

Instructions for Conducting Assessments

Version 1.0 — 03 May 2026

Learner-Friendly Summary

These instructions explain how to complete your assessments on Moodle Cloud. They show you how to access your course, start quizzes, upload documents, and check your results. Screenshots are included to help you understand what you will see on your screen. All assessments must be completed independently, without AI tools or collaboration. If you experience technical issues, follow the steps in the Technical Failure Procedure.

1. Purpose

This document provides clear, step-by-step instructions for completing all assessment types delivered through Moodle Cloud. It ensures consistency, fairness, and accessibility for all learners.

2. Assessment Types Covered

These instructions apply to all assessment formats used by SBK Teaching Standards:

- Multiple-choice quizzes (MCQs)
- Written tasks
- Reflective questions
- Scenario-based tasks
- Document uploads (e.g., risk assessments, policies, insurance documents)
- Portfolio submissions

3. Assessment Conditions

All assessments must be completed under the following conditions:

- **Open-book** (you may refer to your notes and course materials)
- **Independent completion** (no collaboration or shared work)
- **No AI tools** (see AI Use in Assessments Policy)
- **No copying or pasting from external sources**
- **No discussing assessments with others**
- **Time-limited MCQs** must be completed in one sitting
- **Written and upload tasks** are untimed unless otherwise stated

Breaches may be investigated under the **Malpractice Policy** and **Plagiarism Policy**.

4. Technical Requirements

To complete assessments successfully, you must have:

4.1 Device Requirements

- Laptop or desktop computer recommended
- Tablet or mobile may work but may limit functionality
- Ability to upload PDF, Word, or image files

4.2 Browser Requirements

Moodle Cloud supports modern browsers such as:

- Google Chrome
- Microsoft Edge
- Firefox
- Safari

Your browser must be up to date.

4.3 Internet Requirements

- Stable internet connection
- Avoid public Wi-Fi where possible
- Ensure your device does not auto-disconnect or sleep during assessments

4.4 Accessibility

Moodle Cloud supports:

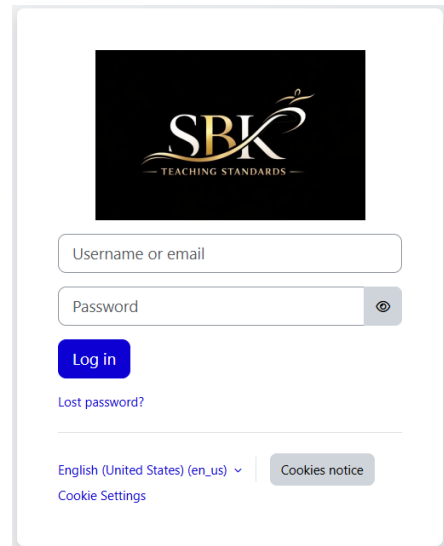
- Screen readers
- Keyboard navigation
- Adjustable display settings
- Mobile-friendly layouts

Learners requiring adjustments should refer to the **Access Arrangements & Reasonable Adjustments Policy**.

5. Step-by-Step Instructions for Completing Assessments

5.1 Accessing Moodle Cloud

1. [Log in to the site | SBK Teaching Standards - https://sbk-teaching-standards.moodlecloud.com/login/index.php](https://sbk-teaching-standards.moodlecloud.com/login/index.php)
2. You will be emailed your username and password
3. Note you can change the language of use, it is automatically set to English (United States). I advise changing this to English (en).
4. Please note the Cookies notice attached which is set by Moodle Cloud. Cookies must be enabled in your browser.
5. On logging in you will be required to change your password. If you struggle to find a password, perhaps use a variation of this one: “SBKteachingstandards26!”
Minimum password requirements are:
 - **Minimum length:** 8 characters
 - **At least 1 digit** (0–9)
 - **At least 1 lowercase letter** (a–z)
 - **At least 1 uppercase letter** (A–Z)
 - **At least 1 non-alphanumeric character** (e.g., ! @ # \$ % ^ & *)
6. The home page shows the company logo, welcome box and a list of all courses available. A short description of each course can be found by clicking the ‘i’ next to the name of the course. Please note that all policy documents are included in this list.



