

How do I sit an exam?

| Overview and General | Video | Assessor | Video | Account Management | Video |
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| Welcome to the TLM How To pages [1] | | Assessors [2] | | What is account management? [3] | |
| What is TLM all about? [4] | | What is an assessor? [5] | | How do I change my password? [6] | |
| What is on the website? [7] | | How do I get started as an assessor? [8] | | How do I get a new password? [9] | |
| What is the Baseline Testing all about? [10] | | How do I create an account on the Markbook Site? [11] | | How do my learners submit evidence? [12] | |
| What are your assessment methods? [13] | | How do I create an account on the Learning Site? [14] | | How do I create evidence and assess it as a learner? [15] | |
| What are the Grading Levels? [16] | | How do I find my assessor ID? [17] | | How do I track the progress of my learners? [18] | |
| What qualifications does TLM offer? [19] | | How do I find a learner ID? [20] | | Do you have some samples of student's work? [21] | |
| Where do I log in? [22] | | How do I administer and manage learners? [23] | | | |
| How do I contact you? [24] | | How do I add learners to the Learning Site? | | | |
| Where do I find the handbooks? [25] | | How do I set up an exam for my groups? | | | |
| What does the Learning Site do? [26] | | Example work for most popular L1 / L2 Units [27] | | | |
| What does the Markbook Site do? [28] | | Support Materials from existing centres: Neale Wade [29], Mounts Bay [30] | | | |
| Where can I see some general videos? [31] | | Past Papers: Exam 4 [32] (please contact Office for mark scheme) | | | |

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| Tests, Examinations and coursework | Video | Content Management | Video | Best Practise | Video |
|--|-------|---|-------|---|-------|
| What are the timings for coursework and exams? [33] | | What can I do on the Learning Site? [35] | | How do I pull all of this information together? [36] | |
| What tests or examinations does TLM offer? [34] | | | | | |
| How do I create groups for the regulated exam? [37] | | What resources can I make on the Learning Site? [38] | | What is the best way for learners to manage projects here? [39] | |
| How do I create groups? [37] | | How do I make a basic page for evidence? [40] | | What is the best way to receive and manage evidence? [41] | |
| How do I put students into groups? [42] | | How do I use the rich-text editor? [43] | | How do I create pure HTML pages? [44] | |
| How do I notify you that I have work which requires moderation? [45] | | How do I disable the rich-text editor? [46] | | How do I get good marks in my projects? [47] | |
| How do I notify you that I am ready for a regulated test? [48] | | How do I insert an image into my pages? [49] | | Where can I see a range of student exemplar work? [50] | |
| How do I set the exam? [48] | | How do I let people download a file from my pages? [51] | | Where can I see examples of good blogs? [52] | |
| How do I choose which exam students will take? [53] | | How do I upload a file to my pages? [54] | | Where can I see good examples of ePortfolios? [55] | |
| How does the mock, real, re-set triage work? [56] | | How do I add large files to my pages? [57] | | Where can I discuss with colleagues some best practices? [58] | |
| How do I administer an exam? [59] | | How do I view my files? [60] | | | |
| How do I deal with problems that may arise? [61] | | How do I delete a file? [62] | | | |
| How will I | | How do I find | | | |

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| receive the grades for a regulated exam? [63] | the pages I have created? [64] |
| How do I print certificates once they are graded? [63] | How do I edit or delete my pages? [65] |
| How can I see the student's exam scores? [66] | How do I view my blog? [67] |
| Is there somewhere to be able to practice the exams? [68] (see also Assessor section, past papers) | How do I edit or delete a blog entry? [69] |
| | How do I find somebody else's blog? [70] |

| Baseline Testing | Video | Exams Officer Video (in progress) |
|---|-------|---|
| How do I register students for the Baseline Test? [71] | | What is my role when working with TLM? |
| Where do I go for discussions about the Baseline Test? [72] | | What does the Learning Site Do? |
| How do I see results of the Baseline Tests? [73] | | What does the Markbook Site do? |
| | | What are the timings for coursework and exams? [74] |
| | | What tests or examinations does TLM offer? [75] |
| | | How do I set an exam? [76] |
| | | How do I choose which exam the students take? [77] |
| | | How does the Mock, Real, Re-Sit Triage work? |

