

LOWER SCHOOL ASSESSMENTS – SUMMER 2020

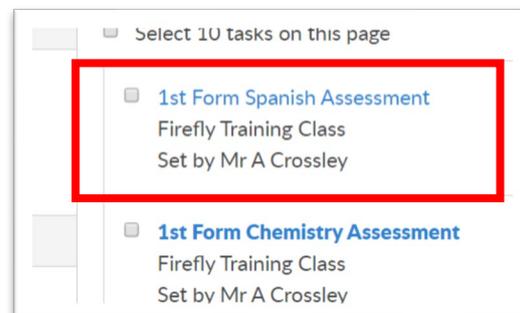
All of this year's assessments are being delivered through Firefly, just as you will be used to from the prep set all year.

Each assessment will be released to you at a specific time according to the timetable. They will appear in your **'TASK'** list in your Firefly. You should only spend the set amount of time on the assessment as indicated on the timetable or in the assessment description.

Click on the **TASK** button on the menu bar and your list of current tasks should appear. The assessments will be clearly labelled with a year group, a subject and assessment.

Click on the task to see the task description.

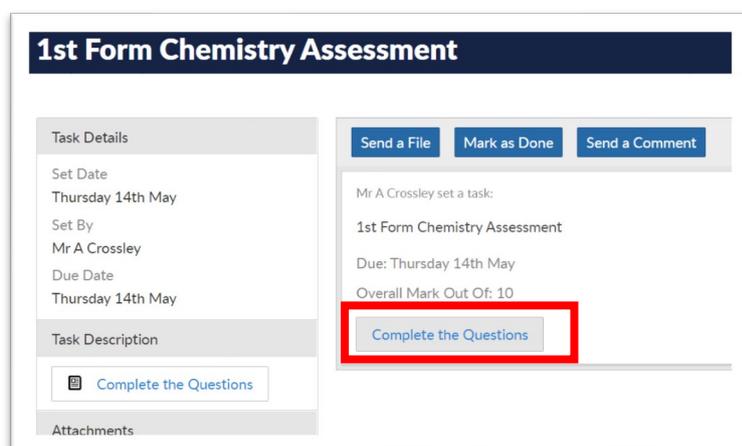
There are several types of tasks that have been set and you need to understand how to complete the task in each case.



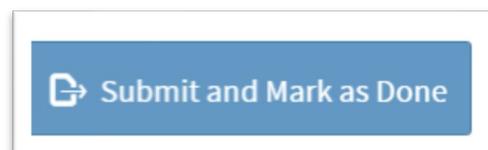
1. Firefly Quiz

Some of your assessments have been set up as a Firefly quiz. You may have used these in lessons or as prep before. When you click on the task for these assessments, you will see the button in the task **'Complete the Questions'**.

Click on this and the quiz will be shown on screen and will be made up of multiple choice questions and answers where you will have to type into the boxes provided. This **MUST** be completed on screen.



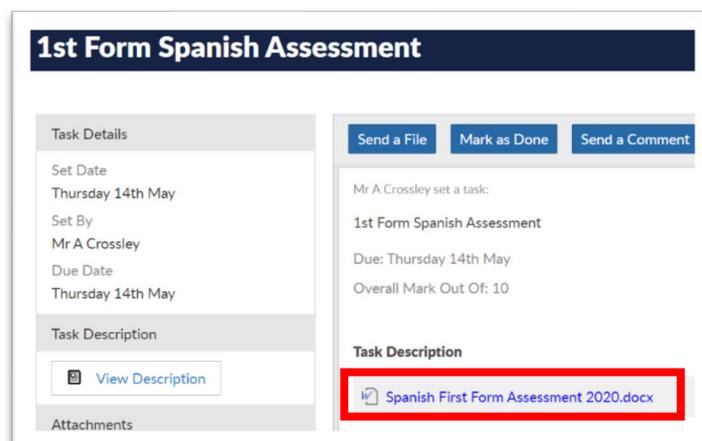
When you have finished your assessment, there is a button at the very bottom of the quiz, labelled **'Submit and Mark as Done'**. Please only click this button when you are sure you have completed everything.



2. Word Documents

Some of your assessments will be provided as a Word document. Within the task, click on the link to the document to download and open it. Some may have a preview on the screen you can use to view it instead if you would like.

Please **read the instructions carefully** with these assessments. Some of the assessments will want you to type into the Word document. For these assessments it is preferable that type your answers on the screen rather than writing your answers on paper as there may be questions where you should highlight or add words in some way to existing text.



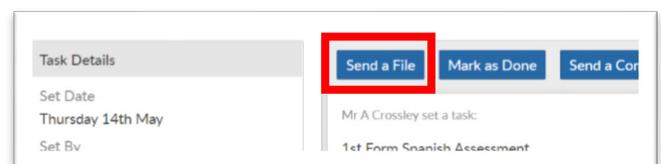
Other assessments will want you to start a new document to write essays or answer the questions. With these tests, you can type or, if you would prefer, you can write your answers on paper and then upload a photo of your work to Firefly.

3. PDF Document

Some of your assessments will be provided as a PDF document (Maths and English). You cannot alter or type into these documents and they can only be viewed on screen. The assessment can be accessed in the same way as above, by clicking on the link in the task description. For these you will have to either type your answers into a new Word document or write your answers on paper and upload them as a file or a photo to Firefly at the end of your assessment.

UPLOADING FILES TO FIREFLY

Just in case you have not done this before, to upload a file into Firefly, go into the task and click the 'Send a File' button from the top of the task.



A new window will appear and you need to click 'Attach File' and navigate to the file/photo you want to upload.

FINAL POINTS TO REMEMBER

1. Always be ready at the start time of each assessment, make sure you have everything you will need with you.
2. Open the task and question paper and **READ THE INSTRUCTIONS CAREFULLY.**
3. Make sure you know how long the assessment is going to take and **time yourself.**
4. If you are writing on paper or typing into a Word document, **make sure you put your NAME and CLASS onto the document.**
5. If you are uploading a file, it is also useful if you can name the file with your name and subject as well.
6. If the assessment does not appear in your task list exactly on the hour, please **DO NOT PANIC.** Give the system another minute and try again. You will also receive the tasks through your school email with a couple of minutes of the tasks being set on Firefly, just in case you cannot access Firefly for any reason.
7. If you experience ANY problems at all during the assessments, please contact Mr Blumsom via email (examsmanager@dauntseys.wilts.sch.uk) or phone 01380814677 or Mrs Jones (c.jones@dauntseys.wilts.sch.uk) 01380814518.