The screenshot shows the login interface for SBK Teaching Standards Moodle Cloud. At the top is the SBK Teaching Standards logo. Below it are two input fields: 'Username or email' and 'Password'. The 'Password' field has a toggle icon for visibility. A blue 'Log in' button is positioned below the password field. Underneath the button is a link for 'Lost password?'. At the bottom, there is a language selector showing 'English (United States) (en_us)' with a dropdown arrow, and a 'Cookies notice' button.



SBK Teaching Standards

Welcome to the SBK Teaching Standards courses!

On this Moodle site you can access all the courses on offer and much more...

- View all courses available
- Read about the courses, the assessment requirements
- Change the language you wish to study in on the login page
- Use the calendar to manage your studies throughout the year
- See who else is online or completing your course
- Talk to others who are studying the same course to find out more

Any issues or questions, please do not hesitate to contact us by sending a message on the thread available to

Search courses

Courses

- Adaptive Teaching
 - Inclusion based on gender
 - Inclusion based on age
 - Inclusion based on physical disabilities
 - Inclusion based on invisible Disabilities
- Health
 - Mental Health Awareness
- Legislation
 - Prevent training
 - Data Protection and UK GDPR
 - Bullying and Harassment awareness
 - Adult Safeguarding
 - Insurance
 - Fire awareness
 - Anti-bribery and corruption
- Policy documents
 - Policy Documents

You can hide this

Close block drawer

Latest announcements

13 March 2026, 6:43 PM
Clerissa Leney
New courses coming soon!
Older topics ...

Advertisement

Would you like to add an advert here?
Please contact us.

Calendar

May 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

List of all courses available

Click 'i' for more information

5.2 Accessing Your Course

1. Log in to MoodleCloud using your username and password.
2. Select My course

SBK Teaching Standards

Home Dashboard My courses

My courses

Course overview

All Search Sort by course name Card

Adult Safeguarding Legislation

0% complete

Anti-bribery and corruption Legislation

0% complete

Bullying and Harassment awareness Legislation

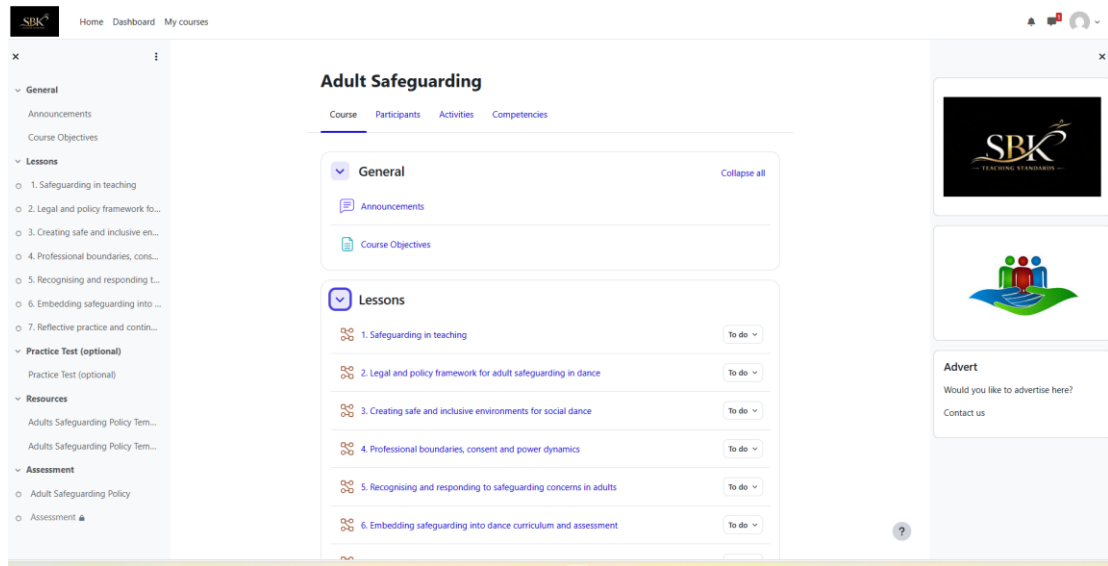
0% complete

Inclusion based on age Adaptive Teaching

25% complete



- Click on course you wish to complete. The following screenshot is an example from Adult Safeguarding course:



