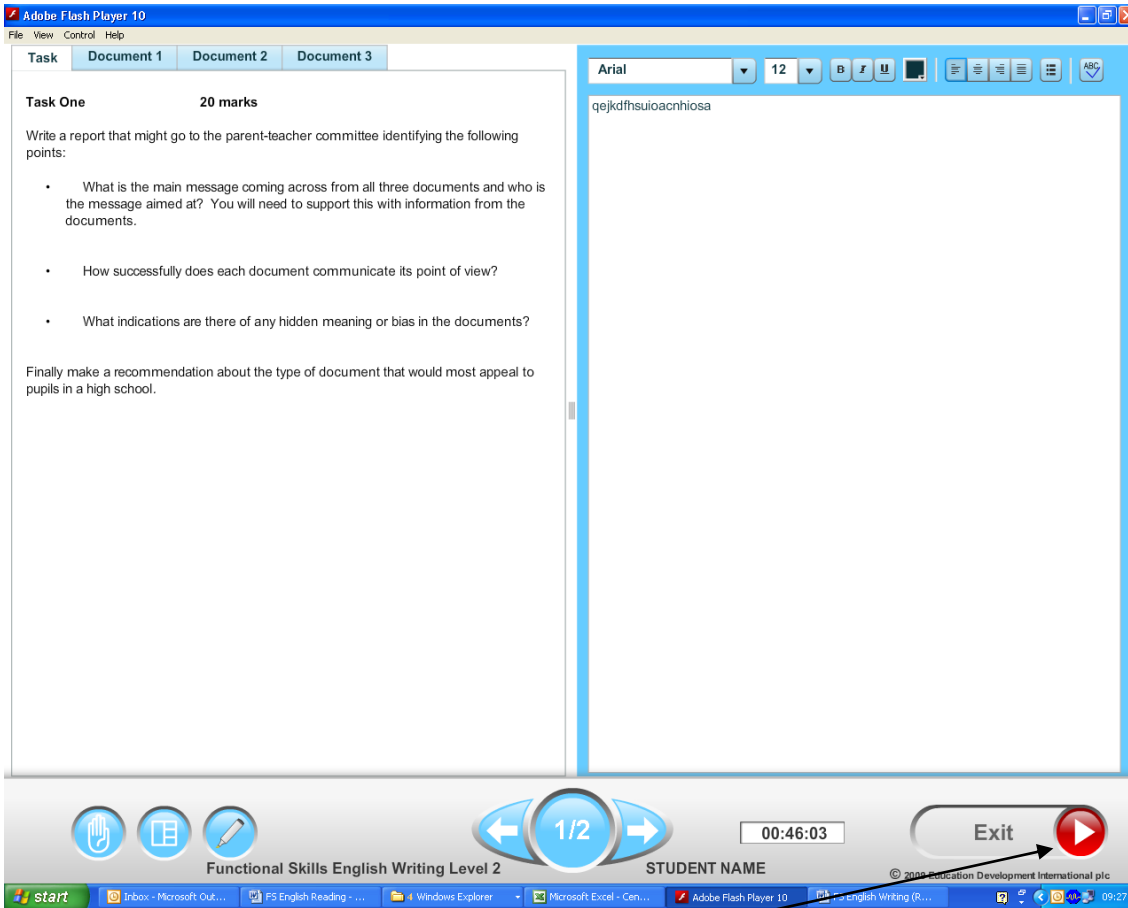
By clicking on this icon, candidates can highlight parts of the reading material. They can also change the colour of the highlighter.



