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# Highfield Level 4 E-assessment Guidance for Candidates

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Highfield House, Heavens Walk, Lakeside, Doncaster, South Yorkshire, DN4 5HZ, United Kingdom  
Tel +44 08452260350 Tel +44 01302363277 Fax +44 08452260360

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## Highfield Level 4 E-assessment Guidance for Candidates

### Introduction

This guide is designed to give learners an understanding of what to expect from their online level 4 assessments, in comparison to paper-based assessments.

### Sections

It is important to note that no matter the assessment method, each learner will be required to answer the same questions, and that they are formatted in the same way. In the case of HACCP, the examination is split into two sections:

section A - comprises of 10, short-written questions

section B - comprises of two scenarios with follow-up questions

For paper-based assessments, each section is labelled as such. However, during an e-assessment exam, one section will run on from the other, so the format of the question will begin to change from question 11 onwards.

It is recommended that you spend 90 minutes on section A/the first 10 questions, and 60 minutes on section B/questions 11 onwards.

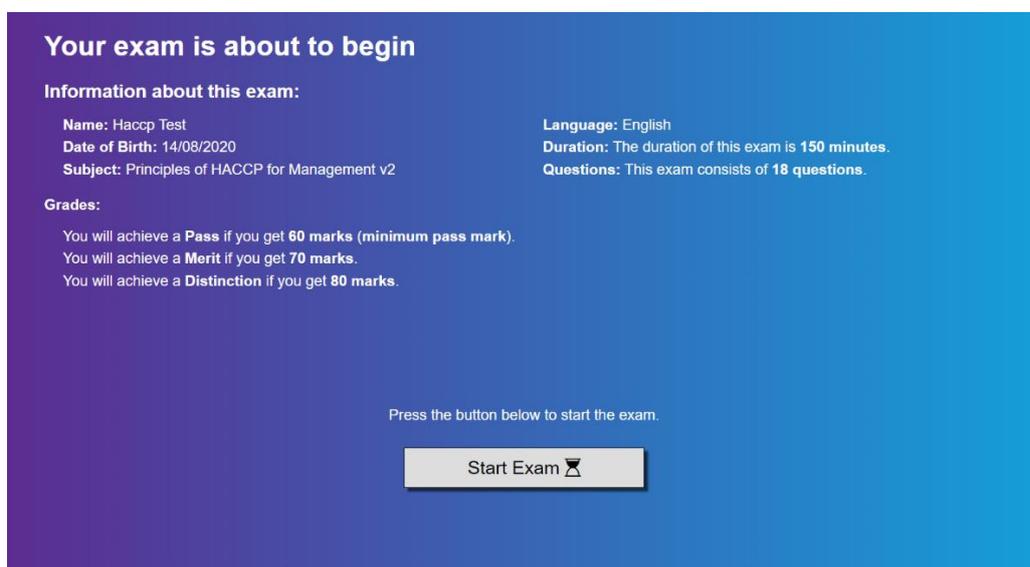
It is also recommended that you look through the paper first to gain an idea of what to expect. On e-assessment, you will have freedom to move forwards and backwards through the questions using the 'next' and 'previous' buttons at the bottom of the page.

### Numbering

The numbering of the questions is one of the most significant differences between online and paper-based examinations. When undertaking a paper-based exam, you will see that section A has questions running from 1-10, and section B has questions running 1-2 with follow-up questions ranging from a-e.

For online assessments, section A has questions running from 1-10, and section B has questions running from 11 onwards.

Before an online assessment is started, you will see this screen:



**Your exam is about to begin**

**Information about this exam:**

<b>Name:</b> Haccp Test	<b>Language:</b> English
<b>Date of Birth:</b> 14/08/2020	<b>Duration:</b> The duration of this exam is <b>150 minutes</b> .
<b>Subject:</b> Principles of HACCP for Management v2	<b>Questions:</b> This exam consists of <b>18 questions</b> .

**Grades:**

- You will achieve a **Pass** if you get **60 marks** (minimum pass mark).
- You will achieve a **Merit** if you get **70 marks**.
- You will achieve a **Distinction** if you get **80 marks**.

Press the button below to start the exam.