- Note the list of sections on the left can be closed by clicking the 'x' as can the panel of the right. This may be useful if you are using a small screen device such as a mobile phone.
- Here is an example of a lesson, note the buttons 'Previous page' and 'Next page' which can be used to navigate through the course sequentially.

[Adult Safeguarding](#) / [Lessons](#) / 1. Safeguarding in teaching

1. Safeguarding in teaching

✓ Done: View

Introduction

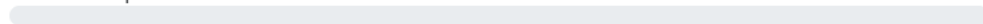


Safeguarding in adult education refers to the policies and practices that protect people from abuse, harm and neglect while they participate in learning. In an adult context, learners are usually responsible for their own welfare, yet teachers still hold a clear duty of care to provide a safe, respectful and professionally managed environment. Safeguarding therefore applies not only to obvious physical risks but also to emotional safety, dignity, equality of access and freedom from exploitation or coercion.

[Previous page](#)

[Next page](#)

You have completed 0% of the lesson



7. You progress will be tracked as you progress through the lessons. You must complete all the lessons before you can access the assessment. There is a practice test often available which is optional but advised.

5.3 Starting an MCQ Quiz (Assessment)

[Adult Safeguarding](#) / [Assessment](#)

Assessment

 [Adult Safeguarding Policy](#)
Opened: Wednesday, 15 April 2026, 12:00 AM

To do ▾

 **Assessment**
Opened: Saturday, 28 March 2026, 1:45 PM

 Not available unless: The activity [2. Legal and policy framework for adult safeguarding in d...](#) [Show more ▾](#)

- 1.
2. Click the quiz title.
3. Read the instructions carefully.

Assessment

Mark as done

There are 20 questions in the assessment.

25 minutes allowed

Each item will have 4 options with 3 distractors.

To gain a certificate of achievement for this course, a pass mark of 80% (16/20) is required.

Three resit opportunities are permitted.

Attempt quiz

Attempts allowed: 1

Time limit: 25 mins

Grade to pass: 8 out of 10

- 4.
5. Click **Attempt Quiz Now**.
6. Click **Start attempt**
7. A full-screen pop-up will appear.
8. Click **Start Attempt** to begin.
9. The timer will start immediately.

Assessment (page 1 of 20) | SBK Teaching Standards - Personal - Microsoft Edge
https://sbk-teaching-standards.moodlecloud.com/mod/quiz/attempt.php?attempt=39&cmid=114

SBK Teaching Standards English (en) -

Anti-bribery and corruption

Assessment

Back

Question 1
not yet answered
Flag question

In a dance competition, which situation could be considered bribery?

- ☐ a. A participant offers a judge a gift to influence their score.
- ☐ b. A dancer promotes the event on social media.
- ☐ c. A team wears coordinated costumes.
- ☐ d. A dancer pays for private coaching before the event.

Time left 0:24:55 Hide

Quiz navigation

1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	18
19	20							

Finish attempt...

Next page

10.

11. Answer each question and click **Next** to move forward.

12. Click **Submit All and Finish** when done.

Important:

- Leaving full-screen mode will NOT trigger a warning.
- The quiz will automatically submit if you exit full-screen.
- You cannot pause the timer!
- Once the time has passed, your assessment will automatically be submitted even if you have not completed all the questions.

