

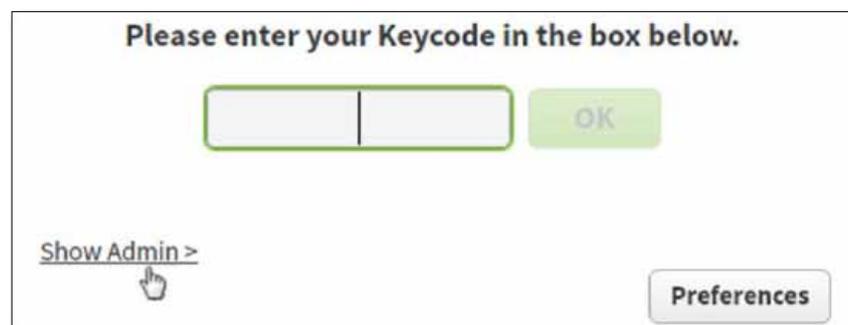
## Checking exams have been uploaded into SecureAssess

If your exams have been taken offline, they must be uploaded back to SecureAssess once you are connected to the internet. Failure to do this will delay the marking of the exam and could result in the exam being lost and the learner being forced to re-sit.

To upload your learners work back to SecureAssess to be marked, please complete the following steps:



1. Open Skillsfirst SecureClient
2. Click on the 'Show Admin' link and enter your login details for SecureAssess



Please enter your Keycode in the box below.

[Show Admin >](#)

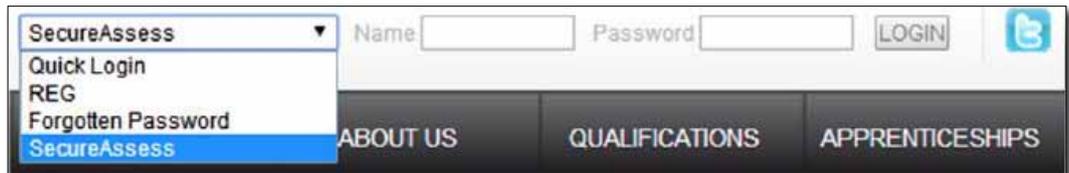
3. Select the exams you wish to upload (to highlight more than one exam, hold down the 'CTRL' key whilst clicking on each exam) and click 'Upload Results'
4. A message will appear to confirm your exam has successfully uploaded
5. You will know an exam has uploaded back to Skillsfirst as it will no longer appear in the list of exams in the 'Show Admin' section.



We also highly recommend logging into the SecureAssess website to check that the exam has uploaded successfully.

In order to check that the exam has uploaded successfully, you will need to navigate to the Skillsfirst website [www.skillsfirst.co.uk](http://www.skillsfirst.co.uk)

1. Click on the drop down box at the top, left hand side of the home page and click 'SecureAssess'



2. A new window will appear, please enter your login details here to access SecureAssess



3. Click on the 'Invigilation' tab
4. The state of the exam should appear as 'Finished', this will be represented by a green 'tick', demonstrated in the screenshot below.

State	PIR	Exam Name	Keycode	Centre Name	Candidate	Candidate ref.	Start Date	End Date	Start Time	End Time	Duration
✓	None	Practice ICT Functional Skills	PLK02094	St Albans (Test centre and)	BSB Test	1025981	11/11/2014	11/11/2014	08:00:00	23:59:00	Unstarted

It is extremely important to check every exam following completion to ensure that it has been uploaded to Skillsfirst. Not uploading an exam straight away will result in a delay to the result release.

If you experience difficulties uploading an exam, please contact [secureassess@skillsfirst.co.uk](mailto:secureassess@skillsfirst.co.uk) or the exams team on **0121 270 5100**