



Guidance

PLEASE READ THIS GUIDANCE BEFORE ACCESSING THE ASSESSMENT

This guidance has been devised to support candidates who wish to take the assessment for the People Dancing Professional Qualification **Level 4 Certificate Approaches to Dance with Older People**.

One time only

You will only be able to access the assessment **once** so please ensure you are ready to take the test before selecting the 'Assessment' option on this web page.

Additional support

If you have additional needs and need support in order to access the assessment please email info@communitydance.org.uk **before** visiting the assessment pages.

Time limit

Once you open the assessment you will continue to have access to it for a maximum of 4 hours. This is considerably longer than you are likely to need.

If you have not submitted your work at the end of the four-hour period the system will automatically submit the answers you have provided and you will not be able to open the assessment again.

Answering questions

Questions within the assessment are provided in a number of formats including multiple choice, true or false, drag and drop and short written answers.

You should attempt all the questions in the assessment.

You can change any of your answers prior to clicking on the 'Finish attempt' button that appears at the end of the assessment.

Review your answers before finishing your assessment.

Submitting your work

When you are ready to finish the assessment click the 'Finish attempt' button that will appear after the final question. The system will take you to a summary page where you can check that you have answered all the questions. You can either select the 'Return to attempt' button or, if you are sure that you want to submit the answers you can click the 'Submit all and finish' button.

Once the 'Submit all and finish' has been selected it will ask you to confirm your decision. When you have finally submitted your work a message saying 'Done. Assessment submitted' will appear on the screen.

You will **not** be able to revisit the questions or your answers once the Submit button has been clicked for the second time.

Results

The results of your assessment will be emailed to you within three weeks of submission.