5.4 Completing Written, Reflective, or Scenario-Based Tasks

[Adult Safeguarding](#) / [Assessment](#)

Assessment



[Adult Safeguarding Policy](#)

Opened: Wednesday, 15 April 2026, 12:00 AM

To do ▾



Assessment

Opened: Saturday, 28 March 2026, 1:45 PM



Not available unless: The activity [2. Legal and policy framework for adult safeguarding in d...](#) [Show more ▾](#)

1. Click the assessment title.

[Adult Safeguarding](#) / [Assessment](#) / [Adult Safeguarding Policy](#)



Adult Safeguarding Policy

To do: Make a submission **To do:** Receive a grade **To do:** Receive a passing grade

Opened: Wednesday, 15 April 2026, 12:00 AM

Add submission

Submission status

Attempt number	This is attempt 1.
Submission status	No submissions have been made yet
Grading status	Not graded
Last modified	-
Submission comments	> Comments (0)

- 2.
3. Click add a submission
4. Read the instructions and upload your document

Adult Safeguarding Policy

To do: Make a submission **To do:** Receive a grade **To do:** Receive a passing grade

Opened: Wednesday, 15 April 2026, 12:00 AM

Upload a copy of the adult safeguarding policy that you follow whilst teaching.

This may be one provided by your employer or one created using the templates provided if you are unable to get a copy.

Add submission

File submissions

Maximum file size: 10 KB, maximum number of files: 1, maximum total size: 839.9 MB







Files



You can drag and drop files here to add them.

Accepted file types:

Document files .doc .docx .epub .gdoc .odt .oth .ott .pdf .rtf
 Image (JPEG) .jpg
 Image (PNG) .png
 Image files .ai .bmp .gdraw .gif .ico .jpe .jpeg .jpg .pct .pic .pict .png .svg .svgz .tif .tiff .webp
 OpenDocument Text document .odt
 PDF document .pdf
 RTF document .rtf
 Word 2007 document .docx
 Word document .doc

Save changes

Cancel

- 5.
6. Type your response directly into the text box **or** upload a file if required.
7. Save your draft if you need more time.
8. Click **Submit** when you are ready.

5.4 Uploading Documents

1. Click the upload activity.
2. Read the instructions and required file formats.
3. Click **Add Submission**.
4. Drag and drop your file or use the file picker.
5. Click **Save Changes**.
6. Check that your file appears correctly.
7. Click **Submit Assignment**.

5.5 Viewing Feedback and Grades

1. Return to the assessment page.
2. Click **Grades** or **Feedback**.
3. Review comments and marks.
4. Contact your tutor if you need clarification.

Screenshot Placeholder: Screenshot 8 – Grades and Feedback Page

6. Academic Integrity Requirements

You must follow all academic integrity rules:

- No AI tools (see AI Use in Assessments Policy)
- No copying or pasting from external sources
- No sharing answers
- No discussing assessments with others
- Plagiarism detection tools may be used
- All work must be your own

Breaches may lead to investigation under:

- **Malpractice Policy**
- **Plagiarism Policy**
- **AI Use in Assessments Policy**

7. Support During Assessments

You may access support through:

- **Email**
- **Moodle messaging**
- **Technical support** for platform issues

Support is **not available during timed MCQs**, but you may contact support before or after.

8. Technical Failure Procedure

If you experience a technical issue:

1. **Take screenshots** of the error.
2. Check your internet connection.
3. Attempt to refresh the page.
4. If the issue continues, contact SBK Teaching Standards via email or Moodle messaging.

5. If the issue affected your performance, you may apply for **Special Consideration**.

Important distinctions:

- **Moodle Cloud outages** qualify for support.
- **Personal device issues** do not qualify.
- **Local internet outages** may qualify if evidenced.

9. Accessibility & Adjustments

Learners who require adjustments should refer to:

- **Access Arrangements & Reasonable Adjustments Policy**
- **Special Considerations Policy**

Requests must be made before the assessment where possible.

10. Communication Channels

You may contact SBK Teaching Standards via:

- Email
- Moodle messaging
- Facebook message
- Website contact form

11. Review Cycle

This document is reviewed:

- **Annually**, or
- When legislation or MoodleCloud functionality changes