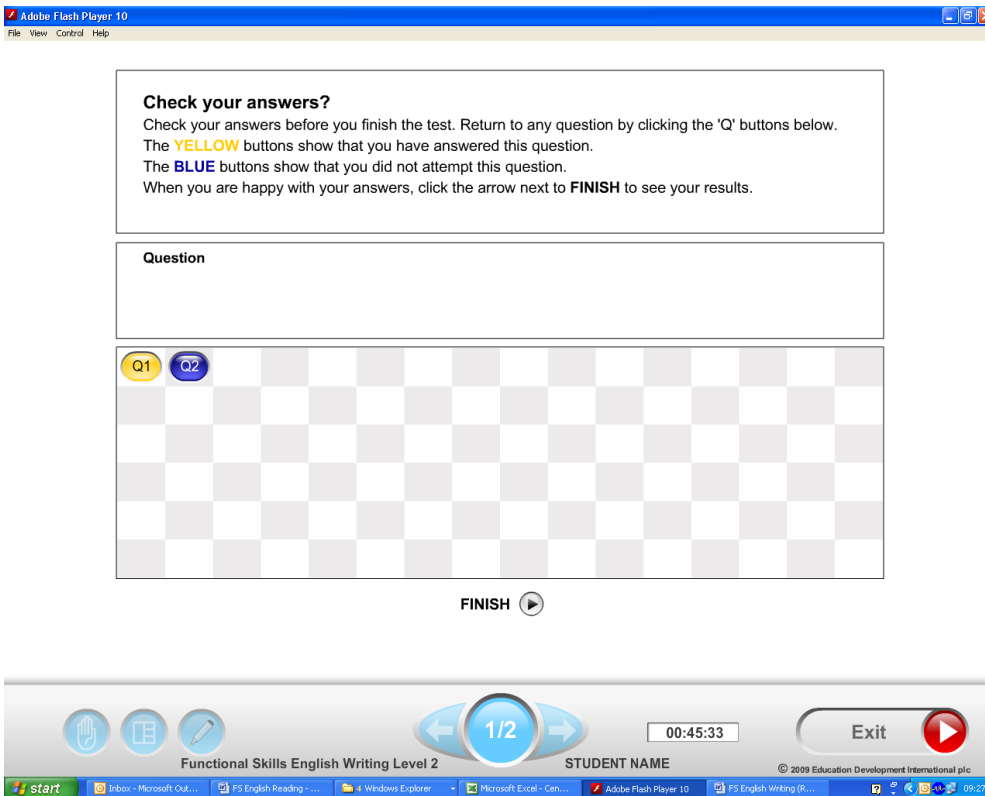
By clicking here candidates can change the layout of the split screen.

Candidates have access to a spell checker. By clicking on this button, all words that have been spelt wrong will be underlined.

The screenshot shows a software interface for a writing task. On the left, under the heading "Task One" (20 marks), the instructions are: "Write a report that might go to the parent-teacher committee identifying the following points:" followed by three bullet points: "What is the main message coming across from all three documents and who is the message aimed at? You will need to support this with information from the documents.", "How successfully does each document communicate its point of view?", and "What indications are there of any hidden meaning or bias in the documents?". Below these is a final instruction: "Finally make a recommendation about the type of document that would most appeal to pupils in a high school." On the right, there is a text input area with the placeholder text "qejkdfhsuioacnhiosa" and a toolbar containing a spell checker icon (labeled "ASC"). An arrow from the text above points to this icon. At the bottom, a control bar features navigation buttons (left, 1/2, right), a timer showing "00:46:31", and an "Exit" button. The footer includes "Functional Skills English Writing Level 2" and "STUDENT NAME". The Windows taskbar at the very bottom shows the Start button and several open applications including Microsoft Outlook, Windows Explorer, Microsoft Excel, and Adobe Flash Player 10.



If a candidate clicks on the 'Exit' button, they will be taken to the checkerboard screen automatically.



Keyboard shortcuts

CTRL + SHIFT + Y	Reload question
CTRL + SHIFT + B	Begin assessment
CTRL + SHIFT + .	Load next question
CTRL + SHIFT + ,	Load previous question
CTRL + SHIFT + +	Increase text
CTRL + SHIFT + -	Reduce text
CTRL + SHIFT + E	Exit assessment
CTRL + SHIFT + K	Show/hide accessibility panel

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