**Start Exam** ⌚

Here, you will see that the information states that the exam consists of 18 questions. This is because the system used to run the exam considers each element of a question in section B to be a question in it's own right.

For example, the first scenario with four follow-up questions would have each question presented as 1a, 1b, 1c, and 1d in a paper-based exam, but would show as four separate entities on e-assessment. The same number of questions are being asked, but the information is presented in a different way.

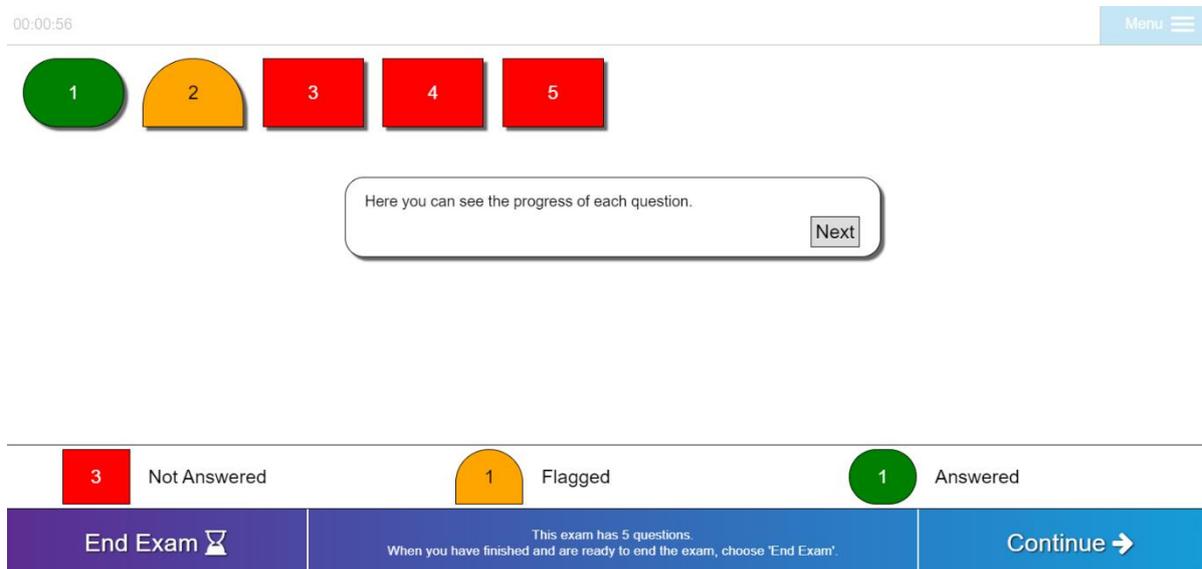
### Assets

Within the paper-based examinations, you will be presented with diagrams or information, for example a decision tree. These are known as assets. When undertaking e-assessment, these will be given to you on the page automatically. For questions 11 onwards (otherwise known as section B) the scenario will also be given.

If there is more than one asset available, including the scenario, you will be able to open these using the buttons on the right-hand side of the page. These will be pointed out to you during your exam.

### Review

You will have chance to review and amend any answers that you have given, end when you finish the last question, or at any time by pressing  at the bottom of the window. This page will resemble the following:



00:00:56 Menu ☰

1 2 3 4 5

Here you can see the progress of each question. Next

---

3 Not Answered      1 Flagged      1 Answered

End Exam ⌚      This exam has 5 questions. When you have finished and are ready to end the exam, choose 'End Exam'.      Continue →

As you can see, this will give a visual on questions not answered, answered, or flagged to come back to. By clicking on the question you can amend it. When happy with your answers, you can then come back to this page and end the exam.

**Key differences at a glance**

	<b>Paper-based</b>	<b>E-assessment</b>
<b>Format</b>	Split into two sections, A and B.	Split into sections, but section B will run straight on from section A
<b>Numbering</b>	Section A – 10 questions, section B – 2 scenarios (presented as questions 1 and 2) with follow-up questions labelled as a, b, c, d, etc.	Numbering reflects how many components there is to the exam. For example 1-10 for section A, then 11 onwards for section B
<b>Assets</b>	Shown below the question/scenario	Are shown automatically, unless there are more than one, in which case you will need to click on the buttons to the right-hand side of the page