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[How do I administer an exam?](#) [79]
[How will I receive grades for a regulated exam?](#) [80]
[How do I print certificates once they are graded?](#) [81]
[Malpractice form R1](#) [82]

Source URL: <https://theingots.org/community/howto-landing>

Links

- [1] <http://theingots.org/community/howto-overview#welcome>
- [2] <http://theingots.org/community/howto-assessors#assessor>
- [3] <http://theingots.org/community/howto-account-management#what-is-am>
- [4] <https://theingots.org/community/howto-overview#overview-why-tlm>
- [5] <http://theingots.org/community/howto-assessors#assessor?>
- [6] <http://theingots.org/community/howto-account-management#pw-change>
- [7] <http://theingots.org/community/howto-overview#overview-why>
- [8] <http://theingots.org/community/howto-assessors#assessor-start>
- [9] <http://theingots.org/community/howto-account-management#new-pw>
- [10] <http://theingots.org/community/howto-overview#overview-baseline>
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- [14] <http://theingots.org/community/howto-assessors#ls-account>
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- [25] <https://theingots.org/community/handbook2>
- [26] <http://theingots.org/community/howto-overview#ls-video>
- [27] https://www.dropbox.com/sh/ur3o60riypahldt/AAAt8fTtVu_auF63xCazqdyMa?dl=0
- [28] <http://theingots.org/community/howto-overview#mb-video>
- [29] <https://theingots.org/community/sites/default/files/uploads/user4107/IT%20User%20Skills%20Theory%20Booklet.pptx>
- [30] https://theingots.org/community/sites/default/files/uploads/user4107/ITQ%20revision_v2.pdf
- [31] <http://theingots.org/community/howto-overview#videos>
- [32] https://theingots.org/community/sites/default/files/uploads/user4107/6006688X_TLM_Level_2_Certificate_in_Open_Systems_and_Enterprise_Real_Examination_4.pdf

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- [33] https://theingots.org/community/assessment_timings
- [34] <http://theingots.org/community/howto-tests#tests>
- [35] <http://theingots.org/community/howto-content#ls-what>
- [36] <http://theingots.org/community/howto-best-practice#bp-pull>
- [37] <http://theingots.org/community/howto-tests#exam-group>
- [38] <http://theingots.org/community/howto-content#ls-make>
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- [44] <http://theingots.org/community/howto-best-practice#bp-html>
- [45] https://theingots.org/community/how_to-moderation
- [46] <http://theingots.org/community/howto-content#ls-no-rte>
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- [51] <http://theingots.org/community/howto-content#ls-download>
- [52] <http://theingots.org/community/howto-best-practice#bp-blogs>
- [53] <http://theingots.org/community/howto-tests#triage>
- [54] <http://theingots.org/community/howto-content#ls-upload>
- [55] <http://theingots.org/community/howto-best-practice#bp-portfolio>
- [56] <http://theingots.org/community/howto-tests#exam-admin>
- [57] <http://theingots.org/community/howto-content#ls-large>
- [58] <http://theingots.org/community/howto-best-practice#bp-discuss>
- [59] <http://theingots.org/community/howto-tests#exam-problems>
- [60] <http://theingots.org/community/howto-content#ls-view>
- [61] <http://theingots.org/community/howto-tests#exam-grades>
- [62] <http://theingots.org/community/howto-content#ls-delete>
- [63] <http://theingots.org/community/howto-tests#certificates>
- [64] <http://theingots.org/community/howto-content#ls-find>
- [65] <http://theingots.org/community/howto-content#ls-edit>
- [66] <http://theingots.org/community/howto-tests#examscore>
- [67] <http://theingots.org/community/howto-content#ls-blog-view>
- [68] <https://learning.tlm.org.uk/>
- [69] <http://theingots.org/community/howto-content#ls-blog-edit>
- [70] <http://theingots.org/community/howto-content#ls-blog-find>
- [71] <http://theingots.org/community/howto-baseline#bl-register>
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