

How do I sit an exam?

Overview and General	Video	Assessor	Video	Account Management	Video
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]
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		How does the Mock, Real, Re-Sit Triage work?

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[How do I administer an exam?](#) [79]
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[Malpractice form R1](#) [82]

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

Links

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- [3] <http://theingots.org/community/howto-account-management#what-is-am>
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- [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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